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| **ALCOHOL MANAGEMENT PLAN**  |
| Licensee name  | Trading name  | Licence number  |
| * This plan is used an operational risk management tool for dealing with the alcohol related concerns and is regularly reviewed and updated.
* This management plan is to be followed by all staff and security while the premises is operating under the alcohol licence. A copy will be maintained behind all bar areas and accessible to all staff at all times for reference.
* This plan forms part of our Host Responsibility Training for the premises. All staff are aware of Alcohol Management, Resource Management and Noise Management requirements for the premises.
* Every person in these situations is a (potential) guest and must be treated so.
* It is our job to ensure the best result from any situation while maximising safety of staff and patrons and maintaining amenity and good order.
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| Below is a list of relevant polices and documents relating to this premises operation under the alcohol licence - all staff should be familiar with these policies and documents as they apply to the conditions of the alcohol licence, this Alcohol Management Plan and their staff roles and responsibilities. |
| Premises  | Precinct / City wide  |
| * Alcohol Licence and any related undertakings
* Host Responsibility Policy (HRP)
* Operational Noise Management Plan (ONMP)
* Staff Training Policy/documents
* Staff shift rules and signed agreement forms
* Incident and reporting logs
* Plan of premises licensed areas
* Resource Consent - Conditions (RMA)
* Council Footpath Lease - conditions
* Security provider's agreement
* Duty manager checklist
 | * Precinct Alcohol Accord
* Local Alcohol Policy (LAP) – NB: no current Christchurch LAP in place
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| Subject  | Risk | Risk level  | Risk management actions Pre / during / post  | Persons responsible  | Resources / recording / outcomes  |
| Intoxication  |  |  |  |  |  |
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| Subject  | Risk | Risk level  | Risk management actions Pre / during / post  | Persons responsible  | Resources / recording / outcomes  |
| Minors  |  |  |  |  |  |
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| Subject  | Risk | Risk level  | Risk management actions Pre / during / post  | Persons responsible  | Resources / recording / outcomes  |
| Patron behaviour  |  |  |  |  |  |
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| Subject  | Risk | Risk level  | Risk management actions Pre / during / post  | Persons responsible  | Resources / recording / outcomes  |
| Venue management  |  |  |  |  |  |
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| Subject  | Risk | Risk level  | Risk management actions Pre / during / post  | Persons responsible  | Resources / recording / outcomes  |
| Host responsibility  |  |  |  |  |  |
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| Subject  | Risk | Risk level  | Risk management actions Pre / during / post  | Persons responsible  | Resources / recording / outcomes  |
| Staff training |  |  |  |  |  |
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| Subject  | Risk | Risk level  | Risk management actions Pre / during / post  | Persons responsible  | Resources / recording / outcomes  |
| Noise management  |  |  |  |  |  |
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| Subject  | Risk | Risk level  | Risk management actions Pre / during / post  | Persons responsible  | Resources / recording / outcomes  |
| Operational structure |  |  |  |  |  |
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| Subject  | Risk | Risk level  | Risk management actions Pre / during / post  | Persons responsible  | Resources / recording / outcomes  |
| Agencies and monitoring  | Breakdown in relationship with the agencies  |  |  |  |  |
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