## 

Gender Equity Audit – Self Assessment Template

Organisation Version

March 2015

## Gender Equity Audit – Self Assessment Template

### Introduction

This self-assessment template is to be used in conjunction with the Together For Equality & Respect (TFER) Gender Equity Audit Guide, which provides guidelines for undertaking a Gender Equity Audit, gaining internal support, selecting areas to audit, interpreting findings and identifying opportunities for improvement. The Guide also provides links to other resources to assist organisations build gender equity.

Two versions of the self-assessment template are available. This is the organisational version, to guide self-assessment against the full set of items outlined in the GE Audit Guide. Results from this process will not be shared as part of TFER regional evaluation

It is anticipated that over the timeline of the TFER Strategy and Action plan, 2013-2017, organisations that have committed to building systems that promote gender equity will conduct two audits against the seven regional questions. They may also conduct two full self-assessments for the purpose of internal reflection.

Another version of the template is provided for self-assessment against the seven key regional questions. Results from this will contribute to the TFER Regional evaluation.

### Undertaking a self-assessment

The purpose of self-assessment is to provide the organisation with an understanding of the systems it has in place to support gender equality. It also provides a platform for discussion of gender equality beyond the specific audit criteria.

This template is used to support the process of self-assessment. It prompts organisations to reflect on the key aspects of a systems approach in relation to each criterion, documentation, implementation and reflection and review. A summary of the evidence, ie how the organisation can demonstrate what it does to address the criterion for each of these aspects of the system, is provided. An example is provided at the start of the tool.

Organisations approach self-assessment in different ways, noting that at present this is an internal process only, although results for the seven regional elements will be de-identified and shared as part of the TFER regional evaluation. Some organisations see the first self-assessment as an opportunity to develop a “baseline” understanding from which future progress can be observed, others use it as a time to generate action and address gaps. Some organisations harness existing structures, such as team meetings, to generate responses, others convene specific working groups or committees to drive the process. There is no prescribed approach as each organisation will need to adopt an approach that best suits their context.

The self-assessment process includes allocating a rating for each criterion. This helps to confirm areas of good practice, and to identify gaps and priorities for subsequent action.

|  |  |
| --- | --- |
| **Rating** | **Definition** |
| In place | The available evidence demonstrates a comprehensive response that includes   * documentation, * implementation * evaluation and monitoring   The organisation may still identify some opportunities for strengthening the approach. |
| Being implemented | The available evidence demonstrates a partial response. Some aspects of   * documentation, * implementation * evaluation and monitoring   are established but these are not fully developed or linked. |
| Not yet considered | There is no evidence to demonstrate that the organisation has considered this question. |

There is no overall pass or fail in relation to this audit. The process of self-assessment against a set of external questions in itself helps to build an organisation wide approach, as a result of the questions and discussion that inevitably arise from the process. Audit findings are used to develop an action plan to progress gender equity, that may well link with other organisational action plans, for example a quality improvement plan.

### Following the audit

#### Develop an action plan

The proposed actions arising from self-assessment against all of the questions are collated. They are then analysed for relevance and appropriateness and prioritised. Responsibility for implementing the actions relating to the prioritised initiatives is then determined along with timelines and monitoring mechanisms.

#### Sharing results

Results of the seven regional criteria will be forwarded to the TFER Evaluation Working Group for regional collation and reporting. Individual organisations will not be identified in the regional report however each organisation will have access to data which compares their finding with other TFER partners. (Each organisation will have access to a regional report with their data taken out and listed separately)*.*

Organisations will also be asked to provide a summary of the approach to self-assessment adopted.

## Self-assessment Template – EXAMPLE

|  |  |
| --- | --- |
| **Criterion:**  Do people in senior positions demonstrate commitment to and leadership on gender issues? | |
|  | Summarise your evidence for each of the elements |
| **Documents**  Are there documents (eg organisational statements, policies, procedures, position descriptions) that describe the expectations of people in senior positions? | *XYZ organisation selection criteria for CEO and Senior management require understanding of gender issues*  *Position description of CEO and HR Manager describe responsibility to address gender equity in the organisation*  *The procedure for annual planning describes the requirement for development of an annual GE plan* |
| **Implementation**  How do you know that people in senior positions demonstrate this commitment and leadership in practice? | *CEO and HR manager are members of GE Committee*  *A GE improvement plan is developed as part of the annual planning process* |
| **Monitoring and evaluation**  How is this commitment monitored and evaluated? Ie is there a process for determining ongoing commitment and is there a process for determining whether this commitment and leadership makes a difference. | *Executive meeting agenda includes quarterly review of GE plan*  *Achievements against GE plan are reported to the Board quarterly* |
| **Self-rating**  On the basis of the above, how would you rate your response to the question at this time? |  |

**Opportunities for improvement**

On the basis of the above assessment, what opportunities for improvement have you identified?

|  |  |
| --- | --- |
| Criterion:  Do people in senior positions demonstrate commitment to and leadership on gender issues? | |
| Gap | Possible/proposed action |
| *Role statement for Board Chair does not include responsibility for promoting GE within the organisation* | *Update Board Chair role statement to include overall responsibility for promotion GE within the organisation* |

## INTERNAL

## Self-assessment Template – Organisational Questions (includes all the elements from the tool)

|  |  |
| --- | --- |
| **Criterion:**  1.1.1 Do people in senior positions demonstrate commitment to and leadership on gender issues? | |
|  | Summarise your evidence for each of the elements |
| **Documents**  Are there documents (eg organisational statements, policies, procedures, position descriptions) that describe the expectations of people in senior positions? |  |
| **Implementation**  How do you know that people in senior positions demonstrate this commitment and leadership in practice? |  |
| **Monitoring and evaluation**  How is this commitment monitored and evaluated? Ie is there a process for determining ongoing commitment and is there a process for determining whether this commitment and leadership makes a difference? |  |
| **Self-rating**  On the basis of the above how would you rate your response to the question at this time? |  |

**Opportunities for improvement**

On the basis of the above assessment, what opportunities for improvement have you identified?

|  |  |
| --- | --- |
| Criterion:  Do people in senior positions demonstrate commitment to and leadership on gender issues? | |
| Gap | Possible/proposed action |
|  |  |

## Self-assessment Template – Organisational Questions

|  |  |
| --- | --- |
| **Criterion:**  1.1.2 Is promoting gender equality consistent with our vision and values? | |
|  | Summarise your evidence for each of the elements |
| **Documents**  Are there documents (eg organisational statements, policies, procedures, position descriptions) that reflect/describe the organisations commitment to gender equality? |  |
| **Implementation**  How do you know that your organisation demonstrates this commitment in practice? |  |
| **Monitoring and evaluation**  How is this monitored and evaluated? Ie is there a process for determining an ongoing image in relation to gender equality and is there a process for determining whether this image makes a difference to practice? |  |
| **Self-rating**  On the basis of the above how would you rate your response to the question at this time? |  |

**Opportunities for improvement**

On the basis of the above assessment, what opportunities for improvement have you identified?

|  |  |
| --- | --- |
| Criterion:  Is promoting gender equality consistent with our vision and values? | |
| Gap | Possible/proposed action |
|  |  |

## Self-assessment Template – Organisational Questions

|  |  |
| --- | --- |
| **Criterion:**  1.1.3 Are gender issues taken seriously and discussed openly by men and women in our organisation? | |
|  | Summarise your evidence for each of the elements |
| **Documents**  Are there documents (eg organisational statements, policies, procedures, position descriptions) that highlight how gender gender issues are taken seriously and discussed openly by men and women in your organisation? |  |
| **Implementation**  How do you know that people women and men in your organisation are taking gender issues seriously and discussing them openly? |  |
| **Monitoring and evaluation**  How are these discussions monitored and evaluated? Ie is there a process for determining that there is ongoing serious discussion around gender issues and is there a process for determining whether this makes a difference to practice? |  |
| **Self-rating**  On the basis of the above how would you rate your response to the question at this time? |  |

**Opportunities for improvement**

On the basis of the above assessment, what opportunities for improvement have you identified?

|  |  |
| --- | --- |
| Criterion:  Are gender issues taken seriously and discussed openly by men and women in our organisation? | |
| Gap | Possible/proposed action |
|  |  |

## Self-assessment Template – Organisational Questions

|  |  |
| --- | --- |
| **Criterion:**  1.1.4 Does our organisation have a gender sensitivity policy or code of conduct in place in terms of unacceptable language, jokes and comments made, images and materials displayed, and action taken around sexual harassment? | |
|  | Summarise your evidence for each of the elements |
| **Documents**  Is there a gender sensitivity policy or a code of conduct on unacceptable language, jokes and comments made, images and materials displayed, and action taken around sexual harassment in your organisation? |  |
| **Implementation**  How do you know that this policy or code of conduct is implemented? |  |
| **Monitoring and evaluation**  How is the policy or code of conduct monitored and evaluated? Ie is there a process for determining an ongoing commitment to gender sensitivity and is there a process for determining whether the policy or code of conduct make a difference? |  |
| **Self-rating**  On the basis of the above how would you rate your response to the question at this time? |  |

**Opportunities for improvement**

On the basis of the above assessment, what opportunities for improvement have you identified?

|  |  |
| --- | --- |
| Criterion:  Does our organisation have a gender sensitivity policy or code of conduct in place in terms of unacceptable language, jokes and comments made, images and materials displayed, and action taken around sexual harassment? | |
| Gap | Possible/proposed action |
|  |  |

## Self-assessment Template – Organisational Questions

|  |  |
| --- | --- |
| **Criterion:**  1.1.5 Does our organisation encourage gender sensitive behaviour, for example, intolerance of sexist language, jokes or comments? | |
|  | Summarise your evidence for each of the elements |
| **Documents**  Are there documents (eg organisational statements, policies, procedures, position descriptions) that describe the expectations of people in the organisation in regards to gender sensitive behaviour? |  |
| **Implementation**  How do you know these expectations around gender sensitive behaviour are implemented? |  |
| **Monitoring and evaluation**  How is this monitored and evaluated? Ie is there a process for determining ongoing encouragement of gender sensitive behaviour and is there a process for determining whether this makes a difference to practice? |  |
| **Self-rating**  On the basis of the above how would you rate your response to the question at this time? |  |

**Opportunities for improvement**

On the basis of the above assessment, what opportunities for improvement have you identified?

|  |  |
| --- | --- |
| Criterion:  Does our organisation encourage gender sensitive behaviour, for example, intolerance of sexist language, jokes or comments? | |
| Gap | Possible/proposed action |
|  |  |

## Self-assessment Template – Organisational Questions

|  |  |
| --- | --- |
| **Criterion:**  1.1.6 Can our organisation do much more than it is currently doing to promote gender equity? | |
|  | Summarise your evidence for each of the elements |
| **Documents**  Are there documents (eg organisational statements, policies, procedures, position descriptions) that explain what your organisation is currently doing to promote gender equity and what is planned? |  |
| **Implementation**  How do you know that your organisation is/isn’t doing all it can to promote gender equity? |  |
| **Monitoring and evaluation**  How is this commitment monitored and evaluated? Ie is there a process for determining the ongoing promotion of gender equity and is there a process for determining whether this promotion makes a makes a difference. |  |
| **Self-rating**  On the basis of the above how would you rate your response to the question at this time? |  |

**Opportunities for improvement**

On the basis of the above assessment, what opportunities for improvement have you identified?

|  |  |
| --- | --- |
| Criterion:  Can your organisation do much more than it’s currently doing to promote gender equity? | |
| Gap | Possible/proposed action |
|  |  |

## Self-assessment Template – Organisational Questions

|  |  |
| --- | --- |
| **Criterion:**  1.2.1 Does our organisation have written policy/policies that affirm a commitment to gender equity? | |
|  | Summarise your evidence for each of the elements |
| **Documents**  Is a commitment to gender equity affirmed in written policy/policies? |  |
| **Implementation**  How do you know that the policy/policies are implemented? |  |
| **Monitoring and evaluation**  How is/are the policy/policies monitored and evaluated? Ie is there a process for determining ongoing commitment and is there a process for determining whether the policy/policies make a difference? |  |
| **Self-rating**  On the basis of the above how would you rate your response to the question at this time? |  |

**Opportunities for improvement**

On the basis of the above assessment, what opportunities for improvement have you identified?

|  |  |
| --- | --- |
| Criterion:  Does our organisation have written policy/policies that affirm a commitment to gender equity? | |
| Gap | Possible/proposed action |
|  |  |

## Self-assessment Template – Organisational Questions

|  |  |
| --- | --- |
| **Criterion:**  1.2.2 Does our organisation have procedures that enact the policy/policies? | |
|  | Summarise your evidence for each of the elements |
| **Documents**  Are there documents that describe the procedures to enact policy/policies? |  |
| **Implementation**  How do you know that these procedures are being implemented? |  |
| **Monitoring and evaluation**  How are the procedures monitored and evaluated? Ie is there a process for determining whether procedures are being followed, and is there a process for determining whether the procedures are effective in enacting the policy/policies? |  |
| **Self-rating**  On the basis of the above how would you rate your response to the question at this time? |  |

**Opportunities for improvement**

On the basis of the above assessment, what opportunities for improvement have you identified?

|  |  |
| --- | --- |
| Criterion:  Does our organisation have procedures that enact the policy/policies? | |
| Gap | Possible/proposed action |
|  |  |

## Self-assessment Template – Organisational Questions

|  |  |
| --- | --- |
| **Criterion:**  1.2.3 Is gender equity a priority in the organisational strategic plan? | |
|  | Summarise your evidence for each of the elements |
| **Documents**  Is gender equity written into the organisational strategic plan as a priority area? |  |
| **Implementation**  How do you know that this priority is implemented? |  |
| **Monitoring and evaluation**  How is this area of the strategic plan monitored and evaluated? Is there a process for determining ongoing inclusion of gender equity as a priority in the strategic plan and is there a process for determining whether this inclusion makes a difference to practice? |  |
| **Self-rating**  On the basis of the above how would you rate your response to the question at this time? |  |

**Opportunities for improvement**

On the basis of the above assessment, what opportunities for improvement have you identified?

|  |  |
| --- | --- |
| Criterion:  Is gender equity a priority in the organisational strategic plan? | |
| Gap | Possible/proposed action |
|  |  |

## Self-assessment Template – Organisational Questions

|  |  |
| --- | --- |
| **Criterion:**  1.2.4 Is gender taken into account during strategic planning for organisational activities? | |
|  | Summarise your evidence for each of the elements |
| **Documents**  Are there documents (eg organisational statements, policies, procedures, position descriptions) that describe the requirement to take gender into account during strategic planning for organisational activities? |  |
| **Implementation**  How do you know that gender is taken into account in the implementation of organisational activities? |  |
| **Monitoring and evaluation**  How is this commitment monitored and evaluated? Ie is there a process for determining ongoing consideration of gender in planning, and is there a process for determining whether this makes a difference to practice? |  |
| **Self-rating**  On the basis of the above how would you rate your response to the question at this time? |  |

**Opportunities for improvement**

On the basis of the above assessment, what opportunities for improvement have you identified?

|  |  |
| --- | --- |
| Criterion:  Is gender taken into account during strategic planning for organisational activities? | |
| Gap | Possible/proposed action |
|  |  |

## Self-assessment Template – Organisational Questions

|  |  |
| --- | --- |
| **Criterion:**  1.2.5.Does our organisation consistently draw upon a person or division within the organisation who has expertise in gender equity? | |
|  | Summarise your evidence for each of the elements |
| **Documents**  Are there documents (eg organisational statements, policies, procedures, position descriptions) that describe the role of a person or division within the organisation who has expertise in gender equity? |  |
| **Implementation**  How do you know that the person or division is being drawn upon for their expertise? |  |
| **Monitoring and evaluation**  How is this this monitored and evaluated? Ie is there a process for determining ongoing utilisation of a person or division with expertise within your organisation and for determining whether this expertise makes a difference? |  |
| **Self-rating**  On the basis of the above how would you rate your response to the question at this time? |  |

**Opportunities for improvement**

On the basis of the above assessment, what opportunities for improvement have you identified?

|  |  |
| --- | --- |
| Criterion:  Does your organisation consistently draw upon a person or division within the organisation who has expertise in gender? | |
| Gap | Possible/proposed action |
|  |  |

## Self-assessment Template – Organisational Questions

***If your organisation has a gender equity policy or priority in strategic plan (relates to the following four questions):***

|  |  |
| --- | --- |
| **Criterion:**  1.2.6 Do you feel ownership of the gender policy or priority in the organisational strategic plan? | |
|  | Summarise your evidence for each of the elements |
| **Documents**  Is there an organisational statement and/or position description statement about a commitment to gender equity? |  |
| **Implementation**  How can you demonstrate this ownership in your position/role? |  |
| **Monitoring and evaluation**  How is this sense of ownership monitored and evaluated? Ie is there a process for determining an ongoing sense of ownership and is there a process for determining whether this sense of ownership makes a difference a person’s work? |  |
| **Self-rating**  On the basis of the above how would you rate your response to the question at this time? |  |

**Opportunities for improvement**

On the basis of the above assessment, what opportunities for improvement have you identified?

|  |  |
| --- | --- |
| Criterion:  Do you feel ownership of the gender policy or priority in the organisational strategic plan? | |
| Gap | Possible/proposed action |
|  |  |

## Self-assessment Template – Organisational Questions

|  |  |
| --- | --- |
| **Criterion:**  1.2.7.Is our organisation committed to the implementation of the gender policy/goal in the strategic plan? | |
|  | Summarise your evidence for each of the elements |
| **Documents**  Are there documents (eg organisational statements, policies, procedures, position descriptions) that describe the procedures for implementing the gender policy/goal in the strategic plan? |  |
| **Implementation**  How do you know that these procedures are being implemented? |  |
| **Monitoring and evaluation**  How is this commitment to implementation monitored and evaluated? Ie is there a process for determining ongoing commitment to implementing the policy/goal and is there a process for determining whether and implementation process makes a difference? |  |
| **Self-rating**  On the basis of the above how would you rate your response to the question at this time? |  |

**Opportunities for improvement**

On the basis of the above assessment, what opportunities for improvement have you identified?

|  |  |
| --- | --- |
| Criterion:  Is your organisation committed to the implementation of the gender policy/goal in the strategic plan? | |
| Gap | Possible/proposed action |
|  |  |

## Self-assessment Template – Organisational Questions

|  |  |
| --- | --- |
| **Criterion:**  1.2.8 Do management take responsibility for the development and implementation of the gender policy/goal in the strategic plan? | |
|  | Summarise your evidence for each of the elements |
| **Documents**  Are there documents (eg organisational statements, policies, procedures, position descriptions) that describe the expectations of people in management positions? |  |
| **Implementation**  How do you know that people in management positions demonstrate this responsibility for the development and implementation of the gender policy/goal in practice? |  |
| **Monitoring and evaluation**  How is this responsibility monitored and evaluated? Ie is there a process for determining ongoing responsibility and is there a process for determining whether this responsibility makes a difference? |  |
| **Self-rating**  On the basis of the above how would you rate your response to the question at this time? |  |

**Opportunities for improvement**

On the basis of the above assessment, what opportunities for improvement have you identified?

|  |  |
| --- | --- |
| Criterion:  Do management take responsibility for the development and implementation of the gender policy/goal in the strategic plan? | |
| Gap | Possible/proposed action |
|  |  |

## Self-assessment Template – Organisational Questions

|  |  |
| --- | --- |
| **Criterion:**  1.2.9 Does our organisation set agreed success measures for gender equity principles? | |
|  | Summarise your evidence for each of the elements |
| **Documents**  Are there documents (eg organisational statements, policies, procedures, position descriptions) that describe the success measures for gender equity principles? |  |
| **Implementation**  How do you know that these success measures are being utilized? |  |
| **Monitoring and evaluation**  How is this commitment monitored and evaluated? Ie is there a process for determining whether these success measures are being reached? |  |
| **Self-rating**  On the basis of the above how would you rate your response to the question at this time? |  |

**Opportunities for improvement**

On the basis of the above assessment, what opportunities for improvement have you identified?

|  |  |
| --- | --- |
| Criterion:  Does your organisation set agreed success measures for gender equity principles? | |
| Gap | Possible/proposed action |
|  |  |

## Self-assessment Template – Organisational Questions

|  |  |
| --- | --- |
| **Criterion:**  1.3.1 Is there a budget allocation for staff training or other workforce development activity in gender equity? | |
|  | Summarise your evidence for each of the elements |
| **Documents**  Are there documents (eg organisational statements, policies, procedures, position descriptions) that demonstrate a budget allocation for staff training or other workforce development in gender equity? |  |
| **Implementation**  How do you know the budget is allocated to staff training or other workforce development in gender equity? |  |
| **Monitoring and evaluation**  How is this budget allocation monitored and evaluated? Ie is there a process for reviewing participation in staff training or workforce development around gender equity? is there a process for determining whether budget allocation enables participation in training or workforce development activities? |  |
| **Self-rating**  On the basis of the above how would you rate your response to the question at this time? |  |

**Opportunities for improvement**

On the basis of the above assessment, what opportunities for improvement have you identified?

|  |  |
| --- | --- |
| Criterion:  Is there a budget allocation for staff training or other workforce development activity in gender equity? | |
| Gap | Possible/proposed action |
|  |  |

## Self-assessment Template – Organisational Questions

|  |  |
| --- | --- |
| **Criterion:**  1.3.2 Is there a budget allocation to staff training in prevention of violence against women? | |
|  | Summarise your evidence for each of the elements |
| **Documents**  Are there documents (eg organisational statements, policies, procedures, position descriptions) that demonstrate a budget allocation for staff training in the prevention of violence against women? |  |
| **Implementation**  How do you know the budget is allocated to staff training in the prevention of violence against women? |  |
| **Monitoring and evaluation**  How is this budget allocation monitored and evaluated? Ie is there a process for reviewing participation in staff training against the budget allocation? Is there a process for determining whether this budget allocation enables participation in workforce development or training? |  |
| **Self-rating**  On the basis of the above how would you rate your response to the question at this time? |  |

**Opportunities for improvement**

On the basis of the above assessment, what opportunities for improvement have you identified?

|  |  |
| --- | --- |
| Criterion:  Is there a budget allocation to staff training in prevention of violence against women? | |
| Gap | Possible/proposed action |
|  |  |

## Self-assessment Template – Organisational Questions

|  |  |
| --- | --- |
| **Criterion:**  1.3.3 Is there designated responsibility for promoting gender equity in your organisation? | |
|  | Summarise your evidence for each of the elements |
| **Documents**  Are there documents (eg organisational statements, policies, procedures, position descriptions) that designate the responsibility of promoting gender equity in your organisation? |  |
| **Implementation**  How do you know that the responsibility for prompting gender equity in your organisation is being implemented? |  |
| **Monitoring and evaluation**  How is this responsibility for promoting gender equity in your organisation monitored and evaluated? Ie is there a process for monitoring how gender equity is promoted in your organisation? Is there a process for determining whether this promotion makes a difference? |  |
| **Self-rating**  On the basis of the above how would you rate your response to the question at this time? |  |

**Opportunities for improvement**

On the basis of the above assessment, what opportunities for improvement have you identified?

|  |  |
| --- | --- |
| Criterion:  Is there designated responsibility for promoting gender equity in your organisation? | |
| Gap | Possible/proposed action |
|  |  |

## Self-assessment Template – Organisational Questions

|  |  |
| --- | --- |
| **Criterion:**  1.4.1 Is sex-disaggregated data used for workforce/HR planning? | |
|  | Summarise your evidence for each of the elements |
| **Documents**  Are there documents (eg organisational statements, policies, procedures, position descriptions) that describe the requirement to use sex-disaggregated date in workforce/HR planning? |  |
| **Implementation**  How do you know that sex-disaggregated data is used for workforce/HR planning? |  |
| **Monitoring and evaluation**  How is this monitored and evaluated? Ie is there a process for determining whether the procedure used is providing appropriate data for workforce/HR planning? |  |
| **Self-rating**  On the basis of the above how would you rate your response to the question at this time? |  |

**Opportunities for improvement**

On the basis of the above assessment, what opportunities for improvement have you identified?

|  |  |
| --- | --- |
| Criterion:  Is sex-disaggregated data used for workforce/HR planning? | |
| Gap | Possible/proposed action |
|  |  |

## Self-assessment Template – Organisational Questions

|  |  |
| --- | --- |
| **Criterion:**  1.4.2 Is gender awareness present in all job descriptions and/or in job performance criteria? | |
|  | Summarise your evidence for each of the elements |
| **Documents**  Do job descriptions and/or job performance criteria include expectations around gender awareness? |  |
| **Implementation**  How do you know that this expectation of gender awareness is demonstrated in practice? |  |
| **Monitoring and evaluation**  How is this monitored and evaluated? Ie is there a process for determining that ongoing inclusion of gender awareness makes a difference to practice? |  |
| **Self-rating**  On the basis of the above how would you rate your response to the question at this time? |  |

**Opportunities for improvement**

On the basis of the above assessment, what opportunities for improvement have you identified?

|  |  |
| --- | --- |
| Criterion:  Is gender awareness present in all job descriptions and/or in job performance criteria? | |
| Gap | Possible/proposed action |
|  |  |

## Self-assessment Template – Organisational Questions

|  |  |
| --- | --- |
| **Criterion:**  1.4.3 Do position descriptions include responsibility for the promotion of gender equity? | |
|  | Summarise your evidence for each of the elements |
| **Documents**  Do position descriptions include the responsibility of promoting gender equity as a criterion? |  |
| **Implementation**  How do you know that this responsibility is demonstrated in practice? |  |
| **Monitoring and evaluation**  How is this commitment monitored and evaluated? Ie is there a process for determining whether this inclusion of the promotion of gender equity makes a difference to practice. |  |
| **Self-rating**  On the basis of the above how would you rate your response to the question at this time? |  |

**Opportunities for improvement**

On the basis of the above assessment, what opportunities for improvement have you identified?

|  |  |
| --- | --- |
| Criterion:  Do position descriptions include responsibility for the promotion of gender equity? | |
| Gap | Possible/proposed action |
|  |  |

## Self-assessment Template – Organisational Questions

|  |  |
| --- | --- |
| **Criterion:**   * + 1. Are recruitment applications assessed with a gender equity approach? | |
|  | Summarise your evidence for each of the elements |
| **Documents**  Are there documents (eg organisational statements, policies, procedures, position descriptions) that describe the gender equity approach to recruitment? |  |
| **Implementation**  How do you know that this approach is put into practice? |  |
| **Monitoring and evaluation**  How is this approach monitored and evaluated? Ie is there a process for determining whether ongoing inclusion of a gender equity in recruitment matches workforce planning for gender equality? |  |
| **Self-rating**  On the basis of the above how would you rate your response to the question at this time? |  |

**Opportunities for improvement**

On the basis of the above assessment, what opportunities for improvement have you identified?

|  |  |
| --- | --- |
| Criterion:  Are recruitment applications are assessed with a gender equity approach? | |
| Gap | Possible/proposed action |
|  |  |

## Self-assessment Template – Organisational Questions

|  |  |
| --- | --- |
| **Criterion:**  1.4.5 Is action taken to recruit, mentor and retain a representative number of women on the board of the organisation or as local councillors? | |
|  | Summarise your evidence for each of the elements |
| **Documents**  Are there documents (eg organisational statements, policies, procedures, position descriptions) that describe the approach to recruiting, mentoring and retaining a representative number of women on the Governing Body? |  |
| **Implementation**  How do you know that processes in place to recruit, mentor and retain a representative number of women are implemented? |  |
| **Monitoring and evaluation**  How is this action to recruit, mentor and retain a representative number of women monitored and evaluated? Ie is there a process for determining whether the process adopted makes a difference to recruitment, mentoring and retaining a representative number of women on the Governing Body? |  |
| **Self-rating**  On the basis of the above how would you rate your response to the question at this time? |  |

**Opportunities for improvement**

On the basis of the above assessment, what opportunities for improvement have you identified?

|  |  |
| --- | --- |
| Criterion:  Is action taken to recruit, mentor and retain a representative number of women on the board of the organisation or as local councillors? | |
| Gap | Possible/proposed action |
|  |  |

## Self-assessment Template – Organisational Questions

|  |  |
| --- | --- |
| **Criterion:**  1.4.6 Are there proactive strategies implemented to recruit or promote women into senior management positions? | |
|  | Summarise your evidence for each of the elements |
| **Documents**  Are there documents (eg organisational statements, policies, procedures, position descriptions) that describe the strategies in place to recruit and promote women into senior management positions? |  |
| **Implementation**  How do you know that these strategies are being implemented? |  |
| **Monitoring and evaluation**  How is the implementation of these strategies monitored and evaluated? Ie is there a process for determining ongoing implementation and is there a process for determining whether these strategies make a difference. |  |
| **Self-rating**  On the basis of the above how would you rate your response to the question at this time? |  |

**Opportunities for improvement**

On the basis of the above assessment, what opportunities for improvement have you identified?

|  |  |
| --- | --- |
| Criterion:  Are there proactive strategies implemented to recruit or promote women into senior management positions? | |
| Gap | Possible/proposed action |
|  |  |

## Self-assessment Template – Organisational Questions

|  |  |
| --- | --- |
| **Criterion:**  1.4.7 Are career training opportunities equitably distributed and available to men and women? | |
|  | Summarise your evidence for each of the elements |
| **Documents**  Are there documents (eg organisational statements, policies, procedures, position descriptions) that describe the equal career training and development opportunities that men and women receive? |  |
| **Implementation**  How do you know that men and women are being given the same opportunities? |  |
| **Monitoring and evaluation**  How is this monitored and evaluated? Ie is there a process for determining ongoing equal opportunities and is there a process for determining whether these equal opportunities are reflected in equal participation? |  |
| **Self-rating**  On the basis of the above how would you rate your response to the question at this time. |  |

**Opportunities for improvement**

On the basis of the above assessment, what opportunities for improvement have you identified?

|  |  |
| --- | --- |
| Criterion:  Are career training opportunities equitably distributed and available to men and women? | |
| Gap | Possible/proposed action |
|  |  |

## Self-assessment Template – Organisational Questions

|  |  |
| --- | --- |
| **Criterion:**  1.4.8 Are leadership and management training opportunities equitably distributed and available to men and women? | |
|  | Summarise your evidence for each of the elements |
| **Documents**  Are there documents (eg organisational statements, policies, procedures, position descriptions) that describe the equal access to leadership and management training that men and women receive? |  |
| **Implementation**  How do you know that men and women have the same access to training? |  |
| **Monitoring and evaluation**  How is this monitored and evaluated? Ie is there a process for determining ongoing equal access and is there a process for determining whether this equal access is reflected in equal participation. |  |
| **Self-rating**  On the basis of the above how would you rate your response to the question at this time? |  |

**Opportunities for improvement**

On the basis of the above assessment, what opportunities for improvement have you identified?

|  |  |
| --- | --- |
| Criterion:  Are leadership and management training opportunities equitably distributed and available to men and women? | |
| Gap | Possible/proposed action |
|  |  |

## Self-assessment Template – Organisational Questions

|  |  |
| --- | --- |
| **Criterion:**  1.4.9 Has there been an increase in the representation of women in senior management positions in the past 1-2 years? | |
|  | Summarise your evidence for each of the elements |
| **Documents**  Are there documents (eg organisational statements, policies, procedures, position descriptions) that document an increase in the representation of women in senior management positions in the past 1-2 years? |  |
| **Implementation**  Has the representation of women in senior management positions changed in the last 1-2 years? |  |
| **Monitoring and evaluation**  How is this increase monitored and evaluated? Ie is there a process for determining ongoing recruitment of women to senior management positions and is there a process for determining whether this increase in women in senior management positions makes a difference. |  |
| **Self-rating**  On the basis of the above how would you rate your response to the question at this time? |  |

**Opportunities for improvement**

On the basis of the above assessment, what opportunities for improvement have you identified?

|  |  |
| --- | --- |
| Criterion:  Has there been an increase in the representation of women in senior management positions in the past 1-2 years? | |
| Gap | Possible/proposed action |
|  |  |

## Self-assessment Template – Organisational Questions

|  |  |
| --- | --- |
| **Criterion:**  1.4.10 Does our organisation conduct an annual pay equity analysis? | |
|  | Summarise your evidence for each of the elements |
| **Documents**  Are there documents (eg organisational statements, policies, procedures, position descriptions) that describe the process of conducting an annual pay equality analysis? |  |
| **Implementation**  How do you know that the analysis is being conducted? |  |
| **Monitoring and evaluation**  How is this analysis monitored and evaluated? Ie is there a process for determining whether this pay equality analysis makes a difference. |  |
| **Self-rating**  On the basis of the above how would you rate your response to the question at this time? |  |

**Opportunities for improvement**

On the basis of the above assessment, what opportunities for improvement have you identified?

|  |  |
| --- | --- |
| Criterion:  Does your organisation conduct an annual pay equity analysis? | |
| Gap | Possible/proposed action |
|  |  |

## EXTERNAL

## Self-assessment Template – Organisational Questions

|  |  |
| --- | --- |
| **Criterion:**  2.1.1 Do you consider the views of both male and female community members in your project, program or service design? | |
|  | Summarise your evidence for each of the elements |
| **Documents**  Are there documents (eg organisational statements, policies, procedures, position descriptions) that describe the need to consider both male and female community members in project, program or service design? |  |
| **Implementation**  How do you know that this consideration is put into practice? |  |
| **Monitoring and evaluation**  How is this monitored and evaluated? Ie is there a process for determining ongoing consideration of gender in planning and is there a process for determining whether this consideration makes a difference to program participation and outcomes? |  |
| **Self-rating**  On the basis of the above how would you rate your response to the question at this time? |  |

**Opportunities for improvement**

On the basis of the above assessment, what opportunities for improvement have you identified?

|  |  |
| --- | --- |
| Criterion:  Do you consider the views of both male and female community members in your project, program or service design? | |
| Gap | Possible/proposed action |
|  |  |

## Self-assessment Template – Organisational Questions

|  |  |
| --- | --- |
| **Criterion:**  2.1.2 Is sex disaggregated data used for planning projects, programs and services? | |
|  | Summarise your evidence for each of the elements |
| **Documents**  Are there documents (eg organisational statements, policies, procedures, position descriptions) that describe the requirement to use sex-disaggregated data in planning? |  |
| **Implementation**  How do you know that sex-disaggregated data is used for planning projects, programs and services? |  |
| **Monitoring and evaluation**  How is this monitored and evaluated? Ie is there a process for determining whether the procedure used is providing appropriate data for planning projects, programs and services? |  |
| **Self-rating**  On the basis of the above how would you rate your response to the question at this time? |  |

**Opportunities for improvement**

On the basis of the above assessment, what opportunities for improvement have you identified?

|  |  |
| --- | --- |
| Criterion:  Is sex disaggregated data used for planning projects, programs and services? | |
| Gap | Possible/proposed action |
|  |  |

## Self-assessment Template – Organisational Questions

|  |  |
| --- | --- |
| **Criterion:**  2.1.3 Are gender equity goals and objectives included in program, project or service design? | |
|  | Summarise your evidence for each of the elements |
| **Documents**  Are there documents (eg organisational statements, policies, procedures, position descriptions) that describe the requirement to include gender equity goals and objectives in program, project or service design? |  |
| **Implementation**  How do you know that gender equity goals and objectives are included in program, project or service design? |  |
| **Monitoring and evaluation**  How is this commitment monitored and evaluated? Ie is there a process for determining whether including gender equity goals and objectives makes a difference to design? |  |
| **Self-rating**  On the basis of the above how would you rate your response to the question at this time? |  |

**Opportunities for improvement**

On the basis of the above assessment, what opportunities for improvement have you identified?

|  |  |
| --- | --- |
| Criterion:  Are gender equity goals and objectives included in program, project or service design? | |
| Gap | Possible/proposed action |
|  |  |

## Self-assessment Template – Organisational Questions

|  |  |
| --- | --- |
| **Criterion:**  2.1.4 Is the gender impact of projects, programs and services monitored and evaluated? | |
|  | Summarise your evidence for each of the elements |
| **Documents**  Are there documents (eg organisational statements, policies, procedures, position descriptions) that describe how the gender impact of projects, programs and services are monitored and evaluated? |  |
| **Implementation**  How do you know that the gender impact of projects, programs and services is monitored and evaluated? |  |
| **Monitoring and evaluation**  How is this monitored and evaluated? Ie is there a process for determining whether gender impact is routinely implemented? Has knowledge of the gender impacts of projects, programs and services informed subsequent program planning? |  |
| **Self-rating**  On the basis of the above how would you rate your response to the question at this time? |  |

**Opportunities for improvement**

On the basis of the above assessment, what opportunities for improvement have you identified?

|  |  |
| --- | --- |
| Criterion:  Is the gender impact of projects, programs and services monitored and evaluated? | |
| Gap | Possible/proposed action |
|  |  |

## Self-assessment Template – Organisational Questions

|  |  |
| --- | --- |
| **Criterion:**  2.1.5 Is participation in community consultations analysed by gender? | |
|  | Summarise your evidence for each of the elements |
| **Documents**  Are there documents (eg organisational statements, policies, procedures, position descriptions) that describe the process for analysing participation in community consultations by gender? |  |
| **Implementation**  How do you know that participation in community consultations is analysed by gender? |  |
| **Monitoring and evaluation**  How is this monitored and evaluated? Ie is there a process for determining whether gendered analysis of participation in community consultations is conducted routinely and whether this makes a difference to practice e.g. for planning further community consultations? |  |
| **Self-rating**  On the basis of the above how would you rate your response to the question at this time? |  |

**Opportunities for improvement**

On the basis of the above assessment, what opportunities for improvement have you identified?

|  |  |
| --- | --- |
| Criterion:  Is participation in community consultations analysed by gender? | |
| Gap | Possible/proposed action |
|  |  |

## Self-assessment Template – Organisational Questions

|  |  |
| --- | --- |
| **Criterion:**  2.1.6 Is feedback from community consultation analysed by gender? | |
|  | Summarise your evidence for each of the elements |
| **Documents**  Are there documents (eg organisational statements, policies, procedures, position descriptions) that describe the process for analysing feedback from community consultations by gender? |  |
| **Implementation**  How do you know that community feedback is being analysed by gender? |  |
| **Monitoring and evaluation**  How is this monitored and evaluated? Ie is there a process for determining the whether gendered analysis makes a difference to practice? |  |
| **Self-rating**  On the basis of the above how would you rate your response to the question at this time? |  |

**Opportunities for improvement**

On the basis of the above assessment, what opportunities for improvement have you identified?

|  |  |
| --- | --- |
| Criterion:  Is feedback from community consultation analysed by gender? | |
| Gap | Possible/proposed action |
|  |  |

## Self-assessment Template – Organisational Questions

|  |  |
| --- | --- |
| **Criterion:**  2.1.7 Is effort made to engage and invite both men and women in community consultations? | |
|  | Summarise your evidence for each of the elements |
| **Documents**  Are there documents (eg organisational statements, policies, procedures, position descriptions) that describe the process of engaging and inviting both men and women in community consultations? |  |
| **Implementation**  How do you know that both men and women are engaged? |  |
| **Monitoring and evaluation**  How is this commitment monitored and evaluated? Ie is there a process for determining ongoing engagement with both men and women are invited and engaged in community consultations and is there a process for determining whether this makes a difference to consultation participation? |  |
| **Self-rating**  On the basis of the above how would you rate your response to the question at this time? |  |

**Opportunities for improvement**

On the basis of the above assessment, what opportunities for improvement have you identified?

|  |  |
| --- | --- |
| Criterion:  Is effort made to engage and invite both men and women in community consultations? | |
| Gap | Possible/proposed action |
|  |  |

## Self-assessment Template – Organisational Questions

|  |  |
| --- | --- |
| **Criterion:**  2.1.8 Is effort made to ensure women are able to participate in community consultation? | |
|  | Summarise your evidence for each of the elements |
| **Documents**  Are there documents (eg organisational statements, policies, procedures, position descriptions) that describe the process of ensuring women are able to participate in community consultations? |  |
| **Implementation**  How do you know that these processes are implemented? |  |
| **Monitoring and evaluation**  How is this commitment monitored and evaluated? Ie is there a process for determining that ongoing effort is made to enable women’s participation in community consultations and is there a process for determining whether this makes a difference to consultations? |  |
| **Self-rating**  On the basis of the above how would you rate your response to the question at this time. |  |

**Opportunities for improvement**

On the basis of the above assessment, what opportunities for improvement have you identified?

|  |  |
| --- | --- |
| Criterion:  Is effort made to ensure women are able to participate in community consultation? | |
| Gap | Possible/proposed action |
|  |  |