

SMOKING MANAGEMENT PLAN

Premises / Business Name: Situated Address:	Bellbowrie Sports & Recreation Club Inc. 89 Birkin Road, Bellbowrie Qld 4070
Postal Address:	PO Box 6, Bellbowrie Qld 4070
Licensee: Registered Licensee Address:	Bellbowrie Sports & Recreation Club Inc. 89 Birkin Road, Bellbowrie Qld 4070
Nominee:	
Licence Number:	98901
Licence Type:	Community Club Licence
Extent of Licence:	Clubhouse only situated at 89 Birkin Rd, including the rear covered outdoor deck area and the courtyard area.
For more information about this plan contact:	Belinda Ersser, Club Manager, Tel 07 3202 7055
Licensee's Signature:	Print Name: _____ Date: _____

REASONS FOR PLAN

The club has established Designated Outdoor Smoking Areas (DOSAS) to cater for the needs of members, guests and bona fide visitors who wish to smoke and drink on the club premises after 1 July 2006.

This Smoking Management Plan explains how the Club administers the DOSA. It outlines legislative requirements for the DOSA, including location and boundaries of the DOSA and buffers; how smoking is managed on the premises; staff training provided; procedures for handling complaints from patrons; and other measures that will assist the Club to ensure compliance with the laws.

The plan is required under section 26zc of the Tobacco and Other Smoking Products ACT 1988 and is available to members, guests and bona fide visitors on request.

DESIGNATED OUTDOOR SMOKING AREA/S (DOSA/s)

No. of DOSA/s:	1	% of total outdoor liquor licensed area:	
Location/s:	1. (From 10am - 10pm) The rear outdoor deck area, off sports bar		
Buffer/s:	1. 2.1m glass buffer between DOSA and the rest of the deck		

SIGNAGE

TYPE OF SIGN	DISPLAY LOCATION
No-smoking*	At front entrance, and in areas of the deck where smoking is not allowed
Diagram of DOSA location*	At the front entrance, in the DOSA
Notice of availability of Smoking Management Plan*	In the DOSA
Other	Quitline & No Tobacco sold to persons under 18 sign on cigarette vending machine. (Located in Sports Bar for over 18's only)

*Legally required

MANAGEMENT OF SMOKING minimising environmental tobacco smoke

The Club has implemented the following measures to manage smoking and smoking issues, with the aim of minimizing Environmental Tobacco Smoke, on the premises:

- # Established DOSA'S on the licensed outdoor areas; all remaining areas are no smoking.
- # Ensured that smoking and drinking only occurs in the DOSA.
- # Instructed staff to direct members, guests and bona fide visitors who wish to smoke to the DOSA and staff who wish to smoke to use the DOSA'S
- # Complied with the DOSA requirements;
 - No food or drink to be served in the DOSA;
 - No food to be consumed in the DOSA;
 - No entertainment to be provided in the DOSA; and
 - No gaming machines to be located in the DOSA.
- # Complied with other legislative requirements, in particular:
 - Instructed staff to not sell a tobacco product to a minor; request for proof of age unless satisfied that the person is an adult; and to take reasonable action to prevent access to tobacco vending machines by a minor (see staff training below)
 - Located tobacco vending machines in the correct areas; and
 - Banned tobacco competitions or promotions
- # Located smoking apparatus such as ashtrays and smoker's bins only in the DOSA.
- # Trained staff to adequately handle non-compliance matters (see complaint handling procedures below)
- # Will make available information on smoking and passive smoking to members, guests and bona fide visitors upon request.

STAFF TRAINING

List staff training and instruction provided

The Club has provided the following training, instruction and awareness activities to staff to ensure the proactive compliance with the tobacco laws on the premises:

- Explained to staff where members, guests and bona fide visitors can and cannot smoke on the club premises.
- Instructed staff to observe and apply the DOSA requirements e.g. no eating, drinking or smoking in the 2 metre wide buffer or ask a person to step outside the DOSA and in the no smoking area to consume food provided by the club.
- Informed staff of the penalties for a breach, in particular the following maximum fines:
 - o \$150 to a person for smoking in a no smoking area;
 - o \$150 to a person for not stopping to smoke when directed to do so by an authorised person;
 - o \$10,500 to the licensee for allowing smoking in a no smoking area;
 - o \$10,500 to the licensee for providing food or drink to a person smoking in a no smoking area when the person has continued to smoke and failed to comply with a direction to stop smoking; and
 - o \$10,500 to the licensee for failing to comply with the DOSA requirements i.e. no food or drink to be served in the DOSA; no food to be consumed in the DOSA; no entertainment to be provided in the DOSA; and no gaming machines to be located in the DOSA.
- Instructed staff to take the following action when they see a person smoking in a no smoking area:
 - o Direct the person to stop smoking immediately and tell them that they are breaking the law if they do not stop smoking;
 - o Immediately cease food or drink service to the person if the person does not follow the direction to stop smoking;
 - o Record the incident, including the date and time; action taken (if any); and the outcome in the Smoking Incidents Register; and
 - o Inform the Club Manager and Supervisor of the situation as soon as practicable.
- Ensured that employees have signed an acknowledgement that they have received training regarding preventing a minor from obtaining a tobacco product from a vending machine and sighting acceptable evidence of age before allowing a person to obtain a tobacco product from a vending machine.
- Put an agenda item on smoking in staff meetings, where matters relating to smoking are discussed.

OTHER MATTERS (OPTIONAL)

Complaint Handling Procedures

(e.g. A member complains to a staff member that a person is smoking in a no smoking area.)

The Club will resolve smoking-related complaints expeditiously and in a transparent manner as follows:

- The Club will designate an employee as the point of contact for smoking-related complaints.
- Upon receiving a complaint, the designated employee will ascertain as far as reasonably practicable the nature of the complaint.
- If the complaint is valid, the designated employee will take appropriate action to resolve it on-the-spot by informing the person who is smoking in the no smoking area of the legislative requirement, including the penalties, and stopping the supply of food or drink while the person is smoking in the no smoking area.
- If the complaint has no basis, the designated employee will take no further action.
- The designated employee will inform the complainant of the outcome.
- If the complainant is unsatisfied with the outcome, the designated employee will direct the complainant to other avenues for redress, for instance, the Queensland Health Tobacco Hotline: 1800 005 998.
- The designated employee will keep a written record of the complaint, including the date and time; action taken (if any); and the outcome in the Smoking Incident Register.

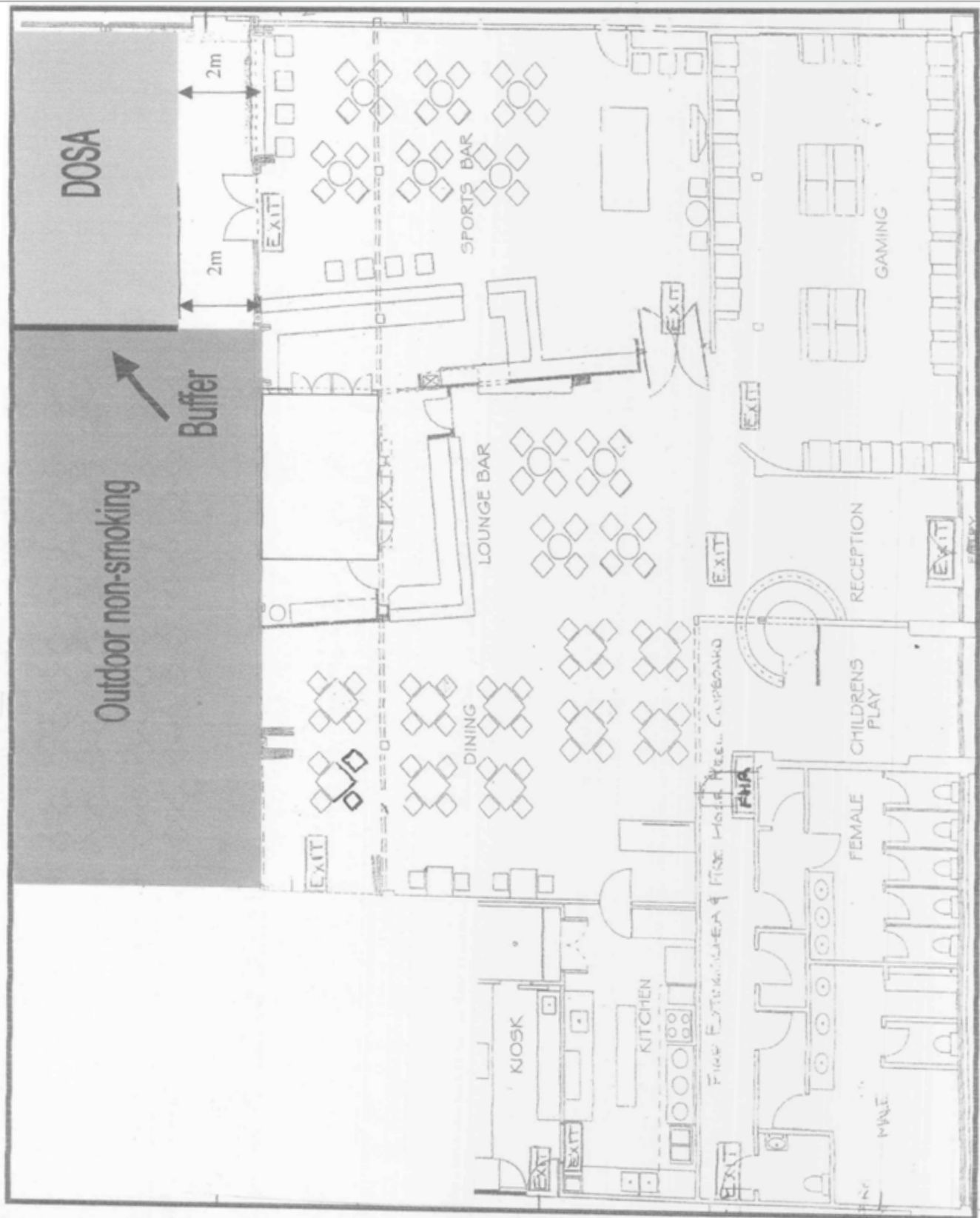
Reviewing the Plan

The Club will make changes to the Plan as needed by obtaining regular feedback from staff on how the Plan is operating and monitoring the number of smoking related incidents on the premises.

DIAGRAM/ILLUSTRATION OF OUTDOOR AREA/S

please show and label the following:

- Outdoor eating area/s
- Designated outdoor smoking area/s
- Buffer/s
- Footprint of the liquor licensed area*



BELLBOWRIE SPORTS AND RECREATION CLUB INC. SMOKING MANAGEMENT PLAN IS AVAILABLE FOR PERUSAL ON REQUEST

*Details of the liquor licensed area can be obtained from the Liquor Licensing Division 1300 658 030 (8.30 am-5pm, Monday to Friday).