

Templates and resources

to support gender impact assessments

This toolkit was developed by **The Equality Institute** (EQI) in close consultation with the **Commission for Gender Equality in the Public Sector**. A previous iteration of the toolkit was developed by EQI and PricewaterhouseCoopers Consulting (Australia) Pty Ltd (PwC) and piloted in seven areas across the Victorian Public Service, seven public entities, ten local councils, and a university.

The use of inclusive language in this document

When this document refers to 'woman/women' or 'man/men' it refers to female or male identifying people; this includes transgender people, cisgender people, and others who identify themselves within the spectrum of the gender identity of woman or man. This document also uses the term 'gender diverse people', who may identify as non-binary, trans, agender, genderqueer, genderfluid or with any other term.

For more information see the [Victorian Government Inclusive Language Guide](#).

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How to use these supporting templates and resources

These templates are designed to support your work in Section 3 of the **Gender impact assessment toolkit ('the toolkit').**

There is a template aligned to each of the 4 steps involved in conducting a gender impact assessment. Each template provides a useful record for reporting and can assist with demonstrating your compliance with the Gender Equality Act.

These templates are also available to download on the [Commission for Gender Equality in the Public Sector](#) website.



You will see this icon in the toolkit where it is suggested you should use these templates.

In this resource, you will also find a list of open-source Victorian and Australian research and data on gender, by different indicators, including workforce participation, education, health, and violence against women. This is designed to support your work in Section 3 of the toolkit to understand your policy context (Step 2).



Template 1

Define the issues and challenge assumptions

This template is designed to support your analysis for Step 1 of the gender impact assessment process. You can read more on pages 18 to 20 of the toolkit.

A

What is the issue the policy, program or service is aiming to address:

See page 18 of the toolkit. Think about why is this policy, program or service needed?

B

Key questions

More information needed?

See page 19 of the toolkit – summarise the key points of your discussion for each question. Remember this is an opportunity to critically analyse the issue. If you feel you need more information to answer the question, tick the box and you can come back to this in Step 2.

1. Are the people who are targeted and impacted by the policy, program or service included in the decision-making?

2. Do you think that people of different genders access this policy, program or service at the same rate?



B	Key questions (continued)	More information needed?
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3. Do you think that everyone who accesses this policy, program or service has the same needs from it?

Think through in a practical sense how people of different genders might benefit from this.

4. Do the different social roles and responsibilities that people take on affect the way people access and use this policy, program or service?

5. What additional needs might there be for people with disabilities, or from different cultural identities, ages, gender identities, sexual orientations or religions?

What will you focus on in your assessment so that you consider how gender shapes the issue?



Template 2

Understand the policy context

This template is designed to support Step 2 in the gender impact assessment process and should be used in conjunction with pages 22 to 28 of the toolkit.

1

What information is available to understand who is likely to be affected by the policy, program or service?

List available information.

Do you already have this information?

Yes No

If yes, list sources:

How will you find the further information you need?

Internal data

Desktop research

Stakeholder consultations

Other:

List useful sources:

What did the research and evidence tell you?

Make sure to reference the sources you used. List the key points below or include a link to a document summarising the evidence.

Have you consulted with affected stakeholders on this aspect?

This could be formal or informal consultation.

Yes No

If yes, please give details. If no, please explain why not.



2

What information is available to understand the lived experiences of the diverse groups who will be affected?

List available information.

Do you already have this information?

Yes No

If yes, list sources:

How will you find the further information you need?

Internal data

Desktop research

Stakeholder consultations

Other:

List useful sources:

What did the research and evidence tell you?

Make sure to reference the sources you used. List the key points below or include a link to a document summarising the evidence.

Have you consulted with affected stakeholders on this aspect?

This could be formal or informal consultation.

Yes No

If yes, please give details. If no, please explain why not.



3

How is this policy, program or service likely to have different impacts for different people?

List available information.

Do you already have this information?

Yes No

If yes, list sources:

How will you find the further information you need?

Internal data

Desktop research

Stakeholder consultations

Other:

List useful sources:

What did the research and evidence tell you?

Make sure to reference the sources you used. List the key points below or include a link to a document summarising the evidence.

Have you consulted with affected stakeholders on this aspect?

This could be formal or informal consultation.

Yes No

If yes, please give details. If no, please explain why not.





Template 3

Options analysis

This template is designed to be used in conjunction with pages 30 to 33 of the toolkit to support you to undertake an options analysis to consider the gendered benefits and costs and overall gendered impact of your proposed policy, service or program design. This step pulls together all the analysis you have undertaken in Steps 1 and 2. There is an example at page 33 of the toolkit which may assist in completing this template.

A Proposed Option 1

For each option describe the proposed policy solution, or design of the program or service you are working on. See page 30 for what you should include.

B Gendered costs and benefits

Use your analysis in Steps 1 and 2 to identify the potential benefits and costs of your proposed policy, program or service. See page 31 for some guiding questions.

Benefits

Costs & risks

C Overall gender impact

Assess the overall gender impact. Do the benefits outweigh the costs or vice versa? Figure 6 on page 32 provides some examples of negative and positive outcomes. See also the examples on page 33.



A Proposed Option 2

For each option describe the proposed policy solution, or design of the program or service you are working on. See page 30 for what you should include.

B Gendered costs and benefits

Use your analysis in Steps 1 and 2 to identify the potential benefits and costs of your proposed policy, program or service. See page 31 for some guiding questions.

Benefits

Costs & risks

C Overall gender impact

Assess the overall gender impact. Do the benefits outweigh the costs or vice versa? Figure 6 on page 32 provides some examples of negative and positive outcomes. See also the examples on page 33.



Template 4

Making recommendations

The final step in the gender impact assessment process is to make a final recommendation based on your analysis. Provide a rationale for the proposed recommendation and include any mitigation strategies that could be used to avoid any harmful unintended outcomes.

Recommendation

See page 34 of the toolkit for an example of a recommendation.



Description

Include here the rationale for your recommendation as well as any mitigation strategies needed. In line with the Gender Equality Act, explain how your recommendation meets the needs of persons of different genders; addresses gender inequality; and promotes gender equality.



Open-source gender data and research

This table provides data to support your analysis and understanding of the policy context (Step 2 in the toolkit). It contains both Victorian and National data sources.

Sector	 Victorian Statistics	 National Statistics
<p>Working population</p> <ul style="list-style-type: none"> ▶ Labour force ▶ Employment conditions ▶ Underutilised labour ▶ Not in the labour force 	<p>Victoria Community Profile: Victoria employment status</p> <p>Victoria's Gender Equality Baseline Report - Domain 1: Victorians live free from gendered norms, stereotypes and expectations</p>	<p>Australian Bureau of Statistics (ABS): Gender Indicators, Australia</p> <p>Australian Human Rights Commission: Supporting Working Parents: Pregnancy and Return to Work National Review – Report</p> <p>Australian Public Service Commission: Employment by Gender</p> <p>Department of Jobs & Small Businesses: Employment by Occupation & Gender</p> <p>Parliament of Australia: Employment by industry statistics</p> <p>Workplace Gender Equality Agency:</p> <ul style="list-style-type: none"> ▶ Gender pay gap statistics ▶ Gender workplace statistics at a glance ▶ Higher education enrolment and graduate labour market statistics ▶ Australia's gender equality scorecard (2018/9) ▶ Australia's gender equality scorecard (2017/18)
<p>Earnings, income & economic situation & housing</p> <ul style="list-style-type: none"> ▶ Earnings ▶ Main source of income at retirement ▶ Superannuation ▶ Economic resources ▶ Financial stress ▶ Housing circumstances 	<p>Homelessness Australia: Homelessness in Victoria</p> <p>Victoria's Gender Equality Baseline Report - Domain 3: Victorians have equal access to economic and material security</p>	<p>Equality Rights Alliance: Housing</p> <p>Gender wage gap statistics: a quick guide</p> <p>Gender Wage Gap: Wage Developments in Australia</p> <p>Monash University & Australian Super, The Future Face of Poverty is Female, Stories Behind Australian Women's Superannuation Poverty in Retirement</p> <p>National Foundation for Australian Women: Housing Unsettled: Life in Australia's private rental market</p> <p>The Association of Superannuation Funds of Australia: Superannuation account balances by age and gender</p>
<p>Education Attainment</p> <ul style="list-style-type: none"> ▶ Year 12 or a formal qualification at Certificate II or above ▶ Non-school qualification ▶ Literacy and numeracy skills 	<p>Education Victoria: Summary Statistics for Victorian Schools 2020 Student cohort groups: per cent achieving national minimum standard 2019</p> <p>Education Victoria: Teaching Supply and Demand Report 2018</p> <p>Senior Secondary Certificate: Statistical Information 2019</p>	<p>ABS: Gender Indicators Education Data 2019</p>

Sector	 Victorian Statistics	 National Statistics
<p>Participation and education & employment</p> <ul style="list-style-type: none"> ▶ Participation and retention ▶ Participation in a non-school qualification ▶ Work related learning ▶ Not fully engaged in education and/or employment ▶ Starting salaries 	<p>Government school student attendance rates by: <u>sex, indigenous status and year level, 2018</u></p>	<p>ABS: <u>Education and work</u> Australia Institute of Health and Welfare: <u>School retention and completion, 2019</u></p>
<p>Risk factors and service</p> <ul style="list-style-type: none"> ▶ Consumption of alcohol ▶ Smoking ▶ Overweight/obesity ▶ Levels of exercise ▶ Medicare services 	<p><u>Victorian Population Health Survey (2017)</u></p>	<p>Australian Institute of Health and Welfare: <u>How do Australian females access care</u> Australian Institute of Health and Welfare: <u>Lifestyle and risk factors</u></p>
<p>Work and family balance</p> <ul style="list-style-type: none"> ▶ Time use ▶ Providing care ▶ Time stress and work and family balance ▶ Overall life satisfaction ▶ Volunteering 	<p>Volunteering: <u>Victoria</u></p>	<p>ABS: <u>Caring in the community</u></p>
<p>Safety and justice, crime</p> <ul style="list-style-type: none"> ▶ Experiences of crime ▶ Victimization rates ▶ Imprisonment rates ▶ Offender rates 	<p>Prison Population 2005-2016: <u>Victoria</u> Sentencing Advisory Council: <u>Gender Differences in Sentencing Outcomes 2010</u></p>	<p>ABS: <u>Personal Safety survey (2017)</u> National Community Attitudes Survey (NCAS): <u>2017 key findings</u> Our Watch: <u>Understanding Violence, Facts and Figures</u></p>
<p>Health status</p> <ul style="list-style-type: none"> ▶ Life expectancies ▶ Long-term health conditions ▶ Living with a disability ▶ Psychological stress ▶ Mental health 	<p>Life Expectancy: <u>Victoria</u> <u>Victoria's mothers, babies and children</u> Victoria's Gender Equality Baseline Report - <u>Domain 2: Victorians are empowered, healthy and safe</u></p>	<p>Australian Institute of Health and Welfare, <u>Life expectancy</u> Australian Institute of Health and Welfare: <u>The Health of Australia's Females</u> Australian Institute of Health and Welfare: <u>Mothers, Babies and Children</u></p>
<p>Deaths</p> <ul style="list-style-type: none"> ▶ Death rates ▶ Deaths from cancer ▶ Death rates from diseases of the circulatory system ▶ Suicides ▶ Drug induced deaths ▶ Perinatal deaths 	<p>Births, Deaths & Marriages: <u>Victoria</u> Cancer in Victoria, <u>Statistics and Trends 2016</u> Transport Accident Commission: <u>Road deaths</u></p>	<p>Australian Institute of Health and Welfare: <u>Deaths in Australia 2018</u></p>

