

Australian Capital Territory

Period Products and Facilities (Access) Approval Guidelines 2023

Notifiable instrument NI2023–839

made under the

Period Products and Facilities (Access) Act 2023, section 12 (Approval guidelines)

1 Name of instrument

This instrument is the *Period Products and Facilities (Access) Approval Guidelines 2023*.

2 Commencement

This instrument commences on the commencement of the *Period Products and Facilities (Access) Act 2023*, section 12.

3 Approval of guidelines

I make the Approval Guidelines for the *Period Products and Facilities (Access) Act 2023* as set out in schedule 1 to this instrument.

Yvette Berry MLA
Minister for Women
19 December 2023

Schedule 1

Approval Guidelines

Including non-ACT Government locations on the Suitable Places List.

23 December 2023

Purpose

Under sections 11 and 12 of the *Period Products and Facilities (Access) Act 2023*, the ACT Government must make guidelines for applying for and approving a place to be included on the Suitable Places List, published on the relevant ACT Government website.

The Approval Guidelines will set out the criteria that a place must meet, to become an approved Suitable Place where free period products will be made available. It will be an expectation of the Approval Guidelines that an approved Suitable Place should be likely to improve access to period products for people experiencing period poverty. An approval may also be subject to conditions.

Being on the Suitable Places List will promote your location as having period products which are available to the public, alongside broader information about period products in the ACT. Information about places on the Suitable Places List will also include whether:

- it is an ACT Government location; and
- access to period products is available to the broader public or restricted (e.g. to specific service users).

Eligibility criteria

In order to be eligible to apply to be included on the Suitable Places List, responsible entities must demonstrate the following through their application:

- that the proposed location(s) are likely to improve access to products for people experiencing period poverty in the ACT;
- that the proposed location(s) can enable access to the period products in accordance with the Principles of Dignity;
- that the responsible entity can provide a regular report on stock use, and revise the information provided in the application as required.

Assessment criteria

The ACT Government will assess applications to be included on the Suitable Places List based on the below.

Applications to be added to the Suitable Places List must meet the eligibility criteria and respond appropriately to the assessment criteria.

Assessment criteria may be amended from time to time as the Assessment Guidelines are reviewed.

To be included on the Suitable Places List

- Inclusion of location improves geographical spread across the ACT
- Number of proposed users, and whether they have:
 - access to period products through other locations;
 - specific access requirements that may not be appropriately or respectfully reflected in other locations.

Approval as a Suitable Place is subject to conditions. The Territory can terminate this approval at any time.

Schedule 1

How to apply

The entity responsible for a public place may apply in writing through the Community Services Directorate website.

Application form questions

- Responsible entity name/email/phone, contact name/role/email/phone
- Public Place street address
- How long the public place should be on the Suitable Places list
 - (set term (identify));
 - ongoing (responsible entity to confirm with ACT Government at regular intervals)
- A brief description of how this location will improve access to period products for people experiencing period poverty in the ACT
- How the responsible entity will distribute period products
- A brief description of how the entity will apply the Principles of Dignity when distributing period products, and how it will seek feedback from users
- A description of expected users of the period products
- The expected period product use by month, for one year
- The proposed period product types and, if possible the brand
- The sustainability of the products and any supporting waste management arrangements
- A description of how the products' availability will be promoted/communicated to potential users
- Identify funding sources to support the provision of period products at the Public Place(s)
- Any other relevant information

Please contact the Office for Women, Community Services Directorate at women@act.gov.au to discuss your application and/or to confirm any further information required.