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| **Progress Report Assessment Rubric** |
| **Commission for Gender Equality in the Public Sector**  |
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| **Key measure** | **Below standard** | **Meets expected standard** |
| **1. Timely submission**  | [ ]  B1: The Progress Report was submitted after 20 February 2024 without a valid extension granted by the Public Sector Gender Equality Commissioner or delegate. | [ ]  E1.1: The Progress Report was submitted by the defined entity by 20 February 2024.**OR**[ ]  E1.2: The Progress Report was submitted at a later date, following a section 19(2) extension.  |
| **Key measure** | **Does not meet compliance standard** | **Meets compliance standard** |
| **2. GIA** (sheet 1) | [ ]  D1.1: The Progress Report does not identify any GIAs undertaken within the relevant period (**columns B-E**). It also does not attempt to provide a permitted reason.**AND/OR**[ ]  D1.2: The Progress Report does not report on the actions taken in response to section 9(2)(b) (**columns F-G**) for each GIA undertaken and does not provide a permitted reason for not doing so. | [ ]  M1.1: The Progress Report identifies each policy, program or service subject to the GIA (**columns B-E**)**.****AND**[ ]  M1.2: For each GIA reported, the Progress Report confirms if actions were taken in response to section 9(2)(b) (**column F**). **AND**[ ]  M1.3: For each GIA reported, the Progress Report describes these actions taken in response to section 9(2)(b) (**column G**), namely: * how each policy, program or service was developed or varied to meet the needs of persons of different genders, **and/or**
* how each policy, program or service was developed or varied to address gender inequality, **and/or**
* how each policy, program or service was developed or varied to promote gender equality
* **OR** explains why no action was taken to develop or vary the policy, program or service that was the subject of the GIA (for any entity that has reported ‘no action taken’, in column F).

**OR**[ ]  M1.4: The Progress Report **does not identify any GIAs** and provides **permitted reason** for doing so, such as:* it would make the Progress Report an exempt document within the meaning of the Freedom of Information Act 1982, and/or
* it would result in a disclosure prohibited by a different Act, and/or
* it would reveal confidential information, and/or
* the entity has not had any policies, programs or services that would meet the threshold for a GIA.
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| **3. GEAP** (sheet 2.1, unless otherwise stated) | [ ]  D2: The Progress Report does notreport on the defined entity’s progress within the relevant period in relation to the measures and strategies set out in its Gender Equality Action Plan. | [ ]  M2.1: The Progress Report lists the defined entity’s strategies and measures (**column B**).**AND**[ ]  M2.2: The Progress Report assigns a status (complete, in progress, ongoing, not started, or void) for each listed strategy or measure (**column C**).**AND**[ ]  M2.3: The Progress Report describes the defined entity’s progress in implementing each strategy or measure (**column D**), including:* why the corresponding status was selected, and
* whether the status indicates a delay or change from what was planned in the GEAP, and if so, why.
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| **4. Workplace Gender Equality Indicators** (sheet 3) | [ ]  D3.1: A compliant Progress Audit was not submitted. [ ]  D3.2: The Progress Report does not demonstrate quantitative progress within the relevant period in relation to each of the workplace gender equality indicators. It also does not provide a permitted reason. | [ ]  M3.1: A compliant Progress Audit was submitted. **AND**[ ]  M3.2: The Progress Report indicates whether progress has been made in relation to each of the workplace gender equality indicators (**column C**).**AND**[ ]  M3.3: The Progress Report demonstrates quantitative progress in relation to each workplace gender equality indicator and has adequately explained why changes in the data represent progress against each indicator (**column D**).**OR**[ ]  M3.4: The Progress Report does not demonstrate quantitative progress in relation to every workplace gender equality indicator. However, it adequately explains for each indicator why changes in the data do or do not represent progress. For any indicator where quantitative progress has not been made, the Progress Report adequately explains how the defined entity made genuine attempts to drive progress and/or the factors that inhibited progress (**column D; Optional: columns E-L**). |
| **5. Document format** | [ ]  D4.1: The Progress Report is not submitted in the correct format, as required by the [Gender Equality Amendment Regulations 2023](https://www.legislation.vic.gov.au/as-made/statutory-rules/gender-equality-amendment-regulations-2023) and outlined in the [progress reporting guidance 2023.](https://www.genderequalitycommission.vic.gov.au/progress-reporting-guidance-2023)**AND/OR**[ ]  D4.2: Information required for compliance is submitted in document(s) marked as “not to be published”, instead of in documents for publication\*.\*Documents for publication include the progress reporting template and any supporting documents marked as “to be published”. | [ ]  M4: The Progress Report is submitted in the correct format, as required by the [Gender Equality Amendment Regulations 2023](https://www.legislation.vic.gov.au/as-made/statutory-rules/gender-equality-amendment-regulations-2023) and outlined in the [progress reporting guidance 2023.](https://www.genderequalitycommission.vic.gov.au/progress-reporting-guidance-2023) This includes:* using the prescribed progress reporting template
* submitting the progress reporting template in Excel format (that is, not in PDF format or any other format. Supporting documents may be submitted in other file formats)
* submitting information required for compliance in documents for publication\*\*.

Supporting documents marked as “not to be published” will not be assessed for compliance.\*\*Information required for compliance can be included in the progress reporting template or supporting documents marked as “to be published”. |

Gender Equality Act 2020: <https://www.legislation.vic.gov.au/in-force/acts/gender-equality-act-2020/>