



Inspections Harm  
Legislation Policy Probity Licensing minimisation

## Approved manager - individuals

### Who is an approved manager?

Following amendments to the *Liquor Act 1992*, the position of nominee will be replaced by an approved manager from 1 January 2009.

An approved manager will not be 'attached' to one licensed premises as nominees are now. A person with a manager's approval is able to work at any licensed premises as an approved manager.

An approved manager cannot be a licensee.

### How do you become an approved manager?

An application is required with the prescribed fee. The following criteria will be assessed for a manager's approval:

- police check
- current Responsible Management of Licensed Venues (RMLV) and Responsible Service of Alcohol (RSA) training
- previous management history of licensed premises.

The manager's approval will be valid for a period of five years, unless cancelled. The manager must apply for a renewal of the approval, prior to the approval expiry date.

It should be noted that the mandatory training component of the approval is valid only for 3 years. It is the responsibility of the licensee and approved manager to ensure training requirements remain current. The approval is not valid for any period where the RMLV or RSA training is not current.

### If I am a current nominee of a licensed premises do I automatically become an approved manager?

Yes, but only for an interim period. Nominees at 31 December 2008 will be deemed approved managers. This status will apply until 30 June 2010 or until the nominee ceases employment at the licensed premises.

For approved manager status to continue to apply after 30 June 2010, the nominee must have completed the approved manager application process.

A nominee who ceases their current employment will need to make application to, and be approved by, the chief executive as an approved manager before assuming the role of an approved manager at another licensed premises.

### Responsibilities of an approved manager

An approved manager must sign a register at the start of each shift they are on duty, recording their name, the date and starting time of their shift. At the end of their rostered shift the approved manager must sign the register and record the date and finishing time of their shift.

By signing the register at the commencement of their shift, an approved manager is accepting responsibility for ensuring that liquor is supplied and possessed on the premises in accordance with the conditions of the liquor licence.

Consequently, approved managers are liable to be punished for any breach of the *Liquor Act 1992* which occurs while they are the person in control of the premises.

For further information, please contact the Office of Liquor, Gaming and Racing on 13 13 04 or visit [www.olgr.qld.gov.au](http://www.olgr.qld.gov.au)

