



# 2022-23 Gender Equality Reporting Submission Approval

I, the CEO (or equivalent), confirm that the data provided in the 2022-23 Gender Equality Reporting submission is complete and correct, as reported in the full data appendices:

- Questionnaire – Public Report
- Workforce Management Statistics – Public Report
- Workplace Profile – Public Report
- Workplace Profile – Confidential

I approve the submission of this data to WGEA.

I also confirm that the organisation/s covered by this submission will meet the notification and access requirements as detailed below.

CEO (or equivalent) signature

Name of CEO (or equivalent)

DAVID HUSOY

Date:

## Please Note:

The Workplace Gender Equality Amendment (Closing the Gender Pay Gap) Bill 2023 requires WGEA to publish employer gender pay gaps. Employer gender pay gap will be calculated from the data that you provide to WGEA. WGEA will communicate to employers in advance of publishing gender pay gaps explaining the process for calculating and publishing the employer gender pay gap.

## What next?

The contact nominated for the submission of this report must complete the declaration and consent process in the WGEA Portal. The Agency does not require physical evidence of the CEO's signature.

To comply with the notification and access requirements, your organisation/s must:

- inform its employees and members or shareholders that it has lodged its report with the Agency and advise how the public data may be accessed
- provide access to the public data to employees and members or shareholders
- inform employee organisations with members in your workplace that the report has been lodged
- inform your employees and those employee organisations with members in your workplace of the opportunity to comment on the report to the employer or the Agency.

For more information on the notification and access requirements, read [here](#).



Date Created: 09-06-2023



**Australian Government**



**Workplace  
Gender Equality  
Agency**





Date Created: 09-06-2023

# 2022 - 23 Gender Equality Reporting

## Submitted By:

TK Elevator Australia Pty Ltd 12073056149

# #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

**Retention:** No

Not a priority

**Performance management processes:** Yes

Strategy

**Promotions:** Yes.

Strategy

**Talent identification/identification of high potentials:** YesPolicy; Strategy

**Succession planning:** Yes

Policy; Strategy

**Training and development:** Yes

Policy

**Key performance indicators for managers relating to gender equality:** NoCurrently under development

**Estimated Completion Date:** 2024-06-01

2. Do you have a formal policy and/or formal strategy in place that supports gender equality overall?

NoInsufficient resources/expertise

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:** TK Elevator Australia Pty Ltd

**1.Name of the governing body:** TK Elevator Pacific

**2.Type of the governing body:** Board of Directors

**Number of governing body chair and member by gender:**

<b>Chair</b>	<b>Female (F)</b> 0	<b>Male (M)</b> 1	<b>Non-Binary</b> 0
<b>Member</b>	<b>Female (F)</b>	<b>Male (M)</b>	<b>Non-Binary</b>

0	1	0
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**4. Formal section policy and/or strategy:** No

**Selected value:** Not a priority

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

**Selected value:**

Not a priority

**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?**

No

**Selected value:** Not aware of the need

**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

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 implement and/or maintain a transparent and rigorous performance assessment process

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

28/02/2023

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)?

Yes

- 1.1 When was the most recent gender remuneration gap analysis undertaken?

More than 2 years ago but less than 4 years ago

- 1.2 Did you take any actions as a result of your gender remuneration gap analysis?

Yes

Identified cause/s of the gaps; Reviewed remuneration decision-making processes; Analysed commencement salaries by gender to ensure there are no pay gaps; Set targets to reduce any organisation-wide gap; Corrected like-for-like gaps

- 1.3 What type of gender remuneration gap analysis has been undertaken?

A like-for-like gap analysis; An overall organisation-wide gender pay gap

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?

No Not aware of the need

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

No

Not aware of the need

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

Employees:

Yes

Date: 17/06/2022

**Shareholder:**

Yes

Date:17/06/2022

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

Yes

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

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**

Yes

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

No

Not aware of the need

**Employees are surveyed on whether they have sufficient flexibility**

Yes

**Employee training is provided throughout the organisation**

Yes

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

Yes

**Flexible working is promoted throughout the organisation**

Yes

**Targets have been set for engagement in flexible work**

No

Not a priority

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

No

Not aware of the need

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

No

Not aware of the need

**Leaders are held accountable for improving workplace flexibility**

No

Not aware of the need

**Leaders are visible role models of flexible working**

Yes

**Manager training on flexible working is provided throughout the organisation**

No

Not aware of the need

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

No

Not a priority

**Team-based training is provided throughout the organisation**

Yes

**Other:** No



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**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:** Yes

SAME options for women and men Informal options are available

**Flexible hours of work:** Yes

SAME options for women and men Informal options are available

**Job sharing:** No

Not aware of the need

**Part-time work:** Yes

SAME options for women and men Formal options are available

**Purchased leave:** No

Not aware of the need

**Remote working/working from home:** Yes

SAME options for women and men Formal options are available

**Time-in-lieu:** Yes

SAME options for women and men

Informal options are available

**Unpaid leave:** Yes

SAME options for women and men Informal 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?**

No

Government scheme is sufficient

**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

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

No

Not aware of the need

**2.3. Breastfeeding facilities**

No

Not aware of the need

**2.4. Childcare referral services**

No

Not aware of the need

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

Yes

Available at ALL worksites

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

Yes

Available at ALL worksites

**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**

Yes

Available at ALL worksites

**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

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

Yes

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:

Yes

At induction

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

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

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

Yes

**Emergency accommodation assistance**

No

Not aware of the need

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

Yes

**Flexible working arrangements**

Yes

**Offer change of office location**

Yes

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

Yes

**Training of key personnel**

Yes

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

Yes

**Workplace safety planning**

No

Currently under development

**Estimated Completion Date:**

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

Yes

**Is the leave period unlimited?**

No

**How many days are provided?**

5

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

Yes

**Is the leave period unlimited?**

No

**How many days are provided?** 5

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

Yes

**Is the leave period unlimited?**

No

**How many days are provided?**

**Access to unpaid leave**

Yes

**Is the leave period unlimited?**

No

**How many days are provided?**

**Other:** No

**Provide Details:**

- 1. 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: Construction Services

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	CEO, KMPs, and HOBs	0	1	1
			Managers	5	8	13
			Non-managers	7	27	34
	Part-time	Permanent	Non-managers	2		2
	N/A	Casual	Managers	1		1
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	Managers	5	3	8
			Non-managers	1	6	7
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs		1	1
			Managers	2		2
			Non-managers	14	45	59
	N/A	Casual	Non-managers	1		1

\* Total employees includes Non-binary

# Workforce Management Statistics Table

Industry: Construction Services

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	Managers	1	7	8
			Non-managers	7	31	38
	Part-time	Permanent	Managers		1	1
			Non-managers	3	2	5
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Non-managers	1	3	4
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Non-managers		5	5

\* Total employees includes Non-binary



# Workforce Management Statistics Table

\* Total employees includes Non-binary

# Workplace Profile Table

Industry: Construction Services

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	6	58	0	0	64
	Full-time contract	0	5	0	0	5
	Part-time permanent	0	1	0	0	1
	Casual	1	0	0	0	1
Professionals	Full-time permanent	10	32	0	0	42
	Full-time contract	0	1	0	0	1
	Part-time permanent	1	0	0	0	1
	Casual	1	1	0	0	2
Technicians And Trades Workers	Full-time permanent	0	242	3	37	282
	Full-time contract	0	2	0	0	2
	Part-time permanent	0	3	0	0	3
	Casual	0	2	0	0	2
Clerical And Administrative Workers	Full-time permanent	26	11	1	3	41
	Full-time contract	1	1	0	0	2
	Part-time permanent	6	2	0	0	8
	Casual	0	1	0	0	1
Sales Workers	Full-time permanent	0	12	0	0	12
Machinery Operators And Drivers	Full-time permanent	0	3	0	0	3
	Full-time contract	0	1	0	0	1
Labourers	Full-time permanent	0	3	0	0	3
	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: Construction Services

Manager category	Employment status	No. of employees		
		F	M	Total*
CEO	Full-time permanent	0	1	1
KMP	Full-time permanent	0	3	3
GM	Full-time permanent	0	6	6
	Casual	1	0	1
SM	Full-time permanent	1	13	14
	Part-time permanent	0	1	1
OM	Full-time permanent	5	35	40
	Full-time contract	0	5	5

\* Total employees includes Non-binary