

| Policy: | Policy Manual No. | Authorised By: | Policy Section: | Effective: | Review Date: |
|--|-------------------|------------------|-----------------------------------|---------------|----------------------|
| Smoke-free, Alcohol and Drug-free Site Policy (SADF) | FAC-SADF | Governance Group | Venue Hire and Facility Use (FAC) | Upon approval | April 2029; 3-yearly |

Smoke-free, Alcohol and Drug-free Site Policy (SADF)

Public-facing policy for maintaining a smoke-free, vape-free, alcohol-free and drug-free site for visitors, hirers and user groups

Property of Glenfield Community Centre Incorporated

Last reviewed April 2026 | Next review April 2029 | Version 2026.1

1 Purpose:

The purpose of this policy is to protect health, safety, wellbeing, accessibility, public comfort and the proper use of Glenfield Community Centre Incorporated (GCC) property by maintaining a smoke-free, vape-free, alcohol-free and drug-free site for visitors, hirers, user groups and members of the public.

2 Scope:

This policy applies to all visitors, hirers, user groups, tenants, contractors, event organisers, service users, members, attendees, participants and any other person using or entering GCC buildings, grounds, carparks, courtyards, entrances, walkways and any other area under GCC management or control.

This policy applies to smoking, vaping, alcohol, illegal drugs, drug paraphernalia, misuse of legal substances, and conduct affected by alcohol or drugs on GCC property.

This policy is public-facing and does not replace any internal employment policy, staff code of conduct, disciplinary process, health and safety process, or legal requirement that may apply to GCC staff, volunteers or contractors in their work capacity.

Where the GCC Constitution, legislation, Room Hire Agreement, lease, funding requirement, contract, health and safety requirement or another approved GCC policy requires a stricter or more specific process, that process applies.

3 Policy Statement:

GCC buildings, grounds, carparks, entrances, courtyards and walkways are smoke-free, vape-free, alcohol-free and drug-free unless GCC has expressly approved a lawful exception in writing. GCC may decline any request for an exception at its discretion.

Smoking and vaping are not permitted anywhere on GCC property, including doorways, covered walkways, carparks and outdoor areas managed or controlled by GCC.

| Policy: | Policy Manual No. | Authorised By: | Policy Section: | Effective: | Review Date: |
|--|-------------------|------------------|-----------------------------------|---------------|----------------------|
| Smoke-free, Alcohol and Drug-free Site Policy (SADF) | FAC-SADF | Governance Group | Venue Hire and Facility Use (FAC) | Upon approval | April 2029; 3-yearly |

Alcohol may not be consumed, sold, supplied, promoted, stored or brought onto GCC property by hirers, user groups, visitors or members of the public unless a specific written approval has been given by GCC and all legal licensing, health and safety, insurance and operational requirements have been satisfied. GCC's ordinary position is that alcohol is not permitted on site.

Illegal drugs, drug dealing, drug use, drug paraphernalia, and misuse of legal substances are not permitted on GCC property. Lawfully held prescription or over-the-counter medication is permitted where used safely, personally and in accordance with legal and medical requirements.

GCC may refuse entry, require a person to leave, stop an activity, cancel a booking, contact emergency services or Police, notify a responsible organisation, recover costs, or take other lawful action where this policy is breached or where behaviour creates risk, nuisance, damage or disruption.

This policy must be read consistently with the GCC Constitution, including the Society's Principles, Objects, Governance Group powers, health and safety responsibilities, dispute-resolution requirements and Appendix A values.

4 Definitions:

Alcohol: Any alcoholic drink, liquor, spirits, wine, beer, cider, premixed drink, alcohol sample, alcohol-containing beverage or other substance regulated as alcohol.

Drug: Any illegal drug, controlled drug, psychoactive substance, drug paraphernalia, or other substance used unlawfully or in a way that may impair behaviour, judgement, safety or the proper use of GCC property.

Illegal Drug: A drug or substance that it is unlawful to possess, use, supply, cultivate, manufacture or distribute under New Zealand law.

Medication: Prescription or over-the-counter medicine lawfully possessed and used by the person for whom it is intended, in accordance with medical or legal requirements.

Smoking: Smoking, holding or otherwise using cigarettes, cigars, pipes, herbal smoking products, tobacco or any similar product that produces smoke.

Vaping: Using, holding or otherwise operating an electronic cigarette, vape, vaporiser, heated tobacco product, or similar device used to inhale vapour or aerosol.

GCC Property: GCC buildings, rooms, kitchens, toilets, offices, grounds, courtyards, walkways, entrances, carparks, Mission Hall and any other area managed or controlled by GCC.

| Policy: | Policy Manual No. | Authorised By: | Policy Section: | Effective: | Review Date: |
|--|-------------------|------------------|-----------------------------------|---------------|----------------------|
| Smoke-free, Alcohol and Drug-free Site Policy (SADF) | FAC-SADF | Governance Group | Venue Hire and Facility Use (FAC) | Upon approval | April 2029; 3-yearly |

Hirer or User Group: Any person or organisation that books, hires, occupies, attends, delivers or participates in an activity, meeting, event, programme or service at GCC.

Impairment: A state where a person’s behaviour, judgement, coordination, alertness, safety, communication or ability to comply with instructions appears affected by alcohol, drugs, medication, fatigue or another substance-related factor.

5 Roles and Responsibilities:

Governance Group: Approves this policy and maintains oversight where smoke, vape, alcohol or drug-related issues create governance, legal, health and safety, reputation, community or systemic risk.

Centre Manager: Owns implementation of this policy, considers any written exception requests, manages serious or repeated breaches, and may place conditions on future bookings or site use.

GCC staff or authorised representatives: May remind users of this policy, ask people to stop prohibited conduct, require a person to leave where safe and appropriate, record incidents, and escalate serious matters.

Hirers, tenants and event organisers: Must ensure their participants, contractors, guests and attendees understand and follow this policy and related room-hire or site-use conditions.

Visitors, members, service users and attendees: Must comply with this policy, follow reasonable instructions, and avoid behaviour that creates health and safety risk, nuisance, damage or disruption.

6 Procedure / Implementation:

6.1 Smoke-free and vape-free site:

Smoking and vaping are prohibited on GCC property. This includes indoor areas, outdoor areas, doorways, covered walkways, carparks, entrances and any other area managed or controlled by GCC.

People who wish to smoke or vape must leave GCC property and must not smoke or vape in a way that affects entrances, neighbours, other users, children, vulnerable people or access routes. Cigarette butts and vaping waste must not be left on GCC property.

| Policy: | Policy Manual No. | Authorised By: | Policy Section: | Effective: | Review Date: |
|--|-------------------|------------------|-----------------------------------|---------------|----------------------|
| Smoke-free, Alcohol and Drug-free Site Policy (SADF) | FAC-SADF | Governance Group | Venue Hire and Facility Use (FAC) | Upon approval | April 2029; 3-yearly |

6.2 Alcohol-free site:

Alcohol must not be consumed, supplied, sold, promoted, stored or brought onto GCC property by hirers, user groups, visitors or members of the public unless GCC has given specific written approval in advance and all legal, licensing, insurance, health and safety and operational requirements have been met.

A person who appears affected by alcohol may be refused entry, asked to leave, prevented from continuing an activity, or referred to emergency services or Police where there is a safety concern.

6.3 Drug-free site:

Illegal drugs, unlawful drug possession, drug use, drug dealing, drug paraphernalia and misuse of legal substances are prohibited on GCC property.

Prescription and over-the-counter medication may be brought onto site where it is lawfully held and used by the person for whom it is intended. Medication must be stored safely and must not be supplied to another person or used in a way that creates risk.

6.4 Events, bookings and user groups:

Hirers and user groups are responsible for ensuring their participants, guests, facilitators, contractors and attendees comply with this policy. Breaches may affect the current booking and future hire approval.

If a booking or activity may involve legal alcohol licensing, fundraising, cultural protocol, health, medication, impairment, safety or other risk issues, the hirer must discuss this with GCC before the booking is confirmed. GCC is not required to approve any activity involving alcohol or heightened substance-related risk.

6.5 Responding to breaches:

GCC will respond proportionately to the situation, considering safety, legal requirements, the seriousness of the breach, whether children or vulnerable people are present, whether the conduct is repeated, and whether urgent assistance is required.

Possible responses include reminding the person of this policy, asking the person to stop the behaviour, requiring the person to leave, ending the activity, contacting the hirer or responsible organisation, contacting emergency services or Police, recording the incident, charging for damage or cleaning, cancelling a booking, or placing conditions on future use.

| Policy: | Policy Manual No. | Authorised By: | Policy Section: | Effective: | Review Date: |
|--|-------------------|------------------|-----------------------------------|---------------|----------------------|
| Smoke-free, Alcohol and Drug-free Site Policy (SADF) | FAC-SADF | Governance Group | Venue Hire and Facility Use (FAC) | Upon approval | April 2029; 3-yearly |

7 Monitoring, Reporting and Breach Management:

Smoke, vape, alcohol or drug-related incidents, complaints, damage, cleaning costs, Police or emergency service involvement, and repeated or serious breaches must be recorded in a manner proportionate to the risk.

The Centre Manager may report significant or repeated breaches to Governance, particularly where the issue involves health and safety, children or vulnerable people, property damage, reputational risk, member or tenant issues, insurance, legal compliance, or cancellation of a booking.

Non-compliance may result in refusal of entry, removal from site, cancellation or restriction of room hire, recovery of cleaning or repair costs, notification to Police or another authority, or other lawful and proportionate action.

Where an issue involves employment, health and safety, privacy, complaints, membership, tenancy, contractor management, protected disclosure or criminal conduct, the matter must be managed consistently with the relevant GCC policy and legal process.

8 Legal and Compliance Requirements:

This policy is intended to support compliance with current statutes, regulations, bylaws, constitutional requirements, venue-use obligations and recognised good-practice requirements relevant to smoke-free, vape-free, alcohol-free and drug-free site management.

Relevant requirements include, but are not limited to:

- GCC Constitution;
- Smokefree Environments and Regulated Products Act 1990;
- Health and Safety at Work Act 2015;
- Sale and Supply of Alcohol Act 2012;
- Misuse of Drugs Act 1975;
- Psychoactive Substances Act 2013;
- Human Rights Act 1993;
- Auckland Council, Kaipātiki Local Board, lease, funding and accountability requirements;
- Room Hire Agreement and Room Booking Terms and Conditions; and
- recognised good-practice guidance relevant to public safety, venue management, smoke-free and vape-free areas, alcohol control and drug harm prevention.

| Policy: | Policy Manual No. | Authorised By: | Policy Section: | Effective: | Review Date: |
|--|-------------------|------------------|-----------------------------------|---------------|----------------------|
| Smoke-free, Alcohol and Drug-free Site Policy (SADF) | FAC-SADF | Governance Group | Venue Hire and Facility Use (FAC) | Upon approval | April 2029; 3-yearly |

The GCC Constitution prevails where it prescribes a process for member complaints, Governance decision-making, financial gain, constitutional records or dispute resolution. If there is any inconsistency between this policy and the Constitution, the Constitution prevails unless Governance determines that the Constitution itself requires amendment to comply with law.

9 Related Documents:

- GCC Constitution;
- Policy and Procedure Framework;
- Master Policy and Procedure Register;
- Health and Safety Policy;
- Health and Safety Requirements for Hirers;
- Room Hire Agreement and Room Booking Terms and Conditions;
- Complaints and Feedback Policy;
- Privacy and Confidentiality Policy;
- Incident reporting records;
- Booking, cancellation and breach records; and
- This public-facing policy supersedes the visitor, hirer and user-group elements of the Smoking, Alcohol and Other Drugs in the Workplace Policy (SADW) July 2024 once approved. Employment-specific matters should be managed under internal employment and health and safety policies.

10 Document Management Control:

| | |
|-------------------------|--|
| Prepared by | Centre Manager |
| Policy Owner | Centre Manager |
| Authorised by | Governance Group |
| Approved by | Governance Meeting Motion: [insert motion number] |
| Date issued | April 2026 |
| Last reviewed | April 2026 |
| Review frequency | Three-yearly, or earlier if legislation, governance, risk, health and safety, complaint pattern, facility-use or operational requirements change |
| Next review | April 2029 |
| Effective date | [insert date approved] |
| Version | 2026.1 |
| Visibility | Public - Website |
| Document ID | FAC-SADF |

| Policy: | Policy Manual No. | Authorised By: | Policy Section: | Effective: | Review Date: |
|--|--------------------------|-----------------------|-----------------------------------|-------------------|----------------------|
| Smoke-free, Alcohol and Drug-free Site Policy (SADF) | FAC-SADF | Governance Group | Venue Hire and Facility Use (FAC) | Upon approval | April 2029; 3-yearly |