

Gender Impact Assessment checklist

Use this checklist to see if you have met the requirements of a Gender Impact Assessment (GIA). This checklist is a guidance tool and for internal APS use only. You can find more information on gender analysis and the GIA process in [Including Gender: An APS Guide to Gender Analysis and Gender Impact Assessment](#) (the APS Guide) and the [GIA template](#).

When starting to draft the GIA

- I have used the latest version of the GIA template (see [PM&C website](#)) and read the drafting instructions.
- I have not deleted any sections of the GIA template.

When completing a GIA

Note: Sections 1 and 2 of the GIA template are mandatory. Sections 3 and 4 are optional for New Policy Proposals (NPPs) with no gendered impact. If these sections are not completed, mark them as "N/A".

Section 1. Outcomes of the GIA

- I have marked all criteria relevant to the NPP (e.g. gender equality, cohorts, workforce, partnership and value; see [Appendix A](#) of the APS Guide).
- I have stated whether the NPP has a positive, negative or neutral impact on gender equality, and used gender analysis to explain the underlying reasons why (see [section 3.1](#) of the APS Guide).
- I have summarised the outcomes of the GIA, including key information provided in sections 2 to 4.

Section 2. Findings of the intersectional gender analysis

- I have taken an intersectional approach when conducting the gender analysis by considering how the proposal might impact different cohorts¹ and used these findings to ensure the proposal did not compound existing inequalities or disadvantage (see [section 1.2](#) of the APS Guide).
- Where drawing on evidence from stakeholders and/or experts, I have provided details of the parties engaged (such as whether these included women, gender diverse people, gender equality experts, etc.), and explained how their evidence informed the policy design and implementation.
- Where drawing on qualitative and quantitative data, I have cited relevant and reliable gender disaggregated data to support the gender analysis (see data resources listed in [Appendix B](#) of the APS Guide or hosted on the [Gender Analysis Community of Practice](#),² if needed).
- I have drawn links between data, evidence and the NPP.
- Where sufficient evidence or data was not available, I have outlined both the impacts of this limitation on gender analysis and realistic opportunities to improve evidence and data collection in future.³

Section 3. Policy responses to the gender analysis

- I have detailed how the gender analysis in section 2 has informed the policy development process, including any adaptations or risk mitigations made to the proposal to support gender equality.

Section 4. Actions to support gender equality

- I have completed the table in section 4 by outlining policy responses and actions to advance gender equality.

Once the GIA is drafted

- I have attached the GIA (as a separate file) in CabNet+, with a clear file name for ease of access (for example, "GIA for <Name of NPP>").
- I have circulated the GIA for cross-agency comment, as part of the Exposure Draft (ED) and Coordination Final stage consultations for the NPP. A GIA can also be shared at the pre-ED stage, if prepared.
- I have completed the Gender Analysis Summary in the Impacts Table of the Cabinet Submission and NPP (see [section 3.1](#) of the APS Guide).

¹ This can include people with different characteristics and circumstances, such as age, disability, socioeconomic status, geographic location, First Nations status, migration status, cultural, language and religious background, and sexual orientation.

² This community of practice is open to all Commonwealth APS employees, who can self-register for membership [here](#).

³ Where these opportunities include a commitment to improve evidence and data collection in future, this can be detailed in the table at section 4.