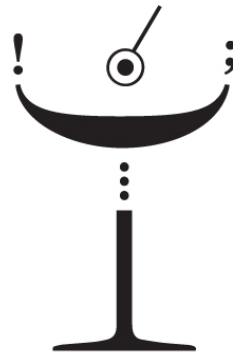


Attachment C

Plan of Management



| THE LIBRARY | BAR

[Plan of Management](#)

State Library of NSW

Version:	4.4	Last Amendment:	31 January 2024
Policy owner/sponsor:	Manager, Visitor Services		
Branch contact:	Manager, Visitor Services		
Approved by:	Chief Operating Officer		
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Introduction

Subject to DA approval, The Library plans to submit an application for a Hotel Licence, designated as a general bar and endorsed with a minors' area authorisation, to replace the existing small bar licence. This plan of management has been updated to reflect the anticipated changes resulting for the DA and Licence conditions. This Plan of Management will be updated with more specific detail as the Licence application is developed.

This Plan of Management (PoM) has been prepared in accordance with the requirements of the City of Sydney Development Control Plan 2012. Its purpose is to guide the management of The Library Bar to ensure that the premises are well run for the safety and security of patrons and to minimise any potential adverse impacts to the surrounding neighbourhood.

A copy of this Plan will always be available onsite and immediately produced for inspection, upon request by Police or Council Officers. Copies of the development consent and the Liquor Licence will also be kept onsite and produced upon request by Police or Council officers.

The measures outlined in this Plan of Management will always be implemented by the management of The Library Bar when the venue is in operation.

Site & Location

Primary Use

The State Library of NSW (The Library) is located on the corner of Macquarie Street and Shakespeare Place, Sydney. The Library is one of the great libraries of the world, with a history dating back to 1826. Everyone is welcome at the Library – our inspiring spaces, rich collections, galleries, and cultural and learning programs are open to all.

The Library has two interconnected buildings,

- The Mitchell Building, first opened in 1910.
- The Macquarie Building, opened in 1988.

The primary use of the Mitchell Building Rooftop is as The Library Bar. The Rooftop is an outdoor area sunk into the fabric of the building, with a platform that overlooks the Domain and Royal Botanic Gardens.

Library - Hours of Operation

The State Library of NSW's normal hours of operation are:

- Monday to Thursday 9am – 8pm
- Friday 9am – 5pm
- Weekends & Public Holidays 10am – 5pm

Library Bar - Proposed Hours of Operation

The Library Bar proposed hours of operation are:

- Monday to Sunday – 12pm (noon) to 12am (midnight)
- New Year's Day (1 January) 12am (midnight) to 2am
- Good Friday and Christmas day – closed

Note: **Use of the outdoor area between 10pm to 12am (midnight) is subject to a 12-month trial period.*

The Library may vary the opening hours of The Library Bar depending on demand but will not exceed the above stated hours or the approved hours under the condition of consent.

Entry and Exit

The entry/exit point for The Library Bar is via the loading dock on Hospital Road, which runs parallel to Macquarie Street between the Library and the Domain. Using this entrance gives the Library many benefits:

- **Separate Entrance**
Using the loading dock access on Hospital Road gives the Library a separate entrance to The Library Bar from the Library's reading rooms, galleries and public spaces.
Patrons using The Library Bar will not need to enter any of the Library's public spaces.
- **Minimising Noise**
By using this entrance, patrons entering and exiting the premises are not doing so via Macquarie Street. As Hospital Road is lower than Macquarie Street, the building provides a natural noise barrier for the neighbourhood and patrons will disperse at closure via many different routes.
- **Hidden Bar**
Playing on the CBD's hidden and rooftop bar culture, this entrance will give The Library Bar a sense of entering a secret part of the Library and therefore establishing an expectation of behaviour.



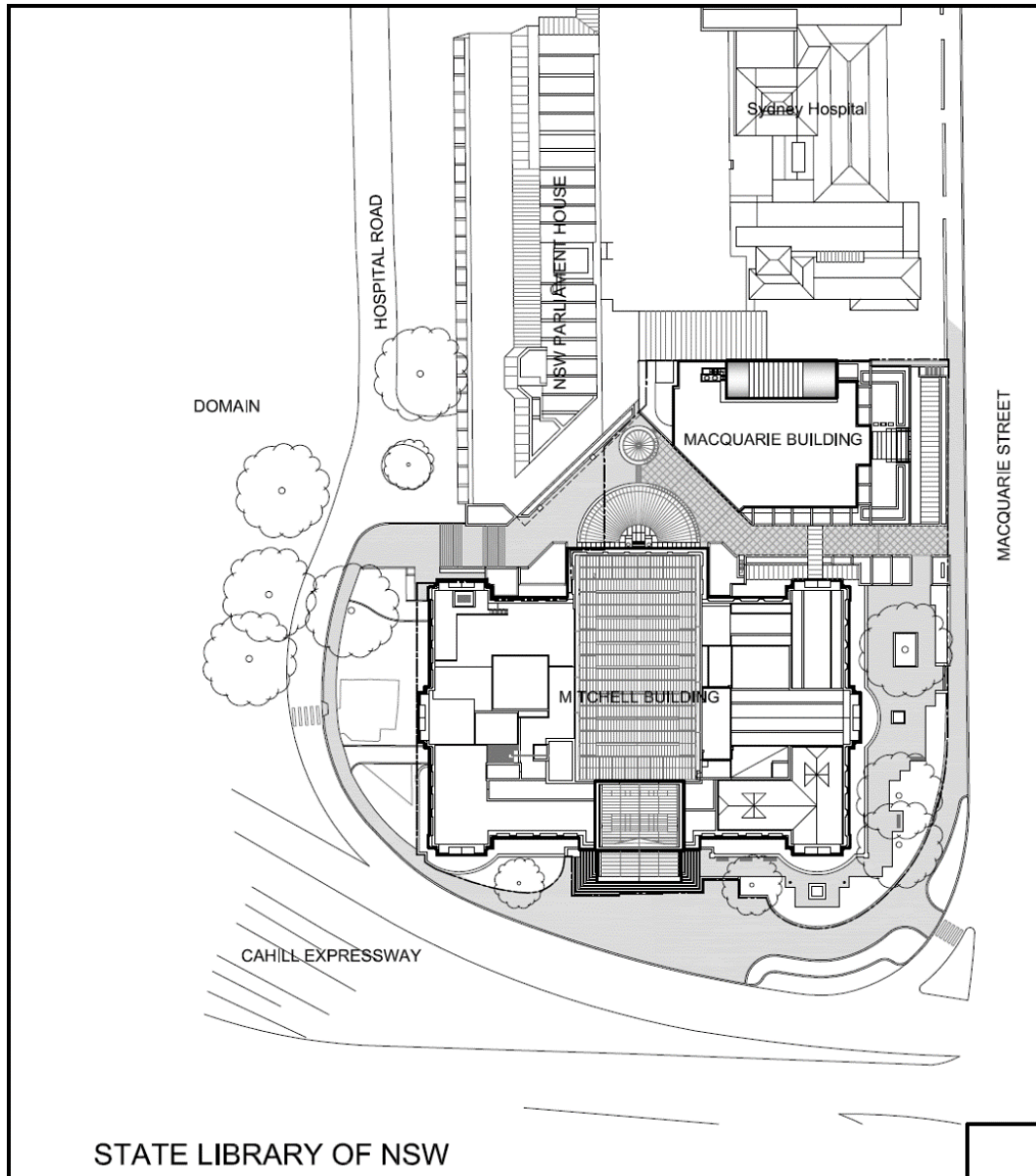
Supporting Images



Figure 1: Mitchell Building – corner of Macquarie Street and Shakespeare Place



Figure 2: Macquarie Building – Macquarie Street



STATE LIBRARY OF NSW

Figure 3: Site Plan

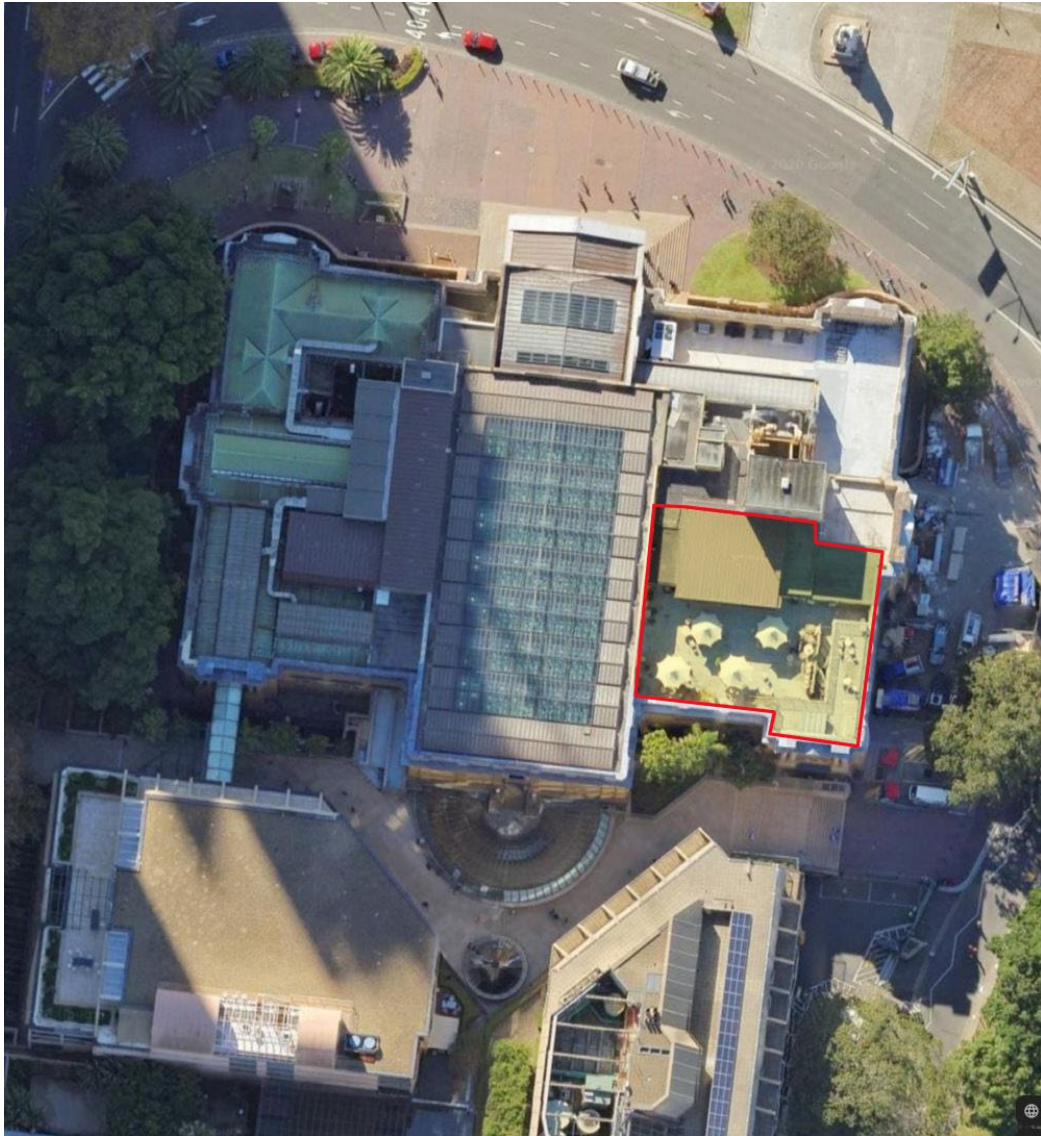


Figure 4: Aerial shot of the bar area on the Mitchell Building rooftop

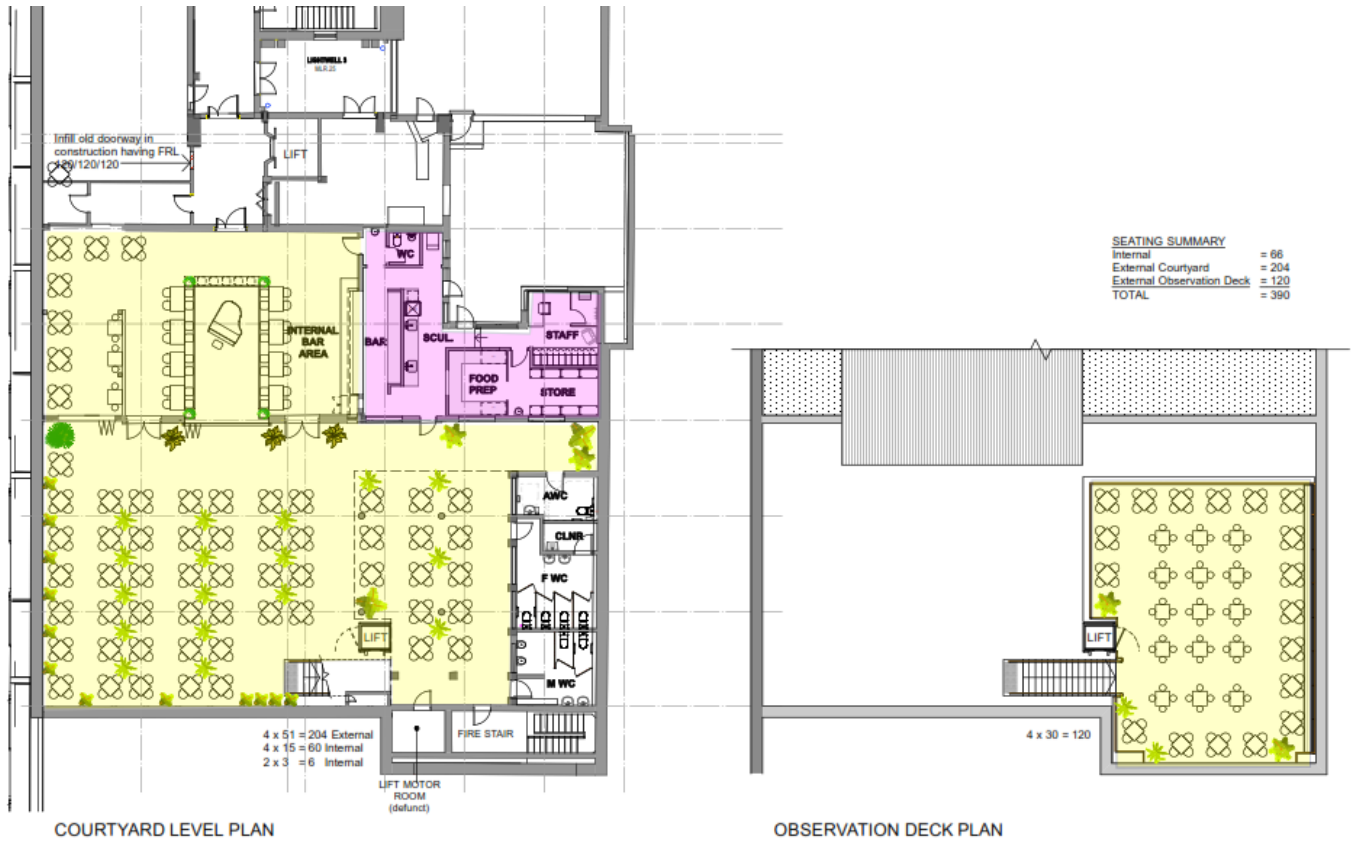


Figure 5: Site plan of the area, internal and external

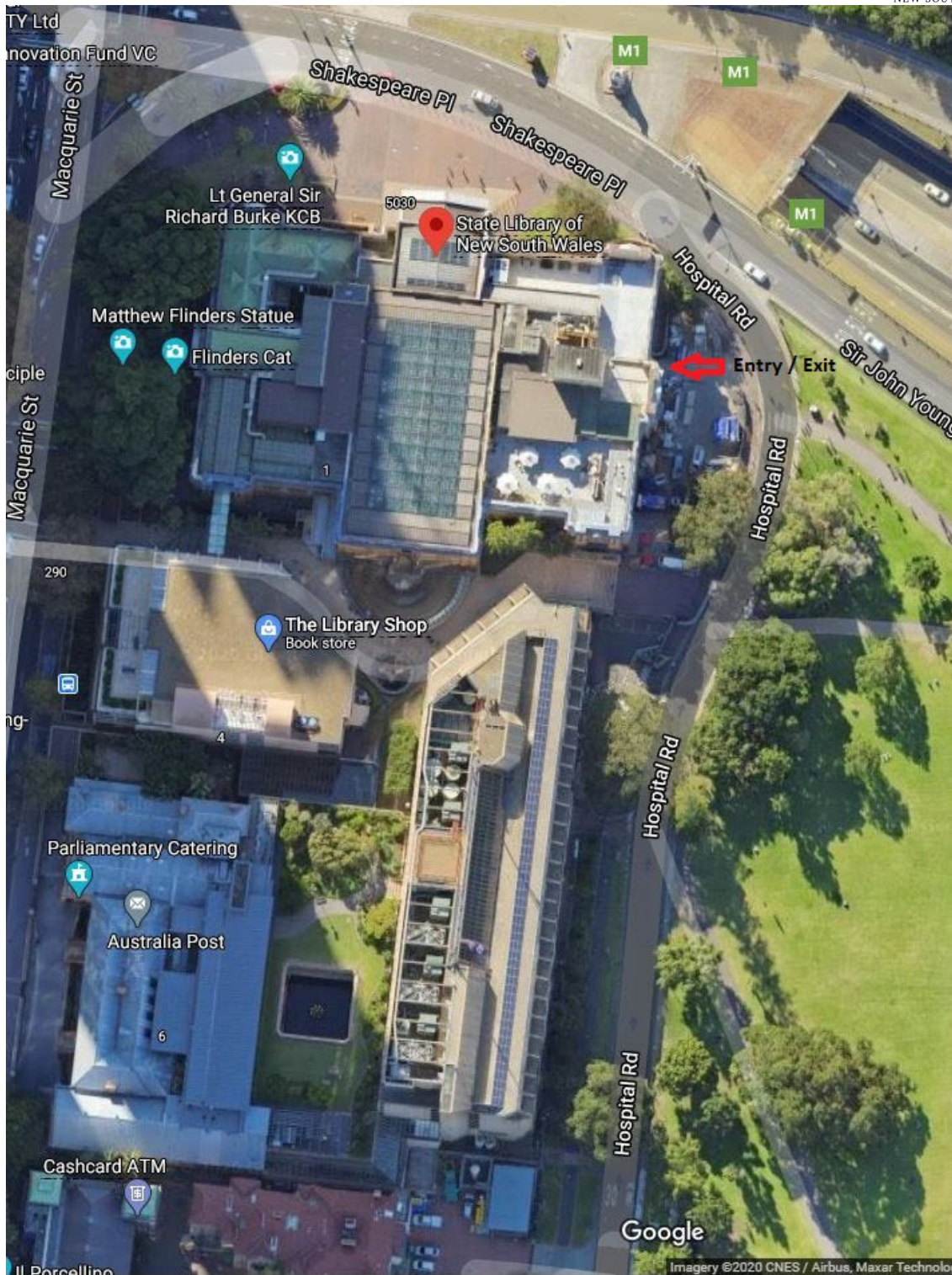


Figure 6: Aerial shot of entrance and exit

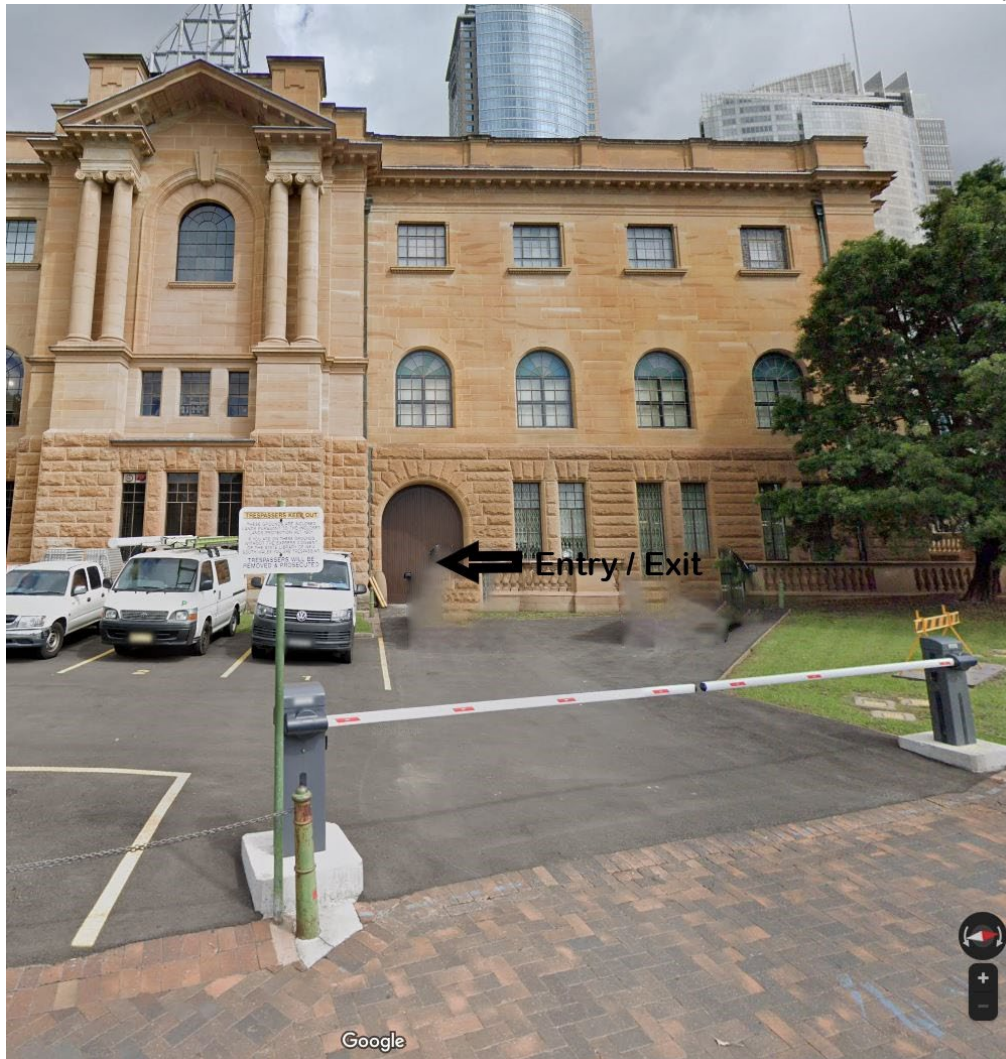


Figure 7: The Library Bar entry and exit

The Locality

The Library is located at 1 Shakespeare Place, Sydney, NSW 2000.

It is located in the CBD precinct which is a cultural hub that is defined by its large number of Cultural Institutions within walking distance; these include:

- NSW Parliament.
- Art Gallery of NSW.
- Sydney Opera House.
- Sydney Conservatorium of Music.
- Museum of Contemporary Art.
- The Mint.
- The Australian Museum.

There are also many restaurants, popular cafes, and bars; these include:

- District Brasserie.
- Burrow Bar.
- Stich Bar.
- The Ship Inn.
- Customs House Bar.
- GPO Grand.
- 30 Knots.
- Restaurant Hubert.
- Bentley Restaurant and Bar.
- Mr Wong.

Public Transport & Parking

No parking is provided onsite; however, the Library is easily accessible by many modes of public transport with short walks to:

- Wynyard Station.
- Martin Place Station.
- St James Station.
- Circular Quay.

Refer to the figure below for the pedestrian routes to the surrounding railway stations.

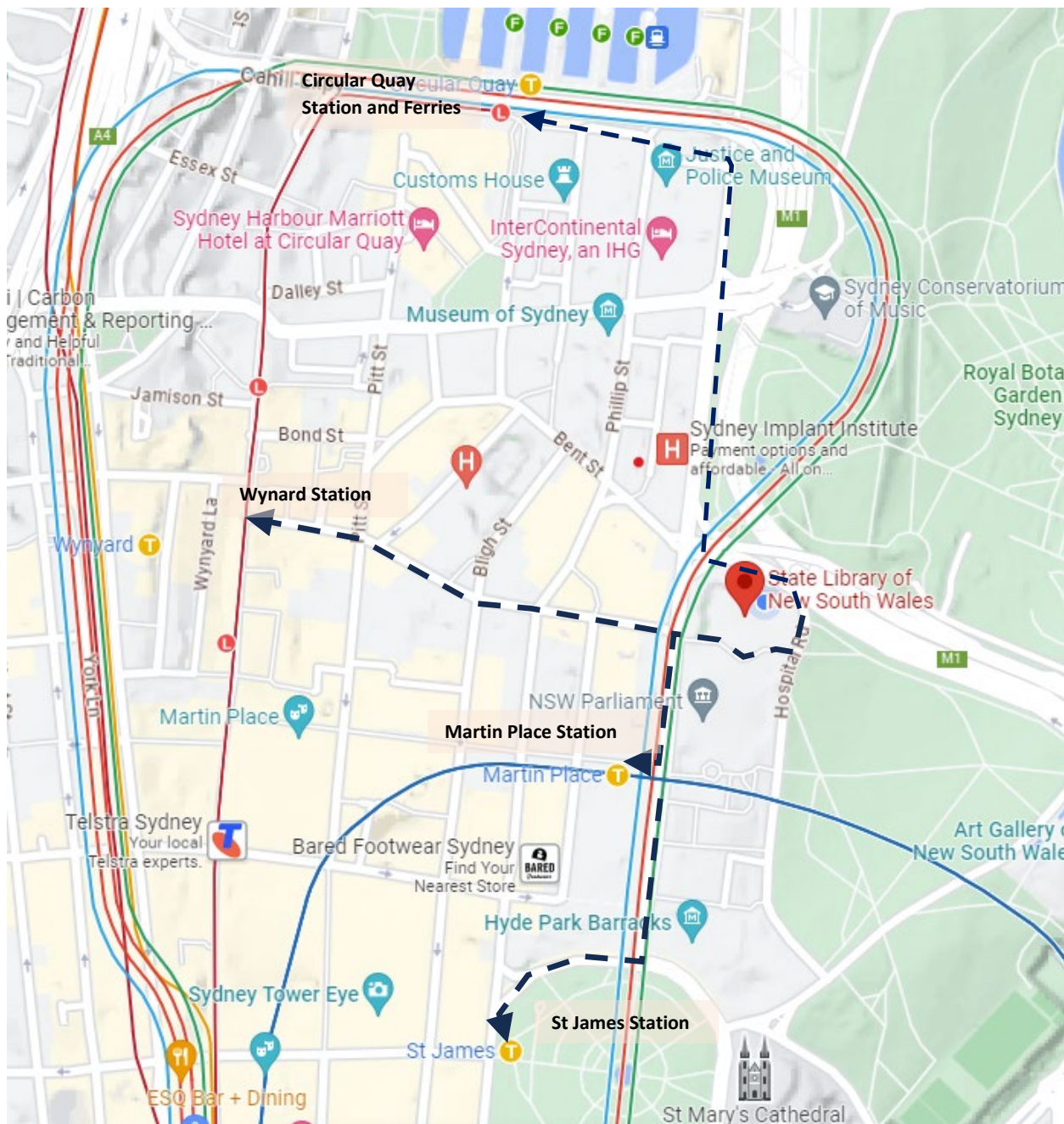


Figure 8: Pedestrian routes to surrounding rail stations.

Macquarie Street is well serviced by taxis and a taxi stand is located on Hunter Street.

There is also a bus stop directly in front of the State Library of NSW on Macquarie Street

There are three parking stations nearby operated by Wilsons Parking Australia.

Safety and Security

Operation

The Library operates 24/7 security with CCTV monitoring in the security control room. The Library outsources the day-to-day security requirements to reputable security providers, and the current contractor is Wilson Security. The Library employs three staff to oversee the security operations:

- Security manager.
- Security coordinator x 2.

At all times when The Library Bar is in operation, there will be:

- 1 x security officer at the entrance / exit of the premises.
- 1 x security control room operator.
- 1 x security officer roaming the entire premises.

Personnel

All security personnel working at The Library Bar will:

- Have a current security licence.
- Have a current first aid licence.
- Have a current RSA licence.
- Wear correct uniforms at all times.
- Have read and understood this PoM.
- Control access to and from the venue.
- Ensure that RSA is adhered to.
- Act politely and professionally at all times.
- Monitor the number of patrons within the venue.
- These counts will be supplemented by regular headcounts conducted by the Licensee or duty manager when necessary.
- Preserve the amenity and quiet good order of the local neighbourhood.
- Ensure the venue, patrons and staff are safe.
- Monitor patrons within the venue.
- Reduce the risk of violent or antisocial behaviour within the venue and in the immediately surrounding neighbourhood.
- Prevent persons displaying signs of intoxication from entering the venue.
- Remove patrons from the venue if required.
- Ensure the 'No Smoking' rule is adhered to and encourage patrons to smoke outside the venue.
- Be aware of and provide information on fire exits, fire extinguishers and first aid boxes.
- Report all incidents in the Security Incident Register which is maintained by the Security Contractor.
- Ensure alarmed exits are checked during patrols and that there are no obstruction of emergency exits.
- In the event of a major incident, secure the scene and seal off area until arrival of emergency personnel.

- Patrol the area surrounding the venue for a minimum of 30 minutes after the venue has closed to ensure that all patrons have exited the area in a quiet and orderly manner.
- Ensure that patrons queuing to enter the premises, do so in a quiet and orderly manner.
- Prevent patrons leaving the premise with any glass, open bottles, open cans, or alcohol.
- Guards will promptly notify the duty manager of any issues identified by neighbours, police, and other stakeholders, relating to the premises.

CCTV

The Library Bar will maintain a closed-circuit television (CCTV) system on the premises in accordance with the following requirements:

- The system must record continuously from opening time until one hour after the premises closes.
- Recordings must be in digital format and at a minimum of 10 frames per second.
- Any recorded image must specify the time and date of the recorded image.
- The system's cameras must cover the following areas:
 - all entry and exit points on the premises.
 - the footpath immediately adjacent to the premises.
 - all publicly accessible areas (other than toilets) within the premises.

The Library Bar will also:

- keep all recordings made by the CCTV system for at least 30 days.
- ensure that the CCTV system is accessible at all times the system is required to operate by at least one security officer able to access and fully operate the system, including downloading and producing recordings of CCTV footage.
- provide any recordings made by the system to a police officer or Liquor & Gaming NSW inspector within 24 hours of any request by the police officer or Liquor & Gaming NSW inspector to provide such recordings.

Responsible Service of Alcohol

- The Licensee and management will ensure that the operation is run in accordance with Code of Practice for the Responsible Service, Supply and Promotion of Liquor. In accordance with this, a copy of the code will be displayed clearly and made readily available to all members of staff involved in the sale and/or supply of alcohol.
- All reasonable steps will be taken by the Licensee and the management to avoid activities that can lead to excessive consumption or abuse of liquor.
- The Licensee, management and all staff members will complete the RSA course prior to commencing work at the premises. A register of certificates of completion will be kept on file for viewing by the NSW Police or a Liquor and Gaming NSW Inspector as required.
- The Licensee and management will, in accordance with current legislation, encourage patrons to drink responsibly and ask patrons to leave if they become intoxicated, disorderly, violent, or quarrelsome.
- Low alcohol beer and non-alcoholic beverages will always be available.
- Free water station will always be maintained at the main bar during trading hours.
- Food will be made available for purchase whenever liquor is consumed.
- All requirements of the premises liquor licence will be met.
- Management and security will take all reasonable steps to ensure that prohibited substances are not brought into or consumed on the premises. Patrons suspected of drug use will be engaged by security and in the event of illegal activity will refer all matters to NSW Police.
- Any patron whose behaviour is either violent or antisocial may be barred from entering the premises for a period determined by the Licensee.

Venue Compliance Program (Responsible Service of Alcohol)

To ensure ongoing commitment to compliance, The Library Bar will have a folder containing a written compliance program for its venue. The compliance folder will be a tool for our staff, providing a ready reference to all aspects of the operations (such as what is outlined in this management plan) and how to comply with legal requirements and licensing conditions. It will include complied copies of all the standards and system material, along with the following:

- Copy of this Plan of Management.
- Copy of the Liquor License.
- Copy of venue's House Policy.
- Copy of floor plan (this will outline restricted and authorised areas).
- Copy of L&G NSW self-audit checklist.
- Copy of most recent audit check list that has been done.
- Copy of staff's signed sheet of completing induction.
- List of contacts for the Liquor Licence.
- Signed document stating that staff have read and understood all contents of this folder.

Employee's Responsibilities

Licenses and employees have a statutory responsibility to ensure that patrons do not become intoxicated on their premises and to prevent such patrons from entering or remaining on licensed premises. Although

none of these situations are easy to deal with, management and staff must, at times, deal with problematic customers who may:

- be loud and abusive.
- show a disregard for the safety of others or themselves.
- cause any adverse or undesired impact on the local community.

Observations and Signs of intoxication

To determine intoxication, it is necessary to first have a reference point. Staff need to assess whether alcohol has been consumed prior to arrival at the premises. If none has, then the behaviour of people when they arrive can be used as a reference point. Staff should observe and note the appearance and condition of the patron sold or supplied with liquor, as well as the period that the patron has been consuming liquor on the premises. This assessment needs to consider that:

- Everyone is different.
- Physical factors such as weight, sex, height, age, health, and fitness all affect the body's ability to absorb alcohol and remove it from the bloodstream.

Minors

- Minors are allowed in the Library Bar only if adequately supervised by a responsible adult. Under NSW liquor laws, a responsible adult is defined as an adult who is:
 - a parent or guardian of the minor
 - the minor's spouse or de facto partner
 - standing in as the parent of the minor for the time being
- Persons under the age of 18 years who are not adequately supervised by a responsible adult will not be allowed to enter The Library Bar premises, they will however be allowed into the Library's other public spaces.

Note: **This is subject to new Liquor License endorsed with a minors' area authorisation.*

- Production of photographic identification will be required to prove a person's age appearing under 25 years of age.
Acceptable evidence of age documents in NSW are:
 - A driver or rider licence issued by an Australian State or Territory or any foreign country.
 - Australian passport or a foreign passport.
 - NSW Photo Card issued by Roads and Maritime Services (RMS) NSW.
 - Proof of age card issued by a public authority of the Commonwealth or of another Australian state or territory for the purpose of attesting to a person's identity and age.
 - Keypass (over 18) identity card issued by Australia Post.
 - NSW Digital Driver Licence.

Signage

- Signage will clearly state the Licensee's name and licence number.

- The Licensee and management will ensure that all legislated signage required by law is displayed prominently throughout the premises.
- Signage will be displayed prominently at all exit points requesting patrons to respect the neighbourhood by leaving in a respectful and quiet manner.
- Signage will be displayed on the outdoor area requesting patrons to respect the neighbourhood by avoiding the creation of unnecessary noise.
- Signage will advise that Closed Circuit Television is in use on these premises.

Accessibility

All staff at The Library Bar are aware and suitably prepared to inform and, if required, assist with accessibility to, from and around the venue.

The entrance is wheelchair accessible, with an elevator up to the bar. The main bar, outdoor decking, and restroom facilities are all accessible.

It is required that all staff provide assistance and information to all patrons as required in a prompt and non-discriminatory manner.

More information on the State Library of NSW Accessibility Action Plan 2020–23 can be found at https://www.sl.nsw.gov.au/sites/default/files/5460_accessibility_action_plan_2020-23_web_accessible.pdf

House Policy

Introduction

This House Policy has been updated to reflect a proposed new Licence application which will be submitted subject to DA approval. The Library will submit an application for a Hotel License, designated as a general bar and endorsed with a minors area authorisation, to replace the existing small bar licence. This House Policy has been updated to reflect the anticipated changes resulting for the DA and Licence conditions. It will be updated with more specific detail as the Licence application is developed.

This policy has been prepared to enhance The Library Bar's management and staff awareness of their responsibilities concerning the responsible service of alcohol including, but not limited to:

- Prevention of intoxication on the licensed premises.
- Harm minimisation.
- Signs of intoxication.
- Strategies for prevention and management of intoxicated patrons.

The Library Bar is committed to the 'Responsible Service of Alcohol'. The House Policy has been developed to ensure that service of alcohol:

- Complies with the law.
- Ensures patronage will minimise adverse or undesired effects on the local community.
- Helps staff deal with difficult situations.
- Develops and maintains the good name of the establishment.

Adopting a House Policy

The House Policy is a framework within which the business operates by outlining practices, procedures, and conditions. It serves to guide the behaviour of staff to assist in serving liquor responsibly and to deal with difficult situations should they arise. When serving liquor, the following should be kept in mind:

- Do not serve liquor to anyone who is underage.
- Recognise the signs of intoxication.
- Try not to serve anyone to the point of intoxication.
- Do not serve anyone who is already intoxicated.
- Discourage people from engaging in activities that can harm themselves or others.

Approaches to Adopt for Management of Intoxicated Persons

When staff refuse service to a customer, it is important to be clear about what is happening, and to remain respectful and polite throughout. This helps to prevent the situation from escalating.

- Be calm and courteous.
- Speak with a firm, confident voice that is not aggressive or raised – behaviour triggers behaviour so you can only calm them down if you remain calm yourself.
- Customer service demands that staff respect their customers.
- Be polite, tell it from your point of view:

- 'I'm sorry. If I served you another drink, I'd be breaking the law.'
- 'I'm sorry. If I served you another drink, I could lose my job.'
- 'I'm concerned about your safety.'
- Remember to focus on the behaviour, not the individual.
- Introduce yourself – tell them your name and your role and ask for their name.
- Approach the customer in a friendly and respectful manner. Patronising or authoritarian attitudes can evoke anger and make the person aggressive. This is a common response to threats to one's dignity. Try not to speak to the customer in front of others.
- When talking to the person: use their name; use slow, distinct speech; use short simple sentences; avoid emotion and involved discussions; use appropriate eye contact (you may need to limit the amount for cultural reasons); and adjust speaking pace to match the customer.
- Give the clear, concrete statement that by law they cannot be served another drink.
- Point out appropriate signage where possible.
- Notify your manager or security. Also notify other staff that you have refused service to the person. If a shift change is nearing, notify the new staff.
- Give a clear instruction that the person must leave the premises. If necessary, guide them to the exit, ensuring that they have all their personal possessions.

The Library Bar has a duty of care to customers who are refused service; staff will offer appropriate assistance when removing a customer from the premises, such as calling them a taxi or locating their friends.

Use of Areas

The library Bar outdoor and indoor areas will be furnished with movable furniture in order to be able to accommodate groups of all sizes. The movable furniture will allow management to set up the floor as needed based on daily bookings.

The Library Bar has 3 areas for guest to enjoy, these areas can be classified as,

- Top deck.
- Bottom deck.
- Indoor area.

The Library Bar will be limited to a maximum of 300 patrons.

Top Deck

The Top Deck is the highest point of the Library Bar and has sweeping views of the Domain, Royal Botanic Gardens and Sydney's harbour. The Top Deck is an outdoor space which will host relaxed small groups to enjoy the beverages, conversations, and view.

The Top Deck will be limited to 150 patrons for safety (emergency egress) reasons.

Bottom Deck

The Bottom Deck is the largest outdoor area of the Library Bar and will be host to larger groups and bookings. The Bottom Deck is sunk into the fabric of the Mitchell Building has a large external wall to the west which creates a barrier to the traffic noise of Macquarie Street and the expressway.

Indoor Area

The indoor area is the first section of the Library Bar that guests enter the premisses. Timber tones, low lighting, a mix of movable and fixed furnishing and a baby grand piano, creates an intimate and more private setting.

Amenity of the Neighbourhood

General Amenity

- The management will undertake all measures within its power, and as outlined in this PoM, to protect and enhance the amenity and safety of the local area. It will liaise with residents, Council, and the Rocks Police Station to ensure that issues are identified early and mitigating action is taken.
- Management will take all reasonable actions to ensure that the conduct of the business does not have a negative impact on the neighbourhood.
- Management shall ensure that the immediate vicinity in front of the premises is kept clean and tidy during operational hours.

Minimising Amenity Impacts

- The measures outlined in this PoM will be implemented to minimise any amenity impacts as a result of The Library Bar's operation.
- The management will always ensure that all people entering and leaving the premises behave in a manner that respects the amenity of the locality, particularly the residential properties along Macquarie Street. At closing time both security and management will ensure this is undertaken in a safe and orderly manner through direction of, and the provision of assistance to, patrons.
- All patrons waiting outside to enter the premises will be required to maintain a quiet and orderly manner by security officers.

Cleaning and Servicing

- The venue will be cleaned daily prior to opening.
- At regular intervals during and at the end of each day's trade, staff will undertake a patrol of the area surrounding the venue and remove any litter that may be evident.
- The areas surrounding the Library will be cleaned every morning.

Waste Management

- The Library's recycling waste bins are located on the basement floor of the Macquarie Building, in the recycling room.
- The Library's general waste bins are located on the loading dock in Hospital Road.

- All waste produced by The Library Bar will be removed from the bar each morning. The Library has a contract in place with reputable waste removal company.



Figure 9: Waste bin location (2 red squares) – Loading dock off Hospital Road

Cigarette Butts

Security staff and management will direct patrons smoking outside the venue to use the bins provided.

Sydney CBD Plan of Management

The Library Bar understands its obligation to and will comply with the City of Sydney, Sydney CBD Plan of Management.

Trading Hours

The Library Bar proposed hours of operation are:

- Monday to Sunday – 12pm (noon) to 12am (midnight)
- New Year's Day (1 January) 12am (midnight) to 2am
- Good Friday and Christmas day – closed.

Note: **Use of the outdoor area between 10pm to 12am (midnight) is subject to a 12-month trial period.*

The Library may vary the opening hours of The Library Bar depending on demand but will not exceed the above stated hours or the approved hours under the condition of consent.

Noise

Source

Potential noise and vibration sources that are associated with the operation of The Library Bar include:

- Entertainment in the form live music from soloists, duos, acapella or acoustic performances.
- Background music played via the in-house system.
- Patrons entering and leaving the venue.
- Patrons smoking outside the venue.
- Delivery and collection of resources.

Noise Environment After Midnight

The Library Bar will close no later than 12am (midnight) each trading day, except for New Year's Day when the Bar will close at 2am.

Security and management will ensure that all patrons have exited the area in a quiet and orderly manner.

Entertainment Type

In accordance with the development consent, entertainment provided within the venue is primarily background music using the in-house music system. From time to time, the Library Bar may have a live performance. These performances will be of the type of soloists, duos, acapella or acoustic performances and will conclude no later than 10pm. Music will be amplified to the levels in accordance with DA consent.

Noise Management Plan

The following noise management plan outlines procedures undertaken by the management to ensure noise emission from activities associated with The Library Bar are kept to a minimum, including:

- Ensuring patrons leave the premises in a quiet and sensible manner to minimise any potential impacts on the surrounding amenity, including signage reminding patrons to be aware of their neighbours and to leave in a quiet manner.
- Ensuring any patrons queuing outside the Library building are behaving in a quiet and sensible manner to minimise any potential impacts on the surrounding amenity.
- Noise generating activities such as placing empty glass bottles in bottle bins are conducted in daytime hours only.
- Deliveries are to be received during the daytime hours only (7am to 6pm Monday to Saturday, 8am to 6pm Sunday and Public Holidays).
- Amplified music (including live music) must not exceed a maximum reverberant sound level of 90 dB(A) within the rooftop bar area.
- Mechanical equipment should be regularly maintained and serviced to maintain low mechanical noise emission levels.
- At the cessation of trade, staff and security should actively discourage loitering near the venue to minimise any potential impacts on the surrounding amenity.

New Year's Eve

The Bar may open on New Year Eve until 2am. The service would differ from other days of operation in the following ways:

- The event will be bookings only (potentially ticketed) with no “walk-ins”.
- Numbers potentially limited to 150 tickets, being the maximum allowed on the Top Deck.
- Food service may vary from the prevailing menu, potentially a more restricted menu of substantial food items.
- There will be increased security for the evening, most likely four guards on duty.
- More detailed plans for New Year Eve will be updated in this Plan of Management prior to lodgement of the Licence Application.

Complaints Register and Response Procedure Register

The Library will maintain an up-to-date complaints register that will include

- Complaint date and time.
- Name, address and contact details of the person making the complaint.
- Details of the complaint.
- Name of staff member on duty who received the complaint.
- Action taken by the premises to resolve the complaint.
- Date the complaint was finalised, and the outcome reported to the complainant.

The complaints register will be available at all times for viewing by Council or the Police. Members of the public who wish to view the complaints register should contact the Licensee and make a formal written request to view the register. Appointments should be made during normal business hours, that is, 9am to 5pm Monday to Friday.

Actions to Respond to Complaints

- Complainants will be contacted by management within 2 working days of the receipt of a complaint.
- Complainants will subsequently be advised in writing of the measures proposed or actions taken by the Library to address the complaint within 7 days of its receipt in the complaints register.
- The Licensee and management will be available to meet with complainants by appointment to work towards resolving any reasonable concerns that are raised.
- Complaints may be provided by email. Management will respond to the email or contact the complainant within 48 hours, and if appropriate, arrange a meeting within 7 days.
- If required, monthly meetings may be held with local residents, Council and the local Police to ensure appropriate resolution of any issues relating to the premises operation.

Incident Register

The Licensee or manager will ensure that details of the following are recorded in The Library's incident register:

- Any incident involving violence or anti-social behaviour occurring in the premises.
- Any incident of which the Licensee is aware, that involves violence or anti-social behaviour occurring in the immediate vicinity of the premises and that involves a person who has recently left or been refused admission to the premises.
- Any incident that results in a person being turned out of the premises.
- Any incident that results in a patron of the premises requiring medical assistance.
- Any incidents that occurred either in the premises or in the immediate vicinity which have involved the committing of a crime or required the intervention of security.
- Any visits by NSW Police officers, Liquor and Gaming NSW Inspectors and Council Officers noting their agencies or departments, reasons for the visits and results of the visits.
 - i. Within 48 hours of the Licensee receiving a written request from council to inspect the incident register in relation to a complaint, the Licensee will make an appointment for Council to inspect

the incident register. Appointments should be made during normal business hours; 9am-5pm Monday to Friday.

- ii. The Licensee need only comply, with (i) when council written request relates to a complaint:
 - About the premises and its development consents; or
 - Implicating that the local amenity has been adversely affected by the premises.
- iii. Council's request shall include the following details about the complaint:
 - A brief description
 - Location
 - Date
 - Approximate time

Sufficient to identify the complaint.

Emergency Exit and Evacuation

The Rooftop bar area is proposed to accommodate up to 320 people, comprising of 300 patrons and 20 staff. During the operating hours of the Rooftop Bar, there will be a minimum of 2 staff members and 1 security guard who are fully trained fire wardens to lead the evacuation of patrons and occupants where required.

The Rooftop Bar (Level 2) is fitted with smoke detectors, sprinklers and Emergency Warning and Intercommunication Systems (EWIS), and wardens are familiar with their roles and responsibilities during an evacuation, as outlined in the Library's Emergency Management Plan (see below). Level 2 is served by two fire isolated stairs (Stair 5 and Stair 6) which will be used to evacuate all occupants from the rooftop level during an evacuation.

The increased population of the Rooftop Bar will have impacts to the evacuation time on other floors connected by Stair 5 and Stair 6, given that the Library is currently on a simultaneous evacuation procedure throughout the building. To manage the population increase, the Automatic detection system and smoke detection system on L2 will be placed on a dedicated smoke detection zone and incorporated into the existing building detection and alarm system.

The existing Mitchell building alarm system will therefore be modified to allow a phased evacuation in two evacuation/alarm zones to avoid congestion within Fire Stairs 5 and 6. i.e.

- Zone 1: Level 2 (Roof level)
- Zone 2: Sub-basement to Level 1

Therefore, should a fire occur on the Rooftop Bar level, occupants from this level will evacuate first and the alarm system for the rest of the Mitchell Building will cascade and alert occupants of the lower floors to vacate.

Other Emergency information

- There are two fire stair exits that discharge to the eastern side of the building and the evacuation assembly point is The Domain, across Hospital Road. See the figure below.

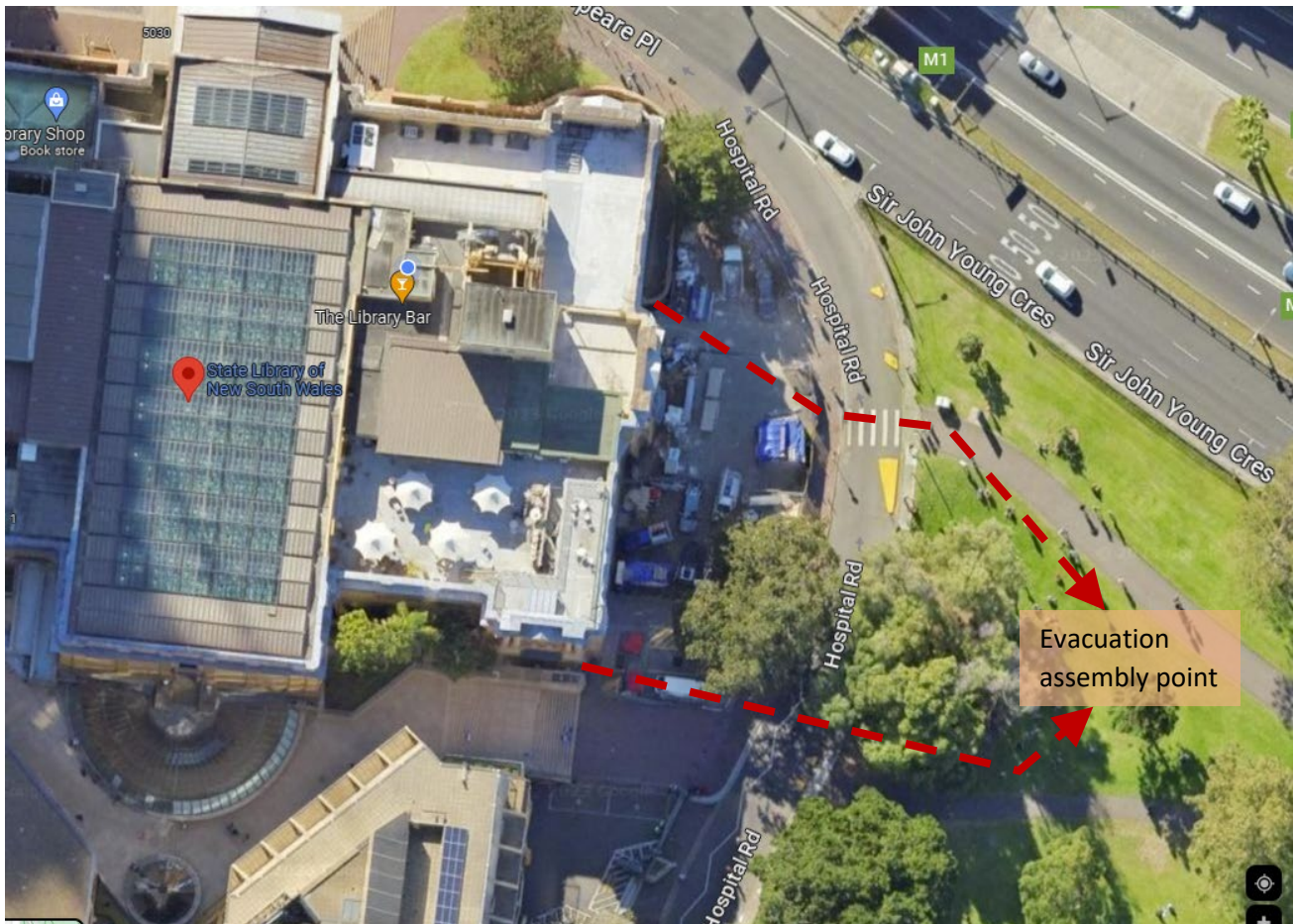


Figure 10: Emergency egress locations and assembly point

- In the case of an evacuation,
 - Security officers will take over the situation and will have 2-way radio communication with the control room.
 - The Library’s evacuation procedure will be implemented.

- Staff and patron’s safety is of utmost importance. No access to the premises will be permitted for any person other than emergency personnel.
- A first aid box is located in the office.
- Fire extinguishers are located on the floor.
- An emergency defibrillator is located at the main staff entrance to the bar area.

Evacuation Process (Extracted from The Emergency Management Plan)

Providing it is safe to do so.

On receiving verbal report of an incident that may require an evacuation or on the alarm activation:

Chief Warden

Preparatory Phase

- Despatch Emergency Response Officer/Team to scene of activation or report
- Proceed to the Control Point
- Interrupt EWIS by switching to manual and pressing buzzer mute acknowledge
- Request Communications Officer to make alarm activation notice if fire alarm
- Based on the information provided by ERT confirm if
 - partial where area/s are to shut down and people will be moved to another area
 - if fire the State Library NSW evacuation Assembly Area/s and egress routes will be utilised and so must be checked so they are safe to use
- Ensure that staff are in position to direct persons away from the affected area

Evacuation

- Request Communications Officer to make evacuation announcement and sound the Evacuation alarm
- Liaise with Emergency Services on arrival
- Monitor reports from Area Wardens

Communications

Officer (this role may be performed by the CHIEF WARDEN if staffing levels are low)

Preparatory Phase

- If fire alarm, make the alarm activation announcement Press ALL PA press Mic button
“Attention – we have had a fire alarm activate. We are investigating the situation. We will update you if there is any further action required”
- Wardens will ring in on WIPs to say they are in position - record

Evacuation

- Issue instructions from Chief Warden
- If requested, make the Evacuation Announcement

“Attention-Attention, I apologise for this interruption. In the interests of safety, I must have your attention

There is no need for concern. A controlled evacuation is being conducted and you must evacuate the floor/building/the State Library NSW

Would you please now calmly move to the exits and leave the building – Once outside, move well away from the building xxxx – DO NOT USE THE LIFTS and DO NOT STOP DIRECTLY OUTSIDE ANY EXITS OR ENTRANCES

Please follow directions from our staff. If you need assistance, please ask. Thank You”

- Log all actions as steps taken

- Record results of evacuation from Area Wardens

Emergency Response Team

- Attend the scene
- Provide advice and information to Chief Warden
- Respond to situation
- Designate staff to assist in immediate vicinity if available
- Provide assistance and guidance to specific Area Warden and Wardens
- Liaise with Emergency services on their arrival

Area Wardens

Preparatory Phase

- Notify Communications Officer if the problem is in your area or if you have many people with disabilities and may need further assistance
- If possible, brief available staff or contractors for assistance as warden
- Brief wardens to stop service (if in food and beverage area) immediately on hearing evacuation tone and announcement
- Request them to do tasks as requested and report back

Evacuation

- Coordinate wardens to evacuate prescribed area
- Give evacuation directive
- On receiving reports that area is clear report to Communications Officer clearly stating which area you are responsible for, what the status is, offer further assistance if required
- Offer further assistance if required otherwise proceed to the Assembly Area

Wardens

Preparatory Phase

- Report to WIP and offer support to the Floor Warden

Evacuation

- Stop service immediately
- Give evacuation directive
- Evacuate prescribed area
- Report to the Floor Warden that area is clear
- Offer further assistance if required otherwise proceed to the Assembly Area

General Information

Licensee

The Licensee is the Library Council of NSW t/a State Library of NSW.

Liquor Licence Number

The Library plans to submit an application for a Hotel License, designated as a general bar and endorsed with a minor's area authorisation, to replace the existing small bar licence. This will replace the small bar licence currently in operation (LIQS220000200)

Licensing Accord Membership

Sydney City Liquor Accord

Approved Manager

The approved manager is:

Mr Phil Barter
Chief Operating Officer
t: 02 9273 1749
e: phil.barter@sl.nsw.gov.au

Bar Manager

The bar manager is:

Emmanuelle-Rose Everett
t: 02 9273 1413
e: emmanuelle.everett@sl.nsw.gov.au

Venue Contact Details

- **Library Bar Number:** 02 9273 1413
- General Phone: 02 9273 1414
- Security Control Room: 02 9273 1600
- Approved Manager: 02 9273 1749
- Email: Library.Bar@sl.nsw.gov.au

Register Locations

- The RSA Register is located in the office.
- The Incident Register is located in the office.
- The Complaints Register is located in the office.

Emergency Contact Numbers

- Emergency: 000
- The Rocks Police Station: 02 8220 6399
- Day Street Police Station: 02 9265 6499
- Security Control Room: 02 9273 1600
- Police Assistance Line: 131 444
- Liquor and Gaming NSW: 1300 024 720
- City of Sydney Council: 02 9265 9333

Amendment to this PoM

- If, in circumstances where experience shows that it is reasonable or desirable to modify any provision of this plan for the better management of the premises, that modification may be made to the plan subject to the agreement of the Local Council.
- If an amendment to this plan is only required to maintain compliance with statutory regulations, it may be made without Council agreement. Council is to be provided with a new copy of the plan immediately.

This PoM and the Development Consent

This PoM is subject to the terms of the active development consent. In the event that there is any inconsistency between this PoM and the active development consent, the development consent is to prevail.


Declaration

I declare that I have read and understood The Library Bar, Plan of Management.

NAME
Philip Barter

POSITION
Chief Operating Officer (CFO)

DATE
31/01/2024

SIGNATURE




Document history and version control

Ver	Date approved	Approved by	Brief description
v1.0	09/09/2021	Chief Operating Officer	New document of Plan of Management.
v2.0	24/11/2021	Chief Operating Officer	Updated Approved Manager & Bar Manager details.
V3.0	13/05/2022	Chief Operating Officer	Updated dress code terminology.
V4.0	10/08/2022	Chief Operating Officer	Document reviewed by editor and changes made to grammar and terminology copied across both documents, House Policy and Plan of Management. Version control added.
V4.1		Chief Operating Officer	Changes made to operational model based on new license. Added New Emergency Procedures and use of Areas
V4.2		Chief Operating Officer	Updated PoM for proposed Development Application submission
V4.3	09/01/24	Chief Operating Officer	Updated PoM following Development Application comments
V4.4	31/01/24	Chief Operating Officer	Added note to operating hours to reflect a 12-month trial period. Addition of New Year's Eve trading to 0200 AM and proposed trading conditions. Updated terminology as required.