|  |
| --- |
| Progress report 2026 for:<your organisation name> |
|  |


# About this template

This template supports you to develop your progress report (PR).

**Using this template is required under the** [***Gender Equality Regulations 2020***](https://www.genderequalitycommission.vic.gov.au/gender-equality-amendment-regulations-2023)***.***

The template consists of four main sections:

* Cover page (**recommended**)
* Gender impact assessments (required and recommended items)
* Progress against the workplace gender equality indicators (**required and recommended items**)
* Strategies and measures (required and recommended items).

Required components are clearly marked in this template. Guidance on how to do each step can be found in the progress report guidance 2026. Note that supporting documents will not be accepted in 2026.

You must complete **all** the required components. The Commissioner highly recommends you complete the recommended components. Completing both will help you report on your progress, as required under the *Gender Equality Act 2020*.

# How to use this template

* Each section of this template includes required and recommended items to help you complete the step.
* Each step in the template is linked to relevant guidance on the Commissioner’s website. Using the guidance will help you develop your progress report.
* Note that:
	+ ‘PR’ refers to progress report.
	+ ‘Indicator’ refers to the workplace gender equality indicators.

# Cover page

Complete this cover page to provide the Commissioner with key information about your submission (recommended)

|  |  |
| --- | --- |
| Organisation name |  |
| Total number of employees (and full-time equivalent FTE), as at 30 June 2025 | Total employees:Total FTE: |
| Response rate to employee experience survey |  |
| Contextual information |  |
| Location (metropolitan, regional or rural. If other, please specify) |  |

## Attestation by head of organisation (required)

I confirm that:

[ ]  *I am the head of organisation (CEO or equivalent).*

[ ]  *I have reviewed and approved the submission of this progress report on behalf of my organisation (as named above). I attest to providing truthful and accurate information.*

[ ]  *I attest that my organisation has completed all relevant gender impact assessments under the* Gender Equality Act 2020*, or I have explained why not in the comment box below.*

|  |  |
| --- | --- |
| Any comments? |  |
| Name |  |
| Role title |  |
| Signed |  |
| Date |  |

# Reporting on gender impact assessments (GIAs)

## Refer to the progress report guidance 2026:

[ ]  1.1 Confirming GIA exemptions (required)

[ ]  1.2 Describing policies, programs or services subject to a GIA (required and recommended items)

[ ]  1.3 Describing actions taken as a result of a GIA (required and recommended items)

## Need further guidance on GIAs? Visit:

* Describing your actions taken for GIAs
* [When a gender impact assessment is required](https://www.genderequalitycommission.vic.gov.au/is-gender-impact-assessment-required)

The *Gender Equality Act 2020* requires organisations to undertake GIAs. GIAs must be done on policies, programs, and services that have a direct and significant impact on the public. **Please do not use this template to report on, for example, internal workforce policies**. An organisation may have permitted reason(s) under the *Gender Equality Act 2020* for not reporting on any GIAs.

## 1.1 Confirming GIA exemptions (required)

If you have not listed any GIAs, please choose one or more permitted reason:

[ ]  Reporting on the GIA(s) would make the progress report an exempt document. This is within the meaning of the *Freedom of Information Act 1982*.

[ ]  Reporting on the GIA(s) would result in a disclosure prohibited by a different Act.

[ ]  Reporting on the GIA(s) would reveal confidential information.

[ ]  Your organisation had no policies, programs or services requiring a GIA. This is under the parameters of the *Gender Equality Act 2020.*

[ ]  None of these apply (**go to Q1.2**).

Explain how the permitted reason applies. See 1.1 of the PR guidance 2026.

## 1.2 Describing policies, programs and services subject to a GIA

Identify the details of each policy, program or service subject to a GIA during the relevant period (see 1.2 of the PR guidance 2026).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | A | B | C | D | E |
| Ref # | Title | Subject | Description of the policy, program or service | Status | Description of gendered impacts |
|  | Required | Required | Required | Required | Recommended |
|  |  | Choose an item. |  | Choose an item. |  |
|  |  | Choose an item. |  | Choose an item. |  |
|  |  | Choose an item. |  | Choose an item. |  |
|  |  | Choose an item. |  | Choose an item. |  |
|  |  | Choose an item. |  | Choose an item. |  |
|  |  | Choose an item. |  | Choose an item. |  |
|  |  | Choose an item. |  | Choose an item. |  |
|  |  | Choose an item. |  | Choose an item. |  |
|  |  | Choose an item. |  | Choose an item. |  |
|  |  | Choose an item. |  | Choose an item. |  |

Repeat rows as needed.

## 1.3 Describing actions taken as a result of a GIA

Identify the details of the gender impact assessment for each policy, program or service listed above, using the reference number (see 1.3 of the PR guidance 2026).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | F | G | H | I | J |
| Ref # | Were actions taken as a result of the GIA? | Describe the actions taken as a result of the GIA in order to:Meet the needs of people of different genders; andPromote gender equality; andAddress gender inequality.If you did not take action, write N/A here and explain why in (H). | If you did not take action, explain why.If you did take action, describe it in (G) and write N/A here. | Describe:How intersectionality was considered; orWhy intersectionality was not considered. | Describe any actions taken specifically designed to address intersectional inequalities (compounded gender inequalities)? |
|  | Required | Required | Required | Required | Recommended |
|  | Choose an item. |  |  |  |  |
|  | Choose an item. |  |  |  |  |
|  | Choose an item. |  |  |  |  |
|  | Choose an item. |  |  |  |  |
|  | Choose an item. |  |  |  |  |
|  | Choose an item. |  |  |  |  |
|  | Choose an item. |  |  |  |  |
|  | Choose an item. |  |  |  |  |
|  | Choose an item. |  |  |  |  |
|  | Choose an item. |  |  |  |  |

Repeat rows as needed.

# Reporting on progress against the indicators

## Refer to the progress report guidance 2026:

[ ]  2A Completing your workplace gender audit and analysing the data (required)

[ ]  2.1 Describing progress against the workplace gender equality indicators (required and recommended items)

[ ]  2.2 Describing factors contributing to or inhibiting progress (required)

Before completing this section, you need to have undertaken a workplace gender audit. See 2A Completing your workplace gender audit and analysing the data for further guidance.

## 2.1 Describing progress against the workplace gender equality indicators

Describe your progress against each indicator. Refer to your progress data, ideally using the Commissioner’s measures as a minimum (see 2.1 of the PR guidance 2026)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A | B | C | D | E |
| Indicator | Progress data | Additional progress data | Has progress been made? | Explain how the data does (or does not) demonstrate progress. |
|  | Required | Recommended | Required | Required |
| 1 |  |  | Choose an item. |  |
| 2 |  |  | Choose an item. |  |
| 3 |  |  | Choose an item. |  |
| 4 |  |  | Choose an item. |  |
| 5 |  |  | Choose an item. |  |
| 6 |  |  | Choose an item. |  |
| 7 |  |  | Choose an item. |  |

## Describing factors limiting and contributing to progress

Identify and discuss any factors that may have affected your ability to progress against each indicator (see 2.2 of the PR guidance 2026).

|  |  |  |  |
| --- | --- | --- | --- |
|  | F | G | H |
| Indicator | Did any of the factors listed below limit your progress?\* | Explain how any factor(s) limited your progress. If ‘none’ is selected, write N/A and move to (H) | List the strategies implemented that contributed to or aligned with the indicator. |
|  | Required | Required | Required |
| 1 | ([ ] None) ([ ]  a) ([ ]  b) ([ ] c) ([ ] d) ([ ] e) ([ ] f) ([ ] g) |  |  |
| 2 | ([ ] None) ([ ]  a) ([ ]  b) ([ ] c) ([ ] d) ([ ] e) ([ ] f) ([ ] g) |  |  |
| 3 | ([ ] None) ([ ]  a) ([ ]  b) ([ ] c) ([ ] d) ([ ] e) ([ ] f) ([ ] g) |  |  |
| 4 | ([ ] None) ([ ]  a) ([ ]  b) ([ ] c) ([ ] d) ([ ] e) ([ ] f) ([ ] g) |  |  |
| 5 | ([ ] None) ([ ]  a) ([ ]  b) ([ ] c) ([ ] d) ([ ] e) ([ ] f) ([ ] g) |  |  |
| 6 | ([ ] None) ([ ]  a) ([ ]  b) ([ ] c) ([ ] d) ([ ] e) ([ ] f) ([ ] g) |  |  |
| 7 | ([ ] None) ([ ]  a) ([ ]  b) ([ ] c) ([ ] d) ([ ] e) ([ ] f) ([ ] g) |  |  |

\*Factors (column F):

1. the size of the organisation, including the number of employees
2. the nature and circumstances of the organisation, including any barriers to making progress
3. requirements that apply to the organisation under any other Act, including an Act of the Commonwealth
4. the organisation’s resources
5. the organisation’s operational priorities and competing operational obligations
6. the practicability and cost to the organisation of making progress; and
7. genuine attempts made by the organisation to make progress.

# Reporting on GEAP strategies

## Refer to the progress report guidance 2026:

[ ]  3.1 Explaining incomplete strategies (if any) (required)

[ ]  3.2 Describing achievements, challenges and learnings (recommended)

[ ]  3.3 Providing other updates on implementation (recommended)

[ ]  3.4 Describing resourcing allocation (recommended)

## 3.1 Explaining incomplete strategies (if any) (required)

For any strategies in your GEAP that were not completed, explain why these strategies were not completed. If all were completed, please state this (**see 3.1 of the PR** guidance 2026).

## 3.2 Describing achievements, challenges and learnings (recommended)

Describe any key achievements, challenges, or learnings of the outcome or implementation of your strategies (**see 3.2 of the PR** guidance 2026).

## 3.3 Providing other updates on implementation (recommended)

Provide any other updates on your GEAP implementation (**see 3.3 of the PR** guidance 2026).

## 3.4 Describing resourcing allocation (recommended)

Describe your organisation’s resource allocation to implement your GEAP strategies (**see 3.4 of the PR** guidance 2026).

## Any other additions or comments (optional)

Provide any other commentary in relation to any aspect of your progress report.

You have come to the end of the progress report template 2026. Have you included all the minimum requirements? Use the checklist in the progress report guidance 2026 to make sure.

## We’d love to hear from you!

Your feedback is valuable to us. You are welcome to provide us with feedback on how you went with reporting on your progress, including how useful the guidance, template and supports were to you. You can do this by clicking on the link: [Feedback to the Commissioner for Gender Equality in the Public Sector](https://forms.office.com/r/u9J2hXzw2C)