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 - i. We as owners of the property understand the importance of maintaining a peaceful environment for neighbours (who we have long term relationships with that we wish to maintain). The area includes adjoining and adjacent residential properties

To protect the peace:

- A strict house rule document is issued to all guests prior to arrival and a copy kept in the guest information folder located on the

premises. This clearly states expectations, respect for neighbours, parking, noise restrictions and waste disposal.

- Outdoor noise is restricted after 10:00pm with no gatherings, events or parties permitted at any time.
- Guest numbers are capped at 6 which is the capacity of the bedding provided and in line with the amenities provided in the home.

ii. To prevent noise disturbance:

- Quiet hours are 10:00pm – 7:00am.
- Outdoor patio has signage reminding guests to be mindful of noise.
- Clear signage will be displayed on the front of the property so that neighbours and members of the public can contact the owner in case of concerns.
- If a noise issue is reported the guest can be contacted immediately by phone. If the issue is not rectified immediately, owners will attend the property in person (located only a 5-minute drive).
- Occupants who cause disturbance can be refused the ability to re-book into the future as per Air BnB policies.

iii. The property will be actively managed by owners to ensure safe, reliable and professional operation.

- Key access: A secure smart entry system is installed in the front entrance door, allowing guests to check in safely and at any time including late arrivals. An additional lock box is stored at the side of the property to allow for smart lock failure or emergency access.
- Codes to smart lock are changed regularly for security and shared only with confirmed guests and for cleaning and maintenance purposes
- On site assistance: Owners are available by phone 24/7 for urgent issues. In the event owners are not accessible a dedicated property manager (family member of owner) will be stand in replacement.
- For any matters requiring physical attendance including noise, safety, maintenance etc the owners will attend in person.
- Cleaning and waste management; A professional cleaning service attends the home after every stay to maintain hygiene and presentation. Owners maintain lawns and garden and are responsible for disposal of green waste and recycling.

- Bins are clearly labelled for general waste and recycling. Guests receive instructions for proper waste sorting and owners/ cleaners ensure bins are placed out and returned as required on bin day (Tuesday).

iv. Site specific fire and emergency management:

- Fire safety; Working, hard wired smoke alarms are located in the two rooms adjoining kitchen (entry hallway and sunroom).
- A maintained fire blanket is located in the kitchen
- A simple emergency evacuation map is displayed in the guest information compendium.
- Guests receive instruction on the safe use of appliances; old or worn looking appliances are disposed of and replaced and electrical tagging and testing is performed on a 12 monthly cycle.

- External areas are well-lit; pathways kept clear and any potential trip hazards are managed proactively. Property is inspected by owners regularly to maintain safe conditions.
- First aid supplies are kept in bathroom cupboard onsite.
- Emergency contact details – fire, police, ambulance are displayed on the fridge in the kitchen.

- Complaints procedure: Guests are first contacted by phone (unless emergency) and given the opportunity to rectify the concern without delay. If the concern continues then owners will attend the property as soon as practicable. Records of complaints and response are documented in incident report document and deliberate non-compliance will result in guest not being permitted to rebook. Neighbours also have access to owners' phone number which will be displayed on signage at the front of the property.

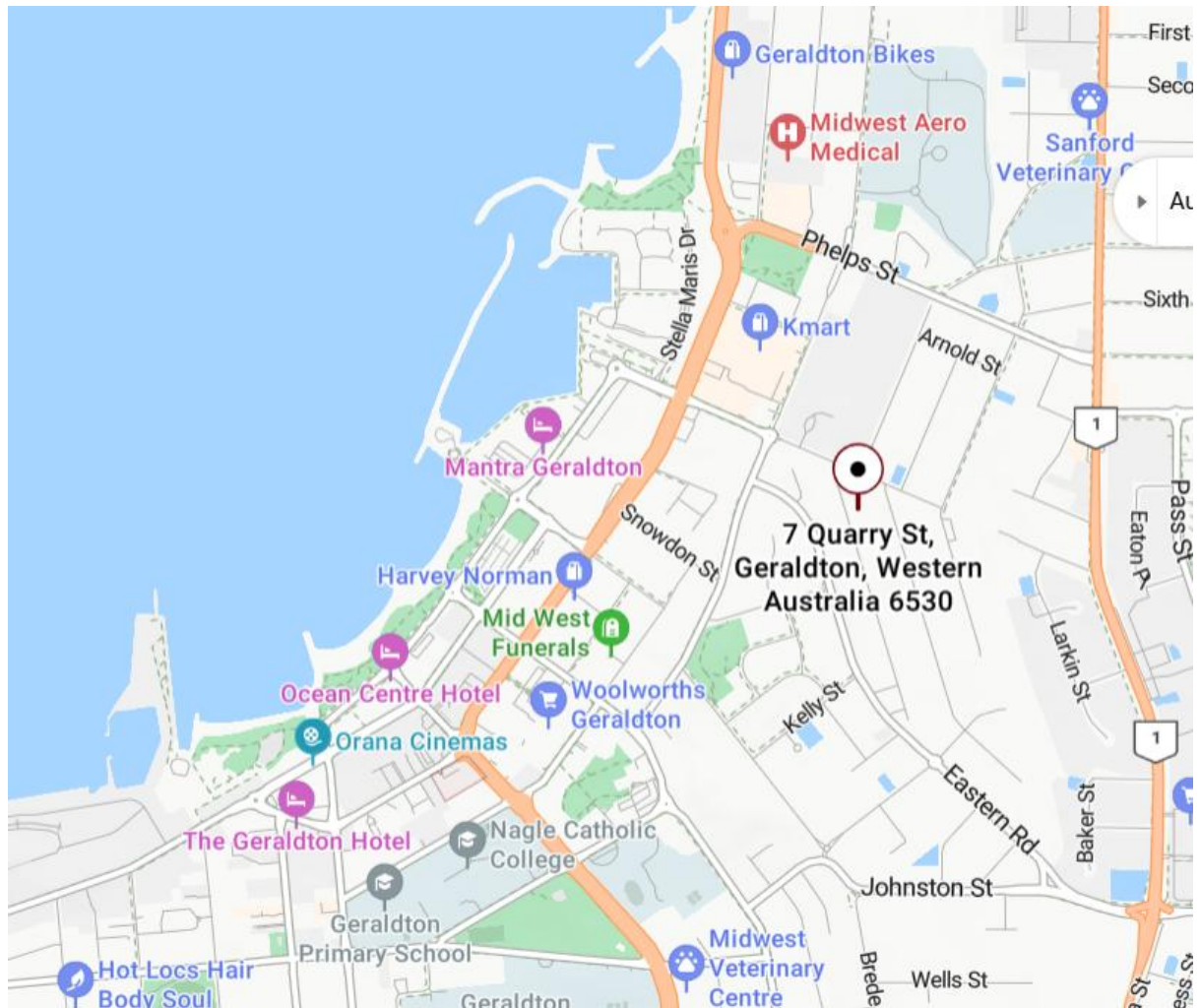
2. Air BnB provides a location to visitors of Geraldton that is both convenient and encourages access to Geraldton's amazing tourist attractions.

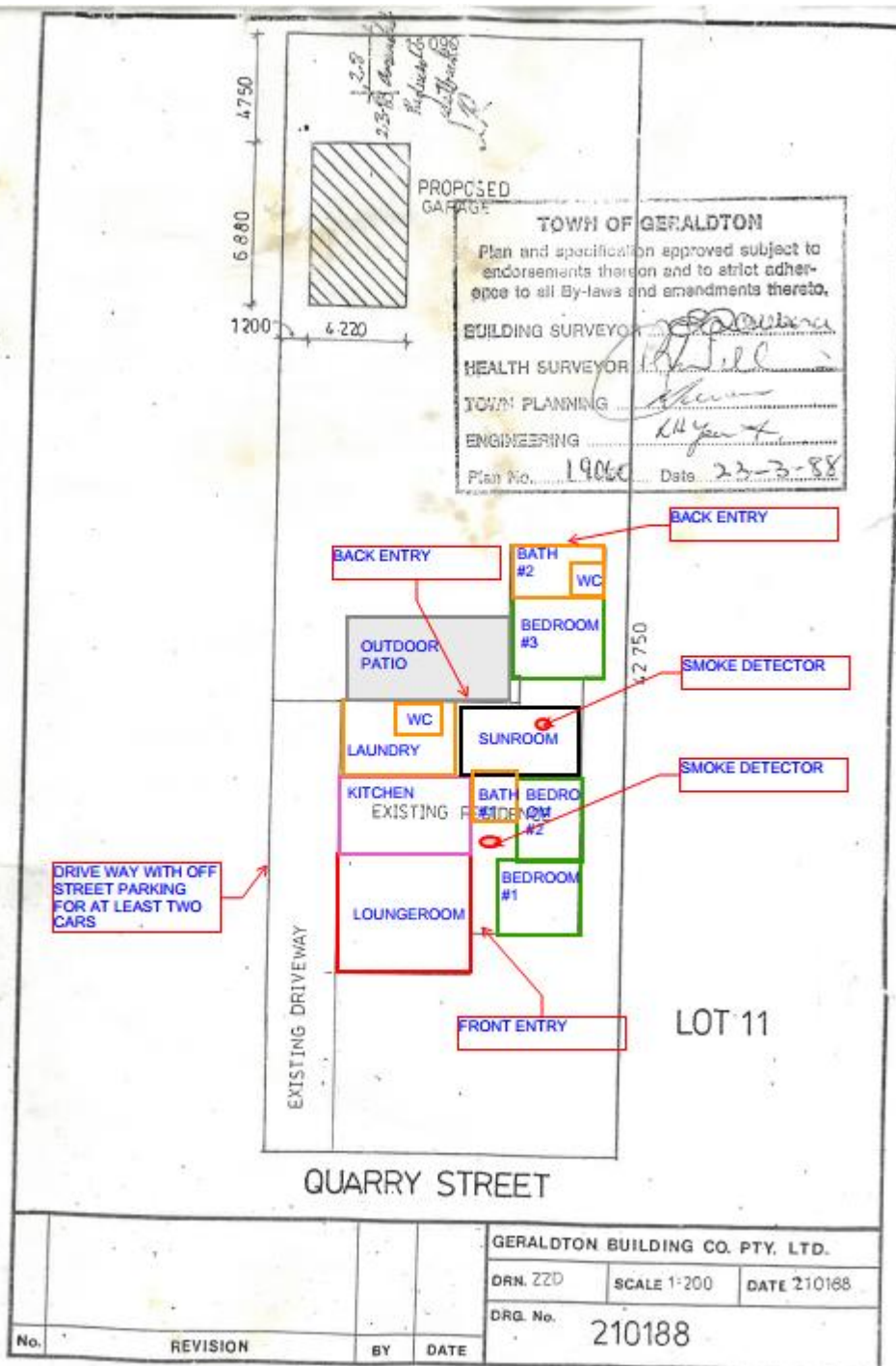
- Tourism attractions: The property is a convenient 5-10 minute walk of nearby attractions including HMAS Sydney Memorial, Geraldton Marina and Foreshore precincts means guests can enjoy tourist

attractions with ease including local cafes, beaches, playgrounds, infrastructure and events.

- Facilities: The property is located 2-minute walk from Northgate shopping precinct which includes medical facilities, dentist, cafes, public amenities and other essential services.
- Guests will have the option to use easily accessible roads, local bus routes, pedestrian and cycling paths/lanes to enable easy visitor movement.
- Visitors staying at the short stay accommodation support local cafes, shops, tourism operators and other community business contributing positively to our community and economy.

3. 7 Quarry St is 3 bedroom & 2 bathroom accommodating up to six guests. There is one kitchen equipped with a fire blanket, two living areas (lounge room and sunroom), laundry and attached patio. There are two hard-wired smoke alarms. The first is located in the hallway adjoining to the kitchen and bedroom 1 & 2 and the second is in the sunroom which also adjoins kitchen and bedroom 3. First aid kit is located in one of the bathrooms. Parking is available on the property to the left of the main dwelling (from street view). There is sufficient parking to the side of the house for two vehicles parked back to back. Secure off-street parking is available as guests can choose to park behind the locked gate if desired.





| Risk | Likelihood | Consequence | Risk Level | Controls | Response |
|---------------------------|------------|----------------|------------|---|---|
| Excessive noise | Possible | Moderate | Moderate | House rules; noise curfew; occupancy limits | Immediate phone call; owner attends property; incident recording |
| Disturbance to neighbours | Possible | Moderate | Moderate | Occupancy limits; no parties allowed, clear parking guide, routine monitoring | Immediate phone call; owner attends property; check in with neighbours |
| Damage to property | Possible | Moderate | Moderate | Card details taken as security; house rules; property inspections; professional cleaning | Record damage; follow Air BnB processes; insurance. |
| Fire or emergency | Rare | Major | Moderate | Smoke alarms, fire blanket, evacuation diagram, security screens on windows and entry doors; worn appliance removal, yearly electrical tagging and testing. | Evacuation procedure; call emergency services; owner notified and attends property if required; insurance. |
| Injury or trip hazard | Possible | Minor-Moderate | Moderate | Regular maintenance and safety inspections; good lighting; clear pathways; reporting processes for guests and removal of hazards | First aid kit in bathroom; service provider numbers on fridge, assist guest to obtain medical help if required, incident reporting and review /make corrections; insurance. |
| Waste management | Possible | Minor | Low | Clear instructions provided for | Cleaner or Owner responds to take |

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| | | | | guests, labelled disposal bins; cleaners and owners manage bin days | waste to appropriate disposal location. Review instructions for clarity. |
| Unauthorised guests | Possible | Moderate | Moderate | Booking system limits; security camera at front entry (in line with privacy laws); occupancy limits ; amenities provided (e.g. number of beds) in line with limits. | Call guest; owner attend property if required; remove or cancel booking in line with Air BnB policies. |
| Late night check in / disturbance | Possible | Minor | Low | Self check in instructions; good lighting; clear instructions; owner phone number provided | Support guest remotely; review guest instructions for clarity |
| Neighbour complaints | Possible | Moderate | Moderate | Owner details provided/available for neighbours; proactive communication | Contact guest immediately; attend and resolve complaint. |
| Power/water outage | Possible | Moderate | Moderate | Proactive communication where advance warning; Emergency contacts on fridge; support guests with additional resources if required | Troubleshoot and attend property/provide alternative solutions if required. |
| Security issues | Rare | Major | Moderate | Smart lock with changing codes, security screens; guest identity | Owner follows up with guests/emergency services |

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| | | | | verification (Air Bnb); Emergency service numbers provided | |
| Environmental risk (e.g. cyclone) | Rare | Major | Moderate | Fire/Cyclone safety plan; clear evacuation route; EWN alert system on owners phone to provide proactive safety planning and communication | Follow emergency plan; contact authorities; assist guests |