

**GENERAL LEGISLATION TRAINING**  
**BRENTWOOD HOTEL, 16 KEMP STREET, KILBIRNIE, WELLINGTON, 12-14 FEBRUARY 2019**  
**DAILY PROGRAMME**

<b>Time</b>	<b>Activity</b>	<b>Location</b>	<b>Resp</b>	<b>Logistics/Notes</b>
<b>12 Feb</b> 9.00-9.30	Reception, Registrations and Morning Tea.	Tawa Room	All	Morning tea required. Course folders and name badges required.
9.30-9.45	Welcome (including H&S briefing). Purpose of Course and introduction of Speakers.	Tawa Room	Kevin Campbell (SMS)	
9.45-10.30	Ministry of Health Policy on Enforcement – an update. The current political climate and its impacts Enforcement v compliance Strategies and priorities for compliance Planning – integrating the Ottawa Charter principles Complaints process – the handling of	Tawa Room	Sally Gilbert (Ministry of Health)	The questions to be answered are where is health protection compliance and enforcement at? What's expected in the future? Complaints examples e.g. HSNO.
10.30-11.15	Mechanisms of Government – how law is made, how Parliament works, roles of Minister etc.	Tawa Room	Rob Smith (Allen & Clarke)	
11.15-12.30	Idiot's Guide to Official Information Act and the Privacy Act.	Tawa Room	Rob Smith	
12.30-1.00	Lunch.	Dining Room	All	Lunch required.
1.00-2.00	Legislation - General principles: Understanding the basics of legislative structure, application and interpretation; reading legislation and definitions; general versus specific.	Tawa Room	Andrew Forsyth (Ministry of Health)	Understanding the basics of legislation. Avoiding shortcomings in implementation.
2.00-3.00	Compliance monitoring and investigation – essential building blocks of health protection activity. Compliance v Enforcement. Application of the compliance and enforcement policy framework - MoH triangle to illustrate. Planning/compliance for surveillance and surveys, project selection.	Tawa Room	Marie Scott (Inskill) & Kevin Campbell	Key elements of surveillance programme.
3.00-3.15	Afternoon Tea.	Tawa Room	All	Afternoon tea required.
3.15-4.30	Investigative Process – overview. Planning practical using scenarios to explain the process then practice exercises. Legal Entities.	Tawa Room	Marie Scott & Kevin Campbell	
6.30-	Dinner.	Dining Room	All	Dinner required.

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<b>13 Feb</b> -8.00	Breakfast	Dining Room	All	
8.00-9.15	Powers – identification and authorisation. Powers practical using scenarios to explain the process then practice exercises.	Tawa Room	Marie Scott & Kevin Campbell	Identification and comparing powers with reference to relevant legislation: HSNO, PSA, Health Act.
9.15-10.30	Ingredients – practical using scenarios to explain the process then practice exercises.	Tawa Room	Marie Scott & Kevin Campbell	Exercise using all relevant legislation. E.g. Sale and Supply of Alcohol, PSA, HSNO, Health Act.
10.30-10.45	Morning Tea.	Tawa Room	All	Morning Tea required.
10.45-11.45	Ingredients Practical.	Tawa Room	Marie Scott & Kevin Campbell	
11.45-1.00	Sale and Supply of Alcohol – From a Licensing Committee and Inspectors perspective: <ul style="list-style-type: none"> <li>• Legislation overview</li> <li>• Collaboration – Health / Police / Inspectors – their different roles</li> <li>• Protocols and procedures appearing before a DLC</li> <li>• Standard of evidence/Beyond reasonable doubt versus On the balance of probabilities/Disclosure.</li> <li>• Lessons to learn/things to do and avoid to make the DHB Public Health role effective.</li> <li>• Hints and tips.</li> </ul>	Tawa Room	Ross Murphy	Legislation overview. Interaction between Roles of Public Health and related agencies. Lessons to learn and things to do/avoid to make the DHB Public Health role effective. Hints and tips from a Licensing Inspector and Authority/Committee perspective.
1.00-1.30	Lunch.	Dining Room	All	Lunch required.
1.30-3.15	Sale and Supply of Alcohol continued	Tawa Room	Ross Murphy	
3.15-3.30	Afternoon Tea.	Tawa Room	All	
3.30-5.00	Sale and Supply of Alcohol Act – PHU perspective. Case law: e.g. Birthcare, Court of Appeal. End of aisles. Schools, single sales, sales to minors, events with history.	Tawa Room	Dr Stephen Palmer (Regional Public Health)	Over view from 2012 -2017. Strategy 'picking your fights'. Wellington Hearing ARLA: LAP appeal.
6.45-	Dinner.	Restaurant 88	All	Shuttles depart at 6.45pm.

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<b>14 Feb</b> -8.00	Breakfast and check out of rooms.	Reception	All	Rooms to be cleared and keys returned to reception.
8.00-9.00	Handling of complaints: receiving and recording of complaints. Monitoring and action. Legislation requirements, monitoring compliance (Sale and Supply of Alcohol).	Tawa Room	Marie Scott & Kevin Campbell	Focus on 'best practice' recording of complaints. Victim's Rights.
9.00-9.45	Legislation overview. Victim rights and disclosure legislation.	Tawa Room	Marie Scott & Kevin Campbell	Interaction of Bill of Rights and Search and Surveillance Act. Criminal Disclosure. Reference to SaSA Act.
9.45-10.00	Morning Tea.	Tawa Room	All	Morning Tea required.
10.00-11.45	Interviewing – practical using scenarios to explain the process, then practice exercises.	Tawa Room	Marie Scott & Kevin Campbell	Explanation of the P.E.A.C.E model of interviewing.
11.45-12.30	Lunch.	Dining Room	All	Lunch required.
12.30-1.15	Health Act/Amendments, important sections. Administrative provisions: District Health Boards. Appointment of Officers/Competencies. Roles and responsibilities of HPO/MOH/DWA/EOH.	Tawa Room	Sally Giles (Ministry of Health)	
1.15-2.30	Evidence Recording and Collection: Note taking – practical illustrating the 5 critical factors. Exhibits – Importance and best practice.	Tawa Room	Marie Scott & Kevin Campbell	
2.30-3.00	Statement recording. Different statement techniques for witnesses, suspects. Practical.	Tawa Room	Marie Scott & Kevin Campbell	
3.00-3.15	Course evaluation and wrap up.	Tawa Room	All	Complete evaluation forms, issue certificates.
3.15-3.30	Afternoon Tea.	Tawa Room	All	Afternoon Tea required.
3.30-	Course ends.	Tawa Room	All	Shuttles depart for airport 3.30pm.