



Mr John Coady Manager Compliance Liquor & Gaming NSW 323 Castlereagh Street SYDNEY NSW 2000 [REDACTED]	Mr Steven James Cooper Former Licensee UOW PULSE LTD University of Wollongong WOLLONGONG NORTH NSW 2500 [REDACTED]	Sergeant Donna Thomas Southern Region Licensing Coordinator Wollongong Police District Level 5, 77 Market Street WOLLONGONG NSW 2500 [REDACTED]	Mr Nathan Stratton-Cooney Licensee UOW PULSE LTD University of Wollongong WOLLONGONG NORTH NSW 2500 [REDACTED]
---	--	---	--

5 April 2019

Dear Mr Cooper

**Reference No.** DOC19/030804  
**Matter** Notification of a potential first strike offence  
**Notification submitted by** Mr John Coady, Manager Compliance, Liquor & Gaming NSW  
**Licensee** Mr Steven Cooper  
**Licence name** UOW PULSE LTD  
**Licence no.** LIQO600780152  
**Licence type** Liquor – on premises licence  
**Premises** University of Wollongong, WOLLONGONG NORTH NSW 2500  
**Issue** Whether a first strike should be imposed against Mr Steven Cooper  
**Legislation** Section 144E of the *Liquor Act 2007*

**Determination of a potential first strike offence in relation to  
Mr Steven Cooper, the former licensee of UOW PULSE LTD**

On 12 November 2018, Mr John Coady, Manager Compliance, Liquor & Gaming NSW (L&GNSW) submitted to the Independent Liquor and Gaming Authority (Authority) notification that the former licensee, Mr Steven Cooper (Former Licensee) of UOW PULSE LTD (Premises) had committed a prescribed offence and potentially incurred a first strike (Notification).

At its meeting on 23 January 2019, the Authority considered the Notification and submissions made by L&GNSW and Kells Lawyers on behalf of the Former Licensee in response to the Notification. The Authority notes no submission was received in response from NSW Police.

The Authority, based on the information before it, is satisfied that the Former Licensee committed the prescribed offence of '*licensee permit intoxication on licensed premises.*' However, taking into account relevant considerations under section 144M of the *Liquor Act 2007* (Act), the Authority has decided a first strike should not be incurred by the Former Licensee.

The Authority, of its own initiative, pursuant to section 53(2)(b) of the Act, is minded, subject to consideration of any final submissions, to vary the current plan of management condition (3010) to reflect the following:

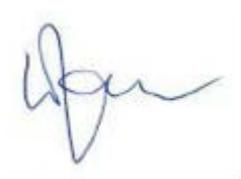
## Plan of Management

1) *The premises is to be operated at all times in accordance with the Plan of Management dated <insert date> as may be varied from time to time after consultation with NSW Police. A copy of the Plan of Management is to be kept on the premises, and made available for inspection on the request of a police officer, council officer, Liquor and Gaming NSW inspector, or any other person authorised by the Independent Liquor and Gaming Authority.*

Details regarding the right to seek a review of the Authority's decision by the NSW Civil and Administrative Tribunal are provided at the end of the statement of reasons.

If you have any questions about this letter, please contact the Reviews and Secretariat Unit via email at [ilga.secretariat@liquorandgaming.nsw.gov.au](mailto:ilga.secretariat@liquorandgaming.nsw.gov.au).

Yours faithfully

A handwritten signature in blue ink, appearing to read 'Philip Crawford', enclosed in a thin blue rectangular border.

Philip Crawford  
**Chairperson**

For and on behalf of the **Independent Liquor and Gaming Authority**

## STATEMENT OF REASONS

### Decision

1. On 12 November 2018, Mr John Coady, Manager Compliance, Liquor & Gaming NSW (L&GNSW) submitted to the Authority a notification that the former licensee, Mr Steven Cooper (Former Licensee) of UOW PULSE LTD (Premises) had committed a prescribed offence (Notification).
2. The Notification included evidence that the Regulatory Operations Branch of L&GNSW issued the Former Licensee a Penalty Notice (PN) for the prescribed offence (Offence) of *'licensee permit intoxication on licensed premises'* in relation to an incident that occurred at the Premises on 22 February 2018.
3. The Notification also included evidence, by way of Revenue NSW data, that the penalty notice was paid on 11 September 2018.
4. The Authority is satisfied that the Former Licensee has committed a prescribed offence and there are no other strikes in force against him.
5. However, taking into consideration the material before it including the compliance history of the Premises and Former Licensee, the Authority has determined not to impose a first strike against the Former Licensee.
6. The Authority, of its own initiative, is minded, subject to consideration of any final submissions, to take further remedial action against the licence under section 53(2)(b) of the Act. Notice of this action is provided at the end of this statement of reasons.
7. In reaching its decision, the Authority has had regard to the material before it, the legislative provisions under sections 3, 144B, 144C, 144E, 144F, 144G, 144H, 144M of the *Liquor Act 2007* (Act) and Liquor Regulation 2018 (Regulation).

### Material considered by the Authority

8. The Authority has considered the Notification and all submissions received in relation to the Notification.
9. The Authority is satisfied that procedural fairness was afforded to the Former Licensee and interested parties regarding this decision, as all parties required to be notified were provided with the opportunity to make submissions.
10. A list of the material considered by the Authority in making this decision is set out in Schedule A at the end of this statement of reasons.

### Legislative framework

11. The Authority has considered the Notification in the context of the relevant legislative provisions as set out in Schedule B.

### Key findings

12. The Authority is satisfied that at the time of the Offence, based on the liquor licence document provided in the Notification, Mr Cooper was the Licensee of UOW PULSE LTD.
13. On 22 February 2018 at about 10:30pm, L&GNSW officers attended the venue as part of a covert operation targeting 'O Week' celebrations held at the University of Wollongong.
14. The Authority accepts L&GNSW's account of the Offence contained in the file note extracted from DOC18/035063 which records the following information:

- a. During the course of the evening L&GNSW officers observed a male patron, who appeared to be intoxicated, sitting at a table. The patron placed his head onto the table in his arms a number of times.
  - b. L&GNSW officers then observed the patron vomit on himself and the floor. The patron was observed to be in possession of a partially consumed drink, containing what appeared to be red bull and vodka.
  - c. L&GNSW officers engaged with Premises staff who alerted the bar manager and the Former Licensee. The bar manager was requested to assess the patron. He formed the view that the patron was intoxicated and subsequently asked him to leave.
15. The Authority notes that Police did not provide a submission in response to the Notification.
  16. The Authority accepts L&GNSW's submission that a bar situated in the grounds of a university presents a heightened risk due to the age and attitude of some patrons.
  17. The Authority acknowledges the Former Licensee's submission that at the time of the Offence, some 1200 people were on Premises, and of those, two patrons were asked to leave due to showing signs of intoxication.
  18. The Authority accepts the Former Licensee's submission that the patronage was largely well behaved and intoxication was well managed throughout the evening. Additionally, no violent incidents occurred during the evening.
  19. The Authority acknowledges the Former Licensee's submission that he has a long history of employment in the industry as a licensee and outside of this incident, has never committed a prescribed offence.
  20. The Authority acknowledges the Former Licensee's submission that prior to 'O Week' celebrations; two separate briefing sessions were held for bar staff as well as one for the security.
  21. The Authority notes the Former Licensee's submission that following the offence, all bar supervisors were proactively sent to the L&GNSW RSA Frontline Course and that two dedicated RSA Marshals were employed for all larger events to assist the bar and security team.

#### Incurring a first strike

22. Under section 144E of the Act, the Authority, when determining whether a first strike should be incurred against a licensee or approved manager, must be satisfied that:
  - a. the person has committed a prescribed offence, and
  - b. there is currently no other strike in force against them, and
  - c. the seriousness of any harm that may have resulted from or been associated with the commission of the offence warrants a first strike being imposed.
23. In accordance with section 144C of the Act, a person commits a prescribed offence if an amount is paid under a penalty notice in respect of an offence.
24. Based on the material before it, the Authority notes that the Former Licensee was issued a PN for the prescribed offence of *'licensee permit intoxication on licensed premises'* on 22 February 2018.

25. The Authority acknowledges that the PN issued to the Former Licensee was paid in the Revenue NSW penalty notice system on 11 September 2018, which triggered consideration of whether a first strike should be incurred against the Former Licensee.
26. The Authority is satisfied that the Licensee has committed a prescribed offence pursuant to section 144C of the Act.
27. The Authority, based on the material before it, is also satisfied there is no evidence suggesting any other strike is currently in force against the Former Licensee.
28. However, taking into consideration the compliance history of the Premises and Former Licensee along with other mitigating factors, the Authority has determined not to impose a first strike against Mr Cooper under section 144E of the Act.

#### Statutory considerations under section 144M(1)(c) of the Act

The Authority is satisfied:

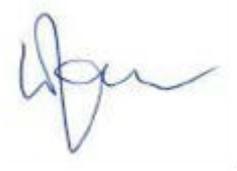
- (i) Based on the current violent venue list in schedule 4 of the Act, the licensed premises is not a declared premises.
- (ii) On the basis of the material provided by L&GNSW, there were approximately 1200 people in the venue at the time of the offence with the patron seated in a well-lit, not overly populated area, in view of Premises staff. The Authority notes the Former Licensee's submission that two separate briefings were held prior to the event to advise of relevant serving restrictions and to be alert for the safety of all present.
- (iii) On the basis of the submission made by L&GNSW, the Former Licensee has 16-20 years of experience within the Australian liquor industry with no further history of committing prescribed offences.
- (iv) On the basis of the submission made by L&GNSW, in the last seven years only one violent incident has been attributed to the Premises.
- (v) On the basis of the submission made by the Former Licensee, a strike against Mr Cooper's name may hurt his chances of gaining employment and being able to provide for his family noting his move interstate.
- (vi) On the basis of the material provided by L&GNSW, Mr Cooper ceased to be licensee of the Premises on 9 October 2018. Mr Nathan Stratton-Cooney is the current licensee and was the bar manager present at the time of the Offence. The submission made by the Former Licensee clarifies that the cessation of his employment at the Premises transpired as a result of his relocation interstate and is unrelated to his performance at work.
- (vii) On the basis of the submission made by the Former Licensee, additional RSA training has occurred for all bar supervisors along with the employment of two dedicated RSA Marshals.
- (viii) On the basis of the material provided by L&GNSW, there are no other matters prescribed by the regulations the Authority is required to consider.

#### **Conclusion**

29. Having regard to the material before it, the Authority has decided a first strike should not be incurred by the Former Licensee.
30. In accordance with section 53(2)(b) of the Act, the Authority, of its own initiative, is minded, subject to consideration of any final submissions, to vary the current plan of management condition (3010).

31. NSW Police and L&GNSW are invited to provide submissions in response to the Authority's consideration to take the above action and will have until 19 April 2019 should they wish to do so.
32. Pursuant to section 53(4) of the Act, the Licensee will then have until 3 May 2019 to provide any final submissions in reply before the Authority makes its final decision.
33. Submissions should be made to the Reviews and Secretariat Unit via email at [ilga.secretariat@liquorandgaming.nsw.gov.au](mailto:ilga.secretariat@liquorandgaming.nsw.gov.au) and a copy provided to each of the parties to whom this letter is addressed.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'Philip Crawford', enclosed in a thin black rectangular border.

Philip Crawford  
**Chairperson**

For and on behalf of the **Independent Liquor and Gaming Authority**

**Important Information:**

In accordance with section 144O of the *Liquor Act 2007* the licensee or manager of whom the strike relates may, after a period of 6 months following the date on which the strike was imposed, apply to the Authority for a review of its decision to impose the strike.

An application under this section must be accompanied by the fee prescribed by the regulations.

In accordance with section 144N of the *Liquor Act 2007* a relevant person (a person who was required to be notified of the decision) who is aggrieved by this decision may apply to NCAT for an administrative review under the *Administrative Decisions Review Act 1997*.

An application to NCAT must be made within 21 days after the person receives notification and be accompanied by the fee prescribed by the regulations.

For more information please contact the NCAT Registry at Level 10 John Maddison Tower, 86-90 Goulburn Street Sydney. The NCAT website is at <http://www.ncat.nsw.gov.au/>.

This decision will be published on the Liquor & Gaming NSW website at:

<http://www.liquorandgaming.nsw.gov.au/Pages/ilga/decisions-of-interest/decisions-of-interest.aspx>

### **Schedule A – Material Considered by the Authority**

1. Notification of potential first strike from L&GNSW, dated 12 November 2018, which comprised of:
  - a. Extract of contemporaneous notes (DOC18/035063) from 22 February 2018.
  - b. Liquor licence number LIQO600780152 as at 13 September 2018.
  - c. Liquor licence number LIQO600780152 as at 8 November 2018.
  - d. Licence transfer application dated 25 September 2018.
  - e. Extract of Revenue NSW data as at 11 September 2018.
2. Submission from L&GNSW in relation to the Notification, dated 12 November 2018.
3. Submission from Kells Lawyers on behalf of the Former Licensee in relation to the Notification, dated 19 December 2018.

## Schedule B – Legislative Framework

### 3 Objects of Act

(1) The objects of this Act are as follows:

- (a) to regulate and control the sale, supply and consumption of liquor in a way that is consistent with the expectations, needs and aspirations of the community,
- (b) to facilitate the balanced development, in the public interest, of the liquor industry, through a flexible and practical regulatory system with minimal formality and technicality,
- (c) to contribute to the responsible development of related industries such as the live music, entertainment, tourism and hospitality industries.

(2) In order to secure the objects of this Act, each person who exercises functions under this Act (including a licensee) is required to have due regard to the following:

- (a) the need to minimise harm associated with misuse and abuse of liquor (including harm arising from violence and other anti-social behaviour),
- (b) the need to encourage responsible attitudes and practices towards the promotion, sale, supply, service and consumption of liquor,
- (c) the need to ensure that the sale, supply and consumption of liquor contributes to, and does not detract from, the amenity of community life.

### 53 Authority may impose, vary or revoke licence conditions

(1) Without limiting any other provision of this Act, the Authority may at any time:

- (a) on application by the Secretary or the Commissioner of Police, or
  - (b) on the Authority's own initiative,
- impose conditions on a licence.

(1A) The conditions that may be imposed by the Authority on a licence under this section include, but are not limited to, conditions:

- (a) prohibiting the sale or supply of liquor on the licensed premises before 10 am or after 11 pm (or both), and
- (b) restricting the trading hours of, and public access to, the licensed premises.

(2) The Authority may at any time:

- (a) on application by the licensee, the Secretary or the Commissioner of Police, or
- (b) on the Authority's own initiative,

vary or revoke a condition of a licence that has been imposed (or taken to have been imposed) by the Authority under this Act.

(3) An application under subsection (1) or (2) must:

- (a) be in the form and manner approved by the Authority, and
- (b) in the case of an application by a licensee—be accompanied by the fee prescribed by the regulations, and
- (c) be accompanied by such information and particulars as may be prescribed by the regulations, and
- (d) if required by the regulations to be advertised—be advertised in accordance with the regulations, and

- (e) comply with such other requirements as may be approved by the Authority or prescribed by the regulations.
- (4) The Authority must not impose a condition on a licence after it has been granted, or vary or revoke a condition that has been imposed (or taken to have been imposed) by the Authority, unless the Authority has:
  - (a) given the licensee a reasonable opportunity to make submissions in relation to the proposed decision, and
  - (b) taken any such submissions into consideration before making the decision.
- (5) Any person may, subject to and in accordance with the regulations, make a submission to the Authority in relation to an application under this section to vary or revoke a condition to which a licence is subject.
- (6) If any such submission is made to the Authority, the Authority is to take the submission into consideration before deciding whether or not to vary or revoke the licence condition.

#### **144B Definitions**

(1) In this Part:

**business owner**, in relation to a licence, means an owner of the business carried on under the licence.

**prescribed offence** means an offence against any of the following provisions of this Act or any other provision of this Act or the regulations that is prescribed by the regulations for the purposes of this definition:

- (a) section 9 (sale or supply of liquor contrary to licence), but only where the offence relates to the sale or supply of liquor on or in relation to licensed premises outside of the trading hours of the premises,
- (b) section 11 (2) (breach of licence conditions), but only in respect of a condition imposed under:
  - (i) Division 4 of Part 6, or
  - (ii) Division 2 or 3 of this Part, or
  - (iii) Schedule 4,

that restricts the trading hours of licensed premises or prohibits patrons from entering licensed premises at certain times,

- (c) section 73 (1) (a) or (b) (permitting intoxication or indecent, violent or quarrelsome conduct),
- (d) section 73 (2) (selling or supplying liquor to an intoxicated person),
- (e) section 74 (1) (b) or (2) (permitting the sale, possession or use of a prohibited plant or drug),
- (f) section 75 (3) (failure to comply with a direction given by the Secretary),
- (g) section 82 (6) (failure to comply with a short-term closure order),
- (h) section 84 (7) (failure to comply with a long-term closure order),
- (i) section 102A (2) (failure to comply with a notice issued by the Secretary),
- (j) section 117 (1), (2) or (8) (selling or supplying liquor to a minor or allowing such sale or supply),

(k) section 149 (licensees and managers liable for act of employees etc) in respect of a contravention of section 73 (2), 75 (3) or 117 (1) or (2).

**remedial action** means any action that the Authority is authorised to take under section 144F, 144G or 144J.

**reviewable decision** means a decision (including a decision to impose a condition on a licence) made by the Authority under this Part.

(2) A reference in this Part to the licensee or manager of licensed premises includes a reference to a former licensee or manager of licensed premises.

#### **144C Committing prescribed offence**

(1) For the purposes of this Part, a person commits a prescribed offence if:

- (a) a court convicts the person for the offence (whether or not it imposes any penalty), or
- (b) an amount is paid under a penalty notice in respect of the offence, or
- (c) a penalty notice enforcement order under the Fines Act 1996 is made against the person in respect of the offence.

(2) However, if:

- (a) the conviction is overturned on appeal, or
- (b) the person elects, after an amount is paid under the penalty notice, to have the offence dealt with by a court, or
- (c) the penalty notice, or the penalty notice enforcement order to the extent that it applies to the penalty notice, is withdrawn or annulled,

any strike under this Part that is based on the conviction, penalty notice or enforcement order is revoked and any remedial action taken as the result of the strike ceases to have effect.

(3) Prescribed offences that are committed in relation to a particular licence or licensed premises within a single 24 hour period are taken, for the purposes of this Part, to be a single prescribed offence.

#### **144E Strikes incurred by licensees or managers of licensed premises**

(1) A first strike is incurred by a person who is the licensee or manager of licensed premises if:

- (a) the person commits a prescribed offence, and
- (b) no other strike is in force against the person when the offence was committed, and
- (c) the Authority decides to impose the first strike because of the seriousness of any harm that may have resulted from, or been associated with, the commission of the offence.

(2) A second strike is incurred by a person who is the licensee or manager of licensed premises if:

- (a) the person commits a prescribed offence, and
- (b) 1 strike was in force against the person when the offence was committed, and
- (c) the Authority decides to impose the second strike because of the seriousness of any harm that may have resulted from, or been associated with, the commission of the offence.

(3) A third strike is incurred by a person who is the licensee or manager of licensed premises if:

- (a) the person commits a prescribed offence, and
- (b) 2 strikes were in force against the person when the offence was committed, and

- (c) the Authority decides to impose the third strike after taking the following into account:
  - (i) the seriousness of any harm that may have resulted from, or been associated with, the commission of the offence,
  - (ii) any other matter that may be prescribed by the regulations.

#### **144F Remedial action against licensee or manager of licensed premises**

(1) If the licensee or manager of licensed premises incurs 1 strike that is in force, the Authority may, by order in writing, require the person to undertake such courses of training or instruction as the Authority considers appropriate for the purposes of managing or reducing the risks that contributed to the commission of the prescribed offence in respect of which the strike was incurred.

(2) If the licensee or manager of licensed premises incurs 2 strikes that are in force, the Authority may do any one or more of the following:

- (a) take any action specified in subsection (1),
- (b) reprimand the person,
- (c) order the person to pay, within the time specified in the order, a monetary penalty not exceeding 5 penalty units.

(3) If the licensee or manager of licensed premises incurs 3 strikes that are in force, the Authority may do any one or more of the following:

- (a) take any action specified in subsection (1) or (2),
- (b) by order in writing, disqualify (permanently or for a specified period) the person from being the licensee or manager of any licensed premises.

(4) Any monetary penalty ordered to be paid under this section is payable to the Secretary.

#### **144G Remedial action—imposition of licence conditions**

(1) Remedial action for 1 strike

If a person who is the licensee or manager of licensed premises incurs 1 strike that is in force, the Authority may impose conditions on the licence that relate to any one or more of the following:

- (a) the use of plans of management and incident registers in respect of the licensed premises,
- (b) the prohibition of the use of glass or other breakable containers on the licensed premises,
- (c) the engagement of persons to promote the responsible service of alcohol on the licensed premises,
- (d) the notification of persons, by the licensee, that the strike has been incurred,
- (e) any other matter that may be prescribed by the regulations.

(2) Remedial action for 2 strikes

If a person who is the licensee or manager of licensed premises incurs 2 strikes that are in force, the Authority may impose conditions on the licence that relate to any one or more of the following:

- (a) in the case where the licence is held by a corporation—the persons who may be appointed as a manager of the licensed premises,
- (b) the implementation of security measures in respect of the licensed premises,

- (c) the prohibition of the sale or supply of liquor on the licensed premises before 10 am or after 11 pm (or both),
- (d) the prohibition of patrons entering the licensed premises at certain times,
- (e) the prohibition of the sale or supply of certain types of liquor on the licensed premises (including liquor with a high alcohol content or liquor that is intended to be consumed rapidly such as a shot),
- (f) the prohibition of certain types of entertainment on the licensed premises,
- (g) any matter referred to in subsection (1),
- (h) any other matter that may be prescribed by the regulations.

### (3) Remedial action for 3 strikes

If a person who is the licensee or manager of licensed premises incurs 3 strikes that are in force, the Authority may do any one or more of the following:

- (a) by order in writing, suspend the licence for up to 12 months,
- (b) by order in writing, cancel the licence and disqualify (for up to 12 months) any of the following persons from being granted a licence in respect of the premises to which the cancelled licence related (the subject premises):
  - (i) any person who was a business owner under the cancelled licence at the time the prescribed offence resulting in the third strike being incurred was committed,
  - (ii) any close associate of any such business owner,
- (c) impose a condition on the licence, or any subsequent licence issued in respect of the subject premises, that a person who is disqualified under paragraph (b) must not be employed or otherwise engaged as an employee or agent of the licensee or manager of those premises,
- (d) impose a condition on the licence relating to any matter referred to in subsections (1) and (2),
- (e) impose, vary or revoke any other condition on the licence that is not inconsistent with this Act.

### **144H Authority may impose other conditions in certain circumstances**

(1) If, in relation to licensed premises, the Authority is satisfied that:

- (a) there is or has been a practice of terminating the employment of persons as the licensee or manager of the premises primarily for the reason of avoiding remedial action being taken in respect of the licence as a result of strikes incurred by such persons, and
- (b) there has been, with the subsequent employment of any person as the licensee or manager of the premises, no improvement in managing or reducing the risks that contributed to the commission of the prescribed offences in respect of which those strikes were incurred,

the Authority may impose conditions on the licence to limit the practice referred to in paragraph (a) or to manage or reduce the risk of the commission of prescribed offences on the licensed premises.

(2) The conditions that the Authority may impose under this section include conditions relating to the employment of a person as the licensee or manager of the licensed premises.

### **144M Requirements relating to making of reviewable decisions**

(1) The Authority must, in making a reviewable decision:

(a) notify the following persons in writing that the Authority is deciding the matter and invite those persons to make a submission within a specified period of at least 21 days:

- (i) the licensee or manager in respect of whom the decision relates,
- (ii) if the decision is whether a second or third strike should be imposed—each interested person in the business carried on under the licence concerned (but only if the person's name has been provided to the Authority under section 41 or 55) and the owner of the licensed premises,
- (iii) any other person prescribed by the regulations, and

(b) take into account any submissions received before the end of the specified period from any of the following:

- (i) a person referred to in paragraph (a),
- (ii) the NSW Police Force,
- (iii) Liquor and Gaming NSW, Department of Industry, and

(c) take into account each of the following to the extent that the Authority considers it to be relevant to the decision:

- (i) whether the licensed premises were declared premises within the meaning of Schedule 4 when the offences that caused a strike are alleged to have been committed,
- (ii) the size and patron capacity of the licensed premises and how this may impact on the ability of the licensee or manager to prevent the commission of prescribed offences,
- (iii) the history and nature of the commission of prescribed offences by the licensee or manager,
- (iv) the history and nature of violent incidents that have occurred in connection with the licensed premises,
- (v) whether other action would be preferable,
- (vi) whether there have been changes to the persons who are the licensee, manager or business owner,
- (vii) whether there have been changes to the business practices in respect of the business carried on under the licence,
- (viii) any other matter prescribed by the regulations.

(2) Subsection (1) does not prevent the Authority from taking into account any other matter that the Authority considers relevant to the proper making of a reviewable decision.

(3) The Authority must, as soon as practicable after making a reviewable decision, give notice in writing of the decision, the reasons for the decision and any right of review in respect of the decision to each person that is required to be notified by the Authority under subsection (1) (a) in respect of the decision.

(4) A submission provided to the Authority under subsection (1) (b) (i) may not be used for the purposes of prosecuting an offence under this Act.

(5) The regulations may prescribe guidelines setting out how the matters referred to in subsection (1) (c) are to be taken into account by the Authority.

