

QUESTIONNAIRE FOR MANAGERS

Please complete this questionnaire if you are applying for or renewing a manager's certificate, and bring it to your pre-lodgement appointment with a Council licensing inspector.

NAME _____

1. Fill in the missing words from the Object of the Act.

The objective of this Act is that:

- a) the _____, _____, and _____ of alcohol should be undertaken _____ and _____; and
- b) the _____ caused by the _____ or _____ of alcohol should be _____

(1 mark each) _____

2. How old does a person need to be to obtain a manager's certificate?

(1 mark) _____

3. Name 8 signs related to alcohol that should be displayed on licensed premises.

(1 mark each) _____

4. What does a supervised area mean?

(1 mark) _____

5. List the 6 key points which should be included in a host responsibility policy.

_____	_____
_____	_____
_____	_____

(1 mark each) _____

6. Explain the difference between a temporary manager and an acting manager.

Temporary manager: _____

Acting manager: _____

(2 marks) _____

7. Who should the licensee notify regarding the appointment of a manager, temporary manager or acting manager?

(2 marks) _____

8. Describe the signs of intoxication.

(2 marks) _____

9. What action would you take as a duty manager if you find an intoxicated person on the premises?

(1 mark) _____

10. If an intoxicated person has been sold alcohol by a bar person, who will be charged with the offence and how much will they be fined?

_____ Fine \$ _____

_____ Fine \$ _____

_____ Fine \$ _____

(3 marks) _____

11. What does a restricted area mean?

(1 mark) _____

12. Is it an offence to serve spirits in a jug?

Yes No

What is the maximum vessel size spirits can be served in?

(2 marks) _____

13. How long is a renewed manager's certificate issued for, and whose responsibility is it to apply for a renewal?

(1 mark)

14. What does an undesignated area mean?

(1 mark) _____

15. What are the designated areas in the premises where you are employed?

Undesignated

Supervised

Restricted

(1 mark) _____

16. How long after authorised trading hours can people (excluding staff) remain on licensed premises, excluding clubs?

(1 mark) _____

17. Two 17-year-old minors are allowed in a supervised area if they are performing in a band.

True False

(1 mark) _____

18. A 17-year-old kitchen hand is not allowed in a supervised area to prepare a meal.

True False

(1 mark) _____

19. Name 6 things a licensing inspector may look for during an inspection at the premises where you work.

(6 marks) _____

20. Does the inspector have a legal right to enter your premises without an appointment?

Yes No

(1 mark) _____

Office use only:

Total mark: ___/52