

Duty manager start of shift checklist

1. Can you identify the patrons in your bar most likely to require intervention to prevent intoxication? Remember the 80/20 rule.
2. Are there intoxicated persons on the premises? What actions have you taken?
3. Are there minors on the premises that shouldn't be? Have they purchased?
4. Is the licence displayed near the main entrance? Have you read it?
5. Is the duty manager's name prominently displayed and can it be easily read?
6. Is the named duty manager authorised? i.e. the holder of a Manager's Certificate, or correctly appointed as an acting or temporary manager
7. Is food promoted by appropriate notices throughout the premises?
8. Is food available at all times? There should be at least three food varieties, excluding potato chips, nuts etc.
9. Do you have a reasonable range of non-alcoholic and low alcohol beverages available?
Is free water available?
10. Is information about alternative forms of transport from the premises displayed and available from staff?
11. Is prohibited person signage that relates to minors and intoxicated persons clearly displayed? Free signage is available from resources.alcohol.org.nz
12. How many persons are on the premises? What is the maximum occupancy? Do duty managers and door staff know?

This checklist may be laminated and kept behind the bar for easy access.

Are you complying with the Act and meeting the conditions of your licence? Would you pass a compliance inspection? Are you aware of the fines for these offences?

- Allowing any intoxicated person to be or remain on licensed premise – A fine of up to \$5,000
- Sale or supply of alcohol to minors, sale or supply of alcohol to an intoxicated person and allowing a person to become intoxicated – A fine not exceeding \$10,000 for each offence
- Unauthorised sale or supply – A fine not exceeding \$20,000.

Note:

- Bar staff, duty managers and the licensee can be held liable for various offences under the Act.
- Penalties can include suspension or cancellation of the licence and Manager's Certificate and breaches could have consequences for your employment.

²With thanks to Community and Public Health, Christchurch.