



ACT
Government

Chief Minister, Treasury and
Economic Development

Freedom of Information Publication Coversheet

The following information is provided pursuant to section 28 of the *Freedom of Information Act 2016*.

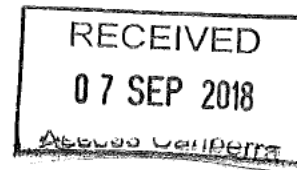
FOI Reference: CMTEDDFOI 2018-0239

Information to be published	Status
1. Access application	Published
2. Decision notice	Published
3. Documents and schedule	Published
4. Additional information identified	No
5. Fees	N/A
6. Processing time (in working days)	14
7. Decision made by Ombudsman	N/A
8. Additional information identified by Ombudsman	N/A
9. Decision made by ACAT	N/A
10. Additional information identified by ACAT	N/A

4 September 2018

Chief Minister, Treasury
& Economic Development Directorate
GPO Box 158
CANBERRA ACT 2601

ATTENTION: THE PROPER OFFICER



Dear Sir/Madam

RE: [REDACTED] - DATE OF ACCIDENT: 13 APRIL 2017

We act for the abovenamed in a claim for personal injuries which occurred while she was a patron at the Burns Club in Kambah, ACT 2902 on 13 April 2017.

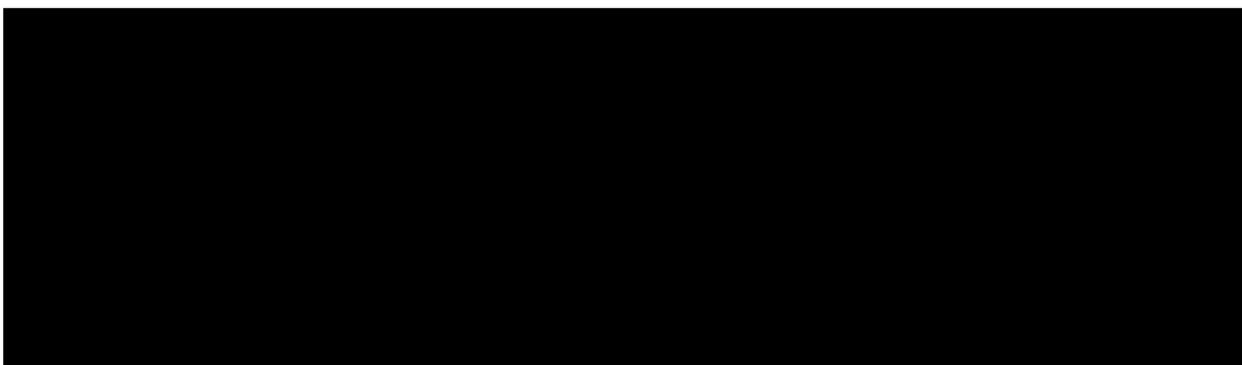
We understand that Blackhawk Logistics are the security company contracted by the Burns Club to perform security duties at the premises.

Please provide us with a copy of any licensing and/or policy documents relating to the Burns Club establishment including:

1. Applications for licences;
2. Security requirements;
3. Capacity of people allowed in each area;
4. The number of pieces of furniture allowed in each area;
5. Layout requirements relating to furniture, dividers, partitions etc;
6. Defined walkways/pathways through the club; and
7. The prohibited blocking of exits.

We also request any photographs, statements, inspections and certificates that are in your possession that relate to the Club as of the date of the accident.

This request is made pursuant to the *Freedom of Information Act 1989*.

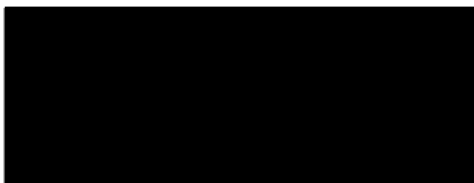




ACT
Government

Chief Minister, Treasury and
Economic Development

Our ref: CMTEDDFOI 2018-0239



via email: 

Dear 

FREEDOM OF INFORMATION REQUEST

I refer to your application under section 30 of the *Freedom of Information Act 2016* (the Act), received by the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) on 7 September 2018, in which you sought access to:

- A copy of any licensing and/or policy documents relating to the Burns Club establishment including:
- Applications for licences;
- Security requirements;
- Capacity of people allowed in each area;
- The number of pieces of furniture allowed in each area;
- Layout requirements relating to furniture, dividers, partitions etc;
- Defined walkways/pathways through the club; and
- The prohibited blocking of exits.

On 26 September 2018 a discussion was had with you relating to the focus of the scope and the documents supplied by Access Canberra. It was determined, in consultation with you, that you are seeking the Risk Assessment Management Plan (RAMP) and not the licensing documents.

Authority

I am an Information Officer appointed by the Director-General of CMTEDD under section 18 of the Act to deal with access applications made under Part 5 of the Act.

Timeframes

In accordance with section 40 of the Act, CMTEDD was required to provide a decision on your access application by 8 October 2018. However, as a result of third party consultation, this deadline was extended by 15 working days. The new deadline is 29 October 2018.

Decision on access

Searches were completed for relevant documents and 3 documents were identified that fall within the scope of your request.

Following third party consultation I have decided to grant full access to 1 document and partial access to 2 documents. The information redacted in the documents I consider to be information that would, on balance, be contrary to the public interest to disclose under the test set out in section 17 of the Act.

I have included as Attachment A to this decision the schedule of relevant documents. This provides a description of each document that falls within the scope of your request and the access decision for each of those documents.

My access decisions are detailed further in the following statement of reasons and the documents released to you are provided as Attachment B to this letter.

In accordance with section 54(2) of the Act a statement of reasons outlining my decision is below.

Statement of Reasons

In reaching my access decision, I have taken the following into account:

- the Act, particularly section 17 and schedule 2.2;
- the content of the documents that fall within the scope of your request;
- the *Human Rights Act 2004*.

Exemption claimed

My reasons for deciding not to grant access to the identified documents and components of these documents are as follows:

Public Interest

The Act has a presumption in favour of disclosure. As a decision maker I am required to decide where, on balance, public interests lies. As part of this process I must consider factors favouring disclosure and non-disclosure.

In *Hogan v Hinch* (2011) 243 CLR 506, [31] French CJ stated that when 'used in a statute, the term [public interest] derives its content from "the subject matter and the scope and purpose" of the enactment in which it appears'. Section 17(1) of the Act sets out the test, to be applied to determine whether disclosure of information would be contrary to the public interest. These factors are found in subsection 17(2) and Schedule 2 of the Act.

Taking into consideration the information contained in the documents found to be within the scope of your request, I have identified that the following public interest factors are relevant to determine if release of the information contained within these documents is within the 'public interest'.

Factors favouring disclosure (Schedule 2.1)

- contribute to the administration of justice generally, including procedural fairness.

Factors favouring non-disclosure (Schedule 2.2)

- Prejudice the protection of an individual's right to privacy or other right under the *Human Rights Act 2004*.

Having considered the factors identified as relevant in this matter, I consider that release of information contained in these documents may contribute to contribute to the administration of justice generally, including procedural fairness by allowing you to have a complete record of the interactions between the Burns Club and the ACT Government and the steps taken to achieve compliance in public safety for the premises.

However, when considering this finding against the factor favouring non-disclosure, I am satisfied that the protection of an individual's right to privacy, especially in the course of assisting in a line of enquiry with a government agency, is a significant factor as the parties involved have provided their personal information for the purposes of meeting obligations under relevant legislation which, in my opinion, outweighs the benefit which may be derived from releasing the personal information of the individual's involved in this matter. These individuals are entitled to expect that the personal information they have supplied as part of this process will be dealt with in a manner that protects their privacy. Considering the type of information to be withheld from release, I am satisfied that the factors in favour of release can still be met while protecting the personal information of the individuals involved.

I therefore weight the factor for non-disclosure more highly than the factor in favour of release in this instance. As a result, I have decided that release of this information (contacts names, home addresses, signatures and mobile phone numbers) could prejudice their right to privacy under the *Human Rights Act 2004*.

Having applied the test outlined in section 17 of the Act and deciding that release of personal information contained in the documents is not in the public interest to release, I have chosen to redact this specific information in accordance with section 50(2). Noting the pro-disclosure intent of the Act, I am satisfied that redacting only the information that I believe is not in the public interest to release will ensure the intent of the Act is met and will provide you with access to the majority of the information held by CMTEDD within the scope of your request.

Information that would, on balance, be contrary to the public interest to disclose under the test set out in section 17 of the Act

Folios 3, 6, 19 and 22 of the identified documents are entirely composed of, or contain information that I consider, on balance, to be contrary to the public interest to disclose under the test set out in section 17 of the Act.

Charges

Pursuant to *Freedom of Information (Fees) Determination 2017 (No 2)* processing charges are not applicable for this request because the total number folio's to be released to you is below the charging threshold of 50 pages.

Online publishing – Disclosure Log

Under section 28 of the Act, CMTEDD maintains an online record of access applications called a disclosure log. Your original access application, my decision and documents released to you in response to your access application will be published in the CMTEDD disclosure log after 3 October 2018. Your personal contact details will not be published.

You may view CMTEDD disclosure log at:

<https://www.cmtedd.act.gov.au/functions/foi/disclosure-log>.

Ombudsman Review

My decision on your access request is a reviewable decision as identified in Schedule 3 of the Act. You have the right to seek Ombudsman review of this outcome under section 73 of the Act within 20 working days from the day that my decision is published in CMTEDD disclosure log, or a longer period allowed by the Ombudsman.

If you wish to request a review of my decision you may write to the Ombudsman at:

The ACT Ombudsman

GPO Box 442

CANBERRA ACT 2601

Via email: actfoi@ombudsman.gov.au

ACT Civil and Administrative Tribunal (ACAT) Review

Under section 84 of the Act, if a decision is made under section 82(1) on an Ombudsman review, you may apply to the ACAT for review of the Ombudsman decision. Further information may be obtained from the ACAT at:

ACT Civil and Administrative Tribunal

Level 4, 1 Moore St

GPO Box 370

Canberra City ACT 2601

Telephone: (02) 6207 1740

<http://www.acat.act.gov.au/>

Should you have any queries in relation to your request please contact me by telephone on 6207 7754 or email CMTEDDFOI@act.gov.au.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Daniel Riley', written in a cursive style.

Daniel Riley
Information Officer
Information Access Team
Chief Minister, Treasury and Economic Development Directorate

27 September 2018



ACT
Government

Chief Minister, Treasury and
Economic Development

FREEDOM OF INFORMATION REQUEST SCHEDULE

NAME		WHAT ARE THE PARAMETERS OF THE REQUEST				Reference NO.
[REDACTED]		Risk Assessment Management Plan for the Burns Club valid at 13 April 2017				2018-0239

Ref No	Page number	Description	Date	Status	Reason for Exemption	Online Release Status
1	1-18	Risk-Assessment Management Plan	19-Apr-2011	Partial release	Sch 2.2(a)(ii)	Yes
2	19-47	Application for Amendment to Floor Plan 2015-16	15-May-2016	Partial release	Sch 2.2(a)(ii)	Yes
3	48	Burns Club - Approved Floor Plan effective 2015-16	Sep-2006	Full release	N/A	Yes
Total No of Docs						
3						



RISK-ASSESSMENT MANAGEMENT PLAN



BIL 004

Liquor Act 2010
Liquor Regulation 2010

IMPORTANT

This form is to be used to submit a Risk-Assessment Management Plan (RAMP) for approval or amendment under the *Liquor Act 2010* (the Act). You can access the legislation and its regulation at www.legislation.act.gov.au. You may also obtain further information and forms at www.ors.act.gov.au.

PRIVACY

The *Liquor Act 2010* authorises the Commissioner for Fair Trading (the Commissioner) to collect the personal information required by this form for the purposes of assessing the RAMP for a licensed premises where liquor is consumed on the premises or a commercially permitted premises. The Commissioner prevents any unreasonable intrusion into a person's privacy in accordance with the *Privacy Act 1988* (C'wlth). The Commissioner provides identifiable information to law enforcement organisations and authorised organisations that have legal authority to request information under prescribed circumstances.

CONTACT**Office of Regulatory Services**

Office Hours

General enquiries

Fax number

Email

Website

GPO Box 158, Canberra ACT 2601

255 Canberra Avenue, Fyshwick ACT 2609

9:00am to 4:30pm Monday to Friday

(02) 6207 3000

(02) 6207 0424

ors.bil@act.gov.auwww.ors.act.gov.au**INSTRUCTIONS FOR COMPLETION**

- If applying for a general, on, club or special licence, or a commercial permit the RAMP form must be provided with the completed application form. Complete all sections.
- If amending an approved RAMP, only complete the relevant sections.
- Read the Further Information prior to completing the RAMP.
- A fee is payable only for an amendment to an approved RAMP. Separate fees for licences and permits are identified on the relevant forms. All methods of payment will be accepted at the Office of Regulatory Services (ORS) shopfront. A cheque or money order made out to the "Office of Regulatory Services" or credit card payment authority will be accepted by post. If you fax the application form and do not complete the credit card payment authority, please post a cheque or money order to the below address attached to the payment details page. A licence or permit will not be issued until payment of the fee has been received.

Return completed forms

In Person:	By Post:	Fax to*:	Email to**:
Office of Regulatory Services 255 Canberra Avenue Fyshwick ACT 2609 Hours: 9.00am – 4.30pm	Office of Regulatory Services Business and Industry Licensing GPO Box 158 Canberra, ACT 2601	(02) 6207 0424 *Only credit card payment can be accepted via fax.	ors.bil@act.gov.au **Payment can not be accepted via email. Remove and submit the signed payment details page of the application form to ORS with preferred payment method.

TRANSLATING AND INTERPRETING SERVICE

If you require further information or require advice, a language assistance service is available by phoning the Translating and Interpreting Service (TIS) on 13 14 50.

RECEIVED

19 APR 2011

Office of Regulatory Services

FURTHER INFORMATION ABOUT A RISK ASSESSMENT MANAGEMENT PLAN

Risk-Assessment Management Plan

For all applications for a licence which authorise liquor to be sold and consumed on the premises (general, on, club or special licences), or a commercial permit, a Risk-Assessment Management Plan (RAMP) must be provided to the Commissioner for approval. The RAMP is a plan that details the procedures, practices and arrangements for conducting the business of selling liquor at the premises.

At any time the licensed or permitted premises or risks change substantially, the RAMP may be amended and submitted to the Commissioner for re-approval.

A RAMP is not required to be supplied with a renewal of a licence - provided there have been NO substantial changes to the premises, procedures or practices. If this is not the case, an amended RAMP must be submitted with the renewal application. Examples of situations that would require a RAMP to be amended could include a change in: trading hours; type of business; procedures; or staff in charge of evacuation procedures.

This pro forma is to be used to assist you in completing a RAMP for the premises. The pro forma is a guide only; any special procedures, practices, or arrangements etc put in place for other identified risks at the premises must be detailed on the pro forma on page 16.

Other risks that may be relevant to the premises include: adult entertainment, advertising, outdoor cafes/dining, functions, under-age events, and private functions. Where applicable, these matters should be addressed in the RAMP.

Instructions for completing the RAMP are provided on page 4. You may also take into consideration *AS/NZS ISO 31000:2009 – Risk Management – Principles and guidelines* in drafting the RAMP.

RAMP amendment fee

There is no separate fee for the submission of the RAMP. Fees applicable to the various types of licences or a commercial permit are identified on the relevant forms. Alternatively, contact ORS on (02) 6207 3000.

The application fee to amend an approved RAMP is **\$200.00** (GST exempt).

Payment can be made by credit card, cheque or money order made payable to the "Office of Regulatory Services". EFTPOS and cash will be accepted only at the ORS shopfront at 255 Canberra Avenue, Fyshwick ACT 2609.

Personal information

Details of all licence and permit applications including personal information such as your name and date of birth are collected and held by ORS and specific details are made available to the public via the public register. You can ask ORS to remove or not place personal information on the public register. However, for this to occur ORS must be satisfied that the safety or well being of any person would be affected by not suppressing the information and that suppression would, on balance, be in the public interest.

You can forward reasons why your personal information should not be included on the public register to the Commissioner for Fair Trading, Office of Regulatory Services, GPO Box 158, Canberra ACT 2601.

You can also access the personal information ORS is holding about you. You can ask ORS to make appropriate amendments to ensure that the personal information is accurate, relevant, up-to-date, complete and not misleading. Contact the FOI Officer, Office of Regulatory Services, GPO Box 158, Canberra ACT 2601, or on (02) 6207 3000 for assistance.



RISK ASSESSMENT MANAGEMENT PLAN


BIL 004 – PART A
Liquor Act 2010
Liquor Regulation 2010

APPLICATION TYPE		Lic No. <i>(office use only)</i>
<input checked="" type="checkbox"/> RAMP approval for new LICENCE application	<input type="checkbox"/> RAMP approval for new COMMERCIAL PERMIT application	
<input type="checkbox"/> Amendment to Approved RAMP	Current RAMP approval number:	
Section amended <i>(tick all relevant)</i>	<input type="checkbox"/> Premises	<input type="checkbox"/> Premises Safety
<input type="checkbox"/> Security & Sureveillance	<input type="checkbox"/> Community Impact	<input type="checkbox"/> Responsible Service of Liquor
		<input type="checkbox"/> Other

LICENSEE / PERMIT-HOLDER DETAILS

SURNAME / ENTITY NAME	FIRST NAME	TITLE (Mr, Ms,	
Sch 2 s2(a)(ii)	Sch 2 s2(a)(ii)	MR	
POSTAL ADDRESS	STATE	COUNTRY	POSTCODE
PO Box 365 ERINDALE	ACT	AUSTRALIA	2903
DAYTIME PHONE	FAX		
(02) 6296 2425	(02) 6296 2426		
MOBILE	EMAIL ADDRESS		
Sch 2 s2(a)(ii)	manager@burnsclub.com.au		
TRADING / PREMISES NAME			
Canberra Highland Society and Burns Club Limited			
LICENSED / PERMITTED PREMISES ADDRESS	STATE	POSTCODE	
8 Kett Street KAMBAH	ACT	2902	
LICENCE CLASS (if applicable)			
CLUB			

OFFICE USE ONLY

Received via:	Received by	Date:	Time
Counter / Fax / Email / Post		/ /	: Hrs
Entered into IBS by		Date Entered into IBS	/ /

COMPLETING THE RISK ASSESSMENT MANAGEMENT PLAN

The following parts comprise the pro forma for completing the Risk Assessment Management Plan (RAMP), required for licensed (general, on, club, or special) or commercially permitted premises, which must be available for public inspection. Headings have been included as a guide to what must be considered in developing the RAMP; however additional information must be detailed if further procedures, practices or arrangements will be put in place for the premises. The *Guide to Completing a Risk-Assessment Management Plan* provides further details regarding what is expected to be included in a RAMP for each premises risk category.

The following matters must be addressed in a RAMP:

1. Arrangements at the premises with respect to:
 - Type of business to be operated
 - Opening and Trading hours
 - Designated Outdoor Smoking Areas
2. Premises Safety
 - Entry and exit of the premises – describe the procedures for access, queuing and counting patrons
 - Fire safety
 - Lighting – describe lighting within and outside premises for security and safety purposes, including emergency exit lights
 - Occupancy loadings – describe the procedures for counting the number of people in public areas, evacuation procedures, and the staff trained in these procedures
 - Safety procedures
3. Responsible Service of Liquor
 - Description of measures taken by licensee / permit-holder to ensure responsible service of liquor (see the *Guide to completing a RAMP* for a full explanation of what is to be included)
 - Description of practices and training required for employed persons to ensure responsible service of liquor, including completion of Responsible Service of Alcohol course
 - Procedures – describe how intoxicated and disorderly patrons will be identified and dealt with
 - Types of liquor sold
 - Food and water – describe the food and free water that will be available
 - Children and young people – describe management practices to prevent, identify and deal with minors in adults-only areas
4. Security
 - Crowd controllers – how many will be employed, what procedures they will utilise in managing patrons, and their usual responsibilities
 - Surveillance equipment – describe closed circuit tv system used at or for the premises and procedures for storage and retrieval
 - Procedures – describe how intoxicated and disorderly patrons will be identified and dealt with
5. Community Impact
 - Transport – describe transport services available to patrons leaving the premises, and procedures implemented by licensee/permit-holder if transport unavailable
 - Noise – describe noise mitigation strategies to monitor and reduce noise levels, prevent impacts on surrounding areas, and processes for dealing with complaints
 - Surrounding areas - describe procedures to maintain the amenity of surrounding areas, specifically; schools, places of worship, hospitals and residential areas. e.g. litter, noise, parking, leaving patrons at closing time, generators, and empty kegs
 - Describe the liquor accords to which the licensee is a party

Fill in the shaded fields with the relevant information and insert the proposed risk management procedures and practices in sufficient detail for the Commissioner to be satisfied that the plan meets the harm minimisation and community safety principles of the *Liquor Act 2010*.

PREMISES INFORMATION

This is the Risk Assessment Management Plan for [8 Kett Street KAMBAH ACT] operating as a [Club] under the name of [The Burns Club]. The [licensee/permit-holder] for the premises is [Canberra Highland Society & Burns Club Limited].

It is proposed that the premises will be open to the public at the following times:

DAY/S	FROM	TO	FROM	TO	FROM	TO
MONDAY	10.00	23.00				
TUESDAY	10.00	23.00				
WEDNESDAY	10.00	00.00				
THURSDAY	10.00	00.00				
FRIDAY	09.00	02.00				
SATURDAY	10.00	01.00				
SUNDAY	10.00	23.00				

During the above times, the proposed trading hours for the sale of liquor are:

DAY/S	FROM	TO	FROM	TO	FROM	TO
MONDAY	10.00	23.00				
TUESDAY	10.00	23.00				
WEDNESDAY	10.00	00.00				
THURSDAY	10.00	00.00				
FRIDAY	09.00	02.00				
SATURDAY	10.00	01.00				
SUNDAY	10.00	23.00				

Are there any Designated Outdoor Smoking Areas? If **No**, go to the next section.
If **Yes**, complete the following information.

 No

 Yes

There are [One (1)] Designated Outdoor Smoking Areas, located at [location/s].
These areas will be managed in accordance with relevant smoking laws by:

There is one (1) designated smoking area as approved by the Liquor Licencing Inspector, E. Stachow on 18 October 2010. This area will be managed as per relevant legislations.

PREMISES SAFETY

There are a total of fourteen (14) exits to the premises. The entry and exit of patrons will be counted, monitored and managed in the following manner to ensure the occupancy loading is maintained:

There is a total of fourteen (14) exit points from all areas of the Club internally.

All patrons are monitored via reception at the front of the Club.

Occupancy levels are controlled via functions documentation and 'in general' policing by Club Managers. This venue has 'never' exceeded occupancy loadings.

Entry and exit to the premises will be through the main entrance to the premise and will be monitored and managed by Reception Staff during Club opening hours. Club access to the premises is limited to persons that are members of the Club and to those patrons that wish to enter the premises as guests of an adult member of the Club. This member will be present at the time that the visitor is enjoying the benefits of the Club premises. All invited guests are required to sign onto the designated guest register. They are also required to provide identification upon request.

During peak times and major events either security or reception staff will ensure that the occupancy loading of the determined public areas of the premise are within the limits of the determined numbers allowed within the areas by accurately counting patrons in and out of the premises by using a hand held counter.

Where necessary, and if loadings are likely to be exceeded the external doors to the public area can be closed off to allow for exit and entry on a one for one basis to ensure that the occupancy loading is not exceeded.

In the event of an evacuation, people will be moved from each public area in the following manner:

In the event of any evacuation, Club Staff including the Fire Warden evacuate patrons via the microphone paging systems and by Club Staff guiding patrons to designated safety areas outside the Club.

The following staff members (name or position) have documented training in the implementation of the above entry and evacuation procedures. Their roles, including when other staff are absent, are:

Sch 2 s2(a)(ii) - CEO

Sch 2 s2(a)(ii) - Operations Manager

Duty Managers

The emergency exits of the premises will remain unimpeded at all times. This will be ensured by:
This is ensured by Staff doing regular checks and ensuring that all exit areas are unimpeded.

The following general and fire safety procedures are in place for the premises:

- Fire Alarms
- Thermal & Smoke detectors throughout the Club
- Fire extinguishers & Fire Hoses throughout the Club
- Exit lights throughout the Club
- PA announcements of evacuations
- Walkie talkies for staff communications
- Fire Wardens/Duty Managers
- Club Staff to assist patrons to safest assembly area
- Club Staff to be stationed at Exit doors
- Final internal check done by Fire Warden

Taking into consideration employee and patron safety, during opening hours the interior of the premises will be lit by*:

- Electrical lighting throughout the Club
- Emergency lighting in case of power failure
- Interior and external lighting

* Note: Lighting must be in accordance with *AS/NZS 1680.0:2009*

Taking into consideration employee, patron and community safety and security, the exterior of the premises will be lit by*:

- Electrical lighting throughout the Club
- Emergency lighting in case of power failure
- Interior and external lighting

* Note: Lighting must be in accordance with *AS/NZS 1680.0:2009*

RESPONSIBLE SERVICE OF LIQUOR

The following kinds of liquor will be sold at [*The Burns Club*] (e.g. wine, spirits, RTD wine or spirits, low-strength beer).

• Light Beer	• Mid Beer	• Heavy Beer
• Wine	• RTD's	• Ciders
• Spirits	• Non Alcoholic	•
•	•	•

The [licensee/permit-holder] will ensure the responsible service of liquor at [*The Burns Club*] by doing the following:

THE RESPONSIBLE SERVICE OF ALCOHOL

- Adequate training of management and staff in responsible serving of alcohol
- Persons who are intoxicated will be REFUSED ADMISSION to our premises
- We will strive to prevent intoxication by recognising THE SIGNS OF INTOXICATION at all times enforcing the requirements of the Liquor Act 2010 and the Liquor Regulation 2010.
- Patrons will be DENIED SERVICE if they are considered to be intoxicated.
- We will support initiatives to MINIMISE DRINK DRIVING in order to safeguard the well being of our patrons.
- The supply of drinks known as 'shots', 'laybacks', 'shooters', 'test tubes', 'boat racers', is not permitted.
- Only beer, soft drink, juice and water are to be served in jugs. The sale of spirits in jugs is not permitted.
- The consumption of liquor directly from jugs is not permitted.
- Provide FREE water
- Sell light of mid-strength beverage options.
- Sell a variety of soft drinks, juices and hot beverages.
- Promote awareness of drink spiking issues.
- Supply liquor in standardised quantities that can be easily recognised.
- Serve half measures of spirits if requested.
- Not serve double measures of spirits in one standard drink; not serve more than three (3) measures of spirits in cocktails.
- Help patrons to arrange transport from the premise.
- Provide a complementary taxi phone.
- Ensuring that all Staff have current RSA Certificates
- Overseeing all liquor operations by Senior Management and Duty Managers
- Ensuring that all legislated rules are adopted and followed at all times
- Duty of care

The [licensee/permit-holder] will ensure employees provide for the responsible service of liquor at [The Burns Club] by doing the following:

All Staff at this venue are trained and instructed on: (this includes security)

- restricting "shots"
- reporting of 'suspected' intoxicated patrons
- RSA trained with Certificates
- Encouraging patrons to drink water
- Checking of identification
- Club restrictions on amount of drinks
- Provision of food at all times including – Bistro, snack and coffee vending machines, free water, bar snacks.
- Regular training and updates
- Duty of care

The licensee aims to provide all patrons with a venue for enjoyment and relaxation and staff are encouraged to follow processes to ensure the responsible service of alcohol.

Staff will ensure that any promotion conducted at the premise does not encourage the rapid and excessive consumption of liquor eg: not skolling games, no shots and by limiting the number of drinks that are sold to customers at a given time if need be.

Staff will encourage and assist patrons by providing advice on food and non alcoholic beverages that can be provided.

Staff will prevent underage drinking occurring on the premises by insisting on the production of valid identification (current drivers licence, proof of age cards or passport). Staff are required to prevent intoxication by recognising the signs of intoxication and avoiding serving anyone to the point of intoxication. Intoxicated persons will be refused entry to the premises and those patrons who show signs of intoxication will be refused further service of alcohol products.

All persons* employed to work at [The Burns Club] by the [licensee/permit-holder] will be required to undertake an ACT-approved Responsible Service of Alcohol training course prior to commencing employment. This will be ensured by doing the following:

- That all current employees are trained on RSA requirements and have current 'approved' certificates.
- Part of orientation process

* Note – Only persons employed to supply liquor at the licensed/permited premises and crowd controllers are required by the Act to hold a RSA certificate.

Has the Commissioner determined any adults-only areas for the premises? If No , go to "drinking water". If Yes , complete the details below.	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>Children and young people are not to be within a designated adults-only area except in accordance with the <i>Liquor Act 2010</i>. This will be ensured by:</p> <ul style="list-style-type: none"> - Senior and Duty Management instructions on "Designates areas" – this includes signage - Security personnel patrol all areas and watch for breaches - Having a children's play area <p>All children and young person's will not be allowed to enter a designated adults-only area unless they enter this area in the company of a parent, step parent, guardian, person acting in place of a parent, domestic partner or carer of the child or young person.</p> <p>Where there is some concern that the child or young person is not of age they will be requested to produce photographic proof of identification to prove their age. Acceptable forms of identification are current drivers licence, proof of age card, passport etc.</p> <p>If a person is found to be using someone else's identification or form of identification that is forged to obtain entry to the adults-only area this will be confiscated and sent to the appropriate authorities. That person will then be refused entry to the area.</p>		
<p>If children and/or young people are identified in a designated adults-only area in contravention of the <i>Liquor Act 2010</i> they will be dealt with and removed from the adults-only areas in the following manner:</p> <ul style="list-style-type: none"> - Any person under the age of 18 years that are found to be in a designated adults-only area are asked to move from this area and questioned. Responsible adults are cautioned on their obligations. - Any false identification presented is confiscated and the Police are contacted – offenders are removed from the premise. - Persons under the age of 18 years DO NOT work behind Adult bar areas. - The child or young person will be approached and asked where their parent or legal guardian are - The child or young person will be returned to the parent/guardian and that person will be reminded of the rules of entry into an adults-only area of the premises. - If a parent/guardian of the young person cannot be found the young person will be questioned as to how they gained entry to the adults-only area of the premises. - If the young person was found to have used a form of identification that is forged or they have used someone else's identification the identification will be confiscated and sent to the appropriate authorities. - An attempt will then be made to contact the young person's parent and then depending on whether the young person is affected by alcohol either be asked to leave the premise or police assistance will be arranged. <p>A record of the incident will be recorded in the incident register recording the date, time of the incident, what action/remedy was taken, who was involved and whether the police were called.</p>		

Free drinking water will be dispensed at the following locations by the following means:

- when asked for at the Clubs bars
- Water available via receptacles at both bars
- Bottled water available

The following types of food will be available for purchase from the premises:

At the Burns Club we have:

- A restaurant that provides buffet and ala carte meals consisting of, Chinese dishes, roast meats, steaks, vegetables, breads.
- a bistro that provides meals such as steak sandwiches, chips, schnitzels
- Vending machines with potato chips, nuts, chocolate bars.
- Pies and sausage rolls available for purchase at the bar

Outside of normal meal hours, the following types of food in sufficient quantity and quality to meet demand will be available for purchase from the premises. The food will be provided/prepared/delivered by the following means:

- Hot pies and sausage rolls (in sealed packaging) available for purchase at the bar.
- Vending machines with potato chips, nuts, chocolate bars

SECURITY & SURVEILLANCE

The following surveillance and monitoring equipment / devices / methods will be used at [The Burns Club]. They can be accessed by the listed people in the following situations:

The Club has a new CCTV monitoring station that is accessed by senior management only.
All footage is available to Police and Authorised Government Agencies.

These records will be stored and made available to the Commissioner, Investigators or Police in the following manner:

All recordings are stored in the CCTV system for a period of 5 months.
Recordings are also stored on a 'store and go' device.

Will there be crowd controllers or security staff employed at the premises?
If **No**, go to "intoxicated people". If **Yes**, please complete details below.

 No

 Yes

There will be [One (1)] crowd controllers employed at [The Burns Club]. Their responsibilities will be to:

Licensed Security Guards are used at this venue for security of the Club and its Patrons.

Crowd Controllers (Security) are instructed to deal with all situations calmly and have proper reports available for Management.

Security numbers are increased as required – eg: when functions are being held.

Crowd controllers will be employed on the premises during the following times:

Thursday – 20.00 until required

Friday – 20.00 until required

Saturday – 20.00 until required

The Club Duty Manager determines the finishing time.

Intoxicated people will be identified and dealt with by the following means:

- A duty of care is taken with all patrons at this venue.
- Intoxicated patrons, when identified, are reported to Duty Managers and dealt with according to RSA and OH&S rules.
- Problem patrons are spoken to calmly to avoid physical conflict.
- Staff at this venue are required to approach conflicts in two's and calmly deal with the situation.
- Security Guards are on premise to assist with issues if required.
- Reports are made for Senior Management for follow up & disciplinary reasons.

Staff will use the following guidelines to assess a person's level of intoxication:

Intoxicated persons may be identified if they show signs that lead staff to believe that a patron is obviously or visibly affected by alcohol. These signs may include:

- Being overly friendly
- Loud
- Change in volume of speech
- Using foul language
- Argumentative
- Belligerent
- Drinking more or faster than usual
- Careless with money
- Loss of train of thought
- Slurred speech
- Decreased alertness
- Spilling drinks
- Fumbling with money
- Swaying
- Bumping into things
- Poor balance and falling
- Dishevelled
- Smell of alcohol on the person
- Lack of eye focus

When an intoxicated person is identified that person will be approached and informed that:

- Their inappropriate behaviour is unacceptable, advised that they are showing signs of intoxication that they are displaying aggressive conduct and their actions are annoying/disturbing other patrons who are on the premises.

The person will be asked to leave because of the reasons stated. The patron will be given a reasonable time frame to leave the premises, depending on the circumstances at the time.

If the patron fails to leave the premises in the time requested, they will again be approached and told to leave the premises immediately and further informed that should they refuse to leave, police will be called.

A record of the incident will be recorded in the incident register recording the date, time of the incident, what action/remedy was taken, who was involved and whether the police were called.

Disorderly people will be identified and dealt with by the following means:

- Duty Managers are notified regarding difficult patrons.
- Our policy is refusal of further services and being asked to leave the premise.
- All incidents are documented for future reference.

The license has in place strict rules that demand an appropriate level of behaviour from its patrons.

Staff are aware of the policy and are to actively discourage all anti-social behaviour or disorderly conduct by patrons.

Where disorderly conduct is observed, staff are to approach the patron and warn them of their behaviour and indicate that should the behaviour continue, the patron will not be served any further alcohol.

Should the behaviour continue after the patrons have been sufficiently warned, the patron will be asked to leave the premises. They will be further warned what will occur should they fail to leave the premises which will result in the police being called.

If the patron still refuses to leave, police will be called to remove that patron concerned.

All incidents of disorderly behaviour will be recorded in the incident register recording the date, time of the incident, what action/remedy was taken, who was involved and whether the police were called.

COMMUNITY IMPACT

The transport options available for [Burns Club]'s patrons leaving the premises are:
 Taxis are called 'free of charge' for any patrons requiring transport.

The location of the nearest public transport from [The Burns Club] is located at:
 The nearest bus stop is located approx 400 meters from the Club.

[The Burns Club] has the following arrangements available to assist patrons to access transport upon leaving the premises:

- Taxis are made available at all times during trading hours
- A public phone is available to patrons

Noise produced by patrons outside [The Burns Club], including in outdoor dining areas and leaving the premises, will be monitored and mitigated by doing the following:
 All outside areas are monitored to by Staff and Security to ensure that noise levels are at a minimum.
 Necessary steps are taken to ensure that Neighbours are not affected by noise levels.

Note – Noise standards for different noise zones are dealt with in the Environment Protection Regulation 2005

Will there be amplified entertainment provided at the premises?
 If **No**, go to "amenity". If **Yes**, please provide details below.

No

Yes

Noise produced by entertainment at [The Burns Club] will be monitored and mitigated by doing the following:

Noise levels for 'live' entertainment are limited at all times.
 Persons holding functions where amplifiers are required are advised of finish times and monitored.
 This venue has never had a complaint made regarding this issue.

Note – Noise standards for different noise zones are dealt with in the Environment Protection Regulation 2005

The impact of [*The Burns Club*] on the amenity of the surrounding areas will be mitigated by doing the following:

- This venue has a good relationship with its neighbours.
- The Club always monitors noise levels both inside and outside the venue.
- Any problems are usually dealt with efficiently.
- This venue had never received any noise level complaints.

All trash, empty bottles stay inside the premises and placed into disposal bins the following day. Any kegs (empty or full) are kept inside the premises and only moved during daylight hours.

Staff will assist patrons to obtain public transport if required and patrons will be encouraged to remain indoors when waiting for public transport.

Congregation of patrons at the main entrance will be discouraged and the police will be advised of any unruly behaviour that may occur outside the premises.

Are there any places of worship, schools, residential areas or hospitals nearby?

If **No**, go to "liquor accords", if **Yes**, please provide details below:

No

Yes

[*The Burns Club*] is located near [a block of units adjacent to the Club]. The impact on the amenity of these locations will be mitigated by doing the following:

There have never been any problems mitigated by noise or patrons.

There is a church located at the end of the street at least 300 meters away from the Burns Club.

The [licensee/permit-holder] is a party to the following described liquor accords:

This Club is involved with:

- Lifeline
- Club Care

OTHER PROCEDURES, PRACTICES AND ARRANGEMENTS

Other relevant information for staff, crowd controllers and patrons in relation to other identified risks, and the procedures, practices and arrangements at [The Burns Club] to ensure harm is minimised and that community safety is maintained.

- This venue provides live entertainment regularly; all noise levels are monitored and controlled.
- Entertainment times vary, however normally 8pm till midnight when conducted.
- All noise complaints will be managed with plaintiffs professionally to maintain good relations.
- The Club has 'strict' policies on behaviour and all disciplinary matters and are dealt with professionally.
- The Club adheres to all rules and regulations regarding the proper sale of liquor and is very responsible in its duty of care.
- All patrons are screened for membership and age at entry to venue by 'trained' Reception Staff.
- This Club had had minimal problems relating to alcohol related incidents and prides itself in our policy and procedures.
- The Club has 2 (two) outdoor areas. No entertainment is provided in these areas.



BUSINESS AND INDUSTRY LICENSING

**RISK ASSESSMENT MANAGEMENT PLAN
AMENDMENT – PAYMENT DETAILS**



APPLICANT DETAILS This page is to be completed and attached if payment is not provided with the submitted application form.

Name/Corporation:

Provide a mailing address for the tax invoice:

FEE QUERIES

For queries regarding the relevant fees, please contact ORS Business and Industry Licensing during business hours quoting 'RAMP amendment fee'.

Office of Regulatory Services
255 Canberra Avenue,
FYSHWICK, ACT 2609

Telephone: (02) 6207 0562
Email: ors.bil@act.gov.au

The fee for this application is **\$200.00** (GST exempt) The JACS ABN is: 41 562 230 918

SUBMISSION DETAILS

<p>Option 1: In Person</p> <p>Office of Regulatory Services 255 Canberra Avenue FYSHWICK ACT 2609</p>	<p>Option 2: Mail</p> <p>Office of Regulatory Services Business and Industry Licensing GPO Box 158 CANBERRA CITY ACT 2601</p>	<p>Option 3: Fax*</p> <p>(02) 6207 0424 Only credit card payment can be accepted via fax.</p>	<p>Option 4: Email*</p> <p>ors.bil@act.gov.au</p> <p>Payment can not be accepted via email. Remove and submit this page for payment through Option 1, 2 or 3. Submit remainder of application form via email.</p>
--	--	--	--

CREDIT CARD PAYMENT AUTHORITY

Please charge payment of the application fee to my: VISA card MasterCard

Credit Card Number Expiry date

/

CARD HOLDER'S AUTHORISATION: I consent to the Office of Regulatory Services debiting the following amount from my credit card to the value of \$, .00

<p>_____</p> <p>Card holder's full name</p>	<p>_____</p> <p>Card holder's signature</p>	<p> / /</p> <p>Date</p>
---	---	-------------------------------



ACT
Government

Chief Minister, Treasury and
Economic Development

The Canberra Highland Society and Burns Club Limited

Att: **Sch 2 s2(a)(ii)**

8 Kett Street

Kambah ACT 2902

Dear **Sch 2 s2(a)(ii)**

RE: Notice of Decision – Approval of amendment to licence application

I refer to the application seeking approval to amend the licence for The Canberra Highland Society and Burns Club Limited (the Company) at 8 Kett Street Kambah ACT 2902. The application requested amendment to the approved floor plan and to redefine the occupancy loadings for the each approved public area.

As you are aware, the suitability information provided about the Company, its close associates, any influential persons (for a corporation), persons in control of the business on a day-to-day basis, and the premises must be considered in making my decision. I must also be satisfied that both the Company and the premises comply, and are likely to continue to comply, with the *Liquor Act 2010* (the Act).

The application has now been assessed in accordance with the Act and the *Liquor Regulation 2010* (the Regulation) and this letter provides notice of my decision.

The Decision

I have considered the application, including the attached supporting documentation. Having regard to this information, and the harm minimisation and community safety principles of the Act I am satisfied that the Company would remain suitable person and the premises would continue to be suitable were the requested amendments to the approved floor plan and to redefine the occupancy loadings for the each approved public area be approved.

Accordingly, I approve the requested amendments to the liquor licence. Please find **enclosed** the replacement Licence certificate, approved plan and the replacement occupancy loading signage.

The Company's obligations and responsibilities

To ensure the Company's continued approval to sell liquor under the licence it is required to comply with the Act, all conditions prescribed by the Regulation Schedule 1, any conditions listed on its licence and ensure that the premises continue to comply with the Act. The prescribed conditions can be viewed at www.legislation.act.gov.au.

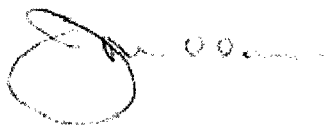
General Information

The decision is reviewable under the *Administrative Decisions (Judicial Review) Act 1989* on application to the Supreme Court of the ACT. Information about the procedure for making that application can be obtained by calling the Supreme Court Registry on (02) 6207 1786.

Further, a person who has a complaint about this decision can complain to the Commonwealth Ombudsman by calling 1300 362 072.

For general information regarding the sale of liquor in the ACT, or your obligations as a licensee, please visit our website at www.accesscanberra.act.gov.au or call Access Canberra, Compliance on (02) 6207 3000.

Yours sincerely

A handwritten signature in black ink, appearing to read 'James Mullan', with a large circular flourish at the end.

James Mullan
Delegate of the Commissioner for Fair Trading
Access Canberra
GPO Box 158 Canberra ACT 2601

15 May 2016



ACT
Government

Chief Minister, Treasury and
Economic Development

LIQUOR LICENCE

Liquor Act 2010

AUSTRALIAN CAPITAL TERRITORY

Licence Number: **12000098**

THE CANBERRA HIGHLAND SOCIETY AND BURNS CLUB LIMITED
ACN 008 395 597

is licensed, under the provisions of the *Liquor Act 2010*, to supply liquor in the Australian Capital Territory within the restrictions of the following class of licence:

Liquor - Club

Accordingly, liquor may be supplied in open containers for consumption on the premises between the hours of **7am** and **2am**. Liquor may be supplied in sealed containers for consumption off the premises between the hours of **7am** and **11pm** at the following location:

8 Kett Street KAMBAH ACT 2902
Block 54, Section 346, Kambah

trading as:

The Canberra Highland Society & Burns Club Limited

This licence is valid to **30 November 2016** inclusive.

The approved plan for this licensed premises forms part of this licence.

This licence is subject to the conditions listed under the heading "Licence Conditions" and these conditions must be complied with.


James Mullan
Delegate of the Commissioner for Fair Trading
15 June 2016

Certificate

LICENCE CONDITIONS

Liquor Act 2010

The licence is subject to the Conditions identified in the *Liquor Act 2010*, section 31 and the *Liquor Regulation 2010*, Schedule 1. The following conditions apply to **THE CANBERRA HIGHLAND SOCIETY AND BURNS CLUB LIMITED** in addition to those prescribed in the Act and Regulation.

- You must make a payment of **\$3242.00** by each of the following dates: **1 March 2016, 1 June 2016 and 1 September 2016.** (N.B. If your quarterly payments are not made on or before the due dates above, the Commissioner may take occupational discipline action against you in the ACT Civil and Administrative Tribunal (ACAT))
- You must ensure that you, your staff and the premises comply with the following Guidelines:
 - *Liquor (Intoxication) Guidelines 2010 (No 1);*
 - *Liquor (Responsible Promotion of Liquor) Guidelines 2012 (No 1).*

For access to the prescribed conditions visit www.legislation.act.gov.au.

CLOSE ASSOCIATES, INFLUENTIAL PERSONS & PERSONS WITH DAY-TO-DAY CONTROL

Licence Number: 12000098

With respect to the premises trading as

The Canberra Highland Society & Burns Club Limited

In accordance with the *Liquor Act 2010*, section 27 the following people are deemed to be a suitable person with respect to this licence.

Influential Persons

Name	Address	Relationship
Sch 2 s2(a)(ii)		Director
		Director
		Director
		Director
		Director
		Secretary
		Director
		Director
		Director

Persons with day-to-day control

Name	Address	Relationship
Sch 2 s2(a)(ii)		Chief Executive

**The maximum
occupancy
loading for the
INDOOR area
of this licensed
premises is**

650 PERSONS

Area A

Licence Number 12000098

**The Canberra Highlands Society & Burns Club
Limited**

**The maximum
occupancy
loading for the
INDOOR area
of this licensed
premises is**

147 PERSONS

Area B

Licence Number 12000098

**The Canberra Highlands Society & Burns Club
Limited**

**The maximum
occupancy
loading for the
INDOOR area
of this licensed
premises is**

500 PERSONS

Area C

Licence Number 12000098

**The Canberra Highlands Society & Burns Club
Limited**

**The maximum
occupancy
loading for the
INDOOR area
of this licensed
premises is**

338 PERSONS

Area D

Licence Number 12000098

**The Canberra Highlands Society & Burns Club
Limited**

**The maximum
occupancy
loading for the
INDOOR area
of this licensed
premises is**

45 PERSONS

Area E

Licence Number 12000098

**The Canberra Highlands Society & Burns Club
Limited**

**The maximum
occupancy
loading for the
OUTDOOR area
of this licensed
premises is**

200 PERSONS

Area F

Licence Number 12000098

**The Canberra Highlands Society & Burns Club
Limited**

**The maximum
occupancy
loading for the
OUTDOOR area
of this licensed
premises is**

188 PERSONS

Area G

Licence Number 12000098

**The Canberra Highlands Society & Burns Club
Limited**

**The maximum
occupancy
loading for the
OUTDOOR area
of this licensed
premises is**

32 PERSONS

Area H

Licence Number 12000098

**The Canberra Highlands Society & Burns Club
Limited**



ACT
Government

Chief Minister, Treasury and
Economic Development

PART A - APPLICATION TO AMEND A LIQUOR LICENCE OR PERMIT

Liquor Act 2010
Liquor Regulations 2010

APPLICATION DETAILS – MUST BE COMPLETED

CURRENT LICENCE / PERMIT DETAILS					
<input checked="" type="checkbox"/> Licence		<input type="checkbox"/> Permit		Number: 12000098	
If a Licence, select class	<input type="checkbox"/> General	<input type="checkbox"/> On	<input type="checkbox"/> Off	<input checked="" type="checkbox"/> Club	<input type="checkbox"/> Special
If you hold an <i>on licence</i> , please identify sub-class	<input type="checkbox"/> Bar	<input type="checkbox"/> Nightclub	<input type="checkbox"/> Café and Restaurant		
If a Permit, select type	<input type="checkbox"/> Commercial		<input type="checkbox"/> Non-commercial		

LICENSEE / PERMIT HOLDER (APPLICANT'S) NAME

Sch 2 s2(a)(ii)

REGISTERED BUSINESS NAME OF PREMISES / TRADING NAME

CANBERRA HIGHLAND SOCIETY AND BURNS CLUB

LICENSED / PERMITTED PREMISES ADDRESS	SUBURB	STATE	POSTCODE
8 KETT STREET	KAMBAH	ACT	2902

CONTACT PERSON FOR LICENSED / PERMITTED PREMISES **PHONE NUMBER**

Sch 2 s2(a)(ii)

(02) 62962425

AMENDMENT APPLICATION TYPE

<input type="checkbox"/> Change to Suitable Persons (complete Part B and Part C)			
<input type="checkbox"/> Amendment of Partnership - dissolution of licensee/permit-holder (complete Part D) OR - additional partner to be licensee/permit-holder (complete Part B and Part C)			
<input type="checkbox"/> Change to Trading Hours (complete Part E)			
<input type="checkbox"/> Change of On Licence sub-class; to: (complete Part F)	<input type="checkbox"/> Bar	<input type="checkbox"/> Nightclub	<input type="checkbox"/> Café and Restaurant
<input checked="" type="checkbox"/> Alteration to licensed / permitted premises (complete Part G)			
<input type="checkbox"/> Amendment to licence / permit (complete Part H)			

OFFICE USE ONLY

Received via:	Received by	Date:	Time
Counter / Fax / Email / Post		/ /	: Hrs
Entered into IBS by		Date Entered into IBS	/ /



PART G - APPLICATION TO AMEND A LIQUOR LICENCE OR PERMIT

Liquor Act 2010
Liquor Regulations 2010

ALTERATION TO PREMISES DETAILS

(This part is to be submitted prior to commencing the alterations to the premises)

CONTACT PERSON FOR THE ALTERATIONS

CONTACT PHONE NUMBER

Sch 2 s2(a)(ii)

(02) 62962425

MOBILE

EMAIL ADDRESS

Sch 2 s2(a)(ii)

operations@burnsclub.com.au

EXPECTED COMMENCEMENT DATE

EXPECTED COMPLETION DATE

ESTIMATED COST

21/8/15

14/9/15

\$337,000.00

DETAILS OF THE PROPOSED ALTERATIONS

(Briefly describe the nature of the proposed alterations. May refer to attached plans)

Renovations to create a new gaming area
and D.O.S.A. Please see attached plans

OFFICE USE ONLY

Entered into IBS by

Date Entered into IBS



APPLICATION TO AMEND A LIQUOR LICENCE OR PERMIT

Liquor Act 2010
Liquor Regulations 2010

AMENDMENT TO A LICENCE OR PERMIT

Complete this part if you wish to amend a licence or permit in a way not already described, e.g. occupancy loading, adults-only area or a condition. Attach any supporting documentation to the application.

Provide a brief description of what you wish to have amended on your licence or permit:

Provide a rationale for why you require this amendment:

The Commissioner may only amend the licence or permit if satisfied that the following continue to be suitable persons:

- a) the licensee or permit-holder;
- b) close associates;
- c) influential persons;
- d) the premises; and
- e) for licences, the persons with day-to-day control.

It is an offence for a person to fail to inform the Commissioner about changes to their suitability information within seven (7) days of the change occurring. The maximum penalty is 20 penalty units.

I, name **Sch 2 s2(a)(ii)**, being the licensee / permit-holder for premises
 address/business name The Burne Club confirm that the suitability information for persons
 and the permitted premises, provided in the application for a general licence/on licence/off licence/club licence/special
 licence/club licence/non-commercial permit, is still true and correct.

Signature

Date

2018/15

OFFICE U

Entered into IBS by

Date Entered into IBS



ACT
Government

Chief Minister, Treasury and
Economic Development

APPLICATION TO AMEND A LIQUOR LICENCE OR PERMIT

Liquor Act 2010
Liquor Regulations 2010

APPLICANT DETAILS

This page is to be completed and attached if payment is not provided with the submitted application form.

Name/Corporation: *Canberra Highland Society and Burns Club*

Provide a mailing address for the tax invoice:

P.O. Box 365 Erindale ACT 2903

APPLICATION FEE QUERIES

For queries regarding the relevant application fee, please contact Access Canberra during business hours quoting 'Amendment to Liquor Licence/Permit Fee'.

Access Canberra
255 Canberra Avenue,
FYSHWICK, ACT 2609

Telephone: (02) 6207 0562

Email: liquor@act.gov.au

The fee for this application is \$*237*.00 (GST exempt)

The Access Canberra ABN is: 16 479 763 216

APPLICATION SUBMISSION

Option 1: In Person

Access Canberra
255 Canberra Avenue
FYSHWICK ACT 2609

Option 2: Mail

Access Canberra
Registrations and Fair Trading
GPO Box 158
CANBERRA CITY ACT 2601

Option 3: Fax*

(02) 6207 0538
*Only credit card
payment can be
accepted via fax.

Option 4: Email*

liquor@act.gov.au
* payment can only be accepted via email if
the application form have been signed and
the whole form scanned and emailed.

CREDIT CARD PAYMENT AUTHORITY

Please charge payment of the application fee to my:

VISA card

MasterCard

Credit Card Number

Sch 2 s2(a)(ii)

Expiry date

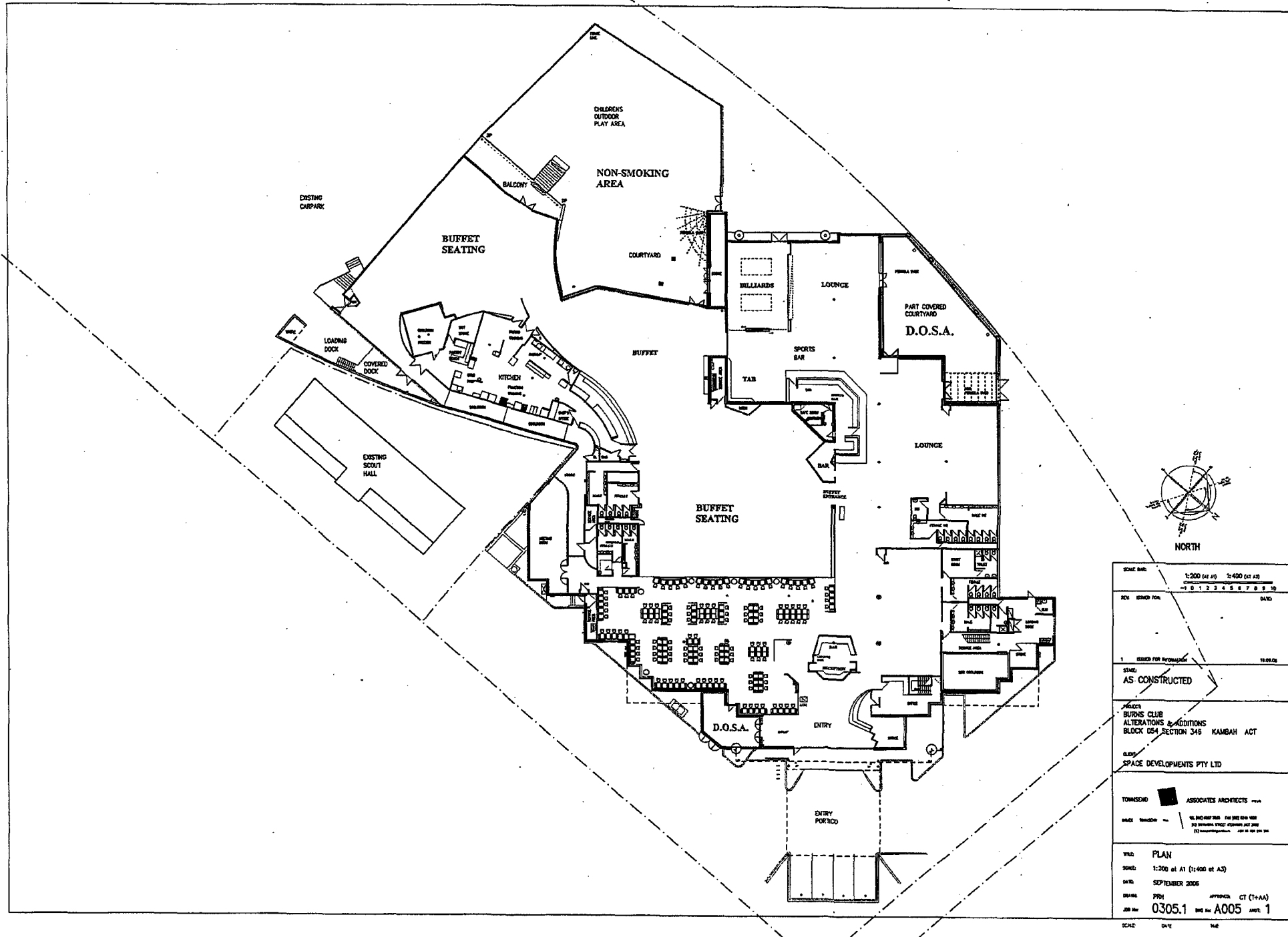
CARD HOLDER'S AUTHORISATION: I consent *Sch 2 s2(a)(ii)* Canberra debiting the following amount from my credit card to the value of \$, .00.

Sch 2 s2(a)(ii)

Card holder's full name

Sch 2 s2(a)(ii)
Card holder's signature

2018115
Date



SCALE BAR	1:200 (at A1)	1:400 (at A3)
REV.	ISSUED FOR	DATE
1	ISSUED FOR APPROVAL	18.09.06
STAGE:	AS CONSTRUCTED	
PROJECT:	BURNS CLUB ALTERATIONS & ADDITIONS BLOCK 054 SECTION 346 KAMBHA ACT	
CLIENT:	SPACE DEVELOPMENTS PTY LTD	
TOWNSHIP:	ASSOCIATES ARCHITECTS	
PROJECT NUMBER:	NO. 0305.1	
DATE:	SEPTEMBER 2006	
APP. NO.:	0305.1	APP. NO. A005
SCALE:	DATE:	DATE:



ACT
Government

Receipt

Canberra Highland Society and Burns Club
PO Box 365
ERINDALE CENTRE, ACT 2903

ABN: 68 367 113 536
Receipt Reference: 242508.1485.5
Date: 15-Sep-2015 12:11
Cashier: KSO
Counter: Counter 14
Location: ORS - Licensing

Receipt Item:	Amount
ABN: 16 479 763 216 - Liquor Licence Canberra Highland Society and Burns Club PO Box 365 ERINDALE CENTRE, ACT 2903 Reference - 12000098 Description - Application to Amend Floor Plan - \$237 Additional Information - Credit card authority	\$237.00
Total	\$237.00
Payment Details: EFTPOS	\$237.00

Copy

Licence, Party | Liquor Licence: 12000098

- Liquor Licence
 - Liquor Licences
 - Alert Notes
 - Licensee Summary
 - Licensees
 - 8 Kett Street KAMBAH ACT 2902
 - Inspection Details
 - Occupancy Loading
 - Liquor Purchases
 - Alteration Details
 - Trading Hours
 - Authorised Persons Summary
 - Authorised Person
 - Previous Authorised Persons
 - Premises History
 - Licence Movement
 - Previous Licences
 - Previous Licence Details
 - Correspondence Out
 - Renewal
 - File Note Summary
 - Transaction History
 - Previous Close Associate
 - Day to Day Manager
 - Previous Day to Day Manager
 - Influential Person
 - Previous Influential Person

Indoor: **Outdoor**

Total Licence Occupancy

Total Occupancy

Occupancy Loading - Indoor Areas

Area	Date Defined	Determination	Date of Determination	Status
A	20/04/2011	725	31/08/2011	Active
B	20/04/2011	605	31/08/2011	Active
C	20/04/2011	275	31/08/2011	Active

Area Details

Area	<input type="text" value="A"/>	Date Defined	<input type="text" value="20/04/2011"/>
Date Sent to Fire Commissioner	<input type="text" value="20/04/2011"/>	Date Received from Fire Commissioner	<input type="text" value="30/08/2011"/>
Fire Commissioner's Recommendation	<input type="text" value="725"/>	Toilets	<input type="text" value="2100"/>
Determination	<input type="text" value="725"/>	Date of Determination	<input type="text" value="31/08/2011"/>
Date Licensee Notified	<input type="text" value="31/08/2011"/>	Status	<input type="text" value="Active"/>

Description/Comments

Internal Club patron area which includes the Cafe Seating Area, the Poker Machine Area, the Sports Bar and the Billiards Room

Toilets
2100

Somers, Karl

From: Brennan, Krista
Sent: Thursday, 9 June 2016 12:11 PM
To: Somers, Karl
Cc: Baker, Danny
Subject: FW: ACTF&R Occ Load recommendation Burns Club [SEC=UNCLASSIFIED]
Attachments: Occupancy Loading Burns Club 2016.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Karl,

Is this for you?

Cheers

Krista Brennan - A/G Senior Investigator
Liquor Licensing Unit
Community, Business & Transport Regulation | Access Canberra
T: 02 6205 5267 E: krista.brennan@act.gov.au
GPO Box 158 CANBERRA ACT 2601 | www.act.gov.au/accesscbr



From: Styles, Clive
Sent: Thursday, 9 June 2016 12:04 PM
To: Brennan, Krista; Liquor
Subject: ACTF&R Occ Load recommendation Burns Club [SEC=UNCLASSIFIED]

Hi Krista

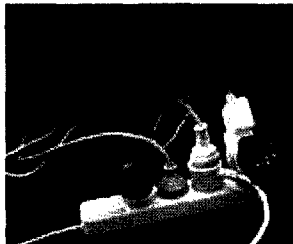
Please find attached ACTF&R's Occupancy Loading Recommendations for The Canberra Highland Society and Burns Club.

Kind regards

Clive Styles

Station Officer

ACT Fire and Rescue



ACTF&R, Community Resilience and Regulatory Compliance, ESA HQ, 9 Amberley Avenue,
Fairbairn Business Park, Majura, ACT 2609:- GPO Box 158, Canberra ACT 2601
Ph: 02 6207 8373, Email: clive.styles@act.gov.au or actfrfiresafety@act.gov.au



ACT
Government

Chief Minister, Treasury and
Economic Development

Our Ref: L12000098

Chief Officer (Fire Brigade)
ACT Fire Brigade
9 Amberley Avenue
Fairbairn ACT 2609

Attention: District Officer **Brian Talbot**, Fire Safety Section

Dear Mr Talbot

Re: Occupancy Loading Recommendation for: The Canberra Highland Society and Burns Club Limited – T/as – The Canberra Highland Society and Burns Club Limited

Block: 54

Section: 346

Division: Kambah

8 Kett Street, Kambah ACT 2902

Telephone: Sch 2 s2(a)(ii)

The Commissioner for Fair Trading has received an application for an amendment of a liquor licence for The Canberra Highland Society and Burns Club Limited operating at 8 Kett Street, Kambah ACT 2902. A copy of the approved plan has been provided to the Commissioner and is believed to be accurate. In accordance with the provisions of section 28(2) of the *Liquor Act 2010* the Commissioner has defined the **areas outlined in blue** on the attached plans of the premises as the **indoor and outdoor public areas** to be determined for the purpose of the Act.

In accordance with section 86(2) of the *Liquor Act 2010*, please assess the determined new indoor public area and notify the Commissioner for Fair Trading in writing of your recommendation as to the safe occupancy limit for the area.

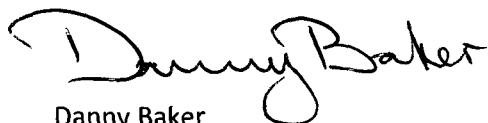
- **Area A, Buffet Seating:** Indoor public area.
- **Area B, Gaming Room:** Indoor Public area.
- **Area C, Bar:** Indoor Public area.
- **Area D, Lounge:** Indoor Public area.
- **Area E, Room:** Indoor Public area.
- **Area F,** Outdoor area.
- **Area G,** Outdoor DOSA area.
- **Area H,** Outdoor DOSA area.

Pursuant to section 227 of the *Liquor Act 2010* a determination has been made that fees are payable to you for this service (refer to Section 4 of the *Liquor (Fees) Determination 2014 (No 1)*). In this regard we request you invoice the proposed licensee directly.

Accordingly, we would be most grateful if you would assess the occupancy loading at your earliest possible convenience.

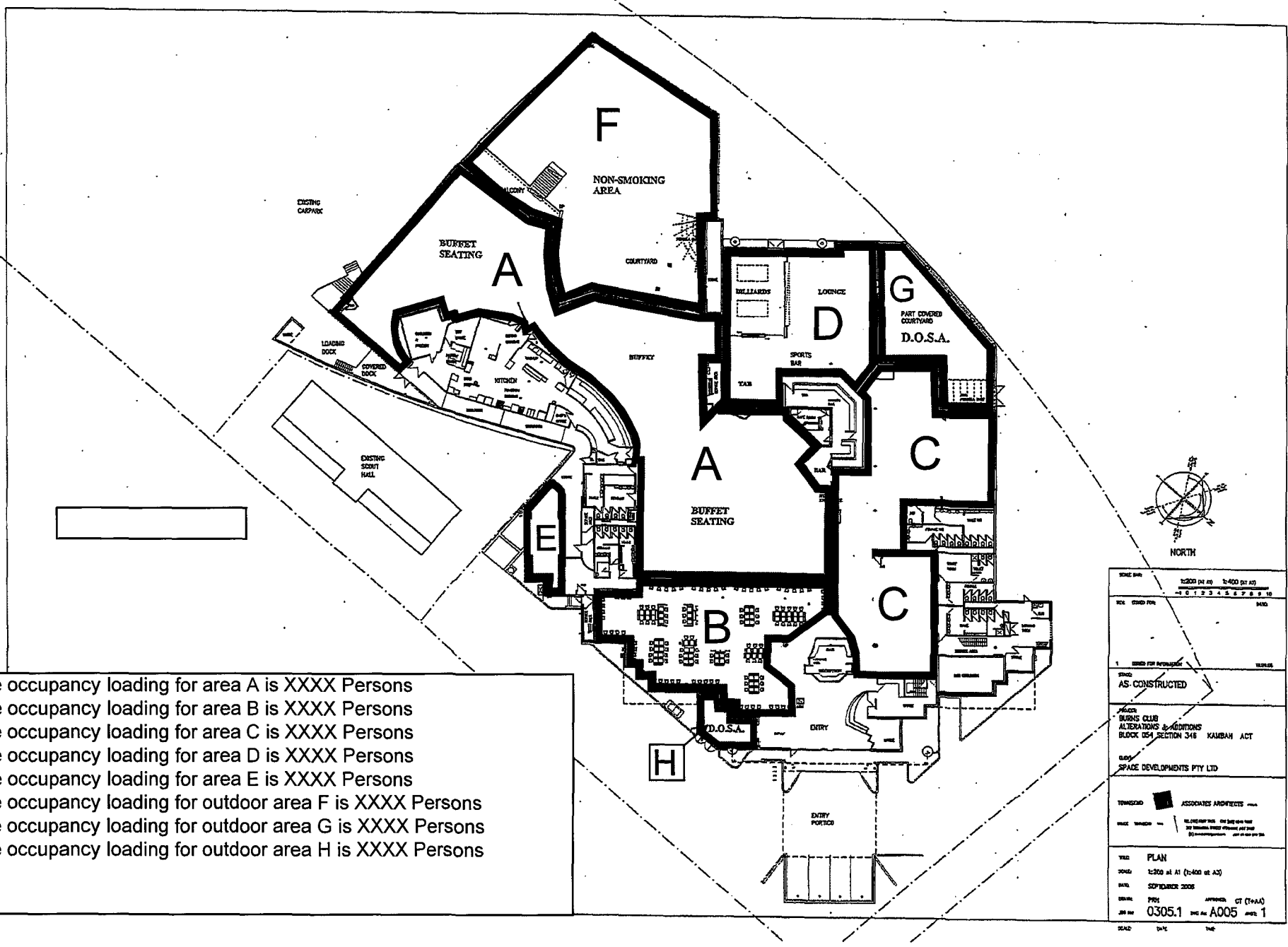
Please refrain from discussing your recommendation with the licensee, as there are other matters that may need to be taken into account before deciding on an actual occupancy loading (that is, the final determination could be less than your recommendation).

Yours faithfully

A handwritten signature in black ink that reads "Danny Baker". The signature is written in a cursive style with a large, looping initial "D".

Danny Baker
Delegate of the Commissioner for Fair Trading

24 May 2016



The occupancy loading for area A is XXXX Persons
 The occupancy loading for area B is XXXX Persons
 The occupancy loading for area C is XXXX Persons
 The occupancy loading for area D is XXXX Persons
 The occupancy loading for area E is XXXX Persons
 The occupancy loading for outdoor area F is XXXX Persons
 The occupancy loading for outdoor area G is XXXX Persons
 The occupancy loading for outdoor area H is XXXX Persons

SCALE BAR	1:200 (A1) 1:400 (A3)
DATE	03.05.11
PROJECT	BURNS CLUB ALTERATIONS & ADDITIONS BLOCK 054 SECTION 346 KAIBAH ACT
CLIENT	SPACE DEVELOPMENTS PTY LTD
DESIGNER	YOUNGWOOD ASSOCIATES ARCHITECTS
PROJECT NO.	0305.1
DATE	03.05.11
SCALE	1:400



ACT FIRE & RESCUE OCCUPANCY LOADING RECOMMENDATION

OFFICE OF REGULATORY SERVICES

Business and Industry Licensing
GPO Box 158
Canberra ACT 2601

Under Clause 83 of the Liquor Act 2010, Occupancy loading in relation to a public area means the maximum number of persons that the area can accommodate without involving a contravention of the Building Code of Australia (BCA) Clause D1.6 – Dimensions of exits and paths of travel to exits.

As required under Clause 86 of the Liquor Act 2010, the public area within the licensed premises listed below has been inspected by the ACT Fire & Rescue in order to make a recommendation as to the maximum safe occupancy loading.

This recommendation is made having regard to BCA Clause D1.13 – Number of persons accommodated, without exceeding the number of persons allowable under the BCA D1.6. in relation to exit widths.

The public area was assessed from the plans provided by the ACT Liquor Licensing Section and dated 24/05/16.

1. Licensed Premises:

'The Canberra Highland Society and Burns Club'

2. **Date of Inspection:** 30/05/2016
3. **ACTFB Reference:** 601-346-0054
4. **ACT Liquor Licensing Reference:** L12000098
5. **Block, Section & Suburb:** 54 of 346 Kambah
6. **Street Address:** 8 Kett Street Kambah ACT 2902
-

Exit Widths

The aggregate exit width available in accordance with the Building Code of Australia Part D 1.6 - 'Dimensions of Exits' is:

Area A = 5.3 metres - allowing for 650 Persons
Area B = 4.0 metres - allowing for 500 Persons
Area C = 4.0 metres - allowing for 500 Persons
Area D = 3.0 metres - allowing for 350 Persons
Area E = 1.0 metres - allowing for 100 Persons
Area F = 2.0 metres - allowing for 200 Persons
Area G = 2.0 metres - allowing for 200 Persons
Area H = 1.0 metres - allowing for 100 Persons

Floor Areas

The Fire Safety Section calculates occupancy loadings by having regard to Part D1.13 of the BCA as to the occupancy loading of each relevant indoor public area.

In accordance with BCA part D 1.13 'Number of Persons Accommodated', the maximum occupancy loading is determined by:

Area A

Public floor area (1 person per m²) = 1161 Persons

Total = 1161 Persons

Area B

Public floor area (1 person per m²) = 297 Persons

Total = 297 Persons

Area C

Public floor area (1 person per m²) = 529 Persons

Total = 529 Persons

Area D

Public floor area (1 person per m²) = 338 Persons

Total = 338 Persons

Area E

Public floor area (1 person per m²) = 45 Persons

Total = 45 Persons

Area F

Outdoor area (1 person per m²) = 648 Persons

Total = 648 Persons

Area G

Outdoor area (1 person per m²) = 188 Persons

Total = 188 Persons

Area H

Outdoor area (1 person per m²) = 32 Persons


Total = 32 Persons

Total Occupancy

- Area A: Occupancy by exit width takes precedence and is **650 Persons**
- Area B: Occupancy by floor area takes precedence and is **297 Persons**
- Area C: Occupancy by floor area takes precedence and is **500 Persons**
- Area D: Occupancy by floor area takes precedence and is **338 Persons**
- Area E: Occupancy by floor area takes precedence and is **45 Persons**
- Area F: Occupancy by exit width takes precedence and is **200 Persons**
- Area G: Occupancy by floor area takes precedence and is **188 Persons**
- Area H: Occupancy by floor area takes precedence and is **32 Persons**

THE RECOMMENDED MAXIMUM SAFE OCCUPANCY FOR THE INDOOR PUBLIC AREA
IN THIS LICENSED PREMISE IS

2250 PERSONS

Report Prepared By:	Station Officer C. Styles 02 62078370 Clive.styles@act.gov.au	391 	9/6/2016
---------------------	---	--	----------

For the Chief Officer ACT Fire & Rescue

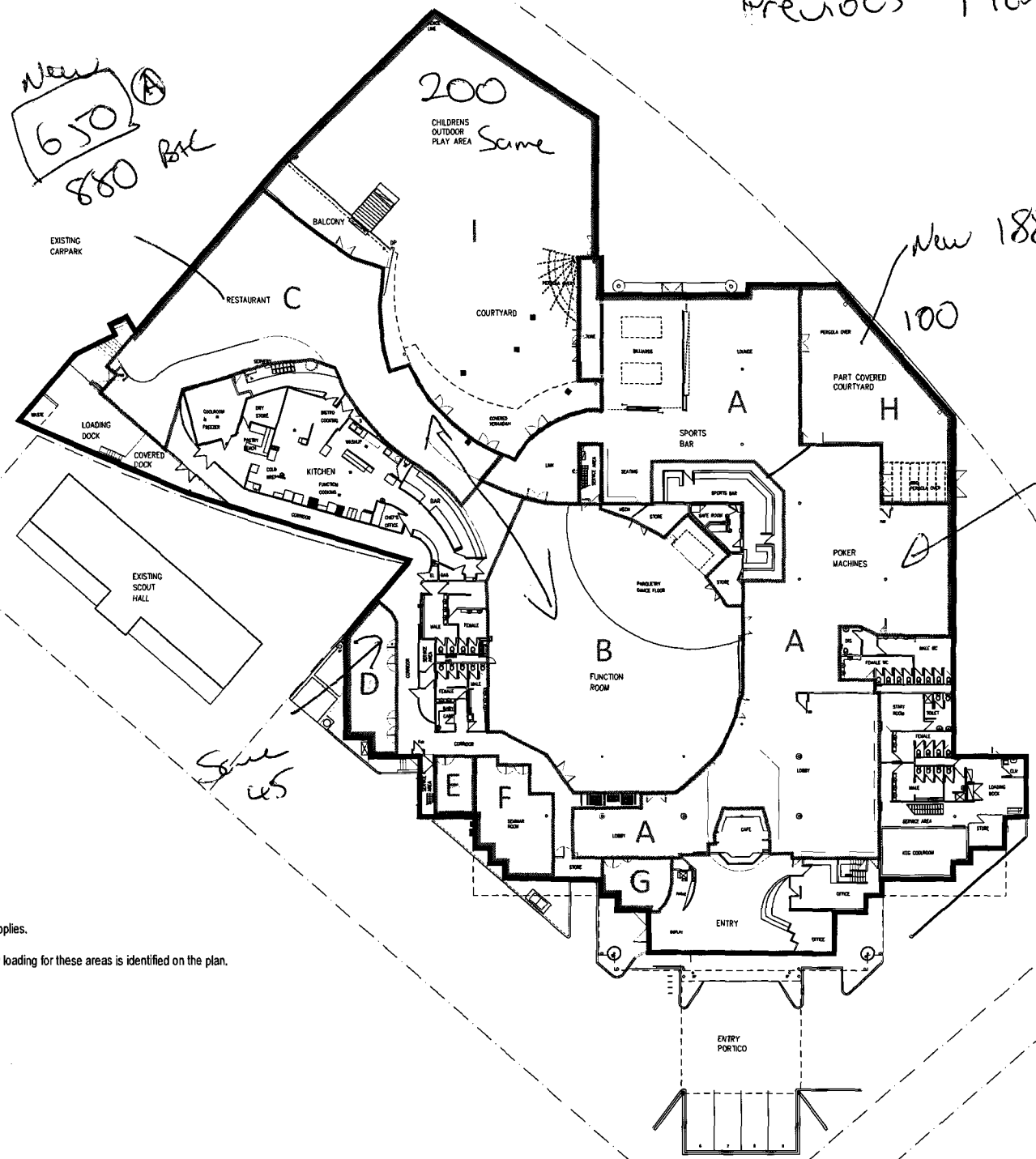
Previous Plan 2010

201

New
650
880 Bk

New 188
100

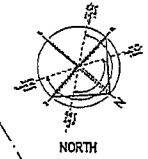
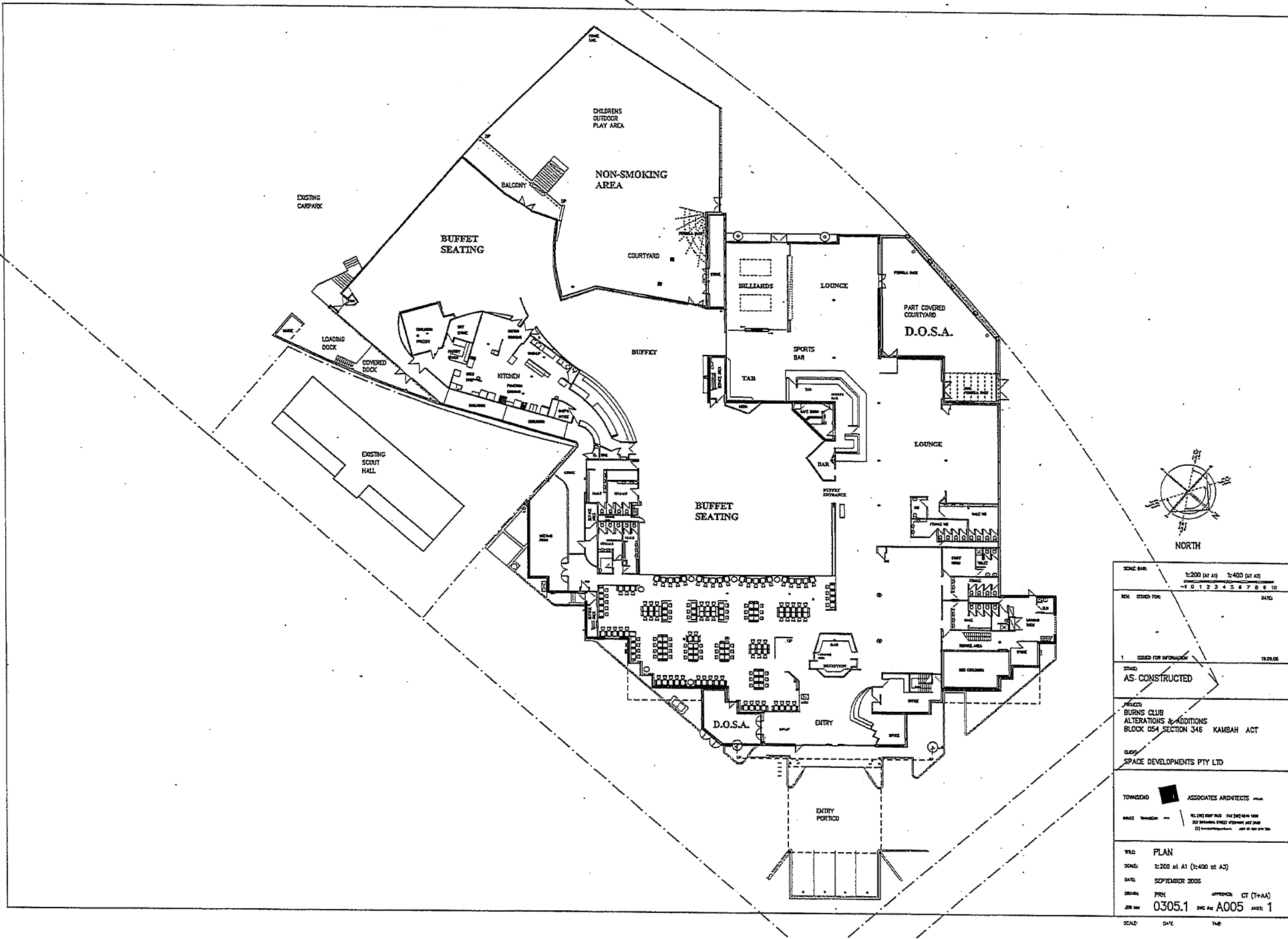
725
838 113



The area bounded by the red line is the area to which the licence applies.
 The area bounded by the yellow line is an adults-only area.
 The areas bounded by a blue line are public areas. The occupancy loading for these areas is identified on the plan.
 The occupancy loading for Area A is 725 persons.
 The occupancy loading for Area B is 805 persons.
 The occupancy loading for Area C is 275 persons.
 The occupancy loading for Area D is 45 persons.
 The occupancy loading for Area E is 9 persons.
 The occupancy loading for Area F is 50 persons.
 The occupancy loading for Area G is 19 persons.
 The occupancy loading for outdoor Area H is 100 persons.
 The occupancy loading for outdoor Area I is 200 persons.

Canberra Highland Society and Burns Club Ltd
 Licence Number 12000098

SCALE BAR		1:200 (AT A1)	1:400 (AT A3)
REV. ISSUED FOR:		DATE:	
1 ISSUES FOR INFORMATION		18.08.00	
STAGE: AS CONSTRUCTED			
PROJECT: BURNS CLUB ALTERATIONS & ADDITIONS BLOCK 054 SECTION 346 KAMBAH ACT			
CLIENT: SPACE DEVELOPMENTS PTY LTD			
TOWNSEND		ASSOCIATES ARCHITECTS	
<small> (S) 10/100 BURN ST, ACTON ACT 2601 (P) 02 6259 7000 (F) 02 6259 1000 (E) townsend@space.com.au (W) www.space.com.au </small>			
TITLE: PLAN			
SCALE: 1:200 of A1 (1:400 of A3)			
DATE: SEPTEMBER 2006			
DRAWN: PRH		APPROVED: CT (F+AA)	
JOB No: 0305.1		ENC No: A005	
SCALE:		DATE:	
		TIME:	



SCALE BAR	1:200 (at A1)	1:400 (at A3)
REV. ISSUED FOR:		DATE:
1 ISSUED FOR INFORMATION		15.09.06
STAGE	AS CONSTRUCTED	
PROJECT	BURNS CLUB ALTERATIONS & ADDITIONS BLOCK D54 SECTION 346 KAMBAH ACT	
CLIENT	SPACE DEVELOPMENTS PTY LTD	
TOWNSEND	ASSOCIATES ARCHITECTS	
SCALE	DATE	
FILED	PLAN	
SCALE	1:200 at A1 (1:400 at A3)	
DATE	SEPTEMBER 2006	
DESIGNER	PIPH	APPROVER
JOB No	0305.1	DWG No
		A005
		NO. 1
SCALE	DATE	FILE