

POLICY

ALCOHOL CONSUMPTION ON DEPARTMENT PREMISES

Responsibility of: School Operations
Effective Date: April 2013
Next Review Date: April 2016
Target Audience: All corporate and school staff

FILE2017/543
EDOC2017/31359
Version Number: 4

1. POLICY

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 guidelines/procedures section of this policy. The area in which alcohol is to be supplied on departmental premises must be a discrete area with controlled access.

Under no circumstances should alcohol be consumed on any departmental 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 *NT Liquor Act* must be adhered to.

Community use of departmental facilities

Alcohol available for consumption must be properly controlled where departmental 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

2. BUSINESS NEED

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

3. SCOPE

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

4. DEFINITIONS

Departmental premises includes all departmental offices, Northern Territory Government school buildings and school grounds.

Function means a formal gathering or occasion.

School activity includes excursions, outdoor adventure activities and school camps.

Normal working hours means official Northern Territory Government hours of duty (08.00-16.21).

Normal school hours means the times set by schools during which instruction or programs are provided to students.

School includes preschool.

School grounds includes the land area up to the boundaries.

School representative body means a school representative body established under section 103(2) of the *Education Act*. It is the major governing body of a school and oversees the school's operation.

5. ROLES AND RESPONSIBILITIES

All staff are responsible for:

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

Division and/or Branch Heads are responsible for:

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

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 and notifying parents that alcohol will be served at a school function
- informing spectators, participants and staff attending events primarily directed at children on departmental 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

6. PROCEDURES FOR GAINING PRIOR APPROVAL

Functions on non-school premises

Written approval from the Chief Executive or delegate is required where it is intended to serve alcohol on departmental 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 departmental funds, approval should be obtained as outlined in the Official Hospitality, Entertainment and Work Refreshments Policy.

Written approval of the Division/Branch Head or Principal is required where it is intended to serve alcohol on departmental 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 and/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 departmental premises is submitted to the principal (for outside school hours functions) or Chief Executive (for functions within school hours) for approval.
- If endorsed by school representative body and approved by principal/Chief Executive, the principal applies to the Licensing Commission for a Special Liquor Licence to sell alcohol. Applications are available on line at <https://nt.gov.au/industry/hospitality/apply-for-a-liquor-licence> Applications must be received at least 7 days prior to the event.
- If a principal is uncertain as to whether a license is required, then advice should be sought from the Licensing Commission on telephone number 8999 1800.

7. RELATED POLICY, LEGISLATION AND DOCUMENTS

Official Hospitality, Entertainment and Work Refreshments Policy (internal staff use only)

[NT Liquor Act](#)

[Gaming Control \(Community Gaming\) Regulations](#)

Financial Delegations (Internal staff use only - 7.2 Approve Hospitality, Entertainment, Workplace Refreshments)

NT Public Sector Principles and Code of Conduct

[Alcohol and work](#)

Related attachments to this Policy include:

Alcohol consumption - application for corporate

Alcohol consumption - application for schools.