



Quick Reference Guide to gender analysis

Agencies are responsible for self-assessing the level of gender analysis their policies require. This quick reference guide is to assist policy makers to determine the level of gender analysis required and how this analysis should be incorporated in the relevant Cabinet Submission or New Policy Proposal.



Conduct gender analysis to understand potential gender impact

Refer to Part 2 of the Guide for information on a gender analysis.

Gender analysis must be undertaken for all Cabinet Submissions and New Policy Proposals (NPP) as a gender responsive budgeting requirement.



Does the NPP or Cabinet Submission meet one or more of the following criteria?

Refer to Appendix A of the Guide for information on the criteria.

Gender equality: The proposal has a significant positive or negative impact on gender equality

Cohorts: The proposal affects people who can be typically disadvantaged

Workforce: The proposal relates to a gender segregated industry

Partnership: The proposal establishes a National Partnership Agreement (or like agreement)

Value: The proposal's value is \$250 million or more over the forward estimates.

yes

no



Complete a Gender Impact Assessment

Refer to Part 4 of the Guide for information on Gender Impact Assessment

If the gender analysis confirmed the proposal has limited or no gender equality impacts, it may be appropriate to complete only sections 1 and 2 of the Gender Impact Assessment Template. Completing sections 3 and 4 are optional for these proposals. If sections 3 and 4 are not completed for these proposals they should be marked as 'N/A'. They should not be deleted.

Conduct a detailed gender analysis to explore the gender equality impacts. This may include considering responses and actions to improve gender equality.

Fill out the Gender Impact Assessment Template to demonstrate the gender equality impacts, evidence used to substantiate these impacts, and consider policy responses and actions to advance gender equality, within the scope of the existing policy authority.

Attach the Gender Impact Assessment Template for lodgment with the Cabinet Submission, in addition to completing the Gender Analysis Summary.

Remember, where a Cabinet Submission has more than one NPP, a Gender Impact Assessment Template must be completed for every NPP that meets any of the five criteria.



Remember, gender analysis is targeted and proportional. The level of detail and depth of gender analysis should be proportional to the value, scope and impact of the proposal.



Complete the Gender Analysis Summary

Refer to Part 3 of the Guide for information on Gender Analysis Summary.

Fill out the Gender Analysis Summary (3-5 sentences) to demonstrate the gender equality impact at a high level. The Gender Analysis Summary must be included in the relevant section in the Impacts Table.