

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. provides a framework for policy makers, outlining priority areas for action and outcomes to achieve gender equality.

1

Conduct gender analysis to understand the implications of the proposal for gender equality

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

Gender analysis must be undertaken for all Cabinet Submissions and NPPs to determine whether a proposal has implications for gender equality, or differentiated or disproportionate gendered impacts.

Use data and evidence to assess the different ways a policy or budget proposal may impact people based on gender and intersectional considerations, such as age, race, disability, income, sexual orientation, gender identity or geographic location. Consider:

1. Are there existing gaps or inequalities between women and men?
2. Will women or men be more affected by the proposal?
3. Will particular people or groups be affected differently or excluded from the proposal?
4. Does the proposal support the Australian Government's commitment to gender equality?



Proportionality principle

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.

2

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

Policy makers use the initial gender analysis to self-assess the proposal against the criteria to determine if a Gender Impact Assessment is required. Refer to Appendix A of the Guide for information on the criteria.

- **Gender equality:** The proposal relates to gender inequality, discrimination, bias and/or gender-based violence
- **Cohorts:** The proposal targets cohorts of people who can be typically disadvantaged
- **Workforce:** The proposal relates to a gender segregated industry, sector or occupation
- **Value:** The actual or potential financial implications of the proposal is \$250 million or more¹

Yes

No

3

Complete a Gender Impact Assessment

Refer to Part 3 of the Guide for information on Gender Impact Assessment.

Undertake detailed intersectional gender analysis using the [Gender Impact Assessment Template](#) to advise on the gendered impacts of the proposal. Use the findings to inform the design of actions to progress gender equality and mitigate differentiated or disproportionate gendered impacts. Use the gender analysis findings and actions to inform an assessment of the **overall impact** of the proposal on gender equality.

Include key analysis and outcomes from the Gender Impact Assessment in relevant sections of the Cabinet Submission or NPP, i.e. Recommendations, Reasons, Risks and Implementation.

If the analysis does not find implications for gender equality, or differentiated or disproportionate gendered impacts, it may be appropriate to complete only section 1 of the Gender Impact Assessment Template. In this case, mark Sections 2 and 3 as 'N/A' – do not delete them.

Remember to challenge assumptions of gender neutrality. For guidance, refer to Part 2.2 of the Guide.

4

Complete the Gender Equality Summary in the Impacts Table

Refer to Part 4 of the Guide for information on Gender Equality Summary.

Complete the Gender Equality Summary in the relevant section in the Impacts Table of the Cabinet Submission or NPP to inform decision-makers of the gendered impacts of the proposal and how it relates to gender equality.

If a Gender Impact Assessment was required, specify which criteria the proposal met and include the Gender Impact Assessment attachment number for the Cabinet Submission or NPP. Use the Gender Equality Summary section of the [Template](#) to summarise the outcomes.

If a Gender Impact Assessment was not required, note this and summarise the initial gender analysis findings, including whether the proposal has implications for gender equality, or differentiated or disproportionate gendered impacts. Phrases such as 'nil impacts' are not sufficient in isolation and should be explained.



Remember

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.

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.



Remember

The Impacts Table provides summarised advice to Cabinet on the gender equality impacts of a proposal as per the Budget Process Operational Rules requirements. The information must include the outcomes of the gender analysis conducted on the proposal and be drafted in-line with guidance at Part 4 of the Guide.

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.