



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.

Intersectional gender analysis must be undertaken for all Cabinet Submissions and New Policy Proposals (NPPs).



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

Undertake a detailed intersectional gender analysis using the Gender Impact Assessment Template and remembering the proportionality principle. Outline the gender equality impacts of the proposal and supporting evidence, and consider policy responses and actions to advance gender equality (within the scope of the existing policy authority).

If 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. In this case, mark sections 3 and 4 as 'N/A' – do not delete them.

Attach the completed Gender Impact Assessment for lodgment with the Cabinet Submission.

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 5 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 Cabinet access to the documents. It must not be included in the body of the NPP, however relevant analysis should be referenced where appropriate.

The Gender Impact Assessment **must** be included at **each step of the Cabinet process**.



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.



Complete the Gender Analysis Summary

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

Complete the Gender Analysis Summary (3-5 sentences) to outline the high level findings of the gender analysis. The Gender Analysis Summary must be included in the relevant section in the Impacts Table of the Cabinet Submission and NPP.