

# Gender Impact Assessment checklist

The Gender Impact Assessment (GIA) checklist is a drafting tool to help policy makers complete the GIA template.

A GIA must be completed when a Cabinet Submission or New Policy Proposal (NPP) meets any of the 4 criteria for GIA. You can find more information on gender analysis and the GIA criteria and process in [Including Gender: An APS Guide to Gender Analysis and Gender Impact Assessment](#) (the APS Guide) and the [GIA template](#).

## When completing a GIA

**Note: Section 1 of the GIA template is mandatory. Sections 2 and 3 are optional for proposals with no gendered impacts. If these sections are not completed, mark them as "N/A".**

I have used the latest version of the [GIA template](#) and read the drafting instructions.

### Check boxes

I have marked all GIA criteria relevant to the proposal (gender equality, cohorts, workforce and value; see Appendix A of the [APS Guide](#) for detail on the criteria).

I have marked all [Working for Women: A Strategy for Gender Equality](#) (Working for Women) foundational and priority areas relevant to the proposal.

### Section 1. Intersectional gender analysis

I have examined existing gender gaps and inequalities in the policy area. I have assessed how women, men and gender diverse people will be affected by the proposal, including both the end users and the delivery workforce (see Part 2.2 of the [APS Guide](#)).

I have taken an intersectional approach by considering how the proposal might impact different people and groups<sup>1</sup> and used these findings to ensure the proposal does not compound existing inequalities or disadvantage (see Part 1.3 of the [APS Guide](#)).

I have noted whether the proposal aligns with Working for Women, and if it benefits or poses risks to gender equality. I have considered gender equality at all stages of the proposal (development, implementation, monitoring, evaluation).

I have cited relevant and reliable gender disaggregated data and evidence to support the gender analysis (see data resources listed in Appendix B of the [APS Guide](#)).

I have included key intersectional gender analysis findings in the reason sections of the Cabinet Submission or NPP.

### Section 2. Gender equality actions

I have used the intersectional gender analysis findings to inform the design of actions to progress gender equality and mitigate differentiated or disproportionate gendered impacts (see Part 3.2 of the [APS Guide](#)).

I have considered how to target the actions to the people or groups that may face particular disadvantage.

I have referred to the Working for Women outcomes, indicators and actions that drive change where relevant.

I have outlined how and when the actions will be implemented and evaluated, including risks and mitigations.

I have ensured the actions are within the scope of the policy authority of the proposal, and included key outcomes on the actions in the Recommendations, Risks and Implementation sections of the Cabinet Submission or NPP.

### Section 3. Gender equality summary

I have made an on-balance assessment of whether overall the proposal progresses or does not progress gender equality (see Part 3.2 of the [APS Guide](#)).

I have provided an explanation of the impact using data to outline how different people and groups will be affected, including both the end users and delivery workforce as relevant.

I have noted whether the proposal includes gender equality actions and if there is targeted support for people with diverse and intersecting experiences.

I have referred to the Working for Women priority areas and outcomes where relevant.

I have included the completed Gender Equality Summary in the Impacts Table of the Cabinet Submission and NPP (see Part 4.1 of the [APS Guide](#)).

## Once the GIA is drafted

I have attached the GIA (as a separate Attachment) 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. It is strongly encouraged to include a completed GIA from pre-ED.

<sup>1</sup> This can include people with different characteristics and circumstances, such as age, race, disability, income, sexual orientation, gender identity or geographic location.