Local Government – Middle Management

Action Checklist

Purpose This checklist has been designed to support practical and inclusive disaster actions council staff can take to ensure safe, inclusive, and family and domestic violence (FDV)-aware responses during all disaster phases.

1. Internal Organisational Systems		
Strategic Considerations	**Actions**	**Completed**
Workplace policies and procedures reflect the gendered needs and risks for staff	• Check family and domestic violence leave provisions and sexual harassment policies are clear, known and consistently implemented. • Ensure workplace policies recognise that disaster response may heighten gendered risks and FDV impacts for staff, and that entitlements and protections apply during disaster deployment and recovery periods. **References** Australian Government workplace Gender Equality Agency – *Family and Domestic Violence* https://www.wgea.gov.au/take-action/family-domestic-violence Fair Work Ombudsman – *Family and domestic violence leave (National Employment Standards)* https://www.fairwork.gov.au/leave/family-and-domestic-violence-leave	
Translating workplace policies into consistent frontline practice,	• Ensure all staff understand how organisational gender-inclusive and disaster-related policies apply in community-facing roles across all disaster phases.	
Consistent implementation of gender-responsive and FDV-aware practice	• Embed trauma-informed and FDV-aware capability of staff through ongoing, role-appropriate training, regular refresher sessions, and structured reflective learning - recognising that disaster contexts heighten distress, vulnerability, and the likelihood of FDV disclosure.	

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1. Internal Organisational Systems		
Strategic Considerations	**Actions**	**Completed**
Gender and culturally inclusive operational systems	• Oversee the development and implementation of emergency response and recovery processes (eg. emergency relief or evacuation centre registration, needs assessments and referral mechanisms) to include appropriate gender identification options and culturally sensitive data collection methods.	
Ensure communications (both internal and external) are free of gender stereotypes	• Review communications with a gender sensitive lens including all communications methods such as written, visual and verbal communication modes.	

2. External Partnerships		
Strategic Considerations	**Actions**	**Completed**
Understand specific cohorts needs, strengths and vulnerabilities in disasters ie FDV victim/survivors and LGBTIQA+, men	• Build ongoing relationships with FDV organisations and LGBTIQA+ groups and work with them to establish protocols and referral mechanisms which support and build on strengths at the time of disaster. • Create safe, confidential pathways for reporting FDV concerns during emergency situations when traditional reporting may be compromised or inaccessible. • Document local demographics including gendered data, cultural communities LGBTIQA+ communities. • See Gender and Disaster Australia Disaster Context Sheets: https://genderanddisaster.com.au/resources/disaster_context_sheets/	

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2. Strategic Recovery		
Strategic Considerations	**Actions**	**Completed**
Create structured opportunities for trauma informed culturally safe, sharing of disaster experiences and recovery needs	• Partner with community leaders to facilitate sessions. • Provide childcare and interpreter services. • Support women's leadership opportunities in rebuilding and committee/decision-making. • Create safe and supportive spaces for men (alcohol free).	
Gather sex-disaggregated data for your community	• Partner with police and other FDV services to share demographic information and track service access and referral pathways to safety.	
Staff training in FDV	• Mandate FDV Identification response and referral training for all staff - ongoing	
Role-modelling respect	• Model inclusive, respectful language and practices with colleagues, staff teams, and community. • Ensure polices and practices align with organisational culture. For example, is there a sexual harassment policy and how does that policy perform in practice.	

Inclusive Language Guide:

https://rainbowhealthaustralia.org.au/media/pages/research-resources/inclusive-language-guide/2013898455-1709686055/lbgtiq-inclusive-language-guide.pdf

Data Collection:

The ABS guidelines provide some guidance about collecting data related to sex/gender accessed here:

https://www.abs.gov.au/statistics/standards/standard-sex-gender-variations-sex-characteristics-and-sexual-orientation-variables/latest-release

A benefit of aligning with ABS is that data would align with census data more broadly improving comparability.

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