



Quick Reference Guide to Gender Analysis

The 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.

Including Gender: An APS Guide to Gender Analysis and Gender Impact Assessment (the Guide) and the Gender Impact Assessment Template are available for download on www.pmc.gov.au/office-women/including-gender-in-policy.



Conduct a preliminary gender analysis to understand potential gender impact

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

All Cabinet Submissions and New Policy Proposals (NPP) now require gender analysis to be undertaken.



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: significant positive or negative impact on gender equality

Cohorts: affects people who can be typically disadvantaged

Workforce: relates to a gender segregated industry

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

Value: 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

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

If the preliminary analysis confirmed the proposal has limited or no gender equality impacts, comprehensive analysis may not be required. It may be appropriate to complete only section 1 of the Gender Impact Assessment Template. Completing sections 2 and 3 are optional for these proposals

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

Attach Template for lodgment with the Cabinet Submission.



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.