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| 2026 Gender equality action plan (GEAP) for:<your organisation name> |


# About this template

This template helps you to develop your gender equality action plan (GEAP). **Using this template is strongly encouraged. If you choose not to use it, you must still include all the components marked as ‘required’ in your GEAP.**

The required components are clearly marked in this template and the 2026 GEAP guidance. While the components marked as ‘recommended’ are optional, the Commissioner encourages you to complete them where possible and relevant.

Completing both the required and recommended steps will help ensure your GEAP is evidence-based, informed, realistic, and effective, creating a strong and feasible plan to drive gender equality.

This template is designed to be used with the 2026 GEAP guidance. Please refer to the guidance as you complete each section of the template.

# How to use this template

Each step of this template includes ‘required’ and ‘recommended’ items. Each step is linked to the relevant section of the GEAP guidance to help you complete that step. Word ranges are provided for some sections of the template. These are suggestions only and you are free to go outside of these.

This template is designed to step you through each stage of developing your GEAP. You are strongly encouraged to complete this template and submit it to the Commissioner. This will help you to meet your obligations under the *Gender Equality Act 2020*.

You may want to create a designed version of your GEAP for publishing on your website in addition to submitting this GEAP template to the Commissioner. Your designed version can include additional information not required by the Commissioner. If you develop a designed version of your GEAP you must:

* include all the sections required under the Act;
* not alter the wording you submitted to the Commissioner in the required sections (you may fix any spelling or grammatical errors).

Note that supporting documents will not be accepted in this reporting cycle. Therefore, ensure you include all the information in your GEAP.

At the end of each step in the GEAP guidance, there are instructions on how to complete the GEAP template related to each section.

# 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:** |
| 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 gender equality action plan (GEAP) on behalf of my organisation (as named above), and I attest that the implementation of the GEAP will be adequately resourced.

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

# A) Preparing to develop your gender equality action plan (GEAP)

### Refer to these steps in the GEAP guidance 2026:

[ ]  1.1: Using insights from your previous gender equality work (recommended)

[ ]  1.2: Understanding the basics of gender equality (recommended)

[ ]  1.3 Setting up for success: processes, record keeping, governance and leadership (recommended)

[ ]  1.4: Learning from other duty holders (recommended)

**Want to take it further? Consider:**

* Creating a working group to help develop and implement your GEAP
* Gaining leadership commitment

## Question 1: Using insights from your previous gender equality work (recommended)

If you previously completed a GEAP and [progress report](https://www.genderequalitycommission.vic.gov.au/progress-reporting-2023), describe how the learnings have informed this GEAP (see step 1.1). Suggested word range: 200-500 words.

## Question 2: Processes, record keeping and governance (recommended)

Describe how you have set up processes, record keeping and governance to support this work (see 1.3). Suggested word range: 200-500 words.

## Question 3: Leadership commitment (recommended)

This section can include a statement by your head of organisation (CEO or equivalent) about their commitment to gender equality, and/or you can describe how leaders in your organisation are committed to gender equality (see 1.3). Suggested word range: 200-500 words.

# B) Consulting on your audit results and strategies

### Refer to these steps in the GEAP guidance 2026:

[ ]  3.1 Consulting on your audit results (recommended)

[ ]  7.1 Consulting on your strategies (recommended)

[ ]  7.2 Documenting your consultation (required)

**Need further help on planning and managing consultations? See:**

* Deciding the purpose of your consultation
* Identifying who to consult
* Managing effective consultation and engagement
* Gathering feedback and reflections on your consultation process

*Please note: This section includes step 3 and 7 of the GEAP guidance 2026. Please make sure you do not miss steps 4-6 in the GEAP guidance 2026.*

## Question 4: Confirming consultation groups (required)

|  |  |  |
| --- | --- | --- |
| **You must consult with your…** | **Confirm yes or no** | **If no, why not?** |
| Governing body (if your organisation has one) |  |  |
| Employees |  |  |
| Employee representatives, including relevant trade unions |  |  |
| **You might consult with…** | **Confirm yes or no** | **Please describe additional people and/or groups** |
| Other relevant people |  |  |

## Question 5: Documenting your consultation process (required)

Describe how you consulted with your governing body, employees, employee representatives and any other relevant people to develop your GEAP (see 7.2). Suggested word range: 200-500 words.

## Question 6: Findings from consulting on your audit results (recommended)

Describe the outcomes from consulting on your audit results. Describe how the consultation helped to understand your audit data (see 3.1). Suggested word range: 200-500 words.

## Question 7: Findings from consulting on your strategies (recommended)

Describe the outcomes from consulting on your strategies (see 7.1). Describe how the consultation helped to improve your strategies. Suggested word range: 200-500 words.

# C) Considering the gender equality and the gender pay equity principles, and intersectionality

### Refer to these steps in the GEAP guidance 2026:

[ ]  4.1 Considering the gender equality principles (required)

[ ]  4.2 Considering the gender pay equity principles (required)

[ ]  4.3 Considering intersectional gender equality (required)

**Want to take it further? Consider:**

* Acknowledging your existing efforts on gender equality
* Aligning with existing commitments
* Strategies guided by the gender pay equity principles

## Question 8: Considering the gender equality principles (required)

Describe how you have taken the **gender equality principles** into account in developing your GEAP (see 4.1). Suggested word range: 400-700 words.

## Question 9: Considering the gender pay equity principles (required)

Describe how you have taken the **gender pay equity** **principles** into account in developing your GEAP (see 4.2). Suggested word range: Suggested word range: 400-700 words.

## Question #: Considering intersectionality (required)

Describe how you have taken **intersectional** **gender inequality** into account in developing your GEAP (see 4.3). Suggested work range: 200-400 words.

# D) Making a case for change

### Refer to these steps in the GEAP guidance 2026:

[ ]  5.1 Developing a case for change (recommended)

[ ]  5.2 Creating a vision (recommended)

**Want to take it further? Consider:**

* **Acknowledging your existing efforts on gender equality**
* **Aligning with equality** commitments relating to Aboriginality, age, disability, ethnicity, gender identity, race, religion, sexual orientation and other

## Question 10: Making a case for change and creating a vision (recommended)

Describe why gender equality matters at your organisation (see 5.1). Include your vision for gender equality (see 5.2). Suggested word count: 300-600 words.

# E) Analysing your data to identify forms of gender inequality AND developing your strategies

### For analysing your data to identify forms of gender inequality, see step 2:

[ ]  2.1 Including the results of your audit in your GEAP (required)

[ ]  2.2 Identifying underlying causes of inequality in your organisation (recommended)

[ ]  2.3 Using intersectional analysis to understand data (recommended)

### For developing your strategies and measures, see step 6:

[ ]  6.1 How to develop your strategies (recommended)

[ ]  6.2 Setting measures (recommended)

[ ]  6.3 Setting targets (recommended)

[ ]  6.4 Documenting your strategies (required)

### Want to take it further?

**For analysing your data, consider:**

* Using a range of data sources to inform your GEAP
* Highlighting where data gaps currently exist and your plan for building data collection
* Outlining key insights from applying an analysis of intersectional gender inequality
* Outlining any other information sources or data that were considered as part of your GEAP development

**For developing your strategies, consider:**

* **Developing strategies using a comprehensive approach. Including** policies and processes, communication and engagement, education, data gaps and measuring change, and pay equity principles.
* **Applying an intersectional lens to your strategies and measures**
* **Prioritising your strategies**

## Question 11: Analysing your data AND documenting your strategies (required)

Under each indicator, use the following tables to describe the **gender equality issues** using your **workplace** **audit data** (see 2.1) and the **underlying causes** of inequality at your organisation (see step 2.2).

This template comes pre-filled with the Commissioner’s **measures** for all indicators (see step 6.2). These are the minimum standards. You can use additional measures if you are more progressed in your gender equality journey.

Set quantitative targets for your indicators (see step 6.3). Include strategies, note any overlap with other indicators, who is responsible and the timeline (see 6.1). An additional tableis included for strategies and measures that are outside of the indicators, if you choose to use it.

## Indicator 1: Gender composition of all levels of the workforce

### Understanding the problem (see step 2 of the GEAP guidance 2026)

|  |  |
| --- | --- |
| **Analysing audit data:** Describe the key gender inequality issues identified by your [audit](https://www.genderequalitycommission.vic.gov.au/progress-audit-2023) against indicator 1 (**required**).Suggested word count: 200-500 words. |  |
| **Identifying underlying causes of inequality:** Describe the underlying causes of inequalities against indicator 1 (**recommended**).Suggested word count: 200-500 words |  |

### Setting metrics (see step 6 of the GEAP guidance 2026)

|  |  |
| --- | --- |
| **Measures (required):** What will you measure to assess the performance of your strategies?  | Commissioner’s measures:Additional (optional): |
| **Target/s (recommended):** What quantitative (measurable) change or outcome are you aiming for? |  |

### Strategies (see step 6 of the GEAP guidance 2026)

|  |  |  |  |
| --- | --- | --- | --- |
| **Strategy** | **Other relevant indicators** | **Responsible** | **Timeline** |
| **Required** | **Recommended** | **Required** | **Recommended** |
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Repeat as many rows as needed.

## Indicator 2: Gender composition of the governing body

### Understanding the problem (see step 2 of the GEAP guidance 2026)

|  |  |
| --- | --- |
| **Analysing audit data:** Describe the key gender inequality issues identified by your [audit](https://www.genderequalitycommission.vic.gov.au/progress-audit-2023) against indicator 2 (**required**).Suggested word count: 200-500 words. |  |
| **Identifying underlying causes of inequality:** Describe the underlying causes of inequalities against indicator 2 (**recommended**).Suggested word count: 200-500 words |  |

### Setting metrics (see step 6 of the GEAP guidance 2026)

|  |  |
| --- | --- |
| **Measures (required):** What will you measure to assess the performance of your strategies?  | Minimum (prefilled):Additional (optional): |
| **Target/s (recommended):** What quantitative (measurable) change or outcome are you aiming for? |  |

### Strategies (see step 6 of the GEAP guidance 2026)

|  |  |  |  |
| --- | --- | --- | --- |
| **Strategy** | **Other relevant indicators** | **Responsible** | **Timeline** |
| **Required** | **Recommended** | **Required** | **Recommended** |
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Repeat as many rows as needed.

## Indicator 3: Equal remuneration for work of equal or comparable value across all levels of the workforce, irrespective of gender

### Understanding the problem (see step 2 of the GEAP guidance 2026)

|  |  |
| --- | --- |
| **Analysing audit data:** Describe the key gender inequality issues identified by your [audit](https://www.genderequalitycommission.vic.gov.au/progress-audit-2023) against indicator 3 (**required**).Suggested word count: 200-500 words. |  |
| **Identifying underlying causes of inequality:** Describe the underlying causes of inequalities against indicator 3 (**recommended**).Suggested word count: 200-500 words |  |

### Setting metrics (see step 6 of the GEAP guidance 2026)

|  |  |
| --- | --- |
| **Measures (required):** What will you measure to assess the performance of your strategies?  | Minimum (prefilled):Additional (optional): |
| **Target/s (recommended):** What quantitative (measurable) change or outcome are you aiming for? |  |

### Strategies (see step 6 of the GEAP guidance 2026)

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| --- | --- | --- | --- |
| **Strategy** | **Other relevant indicators** | **Responsible** | **Timeline** |
| **Required** | **Recommended** | **Required** | **Recommended** |
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Repeat as many rows as needed.

## Indicator 4: Sexual harassment in the workplace

### Understanding the problem (see step 2 of the GEAP guidance 2026)

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| **Analysing audit data:** Describe the key gender inequality issues identified by your [audit](https://www.genderequalitycommission.vic.gov.au/progress-audit-2023) against indicator 4 (**required**).Suggested word count: 200-500 words. |  |
| **Identifying underlying causes of inequality:** Describe the underlying causes of inequalities against indicator 4 (**recommended**).Suggested word count: 200-500 words |  |

### Setting metrics (see step 6 of the GEAP guidance 2026)

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| **Measures (required):** What will you measure to assess the performance of your strategies?  | Minimum (prefilled):Additional (optional): |
| **Target/s (recommended):** What quantitative (measurable) change or outcome are you aiming for? |  |

### Strategies (see step 6 of the GEAP guidance 2026)

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| --- | --- | --- | --- |
| **Strategy** | **Other relevant indicators** | **Responsible** | **Timeline** |
| **Required** | **Recommended** | **Required** | **Recommended** |
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Repeat as many rows as needed.

## Indicator 5: Recruitment and promotion practices in the workplace

### Understanding the problem (see step 2 of the GEAP guidance 2026)

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| --- | --- |
| **Analysing audit data:** Describe the key gender inequality issues identified by your [audit](https://www.genderequalitycommission.vic.gov.au/progress-audit-2023) against indicator 5 (**required**).Suggested word count: 200-500 words. |  |
| **Identifying underlying causes of inequality:** Describe the underlying causes of inequalities against indicator 5 (**recommended**).Suggested word count: 200-500 words |  |

### Setting metrics (see step 6 of the GEAP guidance 2026)

|  |  |
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| **Measures (required):** What will you measure to assess the performance of your strategies?  | Minimum (prefilled):Additional (optional): |
| **Target/s (recommended):** What quantitative (measurable) change or outcome are you aiming for? |  |

### Strategies (see step 6 of the GEAP guidance 2026)

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| --- | --- | --- | --- |
| **Strategy** | **Other relevant indicators** | **Responsible** | **Timeline** |
| **Required** | **Recommended** | **Required** | **Recommended** |
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Repeat as many rows as needed.

## Indicator 6: Availability and utilisation of terms, conditions and practices relating to: family violence leave, flexible working arrangements, and working arrangements supporting employees with family or caring responsibilities

### Understanding the problem (see step 2 of the GEAP guidance 2026)

|  |  |
| --- | --- |
| **Analysing audit data:** Describe the key gender inequality issues identified by your [audit](https://www.genderequalitycommission.vic.gov.au/progress-audit-2023) against indicator 6 (**required**).Suggested word count: 200-500 words. |  |
| **Identifying underlying causes of inequality:** Describe the underlying causes of inequalities against indicator 6 (**recommended**).Suggested word count: 200-500 words |  |

### Setting metrics (see step 6 of the GEAP guidance 2026)

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| **Measures (required):** What will you measure to assess the performance of your strategies?  | Minimum (prefilled):Additional (optional): |
| **Target/s (recommended):** What quantitative (measurable) change or outcome are you aiming for? |  |

### Strategies (see step 6 of the GEAP guidance 2026)

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| **Strategy** | **Other relevant indicators** | **Responsible** | **Timeline** |
| **Required** | **Recommended** | **Required** | **Recommended** |
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Repeat as many rows as needed.

## Indicator 7: Gendered segregation within the workplace

### Understanding the problem (see step 2 of the GEAP guidance 2026)

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| --- | --- |
| **Analysing audit data:** Describe the key gender inequality issues identified by your [audit](https://www.genderequalitycommission.vic.gov.au/progress-audit-2023) against indicator 7 (**required**).Suggested word count: 200-500 words. |  |
| **Identifying underlying causes of inequality:** Describe the underlying causes of inequalities against indicator 7 (**recommended**).Suggested word count: 200-500 words |  |

### Setting metrics (see step 6 of the GEAP guidance 2026)

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| **Measures (required):** What will you measure to assess the performance of your strategies?  | Minimum (prefilled):Additional (optional): |
| **Target/s (recommended):** What quantitative (measurable) change or outcome are you aiming for? |  |

### Strategies (see step 6 of the GEAP guidance 2026)

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| --- | --- | --- | --- |
| **Strategy** | **Other relevant indicators** | **Responsible** | **Timeline** |
| **Required** | **Recommended** | **Required** | **Recommended** |
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Repeat as many rows as needed.

## Additional areas of focus (optional)

### Understanding the problem (see step 2 of the GEAP guidance 2026)

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| --- | --- |
| **Analysing audit data:** Describe any gender inequality issues in your organisation that do not relate to the gender equality indicators.Suggested word count: 200-500 words. |  |
| **Identifying underlying causes of inequality:** Describe the underlying causes of inequalities that do not relate to the gender equality indicators.Suggested word count: 200-500 words |  |

### Setting metrics (see step 6 of the GEAP guidance 2026)

|  |  |
| --- | --- |
| **Measures:** What will you measure to assess the performance of your strategies?  |  |
| **Target/s:** What quantitative (measurable) change or outcome are you aiming for? |  |

### Strategies (see step 6 of the GEAP guidance 2026)

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| **Strategy** | **Responsible** | **Timeline** |
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Repeat as many rows as needed.

# F) Resourcing your GEAP

### Refer to these steps in the GEAP guidance 2026:

[ ]  8.1 Developing a resourcing plan that outlines how your GEAP will be adequately resourced (required)

**Need further help on resourcing? Consider:**

* Prioritising your strategies

## Question 12: Identifying current and required resources (recommended)

Describe your assessment of the resourcing needs to implement your GEAP over its life cycle (see 8.1). This might include what you currently have, what you need and (if required) how you will fill any resourcing gaps. Suggested word range: 200-500 words.

## Question 13: Developing a resourcing plan (required)

Describe how you have adequately resourced the development of your GEAP and how you will adequately resource the implementation of the strategies in your GEAP to ensure you make reasonable and material progress on each of the workplace gender equality indicators in the Act (see 8.1). Describe how you will monitor whether your resourcing is effective or needs adjustment during the life of the plan. Suggested word range: 200-500 words.

## Any other additions or comments (optional)

Provide any other additions in relation to any aspect of your GEAP.

You have come to the end of the GEAP template. Have you included all the minimum requirements? use the checklist in the gender equality action plan (GEAP) guidance 2026.

### 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 developing your GEAP, including how useful the guidance, templates and supports were to you. You can do by clicking on the link: [Feedback to the Commission for Gender Equality in the Public Sector](https://forms.office.com/r/u9J2hXzw2C).