

 Telford Rural Polytechnic <i>Te Whare Wanaka O Puerua</i>		Ref No.	6 – 11
		Version No.	7
		Date Issued	17 Sept 09
Title	ALCOHOL AND DRUGS		
Responsibility	Director, Finance and Administration		

1. PURPOSE

To ensure the careful control of the use of alcohol and drugs at Telford.

2. APPLICATION

This Policy and Procedure applies to both the Polytechnic campus and the Telford Farm. This includes entrances to the Farm and the Campus. This excludes tenanted residence.

3. DEFINITIONS

Drugs

Defined as “controlled drugs” as per the Misuse of Drugs Act 1975 and subsequent amendments.

4. STATUTORY LEGISLATION

Sale of Liquor Act 1989.

5. POLICY

5.1 No person is permitted to:

- Consume/use and/or be in possession of alcohol and controlled drugs unless previously authorised by the CEO.
- Have illegal drugs in a vehicle.
- behave in such a manner, under the influence of alcohol or drugs, that they pose risk to themselves or others on any formal Telford activity.
- To supply illegal drugs.

5.2 It is not a breach of the policy to be in use/possession of drugs in accordance with a prescription for that person.

Breaches of Procedure

5.3 Students whom staff believe to be at risk to themselves or others may be removed from tuition.

5.4 Immediately prior to or during work experience students who behave in a manner which is considered to pose risk to themselves or others may be removed from work experience and provided alternative tuition.

Procedure Exemptions

5.5 Alcohol may only be served at functions held on Telford land with the prior permission of the Chief Executive Officer and in accordance with current legislation i.e. Sale of Liquor Act 1989 and subsequent amendments.

5.6 Approval will only be granted when:

- the function is to be supervised by Telford staff member and a holder of a general managers certificate;
- the request is received in writing prior to the date on which the function is to take place.

5.7 A request for permission to serve alcohol must include:

- the reason for the function
- the date, start and finish times, and venue for the function
- the number of students expected to be present
- the age range of the student group with an indication of the number of students under the legal drinking age.

Host Responsibility

5.8 Telford has a responsibility (under the Sale of Liquor Act 1989) to ensure that alcohol is served in a responsible manner in an environment that is comfortable and welcoming.

5.9 Telford (through the Director Finance and Administration) will ensure that whenever alcohol is served at approved appropriate functions:

- non-alcoholic drinks will be made available
- a range of food (sandwiches, savouries etc) will be served
- people who are visibly intoxicated will not be served alcohol
- Visitors will be required to nominate a safe driver, make arrangements to stay overnight in the Halls of Residence (rooms must be pre-booked and prepaid), or use alternative transport.

5.10 It is the responsibility of the person(s) hosting the function to ensure that alcohol is not sold to persons under the legal drinking age, in compliance with the Sale of Liquor Act 1989, and subsequent amendments.

Telford Staff

5.11 Telford staff members are expressly forbidden from driving Telford vehicles after consuming alcohol in excess of the "Guidelines For Consuming Alcohol" produced by the Alcohol Liquor Advisory Council (ALAC). Any such action may be deemed to be "serious misconduct" and may be dealt with under the Telford Staff Discipline Procedure.

5.12 Where Telford staff members are formally representing Telford at events or occasions away from Telford land or the Telford farm, they are expected to abide by the intent of this procedure.

5.13 This policy is applicable to staff when in their dealings with other staff and with students as per Staff Code of Conduct.

6. PROCEDURES

Nil.

7. RECORD MANAGEMENT

Record	Responsibility	Filed	Retention Time
Permission to serve Alcohol at Functions on Telford Land	DFA	DFA's Office	2 years

8. ASSOCIATED DOCUMENTS

Nil .

REVISION HISTORY			
Ver.	Description of Change	Author	Effective Date
0	Initial Release	M. Bowen	15-11-97
1	Conversion To New Format: Inclusion of Host Responsibility Section	M. Bowen	26-11-99
2	Triennial Review	L Johnston	Nov 2003
3	Re-Formatting	CEO	April 2004
4	Legislative Statutory Regulations	QMS Team	Nov 2004
5	Minor changes	QMS Review Team	August 2005
6	Alignment of the QMS with actual practices at Telford in response to the ITP Quality Audit Report, April 2007. Minor editing and reformatting. 4.3.4 deleted from version 5. Version 6 changes include: Clause 2 wording added, clause 3 first three definitions deleted, clause 5.2 replaced, clause 5.10 bullet point 4 deleted. Clause 8 added.	QMS Policy Review Committee	1 March 2008
7	Alignment with actual practices and clarity. 5.1 major change, new 5.4 and 5.5; minor changes to old 5.7, 5.9, 5.10, 5.14. 5.2 New paragraph	QMS Policy Review Committee	17 September 2009