

Equity & Diversity

Annual Report 2005



Reserve Bank of Australia



Reserve Bank of Australia

**EQUITY
&
DIVERSITY**

**ANNUAL REPORT
2005**

TABLE OF CONTENTS

Foreword.....	1
Section 1: Equity & Diversity at the RBA	2
Section 2: Human Resource Policies and Practices	4
2.1 Recruitment & Selection.....	4
2.2 Staff Training & Development.....	7
2.3 Employment Policies	12
Section 3: Workplace Diversity Plan.....	14
3.1 Workplace Profiles	14
3.2 Gender	16
3.3 Work Life Balance.....	21
3.4 Indigenous Australians	23
3.5 Race-Ethnicity.....	23
3.6 People with Disabilities	25
Section 4: Appendices	28
4.1 Equity & Diversity Policy Committee Terms of Reference.....	28
4.2 Summary of Diversity Plan Initiatives	30
4.3 Disability Action Plan Progress	32
4.4 Statistical Data.....	37

FOREWORD

This is the Reserve Bank of Australia's (RBA) eighteenth annual report as required under the *Equal Employment Opportunity (Commonwealth Authorities) Act 1987*.

The RBA's current Workplace Diversity Plan, the sixth, is a four-year plan, which builds on and broadens the principles of equal employment opportunity. It is based on the idea that good management practice entails not only equity in employment opportunity but also the recognition of diversity and appreciates the value of individual differences. The Plan is due for review in the next reporting period.

Equity in employment opportunity assists in addressing disadvantage experienced by particular groups in the workplace, including women, Indigenous Australians, people with disabilities and people from non-English speaking backgrounds. It also provides an important platform underpinning workplace diversity policies for gender, age, language, ethnicity, cultural background, sexual orientation, religious belief, and family responsibilities. Diversity covers all these areas, but also includes other ways in which people are different such as educational level, life experience, work experience, socio-economic background, personality and marital status.

A major focus in the past year was on enhancing the RBA's commitment to working parents, particularly women returning to work from parental leave. The Billabond Children's Centre is a new joint venture arrangement that allows staff using the centre to salary sacrifice childcare payments. To complement the centre a Parent Room has also been established at the RBA's Head Office.

Bob Rankin
Chairperson
Equity & Diversity Policy Committee

SECTION 1: EQUITY & DIVERSITY AT THE RBA

Commitment

The RBA’s formal commitment to the principles of merit and equal opportunity in the workplace emanates from the inception of its Equal Employment Opportunity (EEO) program in 1984. The aim of the program is to encourage good management practices for all staff, while meeting legal obligations for designated EEO groups.

The program has two plans that reflect its commitment to a diverse workplace – a workplace diversity plan and a disability action plan. Both plans are reviewed in Section 3 of this report.

Legislation

The diagram below details the legal obligations that underpin the program. The various pieces of legislation have provided a basis for the introduction of policies and practices aimed at ensuring a fair and equitable workplace.

RBA DIVERSITY PROGRAM		
Workplace Diversity Plan & Disability Action Plan		
Equal Employment Opportunity (Commonwealth Authorities) Act 1987	Workplace Relations Act 1996	Occupational Health & Safety (Commonwealth Employment) Act 1991
Human Rights & Equal Opportunity Commission Act 1986	Privacy Act 1988	Disability Discrimination Act 1992
Sex Discrimination Act 1984	Freedom of Information Act 1989	Commonwealth Disability Strategy 1994 (revised 1999)
Racial Discrimination Act 1975	Age Discrimination Act 1994	

Whilst the legislative framework has remained the foundation of the RBA policy, the terminology has altered to reflect changing community attitudes and expectations. Diversity encompasses all aspects of life that individuals bring to the workplace. Diversity management encourages the appreciation and valuing of difference.

Responsibility for Equity & Diversity

Overall accountability for the RBA’s diversity program rests with the Governor. Responsibility for overseeing the program rests with the Equity & Diversity Policy Committee and Personnel Department. The Equity & Diversity Policy Committee is a consultative body which makes recommendations to the Governor on equity and diversity issues. In 2004/05, the Committee met quarterly to identify and prioritise



Equity & Diversity Policy Committee

equity and diversity issues within the RBA, and to monitor progress of initiatives under the diversity program. The Terms of Reference of the Committee are set out at Appendix 4.1.

Staff Training & Development Section, Personnel Department, provides support to the Equity & Diversity Policy Committee. This section researches diversity policy issues, disseminates diversity information, liaises with Diversity Contact Managers in the RBA, coordinates and monitors progress reports and maintains links with public and private sector networks in relation to equity and diversity matters. Section staff attend diversity conferences and briefings and represent the RBA on the executive committee of the *NSW EEO Practitioners Association (NEEOPA)*.

The Head of each functional area is responsible for the implementation of the diversity program in their area. They, or their Diversity Contact Manager, prepare annual progress reports. Each supervisor is responsible for ensuring that equity and diversity principles are adhered to in the workplace. All staff have a responsibility to ensure that the decisions they take and their actions in the workplace are consistent with equity and diversity principles.

Collection of Equity & Diversity Data

All staff are invited to voluntarily complete an equity & diversity form when they commence employment at the RBA. The form includes questions regarding disability, ethnic origin, languages, and education. The quality of statistics is dependent on the responses provided on this form. A revised version of the form was sent to all staff last year. This provided an opportunity to receive details from staff who had acquired a disability since commencing at the RBA.

SECTION 2: HUMAN RESOURCE POLICIES AND PRACTICES

This section reports on policies and practices in relation to recruitment and selection, training and development, and employment policies from a diversity perspective.

2.1 RECRUITMENT & SELECTION

General Recruitment

The RBA continues to be regarded as an attractive place of employment for high calibre staff, most of whom join through the annual graduate, cadetship and traineeship recruitment drives. Several initiatives have helped to introduce the RBA's employment opportunities to high school and university students. There has been a continuing emphasis on attracting more female candidates. On-line remains the preferred method for applicants to receive information and to apply for positions.

Work Placement Program

The RBA supported the *Orientation to the Workplace Program* during the year. The program provides an opportunity for professional migrant workers to undertake six weeks' work experience, allowing participants the chance to learn about local work culture and practices. This year under the program, one IT professional worked at the RBA.

Graduates and Cadets

Both the graduate and cadetship recruitment campaigns continued to provide high quality applicants to departments. Advertising of opportunities continued in the national press, graduate publications and web-based job boards and graduate career information sites, including those provided by university careers services. Graduate information packs were sent to honours students at universities Australia-wide.

The RBA continued its participation in *The Australasian Graduate Recruitment Benchmarking Study*. This provides information on graduate recruitment practices in over 100 organisations in Australia and New Zealand and assists in maintaining a best practice approach to graduate recruitment.

Graduate Development Program

Graduates who join the RBA's two year *Graduate Development Program (GDP)* have honours or higher level studies in economics, finance or closely related studies. Graduates are recruited through the annual graduate recruitment program commencing in March, and from students completing the *RBA Cadetship Award*. The RBA also recruits small numbers of information technology and accounting graduates.



2005 Graduate Development Program participants

Forty graduates began the *Graduate Development Program* in 2005. This represented around a third of all new employees in 2004/05. The intake included 15 students from the 2003/04 *Cadetship Award* which continues to play a significant role in attracting high calibre graduates to the RBA. Of the forty graduates recruited, 15 (38%) are women; an increase from 28% in 2004 and 24% in 2003.

Cadetship Award

Pre-employment programs are becoming an increasingly important part of recruitment efforts at the graduate level. The RBA's *Cadetship Award* provides two-months of work experience to students who have completed, to a high standard, a minimum of three undergraduate years of study. Financial support is provided during the honours year for cadets who are offered and accept a place on a future *Graduate Development Program*.

The 2004/05 cadetship had 21 participants, 43 per cent of whom are women. This compares with 50 per cent in 2003/04 and 41 per cent in 2002/03. Ten of the 15 cadets who accepted offers to join the 2006 *Graduate Development Program* are women.

AXISS Scholarship Program

Participation in the *AXISS Scholar Program* continued in 2004/05. The Program is a government initiative administered by AXISS Australia (A division of Invest Australia), which facilitates partnerships between industry and universities to promote excellence in finance education. The Program provides an opportunity for talented finance or commerce students to undertake ten to fourteen weeks' paid work experience in the financial services industry. The scholarship is another effective way to source high calibre graduates and cadets for the Bank's Financial Markets Group. In 2004 the RBA employed one former AXISS scholar.



2005 Trainees

Information Technology Graduates

During 2004/05, Systems and Technology Department continued to be involved in placing students undertaking IT studies through an Industrial Training Program. Each student completes a twelve-month paid work placement as part of their degree. The RBA continues to successfully place students from this program into cadet and graduate positions. Two of the 40 graduates recruited to the 2005 *Graduate Development Program* were for the Systems and Technology Department, both male.

Traineeships

For the past 19 years, the RBA has supported the Australian Government's New Apprenticeship and Traineeship System. Twelve-month traineeships are offered in Business Administration, Print Design, and Information Technology.

Business Administration Traineeship

Business Administration trainees undertake off-the-job training one day per week towards a Certificate III in Business Administration. The training is conducted on the RBA's premises. Trainees rotate through three departments, spending approximately four months in each department. Each year, at least one Business Administration Traineeship placement is targeted at people with a disability and one for Indigenous Australians.

In March 2005, each of the seven 2004 Business Administration trainees successfully completed their traineeship. The group consisted of four males and three females

and included two people with a disability and one Indigenous Australian. Five of the trainees gained full-time permanent employment with the RBA. A further ten trainees (five female, five male) were recruited in March for the 2005 program.

Print Design Traineeship

Each year the RBA offers one Print Design Traineeship. The trainee undertakes training one day per week towards a Certificate II in Printing and Graphic Arts (Print Design). The training is undertaken off-the-job at Ultimo TAFE. In December 2004, the Print Design Traineeship was successfully completed by a male. The traineeship was again offered in January 2005 and a female is currently undertaking the program.

Information Technology Traineeship

Information Technology trainees undertake training off-the-job one day per week. Two trainees successfully completed the program in 2005. A further three traineeships were offered in 2005 (one female, two male). The trainees are currently studying towards a Certificate IV in Information Technology (Network Management).

2.2 STAFF TRAINING & DEVELOPMENT

Staff Appraisal

A new appraisal form was implemented in 2004/05. It features a development plan to encourage greater focus on training and development. The plan records training goals, steps required for achievement, target dates and supervisor's comments upon completion. As before, there are mid and end term performance feedback discussions with staff on the achievement of job objectives. All position descriptions and organisation charts were reviewed during the year to ensure that responsibilities and accountabilities are accurately described.

General Training

During 2004/05, 629 staff (74 per cent) of staff attended some formal in-house training (75 per cent of women, 73 per cent of men). These figures exclude e-learning which is available to all staff throughout the year. In addition 24 per cent of staff attended external training and 6 per cent attended overseas courses and conferences. Twenty-nine presentations were made by staff on behalf of the RBA at conferences; seven of these were presented by women.

A number of new programs were trialled during 2004/05 including Project Management, Communication Essentials and two mental health workshops targeted at different levels: Beyond Blue Depression in the Workplace; and Psychological Problems in the Workplace Setting.

Following significant amendments to the OH&S Act, the RBA provided additional Occupational Health & Safety training for all RBA staff. All managers and supervisors were scheduled to attend a two or three hour workshop, delivered by a Comcare

accredited trainer, covering essential information relating to the OH&S Act, office safety, rights and responsibilities, workplace injuries and the importance of OH&S training and awareness. In total 257 staff attended this workshop. The remainder of staff completed the RBA online module on Occupational Health and Safety.

Externally, Springboard continues to be offered, with 11 women attending the program during 2004/05. Other women's career management programs offered through the year include Xplore Career Resiliency and Xplore Your Corporate Voice which are aimed at different career levels. One female staff member is currently participating in the Women in Finance mentoring program.

Graduate Development Program

The *Graduate Development Program* provides extensive training and development opportunities as well as a strong foundation for longer-term professional development. The two-year formal training schedule aims to develop graduates' skills in the areas of computer applications, business writing, interpersonal skills, technical skills, professional presentations, time management, leadership and career management.

In 2005 the program was reviewed and modified and includes a new session on communication skills and a business writing refresher workshop. Graduate orientation week was also modified with self-development workshops and a stronger emphasis on building a social support network between graduates.



2005 Graduate Development Program: Econometrics training

Management Programs

A further 28 staff (21 male, 7 female) attended the New Managers Program. In total, 145 staff have completed this course since it was introduced in 2001. The next RBA Central Banking Management Program, run every two years, is scheduled towards the end of 2005 with 16 participants (10 male, 6 female). An Executive Development Program is also being explored.



Graduate supervisors and staff from the 2003 GDP join the 2005 GDP orientation week BBQ

e-Learning

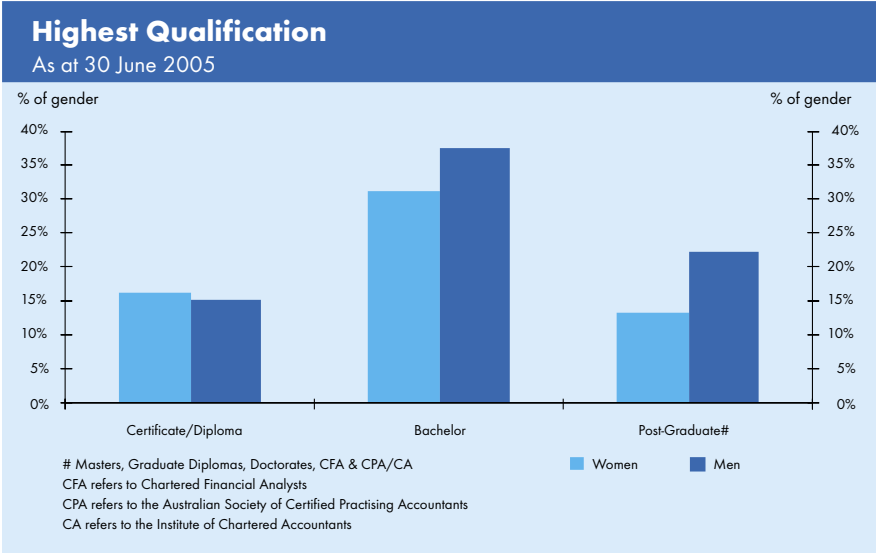
The RBA has an extensive e-Learning program. Staff have access to over 180 course titles relating to computer applications, IT technical software and hardware, and various business skills. Staff can access courses from their desktop, in the Self Paced Learning Centre or from their home computer. The RBA is introducing specialised financial courses for graduates and other staff in the policy areas from July 2005.

The RBA continues to provide a range of customised e-learning modules as part of the Orientation Program, including a module on equity and diversity. An additional module on Privacy was introduced this year. All new starters are required to complete the interactive modules within two weeks of commencement. Two further modules will be introduced in the next reporting period.

Educational Qualifications

Sixty-nine per cent of staff are recorded as having a post-secondary or tertiary qualification, the same as in 2004. Of those staff who have a post-secondary or tertiary qualification, 27 per cent hold a post graduate qualification; an increase of 1 per cent from 2004. Overall, 53 per cent of staff now hold a Bachelor Degree or higher.

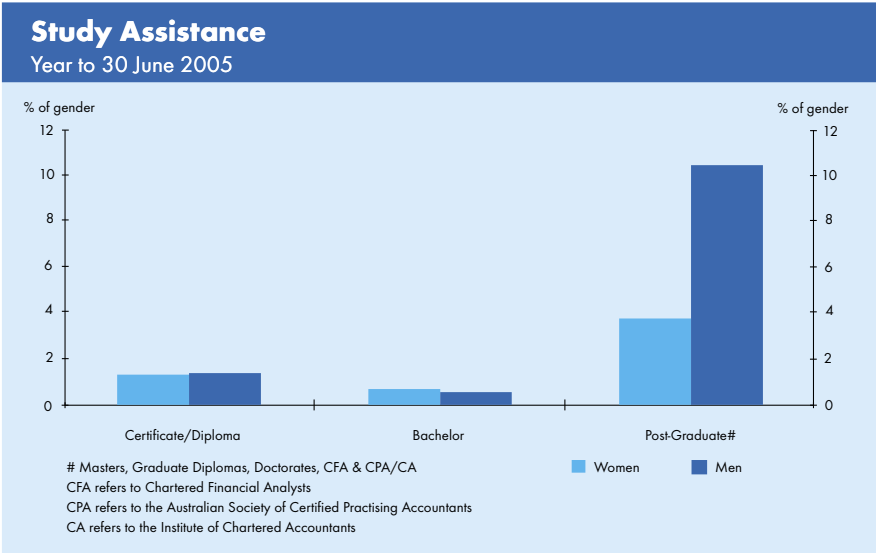
There remains a substantial gender gap with 61 per cent of women holding a post-secondary qualification compared to 75 per cent of men. Forty-five per cent of women now hold a Bachelor Degree or higher (up from 43 per cent in 2004 and 40 per cent in 2003) compared to 60 per cent of men. The percentage of staff with post-secondary and post-graduate qualifications has risen in previous years as a result of the declining number of clerical relative to professional positions.



Study Assistance

Employees are encouraged to obtain qualifications of value to the RBA and relevant to their career. To assist staff in obtaining these qualifications, the RBA has a study assistance scheme where tuition fees are met by the RBA on successful completion of course subjects.

In 2004/05, 83 staff received study assistance (10 per cent of staff). Of those 83 staff, 23 per cent were female (down from 30 per cent in 2004). Overall 5 per cent of RBA women received assistance, down 1 per cent from 2004. The percentage of men who received assistance was 13 per cent, an increase of 3 per cent from 2004. The majority



2004 Bank Study Assistance Committee



Ric Battellino



Malcolm Edey



Phil Lowe



Graham Rawstron

of staff who received study assistance were studying at the post-graduate level (82 per cent). Where the cost of a course exceeds a certain level, or for staff wishing to study full-time, staff must apply to the Bank Study Assistance Committee. In 2004 the Committee approved 10 (8 male, 2 female) part-time study assistance applications.

Post-Graduate Study Award

An important element of the RBA Study Assistance Scheme is the Post-Graduate Study Award (PGSA). This is offered each year to assist high calibre staff undertake full-time post-graduate study in relevant disciplines at universities in Australia or overseas. The PGSA represents a substantial investment by the RBA in upgrading the knowledge and skills of staff.

Since 1981, when the PGSA was formally introduced, 77 staff have participated in the program. During the year 10 staff (2 female, 8 male) were studying via the PGSA program; 8 of these were studying overseas.

In 2004, the Bank Study Assistance Committee approved four PGSA applications (all male). All of the award recipients nominated overseas institutions and will commence their studies in 2005/06.

2004 PGSA Recipients



Certificate IV in Business Administration

The RBA continued to assist clerical staff in obtaining Certificate IV in Business Administration qualifications. For Head Office staff, the training was changed from one-day a month to a half-day per fortnight, but remains over 12 months and

continues to be conducted on the RBA's premises. Six staff (four female, two male) were studying towards the qualification during the reporting period. A further five staff (three female, two male) commenced the study program in 2005.

2.3 EMPLOYMENT POLICIES

The RBA's Workplace Diversity Plan has the dual function of being a planning document and an audit tool to ensure that personnel practices and policies are fair, equitable, and ultimately assist in the attraction and retention of valued staff. The year in review has been a year of consolidating past initiatives and preparing for new initiatives to be introduced in 2005/06 under enterprise bargaining arrangements.

Personal Leave

To provide greater flexibility for staff, the RBA replaced the previous Sick and Carer's leave arrangements with a cumulative entitlement of 18 working days' Personal Leave for each 12-months of full-time paid continuous service, pro rated for part-time staff. Up to 10 days of Personal Leave may now be utilised each calendar year in the event of illness and/or incapacity of family or household members. Under the previous arrangements, full-time staff accrued 15 days sick leave per annum and were entitled to an additional five days non-cumulative carer's leave. The new arrangements were introduced from the start of 2005.

Leave Without Pay

During the year the RBA reviewed the policy of maintaining certain subsidised benefits for staff taking extended leave without pay. The impetus for the review was the increasing number of applications for leave without pay, the cost to the RBA of subsidised benefits, and practice elsewhere. As an outcome, from March 2005 the subsidy on those benefits has been removed for most employees taking more than four weeks leave without pay. This policy will not apply in relation to employees on parental leave absences of up to twelve months, leave without pay taken for reason of personal illness or RBA-supported secondments.

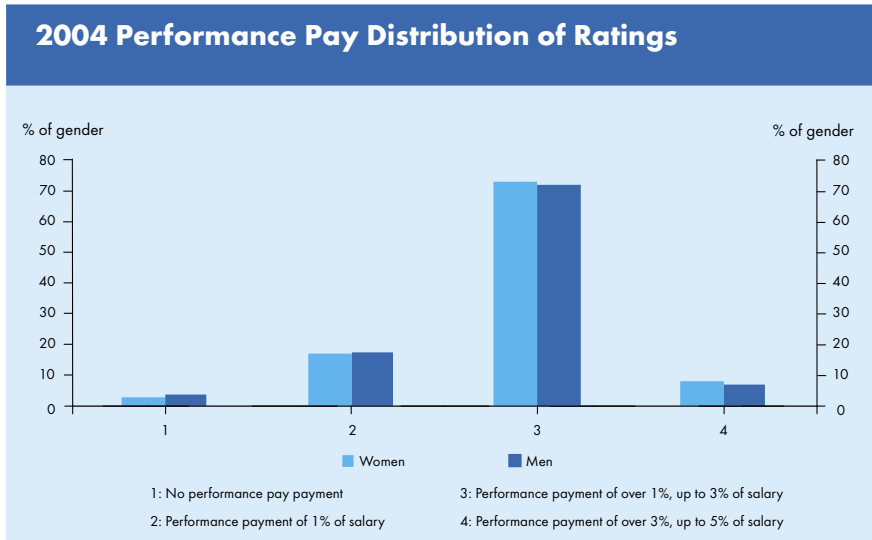
Enterprise Bargaining

The RBA is currently holding discussions with the Finance Sector Union, the main workplace union, on a new enterprise bargaining agreement. New proposals aimed at providing greater flexibility for employees taking parental leave include:

- An option for paid maternity leave to be taken at half pay;
- Paid paternity leave to be extended from one week to two weeks; and
- The guaranteed period of part-time work available after parental leave to be extended from six to twelve months.

It is also proposed that the working from home arrangements, which have been trialled since 2003, be confirmed as an on going policy.

Performance Pay: EBA covered staff



From the 2004/05 appraisal year there were changed performance appraisal and performance pay arrangements for EBA-covered staff. A new ranking scale provides for a percentage increase paid on actual salaries providing scope for more flexible rewards with the same budget constraints as in the past. Average performance pay outcomes were very similar for males, females, people from a non-English speaking background, and people with disabilities.

Consultation

The principal means of providing information to staff relating to equity and diversity are via the staff newsletter *Staff Matters*, the monthly staff magazine *Currency* and Personnel Department's intranet site. The Equity & Diversity Report 2004 was sent to staff via email, placed on the RBA's website, and hard copies made available upon request. Consultation with the Finance Sector Union took place during the year on a range of employment issues, including matters relating to a new enterprise bargaining agreement and establishment by the RBA of a business resumption site.

SECTION 3: WORKPLACE DIVERSITY PLAN

Since the RBA formally announced its commitment to equal employment opportunity in May 1984, six successive plans have been implemented and reported on to progressively achieve the objectives of the equity and diversity program.

Workplace Diversity Plan 2001-2005

The development of the sixth plan, *Workplace Diversity Plan 2001-2005*, involved assessing the RBA's policies and performance against the requirements of the *Equal Employment Opportunity (Commonwealth Authorities) Act 1987*. In addition, the principles endorsed in the *Public Service Act 1999*, the *Equal Opportunity for Women in the Workplace Act 1999* and the Human Rights & Equal Opportunity Commission's Best Practice Guidelines were also explored.

The plan recognises the diversity of staff and seeks to accommodate this within broader policies relating to recruitment and selection, staff training and development and conditions of employment.

The five key areas identified in the plan are:

- Gender
- Work Life Balance
- Indigenous Australians
- Race-Ethnicity
- People with Disabilities

A summary of the diversity plan initiatives related to these areas is provided at Appendix 4.2.

As part of the first stage of the plan, a comprehensive workplace profile covering designated groups, age and gender, qualifications, and management composition was prepared. The profile provides a basis for analysing the effectiveness of the plan and identifying further initiatives. While a number of workplace profiles are provided in this section, additional statistics are provided at Appendix 4.4.

The plan is now due for review and it is expected that a new plan will be implemented in the next reporting period.

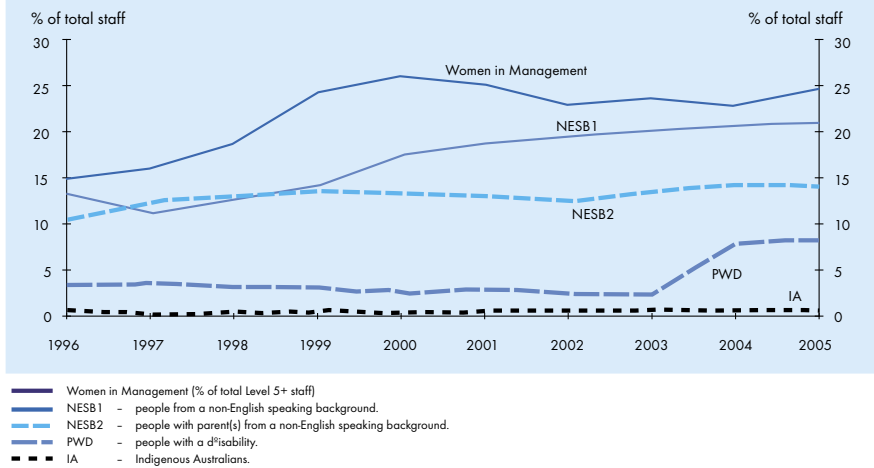
3.1 WORKPLACE PROFILES

Diversity profile

The percentage of Indigenous Australians at the RBA has remained stable for the past 10 years. This is in contrast to the percentage of women in management and staff from a non-English speaking background (NESB1) or whose parents are from a non-English speaking background (NESB2), which have increased over the same period. The percentage of people with disabilities increased substantially from 2004, primarily due to an update in staff records. The above areas are analysed in detail in this section of the report.

Diversity Profile: 1996 to 2005

As at 30 June

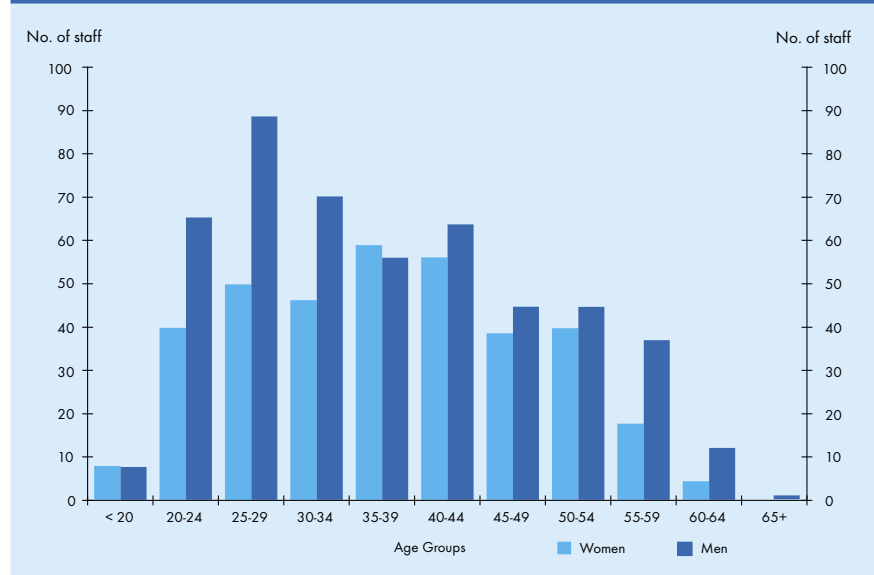


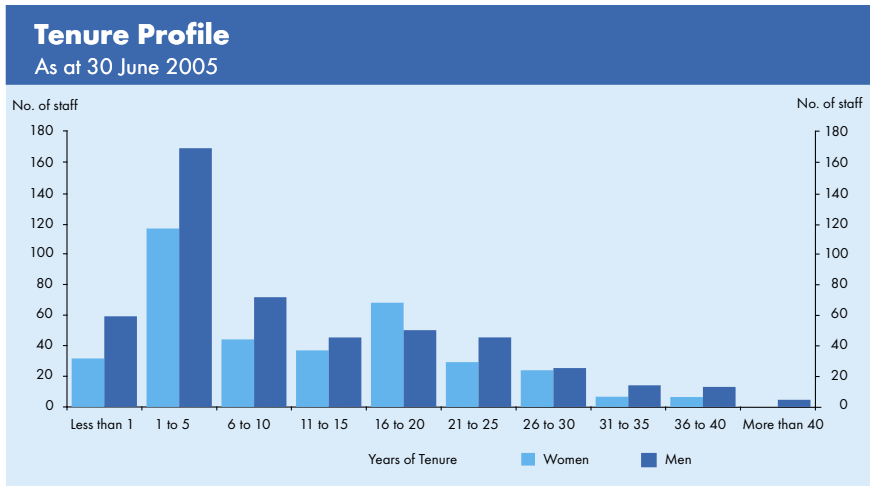
Age

The median age of RBA staff is now 38 years, compared with 37 in 2004 and 36 in 2003. Forty-four per cent of staff are aged less than 35 years, down 1 per cent from last year. Over the next ten years, 28 per cent of RBA staff will be eligible for retirement (aged 55). Comparatively, Australian Public Service (APS) data from last year reports the median age of the APS workforce at 41 years and that 39 per cent of the APS workforce is aged 45 years and over.

Age Profile

As at 30 June 2005





Tenure

There has been little change in the tenure statistics over the last few years. The average tenure remains at 11 years for this reporting period. Fifty-seven per cent of staff have less than 10 years service. This compares to 55 per cent in 2004 and 50 per cent in 2003. Twenty per cent have more than 20 years service and 57 per cent of staff have more than five years service, similar to previous years.

Graduate retention rates were analysed in 2005; it was found that retention of graduates is lower than for other recruits but comparable to relevant external benchmarks. There is evidence that retention of female graduates is marginally lower than male graduates. Graduate retention will continue to be closely monitored with a view to identifying appropriate retention strategies, such as the RBA childcare centre opened earlier this year.

3.2 GENDER

Staff Numbers

Over the past seven years staff numbers have remained relatively stable. As at 30 June 2005, women represented 42 per cent of total staff, the same as in 2004.

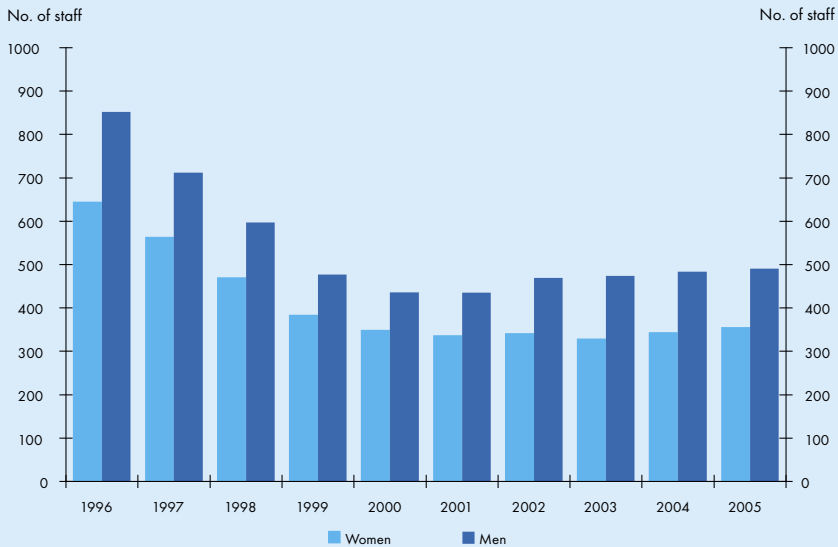
Occupational Groups

Gender representation in the various occupational groups continues to be monitored, as well as changes in occupational structure over time. The two main occupational groups are professional and clerical.

The percentage of women in clerical positions continues to decline, with 40 per cent of women employed in clerical roles in 2005 as compared to 43 per cent in 2004 and 47 per cent in 2003. Clerical positions made up 25 per cent of all positions compared to 26 per cent in 2004 and 41 per cent in 1999. Sixty-eight per cent of clerical positions are held by women. Forty per cent of women hold professional positions, the same as in 2004. Seven years ago representation was 25 per cent.

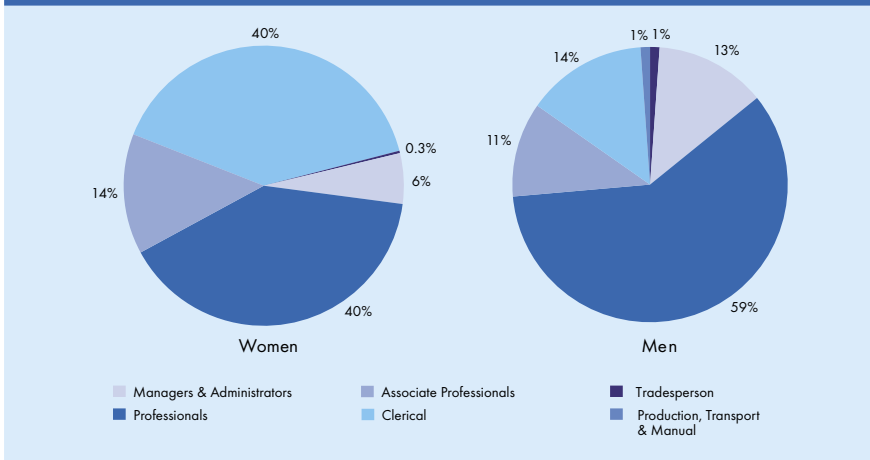
Gender Profile: 1996 to 2005

As at 30 June



Representation within Occupational Group by Gender

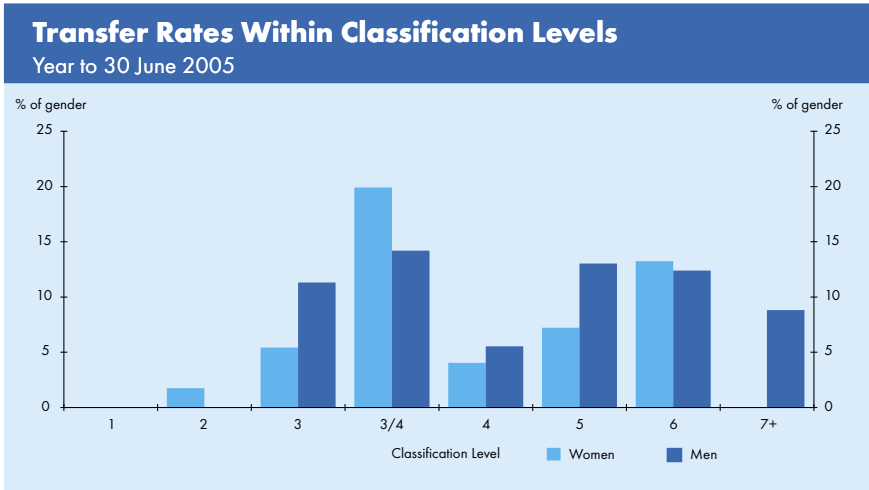
As at 30 June 2005



Women in Management

Six per cent of women at the RBA are employed in management positions, an increase of 1 per cent from 2004. This compares to 13 per cent of men. Twenty-four per cent of all RBA management positions are held by women. This is substantially higher than in 1995 when representation was 13 per cent. Further analysis of women in management will be undertaken in the next reporting period.

Transfers, Rotations and Secondments



Transfers and rotations within the RBA, including to overseas and regional offices, are an important means of staff development. Transfers are permanent appointments to a position. The number of transfers recorded for 2004/05 was 65, similar to last year. The percentage of women transferring within the reporting period was 6 per cent down from 9 per cent last year. The transfer rate for men remained unchanged with 9 per cent of men being formally transferred.

Rotations are temporary movements of staff. The number of rotations increased from 51 last year to 64 in 2004/05 (excluding trainees and graduates). With the exception of 2005 and 2002, the number of rotations had been steadily declining for the past seven years. While women have generally lagged behind men in the transfer rate, the percentage of women rotating has generally been higher than that of men. The past two years have seen a change to this trend. In 2004 the percentage of women rotating was equal to that of men (7 per cent) and in 2005 the percentage of women (7 per cent) was slightly lower than men (9 per cent).

Secondments are also available to other relevant institutions. Over the past year, staff have worked at the Bank for International Settlements, the UK Financial Services Authority, the Australian Treasury, the Australian Taxation Office, and Australian Prudential Regulation Authority.

Graduate Recruitment

Graduate Development Program

In the 2005 recruitment drive 374 applications were received for the *Graduate Development Program*. The ratio of women to men applying remained the same as the last reporting period and continues to reflect the gender ratio of honours level enrolments in economics at Australian universities. The ratio of women to men called

GRADUATE RECRUITS GENDER RATIOS				
Year	Women	Men	Total	Ratio
2005	15	25	40	38:62
2004	8	21	29	28:72
2003	8	26	34	24:76
2002*	14	25	39	36:64
2001	7	26	33	21:79
2000	14	20	34	41:59

* The 2002 figures include 4 graduates that did not participate in the *Graduate Development Program* (2 male and 2 female)

to interview was equal to the previous two reporting periods at 50:50. There was a 10 per cent increase in offers made to female applicants interviewed (57 per cent) while the ratio for men was similar to the last reporting period (59 per cent).

Cadetship Award

In the 2004/05 recruitment drive 128 applications were received for the *Cadetship Award*. Similar numbers of applications have been received over the past four years. The ratio of women to men who apply for the cadetship has remained fairly constant at approximately 35:65 for the last six years. As with graduate applications this ratio continues to reflect the gender ratio of honours level enrolments in economics and related study areas at Australian universities.

In 2004/05, 40 per cent of female applicants and 44 per cent of male applicants were called to interview. There was a decrease in the percentage of offers made to both female and male applicants interviewed; 47 per cent of women and 34 per cent of men who were interviewed were offered positions.

CADET RECRUITS GENDER RATIOS				
Year	Women	Men	Total	Ratio
2005	9	12	21	43:57
2004	9	9	18	50:50
2003	7	10	17	41:59
2002	3	16	19	15:85
2001	8	10	18	44:56
2000	6	9	15	40:60

Individual Contracts

STAFF ON INDIVIDUAL CONTRACTS			
% of Gender by Occupational Group as at 30 June 2005			
Occupational Group	Women (%)	Men (%)	Total (%)
Managers	95	97	97
Professionals	75	82	80
Associate Professionals	39	67	54
Clerical	20	21	20
Total Staff on Individual Contracts	49	72	62

Individual employment contracts, providing flexibility in remuneration, are offered to most staff as an alternative to coverage under the RBA's collective agreement. Accepting an individual contract is voluntary, except for staff on the *Graduate Development Program* and staff at Level 6 and above. As at 30 June 2005, 62 per cent of staff were on individual employment contracts, compared to 53 per cent in 2002. Forty-nine percent of women are on individual contracts as compared to 72 per cent of men. Within most occupational groups, women and men are about equally likely to choose individual contracts, but women are more heavily represented in the occupational groups with the lowest take-up of contracts.

Pay Equity

In 2004/05 women in the RBA earned on average 82 per cent of what men earned, similar to the 2002/03 figure of 83 per cent. This again is likely to reflect a relatively higher representation in lower paid clerical positions. This is also broadly consistent with ABS data which showed nationally, on average, women's earnings were 85 per cent of men's earnings.

Childcare Centre

A major focus in the past year was on enhancing the RBA's commitment to working parents, particularly women returning to work from parental leave. The RBA's new joint venture with Lend Lease Corporation Ltd, the Billabond Children's Centre, caters for 66 children aged between 0 and 5 years. The RBA has 20 places reserved for the children of staff members. Purpose built, the Centre features modern equipment and facilities for children and their carers. Salary sacrifice arrangements are available to RBA staff.

Parent Room

To complement the Childcare Centre, a Parent Room was recently made available for use by staff at Head Office. The room provides a private facility for women returning to work who would like to maintain breastfeeding. Staff on parental leave visiting



Billabond Children's Centre

the RBA that need a private space to breastfeed or change a nappy may also use the room. The room is well equipped and has been accredited by the *Australian Breastfeeding Association*.

3.3 WORK LIFE BALANCE

Personal Leave

Personal Leave for caring purposes can be taken either on a half or full day basis. In 2004/05 it was used by 377 staff (44 per cent); with each of those staff taking an average of 3 days leave. This is similar to previous years. Of the 377 staff who took the leave, 53 per cent were men. As a percentage of gender, 49 per cent of all women at the RBA used Personal Leave for caring purposes compared to 41 per cent of men.

Part-Time Work

During the year, 64 staff worked part-time (59 female, five male) compared to 61 (56 female, five male) in 2004. The figures reflect mostly temporary part-time work arrangements.

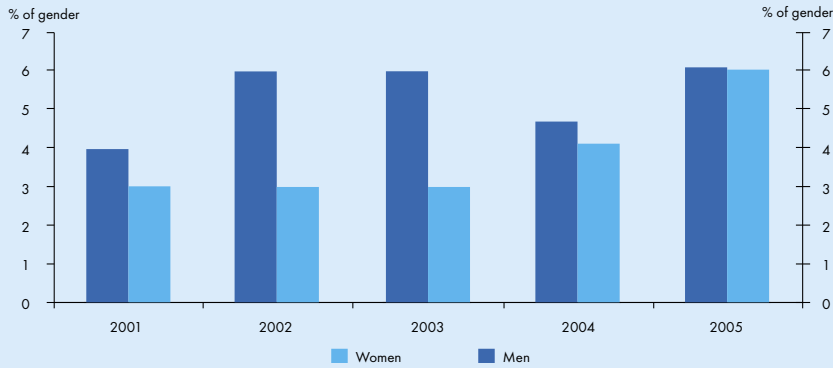
Parental Leave

Women are entitled to 14 weeks' paid maternity leave and men to one week's paternity leave. The chart below provides a breakdown based on gender for staff commencing paid parental leave.

During 2004/05 a total of 50 staff commenced paid parental leave (20 women and 30 men). This is a substantial increase from 2004 where 36 staff commenced paid parental leave (16 women and 20 men).

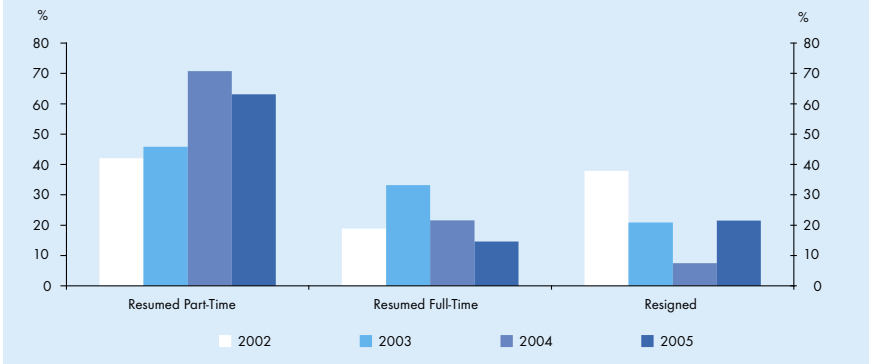
Staff Commencing Paid Parental Leave

Year to 30 June 2005



Women Completing Parental Leave

Year to 30 June 2005



Of the 14 women completing parental leave three women resigned, a return rate of 79 per cent. This compares to 93 per cent in 2004. Of the 11 women who returned to work in 2004/05, nine elected to work part-time (82 per cent). This compares to 13 women returning in 2004, with 10 electing to work part-time (77 per cent).

Under enterprise bargaining arrangements the RBA and the Finance Sector Union have agreed to review the RBA's parental leave arrangements once a decision is issued by the Australian Industrial Relations Commission in respect of the Family Provisions Case 2004.

Work and Family Intranet Site

The Work and Family site on the Personnel Department intranet was again reviewed and streamlined. Information on the RBA's Childcare Centre and Parent Room were added to the site.

Fitness Facility

The RBA encourages a healthy lifestyle. In addition to supporting sporting events, the RBA operates a fitness facility at Head Office. The facility is available for use by staff at lunchtime and out of work hours. Staff desiring to use the facility must first attend a training session in the safe use of the equipment. Approximately 545 staff have received this training. During the year additional gymnasium equipment was purchased and at year end 93 staff were attending weekly pilates and yoga classes.

3.4 INDIGENOUS AUSTRALIANS

Staff who have identified as Indigenous Australians continue to account for a very small proportion of staff, 0.6 per cent in 2005.

Business Administration Traineeship

At least one Business Administration Traineeship continues to be designated for Indigenous Australians as a step to encourage a higher representation at the RBA. In 2005, the RBA used additional targeted avenues to promote the vacancies. The position was again successfully filled for 2005. The 2004 Indigenous Australian trainee was employed by the RBA at the end of her traineeship.

National Indigenous Cadetship Project

The feasibility of utilising the Australian Government's *National Indigenous Cadetship Project* continues to be explored as an additional way of targeting Indigenous Australians for employment opportunities within the RBA.

NAIDOC Week

As one way of recognising Indigenous culture, the RBA took the opportunity to highlight and promote to staff NAIDOC (National and Aboriginal Islander Day Observance Committee) week in July 2004.

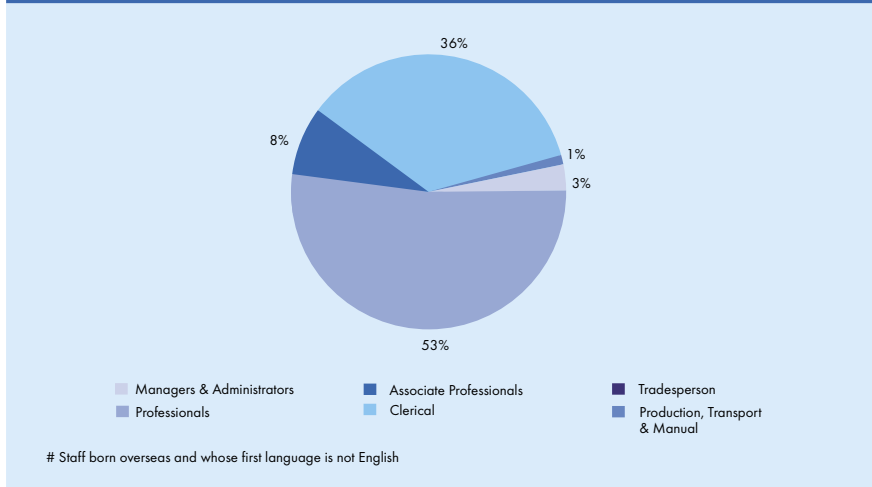
3.5 RACE-ETHNICITY

Representation at RBA

The percentage of staff who identified themselves as NESB1 (staff who are born overseas and whose first language is not English) remains at 21 per cent. These employees remain heavily represented in the RBA's information technology, accounting and audit departments and share a common characteristic of being more highly qualified than other staff at equivalent levels. Consistent with the qualification levels found amongst the NESB1, an analysis of occupational groupings shows that 53 per cent are represented in professional occupations, an increase from 48 per

Representation within Occupational Group by NESB1

As at 30 June 2005



cent in 2004. Three per cent are employed in management positions, an increase of 1 per cent from 2004.

Business Writing Training

The RBA again offered training to staff in business writing to assist with career progression. The objective of the two-day Technical Business Writing course is to tailor training in the area of written communication to reflect the more technical nature of the documents produced by the information technology, accounting and audit departments. The training acknowledges the varying communication styles used by different cultures. In 2004/05, 15 staff who identified themselves as NESB1, and 9 staff who identified themselves as NESB2 attended a business writing course.

Harmony Day

For the week commencing 21 March 2005, the RBA supported and promoted Harmony Day. Staff were provided with information about the meaning of the day via the intranet, the staff magazine *Currency*, and staff newsletters. Harmony Day ribbons were also available for staff to wear and the staff café provided an array of international dishes throughout the week.

Cultural Awareness Workshop

Twelve participants attended a two-day cultural awareness workshop during the year. The workshop focused on cross cultural recruiting, interviewing and selecting, the multicultural workforce, cultural dimensions and communication in cross-cultural situations. Further sessions are planned for 2005/06.

Work Placement Program

The RBA supported the *Orientation to the Workplace Program* for migrants during the year. One IT professional worker undertook six weeks' work experience, providing the opportunity to learn about local work culture and work practices.

3.6 PEOPLE WITH DISABILITIES

Representation at RBA

The number of staff who have identified as having a disability remains at 8 per cent in 2005. The increase from 2 per cent in 2003 can be explained by the revised equity and diversity form that was sent to all staff in April 2004. The form assisted in capturing staff who have acquired a disability since commencing at the RBA.

Disability Action Plan: Access & Equity 2003-2005

In December 2003, the RBA launched its second action plan under the *Commonwealth Disability Strategy*, a government initiative to assist Commonwealth agencies in developing a disability action plan under the *Disability Discrimination Act 1992*. The *Commonwealth Disability Strategy* is currently being reviewed. The outcome of this review will be considered in the development of the RBA's next disability plan, to be incorporated in the workplace diversity plan during the next reporting period.

The RBA has achieved good progress on the current Plan initiatives since its implementation; there is one outstanding initiative scheduled for completion by September 2005. The Disability Action Plan Consultative Group continues to meet quarterly to monitor the implementation of the Plan. An update on each of the Plan initiatives is listed at Appendix 4.3.



Disability Action Plan Consultative Group

Membership of Employer Disability Group

In 2005, the RBA became a member of a not-for-profit employer disability group 'Employers Making a Difference' (EMAD). The membership provides the RBA with a strategic business partner to assist in the development of disability initiatives as well as an additional resource for staff. During this reporting period EMAD facilitated a half-day disability awareness workshop and is working on a tailored awareness raising session for staff on the Disability Action Plan Consultative Group. During the next reporting period, EMAD will assist the RBA in the development of the next disability action plan.

Awareness

Training & Development



Disability Awareness Workshop

The RBA Disability Awareness Workshop continues to be held annually for staff and managers to raise the level of understanding and awareness in relation to identifying barriers for people with disabilities. The workshop also introduces strategies for overcoming these barriers. A total of 124 staff have attended these workshops since they were first introduced in 1999.

A corporate health program and two half-day workshops, *Beyond Blue* and *Understanding Psychological Problems in the Work Setting*, were piloted in 2004; further mental health workshops have been scheduled for the next reporting period.

The First Aiders Network was updated during the year with quarterly information sessions. Topics covered included epilepsy, sports injuries, diabetes, and advanced resuscitation.

Brochure: Supporting Staff with Disabilities

In 2004, the Disability Action Plan Consultative Group worked with Personnel Department to create a disability awareness brochure, *Supporting Staff with Disabilities*. The brochure continues to be provided to all new starters as part of their induction.

International Day of People with a DisAbility

The RBA once again celebrated International Day of People with a DisAbility on 3 December. Information about the meaning of the day was provided via the intranet and the staff magazine *Currency*. Displays and information leaflets were also placed in the staff café.

Staff Magazine Feature Articles

During 2004/05 two articles on disability featured in the staff magazine. The first article highlighted the achievements of the RBA's Systems Accessibility Technical Group and promoted the assistive technologies available at the RBA. The article featured one staff member using a portable CCTV system, purchased by the RBA to assist him in his regular work duties.

The second article, also aimed at raising awareness, provided staff with an update on various disability initiatives. The article highlighted resources available to staff at the RBA, including the new confidential disability employer information line available to all staff through membership of EMAD.

Access

Various facilities at Head Office were upgraded as part of the Access Improvement Program. The ground floor foyer reception desk was redesigned to comply with the *Disability Discrimination Act 1992* and accessible lifts were installed in the banking chamber and the Museum of Australian Currency Notes. Work commenced on upgrading the six Head Office passenger lifts. The upgrade includes improved disability access features; one refurbished lift was in operation at end-June 2005.

Accessibility

Internet

In March 2005, the Bank opened the Museum of Australian Currency Notes in its Head Office building. As part of that development a new website depicting much of the content of the Museum was launched. The Museum website is fully compliant with the W3C Web Content Accessibility Guidelines.

The Bank also continued its program of review and enhancement of its regular website content to improve compliance with the W3C Guidelines. Some examples of improvements made during 2004/05 are: replacement of a non-compliant flowchart diagram with text and smaller accessible images; and amendments to various hyperlink text labels to more accurately describe the hyperlinked website material.

Assistive Technologies

A demonstration of devices to assist people with a hearing impairment was arranged in 2004. A portable FM Phonic hearing system was purchased for the HC Coombs Centre for Financial Studies and FM Phonic conference microphones were purchased for use in training or meetings. A permanent induction loop was installed in the RBA's training rooms and in one conference room. Other assistive technologies were purchased for individuals with various disabilities to assist them in their every day work.

SECTION 4: APPENDICES

APPENDIX 4.1 EQUITY & DIVERSITY POLICY COMMITTEE TERMS OF REFERENCE

Role

The role of the Committee is to assist the RBA to achieve its aims for equal opportunity in employment.

Functions

The Committee has the following functions:

- To make recommendations to the RBA on equity and diversity principles and policy.
- To keep under examination the development of an appropriate equity and diversity program for the RBA.
- To monitor and report periodically to the Governor on these matters.

Membership

The Committee comprises four members:

- Chairperson – appointed by the Governor;
- Deputy Chairperson – Head of Personnel (ex-officio);
- Union Representative – an employee nominated by the Reserve Bank Officers’ Section of the Finance Sector Union; and
- RBA Representative – an employee nominated by the RBA.

The members nominated by the Union and the RBA may each have an alternate. The Manager, Staff Relations & Conditions Section, Personnel Department, participates

Equity & Diversity Policy Committee		
Chairperson	Bob Rankin	
Deputy Chairperson	Graham Rawstron	
RBA Representatives	Ric Deverell	Claire Warner
Union Representatives	Ersilia Celio	Rekha Pillay
Co-opted Member	John Anderson	
Manager, Staff Relations & Conditions	Rob Thompson	
Secretary	Monica Walker	

as a non-voting member in all meetings of the Committee. The Committee may invite participation in discussion by staff or unions representing particular work areas or having particular expertise in the matters under consideration.

Meetings

Three members must be present to constitute a quorum, including the Chairperson or Deputy Chairperson; the RBA Representative or Alternate; the Union Representative or Alternate. The Senior Consultant, Staff Training & Development Section, acts as Secretary to the Committee (ex-officio).

APPENDIX 4.2 SUMMARY OF DIVERSITY PLAN INITIATIVES

This section provides a summary of diversity initiatives as set out in Workplace Diversity Plan 2001-2005.

Gender

- Monitor the uptake of contracts by women and conduct further analysis on the identified gap between genders and classification levels.
- Review contract remuneration outcomes annually to track any significant variations between women and men in comparable positions. A detailed analysis of occupations by gender representation and remuneration to also be included in the review.
- Review, for effectiveness, specific initiatives associated with the *Graduate Development Program* designed to enhance the scope for advancement of female graduates into management positions over time.
- Monitor graduate recruitment gender ratio statistics and compare with university enrolment statistics.
- Identify and remove any barriers for women in the interview stage of the recruitment process.
- Identify opportunities to encourage higher representation of women in management positions.
- Identify where succession plans might not adequately comprehend future retirements.
- Review ASCO codes during the next reporting period to ensure accuracy in classifications and data integrity. Monitor progress of women within professional occupations.
- Review the HR database and update any missing educational qualifications.

Work Life Balance

- Review Intranet site on Work & Family.
- Monitor use of flexible work arrangements annually.
- Review and streamline part-time work arrangements during next reporting period.
- Pilot the Welcome Back program for staff returning from parental leave.
- Pilot a Working Parents Forum to provide networking opportunities for new parents.
- Investigate a Welcome Back program for staff returning from extended leave.
- Update workplace profile analysis to review effectiveness of policies, for example, flexible work arrangements.
- Trial work from home arrangements.
- Introduce Personal Leave arrangements.
- Investigate the '48/52' scheme.

Indigenous Australians

- Investigate the feasibility of using the Commonwealth Indigenous Cadetship Program.
- Maintain designated traineeship position with mentoring support.
- Consider conducting Indigenous Cultural Awareness Workshops.
- Highlight opportunities to recognise Indigenous culture, for example NAIDOC Week (July).

Race-Ethnicity

- Update the RBA's current equal employment opportunity form to better capture information on race-ethnicity.
- Increase opportunities for NESB1 employees to develop written communication skills.
- Conduct further Cultural Awareness Workshops.
- Highlight opportunities to recognise cultural diversity, for example, Harmony Day (March).
- Conduct training needs analysis for departments who have a high race-ethnicity mix.

People with Disabilities

- Conduct Disability Awareness Workshop annually.
- Maintain designated traineeship position with mentoring support.
- Provide reasonable adjustment advice to departments employing people with disabilities.
- Finalise and implement the Disability Action Plan for 2003-2005.
- Consider implementing self-service access to the RBA's HR database to enable staff to update their personal information (postponed until 2005).
- Review Intranet site in accordance with W3C Web Content Accessibility Guidelines.
- Liaise with Web Manager on W3C web accessibility compliance for the RBA's website.

APPENDIX 4.3 DISABILITY ACTION PLAN PROGRESS

<i>Initiative</i>	<i>Responsibility</i>	<i>Due Date</i>	<i>Progress</i>
Employment Policies, Procedures & Practices			
1	Review <i>Staff Handbook</i> , procedures, policies and guidelines to ensure compliance with the requirements of the <i>Disability Discrimination Act 1992</i> (DDA).	Personnel Department	August 2004 <i>Completed.</i> Review completed by Staff Relations & Conditions, Personnel Department. No changes required.
Workplace Assessment & Reasonable Adjustment			
2	The Occupational Nurse (OHN) is to formally review the environment of all staff with a known disability on a six monthly basis, or on promotion or transfer, in order to identify any areas requiring assistance or improvements.	Occupational Health Nurse Personnel Department	Immediately & Ongoing <i>Ongoing.</i> Three reviews have been completed; the first was conducted in November 2003.
3	Principles of reasonable adjustment applied in recruitment process to support individual needs and ability to pursue a career path. Reasonable adjustment considerations to be ongoing to include acquired disabilities after commencement of employment.	Personnel Department Supervisors Managers	Ongoing <i>Ongoing.</i>
4	Update the EEO form to better capture information on staff with disabilities. The form will be sent to all existing staff as a one off mail out, as well as to all new staff.	Personnel Department	February 2004 <i>Completed.</i> The EEO form was updated in February 2004. On 30 April 2004, as part of the annual employee personal details data collection, a modified version of the form was sent to all staff. The revised form is given to all new staff on their first day at the RBA. Completion is voluntary.
Staff Awareness			
5	Create a disability awareness information brochure. The brochure will be distributed to all staff and will also be included in the new starters induction pack.	Personnel Department	February 2004 <i>Completed.</i> The brochure was circulated to all staff in February 2004. A copy is given to all new starters and is available to all staff on the Personnel Department intranet site.

<i>Initiative</i>	<i>Responsibility</i>	<i>Due Date</i>	<i>Progress</i>
6 Disability Awareness Training to be conducted annually, and on demand.	Personnel Department	April & ongoing	<i>Ongoing.</i> A general awareness workshop was held on 21 April 2004. Mental health workshops were piloted in September & November 2004. In 2005, a general awareness workshop was held on 9 June and two mental health workshops are scheduled for August.
7 Training and development programs to include information on Disability awareness where they relate to the content of the program.	Personnel Department	April & ongoing	<i>Ongoing.</i> Accessibility issues covered at the 2004 Central Banking Management Program. The Plan promoted at two mental health programs piloted in 2004 and the Disability Awareness Workshop on 9 June 2005.
Managing Grievances			
8 Review <i>Handling Grievances</i> guidelines to ensure compliance with the requirements of the <i>Disability Discrimination Act 1992</i> .	Personnel Department	March 2004	<i>Completed.</i> Review completed by Staff Relations & Conditions, Personnel Department. Guidelines comply with DDA.
9 Consult with the Grievance Authority Chairman to ensure a good understanding of the Authority's processes	Personnel Department	March 2004	<i>Completed.</i> In March 2004 the Head of Personnel met with the Grievance Authority Chairman whose term was renewed for 2 years. To ensure the Chairman is kept up to date with RBA issues, a range of publications are sent to him on a regular basis. This includes the Staff Magazine Currency, the Personnel newsletter Staff Matters, and the FSU newsletter.
Training & Development Programs			
10 The training nomination form to be modified to allow participants to notify any assistance that may be needed, eg. sight, hearing, mobility, dietary requirements, or any other related or additional needs.	Personnel Department	January 2004	<i>Completed.</i> The training nomination form was modified in December 2003. As at end June 2005 the changes have proved successful in notifying assistance required.

<i>Initiative</i>	<i>Responsibility</i>	<i>Due Date</i>	<i>Progress</i>
11 Install induction loops in the Level 20 training rooms to assist staff with hearing impairments when attending training sessions	Personnel Department Facilities Management Department	July 2004	<i>Completed.</i> Induction loops installed in June 2004. The loops were tested and modified during 2004/05.
Technology			
12 Establish a technical group to consult staff with disabilities on accessibility to new, existing and modified hardware, software and applications.	Personnel Department Systems & Technology Department	November 2003	<i>Ongoing.</i> The Systems Accessibility Technical Group (SATG) held their first meeting in November 2003. The group consists of staff from Systems & Technology Department, Information Department, Personnel Department and other departments with staff with known disabilities. Minutes of the meeting are circulated to the Equity & Diversity Policy Committee. The group meet quarterly; the last meeting for 2004/05 was held on 7 June 2005.
13 Develop a protocol for assessing new systems with respect to accessibility based on World Wide Web Consortium (W3C) Guidelines, or other appropriate standards.	Personnel Department Systems & Technology Department	February 2004	<i>Completed.</i> The Protocol was drafted by Personnel Department and Systems & Technology Department. It was approved and implemented in March 2004. The Systems Accessibility Technical Group is monitoring the review of the W3C Guidelines for any changes.
14 Accessibility workshops to be conducted for Application Developers and Project Managers.	Systems & Technology Department	April 2004	<i>Ongoing.</i> Three workshops were held in 2003 and 2004; a further workshop is being scheduled for end-2005. An on-line accessibility training module will be developed in 2005/06.
15 Any redesign of the Bank's software, applications, and intranet or internet sites to be undertaken with reference to W3C accessibility guidelines, in line with appropriate Commonwealth Government standards.	Systems & Technology Department Information Department	Ongoing	<i>Ongoing.</i> In December 2003 a project manager was appointed to oversee this initiative. Systems & Technology Department now has an applications inventory where systems are ranked according to the different departments, by priority level, and relevant accessibility standard. Project documentation includes "accessibility" as a criterion.

<i>Initiative</i>	<i>Responsibility</i>	<i>Due Date</i>	<i>Progress</i>
16 Skillssoft, the Bank's online training software provider, to repurpose all SkillPort online learning modules for accessibility.	Personnel Department	March 2004	<i>Completed.</i> All courses have been repurposed. New courses added are required to meet accessibility guidelines.
Building Access			
17 Progressively implement building access recommendations in accordance with the Access Improvement Plan.	Facilities Management Department	Ongoing	<i>Ongoing.</i> Work on upgrading the six head office passenger lifts to comply with DDA has commenced with one refurbished lift now in operation. A portable FM Phonic hearing system was purchased for the Coombs training centre. Toilets and fixtures upgrade on level 14 is complete. Level 1 and 2 are in progress.
18 Redesign access to Sydney Head Office ground floor banking chamber and currency museum with consideration to equivalent access.	Facilities Management Department	July 2004	<i>Completed.</i> The ground floor foyer reception desk was redesigned to comply with the DDA. Accessible lifts to the banking chamber and currency museum are in operation.
19 Review existing security and emergency control policies, procedures and guidelines with the aim of ensuring equal access to the Bank's buildings for people with a disability. This is to include evacuation procedures.	Facilities Management Department	September 2004	<i>Completed.</i> All security and emergency control policies, procedures and guidelines were reviewed by Facilities Management Department and were found to be consistent with DDA.
Equipment & Furniture Specifications			
20 Review existing Purchasing Guidelines. Ensure future equipment and furniture purchases comply with the DDA	Facilities Management Department	July 2004 & Ongoing	<i>Completed.</i> Review completed by Facilities Management Department. Purchasing Guidelines comply with DDA.
Service Agreements			
21 Review service agreements. Ensure future agreements comply with the DDA.	All Departments	September 2004 & Ongoing	<i>Completed & Ongoing.</i> Complying with code requirements has been incorporated in Facilities Management Department services agreement. The RBA's purchasing guidelines include DDA requirements.

<i>Initiative</i>	<i>Responsibility</i>	<i>Due Date</i>	<i>Progress</i>
Currency Notes			
22	Consult with disability consumer organisations when designing currency notes to assist people with disabilities to effectively differentiate between them.	Note Issue Department	Ongoing Ongoing. There were no new notes designed in 2003/04 and 2004/05.
Consultative Group			
23	Establish a consultative group to actively involve staff with disabilities in the development, implementation, monitoring and evaluation of the Plan.	Personnel Department	October 2003 <i>DAPCG is ongoing.</i> A Disability Action Plan Consultative Group (DAPCG) was established in 2003. The first meeting after the launch of the Disability Action Plan was held on 23 Feb 2004. Meetings are held quarterly; the last meeting was held on 14 June 2005.
Information			
24	Promote and enhance the availability of information in accessible formats.	All Departments	Ongoing Ongoing. Diversity Contact Managers promote within their Departments.
Supervisor & Manager Responsibilities			
25	A survey to be developed and distributed to Managers and Supervisors to assess their understanding of roles and responsibilities on disability issues in the workplace. Conduct an analysis of the results to determine whether any further action is required.	Personnel Department Managers Supervisors	July 2004 <i>Expected completion August 2005.</i> The survey is in draft form and will be circulated by August 2005.
Monitoring, Evaluation & Reporting			
26	Heads of Department to annually monitor and evaluate the Plan objectives and initiatives of the Plan to ensure effective implementation. Results will be included in the Equity & Diversity Annual Report.	Heads of Department	Annually (July) Ongoing. Feedback provided through Diversity Contact Managers in June 2004 and 2005.

APPENDIX 4.4 STATISTICAL DATA

Collection of Statistics

Section 6 of the *Equal Employment Opportunity (Commonwealth Authorities) Act 1987*, requires the collection of statistics on the following designated groups: women, people from non-English speaking backgrounds, Aboriginal and Torres Strait Islander peoples, and people with disabilities. The RBA collects the following statistics by designated group:

- Representation within Salary Ranges (See 4.4.1)
- Representation within Classification Levels (See 4.4.2)
- Representation within Occupational Groups (See 4.4.3)
- Recruitment (See 4.4.4)
- Promotions (See 4.4.5)
- Resignations (See 4.4.6)
- Retirements (See 4.4.7)
- Non Contractor Salary Range
- Contractor: Salary Ranges, Location, Occupational Group
- Rehired Recruitment Numbers
- Staff Numbers: by Age Distribution, by Length of Service

In addition, statistics are also collected on: transfers; training; presentations at conferences; study; composition of selection panels; parental leave (including resumptions, resignations, hours of work); carer's leave; and, part-time work. Where available, these statistics are also presented by designated group to assist in the analysis of equity and diversity policies and practices.

ASCO codes

All positions in the RBA have been assigned an ASCO code, the standard developed by the Australian Bureau of Statistics. The assigned ASCO code is based on the skill/knowledge requirements of the job. There are eight groupings at the RBA, these will be reviewed in the next reporting period.

Occupational Group	Examples in the Reserve Bank
Managers	Heads of functional areas and senior managers.
Professionals	Economists, analysts, accountants, computer programmers, graphic designers, archivists & auditors.
Associate Professionals	Administrative officers & foreign exchange dealers.
Tradespersons	Electricians, engineering tradespersons & printers.
Advanced Clerical	Personal assistants and secretaries.
Intermediate Clerical	Statistics clerks & payroll clerks.
Elementary Clerical	Records clerks, switchboard operators & trainees.
Production, Transport & Manual	Storehands & drivers.

APPENDIX 4.4.1

REPRESENTATION WITHIN SALARY RANGES

As at 30 June 2005
Number (% of Total Staff Within Salary Range)

Salary	NESB1	NESB2	IA	PWD	Women	Men	Total Staff
Below \$20,000	2	2		1	14	15	29
	(7)	(7)		(3)	(48)	(52)	
\$20,000 - \$29,999	2	6		1	18	9	27
	(7)	(22)		(4)	(67)	(33)	
\$30,000 - \$39,999	18	12	2	7	39	27	66
	(27)	(18)	(3)	(11)	(59)	(41)	
\$40,000 - \$49,999	31	19		11	67	54	121
	(26)	(16)		(9)	(55)	(45)	
\$50,000 - \$59,999	39	26	1	16	77	78	155
	(25)	(17)	(1)	(10)	(50)	(50)	
\$60,000 - \$69,999	21	17	1	7	40	68	108
	(19)	(16)	(1)	(6)	(37)	(63)	
\$70,000 - \$79,999	27	13		8	43	57	100
	(27)	(13)		(8)	(43)	(57)	
\$80,000 - \$89,999	14	3		6	12	39	51
	(27)	(6)		(12)	(24)	(76)	
\$90,000 - \$99,999	12	4		3	14	32	46
	(26)	(9)		(7)	(30)	(70)	
\$100,000 & over	11	17	1	11	35	113	148
	(7)	(11)	(1)	(7)	(24)	(76)	
TOTAL	177	119	5	71	359	492	851
	(21)	(14)	(1)	(8)	(42)	(58)	

*Total Staff excludes 9 locally-employed representative office staff based in London and New York.

KEY

NESB1	People from non-English speaking backgrounds
NESB2	People with parent(s) from non-English speaking backgrounds
IA	Indigenous Australians
PWD	People with disabilities

APPENDIX 4.4.2

REPRESENTATION WITHIN CLASSIFICATION LEVELS

As at 30 June 2004 and 30 June 2005
Number (% of Total Staff Within Classification Level)

Levels	NESB1		NESB2		IA		PWD		Women		Men		Total Staff	
	04	05	04	05	04	05	04	05	04	05	04	05	04	05
L1	17 (35)	17 (36)	5 (10)	6 (13)	2 (4)	2 (4)	5 (10)	5 (11)	31 (65)	31 (66)	17 (35)	16 (34)	48	47
L2	32 (38)	31 (36)	11 (13)	12 (14)			7 (8)	8 (9)	58 (69)	58 (67)	26 (31)	29 (33)	84	87
GR	9 (15)	7 (11)	13 (21)	11 (17)			3 (5)	9 (14)	15 (25)	21 (32)	46 (75)	45 (68)	61	66
L3	34 (24)	38 (26)	27 (19)	25 (17)	2 (1)	2 (1)	9 (6)	9 (6)	87 (61)	92 (63)	56 (39)	53 (37)	143	145
L3/4	10 (14)	9 (12)	7 (10)	12 (16)			2 (3)	1 (1)	16 (23)	20 (26)	53 (77)	56 (74)	69	76
L4	46 (26)	53 (29)	23 (13)	25 (14)			18 (10)	19 (10)	71 (40)	73 (40)	106 (60)	108 (60)	177	181
L5	12 (11)	11 (10)	17 (16)	17 (15)			9 (8)	8 (7)	27 (25)	27 (24)	82 (75)	84 (76)	109	111
L6	3 (7)	4 (9)	4 (9)	5 (11)			2 (4)	2 (4)	14 (31)	15 (32)	31 (69)	32 (68)	45	47
L7			1 (5)	1 (4)	1 (5)	1 (4)	3 (14)	3 (13)	5 (23)	6 (25)	17 (77)	18 (75)	22	24
L8+	1 (7)	1 (6)	1 (7)	1 (6)			3 (20)	3 (19)			15 (100)	16 (100)	15	16
L1-8+ TOTAL	164 (21)	171 (21)	109 (14)	115 (14)	5 (1)	5 (1)	61 (8)	67 (8)	324 (42)	343 (43)	449 (58)	457 (57)	773	800
OTHER STAFF	6 (12)	6 (12)	8 (15)	4 (8)	1 (2)		4 (8)	4 (8)	19 (37)	16 (31)	33 (63)	35 (69)	52	51
TOTAL	170 (21)	177 (21)	117 (14)	119 (14)	6 (1)	5 (1)	65 (8)	71 (8)	343 (42)	359 (42)	482 (58)	492 (58)	825	851

*Total Staff excludes 9 locally-employed representative office staff based in London and New York.

KEY

GR	Graduates hired under the Graduate Development Program.
Level 3/4	Broadbanded graduate positions in the policy areas of Economic, Financial Markets & Financial System. The broadbanding acknowledges the overlap in job content and skills/knowledge requirements.
Other Staff	Legal Counsel, Printing & Publishing staff, Maintenance staff, Support Officers, Trainees and Cadets.
NESB1	People from non-English speaking backgrounds
NESB2	People with parent(s) from non-English speaking backgrounds
IA	Indigenous Australians
PWD	People with disabilities

APPENDIX 4.4.3

REPRESENTATION WITHIN OCCUPATIONAL GROUPS

As at 30 June 2004 and 30 June 2005
Number (% of Total Staff Within Occupational Group)

Occupational Group	NESB1		NESB2		IA		PWD		Women		Men		Total Staff	
	04	05	04	05	04	05	04	05	04	05	04	05	04	05
Managers	4 (5)	5 (6)	7 (8)	7 (8)	1 (1)	1 (1)	7 (8)	8 (9)	18 (21)	21 (24)	68 (79)	66 (76)	86	87
Professionals	86 (21)	93 (21)	59 (14)	64 (15)			30 (7)	35 (8)	138 (34)	143 (33)	269 (66)	291 (67)	407	434
Associate Professionals	14 (14)	15 (14)	17 (17)	18 (17)			10 (10)	9 (9)	40 (40)	49 (47)	61 (60)	55 (53)	101	104
Clerical	65 (30)	63 (30)	32 (15)	28 (13)	5 (2)	4 (2)	16 (7)	17 (8)	146 (67)	145 (68)	72 (33)	68 (32)	218	213
Tradespersons			2 (25)	2 (25)			1 (13)	1 (13)	1 (13)	1 (13)	7 (88)	7 (88)	8	8
Production, Transport & Manual	1 (20)	1 (20)					1 (20)	1 (20)			5 (100)	5 (100)	5	5
TOTAL	170 (21)	177 (21)	117 (14)	119 (14)	6 (1)	5 (1)	65 (8)	71 (8)	343 (42)	359 (42)	482 (58)	492 (58)	825	851

*Total Staff excludes 9 locally-employed representative office staff based in London and New York.

KEY

NESB1	People from non-English speaking backgrounds
NESB2	People with parent(s) from non-English speaking backgrounds
IA	Indigenous Australians
PWD	People with disabilities

APPENDIX 4.4.4

RECRUITMENT

Year to 30 June 2004 and 30 June 2005
Number

Occupational Group	NESB1		NESB2		IA		PWD		Women		Men		Total Staff	
	04	05	04	05	04	05	04	05	04	05	04	05	04	05
Managers		2								1	1	3	1	4
Professionals	12	27	12	10			6	6	37	38	50	60	87	98
Associate Professionals		4	3	1				1	2	4	5	5	7	9
Clerical	4	11	2		1		1	1	8	12	10	10	18	22
Tradespersons														
Production Transport & Manual											1		1	
TOTAL	16	44	17	11	1		7	8	47	55	67	78	114	133
(% of Total Recruitment)	(14)	(33)	(15)	(8)	(1)		(6)	(6)	(41)	(41)	(59)	(59)		

*Figures are based on total staff recruitment. Includes trainees and cadets. Excludes renewal of contract.

*Total Staff excludes 9 locally-employed representative office staff based in London and New York.

KEY

NESB1	People from non-English speaking backgrounds
NESB2	People with parent(s) from non-English speaking backgrounds
IA	Indigenous Australians
PWD	People with disabilities

APPENDIX 4.4.5

PROMOTIONS

Year to 30 June 2004 and 30 June 2005
Number

Occupational Group	NESB1		NESB2		IA		PWD		Women		Men		Total Staff	
	04	05	04	05	04	05	04	05	04	05	04	05	04	05
Managers		1	1	1					1	4	2	9	3	13
Professionals	9	4	5	9	1		1		9	11	36	36	45	47
Associate Professionals		1	1	2					3	1	1	3	4	4
Clerical	3	3		1		1		2	5	6	2	6	7	12
Tradespersons														
Production Transport & Manual														
TOTAL	12	9	7	13	1	1	1	2	18	22	41	54	59	76
(% of Total Promotions)	(20)	(12)	(12)	(17)	(2)	(1)	(2)	(3)	(31)	(29)	(69)	(71)		

*Total Staff excludes 9 locally-employed representative office staff based in London and New York.

KEY

NESB1	People from non-English speaking backgrounds
NESB2	People with parent(s) from non-English speaking backgrounds
IA	Indigenous Australians
PWD	People with disabilities

APPENDIX 4.4.6

RESIGNATIONS

Year to 30 June 2004 and 30 June 2005
Number (Percentage of Total)

Occupational Group	NESB1		NESB2		IA		PWD		Women		Men		Total Staff	
	04	05	04	05	04	05	04	05	04	05	04	05	04	05
Managers										1 (50)	2 (100)	1 (50)	2	2
Professionals	6 (19)	4 (9)	3 (9)	5 (12)			1 (2)		9 (28)	12 (28)	23 (72)	31 (72)	32	43
Associate Professionals		2 (50)	1 (20)				1 (25)		2 (40)	1 (25)	3 (60)	3 (75)	5	4
Clerical	4 (20)	2 (13)	4 (20)	1 (6)	1 (6)		1 (5)	1 (6)	11 (55)	7 (44)	9 (45)	9 (56)	20	16
Tradespersons														
Production Transport & Manual														
TOTAL (% of Total Departures)	10 (17)	8 (12)	8 (14)	6 (9)	1 (2)		1 (2)	3 (5)	22 (37)	21 (32)	37 (63)	44 (68)	59	65

* Figures are based on total staff resignations, end of contract & redundancies below retirement age.

Also excludes staff rehired at end of contract.

*Total Staff excludes 9 locally-employed representative office staff based in London and New York.

KEY

NESB1	People from non-English speaking backgrounds
NESB2	People with parent(s) from non-English speaking backgrounds
IA	Indigenous Australians
PWD	People with disabilities

APPENDIX 4.4.7

RETIREMENTS

Year to 30 June 2004 and 30 June 2005
Number

Occupational Group	NESB1		NESB2		IA		PWD		Women		Men		Total Staff	
	04	05	04	05	04	05	04	05	04	05	04	05	04	05
Managers									1		3	3	3	4
Professionals							1	2			3	6	3	6
Associate Professionals	1								1		2		2	1
Clerical									2		1	1	3	1
Tradespersons														
Production Transport & Manual											1		1	0
TOTAL		1					1	2	2	2	8	10	12	12
(% of Total Retirements)		(8)					(8)	(17)	(17)	(17)	(67)	(83)		

* Figures are based on total staff retirements, redundancies above retirement age & early retirements.

*Total Staff excludes 9 locally-employed representative office staff based in London and New York.

KEY

NESB1	People from non-English speaking backgrounds
NESB2	People with parent(s) from non-English speaking backgrounds
IA	Indigenous Australians
PWD	People with disabilities