



**Victorian
Public Sector
Commission**



Administration

How we administer the Gender Equality Action Plan.

External cycles

- Gender Equality Action Plan must be revised and submitted to the Commission for Gender Equality in the Public Sector every 4 years.
- Progress report must be submitted to the Commission for Gender Equality in the Public Sector every 2 years.

Internal cycles

- Corporate and Digital Services provides a progress update on the Gender Equality Action Plan to the Executive Management Board (EMB) twice annually.
- Gender Equality Action Plan dashboard check and strategic discussion are an agenda item at EMB quarterly.
- Additional GEAP items and discussions are scheduled by responsible branch as necessary.
- Corporate and Digital Services analyses workforce data and People Matter Survey results from a gender equality perspective annually.

Other responsibilities

- Corporate and Digital Services is responsible for fulfilling reporting obligations and leading engagement with stakeholders, including the Gender Equality Commission and Community and Public Sector Union.
- Commissioner and Commissioner's Office maintains gender equality advocacy commitments.
- Corporate and Digital Services maintains an achievement register to support

reporting obligations.