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Institutional Management and Governance Minute: 0003/2023

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Heads: Management and Governance, Deputy Directors, Circuit Managers, Planning Officials and Principals of public schools

Subject: Applications for the use, consumption and selling of alcoholic liquor on school premises or at school activities in the Western Cape Province

1. The Head of Department (HOD), in terms of section 45B (11) of the Western Cape Provincial School Education Act, 1997 (Act 12 of 1997), has issued the *Western Cape Education Department Guidelines for the Consumption or Sale of Alcoholic Liquor on School Premises or at a School Activity and the Presence of Learners when Alcoholic Liquor is Consumed or Sold on School Premises or at a School Activity*.
2. The purpose of this minute is to inform principals and governing bodies of the timeous submission of applications in this regard.
3. The principal or governing body is kindly advised to ensure that the following timeframes in respect of applications for the sale or consumption of alcoholic liquor on school premises or at a school activity is strictly adhered to:
 - 3.1 The principal or governing body must ensure that all applications reach the Directorate Institutional Management and Governance at Head Office, via their circuit manager and district director, at least 30 days before the date of the event concerned; and
 - 3.2 The district office must ensure that all applications, which contain the recommendations of the circuit manager and district director, are submitted to the following officials of the Directorate Institutional Management and Governance, at least 30 days before the event for consideration by the HOD:

Deon.Louw@westerncape.gov.za;
Estelle.Davids@westerncape.gov.za; and/or
Richard.Magachela@westerncape.gov.za.

4. Failure to adhere to the conditions stipulated in this minute will result in the Directorate Institutional Management and Governance not processing these applications.
5. Please bring the content of this minute to the attention of all governing bodies to ensure that all schools comply.

SIGNED: AJE MEYER

DEPUTY DIRECTOR-GENERAL: INSTITUTION DEVELOPMENT AND COORDINATION

DATE: 2023-03-07