

This form is designed to be used with the accompanying audit tool and protocol.

This form should be used to record suggested supplementary information for sections 3, 4, 5 and 6. The information recorded in this form is for the organisation to use for discussion and keep for reference in future audit cycles. For privacy reasons, it is not recorded on the One21seventy website.

Section 3	3.3d The total number whose clinical record shows they were referred to a smoking cessation health professional, clinic or quit group in the past year Suggested supplementary information: record the services clients were referred to and the total referrals to each service if possible.
Section 4	4.1a No smoking indoors Suggested supplementary information: record the relevant clauses and policies.
	4.1b No smoking outdoors within the boundary Suggested supplementary information: record the relevant clauses and policies. Note how the organisation boundary is defined.
	4.1c A designated outdoor smoking area within the boundary Suggested supplementary information: record the relevant clauses and policies. Note how the organisation boundary is defined
	4.1d No smoking in a work vehicle Suggested supplementary information: record the relevant clauses and policies.
	4.1e No smoking in the health service uniform Suggested supplementary information: record the relevant clauses and policies.
	4.1f No smoking in work time Suggested supplementary information: record the relevant clauses and policies.
	4.2a No smoking indoors Suggested supplementary information: if you have recorded often, sometimes or rarely, document how you have defined these. If this policy has not always been followed, record whether it is staff, clients or other visitors who have not complied.
	4.2b No smoking outdoors within the boundary except in a designated smoking area (if there is one) Suggested supplementary information: if you have recorded often, sometimes or rarely at this question, document how you have defined these. If this policy has not always been followed, record whether it is staff, clients or other visitors who have not complied.
	4.2c No smoking in a work vehicle Suggested supplementary information: if you have recorded often, sometimes or rarely, document how you have defined these. If this policy has not always been followed, record whether it is staff, clients or other visitors who have not complied.
	4.2d No smoking in the health service uniform Suggested supplementary information: if you have recorded often, sometimes or rarely, document how you have defined these.

4.2e No smoking in work time

Suggested supplementary information: if you have recorded often, sometimes or rarely, document how you have defined these.

4.3 In the past year, how many organisations or places used by the local community has your organisation assisted to establish a smoke-free policy?

Suggested supplementary information: document the names of local organisations and details of how your organisation has assisted to maintain or improving their existing smoke-free policy (for example: expanded smoke free areas, introduced restrictions during work hours when staff can smoke, promote quitting and provide quit assistance to staff).

4.4 In the past year, how many local organisations or places has your organisation assisted to maintain or improve an existing smoke-free policy?

Suggested supplementary information: document the names of local organisations and details of how your organisation has assisted to maintain or improving their existing smoke-free policy (for example: expanded smoke free areas, introduced restrictions during work hours when staff can smoke, promote quitting and provide quit assistance to staff).

4.5 In the past year, how many local events has your organisation assisted to be smoke-free?

Suggested supplementary information: document the names of events and details of how your organisation assisted the event to be smoke-free (e.g. developed an agreement with the organiser, direct sponsorship, provided signage). Only include events for which the main organiser was not your organisation.

4.6 In the past year, your organisation has advocated to change local smoke-free regulations or laws

Suggested supplementary information: record details of the regulations or laws your organisation has advocated to change, actions taken, and the organisations with which you worked or negotiated.

Section 5

5.1 There is at least one tobacco control poster/banner displayed in a public space in your organisation

Suggested supplementary information: record what posters/banners are displayed. If possible, include photos or information about each poster/banner and from where it was obtained. Keeping a record of the material displayed may be helpful if there have been staff changes between audits.

5.2 In the past year, tobacco control posters/banners at your organisation have been changed at least once

Suggested supplementary information: Record the new posters/banners that have been displayed. If possible, include photos and detailed information about the design of the posters/banners and from where they were obtained. Keeping a record of the material that has been displayed may be helpful if there have been staff changes between audits.

5.3 In the past year, at how many local organisations has your organisation arranged the display of tobacco control posters/banners?

Suggested supplementary information: record the name of the organisations, and which posters/banners were arranged to be displayed. If possible, include photos and/or detailed descriptions of the posters/banners. Keeping a record of the material that has been displayed may be helpful if there have been staff changes between audits.

5.4 In the past year, at how many local events has your organisation arranged the temporary display of tobacco control posters/banners/information?

Suggested supplementary information: record the name(s) of events. Keeping a record of events may be helpful if there have been staff changes between audits.

5.5 In the past year, your organisation has distributed tobacco control branded merchandise to the local community

Suggested supplementary information: document the merchandise and where/how it was distributed. Keeping a record of merchandise may be helpful if there have been staff changes between audits.

5.6 There is at least one tobacco control poster/banner featuring a local Aboriginal or Torres Strait Islander person or their artwork in a public space in your organisation

Suggested supplementary information: document which posters/banners from those recorded at 5.1 feature a local Aboriginal or Torres Strait Islander person, or their artwork.

5.7 There is at least one tobacco control poster/banner featuring an Aboriginal or Torres Strait Islander person or their artwork from outside the community in a public space in this organisation

Suggested supplementary information: document which posters/banners from those recorded at 5.1 feature an Aboriginal or Torres Strait Islander person from outside the community, or their artwork.

5.8 There is at least one tobacco control poster/banner about promoting smoke-free homes or cars in a public space in this organisation

Suggested supplementary information: document which posters/banners from those recorded at 5.1 promote smoke-free homes or cars.

5.9a [no supplementary information suggested]

5.10 Your organisation has local social marketing tobacco control information on its website

Suggested supplementary information: describe the information and where it is located on the website.

5.11 In the past year, your organisation has developed tobacco control information featuring a local Aboriginal or Torres Strait Islander person to be shared on social media

Suggested supplementary information: describe the content of the information and how it was shared. For example, a locally-made video shared on YouTube, discussion post on Facebook.

5.12 In the past year, your organisation has disseminated information via electronic media referring to smoke-free homes or cars

Suggested supplementary information: provide a description of the information, the method by which it was disseminated, and time period/frequency of dissemination.

Section 6	6.1a Deciding and prioritising what tobacco control activities your organisation does Suggested supplementary information: describe who was involved and how.
	6.1b Implementing your tobacco control activities Suggested supplementary information: describe who was involved and how.
	6.1c Evaluating your tobacco control activities Suggested supplementary information: describe who was involved and how.
	6.2a Deciding and prioritising what tobacco control activities your organisation does Suggested supplementary information: describe who was involved and how.
	6.2b Implementing your tobacco control activities Suggested supplementary information: describe who was involved and how.
	6.2c Evaluating your tobacco control activities Suggested supplementary information: describe who was involved and how.
	6.3 In the past year, how many organisations has your organisation partnered with to plan, implement or evaluate your tobacco control activities Suggested supplementary information: name the organisations and describe the partnership in appendix 2 of the tool. (E.g. is it a formal agreement or contract? What is the role of the other organisation? What is the duration of any agreement?)
	6.4 How many FTE positions does your organisation have with a major focus on tobacco control? Suggested supplementary information: name the positions and document the percentage of the role dedicated to tobacco control for each position.
	6.5 How many FTE positions does your organisation have with a major focus on tobacco control that are currently filled? Suggested supplementary information: name the people in these positions.
	6.6 In the past year, staff in your organisation that have a major focus on tobacco control have undertaken formal training Suggested supplementary information: name the staff members and the training they undertook.
	6.7 In the past year, staff in your organisation who do not have a major focus on tobacco control have undertaken formal training in brief advice, smoking cessation or tobacco control Suggested supplementary information: name the staff members and the training they undertook.
	6.8 In the past year, apart from this audit, your organisation has evaluated or

measured the impact of its tobacco control activities

Suggested supplementary information: project plan which includes monitoring and evaluation, monitoring reports, evaluation report.