

NORTHERN MIDLANDS COUNCIL

COUNCIL POLICIES



Policy Name:	Footpath Trading
Originated Date:	Adopted 18 June 2007 – Min. No. 200/07 (as Policy 52)
Amended Date/s:	Amended 20 September 2010 – Min. No. 251/10 Amended 27 May 2013 – Min. No. 132/13 (Incorporating Policy No 26 - rescinded)
Applicable Legislation:	Part 11 of the Local Government Act 1993
Dataworks Reference:	44/001/001
Objective	To provide guidelines for footpath trading.

1 INTRODUCTION

Footpath trading is the use of footpaths and naturestrips by a shop, food premises, or commercial building for the display of signs and goods, and for outdoor eating.

The primary purpose of footpaths is to provide for safe pedestrian access. Footpath trading activities need to be regulated to maintain access and safety.

Council may approve footpath trading where it is associated with commercial premises, and there is an adequate and properly formed footpath and roadway adjacent to the premises.

Council has a legal obligation to provide a safe and unobstructed footpath environment for pedestrians, regardless of mobility levels. The Northern Midlands Council Footpath Trading Policy has been developed to regulate commercial activity on our footpaths by providing for a continuous accessible path of travel extending a specified distance from the building or property line.

2 PURPOSE

The purpose of the policy is to:

- 2.1 Maintain safe and unobstructed access for pedestrians of all abilities on the Northern Midlands' footpaths.
- 2.2 Encourage footpath trading activities that contribute to the amenity, vibrancy, and vitality commercial areas.
- 2.3 Provide clear guidance for the consideration of footpath trading applications.

3 DEFINITIONS

Footpath

means that part of the road reservation constructed to facilitate the movement of pedestrians.

Freestanding Signs

includes portable signs, A-frame signs and sandwich boards.

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Main Road

means Marlborough & Wellington Streets, Longford; Russell & Scone Streets, Evandale; Main Road, Perth; Poatina Main Road, Cressy; Esk Highway, Avoca; Midland Highway, Campbell Town; and Church Street, Ross.

Naturestrip

means that part of a road reservation not constructed for the movement of vehicles or pedestrians.

Road Reservation

means land over which the general public has permanent right of passage, including the whole width between abutting property boundaries and including footpaths, naturestrips, and roads.

4 METHOD OF CONTROL

- 4.1 The Footpath Trading Policy is implemented through the issue of licenses issued under the *Freestanding Signs, On Street Dining, and Display of Goods and Services By-laws of 2009*.
- 4.2 Licence applications are made on the relevant application form and are accompanied by relevant plans and fees.
- 4.3 Licences may be issued or renewed annually.
- 4.4 An applicant is to submit the following:
- 4.4.1 A written application using Council's application form, together with a plan to a suitable scale showing the size, number, colour, and location of tables and chairs, signs, heaters, and other furniture, including photographs or other illustrations of proposed furniture;
 - 4.4.2 Details of goods to be displayed, including quantity;
 - 4.4.3 A certificate of insurance covering the term of the proposed licence;
 - 4.4.4 Applicable fees.
- 4.5 When all information has been received, Council officers assess the application.
- 4.6 Where approved, a licence will be issued. Licences specify the conditions of use outlined in this policy.
- 4.7 The applicant must meet all the requirements of the licence before commencing footpath trading.
- 4.8 Licences may be terminated if the conditions of use are not complied with, following warning for non-compliance.
- 4.9 Licences for on street dining are only issued to food premises that comply with the *Public Health Act 1999*, and with kitchens licensed by Council under the *Food Act 1998*, and can only be used immediately outside the premises.

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- 4.10 Each licence is issued at Council's discretion. Council is under no obligation to issue a licence for footpath trading, regardless of whether the conditions of use can be satisfied.
- 4.11 Where an application is refused, grounds for refusal will be provided. The applicant may appeal to the General Manager for a review of the decision.

5 AREAS NOT SUITABLE FOR FOOTPATH TRADING

The following areas are not suitable for Footpath Trading:

- 5.1 Where footpath trading activities block sight distances on street corners or where significant driveways enter a road. A significant driveway is one that is estimated to carry more than vehicle 40 movements per day.
- 5.2 Where footpath trading activities block sight distances to pedestrian crossing points.
- 5.3 Adjacent to bus stops, loading zones, or taxi ranks.
- 5.4 Where there are significant trip hazards due to drainage channels, steps, or changes in levels.
- 5.5 Where the footpath trading activities reduces pedestrian paths to less than 1.5m of clear width.
- 5.6 Where service directly to the footpath is proposed.
- 5.7 Where the registered food premises is unable to adequately monitor the on street dining area.
- 5.8 Where there are sharp/protruding items that may create a hazard for patrons.
- 5.9 Roads, medians, traffic islands, planted areas, and extended footpath areas.
- 5.10 Land within a residential zone under the *Northern Midlands Planning Scheme*.

6 CONDITIONS OF USE FOR FOOTPATH TRADING

6.1 Freestanding Signs

Council may licence freestanding signs where they meet the following conditions of use:

- 6.1.1 The sign/s must be:
- 6.1.1.1 no wider than 0.6m;
 - 6.1.1.2 no higher than 1m;
 - 6.1.1.3 setback at least 0.5m from the kerb;
 - 6.1.1.4 located to retain an unobstructed 1.5m wide pedestrian pathway along the footpath parallel to the building line of the premises;
 - 6.1.1.5 removed from the road reserve when the business is closed;
 - 6.1.1.6 adequately weighted so as to be secure (may need to be brought inside if weather renders them unstable).

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- 6.1.1.7 designed so that all legs and points of contact prevent damage to footpath paving.
- 6.1.2 The sign/s must not be:
- 6.1.2.1 moving (including rotating), animated, or illuminated;
 - 6.1.2.2 affixed to any footpath, building, street furniture, pole, or other structure.
- 6.1.3 The number of free standing signs shall be:
- 6.1.3.1 1 for each business located on a main road.
 - 6.1.3.2 2 for premises not located on a main road. The additional sign must be located at the intersection of the main road, as specified in the licence.
- 6.1.4 The licence holder must hold a public and products liability insurance cover that extends to cover the free standing sign. The cover is to provide a 'principals indemnity extension' to the council with a minimum cover of ten (10) million dollars.
- 6.1.5 The licence holder must produce a Certificate of Currency of the insurance which covers the term of the licence proposed and must not be cancelled during the duration of the licence.
- 6.1.6 The Certificate of Currency must provide a clear statement that acknowledges the insurer is aware of the extension to the business to cover the free standing sign.
- 6.1.7 Advertising within Historic Special Areas or within or adjacent to an item of cultural significance under the *Northern Midlands Planning Scheme* may be referred to Council's Heritage Advisor to ensure the design is compatible with the intent of this Special Area and historic value of the building.
- 6.2 Newspaper and Magazine Advertising Racks**
- 6.2.1 A licence is not required for registered newsagencies and sub-newsagencies having up to 12 newspaper advertising racks, each measuring a maximum of 0.6m wide x 1m high.
 - 6.2.2 The advertising racks must be located against the shop front, securely fastened, and not protrude more than 0.2m into the footpath.
- 6.3 On Street Dining**
- Council may licence on street dining where it meets the following conditions of use:
- Location**
- 6.3.1 Tables, chairs, and screen barriers must be at least 0.5m from the kerb.
 - 6.3.2 Chairs must not back onto the kerb unless separated from the kerb by a screen barrier or planter box.

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- 6.3.3 An unobstructed pedestrian pathway at least 1.5m wide must be maintained along the footpath parallel to the building or property line of the premises.
- 6.3.4 Tables, chairs, and screen barriers must not encroach beyond the side boundaries of the property without the written approval of the occupier of the adjoining property and, in any case, no further than the adjoining property frontage on either side.
- 6.3.5 Tables, chairs, and screen barriers must not be placed within 1m of any street furniture or street tree.
- 6.3.6 Tables, chairs, and screen barriers must be removed from the road reserve when the business is closed, and any footpath sockets plugged.

Structural

- 6.3.7 Tables, chairs, and screen barriers must be strongly constructed and designed for a public environment, preferably timber or metal. The finish must be durable and the colour must be compatible with 'gunmetal' street furniture colour.
- 6.3.8 All legs and points of contact must be of a design to prevent damage to footpath paving.
- 6.3.9 Any screen barriers defining the outdoor dining areas must be suitably designed in terms of weight and footings to be secure. Screen barriers are to be brought inside if weather renders them unstable.
- 6.3.10 The colour of posts and screen barrier frames must be compatible with 'gunmetal' street furniture. The screen barrier material must be durable vinyl or other approved material. The colour must be compatible with frames and other street furniture.
- 6.3.11 The height of screen barriers or planters (including plant height) must not exceed 1m.
- 6.3.12 Furniture not complying with the guidelines may be submitted for consideration.

Umbrellas

- 6.3.13 Where umbrellas are provided to tables, there must be a minimum clearance of 2.1m between the underside of the umbrella and the footpath.
- 6.3.14 Umbrellas must be securely weighted or fastened.
- 6.3.15 Umbrellas must not extend into the pedestrian pathway so as to cause a hazard to people moving past the site.
- 6.3.16 The edge of the umbrella must be set back at least 0.5m from the face of the kerb.
- 6.3.17 Umbrellas must be removed or lowered if weather renders them potentially unsafe.

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Maintenance

- 6.3.18 The site must be kept clean and free of rubbish.
- 6.3.19 Rubbish generated by the on street dining must not be swept into the street gutter or adjacent footpath areas.
- 6.3.20 The licensee must maintain all areas adjacent to and including areas for on street dining, in a clean and sanitary manner including, but not limited to, emptying waste bins and washing pavements on a daily basis, and promptly cleaning and washing away any liquid, food, debris, broken glass, or waste from the area.
- 6.3.21 The existing street rubbish bins are not to be used by the licensee for disposal of table waste.
- 6.3.22 All details of proposed signage on furniture must be included in the licence application and is subject to Council approval.

Other

- 6.3.23 Food or drink must not be prepared, cooked or heated within the outdoor dining area.
- 6.3.24 Sound amplification equipment, juke boxes, or loudspeakers must not be placed or used in the outdoor dining area, for the purpose of announcements, broadcasts, playing of music (recorded or otherwise), or similar purposes.
- 6.3.25 Live entertainment is not permitted in the outdoor dining area without the written permission of an Authorised Officer of Council.
- 6.3.26 The licence holder is responsible for:
 - 6.3.26.1 the conduct of patrons at tables and chairs; and
 - 6.3.26.2 ensuring patrons do not obstruct the footpath by rearranging the tables and chairs.
- 6.3.27 Freestanding heaters must comply with Australian Standard AS1596 (Storage and Handling) and must be certified by the Australian CGS Association.
- 6.3.28 All non-packed food must be a minimum of 0.6m above existing footpath level.
- 6.3.29 On street dining licences will only be issued to operators of premises having kitchens licensed by Council's Environmental Health Officer under the *Public Health Act 1999*.
- 6.3.30 Additional dining area may be added to an existing licence. Revised plans are to be provided to Council and the additional unit is not to be used until approved.
- 6.3.31 The number of seats available to the public, both on premises and on street, must not exceed 20, unless the premises complies with the Building Code of Australia's toilet provisions.

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- 6.3.32 The licence holder must hold a public and products liability insurance cover that extends to cover the on street dining. The cover is to provide a 'principals indemnity extension' to the council with a minimum cover of ten (10) million dollars.
- 6.3.33 The licence holder must produce a Certificate of Currency of the insurance which covers the term of the licence proposed and must not be cancelled during the duration of the licence.
- 6.3.34 The Certificate of Currency must provide a clear statement that acknowledges the insurer is aware of the extension to the business to cover the on street dining.
- 6.3.35 The design of on street dining furniture and signs within Historic Protection Special Areas, or within or adjacent to an item of cultural significance under the *Northern Midlands Planning Scheme*, may be referred to Council's Heritage Advisor to ensure the design is compatible with the intent of this Special Area, and the historic value of the building.

6.4 Display of Goods and Services

Council may licence on the display of goods and services where it meets the following conditions of use:

Location

- 6.4.1 An unobstructed pedestrian pathway at least 1.5m wide must be maintained along the footpath parallel to the building or property line of the premises.
- 6.4.2 Display units must be at least 0.5m from the face of kerb to, allow for access to parked cars.
- 6.4.3 Display units must not extend into the pedestrian pathway so as to cause a hazard to people moving past the site.

Structural

- 6.4.4 Display units must be adequately weighted or fastened to render them stable.
- 6.4.5 Display units must be of solid construction, capable of bearing the weight of the proposed display.

Other

- 6.4.6 Sound amplification equipment, juke boxes or loudspeakers must not be placed or used.
- 6.4.7 Live entertainment is not permitted.
- 6.4.8 The licensee must maintain all areas adjacent to and including areas licensed for display units, in a clean and sanitary manner.
- 6.4.9 Additional display units may be added to an existing licence. Revised plans are to be provided to Council and the additional unit is not to be used until approved.

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- 6.4.10 The licence holder must hold a public and products liability insurance cover that extends to cover the display of goods and services. The cover is to provide a 'principals indemnity extension' to the council with a minimum cover of ten (10) million dollars.
- 6.4.11 The licence holder must produce a Certificate of Currency of the insurance which covers the term of the licence proposed and must not be cancelled during the duration of the licence.
- 6.4.12 The Certificate of Currency must provide a clear statement that acknowledges the insurer is aware of the extension to the business to cover the display of goods and services.

7 FEES

The annual application/renewal fee is:

- 7.1 \$10 for a freestanding sign licence
- 7.2 an additional \$50 for a second sign
- 7.3 an additional \$100 per sign for any signs greater than two.
- 7.4 \$25 for an on street dining licence
- 7.5 \$25 for a display of goods and services licence

Rental levels are to be reviewed annually.

KEY STAKEHOLDERS COMMENTS

Listed below are comments made by Key Stakeholders

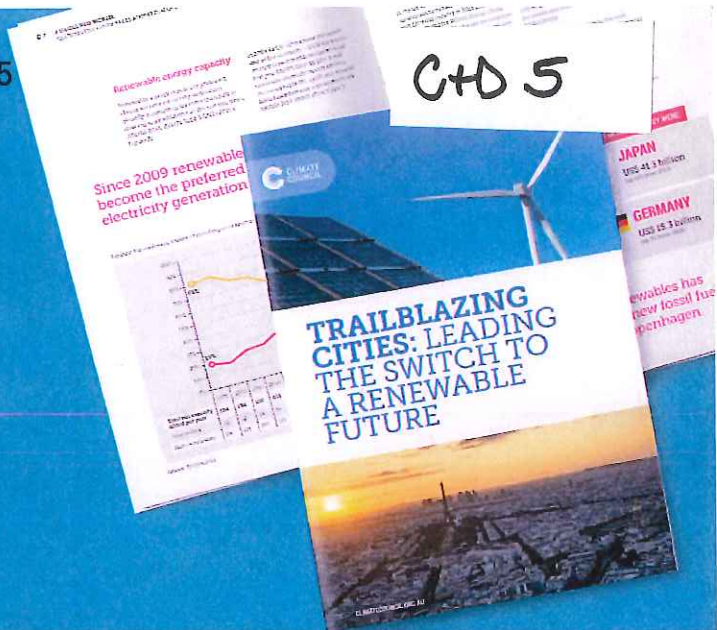
- Keeping of birds – to be added to the by-law
- Animals depositing dung on the roads (Roads and Jetties act 1935)
- Pigs – 25 Metres from nearest residence or no pig sties at all
- Nurturing lambs- this should be allowed
- Bee Hives – allow 2 hives not 1 – bee keeping best practice to prevent swarming
- How is the by-law to be Policed and cost?
- By-law is viewed as a sledgehammer approach
- Licences should not be renewed annually and should be at a higher cost
- Definition of a Rooster
- Northern Midlands Municipality is a farming Community and all towns should be exempt except Perth and Longford
- Registered racing stables should be exempt as the area near the racecourse was set aside for stables.
- Keeping of Stallions and fencing

Noted was the majority of the Stakeholders thought the by-law to be heavy handed and too restricting.

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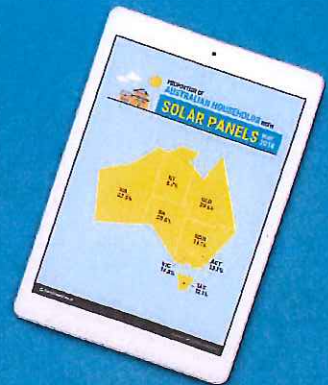
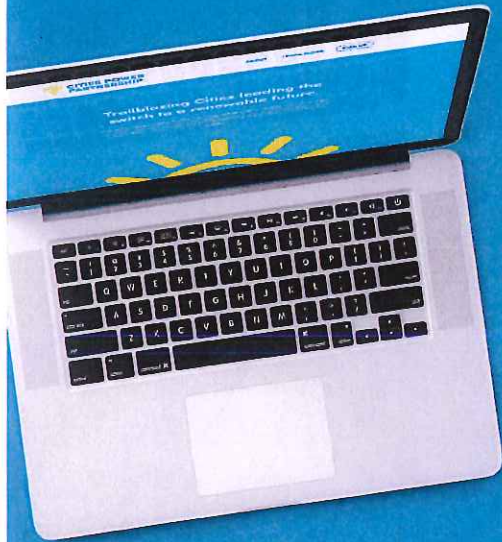


CITIES POWER PARTNERSHIP



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Information for councils

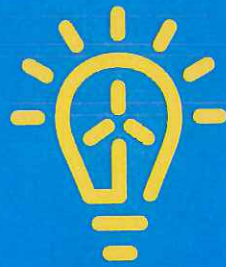


CLIMATECOUNCIL.ORG.AU

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citiespowerpartnership.org.au (website launching July 2017)



A National Program for 2017

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Executive Summary

Australia is on the frontline of climate change and its impacts.

We continue to swelter through record breaking heat, lengthening bushfire seasons, worsening coastal flooding and supercharged storms. Meanwhile, the national energy debate is reaching fever pitch, with renewable energy lambasted by our nation's political and industry leaders as unreliable and unaffordable, whilst "clean coal" technology and gas expansion is being promoted as Australia's future energy solution. As climate impacts worsen and government action stagnates, the window of opportunity to limit the warming of the planet is rapidly closing.

Throughout all of these challenges, local heroes have quietly been getting on with the job. Cities and towns across Australia are surging ahead with emissions reduction plans, switching to cleaner energy and building greener, efficient and more resilient communities. The Cities Power Partnership (CPP) will elevate and accelerate this action across the country. We know that transforming the way cities use and generate energy alone has the potential to deliver 70% of the total emissions reductions needed to stay on track for the 2 degrees limit set under the Paris Agreement.

The CPP will engage with towns and cities, via local councils, throughout Australia and incentivise councils to increase renewable energy and energy efficiency, improve transport and engage in advocacy. Members of the partnership will also be given access to a national knowledge hub, buddied with cities to knowledge share, visited by domestic and international experts, connected with community energy groups and celebrated at events with other local leaders. We'll also showcase the incredible achievements of cities in national, local and social media to millions and share their successes with our community of over 200,000 members and supporters.

**"Cities and towns across
Australia are surging ahead
with emissions reduction plans"**

\$72m

worth of
media.

313m

cumulative
audience.

76

reports.

The Climate Council

The Climate Council is Australia's leading climate communications organisation. To date the Climate Council has produced 76 reports on climate impacts and solutions and was the number one organisation communicating on climate change nationally in 2016.

The Climate Council brings a unique set of skills that enable us to build and deliver the Cities Power Partnership program and ensure that it differs from existing programs for local councils. The Climate Council has significant media reach, generating nearly \$72 million worth of media, reaching a cumulative audience of 313 million. This media reach will be key as an incentive for cities to join the program as well as working to strengthen public support across the country for climate action at the local level.

In addition, the Climate Council hosts a wealth of leading experts in climate impacts and renewable energy solutions whose technical knowledge will be key to helping local councils to implement emissions reduction measures. The Climate Council will also use its national status and the credibility of its Climate Councillors to connect councils across the country with community energy groups and local organisations who can help councils to implement energy efficiency and renewable energy measures quickly and effectively, as well as getting sponsors on board who can provide incentives for councils to act.

The Challenge

Global heat records have been broken again, with 2016 declared the hottest for a third consecutive year. Australians continues to swelter through record breaking heat, lengthening bushfire seasons, worsening coastal flooding and supercharged storms.

The emission of greenhouse gases from the burning of fossil fuels like coal, oil and gas, are driving these dramatic changes of the climate system and need to be drastically reduced. However, the window of opportunity to limit the warming of the planet and its catastrophic impacts is rapidly closing and governments are struggling to meet this challenge at the pace required.

Local Champions

In the face of these challenges local champions have emerged.

Around the world and across Australia, towns and cities of all shapes and sizes are getting on with the job. They are surging ahead with emissions reduction plans, switching to cleaner energy and building greener, efficient and more resilient communities. From booming urban centres to small rural townships, local governments and groups of determined residents have been energy and climate trailblazers in many ways. Towns and cities can shape how land is used, investments are made and millions of dollars worth of renewable energy is rolled out. They can influence how new homes and businesses are built, determine the ways in which hundreds of thousands of residents will travel each day and band together to lobby for much needed state and federal policy change. Transforming the way cities use and generate energy alone has the potential to deliver 70% of the total emissions reductions needed to stay on track for the 2 degrees limit set under the Paris Agreement (IEA 2016).

"Local governments and groups of determined residents have been energy and climate trailblazers in many ways."

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CLIMATE COUNCIL



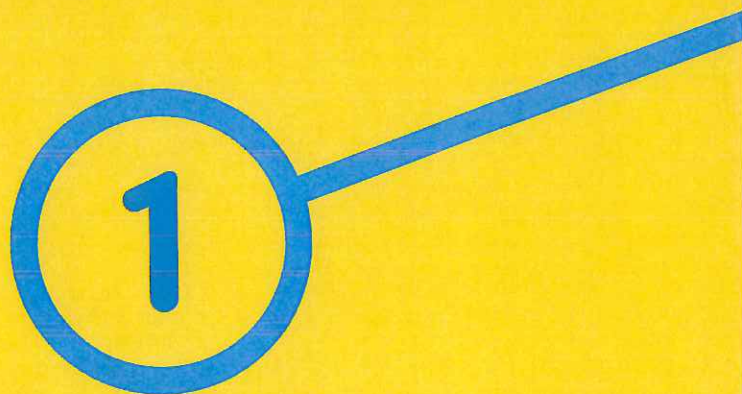


A Snapshot of the Cities Power Partnership

The Climate Council's Cities Power Partnership (CPP) seeks to celebrate and accelerate the emission reduction and clean energy successes of Australian towns and cities to date. We are calling on Mayors, councillors and communities to take the next step towards a sustainable, non-polluting energy future by joining the CPP. The CPP will launch mid 2017, along with a Climate Council cities report authored by some of Australia's leading experts, a brand new CPP website and a media campaign featuring trailblazing councils who have joined the partnership. The first year of the program will run from mid 2017-mid 2018.

Participating councils who join the partnership will have 6 months to select 5 key actions from the partnership pledge ranging from renewable energy, efficiency, transport and advocacy (see *Appendix A for full pledge and Appendix B for pledge examples*). Councils will receive access to a national knowledge hub to assist with the implementation of emissions reductions projects and will be buddied with other participating councils to knowledge share. Participants in the partnership will also have exclusive access to domestic and international experts, community energy groups, events with other local leaders and potentially exclusive access to small grants and renewable energy incentives as they become available. The clean energy successes of councils and their communities will be showcased in print and online media across Australia. These positive stories will also be shared through our social media platforms to millions of people and celebrated by our community of over 200,000 members and supporters.

The Three Phases of the Cities Power Partnership



Become a Power Partner

Act:

Councils sign up to be a Power Partner.

Knowledge:

Partners get exclusive access to the extensive online knowledge hub.

Connect:

Each partner is buddied with two other local councils to knowledge share throughout the year.

Profile:

Power partners are profiled in national and local media, online and to our 200,000 members and supporters.

2

Power Up

Act:

Partners have 6 months to select 5 key actions from the partnership pledge ranging from renewable energy, efficiency, transport and advocacy. They must identify a point of contact within council who will liaise with the Climate Council and work to implement their actions. Pledges are submitted by each partner and profiled online.

Knowledge:

Partners will have ongoing access to the knowledge hub, webinars with domestic and international experts as well as communications and advocacy training where required.

Connect:

Power Partners can be connected with their local community energy group and relevant local organisations who can be contracted to help council begin or improve implementation of emission reduction actions. Councils who are already leading will play an important knowledge sharing role with other partners and will be profiled in the media to inspire others.

Incentives:

Cities who join the partnership early may have access to exclusive grants and renewable energy incentives as they become available.

Profile:

Power partners and their local success stories will continue to be profiled in the media. Climate Councillors will travel to a range of communities across Australia to engage in community events and talk to councils.

3

Power On

Act:

Partners report on progress against key actions in a 6 monthly survey.

Knowledge:

Partners access local and international knowledge and inspiration at the 2018 Power Partners Summit.

Connect:

Partners will be brought together to celebrate the high achieving towns and cities at the Power Partners Summit.

Profile:

Success stories will continually be celebrated in the media, Climate Councillors continue to travel to a range of Australian communities, more towns and cities become Power Partners and lead the switch to non-polluting energy across the country.

What Does Success Look Like?

From mid 2017 to mid 2018, at least 50 councils will pledge to become Power Partners. Each council who becomes a power partner will identify 5 key actions from the Power Partner Pledge, ranging from renewable energy to transport, which they'll report on every 6 months via the Climate Council's online survey.

From mid 2017 to 2018 national public opinion will continually increase in support of the statement "I consider my council to be a leader on emissions reduction".



Frequently Asked Questions

When is the Cities Power Partnership launching?

It's launching in July 2017. The launch will include the launch of the CPP website, a media and stakeholder launch which showcases towns and cities who have already pledged and a national media campaign.

Can the broader community nominate their town or city to be part of the Cities Power Partnership?

Yes. When the Cities Power Partnership website launches nominations can easily be made through the website. In the meantime if the general public want to recommend a town or city for the Cities Power Partnership they are invited to email the Climate Council telling us the name of the city and why they think it's a good fit.

How do community energy organisations get involved?

We are actively reaching out to community energy organisations across the country to get involved. The Cities Power Partnership wants to profile and connect community energy groups with councils involved in the partnership. This connection is vital to help councils achieve success as community energy groups and the community more broadly can provide on the ground support, including workshops and modelling, to help councils achieve their energy and sustainability commitments.

What if a town or city is already leading in renewable energy and sustainability, what does their city get out of joining the partnership?

Cities leading the way play an essential role in the partnership. They will share their knowledge with other cities, their successes will be celebrated to an audience of millions to inspire others and they will have access to resources and incentives to help them to continue to lead.

Many trailblazing cities who are already leading will have some of their existing initiatives counted towards their power partnership pledge.

Appendix

Appendix A: The Partnership Action Pledge

Participating councils who join the partnership will have 6 months to select 5 key actions from the options below.

Renewable Energy



1. Use strategic and statutory planning processes to promote renewable energy – both at the residential, commercial and larger scale.



2. Provide council resources to educate and support the uptake of renewable energy, such as by hiring an internal renewable energy support officer or establishing an independent body (such as the Moreland and Yarra Energy Foundations).



3. Install renewable energy (solar PV and battery storage) on council buildings for example childcare facilities, libraries, street lighting, recreation centres, sporting grounds, and council offices.



4. Support community facilities accessing renewable energy through incentives, support or grants.



5. Power council operations by renewables, directly (with solar PV or wind), or by purchasing Greenpower (from electricity retailers). Set targets to increase the level of renewable power for council operations over time.



6. Encourage local businesses and residents to take up solar PV, battery storage and solar hot water heating. This can be done through providing incentives (such as solar bulk buy schemes or flexible payment options) or streamlining approval processes (such as removing planning and heritage barriers to solar PV).



7. Support community energy projects (with location and planning support) so that residents (such as renters) can band together and invest in community renewable energy projects.



8. Opening up unused council managed land for renewable energy, for example land fills, and road reserves.



9. Facilitate large energy users collectively tendering and purchasing renewable energy at a low cost.



10. Set minimum renewable energy benchmarks for new developments, for example Denman Prospect, ACT requires every new house to install a minimum solar PV system.



11. Electrify public transport systems (for example buses operated by council) and fleet vehicles and power these by 100% renewable energy.



12. Lobby electricity providers and state government to address barriers to renewable energy take up at the local level (whether these be planning, technical, economic or policy related).

Energy Efficiency



1. Set minimum energy efficiency benchmarks for all planning applications.



2. Adopt best practice energy efficiency measures across all council buildings, and support community facilities to adopt these measures.



3. Public lighting can use a large proportion of a city's energy budget – roll out energy efficient lighting (particularly street lighting) across the municipality.





4. Provide incentives (for example rate reductions) for best practice developments such as streamlined planning processes, and support for retrofitting energy efficiency measures for existing buildings.





5. Incentivise the deployment of energy efficient heating and cooling technologies.


Transport


- 


1. Ensure Council fleet purchases meet strict greenhouse gas emissions requirements and support the uptake of electric vehicles.
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2. Provide fast-charging infrastructure throughout the city at key locations for electric vehicles.
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3. Encourage sustainable transport use (public transport, walking and cycling) through Council transport planning and design. Substantial savings in transport energy use can be achieved by designing more compact cities with access to high quality public and active transport services and facilities.
- 

4. Ensure that new developments are designed to maximize public and active transport use, and are designed to support electric vehicle uptake.
- 


5. Providing for adequate cycle lanes (both space and connectivity) in road design and supporting cyclists through providing parking, and end-of-ride facilities (covered, secure bike storage, showers, bicycle maintenance and incentives).
- 


6. Reduce or remove minimum car parking requirements for new housing and commercial developments where suitable public transport alternatives exist.
- 


7. Lobby state and federal governments for improvements to planning legislation to promote sustainable transport options, and increased investment in and provision of public transport services.
- 


8. Consider disincentives for driving high emitting vehicles such as congestion pricing, or a tiered payment system for residential car parking permits where high emitting vehicles pay more.


Work Together and Influence


- 


1. Set city-level renewable energy or emissions reduction targets and sustainable energy policies to provide a common goal and shared expectations for local residents and businesses.
- 

2. Lobby state and federal government to address barriers to the take up of renewable energy, energy efficiency and/or sustainable transport, and to support increased ambition. For example working to lobby on the Smart Energy Communities policy.
- 

3. Set up meetings and attend events, such as the Community Energy Congress or the Cities Power Partnership Summit, where like-minded cities can address common concerns and learn from others' experience.
- 

4. Implement an education and behavior change program to influence the behavior of council officers, local residents and businesses within the municipality to drive the shift to renewable energy, energy efficiency and sustainable transport.
- 

5. For communities reliant on a local coal industry, local government can support the transition away from fossil fuels, by lobbying for state and federal support for a just transition for workers, families and the community and encouraging local economic development and opportunities based on a low carbon economy.
- 

6. Ensure that the practices of local government contractors and financing such as banking, insurance and super are aligned with council goals relating to renewable energy, energy efficiency and sustainable transport. Set appropriate criteria for council procurement.
- 

7. Promote knowledge sharing and strengthen the local community's capacity and skills in renewable energy, energy efficiency and sustainable transport.

Appendix

Appendix B: Pledge Examples

Examples: renewable energy action

Action		Examples	Link
Promote renewable energy - both at the residential, commercial and larger scale	Use land use planning measures to encourage uptake, such as streamlining approvals processes and removing barriers.	Moreland City Council, Victoria has a planning guide to protecting existing solar panels from overshadowing.	http://www.moreland.vic.gov.au/globalassets/areas/strategic-planning/solar-panels---advisory-note-as-endorsed-by-council-13-july-2016.pdf
	Set minimum renewable energy benchmarks for new developments.	Denman Prospect in the ACT requires every new house to install a minimum sized solar system. City of Nedlands, WA requires a minimum of 1.5kW onsite solar or wind for all new homes and renovations.	http://www.actewagl.com.au/About-us/Media-centre-and-reports/2015/10/09/Denman-Prospect.aspx http://reneweconomy.com.au/new-build-houses-must-install-solar-wind-in-wa-suburb-27550/
	Hire an internal renewable energy support officer or establish an independent body tasked with promoting renewable energy.	Examples include: Moreland Energy Foundation, Victoria. Yarra Energy Foundation, Victoria.	http://www.mefl.com.au/ http://www.yef.org.au/
	Encourage local businesses, community facilities and residents to take up renewable energy by providing incentives (such as grants, solar bulk buy schemes or flexible payment options).	Adelaide City Council in SA has a Sustainability Incentives Scheme for local residents.	http://www.adelaidecitycouncil.com/your-council/funding/sustainable-city-incentives-scheme/

Action		Examples	Link
Power council operations by renewable energy	Set targets to increase the level of renewable power for council operations and the broader community over time.	Australian Capital Territory set a goal for 100% renewable energy by 2020 delivered by a series of reverse auctions for renewable energy.	https://www.climatecouncil.org.au/act-report
	Power operations directly by renewable energy (with solar PV or wind).	Sunshine Coast Council in QLD developed the Valdora solar farm to power council operations. Cockburn in WA is using geothermal heating for its sporting complex.	https://www.sunshinecoast.qld.gov.au/Council/Planning-and-Projects/Major-Regional-Projects/Sunshine-Coast-Solar-Farm http://www.cockburn.wa.gov.au/Council_Services/Environment/Renewable_Energy/
	Install renewable energy (solar PV and battery storage) on council buildings for example childcare facilities, libraries, street lighting, recreation centres, sporting grounds, and council offices.	Bathurst in NSW installed solar systems across nine council buildings. Leichardt Council in NSW installed solar systems on 17 council buildings. Solar and battery storage installed on government buildings in Adelaide.	https://www.bathurst.nsw.gov.au/environment/energy-sustainability/solar-power-on-council-buildings.html http://www.leichardt.nsw.gov.au/Environment---Sustainability/Projects-and-Programs/Council-Solar-Panels http://www.premier.sa.gov.au/index.php/tom-koutsantonis-news-releases/896-zen-energy-to-install-1m-battery-storage-on-government-owned-buildings
	Opening up unused council managed land for renewable energy.	Cambelltown in SA supporting a community owned solar project utilising the rooftops of local government buildings.	http://www.campbelltown.sa.gov.au/cos

Examples: renewable energy action

Action		Examples	Link
Collective tendering	Facilitate large energy users collectively tendering and purchasing renewable energy at a low cost.	The Melbourne Renewable Energy Project involves bringing together a number of large energy users to collectively tender for renewable energy.	http://www.melbourne.vic.gov.au/business/sustainable-business/Pages/melbourne-renewable-energy-project.aspx
Powering electric vehicles with renewable energy	Electrify transport systems such as council buses and fleet vehicles and power these by 100% renewable energy.	Adelaide, SA solar-powered "Tindo" bus. Moreland City Council in Victoria is integrating electric cars into council's fleet	http://www.adelaidecitycouncil.com/assets/acc/Environment/energy/docs/tindo_fact_sheet.pdf http://www.moreland.vic.gov.au/parking-roads/transport/electric-vehicles/
Lobby to address barriers	Lobby electricity providers and state government to address barriers to renewable energy take up at the local level (whether these be planning, technical, economic or policy related).	Victorian councils called for planning protection to prevent solar panels from overshadowing.	http://www.heraldsun.com.au/leader/east/calls-for-statewide-protection-of-solar-panels-from-overshadowing-from-multi-storey-development/news-story/4f28125a5d0db4dc22c7200aed4e8736

Examples: energy efficiency actions

Action		Examples	Link
Promote energy efficiency - both at the residential, commercial and larger scale	Hire an internal energy efficiency support officer or establish an independent body.	Examples include: Moreland Energy Foundation, Victoria. Yarra Energy Foundation, Victoria.	http://www.mefl.com.au/ http://www.yef.org.au/
	Encourage local businesses, community facilities and residents to take up energy efficiency measures by providing incentives (such as grants, solar bulk buy schemes or flexible payment options).	Adelaide City Council in SA has a Sustainability Incentives Scheme for local residents.	http://www.adelaidecitycouncil.com/your-council/funding/sustainable-city-incentives-scheme/
Energy efficiency in council operations	Adopt best practice energy efficiency in council buildings.	City of Gosnell's community facility incorporated environmentally sustainable design. City of Wollongong updated an ageing building to achieve a 5 Star Green Star rating.	http://new.gbca.org.au/showcase/projects/mills-park-community-facility/ http://new.gbca.org.au/showcase/projects/wollongong-city-council-administration-building/

Action		Examples	Link
	Public lighting can use a large proportion of a city's energy budget – roll out energy efficient lighting (particularly street lighting) across the municipality.	Victor Harbour, SA Hybrid (wind and solar) street lighting with battery storage, and potential to power gophers, solar bollards.	https://www.victor.sa.gov.au/solar

Examples: sustainable transport actions

Action		Examples	Link
Promote sustainable transport options in the community	Provide fast-charging infrastructure (powered by 100% renewable energy) throughout the city at key locations for electric vehicles.	City of Moreland has installed a network of public electric car charging stations.	http://www.moreland.vic.gov.au/parking-roads/transport/electric-vehicles/
Promote sustainable transport options within council	Ensure Council fleet purchases meet strict greenhouse gas emissions requirements and support the uptake of electric vehicles (powered by renewable energy).	Manningham's Climate 2020 action plan targets 100% of fleet cars to be green electric vehicles by 2020.	http://www.manningham.vic.gov.au/climate-and-energy
	Provide fast-charging infrastructure throughout the city at key locations for electric vehicles.	Cockburn, WA 100% solar powered electric vehicle charging stations.	www.cockburn.wa.gov.au/council_services/environment/renewable_energy/
	Provide for adequate cycle lanes (both space and connectivity) in road design and supporting cyclists through providing parking, and end-of-ride facilities (covered, secure bike storage, showers, bicycle maintenance and incentives).	Melbourne City Council has a detailed bicycle plan outlining a number of actions to increase cycling's mode share.	http://www.melbourne.vic.gov.au/SiteCollectionDocuments/city-of-melbourne-bicycle-plan-2016-2020.pdf

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Cities Power Partnership

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citiespowerpartnership.org.au

FROM THE OFFICE OF THE MAYOR



**NORTHERN
MIDLANDS
COUNCIL**

25 September 2017

Climate Council of Australia
Attention: Ms Amanda Mckenzie
PO Box 1267
POTTS POINT NSW 2011

Via email only: amanda@climatecouncil.org.au

Dear Ms Mckenzie

EXPRESSION OF INTEREST – CITIES POWER PARTNERSHIP

I write to express the interest of the Northern Midlands Council, located in Tasmania, to participate in the second round of the Climate Council's Cities Power Partnership.

If accepted as a Power Partner, the Northern Midlands Council will identify five items included in the Cities Power Partnership Pledge which we will strive to achieve. Council already has several potential projects which meet the criteria of the Partnership Pledge.

The Northern Midlands Council will complete the requisite 6 monthly online survey, providing Council with information on how we are progressing with achieving the pledge items.

The Northern Midlands Council looks forward to the opportunity to work with other local councils participating in the partnership, to share knowledge, ideas and expertise.

We look forward to hearing from the Climate Council with regard to our expression of interest. Please direct all correspondence to Community & Development Manager, Amanda Bond: amanda.bond@nmc.tas.gov.au or (03) 6397 7303.

Yours sincerely

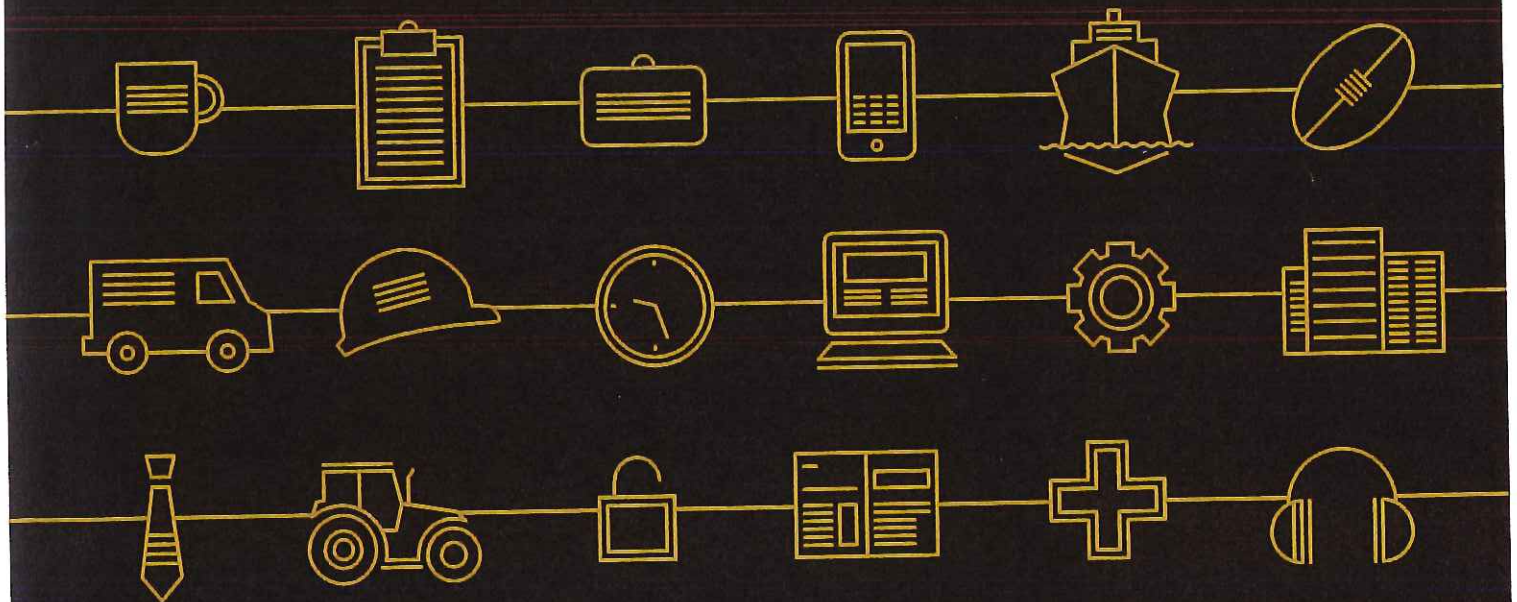
David Downie
MAYOR

P.O. Box 156
Longford 7301

Telephone (03) 6397 7303
Facsimile (03) 6397 7331
www.northernmidlands.tas.gov.au

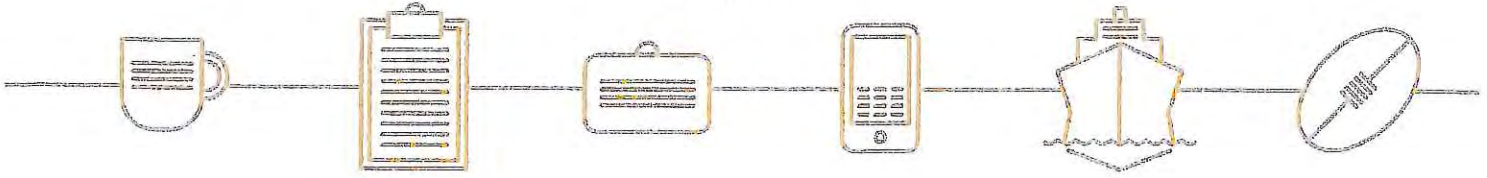
C+D 6

White Ribbon Australia Workplace Accreditation Program Standards and Criteria



 **White
Ribbon
Workplace**

 **White Ribbon
Australia**



Standard One: Leadership and Commitment

1.1	1.2	1.3	1.4	1.5	1.6
Leadership Commitment	Commitment of Resources	Internal Communication	External Communication	Collaboration	Demonstrated engagement with the issue of violence against women

Criterion 1.1 Leadership Commitment

Leaders positively model and influence a culture of gender equality, respect, safety and support. Leaders actively demonstrate commitment to the prevention of violence against women and accountability for breaches of the code of conduct.

Explanation

Leaders (including those that govern, manage and represent), are important contributors to organisational cultures.

Requirements

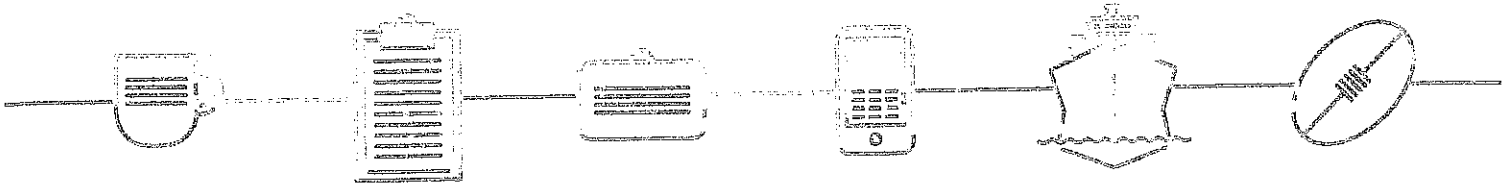
Leaders visibly, personally and periodically promote:

- respectful relationships between men and women
- acknowledgement of employee human rights
- zero tolerance of violence against women
- knowledge of and adherence to organisational policies and procedures around safety for women who disclose violence
- gender equality
- a culture of safety, support and accountability.

Leaders and management must formally commit to continuing work on the issue of preventing violence against women (via an executive endorsed Operational Plan for the three years following accreditation.)

Examples of Evidence

- Endorse appropriate resource allocation e.g. leave, Program coordinator and events focused on gender equality and respect.
- Annual Report / Strategic Framework outline strategies to address violence against women.
- Manager position descriptions include roles, responsibilities and relevant key performance indicators.



- Leadership sign off on Operational Plan produced for work planned following accreditation.
- The head of organisation visibly promotes relevant messaging regularly, internally and externally.
- Leadership participate in the White Ribbon Working Group, HR Policy consultation, training and surveys.
- Leaders model positive and respectful interactions.
- Leaders ensure gender neutral networking events.
- Leaders try to ensure that there is a gender balance on any panel they speak on.
- Media spokesperson commentary reflects a zero tolerance to violence against women and the promotion of gender equality.
- Workplace Gender Equality Agency 'Employer of Choice' citation.
- Leaders model and promote gender equality within the organisation, including gender balance within the board and executive team, pay equality and initiatives to support the development of women in leadership.



Criterion 1.2 Commitment of Resources

Commitment is demonstrated by having dedicated resources assigned to:

- implement the Program;
- manage the organisation's policies against violence against women.;
- monitor ongoing compliance to the Program Standards and Criteria following accreditation and take action as necessary.

Explanation

Organisation Leadership has allocated appropriate resources to the Program to ensure all work required can be carried out.

An effective approach to workplace responses to violence against women should involve the active participation of staff at all levels of the organisation. It is recommended that a White Ribbon Working Group be established.

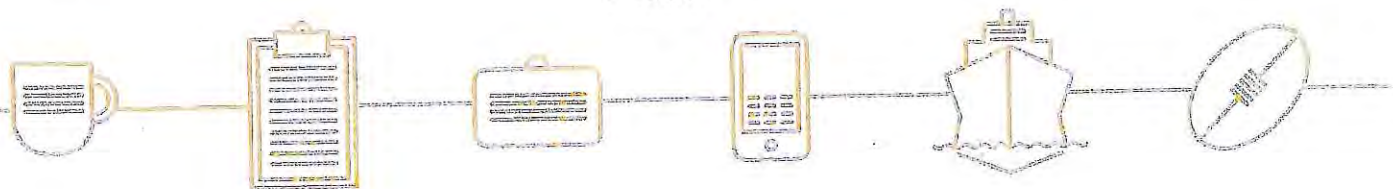
Requirements

Resources required will include the costs of:

- Staff time to:
 - complete baseline and follow-up surveys at work
 - attend training (see 2.3 and 2.4)
 - organise and attend events, activations and prevention initiatives.
- Developing operational plans to ensure continued focus on operational prevention activities (such as regular training, events, surveying staff, monitoring compliance) following accreditation.
- Funding flexible leave and employment practices to support women experiencing violence.

Examples of Evidence

- Initiatives and employment practices that promote gender equality, including pay equality and initiatives to support the development of women in leadership.
- Domestic Violence Leave provision.
- Minutes of working group meetings.
- Policies and procedures reviewed regularly, updated, and redistributed.
- KPI documents detailing Workplace Program accreditation responsibilities.
- Staff development records.
- Line items in financial reports.
- Items in annual budget.
- Documents recording staff resources used in preparing for accreditation.
- Designated time for staff to participate in the Program.



Criterion 1.3 Internal Communication

There is an internal communication strategy which continually promotes gender equality, respectful relationships and zero tolerance of violence against women as a social norm and lets employees know that victims of violence will be supported.

Explanation

Prevention of violence against women starts with creating a culture of gender equality, promotion of respectful relationships and increasing awareness of the issue and its impacts. Organisational communication is a vital tool in achieving this.

Requirements

A communication strategy should be developed that includes information on:

- the extent of violence against women
- ways men can take action
- how to create a safe environment in which employees can disclose
- where to find key policies and procedures
- contact information for accessing support services, e.g. 1800RESPECT
- the organisation's policies regarding its response to perpetrators.

Regular and consistent messages will be required to reinforce the policy of zero tolerance to violence against women. This might be through:

- internal email/intranet, workplace posters, brochures, etc.
- WH&S, employee counselling programs, induction and training programs.

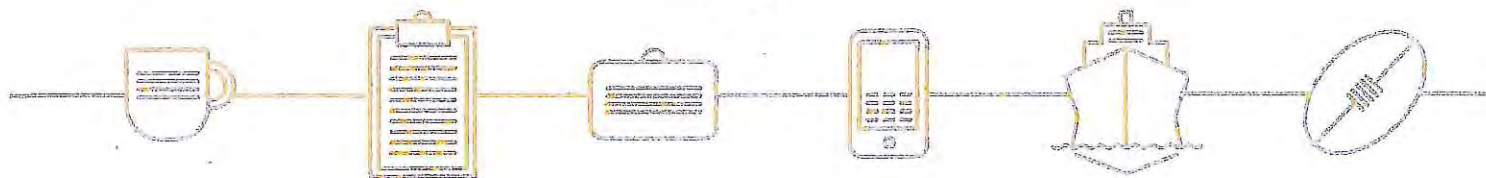
The messages will need to include encouragement to seek support if a staff member is a victim of violence.

A diverse range of communication channels should be utilised to ensure staff across all work sites and roles are able to access this information. Internal communications should be tailored to reflect the diversity of the organisation's workforce. e.g. using different languages, managing cultural complexity and accessibility.

When developing a communications strategy organisations should consider:

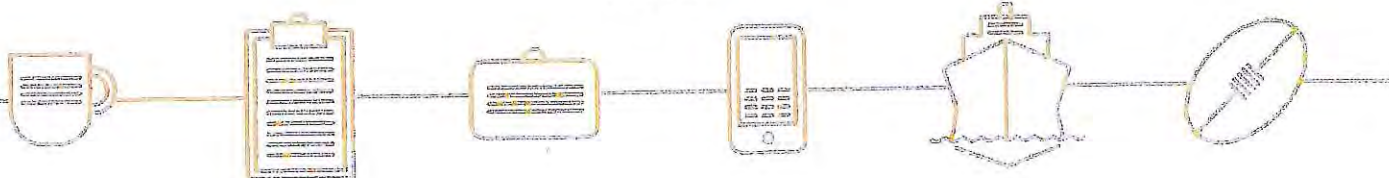
- access to computers
- literacy levels
- off-hour work schedules.

Different strategies to target men and women on the issue of violence against women also need to be taken into consideration.



Examples of Evidence

- Formal internal communication strategy for Program implementation.
- Wider business internal communication strategy.
- Message reflected in other relevant policies and procedures including HR, IT and leave.
- Newsletters.
- Staff meeting updates.
- Posters.
- Videos.
- Screenshots of links to key policy documentation on intranet site.
- Staff development activities and sessions.
- HR updates.
- HR packages.
- Information on the Program located on intranet.
- Staff (including volunteers where relevant) know how to access support services.
- Workplace social engagement opportunities recognise and support diversity and equity.
- Examples which demonstrate multiple approaches to respond to diversity in the workplace.



Criterion 1.4 External Communication

The organisation's public face is consistent with promoting gender equality and respectful relationships between women and men.

Explanation

Organisations should positively influence staff behaviour when operating externally; e.g. via social media, at events, as media spokespeople and when liaising with external stakeholders. The organisation plays an active role in advocating for violence prevention in the public sphere.

Requirements

External messages should reflect an organisational culture that prevents violence against women in the organisation. For example, advertising, corporate events, media presence and conduct of representatives of the organisation, should comply with the organisational values, commitments and policies to prevent and respond to violence against women.

Organisation's advertising models positive and respectful relationships between men and women.

Organisational goals and plans, media releases, public brochures and internal policies are other examples through which the organisation might demonstrate its commitment.

Examples of Evidence

- Media Policy (including social media).
- Events Procedures.
- Code of Conduct.
- Communication Plan.
- Professional Standards.
- Examples of advertising including hard copy and online.
- Articles.
- Conference and seminar presentations.
- Organisation's website.
- Corporate events modeling positive and respectful relationships between men and women.
- Conduct of representatives of the organisation modeling positive and respectful relationships between men and women.
- Photos of staff wearing the White Ribbon pin outside the workplace whilst representing the organisation.
- Organisation's annual report.



Criterion 1.5 Collaboration

The organisation has identified and developed meaningful relationships with external expert organisations that can assist in supporting staff and the organisation in the prevention of violence against women and in responding appropriately when violence occurs.

Explanation

Developing relationships with external expert organisations can assist in training, policy development and the creation of promotional materials. They also play an important role in supporting staff who are victims of violence.

Requirements

Relationships are established such that expert organisations are available to assist and support organisations in their work in preventing and responding to violence against women. Such organisations include but are not limited to:

- family relationship counselling services
- family support services
- domestic violence services
- legal advice services
- crisis intervention services.

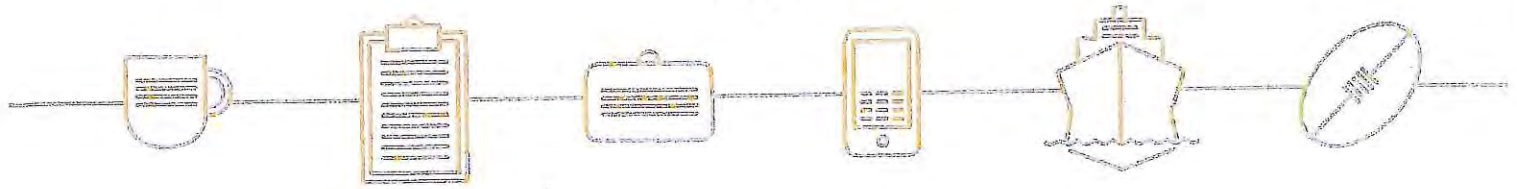
These expert organisations collaborate with the organisation to:

- develop materials for and deliver training
- advise on relevant policy
- assist and/or advise on communication strategy and promotional materials
- support staff who are victims of violence.

The organisation ensures that information is up to date and training approaches used are current best practice. This may require facilitating staff access to seminars and conferences, and subscribing to relevant publications in addition to collaboration with external expert organisations.

Examples of Evidence

- Memoranda of Understanding with support services.
- Contact protocols for referrals.
- Agreements with support services include responsibilities of each organisation and services provided.
- An up-to-date resource list of relevant agencies including individual contacts and a description of services provided.
- Referral agencies conduct training, presentations and/or information sessions.
- On-line updates.
- Referrals occur when needed.
- Procedures on the responsibilities of both organisations are documented when a referral occurs.
- Referral when needed to appropriate services such as police, Employee Assistance Program, union(s) etc.
- Other evidence of working relationships with expert organisations (e.g. established regular meetings, joint plans etc.)



Criterion 1.6 Demonstrated engagement in the prevention of violence against women

The organisation demonstrates proactive involvement in ending violence against women by encouraging staff participation in prevention initiatives and promoting prevention campaigns.

Explanation

Organisations should clearly demonstrate activity that works to prevent violence against women in the community. This can be effectively demonstrated by actively engaging with the White Ribbon movement and utilising established tools and profile developed by White Ribbon Australia. Organisations can also support women's services and networks to demonstrate taking a holistic approach to preventing and responding to violence against women.

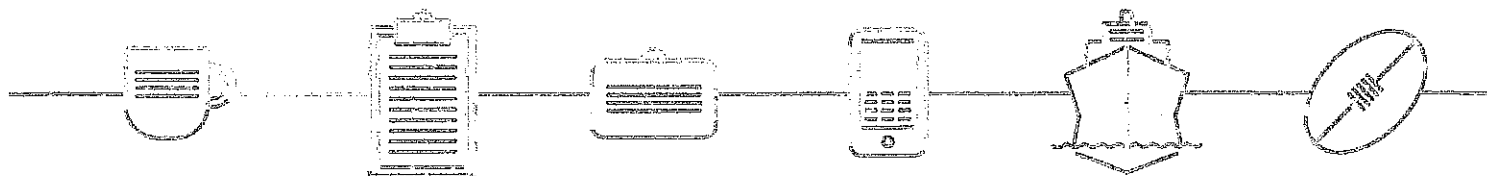
Requirements

The organisation demonstrates 'proactivity' in engaging with initiatives and campaigns that prevent violence against women. This should include activities such as:

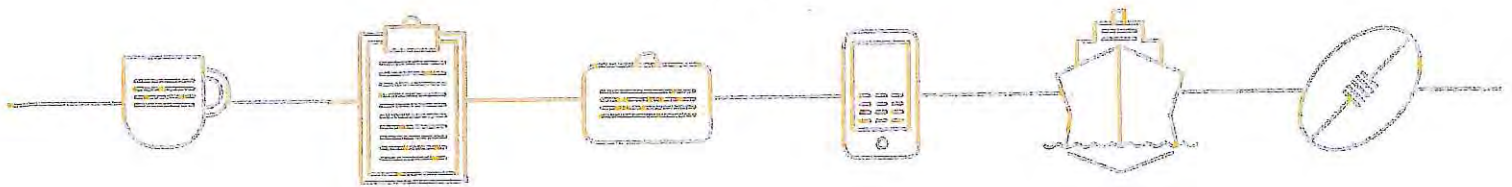
- participating in, sponsoring or hosting events and other activities; eg: White Ribbon Day/Night events.
- encouraging all staff to sign up as White Ribbon Supporters.
- supporting White Ribbon Ambassadors and Advocates to speak out against violence against women in the workplace and in the community
- support for local woman's shelters
- support for local domestic violence services and networks
- introduce workplace giving whereby employees can opt to pledge a percentage of their monthly salary to White Ribbon or other campaigns/services.
- involvement in or engagement with White Ribbon Committees.

Examples of Evidence

- Resources are formally committed to charitable activities. This could be captured in meeting minutes, budget reviews etc.
- Formal acknowledgement of employees engaged in approved volunteering with prevention of violence against women campaigns and movements.
- Workplace giving initiative included on new employee contracts, with the option for current employees to also participate (please refer to Online Library for details on how to implement workplace giving).
- Signed White Ribbon Partnership/Supporter Memorandum of Understanding.
- White Ribbon Movement activities included in performance measurement indicators for designated employees.
- The White Ribbon participating workplaces logo is associated with the organisation's branding (for example on websites and letterhead).



- Participate in or host events that includes men speaking out against violence. Evidence can include event invitations, posters, flyers, photos etc.
- Email signature (refer to Online Library for sample email signature).
- Newspaper articles.
- Establishing a White Ribbon Committee.
- White Ribbon Committee meeting minutes.
- Designated time for staff to participate in prevention of violence against women activities.
- Speech notes include the prevention of violence against women message.
- Presentations include the prevention of violence against women message.



Standard Two: Prevention of Violence against Women

2.1	2.2	2.3	2.4	2.5	2.6
Policies, Procedures and Documentation	Communication of Policies and Procedures	Manager/ Supervisor Training	Staff Training	Risk Assessment	Expectation of Contractors

Criterion 2.1 Policies, Procedures and Documentation

The organisation's policies, procedures and documentation promote gender equality and underpin its commitment to prevent violence against women.

Explanation

Prevention of violence against women starts with creating a culture of gender equality and promotion of respectful relationships between men and women.

Requirements

Organisations must comply with gender equality and violence prevention legislation, the Workplace Gender Equality Act 2012 and other standards and best practices.

Policy areas that will need to be checked include:

- Code of Conduct
- Performance and misconduct
- Workplace health and safety
- Social media policy
- Leave entitlements
- Diversity and inclusion.

Policies should:

- require that all people in the organisation be treated with respect
- recognise violence against women is unacceptable as 'part of the job'
- have a zero tolerance for violence and threats at work or work-related events by the organisation staff against other people or property
- understand the clear reporting and response practices that are in place for when violence occurs.

Organisational policies include clauses which:

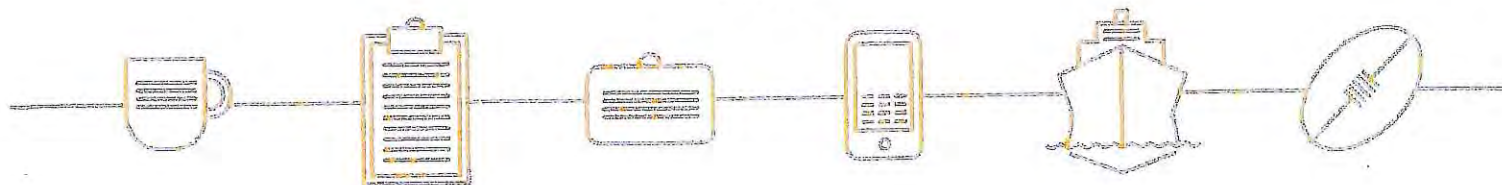
- define violence against women in all its forms
- encourage all employees to take appropriate action when an issue of violence occurs or is suspected
- identify the process for action when an issue of violence occurs or is suspected



- place violence against women in a broader context that recognises that violence occurs due to inequality in power relationships between men and women
- make clear why violence against women is a workplace issue, irrespective of where it occurs
- make clear the consequences for perpetrating violence, whether directed to women in the workplace or where workplace resources are used to perpetuate violence against women outside of work.

Examples of Evidence

- Code of Conduct.
- Procedures in the event of a breach of the Code of Conduct.
- Bullying and Harassment Policy and Procedures.
- Violence in the Workplace Policy.
- Recruitment and Selection Process.
- Diversity Policy.
- Promotions Policy.
- Pregnancy and/or Adoption Policy.
- Entitlements that demonstrate commitment to equity and diversity.
- Organisations can develop explicit policies focusing on gender equality, capturing the direction/intent of the Workplace Gender Equality Act 2012a.
- Develop Workplace Violence Policy that includes client/customer violence as well as violence towards other staff and the steps to be taken in responding to that type of violence.
- Workplace Professional Standards.
- Activities included in
 - a) Annual Report
 - b) Policies
 - c) Training Records.
- Employees required to formally agree or sign the Code of Conduct.
- An analysis of policies and procedures demonstrates that recruitment and selection processes, working arrangements, pay structures, professional development and leave, supports equity and diversity.
- Regular reports on performance in areas such as the Workplace Gender Equality Agency and 50:50 Vision.
- Examples of advertising including hard copy and online.
- Articles.
- Conference and seminar presentations.
- Pay equity is based on responsibilities and competencies.
- The organisation has an active Equal Opportunity committee or equivalent.
- Meeting minutes of policy decisions.
- Women are in decision making roles.
- Staff development policies ensure female staff have opportunities to participate and advance.
- Initiatives to ensure commitment to gender quality at executive and management levels.
- Female staff attend leadership training.



Criterion 2.2 Communication of Policies and Procedures

Procedures and entitlements are clearly defined and communicated across the organisation in a timely and efficient manner.

Explanation

Managers and staff are aware of and understand the policies and procedures relevant to preventing violence against women. The organisation creates a culture in which employees feel confident and safe to disclose experiences of violence and seek support.

Requirements

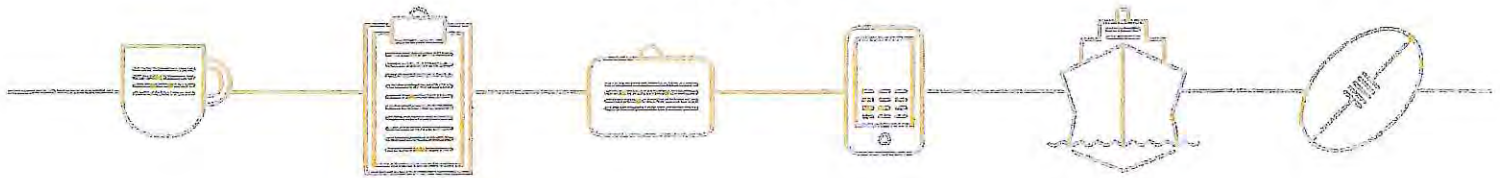
Staff are made aware of policies and procedures they must follow, and entitlements are communicated clearly.

Confidentiality requirements are clearly articulated to all staff so they feel comfortable coming forward with an issue, or to refer through the appropriate channels.

Communication of policies and statements of intent should outline the organisation's commitment to recognising and responding to violence in women's lives, whether it occurs inside or outside the workplace. They should also visibly demonstrate the organisation's commitment to preventing violence against women.

Examples of Evidence

- Formal Internal Communication Strategy relating to the communication of HR policy and procedure.
- Staff (including volunteers where relevant) know how to access support services.
- Policies given to new employees.
- Newsletters.
- All staff communication from senior management.
- Staff meeting updates.
- Posters.
- Screenshots of links on intranet site.
- Staff development activities and sessions.
- HR updates.
- HR packages.



Criterion 2.3 Manager/Supervisor Training

Supervisors, managers and key contacts receive expert* training in preventing, recognising and responding to violence.

Explanation

Mandatory training is delivered to all people leaders. Training has had expert* input.

(*Expert means training organisations, or organisations that are expert and credible in the field of violence prevention. Training by workshops requires facilitation by an individual (with CERT IV in Training and Assessment or equivalent expertise in adult learning) who is credible in the field of violence prevention.

Requirements

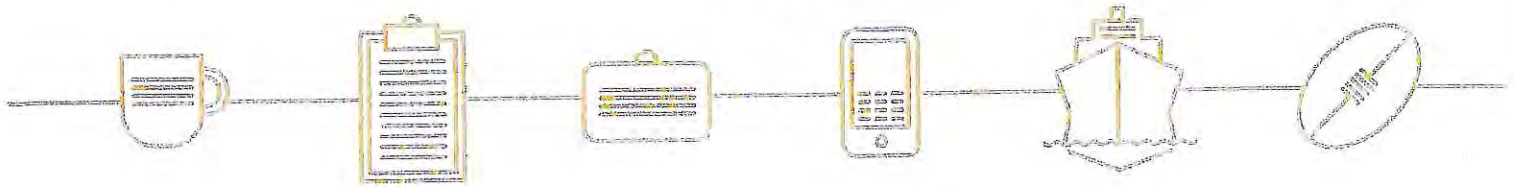
All supervisors and key senior managers are required to undergo regular training in preventing, recognising, responding and referring in relation to violence against women.

Training can be given in the form of e-learning or face-to-face workshops.

Supervisors and managers are not usually professional counsellors and are not expected to provide this service, but rather should support and refer to a specialist.

Training should cover the following learning requirements:

- an explanation of what is violence against women
- the extent of violence against women in Australia
- explore how/why violence against women occurs, including exploration of violence- supportive attitudes and beliefs
- the issue of sexist language within the workplace and its impact
- how and why sexually explicit jokes are inappropriate in the workplace
- the possible indicators of violence
- how to raise the issue of violence against women
- information on where to go if you are a victim of violence at home or in the workplace
- the importance of respecting people's privacy in the workplace
- the organisation's approach to preventing and responding to violence against women inside and outside the workforce
- Strategies to respond to bullying, sexist, harassing, disrespectful and derogatory behaviours
- how to make a workplace safety plan
- how to approach the issue with a staff member
- referral to assistance for counselling, advice and other information about support services
- confidentiality requirements so that the situation is only made known to those relevant for the provision of safety and other support
- training in methods of conflict and complaint/grievance resolution
- an explanation of what staff can do following the training to 'live' the White Ribbon message.



Organisations are responsible for ensuring supervisors and managers formally and regularly disseminate key messaging and action items as a follow up to training, to staff at all levels.

Organisations can use training sourced directly from third parties, provided training is tailored to the organisation. This can include a referral factsheet given to all employees who have undertaken e-learning.

Systems should support managers in developing and implementing skills in identifying and supporting staff at risk of experiencing violence.

Managers should be trained to have a range of strategies to ensure that interventions are culturally appropriate.

Managers must be able to provide access to referral services for people with complex needs at risk of committing violence.

Managers and supervisors must be equipped to intervene where workplace interactions are disrespectful.

If all supervisors and key senior managers have not undergone training by the date of accreditation, it is sufficient to provide an approved operational plan demonstrating how this will be achieved within the first 18 months following accreditation.

Examples of Evidence

- Training requirements for supervisors and managers to receive training in preventing, recognising and responding to violence.
- Requirements for this training included in relevant Position Descriptions.
- Performance appraisal/ monitoring.
- Documentation from Training programs.
- Attendance records.
- Certificates of attendance.
- Training handouts.
- Evaluations of knowledge and skills developed.



Criterion 2.4 Staff Training

The organisation provides non-compulsory expert training across the workforce on prevention of violence against women.

Explanation

Regular expert* training is made available to all staff at all levels. White Ribbon strongly encourages this is made mandatory. This training can be part of existing risk management, induction processes, WH&S or gender equality training.

(*Expert means training organisations, or organisations that are expert and credible in the field of violence prevention. Training by workshops requires facilitation by an individual (with CERT IV in Training and Assessment or equivalent expertise in adult learning) who is credible in the field of violence prevention.

Requirements

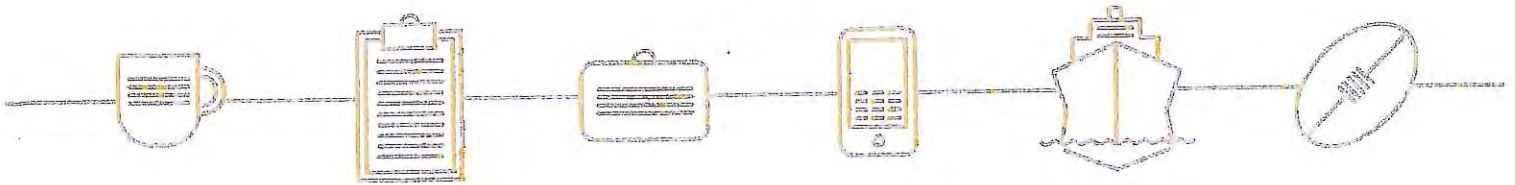
The organisation provides staff with non-compulsory training on understanding and preventing violence against women.

Training can be given in the form of e-learning or face-to-face workshops.

Training must include:

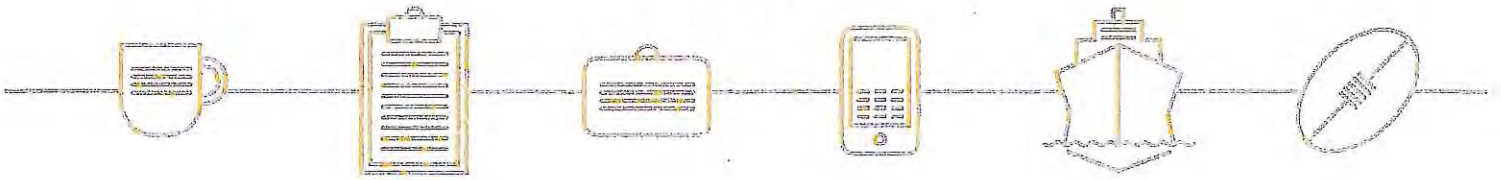
- an explanation of what is violence against women
- the extent of violence against women in Australia
- explore how/why violence against women occurs, including exploration of violence-supportive attitudes and beliefs
- the issue of sexist language within the workplace and its impact
- how and why sexually explicit jokes are inappropriate in the workplace the possible indicators of violence
- how to raise the issue of violence against women
- information on where to go if you are a victim of violence at home or in the workplace
- Strategies to respond to bullying, sexist, harassing, disrespectful and derogatory behaviours.
- the importance of respecting people's privacy in the workplace
- the organisation's approach to preventing and responding to violence against women inside and outside the workforce
- an explanation of what staff can do following the training to 'live' the White Ribbon message.

Organisations can use training sourced directly from third parties, provided training is tailored to the organisation. This can include a referral factsheet given to all employees who have undertaken e-learning.



Examples of Evidence

- Training Policy and Procedures.
- Training materials
- Training records and/or training registration forms.
- Training programs.
- Advertisements for training.
- Training evaluation forms.
- Referral services factsheet disseminated to employees.
- If the organisation uses volunteers, they receive, as part of their training and orientation, information on prevention of violence against women.



Criterion 2.5 Risk Assessment

A risk assessment about violence in the workplace is undertaken and a plan to address risks is developed and implemented.

Explanation

A gendered lens is applied to the organisation's risk assessment processes in recognition of the unique forms of violence and abuse that women are more likely to face while working than men.

This also recognises that women's experience of violence at home can impact health and safety at work.

Requirements

A risk assessment is integrated with WH&S processes that includes:

- consideration of physical layouts
- vulnerability of women at different times/locations
- security of confidential, personal information etc.

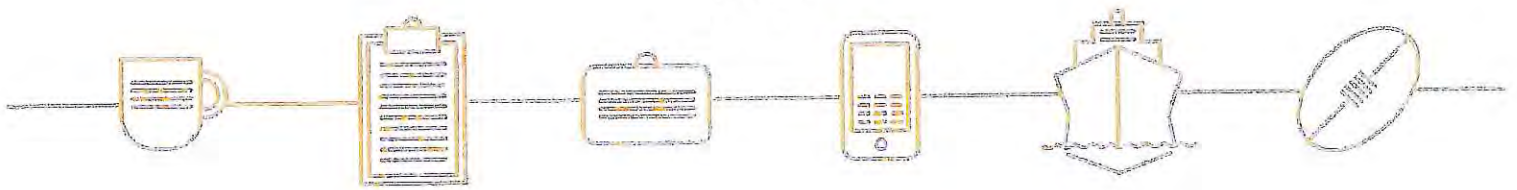
A cross section of staff should contribute to the assessment and planning as to how risks might be addressed. This could involve a confidential survey to identify prevalence and understanding of violence, perceptions of organisational culture and concerns, and suggestions for prevention.

Areas for consideration should include:

- travel to and from work duties off-site
- vulnerable areas within the workplace
- security of confidential information
- protection from online harassment.

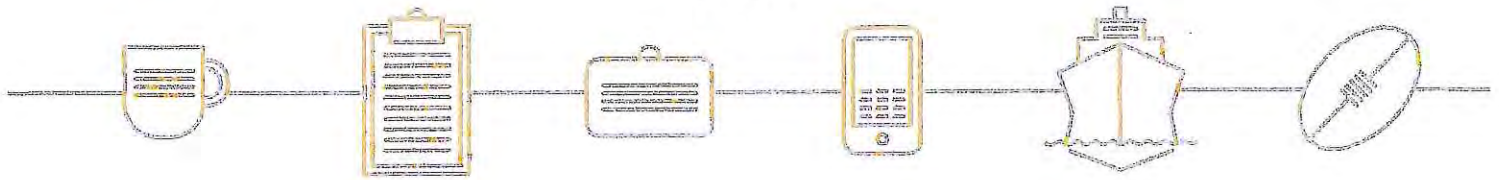
The risk management policy and procedures should be endorsed by the organisation's governance entity and be provided to managers and other staff.

Relevant unions should be consulted about their perception of risks in the organisation's workplace(s).



Examples of Evidence

- Risk assessment policies, procedures and plans include specific strategies for reducing violence against women.
- WH&S meeting minutes.
- Risk assessment.
- Evidence of measures the organisation has taken to respond to identified issues. For example, where understanding of violence is shown to be lacking, evidence of the appropriate provision of factsheets on the issue of violence against women would be relevant.
- Outline of process used to ensure that a cross section of staff have contributed to risk assessments and decision making specific to risks for women.
- Systems are in place to ensure staff can initiate action to prevent or reduce risks and their impact.
- The workforce is educated and provided with information in relation to security risks and responsibilities.
- Endorsement of the risk management policy and procedures by the organisation's governance entity and evidence that these have been provided to managers and other staff.
- Evidence that relevant unions have been consulted about their perception of risks in that workplace.



Criterion 2.6 Expectation of Contractors

Contractors are required to acknowledge and uphold the organisation's policies in relation to zero tolerance for violence against women.

Explanation

External contractors may come into contact with staff and customers/ clients when visiting premises and/or via email and phone and should be expected to adhere to the organisation's code of conduct with respect to preventing violence against women.

Requirements

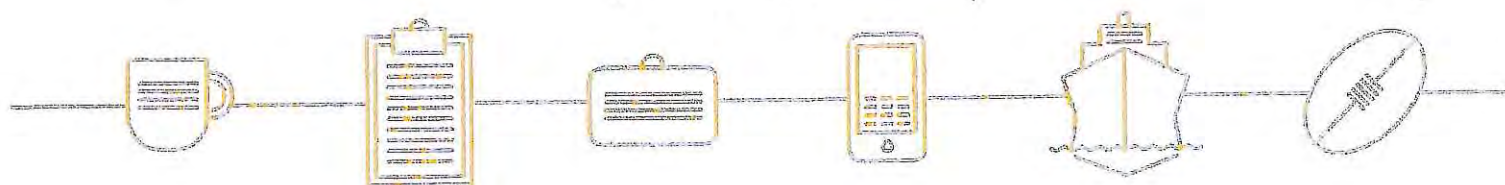
The organisation's stance on violence against women should be made clear with contractors through:

- visibility of White Ribbon messaging
- inclusion of a clause in tender briefs and contracts regarding the organisation's zero tolerance for violence against women.

The organisation demonstrates that contractors are required to acknowledge and uphold zero tolerance policies.

Examples of Evidence

- There are documented agreements/ contracts with all external contractors that contain a clause on the organisation's zero tolerance for violence against women in any form and the consequences for any contractor found to breach this clause.
- Evidence of appropriate procedures being followed should contractual obligations be breached in regard to this issue.
- Contractor compliance assessments where practicable.
- Involvement of contractors in organisation's White Ribbon activities.
- Posters and flyers in the workplace.



Standard Three: Responses to Violence against Women

3.1	3.2	3.3
Response to Victims	Response to Perpetrators	Evaluation and Continuous Improvement

Criterion 3.1 Response to Victims

When an issue of violence is identified, women are: supported to ensure their safety; provided with flexible work arrangements where needed; and referred to counselling and other support services.

Explanation

The process of response when an issue comes to light, whether perpetrated inside or outside the workplace, is clearly defined. Employers should have procedures articulating the agreed understanding between manager and staff person in relation to support and referral pathways.

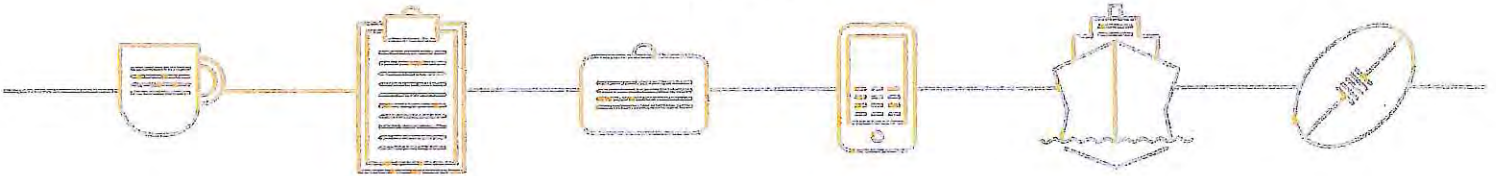
Requirements

Managers' responsibilities are clearly defined. Managers are not expected to be counsellors, but rather support and refer the victim to specialist services.

Workplace agreements should include:

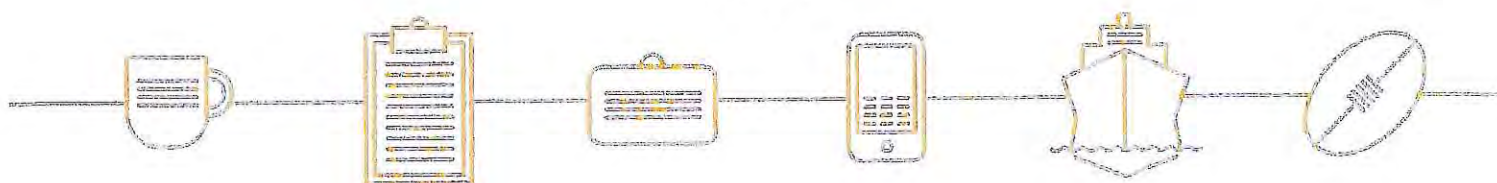
- leave entitlements for victims of violence to address issues relating to the violence (legal commitments, counselling, change of residence, etc.).
- options for flexible work arrangements where these are needed to prevent or deal with violence (such as changed times of employment, location of employment, etc.).
- workplace safety plans.

Employee Assistance Programs should be cognisant of the issue of violence against women and referral pathways.



Examples of Evidence

- Confidentiality and privacy policy and procedures.
- Policy and procedures for flexible work.
- Referrals protocol - when to refer and to whom to refer.
- Conditions of work policies.
- Entitlements policy demonstrates commitment to equity and diversity.
- A copy of what has been discussed and agreed to between manager and victim (with name and any other identifying characteristics blackened out or removed).
- List of referral services and contact details.
- Report from HR Manager or equivalent on the number of women supported and strategies employed.
- Referrals to counselling and other support services.
- Flexible work arrangements exist and can be accessed by all.



Criterion 3.2 Response to Perpetrators

When an employee is alleged to have perpetrated violence within the bounds of the workplace, the organisation has clear procedures for referral to the police where the allegation is a criminal matter, and actions to be taken in non-criminal matters.

Explanation

There are clear policies and processes in place to manage incidents of violence against women which occur within the bounds of the workplace. This includes using tools of the trade to perpetrate criminal acts inside or outside the workplace.

Requirements

When an employee is alleged to have perpetrated violence within the bounds of the workplace, the organisation has clear procedures for referral to the police where the allegation is a criminal matter, and actions to be taken in non-criminal matters to ensure accountability of perpetrators.

Procedures are in place to communicate with police on legal matters. Allegations of sexual and physical assault within the bounds of the workplace should be immediately referred to the police without internal investigation. This is because internal investigations can impede successful prosecutions by police.

Other non-criminal allegations should be investigated internally through a defined procedure that ensures natural justice for the alleged perpetrators, but also ensures the immediate safety of the alleged victim.

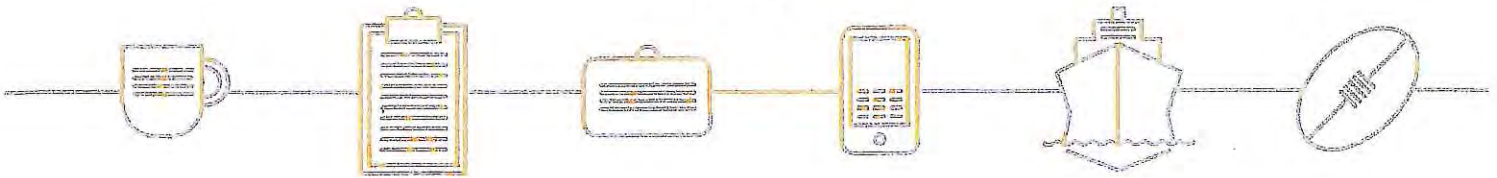
The procedures should specify the consequences for breaches of the Code of Conduct or equivalent (including warnings and ultimate loss of employment).

Procedures should also specifically cover instances where the alleged perpetrator works in a more superior position within the organisation

Grievance and complaints systems should be accessible, operational and timely, and include principles of natural justice.

Examples of Evidence

- Procedures for breaches of the Code of Conduct.
- Procedures for referral to the police.
- Grievance Procedures.
- Disciplinary Procedures.
- How to access the staff grievance and complaints system.
- What to do if there is a complaint about someone in a managerial position.



Criterion 3.3 Evaluation and Continuous Improvement

Organisational culture and procedures are regularly examined, informing ongoing refinement of the organisation's policies and procedures.

Explanation

It is important that current strategies are evaluated to ensure the organisation is providing a safe working environment for all staff whatever their gender.

Requirements

The organisation ensures that the Program continues beyond the accreditation period with established procedures for:

- recording and monitoring the success of prevention initiatives, responses and lessons learnt.
- reviewing and amending relevant policies and procedures.

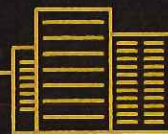
The organisation ensures staff are given a confidential 'voice' to feedback on organisational policy, procedure, culture and colleagues.

The organisation has a focus on quality improvement, with progress indicators evaluated regularly.

The organisation regularly audits its culture, for example, through anonymous surveys, climate surveys, staff satisfaction surveys, measuring values and behaviours which demonstrate workplace commitment to zero tolerance of violence against women.

Examples of Evidence

- Administration/recording procedures.
- Operational Plan.
- Evaluation Reports.
- Evidence of anonymous surveys, climate surveys, staff satisfaction surveys.
- An external independent person/group audits organisational culture and provides recommendations for improvement.
- Exit interviews are analysed to inform organisational culture and response procedures.
- 360 degree feedback performance management system.
- Workplace profile.
- HR statistics.
- Turnover trends.
- Feedback from union(s).
- Lessons report.



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