



Date Created: 07-06-2023



Australian Government



**Workplace
Gender Equality
Agency**





Date Created: 07-06-2023

2022 - 23 Gender Equality Reporting

Submitted By:

Islamic College Of Brisbane Limited 29064778927

#Workplace Overview

Policies and Strategies

1. Do you have a formal policy and/or formal strategy in place that specifically supports gender equality in the following areas?
 - Recruitment:** Yes
Policy; Strategy
 - Retention:** Yes
Strategy
 - Performance management processes:** Yes
Policy; Strategy
 - Promotions:** Yes.
Policy; Strategy
 - Talent identification/identification of high potentials:** YesStrategy
 - Succession planning:** Yes
Strategy
 - Training and development:** Yes
Policy; Strategy
 - Key performance indicators for managers relating to gender equality:** YesPolicy;
Strategy
2. Do you have a formal policy and/or formal strategy in place that supports gender equality overall?
YesPolicy; Strategy
4. If your organisation would like to provide additional information relating to your gender equality policies and strategies, please do so below.

Governing Bodies

Organisation: Islamic College Of Brisbane Limited

1.Name of the governing body: Islamic College of Brisbane Limited

2.Type of the governing body: Board of Directors

Number of governing body chair and member by gender:

Chair	Female (F) 0	Male (M) 1	Non-Binary 0
Member	Female (F) 2	Male (M) 3	Non-Binary 0

4. Formal section policy and/or strategy: Yes

Selected value: Policy; Strategy

6. Target set to increase the representation of women: No

Selected value:

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

Yes

Selected value: Strategy

2. If your organisation would like to provide additional information relating to your gender equality policies and strategies, please do so below.

#Action on gender equality

Gender Pay Gaps

1. Do you have a formal policy and/or formal strategy on remuneration generally?

Yes

Policy; Strategy

1.1 Are specific pay equality objectives included in your formal policy and/or formal strategy?

Yes

To achieve gender pay equity; To ensure no gender bias occurs at any point in the remuneration review process (for example at commencement, at annual salary reviews, out-of-cycle pay reviews, and performance reviews); To be transparent about pay scales and/or salary bands; To ensure managers are held accountable for pay equity outcomes; To implement and/or maintain a transparent and rigorous performance assessment process

2. What was the snapshot date used for your Workplace Profile?

31/03/2023

4. If your organisation would like to provide additional information relating to gender pay gaps in your workplace, please do so below.

Employer action on pay equality

1. Have you analysed your payroll to determine if there are any remuneration gaps between women and men (e.g. conducted a gender pay gap analysis)?

No

Other

Other: Salaries set by awards/industrial or workplace agreements

3. If your organisation would like to provide additional information relating to employer action on pay equity in your workplace, please do so below.

Employee Consultation

1. Have you consulted with employees on issues concerning gender equality in your workplace during the reporting period?

NoOther

Other Details:Salaries set by Enterprise Agreement/ Workplace Agreement

2. Do you have a formal policy and/or formal strategy in place on consulting employees about gender equality?

No

3. On what date did your organisation share your last year's public reports with employees and shareholders?

Employees:

Yes

Date:03/06/2022

Shareholder:

Yes

Date:06/06/2022

4. Have you shared previous Executive Summary and IndustryBenchmark reports with the governing body?

No

5. If your organisation would like to provide additional information relating to employee consultation on gender equality in your workplace, please do so below.

#Flexible Work

Flexible Working

1. Do you have a formal policy and/or formal strategy on flexible working arrangements?

Yes

Policy; Strategy

- 1.1. Please indicate which of the following are included in your flexible working arrangements strategy or policy:

A business case for flexibility has been established and endorsed at the leadership level

No

Insufficient resources/expertise

The organisation's approach to flexibility is integrated into client conversations

No

Insufficient resources/expertise

Employees are surveyed on whether they have sufficient flexibility

No

Insufficient resources/expertise

Employee training is provided throughout the organisation

No

Insufficient resources/expertise

The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)

No

Insufficient resources/expertise

Flexible working is promoted throughout the organisation

Yes

Targets have been set for engagement in flexible work

Yes

Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body

No

Insufficient resources/expertise

Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel

No

Insufficient resources/expertise

Leaders are held accountable for improving workplace flexibility

Yes

Leaders are visible role models of flexible working

Yes

Manager training on flexible working is provided throughout the organisation

No

Insufficient resources/expertise

Targets have been set for men's engagement in flexible work

No

Insufficient resources/expertise

Team-based training is provided throughout the organisation

Yes

Other: No

2. Do you offer any of the following flexible working options to MANAGERS in your workplace?

Carer's leave: Yes

SAME options for women and men Formal options are available

Compressed working weeks: No

Other

Other: Due to the nature of work and timetable of school

Flexible hours of work: Yes

SAME options for women and men Informal options are available

Job sharing: Yes

SAME options for women and men

Formal options are available

Part-time work: Yes

SAME options for women and men Formal options are available

Purchased leave: No

Other

Other: Type of leave set by the Enterprise Agreement or workplace agreement

Remote working/working from home: Yes

SAME options for women and men Informal options are available

Time-in-lieu: Yes

SAME options for women and men

Formal options are available

Unpaid leave: Yes

SAME options for women and men Formal options are available

3. **Are your flexible working arrangement options for NON-MANAGERS the same as the options for managers above?**

Yes

5. **Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce between the 2021-22 and the 2022-23 reporting periods?**

Yes, women and men

7. **If your organisation would like to provide additional information relating to flexible working and gender equality in your workplace, please do so below.**

#Employee Support

Paid Parental leave

1. **Do you provide employer-funded paid parental leave in addition to any government-funded parental leave scheme?**

Yes, we offer employer funded parental leave using the primary/secondary carer definition

- 1.1. **Do you provide employer funded paid parental leave for primary carers in addition to any government funded parental leave scheme?**

Yes

Date Created: 07-06-2023

1.1.a. Please indicate whether your employer-funded paid parental leave for primary carers is available to:

Women only

1.1.b. Please indicate whether your employer-funded paid parental leave for primary carers covers:

Birth; Adoption

1.1.c. How do you pay employer funded paid parental leave to primary carers?

Paying the employee's full salary

1.1.d. Do you pay superannuation contribution to your primary carers while they are on parental leave?

Yes, on employer funded parental leave

1.1.e. How many weeks (minimum) of employer funded paid parental leave for primary carers is provided?

10

1.1.f. What proportion of your total workforce has access to employer funded paid parental leave for primary carers, including casuals?

<10%

1.1.g. Do you require primary carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer funded parental leave?

Yes

How long is the qualifying period (in months)?

1.1.h. Do you require primary carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?

Yes

Within 6 months

1.2. Do you provide employer funded paid parental leave for secondary carers in addition to any government funded parental leave scheme?

Yes

1.2.a. Please indicate whether your employer-funded paid parental leave for secondary carers is available to:

Men only

1.2.b. Please indicate whether your employer-funded paid parental leave for secondary carers covers:

Birth; Adoption

1.2.c. How do you pay employer funded paid parental leave to Secondary carers?

Paying the employee's full salary

1.2.d. Do you pay superannuation contribution to your secondary carers while they are on parental leave?

Date Created: 07-06-2023

Yes, on employer funded parental leave

1.2.e. **How many weeks (minimum) of employer funded paid parental leave for secondary carers is provided?**

1

1.2.f. **What proportion of your total workforce has access to employer funded paid parental leave for secondary carers, including casuals?**
<10%

1.2.g. **Do you require secondary carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer funded parental leave?**

Yes

How long is the qualifying period (in months)?

12

1.2.h. **Do you require secondary carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?**

Yes

Within 6 months

2. If your organisation would like to provide additional information relating to paid parental leave and gender equality in your workplace, please do so below.

Support for carers

1. **Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities?**

Yes

Policy; Strategy

2. **Do you offer any of the following support mechanisms for employees with family or caring responsibilities?**

2.1. **Employer subsidised childcare**

No

Other:

2.2. **Return to work bonus (only select if this bonus is not the balance of paid parental leave)**

No

Other

Other:

2.3. Breastfeeding facilities

No

Insufficient resources/expertise

2.4. Childcare referral services

No

Insufficient resources/expertise

2.5. Coaching for employees on returning to work from parental leave

No

2.6. Targeted communication mechanisms (e.g. intranet/forums)

No

2.7. Internal support networks for parents

No

2.8. Information packs for new parents and/or those with elder care responsibilities

No

2.9. Parenting workshops targeting fathers

No

2.10. Parenting workshops targeting mothers

No

2.11. Referral services to support employees with family and/or caring responsibilities

No

2.12. Support in securing school holiday care

No

2.13. On-site childcare

No

2.14. Other details: No

3. If your organisation would like to provide additional information relating to support for carers in your workplace, please do so below.

Sexual harassment, harassment on the grounds of sex or discrimination

1. Do you have a formal policy and/or formal strategy on the prevention and response to sexual harassment, harassment on the grounds of sex or discrimination?

Yes

Policy; Strategy

- 1.3 Do you provide a grievance process in your sexual harassment policy and/or strategy?

2. Do you provide training on the prevention of sexual harassment, harassment on the ground of sex or discrimination to the following groups?

All Managers:

No

Voluntary question: All Non-Managers

9. If your organisation would like to provide additional information relating to measures to prevent and response to sexual harassment, harassment on the grounds of sex or discrimination, please do so below.

Family or domestic violence

1. Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?

Yes

Policy; Strategy

2. Other than a formal policy and/or formal strategy, do you have the following support mechanisms in place to support employees who are experiencing family or domestic violence?

A domestic violence clause is in an enterprise agreement or workplace agreement

Yes

Confidentiality of matters disclosed

Yes

Protection from any adverse action or discrimination based on the disclosure of domestic violence

Yes

Employee assistance program (including access to psychologist, chaplain or counsellor)

Yes

Emergency accommodation assistance

No

Insufficient resources/expertise

Provision of financial support (e.g. advance bonus payment or advanced pay)

No

Other

Provide Details:

Flexible working arrangements

Yes

Offer change of office location

No

Insufficient resources/expertise

Access to medical services (e.g. doctor or nurse)

Yes

Training of key personnel

No

Insufficient resources/expertise

Referral of employees to appropriate domestic violence support services for expert advice

Yes

Workplace safety planning

Yes

Access to paid domestic violence leave (contained in an enterprise/workplace agreement)

Yes

Is the leave period unlimited?

No

How many days are provided?

10

Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)

No

Other

Provide Details:

Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)

Yes

Is the leave period unlimited?

Yes

Access to unpaid leave

Yes

Is the leave period unlimited?

Yes

Other: No

Provide Details:

2. If your organisation would like to provide additional information relating to family and domestic violence affecting your workplace, please do so below

Workforce Management Statistics Table

Industry: Preschool and School Education

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	CEO, KMPs, and HOBs	1		1
			Managers	1	1	2
			Non-managers	1		1
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	1		1
			Managers	1		1
			Non-managers	1		1
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	Non-managers	22	7	29
		Fixed-Term Contract	Non-managers	14	7	21
	Part-time	Permanent	Non-managers	2	1	3
		Fixed-Term Contract	Non-managers	6	1	7
	N/A	Casual	Non-managers	34	5	39

* Total employees includes Non-binary

Workforce Management Statistics Table

Industry: Preschool and School Education

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
4. How many employees (including partners with an employment contract) voluntarily resigned?	Full-time	Permanent	Non-managers	16	8	24
		Fixed-Term Contract	Non-managers	1	0	1
	Part-time	Permanent	Non-managers	2	0	2
		Fixed-Term Contract	Non-managers	0	1	1
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Non-managers	2		2
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Non-managers		2	2

* Total employees includes Non-binary

Workforce Management Statistics Table

Industry: Preschool and School Education

Question	Contract Type	Employment Type	Manager Category	Female	Total*
7. How many employees ceased employment before returning to work from parental leave, regardless of when the leave commenced?	Full-time	Permanent	Non-managers	1	1

* Total employees includes Non-binary

Workplace Profile Table

Industry: Preschool and School Education

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	12	5	0	0	17
	Full-time contract	0	2	0	0	2
Professionals	Full-time permanent	70	27	0	0	97
	Full-time contract	11	2	0	0	13
	Part-time permanent	4	3	0	0	7
	Part-time contract	2	1	0	0	3
Technicians And Trades Workers	Full-time permanent	0	2	0	0	2
	Full-time contract	0	1	0	0	1
Clerical And Administrative Workers	Full-time permanent	6	0	0	0	6
	Full-time contract	1	1	0	0	2
	Part-time permanent	1	0	0	0	1
Labourers	Full-time permanent	0	1	0	0	1
	Full-time contract	0	1	0	0	1

* Categorized using ANZSCO major group codes (this means Professionals who are also Managers are categorised as Professionals)

** Total employees includes Non-binary

Workplace Profile Table

Industry: Preschool and School Education

Manager category	Employment status	No. of employees		
		F	M	Total*
CEO	Full-time contract	0	1	1
KMP	Full-time permanent	4	3	7
OM	Full-time permanent	8	2	10
	Full-time contract	0	1	1

* Total employees includes Non-binary