



Australian Government

Department of the Prime Minister and Cabinet

Office for Women

Including Gender

An APS Guide to Gender Analysis
and Gender Impact Assessment



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How to use this guide

This APS Guide to Gender Analysis and Gender Impact Assessment (the Guide) provides information to assist Australian Public Service (APS) policy makers developing a Cabinet Submission or New Policy Proposal (NPP) in fulfilling gender analysis requirements set by the Australian Government.

The objectives of the guide are to:

- support better policy outcomes and drive progress under [Working for Women: A Strategy for Gender Equality \(Working for Women\)](#)
- build APS capability to provide high quality advice on how proposals impact gender equality to inform government decision making.

This Guide is divided into 4 parts:

- [Part 1](#) explains the importance of including gender in policy development and decision making.
- [Part 2](#) explains what gender analysis is and how it is conducted.
- [Part 3](#) provides instructions for completing a Gender Impact Assessment, which is a separate attachment to the Cabinet Submission.
- [Part 4](#) provides instructions for completing a Gender Equality Summary, which is included in the Impacts Table of the Cabinet Submission or NPP.

A [quick reference guide is on page 6](#).

For questions about the Guide please refer to the resources on the [Gender Analysis Community of Practice](#) on GovTeams or contact the Office for Women (OFW) at GIA@pmc.gov.au.

Gender Responsive Budgeting at a glance

Gender Responsive Budgeting (GRB) is a core Australian Government commitment to drive gender equality by giving decision-makers information about the gendered impacts of proposals being considered by the Cabinet and its Committees. Working for Women highlights GRB as a key mechanism to ensure that government policies and investments support gender equality. GRB is the responsibility of all departments as set out in the Cabinet Handbook, Budget Process Operational Rules and this Guide.

GRB weaves consideration of gender equality through the Cabinet and Budget process. It is a key way the government can identify, fund and support measures to close gender gaps and avoid decisions that inadvertently exacerbate gender inequality.

GRB requires policy makers to conduct gender analysis for all proposals and self-assess proposals against the 4 criteria for Gender Impact Assessment (see [Appendix A](#)). Policy makers are required to complete a Gender Impact Assessment for proposals that meet one or more of the criteria. Policy makers use the outcomes of the gender analysis and/or Gender Impact Assessment to inform the Gender Equality Summary that is included in the Impacts Table of the Cabinet Submission or New Policy Proposal.

Quick guide to terminology

Gender analysis is a process using data and evidence to assess whether a policy or budget proposal has gendered impacts (i.e. will affect women and men differently). This includes implications for gender equality, or differentiated or disproportionate impacts based on gender and intersectional considerations. Gender analysis is targeted and proportional, ensuring the effort in conducting analysis is proportional to the potential impact, value and scope of the policy.

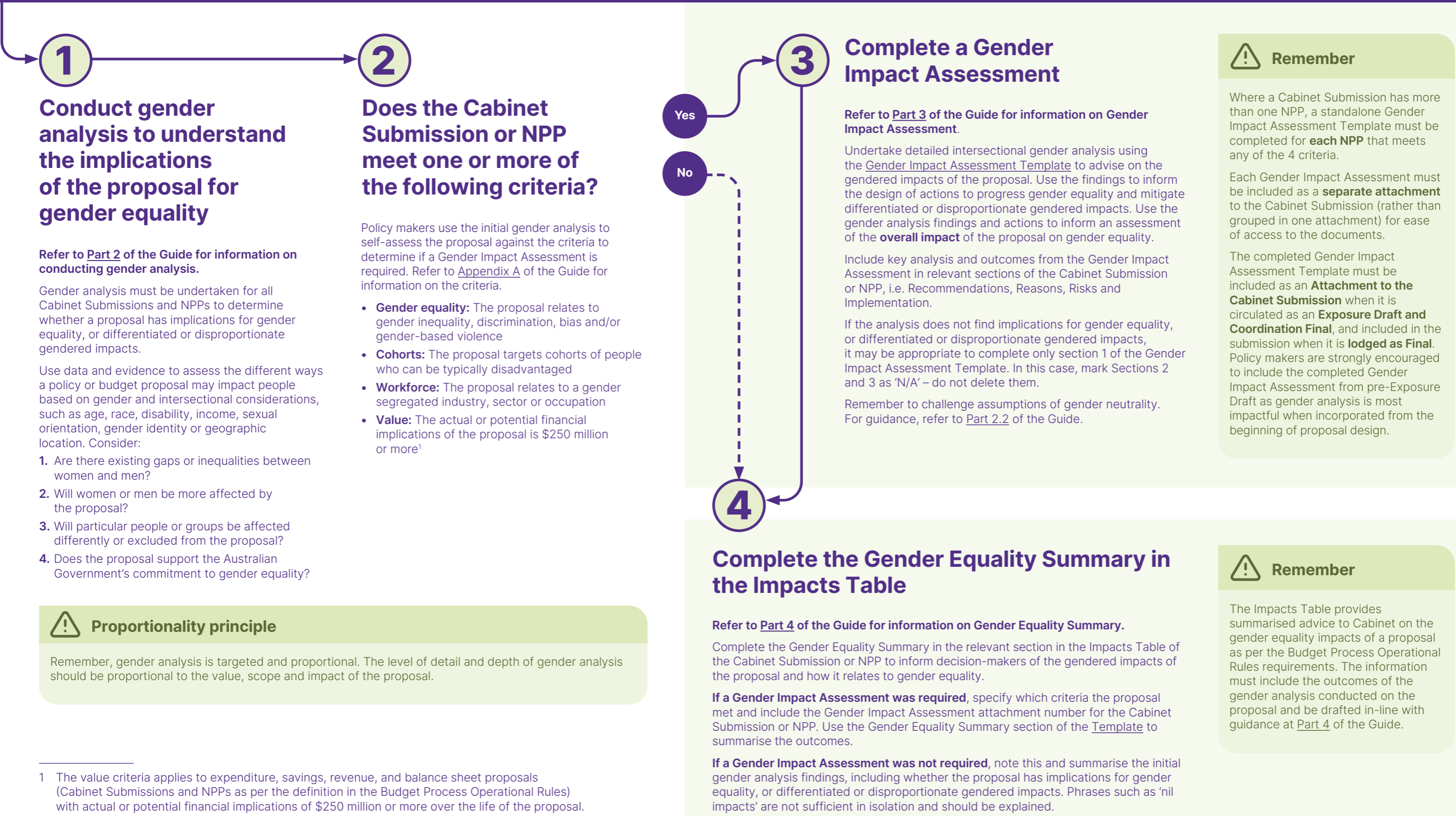
Gender Impact Assessment is required when a Cabinet Submission or NPP meets one or more of 4 criteria (see [Appendix A](#)). Gender Impact Assessment requires detailed gender analysis to advise on the gendered impacts of a proposal. The findings inform the design of actions included as part of the proposal to progress gender equality and mitigate differentiated or disproportionate gendered impacts. The gender analysis findings and actions inform an on-balance assessment of the overall impact of the proposal on gender equality – that is, weighing the benefits and risks of the proposal against each other to determine the gendered impact of the proposal as a whole. A Gender Impact Assessment is a separate attachment to the Cabinet Submission.

Gender Equality Summary provides an overview of the gender analysis outcomes to inform decision-makers of the gendered impacts of the proposal and how it relates to gender equality. Where a Gender Impact Assessment is required, the Gender Equality Summary outlines the gender equality actions and the overall impact of the proposal on gender equality. The Gender Equality Summary is included in the Impacts Table of the Cabinet Submission or NPP.

Quick reference guide to gender analysis

This quick reference guide assists policy makers to self-assess the level of gender analysis required and how it is incorporated into a Cabinet Submission or New Policy Proposal (NPP). The department leading the Cabinet Submission or NPP is responsible for conducting the self-assessment.

Policy makers use gender analysis to make the gendered impacts of a proposal transparent so the Australian Government can make informed decisions about policy and investment to address gender gaps and drive improvements for gender equality. *Working for Women: A Strategy for Gender Equality* provides a framework for policy makers, outlining priority areas for action and outcomes to achieve gender equality.



¹ The value criteria applies to expenditure, savings, revenue, and balance sheet proposals (Cabinet Submissions and NPPs as per the definition in the Budget Process Operational Rules) with actual or potential financial implications of \$250 million or more over the life of the proposal.

1: Why include gender?

1.1 The Australian Government is committed to gender equality

‘Vision: An Australia where people are safe, treated with respect, have choices and have access to resources and equal outcomes no matter their gender.’

– *Working for Women: A Strategy for Gender Equality.*

The Australian Government has put gender equality at the centre of public policy and the Budget, including through the reintroduction of GRB.

In March 2024, the Minister for Women launched *Working for Women: A Strategy for Gender Equality*. It sets out a path to work towards the Australian Government’s vision for gender equality over 10 years, with a focus on 5 priority areas for action: gender-based violence; unpaid and paid care; economic equality and security; health; and leadership, representation and decision making. These priority areas are underpinned by a foundational priority of gender attitudes and stereotypes.

Working for Women highlights GRB as a key mechanism to ensure that government policies and investments support gender equality. Working for Women provides a framework for policy makers undertaking gender analysis and Gender Impact Assessment.



1.2 Addressing inequalities and improving outcomes

While Australia has made significant gains towards gender equality, inequality still exists in a range of areas across people's lives. Working for Women explores these inequalities across the 5 priority areas. The Working for Women [Baseline Report](#) provides point-in-time data on the status of gender equality in Australia at the time of the strategy's release in March 2024, and the annual [Status of Women Report Card](#) includes a snapshot of the most recent available data and analysis on the social and economic equality issues facing women and girls in Australia.

Existing inequalities, as well as norms and attitudes that can drive inequality, mean that even when a proposal seems gender neutral it can still impact people differently or disproportionately based on their gender. The gendered impacts of proposals can be unintentional due to pre-existing gender gaps across Australian society, communities and the economy. This means proposals can have unintended consequences, exacerbate or perpetuate existing inequality or fail to achieve their intended outcomes.

Example: Tax cuts – revealing gendered impacts

Exploring data and evidence can reveal gendered impacts and differentiated outcomes. For example, recent reforms to reduce tax rates since 2024 may appear at first glance to have no gendered impacts as they do not create specifically gendered tax rates. However, distributional analysis found these tax cuts particularly impact women (compared with previous tax settings) who are more likely to be part-time and lower income earners. The tax cuts are expected to increase total hours worked by 1.3 million hours per week, equivalent to more than 30,000 full time jobs, compared to 2023–24 tax settings. This increase is mostly driven by women, who are expected to increase their labour supply by 900,000 hours compared to 2023–24 tax settings.

Gender analysis supports policy makers to identify and explain gendered impacts, and design actions to deliver improved outcomes for gender equality. In this example, the tax cuts targeted all tax payers but were also found to reduce disincentives to women's workforce participation.

What is gender?

The language used to refer to gender is important. Sex and gender are commonly used interchangeably, including in legislation.

Sex refers to sex characteristics while gender is about social and cultural difference in identity, expression and experience.

A person's sex and gender may not necessarily be the same. Some people may identify as a different gender to their birth sex and some people may identify as neither exclusively male nor female (gender non-binary) ([ABS, The Standard for Sex, Gender, Variations of Sex Characteristics and Sexual Orientation Variables, 2020](#)).

1.3 Gender inequality intersects with other forms of inequality

Not all people will be impacted by policies in the same way because of their gender. Gender inequality is experienced differently by different people. A guiding principle of Working for Women is that efforts to drive gender equality must be inclusive and intersectional. An intersectional approach (see [Glossary](#)) recognises that a person's experience of exclusion or disadvantage is shaped by the interaction of multiple characteristics and circumstances, such as age, race, disability, income, sexual orientation, gender identity or geographic location. This can result in overlapping and interdependent discrimination or disadvantage for a person or community.

It is important to take an intersectional approach to gender analysis, using data and evidence to examine the complexity and diversity of people's experiences. This provides insight into the systemic and cultural causes of inequality, which then provides the basis for policy solutions that are culturally appropriate, accessible, equitable, evidence based and targeted to need.

The collection and use of disaggregated data that captures a range of circumstances and characteristics is a priority for intersectional gender analysis. It provides a clearer picture of how different characteristics affect people throughout their lives, and of inequalities or gaps between groups. Stakeholder feedback and qualitative evidence are also valuable sources of evidence and can inform gender analysis, particularly where data is limited. Suggested data sources are available at [Appendix B](#).

Example: Incorporating First Nations gendered perspectives

A guiding principle of Working for Women is that efforts to drive gender equality for First Nations Australians must be led by First Nations Australians. The strategy includes evidence of First Nations women's experiences and outlines actions to drive change to improve gender equality, responding to the priorities and perspectives of First Nations women.

The *Wiyi Yani U Thangani (Women's Voices) Report (2020) (WYUT)* is the first national report in more than 3 decades where First Nations women and girls have been heard as a collective on the issues that matter to them. The report is a rich source of evidence that captures the diverse voices and aspirations of women and girls, and is an important resource to inform policy across all portfolios, at all levels of government.

The 4 Priority Reforms under the National Agreement on Closing the Gap are all relevant to First Nations women. The reforms are: formal partnerships and shared decision making; building the community-controlled sector; transforming government organisations; and shared access to data and information at a regional level.

Key considerations in designing policy that incorporates a First Nations gendered perspective include:

- use **strengths based** language and seek to incorporate First Nations women's knowledge, skills and expertise
- engage in **deep listening** and respectful communication to understand multiple points of view from First Nations women
- capture the voices of First Nations people from all relevant **intersectional** perspectives
- consider the **historical and contemporary contexts** of the issue and **how the policy will interact** with other policies and programs in place
- ensure the policy is **healing-informed** by considering the structural drivers and root causes of harms and inequalities and ensuring the proposal is culturally-safe and trauma-informed
- consider how the policy **outcomes** will be sustained and how it will maximise the contribution of First Nations women and communities, and build capacity in First Nations organisations and businesses
- consider the **long-term vision** of the policy, including how it provides employment or business development opportunities for First Nations women or uses First Nations organisations in the supply chain.

Key data sources include: Australian Bureau of Statistics, Australian Indigenous HealthInfoNet, Indigenous Data Network (IDN).

For further guidance and information on First Nations Impact Assessments please contact National Indigenous Australians Agency (NIAA) at womenspolicy@niaa.gov.au or FirstNationsImpacts@niaa.gov.au.



Example: Women and housing - intersectional analysis in practice

Housing costs as a proportion of disposable income have increased over the last 20 years, with women experiencing disproportionate impacts of high housing costs due to the gender pay, lifetime superannuation savings and earning gaps, the high proportion of single parent households headed by women, and gender-based violence. These housing challenges are particularly acute for older women and women fleeing violence who are more vulnerable to homelessness, First Nations women (39% of Aboriginal and Torres Strait Islander renting householders were in rental stress¹), women with disabilities (36% of social housing households had at least one person with disability²), and single mothers (who experienced homelessness and marginal housing at almost 4 times the national average³).

1 Wiyi Yani U Thangani (Women's Voices): Securing Our Rights, Securing Our Future Report (2020).

2 Australian Institute of Health and Welfare (2024) People with disability in Australia 2024, catalogue number DIS 72, AIHW, Australian Government.

3 Sebastian, A (2023) Navigating turbulence: COVID and beyond for Australian single mothers. Report of a 2022 national survey by the Council of Single Mothers and their Children.

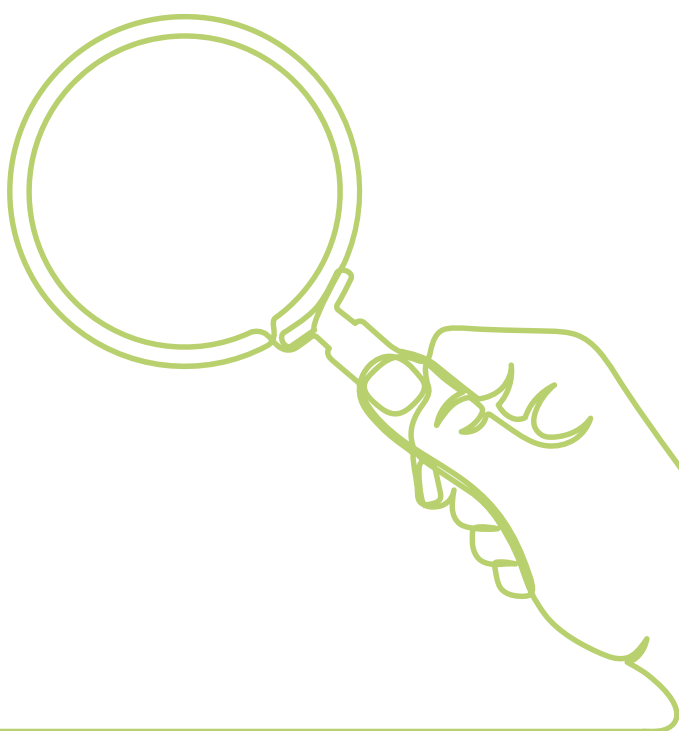
2: Gender analysis

2.1 What is gender analysis?

Gender analysis makes the impacts of a proposal transparent so that government can make informed decisions about policy and investment to address gaps and drive improvements for gender equality. It is a tool for:

- assessing whether a policy or budget proposal has implications for gender equality, or differentiated or disproportionate impacts based on gender and intersectional considerations
- designing actions to improve the impacts of a proposal and mitigate risk, which meet both the primary goals of the proposal and drive improvements for gender equality
- ensuring proposals address the needs of people in all their diversity and build a stronger, fairer and more inclusive society
- providing decision-makers evidence-based information on who a proposal impacts and how it impacts them, and the overall impact of a proposal on gender equality.

A finding that a proposal has potentially adverse impacts on gender equality, or differentiated or disproportionate gendered impacts, does not in itself mean that proposal is viewed as negative or will not be agreed. Rather, the key objective of gender analysis is to promote transparency, acknowledge potential risks and support informed and accountable decision-making.



What is a gendered impact?

A proposal may have a gendered impact if it has different or disproportionate impacts based on gender, that is, the proposal affects women and men differently. A gendered impact may occur because of gender norms, biological differences or structural inequalities. For example, reforms in the early childhood education and care (ECEC) sector often have differing impacts on men and women. The ECEC workforce is women-dominated, with women comprising approximately 92% of the sector, so proposals that seek to strengthen and value the workforce are likely to have a disproportionately positive impact on women. Changes to strengthen the ECEC system more broadly tend to benefit families by supporting greater choice around workforce participation and by helping parents balance unpaid work and caregiving responsibilities – this particularly benefits mothers as they undertake more unpaid care.

A disproportionate gendered impact may also occur because of existing inequalities or patterns of behaviour. For instance, 78% of single parents in Australia are women ([ABS, Labour Force Status of Families](#)). This means that while women and men receive the same rate of Parenting Payment, a change in the rate or eligibility will have a disproportionate impact on women.

Why is gender analysis important?

Whether a proposal has a gendered impact may not be immediately obvious. Pre-existing gender gaps mean that proposals can unintentionally exacerbate or perpetuate inequality. For example, the Australian labour market is highly gender-segregated by industry and occupation, so industry investments are likely to predominantly benefit either women or men.

Before assuming a proposal is 'gender neutral', it is important to undertake gender analysis to explore direct and indirect impacts based on gender and intersectional considerations. For example, it may be assumed that all people access health services in the same way, but gender analysis may find differential gendered impacts based on women's unique health needs due to biology and other factors, gender-specific barriers to care, and men's lower likelihood to seek health care.

Gender analysis can help policy makers design proposals that partially or fully mitigate unintended gendered impacts, and introduce actions to improve gender equality outcomes. Gender analysis is also used to boost a proposal's positive impacts on gender equality or ameliorate negative impacts, such as by targeting support to women with diverse and intersecting experiences or encouraging increased men's workforce participation in the care and community sector. This helps ensure government policy and investment benefits all people.

When to conduct gender analysis?

Policy makers are required to conduct gender analysis for all Cabinet Submissions and NPPs brought forward to Cabinet and its Committees.

Policy makers use the analysis findings to self-assess the proposal against the 4 criteria for Gender Impact Assessment (see [Appendix A](#)). A Gender Impact Assessment is required for proposals that meet one or more of the criteria.

2.2 How to conduct gender analysis

Gender analysis involves interrogating data, considering research, and exploring stakeholder or community views to identify and assess the different ways a proposal may impact people based on gender and intersectional considerations.

Gender analysis is a standard part of effective policy design. Gender analysis is **most impactful** when incorporated from the beginning of proposal development, as it helps inform a policy from the outset. When undertaken later in the process, gender analysis will still help surface impacts and possible unintended consequences that can be addressed in design and implementation. Overall, the earlier analysis is undertaken, the easier – and more effective – it will be to design policy that has gender equality benefits.

Questions to ask in gender analysis

1. Are there existing gaps or inequalities between women and men?

- Do women, men and gender diverse people have different rates of participation, access or outcomes in the policy area?
- Are there differences for people based on age, race, disability, income, sexual orientation, gender identity or geographic location?
- What are the drivers of the gaps in participation, access and outcomes?
 - For example, a key barrier to women's workforce participation is access to workplace flexibility to accommodate caring and other responsibilities.

2. Will women or men be more affected by the proposal?

- Will women, men and gender diverse people participate in, access, and benefit from the proposal's services, resources, opportunities and decision-making in the same way?
 - Consider both the people who will use it and the workers delivering the proposal.
- Could the proposal inadvertently make existing gender gaps bigger by continuing the status quo or reinforcing norms and stereotypes?
 - For example, funding support for the male-dominated construction industry could contribute to a widening of the gender pay gap. Or programs targeted at families may assume women will take on unpaid caregiving and men take on paid work.

3. Will particular people or groups be affected differently or excluded from the proposal?

- Will considerations such as age, race, disability, income, sexual orientation, gender identity or geographic location affect how people participate in, access, or benefit from the proposal?
- Are there barriers to participation or access for particular people or groups? Can the proposal remove or reduce those barriers?
 - For example, factors like money, safety, racism, discrimination, or caring duties.
- Have you consulted with the people or groups that will be most affected, or affected differently?

4. Does the proposal support the Australian Government's commitment to gender equality?

- Does the proposal align with Working for Women? If so, how?
 - Refer to Working for Women's priority areas, outcomes, indicators and actions that drive change.
- Does the proposal benefit or pose risks to gender equality?
 - For example, could the proposal increase the risk of gender-based violence?
- If the risks to gender equality cannot be addressed in the proposal, will action be considered in the future?
- Has gender equality been considered at all stages of the proposal (development, implementation, monitoring and evaluation)?
 - How will delivery and evaluation account for and monitor differences in how women, men and gender diverse people participate in, access and benefit from the proposal? Will disaggregated data be collected and evaluated?



Tip! To determine if a proposal benefits or poses risks to gender equality, ask whether it:

- challenges or reinforces gender stereotypes and traditional roles
- contributes to ending, or inadvertently creates greater risk of, gender-based violence
- supports women and men to better balance unpaid work, or reinforces the gendered division of unpaid labour
- helps close the gender pay gap, or risks making it wider
- encourages greater workforce gender balance, or contributes to workforce gender segregation
- helps close the gap between women and men's retirement incomes, or risks making it wider
- makes it easier for women and men to access healthcare and achieve equal outcomes, or risks making it harder
- helps close gender gaps in representation, leadership and decision making roles, or risks making them wider.



Remember

**Gender analysis is targeted and proportional.
Use data and evidence to guide your analysis.**



Gender equality in universal systems

Systems, programs or services may be designed to be equally accessible to everyone, that is, to be universal. However, that does not mean that all people will benefit from them in the same way. Equal access does not always mean equitable access or outcomes. Some people or groups may have different experiences across the systems, programs and services that governments are responsible for (such as health, education, payments and taxation) because of gendered barriers or impacts.

For example, although public transport is available for everyone, women are more likely than men to use public transport to travel to work.⁴ In the health sector, services like diagnostic imaging and blood tests are available to everyone, but may be used more frequently by women for example, for antenatal care. While men have greater vulnerability to various health disorders, such as heart disease, they are less likely to seek health care.⁵ These differences in usage need to be taken into account when assessing whether a proposal is likely to have a differentiated or disproportionate gendered impact. Analysis should include available data and evidence, including qualitative evidence from stakeholders and users.

A useful approach is to consider which people and groups will be affected by a proposal and how they may be impacted differently, rather than just looking at the system, program or service as a whole.

If the impact is not known or data is not available, at a minimum a proposal should outline how gender disaggregated data can be collected to understand gendered impacts over time.

The need for gender-disaggregated data

Finding high-quality gender disaggregated data and evidence is a good starting point for gender analysis. It strengthens analysis and provides evidence for the impacts of policies. Basing policy in evidence is fundamental to good policy development. [Appendix B](#) contains links to a range of useful data sources.

Where gender disaggregated data is not available, policy makers can infer the likely gendered impact using other data. If there is limited data available, policy makers can use qualitative evidence such as research, expert analysis, stakeholder feedback or consultation to ensure the experiences of all women are considered.

⁴ ABS, Census of Population and Housing, 2021.

⁵ The health of Australia's males, Summary - Australian Institute of Health and Welfare, 2023.



Step-by-step process for using evidence and data to inform gender analysis

Note the steps outlined are an iterative process.

Step 1: Define the policy problem and data needed

Articulate the policy problem the proposal intends to address.

Identify credible data, particularly data disaggregated by gender and intersectional factors, available on the policy problem. Data may be from government and non-government sources.

- Ensure data is relevant, timely and accurate. Refer to the [ABS Data Quality Framework](#) for guidance on good quality data.

Identify any data gaps. Gaps may be due to lack of gender/sex disaggregated data, or unavailable and incomplete data, including lack of timeliness, accuracy, quality or granularity of the data.

- Acknowledge any limitations associated with the data being referenced. Where quality disaggregated data does not exist, consider how this data can be collected in the future.



What if there are limited data sources?

Lack of data does not mean the lack of a policy problem, especially where stakeholders or subject matter experts have highlighted one. While quantitative data is important to quantify the impacts of policy, policy makers should look for other ways to understand the full extent of the issue.

It is critical for government to hear the views of experts and people's lived experience to deliver practical changes to improve gender equality. Qualitative evidence such as feedback or other observations from stakeholders, subject matter experts or service providers should be considered alongside quantitative data. For example, a service-delivery program that does not collect gender disaggregated data can rely on feedback from service recipients and providers to show the experiences of the people the program targets. This feedback could highlight gendered impacts where people have different experiences with the services. Intersectionality can be considered through direct feedback from women with diverse lived experiences. There may also be international evidence or comparable policies to draw from. Policy makers should consider how qualitative and quantitative data can be collected as part of policy implementation and evaluation to expand the evidence base in future.

Step 2: Access the data

Data can be accessed through a variety of means, including through open data, customisable data and non-published data. Policy makers can contact relevant APS data teams to identify and access relevant non-published data.

- Ensure the data is well organised, accessible to review, and comes from reputable sources. Include the source of data and format the reference to align with the [Australian Government Style Manual](#).
- Include a mix of qualitative and quantitative data where possible. See [Appendix B](#) for examples.

Step 3: Analyse the data

Use data disaggregated by gender, sex and other intersectional considerations. Observe patterns or relationships in the data and provide logical and plausible explanations for observations.

Consider any potential biases or limitations associated with the way the data is analysed, collected or presented.

If needed, seek feedback from peers or experts in the field to review and validate draft analysis. Refer to the [ABS Standard for Sex and Gender](#) for further guidance.

Step 4: Assess the implications for gender equality

Consider what the data and evidence shows about the current state of gender equality in the policy area. Consider if the proposal will directly or indirectly have differentiated or disproportionate impacts on people based on gender and other intersectional considerations. Refer to Working for Women and consider how the proposal may align with the strategy's priority areas, outcomes, indicators or actions that drive change.

Embedding safety by design in Australian Government systems and services

As part of conducting a detailed intersectional gender analysis, and considering the design of gender equality actions, policy makers should assess the risk that the proposal or flow-on impacts may cause harm to users, including inadvertently or through deliberate weaponisation. Policy makers should develop proposals with safety front of mind, and design actions to mitigate the risk that government systems and policies may be used to cause harm.

Safety by design is a proactive and preventative harms mitigation approach that can be applied during the design or improvement of systems. It helps identify, prevent and monitor possible harms to users. 'Harm' could arise as a result of someone directly misusing the system or unintentionally due to the design of the system.



Safety by design principles

The safety by design approach developed by Australia's eSafety Commissioner aims to proactively manage risks of harm to users of digital and technology services. Since the release of principles and tools by the e-Safety Commission, safety by design is increasingly being adopted in a range of settings to proactively prevent harm.

As part of the Audit of Commonwealth Systems announced by the Prime Minister following the 6 September 2024 National Cabinet meeting, the government is taking steps to embed safety by design to prevent the misuse of government systems to perpetrate family and domestic violence.

The following principles underpin a safety by design approach to inform the creation or improvement of systems:

1. government role in ensuring systems work in the best interests of users and taking reasonable action to prevent harm
2. user empowerment and autonomy
3. transparency and accountability.

Recognising that reform and design can be time and resource intensive, the application of safety by design principles should centre on taking realistic, actionable and commensurate measures when designing new systems or developing new policies. Safety considerations need to be balanced with other design objectives including usability, accessibility, privacy and effectiveness.

For further guidance on embedding safety by design in a proposal, Australian Government agencies can access additional resources on the [Gender Analysis Community of Practice](#) on GovTeams or contact OFW-SystemsAbuse@pmc.gov.au.

Targeted and proportional analysis

Gender analysis should be targeted and proportional to the scope, value and impact of the proposal. If the initial exploration of data and evidence does not find implications for gender equality, or differentiated or disproportionate gendered impacts, and this can be demonstrated, then it may be appropriate to end the analysis at this point. If the proposal meets the criteria for Gender Impact Assessment, it may be appropriate to complete an abbreviated assessment (see the [Template](#) for direction). This will direct effort to proposals with the greatest potential to improve gender equality and avoid placing undue burden on policy makers.

Reusing gender analysis

Over policy and budget cycles, Cabinet Submissions and NPPs will come forward in the same policy area with similar considerations for gender equality. In these instances, it may be appropriate to repurpose previous gender analysis. For example, findings that relate to the health outcomes of women living in rural areas may be relevant to a number of different proposals. It is important to update and tailor the gender analysis to the specific proposal coming forward and give fresh consideration to the design of gender equality actions, mitigations and the overall impact of the proposal on gender equality.

In instances where the same proposal is reconsidered, the previous Gender Impact Assessment can be reattached. The assessment must be updated based on any variations to the proposal, including changes to context and recommendations.

Using artificial intelligence in gender analysis

Policy makers must follow the [Protective Security Policy Framework](#) requirements when handling Protected information and Cabinet documents, including when using generative artificial intelligence (AI) tools.

The public expects government to be an exemplar of safe and responsible AI adoption and use of AI technologies. Policy makers have an elevated level of responsibility for the use of AI and are held to a high standard of ethical behaviour, in line with the [APS Code of Conduct](#) and existing frameworks and legislation. For further guidance, refer to the Digital Transformation Agency [Policy for the responsible use of AI in government](#) and your departmental policy on approach to AI.

It is important that policy makers develop gender expertise and literacy to ensure outputs produced by generative AI are accurate and do not reproduce gender bias to inform evidence based policy advice. In line with guidance provided by the Digital Transformation Agency, policy makers should closely review outputs produced by generative AI.

3: Gender Impact Assessment

3.1 What is Gender Impact Assessment?

Gender Impact Assessment is used by policy makers to advise on gendered impacts and design proposals that improve outcomes for gender equality, whether that is to mitigate differentiated or disproportionate gendered impacts, further boost positive impacts, or to target support for people with diverse and intersecting experiences. This supports government to identify and fund measures that close gender gaps and drive improvements for gender equality in-line with Working for Women.

3.2 Completing a Gender Impact Assessment

All Cabinet Submissions and NPPs brought forward to Cabinet and its Committees must be assessed against the Gender Impact Assessment criteria (refer to [Appendix A](#)). Proposals that meet one or more of the 4 criteria must complete the [Gender Impact Assessment Template](#) (refer to [Part 3](#)).

The [Gender Impact Assessment Template](#) provides guidance on the considerations and steps for conducting intersectional gender analysis, designing gender equality actions, and assessing the overall impact of the proposal on gender equality.

Following completion of a Gender Impact Assessment, the Gender Equality Summary section of the [Template](#) must be included in the relevant section of the Impacts Table of the Cabinet Submission or NPP. Refer to [Part 4](#) for more information.



Important information about Gender Impact Assessment

Ministers are responsible for ensuring Cabinet Submissions and NPPs are appropriately assessed against the criteria to identify if a Gender Impact Assessment is required (see [Appendix A](#)).

Where a Cabinet Submission or NPP meets the criteria outlined in [Appendix A](#), a Gender Impact Assessment and a Gender Equality Summary must be completed.

All Ministers are responsible for leadership on gender equality within their portfolios and ensuring departments have the skills, information and resources to deliver high quality gender analysis.

OFW can offer policy advice, guidance and support but does not have a compliance role. OFW welcomes engagement with policy makers, but does not undertake gender analysis for departments, or write Gender Impact Assessments or Gender Equality Summaries on behalf of departments.

For further questions about Gender Impact Assessment please refer to the resources on the [Gender Analysis Community of Practice](#) on GovTeams or contact GIA@pmc.gov.au.

Steps for completing a Gender Impact Assessment

1. Conduct initial intersectional gender analysis to self-assess whether the Cabinet Submission or NPP **meets any of the 4 criteria** for Gender Impact Assessment (refer to [Appendix A](#)). If so, complete a standalone Gender Impact Assessment using the [Template](#) for each NPP that meets the criteria. Use [Working for Women](#) as the strategic framework for the assessment.
2. Undertake more detailed **intersectional gender analysis** to assess the implications of the proposal for gender equality, and the differentiated or disproportionate gendered impacts. Refer to [Part 2](#) for guidance on conducting gender analysis.
 - If the analysis finds no implications for gender equality, or no differentiated or disproportionate gendered impacts, an abbreviated Gender Impact Assessment can be completed following the directions in the [Template](#). Remember to challenge assumptions of gender neutrality.
3. Use the analysis findings to inform the **design of actions** to progress gender equality and mitigate differentiated or disproportionate gendered impacts. The gender equality actions form part of the proposal and must be in scope of the policy authority.
4. Based on the findings of the analysis and the gender equality actions that will be included in the proposal, **assess whether overall the proposal progresses or does not progress gender equality**, and why. Outline this assessment in the Gender Equality Summary section of the [Template](#).
5. Lodge the **Gender Impact Assessment** as a standalone attachment to the Cabinet Submission.
 - Include key Gender Impact Assessment analysis and outcomes in the Recommendations, Reasons, Risks and Implementation sections of the Cabinet Submission or NPP. The [Template](#) provides direction on the information to include in each section.
 - Include the Gender Equality Summary in the relevant section of the Impacts Table of the Cabinet Submission or NPP.



Remember the principle of targeted and proportional analysis

The level of detail, depth and length of the Gender Impact Assessment should be proportional to the scope, value and impact of the policy proposal.

Where a proposal meets the criteria for a Gender Impact Assessment but the intersectional gender analysis finds no implications for gender equality, or no differentiated or disproportionate gendered impacts, an abbreviated Gender Impact Assessment can be completed.

Designing gender equality actions

The findings of intersectional gender analysis can be used to design actions to progress gender equality, or mitigate differentiated or disproportionate gendered impacts. This involves policy design and adaptation to improve outcomes for gender equality. The gender equality actions form part of the proposal and must be in scope of the policy authority.

Consider opportunities to take action across all stages of the policy life-cycle (development, implementation, monitoring and evaluation). Gender equality can be advanced through:

- targets or quotas
- legislation, strategies and action plans
- procurement, grant, program or research guidelines
- terms of reference, negotiation mandates and investment mandates
- targeted funding
- participation in, or access to, services, resources, opportunities and decision making
- diverse representation and gender balance in governance and leadership, such as selection and advisory committees, panels and other working groups
- consultation with women's groups, peak bodies, gender experts, academics, people with lived experience, economists, non-government organisations, civil society, unions, and businesses
- evaluation and monitoring
- improved evidence base and gender-disaggregated data collection and analysis.

If the analysis finds the proposal will have a positive gendered impact there may be opportunity to design actions that will further improve gender equality outcomes as part of the proposal. This may be achieved by targeting support for people with diverse and intersecting experiences. For example, a proposal related to improving the quality and accessibility of ECEC services may include an action around ensuring equitable access for people of diverse backgrounds or living in different geographical areas.

Where analysis finds the proposal may have unintended differentiated or disproportionate gendered impacts, consider actions to mitigate these impacts. If there are no opportunities within the policy authority for mitigations, or if the impacts will be addressed in a separate or future proposal, explain this in the Gender Impact Assessment.

In designing actions, consider how to incorporate all relevant intersectional considerations and ensure that the diverse experiences of all people, groups and communities are included, supported and empowered. Consider the safety by design principles and what steps can be taken to prevent and address gender-based violence being perpetrated through Australian Government services and systems (see [section 2.2](#) of this Guide for information on safety by design).

Assessing gender equality impact

Determining the overall impact of a proposal on gender equality requires an on-balance assessment – that is, weighing the benefits and risks of the proposal against each other to determine the gendered impact of the proposal as a whole. Use the intersectional gender analysis findings to consider the gendered impacts of the proposal alongside the gender equality actions or mitigations that were designed in response. The assessment requires judgement to weigh the significance and consequences of the different elements.

In some instances the assessment will be straightforward. For example, if gender analysis found a proposal will have positive gender equality impacts, or if gender equality actions were designed and included in the proposal to boost positive outcomes, it is likely that overall the proposal progresses gender equality.

In many instances, the assessment will require more consideration, particularly where there are mixed impacts. Some elements of the proposal may improve equality (such as increasing flexible work options) while other elements may unintentionally reinforce gaps (such as relying on unpaid care work, which is more likely to be undertaken by women). An on-balance assessment requires you to weigh those mixed impacts against each other to form an overall judgement. For example, a proposal may invest a significant amount of funding into a male-dominated industry, which risks reinforcing existing gender gaps. Following gender analysis, an action could be included in the proposal to address barriers and support women's participation and leadership in the industry. The proposal could also target specific employment support for women with disability. While this would help mitigate the disproportionate gendered impacts of the proposal, these actions alone are unlikely to achieve gender-balance in the industry or significantly narrow gender gaps. As such, an appropriate assessment may be that overall the proposal does not progress gender equality and it seeks to partially address the gendered impacts through a mitigating action.

If gender analysis identified unintended gendered impacts, but no mitigating gender equality actions were included, then it is likely that overall the proposal will not progress gender equality. If there are no opportunities within the policy authority for mitigations, or if the impacts will be addressed in a separate or future proposal, explain this in the gender equality actions section of the Gender Impact Assessment.

A finding that a proposal does not progress gender equality, based on an on-balance assessment, does not in itself mean that proposal is viewed as negative or will not be agreed. Rather, the assessment is intended to promote transparency, acknowledge potential risks and support informed and accountable decision-making.



Lodging the Gender Impact Assessment

Where a Cabinet Submission has more than one NPP, a standalone Gender Impact Assessment Template must be completed for **each NPP** that meets any of the 4 criteria. Where a Cabinet Submission does not have an NPP and meets any of the 4 criteria, a Gender Impact Assessment Template must be completed and lodged with the Cabinet Submission.

Each Gender Impact Assessment must be included as a **separate attachment** to the Cabinet Submission (rather than grouped in one attachment) for ease of access to the documents.

The completed Gender Impact Assessment Template must be included as an attachment to the Cabinet Submission when it is circulated as an Exposure Draft and Coordination Final, and included in the submission when it is lodged as Final. **Policy makers are strongly encouraged to include the completed Gender Impact Assessment from pre-Exposure Draft** as gender analysis is most impactful when incorporated from the beginning of proposal design.

4: Gender Equality Summary

4.1 Completing a Gender Equality Summary

All Cabinet Submissions and NPPs must include a Gender Equality Summary in the relevant section in the Impacts Table of the Cabinet Submission or NPP. The Gender Equality Summary provides an overview of the outcomes of the gender analysis and/or Gender Impact Assessment. This informs decision-makers of the gendered impacts of the proposal (i.e. how women and men may be affected differently) and how it relates to gender equality.

If a Gender Impact Assessment is required

- Specify which criteria the proposal met and include the Gender Impact Assessment attachment number for the Cabinet Submission or NPP.
- Use the completed Gender Equality Summary section of the Gender Impact Assessment [Template](#). This should outline:
 - the overall impact of the proposal on gender equality (i.e. whether the proposal progresses or does not progress gender equality)
 - an explanation of the impact using data to outline how different people and groups will be affected (including both the end users and delivery workforce as relevant)
 - whether the proposal includes gender equality actions and if there is targeted support for people with diverse and intersecting experiences
 - references to Working for Women priority areas and outcomes where relevant.

If a Gender Impact Assessment is not required

- Note the proposal did not meet the criteria for Gender Impact Assessment.
- Include a brief summary of the initial gender analysis findings for the proposal, as per the Budget Process Operational Rules requirements. This could include:
 - whether the proposal has implications for gender equality, or differentiated or disproportionate gendered impacts
 - if the proposal has specific impacts for people with diverse and intersecting experiences.
- Phrases such as ‘nil impacts’ are not sufficient in isolation and should be explained.

The Gender Equality Summary for a Cabinet Submission with multiple NPPs should reflect the gender analysis for the Cabinet Submission as a whole.



Gender Equality Summary examples

The first example is for a proposal that will provide frontline legal services to women escaping gender-based violence. A Gender Impact Assessment was required and found the proposal will progress gender equality.

Gender Equality Summary – progresses gender equality

This proposal meets the Gender Equality, Value, Workforce, and Cohorts criteria for Gender Impact Assessment (GIA). The GIA is at Attachment A5. The proposal progresses gender equality by increasing frontline legal assistance services for women escaping gender-based violence, with a focus on those most at risk, especially First Nations women. It also addresses pay disparity in the legal assistance sector by narrowing the gap between the female-dominated community legal sector and Legal Aid Commissions. Women make up 70% of legal practitioners in the community legal sector, rising to 80–90% in Family Violence Prevention and Legal Services. This funding will enhance the specialist legal support available to prevent and respond to gender-based violence, helping keep women and children safe. The proposal relates to *Working for Women: A Strategy for Gender Equality* priority areas: gender-based violence and economic equality and security, specifically Outcome 1.1: all people live free from violence and are safe at home, at school, at work, in the community and online and Outcome 3.1: the gender pay gap closes.

The second example is for a proposal that seeks funding to support an existing male dominated workforce. A Gender Impact Assessment was required and found the proposal will not progress gender equality because of existing structural gender inequalities, which are partially mitigated through a gender equality action.

Gender Equality Summary – will not progress gender equality

This proposal met the Workforce and Value criteria for Gender Impact Assessment (GIA). The GIA is at Attachment A. This proposal will not progress gender equality because it provides funding to the manufacturing industry, which is an existing male dominated workforce and the benefits will flow mostly to men, which may contribute to widening the gender pay gap or slow its closing. The existing workforce is made up of 73% men and 27% women. The proposal partially addresses this risk by providing targeted communications to women to improve their understanding of the employment opportunities in this workforce, as well as flexible education and training opportunities. The proposal also includes actions to require employers to implement best practice mechanisms for reporting discrimination and harassment in order to create safe and inclusive workplaces for women, and offer flexible work arrangements and encourage uptake by all staff. The board that will be established under the department as outlined in this proposal will meet all Gender Balance on Australian Government Boards' targets. The proposal relates to *Working for Women: A Strategy for Gender Equality* priority areas, including economic equality and security and leadership, representation and decision making, specifically Outcome 3.1: the gender pay gap closes, Outcome 3.2: industries and occupations are less gender segregated and Outcome 5.1: there are more women across all levels of political, judicial and public service leadership and decision-making.

The third example is for a proposal that seeks funding to upgrade an existing government ICT service. The department self-assessed the proposal did not meet the 4 criteria for Gender Impact Assessment. This example demonstrates how initial gender analysis and data is used to inform advice on gendered impacts.

Gender Equality Summary – no GIA

This proposal did not meet the criteria for Gender Impact Assessment. There are no differentiated or disproportionate impacts based on gender. The proposal will maintain existing and best practice levels of protection for customer information for all people, regardless of gender. The department administering the ICT program has close to a gender balance in both the ICT and service delivery workforce affected by the proposal. Women make up 45% of the ICT workforce and 51% of the service delivery workforce.

Appendix A: Gender Impact Assessment criteria

All Cabinet Submissions and New Policy Proposals (NPPs) that meet one or more of the 4 criteria below require a Gender Impact Assessment.

Each department is responsible for self-assessing if a Gender Impact Assessment is required.

The criteria apply to all proposals to be considered by the Cabinet and its Committees.

1. Gender Equality: The proposal relates to gender inequality, discrimination, bias and/or gender-based violence

This criteria captures proposals that directly or indirectly relate to gender inequality, discrimination, bias and/or gender-based violence. It also captures proposals that may directly or indirectly reinforce negative gender attitudes and stereotypes in systems, services and policies. The criteria applies to proposals that will significantly increase or limit:

- access to resources for one gender compared with others (through income, payments, taxation, superannuation), and/or
- access to opportunities for one gender compared with others (including education, training, work, health programs, leadership, public office).

The criteria applies to proposals that directly or indirectly relate to gender-based violence, including sexual violence and harassment and domestic and family violence in the home, at school, at work, in the community and online. Policy makers should consider how to embed safety by design to prevent and stop gender-based violence being perpetrated through government services and systems. See [Part 2.2](#) of this Guide for guidance on embedding safety by design in a proposal.

The criteria would likely apply to proposals that relate to the Working for Women foundation or priority areas:

- gender attitudes or stereotypes
- gender-based violence
- unpaid and paid care
- economic equality and security
- health
- leadership, representation and decision-making.

2. Cohorts: The proposal targets cohorts of people who can be typically disadvantaged

This criteria captures proposals that impact or interact with a cohort (or cohorts) of people on the basis that they may have specific needs or experience discrimination, marginalisation, vulnerability and/or disadvantage, and need targeted programs or support. These overlapping characteristics or circumstances often compound the level of gender inequality a person experiences.

Understanding how the intersections between a person's multiple characteristics and circumstances impact their life course is critical for achieving gender equality.

These cohorts, depending on the nature of the proposal, may include but are not limited to:

- First Nations peoples and communities
- people who are culturally and/or racially diverse
- people who are visa holders, or new residents/citizens
- young people
- older people
- people living with disability
- people who identify as LGBTQIA+
- people living in regional or remote areas
- people who experience socio-economic disadvantage.

Impacts on a cohort may include changes in access to programs and services, medical treatment or support, education and training, or employment opportunities. People from these cohorts may face compounding inequalities where inequalities intersect with gender.

3. Workforce: The proposal relates to a gender segregated industry, sector or occupation

This criteria applies where a proposal impacts or interacts with a gender segregated industry, sector or occupation. An industry, sector or occupation is gender segregated where one gender comprises 60% or more of the workforce.⁶ Refer to the Jobs and Skills Australia [Gender Economic Equality Study](#) for information on the gender divides in Australia's education, training and skills systems.

Australian industries are generally classified according to the [Australian and New Zealand Standard Industrial Classification \(ANZSIC\)](#). Australian occupations are generally classified according to the [Occupation Standard Classification for Australia \(OSCA\)](#).

The features of a workforce include, but are not limited to:

- paid work such as full-time, part-time and casual employees, apprenticeships and traineeships
- unpaid work such as volunteering, internships and work experience placements
- pathways to employment including education and training
- government entities, companies, organisations, industry bodies, education and training organisations.

Impacts to a workforce, occupation or sector may include a policy, funding, legislation, program or service which affects changes to wages, types of work, programs and services, education, training, qualifications, standards, or number of employment opportunities.

⁶ Workplace Gender Equality Agency

4. Value: The actual or potential financial implications of the proposal is \$250 million or more

This criteria applies to expenditure, savings, revenue, and balance sheet proposals (Cabinet Submissions and NPPs as per the definition in the Budget Process Operational Rules) with actual or potential financial implications of \$250 million or more over the life of the proposal.

It captures proposals with an impact of \$250 million or more with no exceptions. If the financial implication of a proposal is equal to or greater than \$250 million, a Gender Impact Assessment is required. Where there are alternative cost options in the proposal, the value criteria applies if one of the options meets the \$250 million threshold.

The value criteria applies to proposals regardless of whether the proposal has been offset, it does not have an impact on underlying cash, it is a balance sheet proposal, or if its net impact on underlying cash is less than \$250 million taking into savings or efficiencies brought forward in the same proposal.

This criteria applies if the financial implications of the proposal are concentrated beyond the forward estimates and the proposal has an impact of \$250 million or more. This includes where there are material changes in costs beyond the forward estimates, or the policy commences later in, or beyond, the forward estimates.

Appendix B: Useful links and data sources

For guidance on how to analyse data and evidence and determine its relevance for a proposal, contact the relevant department or agency. Consider any data that your agency may hold that is relevant to the policy issue. Highly disaggregated data can be sensitive and the [Office for the National Data Commissioner](#) has guidance on how to safely share data, including using 5 [Data Sharing Principles](#) as a risk management framework.

- [Working for Women: A Strategy for Gender Equality](#): Working for Women outlines where the government will focus its efforts over the next decade to achieve its vision – an Australia where people are safe, treated with respect, have choices and have access to resources and equal outcomes no matter their gender.
- [Gender Analysis Community of Practice](#): The community of practice provides a central online hub for APS staff with information, resources and tools relating to gender analysis and gender responsive budgeting. The platform is hosted on GovTeams. APS staff can join here or by emailing GIA@pmc.gov.au.
- [Working for Women: Baseline Report](#): The report provides sources and reference points for each indicator and measure listed in the Reporting Framework of Working for Women. As a baseline, this is a point-in-time data and reference set on the status of gender equality in Australia at the time of Working for Women's release on 7 March 2024.
- [Status of Women Report Card](#): The government releases the annual Status of Women Report Card on International Women's Day (8 March). It includes the most recent available data on the social and economic equality issues facing women and girls in Australia and highlights key data on gender attitudes and stereotypes, gender-based violence, unpaid and paid care, economic equality and security, health, and leadership, representation and decision making.
- [Women's Budget Statement](#): The most recent and previous Women's Budget Statements are available on the [Treasury Budget website](#) and provide a summary and analysis of the key initiatives relating to women and gender equality.
- Cabinet Handbook (15th edition): Processes in the Cabinet Handbook give effect to the Australian Government's commitment to gender equality by elevating consideration of gender equality in policy design and decision making through gender responsive budgeting.
- Budget Process Operational Rules (BPORs): Standing rules endorsed by the Cabinet that outline the major administrative and operational arrangements for managing the Australian Government Budget and its related processes. The BPORs outline the gender responsive budgeting requirements.
- [Gender Balance on Australian Government Boards](#): The Gender Balance on Australian Government Boards Report is prepared annually by the Office for Women, and reports on the Australian Government's performance against its gender diversity target.
- [Gender Economic Equality Study | Jobs and Skills Australia](#): The Gender Economic Equality Study examines the gendered nature of the world of work and education, skills and training. For example, how workforce participation, education choices, career progression and pay gaps are gendered, as well as public policy solutions.

- [STEM Equity Monitor](#): A national data resource on women and other diverse groups in science, technology, engineering and mathematics (STEM). The monitor reports the current state of STEM equity in Australia and measures changes and trends.
- [Australian Government Data](#): Includes data on [benefit and payment recipient demographics, taxation data 2020–25](#) and more. Searches can be conducted by department.
- [Australian Institute of Health and Welfare \(AIHW\): Reports and data](#): Reports, data tables and other key resources that draw on national major health and welfare data collections.
- [Australian Institute of Family Studies \(AIFS\) Research](#): Various publications, research, as well as facts and figures relating to family, including on early childhood education and care, Child Care Subsidy and young people.
- [Workplace Gender Equality Agency \(WGEA\) resources](#) including the [Data Explorer](#): Organisations report to WGEA annually on 6 gender equality indicators including gender composition of the workforce and governing bodies, equal remuneration between men and women, availability of flexible working arrangements, and prevention of sexual harassment and discrimination.
- [ATO taxation statistics](#): Summary statistics as well as detailed data from tax returns. Individual classifications by sex include average and median income, net tax and superannuation account balance.
- [Household, Income and Labour Dynamics in Australia \(HILDA\) Survey](#): A longitudinal study of Australian households that collects a broad range of information. Provides valuable insight into labour market and economic outcomes, family dynamics and gender roles.
- [National Community Attitudes Towards Violence Against Women Survey \(NCAS\)](#): A national population survey of Australians' understanding of violence against women, their attitudes towards it, what influences their attitudes, and if there has been a change over time. It also gauges attitudes to gender equality and people's preparedness to intervene when witnessing violence or disrespect towards women.
- [Australia's National Research Organisation for Women's Safety \(ANROWS\)](#): Research and resources concerning violence against women and their children, and its impacts across Australia's economy, community, people's health and wellbeing.

Australian Bureau of Statistics (ABS) Sources

- [Gender Indicators](#): Provides a summary of existing sex disaggregated data in 6 domains: economic security; education; health; work and family balance; safety and justice; democracy, governance and citizenship.
- [Personal Safety Survey](#): Collects information from men and women aged 18 years and over about the nature and extent of violence experienced since the age of 15 (Last conducted in 2016).
- [Labour Force](#): Provides employment and unemployment numbers, hours worked, and participation and unemployment rates by sex. Employment numbers included by full-time or part-time.
- [Labour Force, Detailed](#): Provides detailed monthly and quarterly labour force survey data by sex, but includes other characteristics such as marital status, age, location (capital city or state), country of birth, hours worked and duration of job search. These are available broken down by industry (based on Australian and New Zealand Standard Industrial Classification (ANZSIC)) and occupation (based on Australian and New Zealand Standard Classification of Occupations (ANZSCO)).
- [Average Weekly Earnings](#): Provides average weekly earnings by characteristics such as sex, sector, industry, and state/territory.
- [Employee Earnings and Hours](#): Provides detailed statistics on the composition and distribution of employee earnings, hours paid for and the methods used to set employees' pay. Data disaggregation for various groups of employees including by sex, industry, occupation and pay setting method is available.
- [Time Use](#): Measures and compares the volume of paid and unpaid work (including caregiving responsibilities) by sex and other characteristics.
- [Census](#): Allows for cross-classification of sex with a broad range of characteristics such as children, social marital status, Indigeneity, language spoken at home, relationship in household and unpaid care and work. Important source of geographically disaggregated data
- [Socio-Economic Indexes for Areas \(SEIFA\) Australia](#): Ranks areas according to their relative socio-economic advantage and disadvantage using Census data.

Glossary

Gender: Gender is a social and cultural concept. It is about social and cultural differences in identity, expression and experience as a man, woman or non-binary person. Non-binary is an umbrella term describing gender identities that are not exclusively male or female ([ABS, Standard for Sex Gender, Variations of Sex Characteristics and Sexual Orientation Variables, 2020](#)).

Gender analysis: A process using data and evidence to assess whether a policy or budget proposal has gendered impacts (i.e. will affect women and men differently). This includes implications for gender equality, or differentiated or disproportionate impacts based on gender and intersectional considerations. Gender analysis is targeted and proportional, ensuring the effort in conducting analysis is proportional to the potential impact, value and scope of the policy.

Gender Equality Summary: An overview of the gender analysis and/or Gender Impact Assessment outcomes that is recorded in the Impacts Table of the New Policy Proposal or Cabinet Submission. The Gender Equality Summary informs decision-makers of the gendered impacts of the proposal and how it relates to gender equality.

Gender Impact Assessment: A Gender Impact Assessment requires detailed gender analysis to advise on the gendered impacts of a proposal. The findings inform the design of actions included as part of the proposal to progress gender equality and mitigate differentiated or disproportionate gendered impacts. The gender analysis findings and actions inform an on-balance assessment of the overall impact of the proposal on gender equality – that is, weighing the benefits and risks of the proposal against each other to determine the gendered impact of the proposal as a whole. A Gender Impact Assessment is required for proposals that meet one or more of 4 criteria, and is completed using the [Gender Impact Assessment Template](#).

Gender disaggregated data: Gender disaggregated data refers to data that is broken down by gender. This gives us a clearer picture of how women, men, and gender diverse people experience their lives, including any inequalities and gaps between these groups. Population data can be collected or presented as an aggregate (an undifferentiated whole). Differences between groups of people are hidden when this data is not broken down or 'disaggregated' to reveal those groups.


Gender stereotypes: Gender stereotypes are simplistic assumptions and generalisations about the attributes, skills, behaviours, preferences and roles that people should have or demonstrate based on their gender. These attributes are often perceived as natural or innate, but are actually the result of people of different genders being socialised in different ways. The socialisation is determined by a society or social group in relation to the types of roles, interests, behaviours and contributions expected from girls and boys, men and women. Gender attitudes and stereotypes are not necessarily negative assumptions or generalisations.

Gender responsive budgeting: Gender responsive budgeting weaves consideration of gendered impacts through the Cabinet and Budget process and is a key way governments can identify and fund measures that close gender gaps and avoid measures that inadvertently exacerbate gender inequality. It helps shine a light on the distributional impacts of government actions so that decision-makers can make choices based on the best information available about how potential budget measures support gender equality along with other priorities like boosting economic growth.

Intersectionality: Intersectional analysis can provide insights into the causes of inequalities through the identification of compounding and interlocking advantages and disadvantages faced by diverse communities. The term 'intersectionality' was first coined by Kimberlé Crenshaw to describe how race and gender interact to shape black women's employment experiences in the United States. It refers to the interconnected nature of different characteristics and circumstances such as race, income, class, disability, sexuality and gender as they apply to a given individual or group. These characteristics and circumstances overlap and create an interdependent system of discrimination or disadvantage. Intersectionality is sometimes applied to acknowledge both the ways in which intersecting identities can lead to the suffering of oppression and discrimination but that can also enrich individuals' lives ([UNICEF; scholarship by Crenshaw, OECD Gender budgeting and intersectionality](#)).

Office for Women (OFW): A division within the Department of the Prime Minister and Cabinet. OFW works across government to place women and gender equality at the centre of policy and decision making, including through gender responsive budgeting and gender impact assessment.

Sex: A person's sex is based upon their sex characteristics, such as their chromosomes, hormones and reproductive organs. While typically based upon the sex characteristics observed and recorded at birth or infancy, a person's reported sex can change over the course of their lifetime and may differ from their sex recorded at birth ([ABS, Standard for Sex Gender, Variations of Sex Characteristics and Sexual Orientation Variables, 2020](#)).

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Office for Women
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