2026 Progress report for:  
<your organisation name>

# About this template

This template helps 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).

There are required and recommended components. These are clearly marked in this template and in the [2026 progress report guidance](https://www.genderequalitycommission.vic.gov.au/2026-progress-report-guidance).

Completing both the required and recommended components will help you report on your progress, as required under the *Gender Equality Act 2020*.

# How to use this template

You must complete **all** the required components.

The ‘recommended’ components are optional but highly recommended, where possible.

This template is designed to be used with the [2026 progress report guidance](https://www.genderequalitycommission.vic.gov.au/2026-progress-report-guidance). Using the guidance is not required. But it will help you to develop your progress report.

This template links to the relevant guidance under each component.

Note that:

* ‘PR’ refers to progress report.
* ‘Indicator’ refers to the [workplace gender equality indicators](https://www.genderequalitycommission.vic.gov.au/workplace-gender-equality-indicators).

# Submission

You must submit your progress report through the [reporting platform](https://www.genderequalitycommission.vic.gov.au/submit-report-or-plan-our-reporting-platform) by **1 May 2026.**

Supporting documents will not be accepted in this reporting cycle. Include all the information in your 2026 progress report.

Visit [how to submit and publish your progress report](https://www.genderequalitycommission.vic.gov.au/2026-progress-report-guidance/how-submit-and-publish-your-progress-report) in the 2026 progress report guidance for further submission advice.

Before submission, feel free to:

* remove page 1 of this template
* remove instructional text (in red font)
* edit paragraph spacing and any other document formatting, where relevant.

# Cover page

Complete this cover page to provide the Commissioner with key information about your submission.

|  |  |
| --- | --- |
| **Organisation name (required)** |  |
| **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.

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

# Step 1: Reporting on gender impact assessments (GIAs)

**Refer to Step 1 in the** [**2026 progress report guidance**](https://www.genderequalitycommission.vic.gov.au/2026-progress-report-guidance/step-1-reporting-gender-impact-assessments)**:**

* 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.

## Section 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 1.2**).

Explain how the permitted reason applies (see [1.1 of the 2026 PR guidance](https://www.genderequalitycommission.vic.gov.au/2026-progress-report-guidance/step-1-reporting-gender-impact-assessments#11-confirming-gia-exemptions-required)).

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## Section 1.2 Describing policies, programs and services subject to a GIA (required and recommended)

Identify the details of each policy, program or service subject to a GIA during the relevant period (see [1.2 of the 2026 PR guidance](https://www.genderequalitycommission.vic.gov.au/2026-progress-report-guidance/step-1-reporting-gender-impact-assessments#12-describing-policies-programs-or-services-subject-to-a-gia-required-and-recommended)).

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| --- | --- | --- | --- | --- | --- |
| Ref # | A: Title  (required) | B: Subject  (required) | C: Description of the policy, program or service  (required) | D: Status (required) | E: Description of gendered impacts (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.

## Section 1.3 Describing actions taken as a result of a GIA (required and recommended)

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 2026 PR guidance](https://www.genderequalitycommission.vic.gov.au/2026-progress-report-guidance/step-1-reporting-gender-impact-assessments#13-describing-actions-taken-as-a-result-of-a-gia-required-and-recommended)).

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

# Step 2: Reporting on progress against the indicators

Refer to Step 2 in the [**2026 progress report guidance**](https://www.genderequalitycommission.vic.gov.au/2026-progress-report-guidance/step-2-reporting-progress-against-indicators):

* 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 [Completing your workplace gender audit and analysing the data](https://www.genderequalitycommission.vic.gov.au/2026-progress-report-guidance/step-2-reporting-progress-against-indicators#21-describing-progress-against-the-workplace-gender-equality-indicators-required-and-recommended) for further guidance.

## Section 2.1 Describing progress against the workplace gender equality indicators (required and recommended)

Describe your progress against each indicator. Refer to your progress data, ideally using the performance measures as a minimum (see [2.1 of the 2026 PR guidance](https://www.genderequalitycommission.vic.gov.au/2026-progress-report-guidance/step-2-reporting-progress-against-indicators#21-describing-progress-against-the-workplace-gender-equality-indicators-required-and-recommended))

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| K: Indicator\* | L: Progress data (required) | M: Additional progress data (recommended) | N: Has progress been made? (required) | O: Explain how the data does (or does not) demonstrate progress. (required) |
| 1 | **Critical performance measures**  Gender composition of the duty holder organisation:   * 2023: * 2025:   Gender composition of part time workers in the duty holder organisation:   * 2023: * 2025:   Gender composition of senior leaders in the duty holder organisation:   * 2023: * 2025: |  | Choose an item. |  |
| 2 | **Critical performance measures**  Gender composition of the duty holder organisation’s governing body:   * 2023: * 2025: |  | Choose an item. |  |
| 3 | **Critical performance measures**  Mean total remuneration gender pay gap by occupation group:   * 2023: * 2025:   Mean total remuneration senior leader gender pay gap:   * 2023: * 2025:   **Supplementary measures**  Mean base salary pay gap:   * 2023: * 2025:   Median total remuneration pay gap:   * 2023: * 2025:   Median base salary pay gap:   * 2023: * 2025: |  | Choose an item. |  |
| 4 | **Critical** **performance measures**  Anonymous experience rate of sexual harassment:   * 2023: * 2025:   Number of formal reports of sexual harassment:   * 2023: * 2025:   **Supplementary** **measures**  Participants who said they reported sexual harassment:   * 2023: * 2025:   Reasons for not making a formal sexual harassment complaint:   * 2023: * 2025:   Satisfaction with handling of workplace sexual harassment complaint:   * 2023: * 2025:   Satisfaction with handling of formal workplace sexual harassment complaint:   * 2023: * 2025: |  | Choose an item. |  |
| 5 | **Critical performance measures**  Gender composition of recruited employees:   * 2023: * 2025:   Gender composition of employees who were promoted:   * 2023: * 2025:   Perceptions of recruitment, by gender:   * 2023: * 2025:   Perceptions of promotion, by gender:   * 2023: * 2025: |  | Choose an item. |  |
| 6 | **Critical performance measures**  Average weeks of parental leave, by gender:   * 2023: * 2025:   Uptake of flexible work, by gender:   * 2023: * 2025:   Perceptions of flexible work culture, by gender:   * 2023: * 2025:   **Supplementary measures**  Gender composition of parental leave takers:   * 2023: * 2025:   Gender gap in carer’s leave:   * 2023: * 2025: |  | Choose an item. |  |
| 7 | **Critical performance measures**  Occupational gender segregation:   * 2023: * 2025: |  | Choose an item. |  |

\*Indicators (column K)

1. Gender composition of all levels of the workforce
2. Gender composition of the governing body
3. Equal remuneration for work of equal or comparable value across all levels of the workforce, irrespective of gender
4. Sexual harassment in the workplace
5. Recruitment and promotion practices in the workplace
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
7. Gendered segregation within the workplace

## Section 2.2 Describing factors limiting and contributing to progress (required)

Identify and discuss any factors that may have affected your ability to progress against each indicator (see [2.2 of the 2026 PR guidance](https://www.genderequalitycommission.vic.gov.au/2026-progress-report-guidance/step-2-reporting-progress-against-indicators#22-describing-factors-limiting-and-contributing-to-progress-required)).

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| P: Indicator | Q: Did any of the factors listed below limit or contribute to your progress?\* (required) | R: Explain how any factor(s) limited or contributed to your progress. If ‘none’ is selected, write N/A and move to (S) (required) | S: List the strategies implemented that contributed to or aligned with the indicator. (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 Q):

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.

# Step 3: Reporting on GEAP strategies

**Refer to Step 3 in the** [**2026 progress report guidance**](https://www.genderequalitycommission.vic.gov.au/2026-progress-report-guidance/step-3-reporting-geap-strategies)**:**

* 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 (required)

## Section 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 2026 PR guidance](https://www.genderequalitycommission.vic.gov.au/2026-progress-report-guidance/step-3-reporting-geap-strategies#31-explaining-incomplete-strategies-if-any-required)).

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## Section 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 2026 PR guidance](https://www.genderequalitycommission.vic.gov.au/2026-progress-report-guidance/step-3-reporting-geap-strategies#32-describing-achievements-challenges-and-learnings-recommended)).

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## Section 3.3 Providing other updates on implementation (recommended)

Provide any other updates on your GEAP implementation (**see** [3.3 of the 2026 PR guidance](https://www.genderequalitycommission.vic.gov.au/2026-progress-report-guidance/step-3-reporting-geap-strategies#33-providing-other-updates-on-implementation-recommended)).

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## Section 3.4 Describing resourcing allocation (required)

Describe your organisation’s resource allocation to implement your GEAP strategies (**see** [3.4 of the 2026 PR guidance](https://www.genderequalitycommission.vic.gov.au/2026-progress-report-guidance/step-3-reporting-geap-strategies#34-describing-resourcing-allocation-required)).

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## Any other additions or comments (optional)

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

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You have come to the end of the 2026 progress report template. Have you included all the minimum requirements? Use the [checklist in the 2026 progress report guidance](https://www.genderequalitycommission.vic.gov.au/2026-progress-report-guidance/progress-report-checklist) 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)