



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 2019-215

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)	5
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

From: [REDACTED]
To: [CMTEDD FOI](#)
Cc: [REDACTED]
Subject: Fw: Request copy of management plan for NORTH CANBERRA BEARS PTY LTD, Shop 2, 163 Maribyrnong Avenue KALEEN ACT 2617 (the premises).
Date: Tuesday, 17 September 2019 10:48:00 AM

To whom it may concern,

I have been directed to you (see email below). Please could I request the following?
the RAMP (Risk Assessment Management Plan), or other documents related to the liquor licence for:
NORTH CANBERRA BEARS PTY LTD, Shop 2, 163 Maribyrnong Avenue KALEEN ACT 2617

Regards,
[REDACTED]

----- Forwarded Message -----

From: EPSDFOI <EPSDFOI@act.gov.au>
To: [REDACTED]
Cc: [REDACTED] EPSDFOI <EPSDFOI@act.gov.au>
Sent: Monday, September 16, 2019, 11:05:29 AM GMT+10
Subject: RE: Request copy of management plan for NORTH CANBERRA BEARS PTY LTD, Shop 2, 163 Maribyrnong Avenue KALEEN ACT 2617 (the premises).

UNCLASSIFIED

Dear [REDACTED]

I have conducted thorough searches of records held by EPSDD and confirm that no relevant documents are held.

I consulted Chief Minister, Treasury and Economic Development Directorate (CMTEDD) and am advised that the documents you seek may be the RAMP (Risk Assessment Management Plan), or other documents related to the liquor licence, all of which are held by CMTEDD. To request copies of these documents, please contact the CMTEDD FOI team at CMTEDDFOI@act.gov.au

Kind regards

Heather

Heather Johnston

Freedom of Information

Phone 02 6207 1941

Information Management | Environment, Planning and Sustainable Development | **ACT Government**

Dame Pattie Menzies House, Challis Street, Dickson | GPO Box 158 Canberra ACT 2601 |
www.environment.act.gov.au



ACT
Government

Chief Minister, Treasury and
Economic Development

Our ref: CMTEDDFOI2019-215

[REDACTED]
via email: [REDACTED]

Dear [REDACTED]

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 17 September 2019, in which you sought access to the following information:

- The RAMP (Risk Assessment Management Plan), or other documents related to the liquor licence for: NORTH CANBERRA BEARS PTY LTD, Shop 2, 163 Maribyrnong Avenue KALEEN ACT 2617

Authority

I am an Information Officer appointed by the Director-General 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 is required to provide a decision on your access application by 16 October 2019.

Decision on access

Searches were completed for relevant documents and one document has been identified that falls within the scope of your request.

I have included as **Attachment A** to this decision a schedule which outlines the relevant document. This provides a description of the document that falls within the scope of your request and the access decision for that document. I have decided to grant full access to this document. A copy of the document is provided as **Attachment B** to this letter.

Charges

Pursuant to *Freedom of Information (Fees) Determination 2017 (No 2)* processing charges are not applicable for this request because the total number of pages 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. A description of the access application and my decision will be published in the CMTEDD disclosure log three days after the date of my decision. Your

personal contact details will not be published. You may view the 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 a review by the Ombudsman of this outcome under section 73 of the Act within 20 working days from the day that my decision is published in the 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 by the Ombudsman under section 82(1), you may apply to the ACAT for a 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

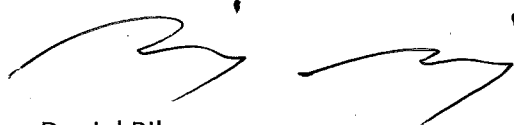
Canberra City ACT 2601

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 02 6207 7754 or by email at CMTEDDFOI@act.gov.au.

Yours sincerely,



Daniel Riley

Information Officer

Information Access Team

Chief Minister, Treasury and Economic Development Directorate

24 September 2019



ACT
Government

Chief Minister, Treasury and
Economic Development

FREEDOM OF INFORMATION REQUEST SCHEDULE

NAME	WHAT ARE THE PARAMETERS OF THE REQUEST	Reference NO.
[REDACTED]	The RAMP (Risk Assessment Management Plan), or other documents related to the liquor licence for: NORTH CANBERRA BEARS PTY LTD, Shop 2, 163 Maribyrnong Avenue KALEEN ACT 2617	CMTEDDFOI2019-215

Ref No	Page number	Description	Date	Status	Reason for Exemption	Online Release Status
1	1-9	Risk Assessment Management Plan	May 2019	Full release	N/A	Yes
Total No of Docs						
1						

Risk Assessment Management Plan (RAMP)

RAMP Type *

 Liquor licence

Application type *

 New

Licence class *

On

Subclass *

Other

Describe *

Restaurant and Sports Bar

Particulars of licence/permit

Licensee *

North Canberr Bear Pty Ltd

Trading name *

North Canberra Bear Bar

Premises address line 1 *

163 Maribyrnong Avenue

Suburb *

KALEEN

State

ACT

Postcode *

2617

Premises phone number *

0401151785

Email *

ncbrfc@gmail.com

Details of person completing RAMP

Title

Mr

Given name *

Benjamin James

Family name *

Cullen

Phone number

0401151785

Email *

ncbrfc@gmail.com

Relationship to licence *

Licensee

Premises information

The licenced or permitted times proposed for the premises to supply liquor to the public: *

7am to

Days and times proposed for the premises to be open to the public: *

Same time for all days

Monday

Opening time *

Closing time *

Tuesday

Opening time *

Closing time *

Wednesday

Opening time *

Closing time *

Thursday

Opening time *

Closing time *

Friday

Opening time *

Closing time *

Saturday

Opening time *

Closing time *

Sunday

Opening time *

Closing time *

Premises safety

Compliance with the occupancy loading

The number of people in each public area at the premises will be counted, monitored and managed in the following manner: *

- Prominently displaying occupancy loading signage at or near the main entrance to the public area**
- Staff or security will count the number of patrons upon entry or exit of the premises**
- Other**

Describe *

Large functions to be monitored and managed to count the number of patrons upon entry or exit of the premises

Evacuation plan

An Emergency evacuation plan must be in place to ensure that people in each public area at the premises can be evacuated safely. *

- Describe emergency evacuation plan**
- Attach emergency evacuation plan**

Describe *

An Emergency Evacuation Plan is to be prepared and included within the operational procedures manual. The plan will be compliant with Australian Standards

The following staff members at the premises are trained to implement the emergency evacuation procedures: *

- All staff members at the premises will be trained to implement the emergency evacuation procedures**
- Day to day control person**

Emergency exits

Number of exits from the premises *

5

The emergency exits of the premises must remain unimpeded at all times. This will be ensured by: *

- Staff regularly checking exits for objects stored in egress and removing them immediately**
- Displaying signage**

General and fire safety

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

- Spills will be identified and cleaned immediately to avoid injury**
- Emergency exit lights will be maintained to ensure they illuminate during an emergency**
- Emergency evacuation plan in place for premises**
- Fire equipment will be kept on premises (e.g. extinguisher, hose, blanket)**

Premises lighting

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

Fluorescent lighting

Downlights

Incandescent lighting

Street lights

Flood lights

Responsible Service of Alcohol (RSA)

The kinds of liquor to be supplied at the premises

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Low-strength beer | <input checked="" type="checkbox"/> Mid-strength beer | <input checked="" type="checkbox"/> Full-strength beer |
| <input checked="" type="checkbox"/> Wine | <input checked="" type="checkbox"/> Spirits | <input checked="" type="checkbox"/> Cocktails |
| <input checked="" type="checkbox"/> RTD (wine/spirits/mixers etc) | <input checked="" type="checkbox"/> Liqueurs | |

Responsible service of liquor

The licensee/permit holder will ensure responsible service of liquor at the premises by: *

- Ensuring staff who serve liquor at the premises (and crowd controllers) undertake an ACT approved RSA training course
- Keeping a copy of the ACT approved RSA certificate
- Ensuring employees provide responsible service of liquor at the premises through adequate training
- Not providing liquor to persons who are intoxicated
- Checking identification and not providing liquor to persons who are under the age of 18 years
- Not supplying liquor in containers larger than 570ml if the liquor is intended to be consumed directly from the container
- Not promoting the sale of liquor for consumption at the premises at reduced prices, for more than 2 hours prior to midnight

Adults only areas

Has the Commissioner determined any adults-only areas for the premises? *

- Yes No

Water availability

- Licensee/Permit holder will make water available for consumption free of charge. *

Describe locations on premises where water is available and how the water is dispensed. *

A water dispenser will be available to any and all patrons, located either at, or near the service area.

Food Availability

Food will be available for purchase from the premises. *

Describe the types of food available

Attach menu

Describe *

Gastropub menu (deep fried, gri ed, oven baked)

Outside of norma mea hours, wi food be avai ab e for purchase in sufficient quantity and qua ity to meet demand?

Yes

No

To provide food at the premises, you must obtain an [ACT Food Business Registration](#).

Please visit the [ACT Hea th website](#) or contact ACT Hea th - Hea th Protection Service on (02) 6205 1700 for further information.

Intoxication

Intoxicated peop e at the premises wi be identified by: *

The person's speech, balance, coordination or behaviour is noticeably affected and it is reasonable in the circumstances to believe that this is a result of the consumption of liquor.

Intoxicated peop e at the premises wi be dea t with in the fo owing ways: *

No further service of alcohol

Staff will offer water and food

Staff will assist intoxicated person to leave the premises safely/contact transport

Contact the police if required

Incidents will be recorded in liquor incident register

Disorderly behaviour

Disorder y peop e at the premises wi be dea t with in the fo owing ways: *

Approached by staff or security and asked to adjust behaviour

Asked to leave premises by staff or security if disorderly behavior continues after initial engagement

Contact the police if required

Incidents will be recorded in liquor incident register

Security & surveillance

Security

Will crowd controllers be employed to work at the premises performing security activities? *

Yes No

Surveillance

Will electronic video surveillance equipment (CCTV) or other monitoring devices be used at the premises? *

Yes No

Number of CCTV cameras installed at the premises: *

14

Describe locations that electronic video surveillance equipment will capture. *

Full coverage of the premises internally, barring the bathrooms and some external cameras.

Records will be stored for a minimum of 21 days *

Yes No

These records can be accessed by: *

The licensee/permit holder Day to day control person
 All staff employed at premise

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

CD USB Other

Describe *

To be determined based on the period of records that are being requested, either CD or USB will be likely means.

Community impact

Public transport

Public transport is available near the premises in the form of: *

Bus, Taxi, or Uber

Will the licensee/permit holder (or staff) make a phone available for patrons to arrange transport if required? *

Yes

No

Noise produced by the premises

Will there be amplified entertainment provided at the premises? *

Yes

No

The licensee/permit holder will mitigate the noise from the premises in line with the noise standards identified in the *Environment Protection Regulation 2005*, by doing the following: *

Closing windows and doors at 10pm

Double glazed windows

Staff will use decibel readers to manage noise levels

Other

Awareness of the acceptable decibel levels for the premises: *

Residential Zones

7am–10pm (8am–10pm Sunday and Public Holidays) = 45dB(A)

10pm–7am (10pm–8am Sunday and Public Holidays) = 35dB(A)

Impact of the premises on the amenity of the surrounding areas

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

Yes

No

Describe (nearby places of worship, schools, residential areas or hospitals). *

There are a number of operations within relatively close proximity (notably schools and a dentist), as well as residential housing.

The impact of the premises on the amenity of the surrounding areas will be mitigated by doing the following: *

Ensure all glass or rubbish created by the premises is cleaned up promptly

Staff will not loudly dispose of rubbish after midnight

Limiting promotion of liquor during school hours

Prevent excessive sound after 10pm

Other procedures, practices and arrangements

Liquor accords

Is the licensee/permit holder a party to any liquor accords? *

Yes **No**

Describe liquor accords *

Not currently, but working towards with Liquor Accords Australia.

Additional information

Is there any other relevant information for staff and crowd controllers in relation to other identified risks, and the procedures, practices and arrangements at the premises, to ensure harm is minimised and that community safety is maintained? *

Yes **No**

Describe *

Although this is still being prepared, an Operational Plan is to be put in place prior to commencement of business, which will be reviewed and updated on a quarterly basis to ensure relevance with legislation. In addition to this, we will be working with security companies to harden the controls to ensure community safety is maintained.