

The Starts With Us Reporting on Success Template

FOR COLLECTING DATA, ANALYSING PROGRESS, AND PUBLISHING INSIGHTS ON YOUR ORGANISATION'S GENDER EQUALITY ACTION PLAN

This resource supports **Step 5: Monitor, evaluate and report on progress, and will help you monitor and evaluate the progress of your action plan, and build the case for further action to prevent gendered violence.**

The template can be used for internal and external reporting. Internal reporting is critical to building transparency about what action has been taken to prevent gendered violence and accountability within your organisation. This will help build trust and confidence in the organisation's commitment and capacity to act.

Best practice is publicly publishing at least an executive summary of progress against the organisation's action plan.

The template has been structured to balance the need for transparency while adhering to legal obligations, including data protection.

The reporting template structure includes:

1. **Introduction** – highlights the organisational motivation and commitment to gender equality and addresses the legal and justice sector-specific drivers of gendered violence.
2. **Data analysis and organisational context** – sets the tone and explores the organisational makeup, including challenges and opportunities (this information can be sourced from the organisational assessment).
3. **Progress against action plan** – to measure progress in the short term.

The Starts With Us Framework

A guide to create gender equitable and safe legal and justice workplaces is by and for Victoria's legal and justice workforce.

It is part of the *Starts With Us* Project – a cross-sector initiative to prevent gendered violence in Victoria's legal and justice sector.

This Framework provides 'how to' guidance and supporting resources – informed by the latest research and best practice – on practical steps your organisation can take to prevent gendered violence in the workplace.

4. **Data on disclosures and formal reports on bullying, harassment and violence** – measures the levels of confidence in reporting mechanisms and follow up action.
5. **Next steps** – outlines the key priorities and actions the organisation will undertake and communicates to staff the organisation's focus going forward.
6. **Appendix: Action Plan** – sharing the action plan helps keep staff engaged and aware of what is happening and ensures accountability for actions.

MEMBER ORGANISATIONS

To set the tone for your membership, publish and report on your organisation's action plan, and in turn, encourage (or require) them to share their reports as a condition of membership.

Template

Section 1: Introduction

Sections 1 and 2 of the reporting template provide context for staff, or the reader of the report of progress on the action plan. Some of this information may already have been prepared when developing the action plan and can be repurposed for this report.

What to include in Section 1:

- › an introduction to the issues of inequality, including gender inequality and current statistics on discrimination and violence in Australia and a link to how it relates to the workplace.
- › a commitment statement from organisational leaders on why this work is important to the organisation and how the leadership will remain accountable in implementing the action plan.
- › an overview of the history of this work and examples or challenges from the past that will be addressed or expanded on as part of this commitment.
- › a summary of key findings from the organisational-assessment, and commentary on what has been achieved so far, ongoing commitment, including any resource commitments or new initiatives.

Section 2: Data analysis and organisational context¹

What to include in Section 2:

- › provide a snapshot of your organisation, including staff numbers and ensure this data considers gender and intersectional data trends, e.g., the responses based on gender, ethnicity, age, etc. in the staff engagement survey.
- › comment on any behavioural concerns and patterns, including informal or formal reporting information and how this is captured or actions committed to (as a result of the organisational assessment) to improve reporting.
- › summary of the opportunities and challenges identified through the organisational assessment, how areas for improvement align with existing work, and how this work is embedded in broader diversity and inclusion strategic priorities.

Section 3: Progress against action plan

What to include in Section 3:

As your action plan will be included as an appendix, summarise key themes and actions in this section.

Outcome 1: An organisational culture that reflects gender equitable behaviour, attitudes, and expectations, internally and in work with the community, with clients and with stakeholders.

Leadership and advocacy	Add actions and progress against the action
Policies and practices	Add actions and progress against the action
Building staff and organisational capacity	Add actions and progress against the action
Engagement and communication	Add actions and progress against the action
Monitoring, evaluation and reporting	Add actions and progress against the action

¹ An examples of how you may wish to present the data comes from McKinsey & Co [Diversity Wins: How Inclusion Matters, Report 2020](#), which follows their [Why Diversity Matters](#), and [Delivering through Diversity](#) global reports.

Outcome 2: Systems, structures and processes that support gender equality, fairness and safety.

Leadership and advocacy

Add actions and progress against the action

Policies and practices

Add actions and progress against the action

Building staff and organisational capacity

Add actions and progress against the action

Engagement and communication

Add actions and progress against the action

Monitoring, evaluation and reporting

Add actions and progress against the action

Outcome 3: Robust and effective reporting systems that ensure safety, compliance and consequences for perpetrators.

Leadership and advocacy

Add actions and progress against the action

Policies and practices

Add actions and progress against the action

Building staff and organisational capacity

Add actions and progress against the action

Engagement and communication

Add actions and progress against the action

Monitoring, evaluation and reporting

Add actions and progress against the action

Section 4: Data on disclosures and formal reports on gendered violence including bullying, harassment and violence

Publishing high level data on disclosures and reports is encouraged as it will likely be a key measure of how the organisation is complying with legislative obligations with its positive duty to prevent sexual harassment.

What to include in Section 4:

- › number and the behaviour of concern reported on, e.g., discrimination, harassment, bullying.
- › analysis of any equality monitoring themes that emerged from the data.
- › type of reports (e.g., anonymous or named) and trends over time (this is a helpful analyse over time but may not be possible in the first year of reporting).
- › data on outcomes including where informal action has been taken, e.g., discussions with those named, increased training or targeted communications campaigns with monitoring.

Note: If you have small numbers (e.g., < 5 responses or staff), the risk of not maintaining staff confidentiality is quite high. You may wish to examine and include qualitative responses.

Section 5: Next steps and priorities

What to include in Section 5:

- › commentary on progress towards the key outcomes.
- › priority actions identified for the next 12 months (or period of the next action plan) based on insights from the report, including key timeframes and those responsible for leading actions.
- › include a comment about any new resourcing that has been allocated or changes to staffing to continue this work.
- › summarise the work with a key vision statement for implementing the next action plan and note when the next organisational assessment will be undertaken.

Appendix: Action Plan

In the Appendix attach your organisation's Action Plan.