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Approved by CEO on	4 December 2019	
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1. Statement

Council is committed to providing a smoke-free working environment to protect the health of staff, councillors, contingent workers, contractors, volunteers and work experience persons, and visitors from the adverse effects of smoking and passive smoking under its work health and safety obligations.

2. Purpose and Principles

The purpose of this Administrative Directive is to eliminate the exposure to tobacco smoke in and around Council buildings and vehicles, whereby protecting the health of all councillors, staff, contingent workers, contractors, volunteers and work experience persons, and visitors at Ipswich City Council.

Council is committed to:

- Providing a work environment that is free from the negative impacts of smoking;
- Protecting the health and safety of Council members, staff, contingent workers, contractors, voluntary and work experience persons, and visitors;
- Acknowledging that Council members, staff, contingent workers, contractors, voluntary and work experience persons, and visitors have the right to choose whether to smoke or not, providing this does not constitute a risk to others or contravene health and safety provisions.

3. Strategic Plan Links

This administrative directive aligns with the following iFuture 2021-2026 Corporate Plan themes:

- Safe, Inclusive and Creative
- Natural and Sustainable
- A Trusted and Leading Organisation

4. Regulatory Authority

Tobacco and Other Smoking Products Amendment Act 2016 (Qld)

Tobacco and Other Smoking Products Regulation 2010 (Qld)

Tobacco and Other Smoking Products Act 1998 (Qld)

Work Health and Safety Act 2011 (Qld)

Local Government Act 2009

ICC Officers Certified Agreement 2018

ICC Local Government Employees Certified Agreement

ICC LGE Waste Certified Agreement 2018

ICC Civic Centre Certified Agreement 2018

5. Human Rights Commitment

Ipswich City Council (Council) has considered the human rights protected under the *Human Rights Act 2019 (Qld)* (the Act) when approving and/or amending this administrative directive. When applying this administrative directive, Council will act and make decisions in a way that is compatible with human rights and give proper consideration to a human right relevant to the decision in accordance with the Act.

6. Scope

This Administrative Directive applies to any elected council members, staff, contingent workers, contractors, voluntary and work experience persons, and visitors.

7. Roles and Responsibilities

- The Chief Executive Officer approves and issues this Administrative Directive to all staff.
- All staff and visitors are responsible for ensuring their own compliance with this directive.
- Supervisors are responsible for monitoring their subordinate's break times and must ensure that subordinate lunch breaks are accurately reflected on ICC's payroll timesheet system prior to approving.
- Supervisor shall discuss at first instance any discrepancies on taken breaks with their subordinate's and reach a mutual agreement with taking of future breaks, ensuring that minimum of at least thirty (30) minutes lunch break is taken and is accurately reflected in timesheets. If further concerns arise or escalation is warranted, the Supervisor shall liaise with the People and Culture Branch for further advice.
- Staff shall raise or report any concerns to their Supervisor at the first instance.

8. Key Stakeholders

All staff members shall be notified by email of any changes to this Administrative Directive.

The following will be consulted during the review process:

- People and Culture Branch
- General Manager (All Departments)
- Executive Services Branch

9. Support to Quit Smoking

Council encourages the quitting of smoking through the following contact point for further support and advice:

- Call Quitline directly on 13 78 48
- Contact your General Practitioner
- Quitline website

Staff are encouraged to access the Employee Assistance Program as another support mechanism to seek counselling. This is a confidential counselling service made available and is provided by Council's Employee Assistance Program (EAP) provider.

10. Prohibited Smoking

10.1 Council Workplaces

Smoking is prohibited in and around Council workplaces, which also includes project and construction sites. Staff, councillors, contingent workers, contractors, volunteers and work experience persons, and all persons must at all times adhere to signage indicating that smoking is not permitted. In addition, the following provisions must be followed at all times:

- Smoking is prohibited within any Council property;
- Smoking is prohibited within 5 metres of a window, doorway, air-conditioning intake vent, or other source of air for a Council building or workplace;
- No smoking within the bounds of any Council Depot and within 5 metres of the entry gate or fence;
- No smoking in any other unenclosed workplace.

Staff, councillors, contingent workers, contractors, voluntary and work experience persons, and visitors who wish to smoke during the course of the day will be required to do so in non-work time.

10.2 Vehicles

Smoking is prohibited in all Council owned, hired, rented or leased motor vehicles. This also extends to plant vehicles, regardless of whether a worker is alone or whether the vehicle is used for private purposes.

11. Awareness

As part of the recruitment process, candidates at interviews will receive information and provisions of this Directive from the selection panel. In addition, it is reiterated to new workers during the induction session on first day of commencement; and further reinforced as necessary through toolbox talks, staff meetings and 'The Wire'.

Council will take disciplinary action on a case-by-case basis for any identified breaches. In addition, staff, councillors, contingent workers, contractors, volunteers and work experience persons must not bring Council's reputation into disrepute. Common sense and responsible behaviours must also be exercised at public and other places that does not contravene state legislation. Any visitors contravening legislation may be reported to relevant authorities and will be directed to leave council premises immediately.

Signage indicating no smoking is displayed within workplaces and depots of Council.

12. Monitoring and Evaluation

This administrative directive shall be reviewed every four (4) years, or as determined.

13. Definitions

STAFF: Means a person employed by Council on a permanent, fixed term, or casual basis.

SUBORDINATE:	Refers to a staff member on a lower position reporting to their Supervisor on a higher level position.
WORKPLACE:	Refers to a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work.
SMOKE:	Means for a smoking product that includes tobacco product, herbal cigarette, loose smoking blend, and personal vaporiser.
PERSONAL VAPORISER:	Refers to a device that is used to deliver a substance into the individual's body when the individual inhales the device. The vaporiser device is one (1) or more of the following parts such as: <ul style="list-style-type: none"> • a battery; • a cartridge or container to store liquid, vapour or gas; • an electric heating element.

14. Related Documents

[Tobacco and Other Smoking Products Amendment Act 2016](#)

[Tobacco and Other Smoking Products Regulation 2010 \(Qld\)](#)

[Tobacco and Other Smoking Products Act 1998 \(Qld\)](#)

[Work Health and Safety Act 2011 \(Qld\)](#)

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[ICC LGE Waste Certified Agreement 2018](#)

[ICC Civic Centre Certified Agreement 2018](#)

15. Related Links

[iHealth](#) (Contains EAP information)

[Quitline](#)

[Department of Transport - Vehicle Types](#)

16. Administrative Directive Owner

The General Manager (Corporate Services) is the administrative directive owner and the Manager, People and Culture is responsible for authoring and reviewing this administrative directive.