

Alcohol consumption on department premises – policy

Policy summary

Alcohol must not be consumed on any Department of Education (the department) premises during normal working or school hours, except in exceptional circumstances, in which case prior approval must be sought as outlined in the procedures in section 6 of this policy. The area in which alcohol is to be supplied on department premises must be a discrete area with controlled access.

Under no circumstances should alcohol be consumed on any department premises in communities that are in alcohol restricted areas.

Staff must not drink alcohol when they have a continuing responsibility for students. This includes any school activity that is held during or outside normal school hours, regardless of any approval under exceptional circumstances.

Schools have a duty to ensure that the supervision of children is appropriate at all times and the reputation of the school is not damaged by inappropriate behaviour. Alcohol must not be sold or supplied to students, for their own consumption or the consumption of others, at school functions or at any school activity.

School functions

The department will not support the availability of alcohol at school functions that are predominantly aimed at children. Such functions would include sports days, school concerts and presentations or graduation events where student activities are the focus.

Schools may have occasions where alcoholic beverages are made available at a school function where children are not the focus. Such an occasion would include a quiz night fundraising activity. In which case, prior endorsement must be sought from the school representative body as outlined in this policy and a special liquor licence must be obtained as appropriate.

In the case of hospitality training functions, only adults, including adult students, may serve alcohol. Where alcohol is to be served at hospitality training functions, the consent of parents of students aged less than 18 years must be obtained before these students attend. All students present at hospitality training functions are to be closely supervised by staff.

After hours staff only gatherings

In the case of staff only non-formal gatherings after hours, supply of alcohol without sale does not require a special liquor licence. Where alcohol is to be made available for sale, the appropriate liquor licensing requirements under the *Liquor Act 2019* must be adhered to.

Community use of departmental facilities

Alcohol available for consumption must be properly controlled where department premises are being used for a function by an outside or community body. Agreements for use of the facility by outside bodies must include a provision to this effect.

School fundraising prizes

A prize offered for a school fundraising activity may include alcohol only in accordance with section 20 of the Gaming Control (Community Gaming) Regulations 2006.

Purpose

This policy will ensure a clear and consistent approach for the management and approval process for the consumption of alcohol on department premises and ensure compliance with relevant legislation and delegations.

Scope

This policy applies to the use of all Northern Territory Government schools and other department premises, as well as school functions and school activities not held on department premises.

Procedures for gaining prior approval

Functions on non school premises

Written approval from the Chief Executive is required where it is intended to serve alcohol on department premises during normal working or school hours. Applications should include details of the purpose, date and times of the function or occasion. Where a function or occasion might be defined as a hospitality event, including purchasing alcohol with department funds, approval should be obtained as outlined in the Hospitality, entertainment and work refreshments guidelines and procedures.

Written approval of the division or branch head or principal is required where it is intended to serve alcohol on department premises outside of normal working hours. A written request for the approval of the function setting out the purpose, date and times of the function should be submitted.

Functions on school premises

Consumption of alcohol after school hours is only permitted on social and school fundraising occasions involving staff or parents as outlined in this policy. The following procedures must be followed on each occasion where schools wish to provide or sell alcohol:

- proposal for the function is presented to the school representative body for endorsement
- application for consumption of alcohol on department premises is submitted to the principal for outside school hours functions, or the Chief Executive for functions within school hours, for approval
- if endorsed by school representative body and approved by the principal or Chief Executive, the principal applies to Licensing NT for a special liquor licence to sell alcohol. Applications are available online¹ and must be received at least 7 days prior to the event
- if a principal is uncertain if a license is required, then advice should be sought from Licensing NT via telephone on 8999 1800 or email at DITT.Licensingnt@nt.gov.au

¹ <https://nt.gov.au/industry/hospitality/apply-for-a-liquor-licence>

Roles and responsibilities

All staff

All staff are responsible for:

- complying with this policy
- ensuring that legal requirements relating to the sale or supply of alcohol on department premises are adhered to
- observing appropriate behaviour and working together to ensure alcohol is served and consumed responsibly on department premises.

School principals

School principals are responsible for:

- ensuring this policy is complied with at their school
- ensuring that all legal requirements relating to the sale or supply of alcohol at school functions are met
- ensuring that the school representative body gives prior endorsement for alcoholic beverages to be available at a school function
- notifying parents that alcohol will be served at a school function
- informing spectators, participants and staff attending events primarily directed at children on department premises that the consumption of alcohol, including BYO alcohol is not permitted at such events
- seeking the consent of parents of students aged less than eighteen before these students attend hospitality training functions where alcohol is to be served.

Division heads

Division heads are responsible for:

- obtaining prior approval from the Chief Executive for functions or events involving consumption of alcohol in any department premises during normal working or school hours
- approving consumption of alcohol on department premises outside of normal working hours.

School representative bodies

School representative bodies are responsible for:

- endorsing all requests for alcoholic beverages to be available at a school function.

Definitions

Term	Definition
Department premises	Includes all department offices, Northern Territory Government school buildings and school grounds.
Function	A formal gathering or occasion.
Normal working hours	Official Northern Territory Government hours of duty, 8.00 am to 4:21 pm.
Normal school hours	Times set by schools during which instruction or programs are provided to students.
School	Includes preschool.
School activity	Includes excursions, outdoor adventure activities and school camps.
School grounds	Includes the land area up to the boundaries.
School representative body	An incorporated body under the <i>Education Act 2015</i> and includes independent public school boards, school councils and joint school representative bodies.

Related policy, legislation and documents

Policy

- Department of Education Delegations policy: Finance delegations: Section B1.1.4 – Approve expenditure for hospitality, entertainment, workplace refreshments prior to the expenses being incurred – [http://ed.ntschoools.net/documentcentre/pfgdocs/2/Delegations/Department of Education Delegations Policy.pdf](http://ed.ntschoools.net/documentcentre/pfgdocs/2/Delegations/Department%20of%20Education%20Delegations%20Policy.pdf)
- Hospitality entertainment and work refreshments guidelines and procedures – [http://ed.ntschoools.net/documentcentre/pfgdocs/2/Hospitality Entertainment Work Refreshments/Hospitality entertainment and work refreshments guidelines and procedures.pdf](http://ed.ntschoools.net/documentcentre/pfgdocs/2/Hospitality%20Entertainment%20Work%20Refreshments/Hospitality%20entertainment%20and%20work%20refreshments%20guidelines%20and%20procedures.pdf)
- NT Public Sector Principles and Code of Conduct – <https://ocpe.nt.gov.au/employment-conditions-appeals-grievances/code-of-conduct>

Legislation

- Gaming Control (Community Gaming) Regulations 2006 – <https://legislation.nt.gov.au/Legislation/GAMING-CONTROL-COMMUNITY-GAMING-REGULATIONS-2006>
- Liquor Act 2019 – <https://legislation.nt.gov.au/en/Legislation/LIQUOR-ACT-2019>

Documents

- Alcohol consumption application forms for corporate and schools – <https://elearn.ntschoools.net/policies/3964>
- Apply for a liquor licence – <https://nt.gov.au/industry/hospitality/liquor-licences-and-wholesaler-registration/apply-for-a-liquor-licence>

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4	April 2013	School Operations	EDOC2017/31359
5	April 2023	Quality Standards and Regulation – Operational Policy	Administrative amendments to align roles and responsibilities to the structural alignment in effect from 1 July 2022, including NTG template and minor formatting