

**21.12 REWARD FOR IDENTIFICATION OF VANDALS**

**Source:** Operations 13/12/90, p.4, item 4.1.3

That in the case of wilful vandalism a reward of \$200 inclusive of GST be offered to the person or persons providing information that substantially leads to the positive identification of the offender and is verified by the New Zealand Police; the reward being shared equally if there is more than one person or group supplying information.

**21.13 SMOKE ALARMS IN COUNCIL BUILDINGS**

**Source:** Council 22/7/93, page 15, item 5.8, (R5/15, S1/1).

That where practicable, all Council buildings have smoke alarms installed and a testing regime be implemented to ensure they remain operative at all times.

**21.14 SMOKE FREE WORKPLACE POLICY**

**Source:** Amended Council 17/12/92, page 7, item 4.6, (R5/15)

This policy is required by law to be reviewed each year.

**1. Purpose**

To implement the provisions of the Smoke Free Environments Act 1990

and be a good employer by providing a working environment free of smoke.

**2. Principle**

Knowledge about the dangers of smoking and the effects of "passive" smoking have increased so as to be a concern. The Smoke Free Environments Act 1990 requires the Council as an employer to have a written policy on smoking in the workplace.

In preparing the policy the Council is required to consult with its employees. This was done by memorandum to staff dated 26 September 1990 and nine submissions from staff were received. Two submissions only related to specific work areas and seven were general and accepted conditional smoking in the cafeteria and other designated areas.

In November 1991, a review was carried out and no submissions were received. The policy was not amended. During November 1992 the review and consultation with staff process attracted three submissions. All related to the cafeteria area being polluted with smoke and the existing policy not working to protect non-smokers. Further, one submission specified that whilst monitoring the existing policy over the past 12 months it was also inadequate in protecting areas where other employees and the public frequent including Council vehicles.

On the basis of this review the following amended policy has been

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developed to meet the requirements and interest of the Act.

### 3. **Policy**

3.1 This policy will be effective from Monday 21 December 1992 and is reviewable annually after consultation with employees (Sections 5 (2) and 5 (5)).

3.2 The policy is based on the principle that employees who do not smoke, or who do not wish to smoke in their workplace, shall, so far as is reasonably practicable, be protected from tobacco smoke in the workplace (Section 5 (3)). In addition, the policy is to protect all parts of the workplace to which the public normally have access.

3.3 Smoking shall not be permitted in any Council "workplace" "Workplace" means:

"any indoor or enclosed area that is occupied by an employer and that employees usually frequent during the course of their employment; and includes any cafeteria, corridor, lobby, stairwell, toilet, and washroom; and also includes any enclosed common areas and employer-provided vehicles normally used by employees".

3.4 The Council will support employees who wish to cease smoking by reimbursing fees paid for an approved smoking cessation course. This reimbursement will be made after three months of being smoke free.

### 4. **Responsibility - Implementation**

4.1 Handled insensitively the implementation phase has the potential to be divisive with friendships broken and harm being done to this organisation. Handled well by a caring management the positive effects will be great.

4.2 Prominent notices are to be erected indicating where smoking is not permitted.

4.3 This policy is to be displayed prominently in the workplace, copies are to be supplied to any employee or his or her representative on request and to any prospective employee (Section 7(b), (c)).

### 5. **Complaints Procedure**

5.1 Where any person believes on reasonable grounds that any person has contravened any provision of Part I of the Smoke-free Environments Act in so far as it relates to any workplace, the person may complain to the employer of that workplace, or to Coast Health Care for the District in which the workplace is situated, specifying the particulars of the complaint.

## 21.15 **SMOKING POLICY - COUNCIL BUILDINGS AND PUBLIC BUILDINGS UNDER COUNCIL CONTROL**

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**Source:** item 4.4, page. 2, Operations Mins 13/4/95 (R5/22)

That the Smoking Policy for Public Buildings under Council control be as follows:

That smoking shall be totally banned from any:

- theatre; or
- kitchen; or
- auditorium controlled by Council

Smoking shall be banned from all other public buildings or halls under Council's control, except for such areas set aside as designated smoking areas.

In the case of temporary functions organised in public halls, under Council's control, the organiser may designate a separate area, and display temporary signs accordingly. Ash trays designed to minimise smoke nuisance (ie self sealing ash trays or deep ash trays containing water) shall be used and the area well cleaned after the function.

Such area so temporally designated for smoking shall be separated from non smoking seating areas, and the room shall be so ventilated as to limit nuisance to non smokers.

### **21.16 USE OF COUNCIL CHAMBERS**

**Source:** - Council 22/11/90, page 16, item 5.2.2

That His Worship the Mayor and Chief Executive have authority to decide on the use of the Chambers for meetings etc. and an hourly rate be set by the

Manager Operations to cover the costs of use, with a differential for Summer/Winter to reflect heating cost and the use of the kitchen facilities - the policy to apply to the Council buildings in Reefton also.