|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  **Time** | **Activity** | **Location** | **Resp** | **Logistics/Notes** |
| **13 Feb**8.15-8.30 | Karakia, Introductions and Purpose of Course. | Online | Allison Graham (SMS) |  |
|  | **NZ Legal System and Public Health Law** |  |  |  |
| 8.30-9.15 | Enforcement – context* The current climate and its impacts
* Enforcement v compliance
* Strategies and priorities for compliance
* Planning – integrating the Ottawa Charter principles
* Complaints process – the handling of
 | Online | Rob Smith (Allen & Clarke) | 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. |
| 9.15-9.25 | Break. | Online | All |  |
| 9.25-10.15 | Health Act: administrative provisions, appointment of officers/competencies, roles and responsibilities, accountabilities. | Online | Sally Gilbert (Te Whatu Ora) | Reference Pae Ora ActReference Criteria for Appointment including accountabilities, conflict of interest |
| 10.15-10.25 | Morning Tea. | Online | All |  |
| 10.25-11.40 | How laws are made, OIA and Privacy considerations | Online | Rob Smith |  |
| 11.40-11.50 | Break. | Online | All |  |
| 11.50-12.50 | Legislation – General principles: Understanding the basics of legislative structure, application and interpretation; reading legislation and definitions; general versus specific. | Online | Janet Lewin (Public Health Agency) | Understanding the basics of legislation. Avoiding shortcomings in implementation. |
| 12.50-1.00 | Break. | Online | All |  |
|  | **Interpreting Legislation** |  |  |  |
| 1.00-2.00 | Session 1: Compliance monitoring and investigation – essential building blocks of health protection activity. Compliance v Enforcement. Application of compliance and enforcement policy framework – compliance and enforcement triangle to illustrate. Planning/ compliance for surveillance and surveys, project selection. | Online | Marie Scott (Inskill)  | Key elements of surveillance programme.  |
| 2.00- | **Written Assessment - Paper A (to be completed and returned by 8.30am tomorrow)** |  | All | Assessment Paper A required. |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  **Time** | **Activity** | **Location** | **Resp** | **Logistics/Notes** |
|  | **Implementing Legislation** |  |  |  |
| **14 Feb**8.15-9.30 | Session 2: Investigative Process – overview. Planning practical using scenarios to explain the process then practice exercises. Legal Entities. | Online | Marie Scott  |  |
| 9.30-9.40 | Break. | Online | All |  |
| 9.40-11.00 | Session 3: Powers – identification and authorization. Powers practical using scenarios to explain the process then practice exercises. | Online | Marie Scott  | Identification and comparing powers with reference to relevant legislation: HSNO, PSA, Health Act. |
| 11.00-11.15 | Morning Tea. | Online | All |  |
| 11.15-12.30 | Session 4: Ingredients – practical using scenarios to explain the process then practice exercises. | Online | Marie Scott  | Exercise using all relevant legislation. E.g. Sale and Supply of Alcohol, PSA, HSNO, Health Act. |
| 12.30-12.40 | Break. | Online | All |  |
| 12.40-1.40 | Session 5: Ingredients Practical. | Online | Marie Scott  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Time** | **Activity** | **Location** | **Resp** | **Logistics/Notes** |
|  | **Implementing Legislation continued** |  |  |  |
| **15 Feb**8.15-9.00 | Session 6: Legislation overview. Search and Surveillance, Victim’s Rights and disclosure legislation. | Online | Marie Scott  | Interaction of Bill of Rights and Search and Surveillance Act. Criminal Disclosure. Reference to Search and Surveillance Act. Victim’s Rights. |
| 9.00-9.10 | Break. | Online | All |  |
| 9.10-10.30 | Session 7: Evidence Recording and Collection:Note taking – practical illustrating the 5 critical factors.Exhibits – Importance and best practice.  | Online | Marie Scott  |  |
| 10.30-10.45 | Morning Tea. | Online | All |  |
| 10.45-12.45 | Session 8: Interviewing – practical using scenarios to explain the process. | Online | Marie Scott | Explanation of the P.E.A.C.E model of interviewing.  |
| 12.45-1.00 | Break | Online | All |  |
| 1.00-1.30 | Session 9: Statement recording. Different statement techniques for witnesses, suspects.  | Online | Marie Scott  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Time** | **Activity** | **Location** | **Resp** | **Logistics/Notes** |
|  | **Sale and Supply of Alcohol** |  |  |  |
| **16 Feb**8.15-9.45 | **Part 1: The Legislation*** National Public Health Service involvement and stats.
* The purpose and object of the Act.
* Interpretations and definitions.
* Intoxication.
* Licences generally.
* No obligation to serve.
* Licence criteria and the District Licensing Committee.
* Amenity and good order.
 | Online |  Marie Scott, Ross Murphy (Hamilton City Council) and Nicole Zeier (Te Whatu Ora - Waikato) | Legislation overview. Interaction between Roles of Public Health and related agencies. Lessons to learn and things to do/avoid to make the Public Health role effective. Hints and tips from a Licensing Inspector and Authority/Committee perspective.  |
| 9.45-10.00 | Break | Online | All |  |
| 10.00-11.10 | * Suitability.
* Off Licences/Grocery stores.
* Single Alcohol areas/irresponsible promotion of alcohol.
* Licence conditions – requirements and restrictions.
* Signage required on licensed premises.
* Reporting – agencies to enquire in to.
* Duty to collaborate/MOH delegation/objections
* Management of licensed premises.
* Other important matters.
 | Online | Ross Murphy and Nicole Zeier |  |
| 11.10-11.25 | Morning Tea. | Online | All |  |
| 11.25-12.40 | **Part 2: Miscellaneous*** Host Responsibility policies and Alcohol Management Plans.
* Staff training.
* Collaboration.

**Part 3: Reporting – Hearings and the DLC*** Late agency reports.
* Tips for making the Public Health role more effective/make full enquiries.
* MOH reporting/collaboration.
* Standard of evidence/appearing at a hearing.
 | Online | Ross Murphy and Nicole Zeier  |  |
| 12.40-12.50 | Break | Online | All |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Time** | **Activity** | **Location** | **Resp** | **Logistics/Notes** |
| 12.50-1.40 | * Objections and enquiries.
* Te Tiriti o Waitangi approach.
* Case law.
* District Licensing Committees and hearings.
* Guidance for Regulatory Agencies.
 | Online | Ross Murphy, Nicole Zeier and Marie Scott |  |
| 1.40- | **Written Assessment – Paper B (to be completed and returned by 4pm Monday**  |  | All | Assessment Paper B required. |
|  |  |  |  |  |