



## WAIROA DISTRICT COUNCIL

### SMOKE-FREE/AUAHI KORE POLICY

#### **PURPOSE:**

The Council has a duty to ensure a safe environment for people on its premises. Council recognises that exposure to second-hand smoke is a significant health risk. The Council has adopted a "Smoke-Free" Policy in accordance with the provisions of the Smoke-Free Environments Act 1990 (the Act) and the Smoke-Free Environments Amendment Act 2003.

#### **ORGANISATIONAL SCOPE:**

This is a Council-wide policy and applies to all Council employees, Councillors, contractors, and visitors to any Council owned facility/premises and any Council owned/operated vehicles.

#### **DEFINITIONS:**

For the purpose of this policy, unless otherwise stated, the following definitions shall apply:

#### ***Internal Area*** (in relation to any premises):

Any area within or on the premises, that when all its doors, windows and other closable openings are closed, is completely or substantially enclosed.

#### ***Employees***

The 'Act' defines Employees as 'any person of any age employed under a contract of service by an employer to do any work for hire, reward or koha/donations.'

#### ***Visitor***

Any person that seeks to enter a Council owned or operated facility/premises.

#### ***Council Facility***

Any building owned, controlled and/or leased by the Wairoa District Council for its operations.

#### **POLICY STATEMENT:**

This updated Policy becomes effective from **1<sup>st</sup> June 2005** whereby smoking will not be permitted in any of the facilities or vehicles belonging to the Council. This Policy includes any premises operated by the Wairoa District Council Social Club.

#### **General**

Pursuant to the provisions of the Smoke Free Environment Act 1990 and the Smoke-Free Environments Amendment Act 2003, smoking is not permitted at any time:

(a) In any internal area of Council owned/controlled facilities/premises including the:

- i. Administration Building
- ii. Archives Buildings
- iii. Centennial Library
- iv. War Memorial Hall
- v. Visitor Information Centre
- vi. Wairoa Community Arts Centre
- vii. Lighthouse
- viii. Clyde Court Mall Buildings
- ix. Clyde Court Toilets
- x. Water Treatment Plant
- xi. Waste Water Plant

- xii. Water Intake
- xiii. Boundary Pump Stations
- xiv. Sewer Pump Stations
- xv. Wairoa Aerodrome Building
- xvi. Wairoa Landfill Sheds
- xvii. Wairoa Cemetery Shed
- xviii. Tuai Community Hall & Church
- xix. Mahia, Ruakituri, and Tuai Rural Fire Depot

- (b) In any vehicles owned, leased, or hired by Council.
- (c) Within two metres of any external entrance to a Council owned facility/premises or air duct to an air conditioning/handling system.

#### **Notification/Promotion of Policy**

- (a) "No Smoking/Auahi Kore" signage will be displayed throughout Council owned/controlled facilities/premises.
- (b) Prospective employees are to be informed of the smoke-free policy, and the policy stated in advertised employment vacancies and job descriptions.
- (c) All new staff will be notified of this policy through staff induction.
- (d) All contractors are to be informed of the smoke-free policy prior to services being engaged.

#### **Staff Responsibilities**

- (a) For the purpose of this Policy and Procedure, managers, staff, councillors, visitors, and contractors have a right and obligation to request a smoker to extinguish their cigarette and explain that Council have a Smoke-Free Policy.
- (b) Employees representing Council will not smoke any tobacco products while travelling in a Council vehicle.
- (c) All social events organised within Council owned/controlled premises must be smoke-free.

#### **Contractors**

All Contractors working on Wairoa District Council sites are required to adhere to the Smoke-Free Policy.

#### **Compliance**

Any breach of this Policy by employees may lead to disciplinary action.

#### **Complaints Procedure**

Any employee who is concerned that conditions of the Smoke-Free/Auahi Kore Policy are not being observed should discuss this with their manager. The manager will investigate the complaint and implement steps to rectify any problems identified as a result of the investigation.

If the complaint is not resolved with this approach, it should then be referred to the relevant manager of the staff member breaching the Policy.

All complaints will be dealt with in accordance with Section 15 of the Act.

If an employee feels dissatisfied following this procedure, it is in their right in accordance with Section 16 of the Smoke-Free Environment Act 1990 to complain directly to the Director General.

**References**

Smoke-Free Environments Act 1990  
Smoke-Free Environments Amendment Act 2003  
Health & Safety in Employment Act 1992

**POLICY SPONSOR:**

Administration Manager