

# Duty manager start of shift checklist

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| 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?<br>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 <a href="https://resources.alcohol.org.nz">resources.alcohol.org.nz</a> |  |
| 12. How many persons are on the premises? What is the maximum occupancy? Do duty managers and door staff know?  |  |
| 13. Are prohibited persons signs displayed? ('Won't serve intoxicated persons' and 'no minors')   |  |

*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.

<sup>2</sup>With thanks to Community and Public Health, Christchurch.