

Smoking and Vaping on Campus

Date of approval	30 January 2026	Approved by	Senior Executive Team (SET)
Date of effect	30 January 2026	Review date	31 January 2029
Relates to	Work Health and Safety Policy	Version	v1 2026
Responsible Owner	Director People and Culture		
Functional Manager	Director People and Culture Manager Student Services (for issues relating to students)		

1. Outline

Smoking has detrimental health effects on those consuming the product and on those around them. There are also safety implications from the burning product itself, such as fires in combustible materials. This policy has been developed to minimise these health and safety risks from the workplace and to formalise the status of the Batchelor Institute of Indigenous Tertiary Education (the Institute) as a restricted smoking and vaping workplace.

2. Summary

- 2.1 This policy applies to all sites owned, operated or occupied by the Institute and all construction and operational sites under the control of the Institute. It shall also apply to vehicles, whether owned, hired or operated by Batchelor Institute.
- 2.2 This policy will apply to all staff, students, contractors and visitors.

3. Policy

Implementation

- 3.1 Implementation will be supported by an education program emphasising the health hazards and risks for smokers and those around them.
- 3.2 Staff members who smoke shall be offered assistance through the Employee Assistance Program (EAP) or NT Health Quitline to help them meet the requirements of this policy.
- 3.3 Staff members with a genuine desire to quit smoking shall be entitled to up to one month's medication to assist in quitting. This will be at the discretion of the Director of the Division.

Restriction of Smoking:

- 3.4 The Institute is a restricted smoking workplace. Smoking is restricted to the ten designated smoking areas outlined in Attachment A. Smoking is also not permitted in the following areas:
- Inside any building owned or leased by Batchelor Institute;
 - Inside any vehicle owned or leased by Batchelor Institute;
 - Inside any enclosure owned or leased by Batchelor Institute;
 - Within the vicinity of any combustible material or explosive atmosphere.
- 3.5 The management of smoking at the Desert Peoples Centre (DPC) at Alice Springs will be managed through the DPC Precinct Management Committee.
- 3.6 The management of smoking at the Charles Darwin University (CDU) Casuarina Campus will be managed through the policies, guidelines, procedures or directions of the Charles Darwin University. Refer to the CDU Smoke and Vape-free University Policy at <https://policies.cdu.edu.au/view-current.php?id=101>

Designated Areas for Smoking:

- 3.7 The Institute recognises the addictive nature of smoking, therefore will allow smoking in designated for smoking areas. The designated areas are shown at Attachment A to this policy.
- 3.8 The Institute will ensure these areas have adequate shelter, signage and bins and that bins are emptied on a regular basis. Individuals using these areas are responsible for ensuring that cigarette butts are extinguished and deposited in supplied bins and the area is kept clean and tidy.

Education and Awareness:

- 3.9 Education and awareness measures include:
- All Staff and students will be advised of the requirements of this policy;
 - Contractors shall have the terms of this policy in their contract;
 - Inductions shall include the terms of this policy;
 - Annual QUIT campaigns;
 - Regular reminders through bulletins and newsletters; and
 - Safety notices.

4. Responsibilities

4.1 All:

- Monitoring and reporting of smoking in restricted areas.
- Only smoking in designated areas.
- Ensuring that if using the designated smoking areas they are kept tidy.

4.2 People and Culture:

- Maintaining records.
- Providing education programs, and
- Assisting staff with accessing support through the Employee Assistance Program (EAP) or other programs.

4.3 Managers:

- Supporting and communicating this policy.
- Investigating breaches and applying this policy.
- Providing initial counselling on a breach.

5. Non-Compliance

- 5.1 Non-compliance with Governance Documents is considered a breach of the Staff or Students Code of Conduct and is treated seriously by the Institute. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures.
- 5.2 All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the Fraud and Corruption Control Policy and Whistleblower Reporting (Improper Conduct) Procedure and Guideline.
- 5.3 All persons on Institute sites are accountable for the monitoring of compliance with this policy. When a breach of this policy is reported, the supervisor or manager shall investigate the incident and provide counselling where appropriate.
- 5.4 It is the intention of this policy that disciplinary action is taken as a last resort. However where blatant disregard for the health and safety of others is evident, disciplinary action will be taken in accordance with the Institute Union Enterprise Agreement or, Student or Staff Codes of Conduct

6. Acronyms & Terms

Acronym/Term	Definition/Description
Smoking:	Smoking is the Inhalation, exhalation, holding or controlling of a burning tobacco product, herbs or drugs. Smoking also includes the use of electronic cigarettes or other similar devices. Electronic cigarettes (including e-cigarettes, e-cigars, vapour pens, or a personal vapour) or any product where there is a hand-to-mouth action and results in the expulsion of an aerosol or vapour.
e-cigarette	a device, other than a device excluded by the Regulations, that is designed for vaping.
vaping,	in relation to an e-cigarette, means using the e-cigarette to generate or release an aerosol or vapour by electronic means for inhalation by the user in a manner that replicates, or produces an experience similar to, smoking.

Acronym/Term	Definition/Description
staff	means individuals who are employed or engaged, by or for the Institute, and whether for reward or on a voluntary basis. It includes adjuncts, volunteers, contractors and individuals employed by contractors within or outside the Northern Territory.
tobacco product	A tobacco product is a product, the main ingredient of which is tobacco, that is used or is intended to be used for human consumption by smoking or chewing, and includes tobacco, cigarettes and cigars. A tobacco product includes a product, the main ingredient of which is plant matter (other than tobacco) the possession of which is lawful, that is used or is intended to be used for human consumption by smoking.

7. Supporting Documents

- Work Health and Safety Policy,
- Staff Code of Conduct,
- Student Code of Conduct.

8. Related documents

- *Tobacco Control Act 2002* (NT),
- *Tobacco Control Regulations 2012* (NT),
- *Work Health and Safety (National Uniform Legislation) Act 2011* (NT),
- *Work Health and Safety (National Uniform Legislation) Regulations 2011* (NT).
- Charles Darwin University – Smoke and Vape-free University Policy.

9. Modification history

Date	Version	Authority	Sections modified / Details
December 2015	1	EMG	New policy
January 2026	v1 2026	SET	Complete revision

10. Feedback

If you have any comments or feedback about this Policy, please contact the Director People and Culture.

Attachment

- A. Batchelor Campus – Smoking Areas

Attachment A

Batchelor Campus – Smoking Areas

