

3.0 Management Plan

Manager Details	
Concerns Register	▪ Manager maintains a concerns register: ○ Details of party reporting concern ○ Date/Time of Concern ○ Nature of concern ○ Action to remedy concern To be made available at all times for inspection as required.
Neighbour consultation	▪ Manager has previously engaged with the owners/occupiers of adjoining No 316 Sutcliffe Road regarding use of property as Short Term Accommodation. ▪ Owners/occupiers No 316 have contact details for the Manager for contact at any time as required. ▪ The proponent/manager is committed to ensuring that the use of the property for Short term Accommodation does not negatively impact adjoining landowners/occupiers and have a zero-tolerance policy towards antisocial behaviour and non-compliance with house rules by guests.
Booking Platform	▪ The property is listed on the AirBnB short-stay accommodation provider website. ▪ Airbnb is a peer review platform with strict criteria for manager and guest responsibilities and expectations.
Maximum Occupation	▪ Maximum 4 guests.
Booking Procedures	▪ Review and accept house rules at time of booking. ▪ Of particular note: ○ Follow paths when walking on property through vegetated areas. ○ No picking or damage to vegetation. ○ Pets permitted within closed area only. ○ No parties ○ Zero tolerance to noise and will result in termination of reservation.

**DEVELOPMENT APPLICATION: UNHOSTED SHORT TERM ACCOMMODATION
LOT 65 NO 304 SUTCLIFFE ROAD, WAGGRAKINE
MANAGEMENT PLAN**

Check-In Procedure	▪ Check-in after 2pm ▪ Secure lock-box with visitor-specific access code. ▪ Manager available for access queries from other guests as required.
Check-Out Procedure	▪ Check-out before 10am ▪ Guest to leave property clean and tidy. ▪ Guest to remove rubbish to outside bins on departure. ▪ Manager to present to property for inspection, cleaning and maintenance once guest vacated.
Manager responsibilities, cleaning and maintenance	▪ General hosting responsibilities/requirements. ▪ Manager responsibility at the conclusion of every booking ○ Cleaning ○ Laundry ○ General property maintenance ▪ Other than in an emergency, any maintenance contractors will be engaged to attend during normal business hours to minimise disruptions to guests and neighbours. ▪ The manager attends the property to move outside bin to the verge for collection and returns them to the dwelling after collection.
Guest Guide	Available in the dwelling: ▪ Manager Contact details ▪ Bushfire Safety Plan See Appendix B ▪ Emergency Contact Details ▪ Rubbish procedures and location of external bins, ▪ Code of Conduct/House Rules ▪ Check-out procedures ▪ Use of property equipment/facilities ▪ Details of local attractions/information

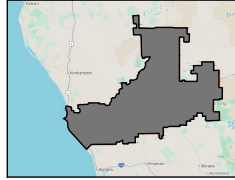
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Parking	See site plan at Appendix C. Parking available for the minimum 2 vehicles and other associated vehicles.
Signage	▪ No external signage to be installed: whilst this is contrary to the LPP, the proponent is concerned that external signage will advertise the property as short stay accommodation. Therefore, there may be times when the property is vacant, and this may increase the potential for vandalism/burglary, etc. ▪ The following are in place to ensure guests can identify the property and which will minimise the likelihood of guests mistakenly attending other properties (and impacting adjoining owners/occupiers): ○ Street number sign. ○ Small property name sign (corresponding with advertised listing) ○ At the time of reservation, guests are provided with exact directions and instructions for locating property. ○ Manager details are provided at the time of reservation, enabling guests to contact directly with any access issues at the time of check-in. ○ Manager Contact details are provided within dwelling.
Emergency & Fire Management	▪ Bushfire Safety Plan in dwelling – Refer Appendix B ▪ Fire blanket located in kitchen – Refer Floor Plan at Appendix D ▪ Smoke detectors installed.

BUSHFIRE SAFETY PLAN

EVE'S REST - 304 Sutcliffe Rd, Waggrakine

Waggrakine is assessed as having a VERY HIGH to EXTREME bushfire risk. Please be prepared for fire and have a plan for when the Fire Danger Rating is HIGH, EXTREME or CATASTROPHIC.



Download the **Emergency WA** app - available on Apple and Android devices

Waggrakine is in the City of Greater Geraldton and borders the Shire of Nabawa Total Fire Ban District's. Ensure you are aware of Total Fire Ban Days, and act accordingly.

PREPARE

Leave Early

Leaving early is most important when:

- The Fire Danger Rating is CATASTROPHIC
- There are children, elderly or special needs people in your home
- Your house is not prepared or defensible

Where to Go

- South towards Geraldton
- A safe place that suits your personal needs, eg. A family/friend's house in an urban area with a backyard for your pet, a shopping centre or central business district
- Return to your home away from Waggrakine

Always tell someone that you are leaving and where you are planning to go.

ACT

Understand Warnings

- The WA Emergency app provides information, advice, warnings, emergency warnings and evacuation notices.
- Listen to radio coverage, monitor your situation/location and act accordingly

SURVIVE

- Activate your bushfire survival plan early
- There is no Community Fire Refuge in Waggrakine, Observe the weather and warnings
- Listen to the radio for emergency information and updates
- Roads will become severely congested

As an absolute last resort, evacuate to **Waggrakine Volunteer Bush Fire Brigade** Corner of Collins Road and Sutcliffe Road, Waggrakine

In an EMERGENCY DIAL 000 (TTY 106)
Do Not call Triple Zero for information or advice

Phone lines and mobile coverage may not be accessible in times of an emergency. We recommend taking a photo of this poster for reference should an emergency arise.

DFES Alerts and Warnings
Emergency Broadcasters

133 337

ABC TV
ABC 828AM

emergency.wa.gov.au
Most commercial radio stations

Road Closures
Wildcare Helpline
Geraldton Hospital

138 138
(08) 9474 9055
(08) 9956 2222

mainroads.wa.gov.au

REMEMBER:

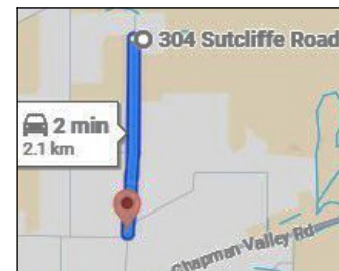
- It is always safest to LEAVE EARLY
- Road networks in the area can be busy and congested, particularly during peak times. This will only worsen should a fire begin
- Visibility may be significantly restricted due to thick smoke in the air
- Do NOT rely on an official warning to leave

Neighbourhood Safer Place Place of Last Resort

Waggrakine Volunteer Bush Fire Brigade
Corner of Collins Road and Sutcliffe Rd

Survival is NOT guaranteed

- This area should only be used if your Bushfire Survival Plan fails and you have nowhere else to go
- Welfare facilities will not be available



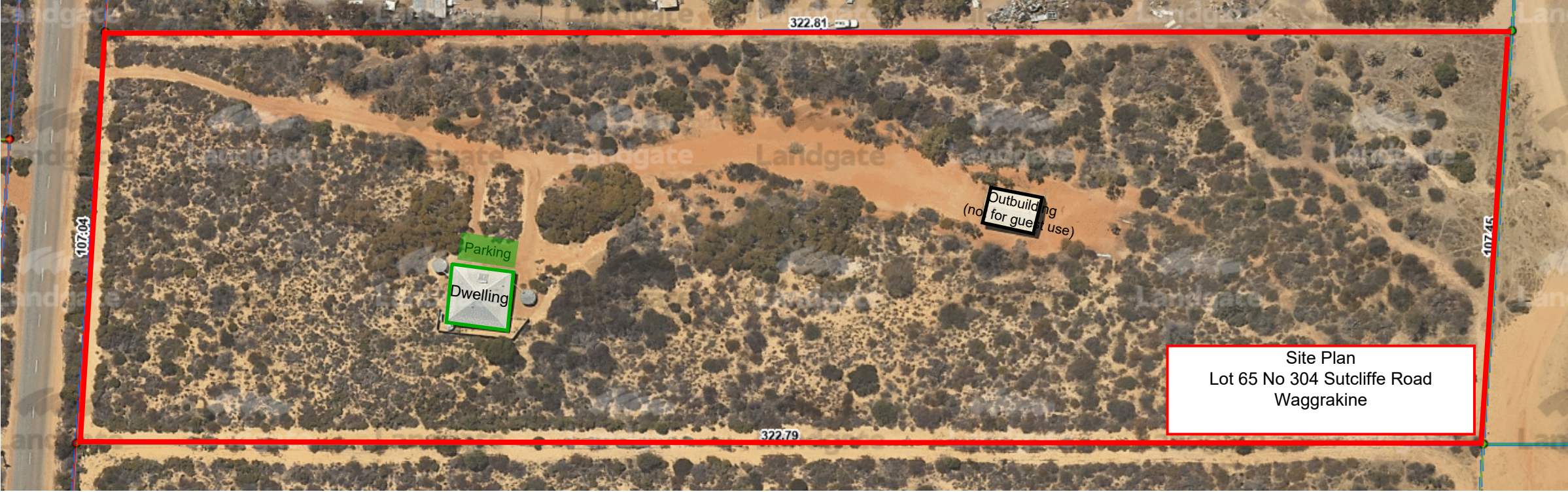
Emergency Access Routes

Continue South and turn right onto Chapman Valley Road, continue West to North West Coastal Highway

Follow David Road North onto Eliza Shaw Drive to North West Coastal Highway

Take Gravel Emergency Access Easement to David Road

YOU ARE HERE



322.81

107.04

107.45

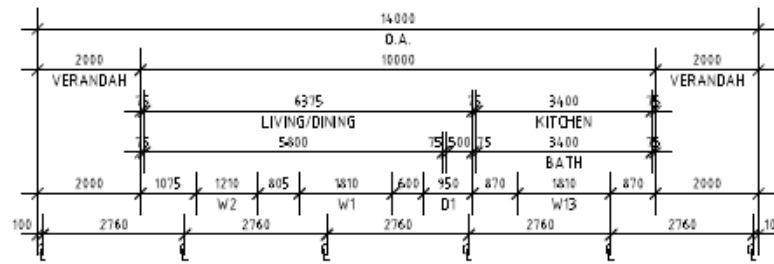
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Outbuilding
(no for guest use)

Parking

Dwelling

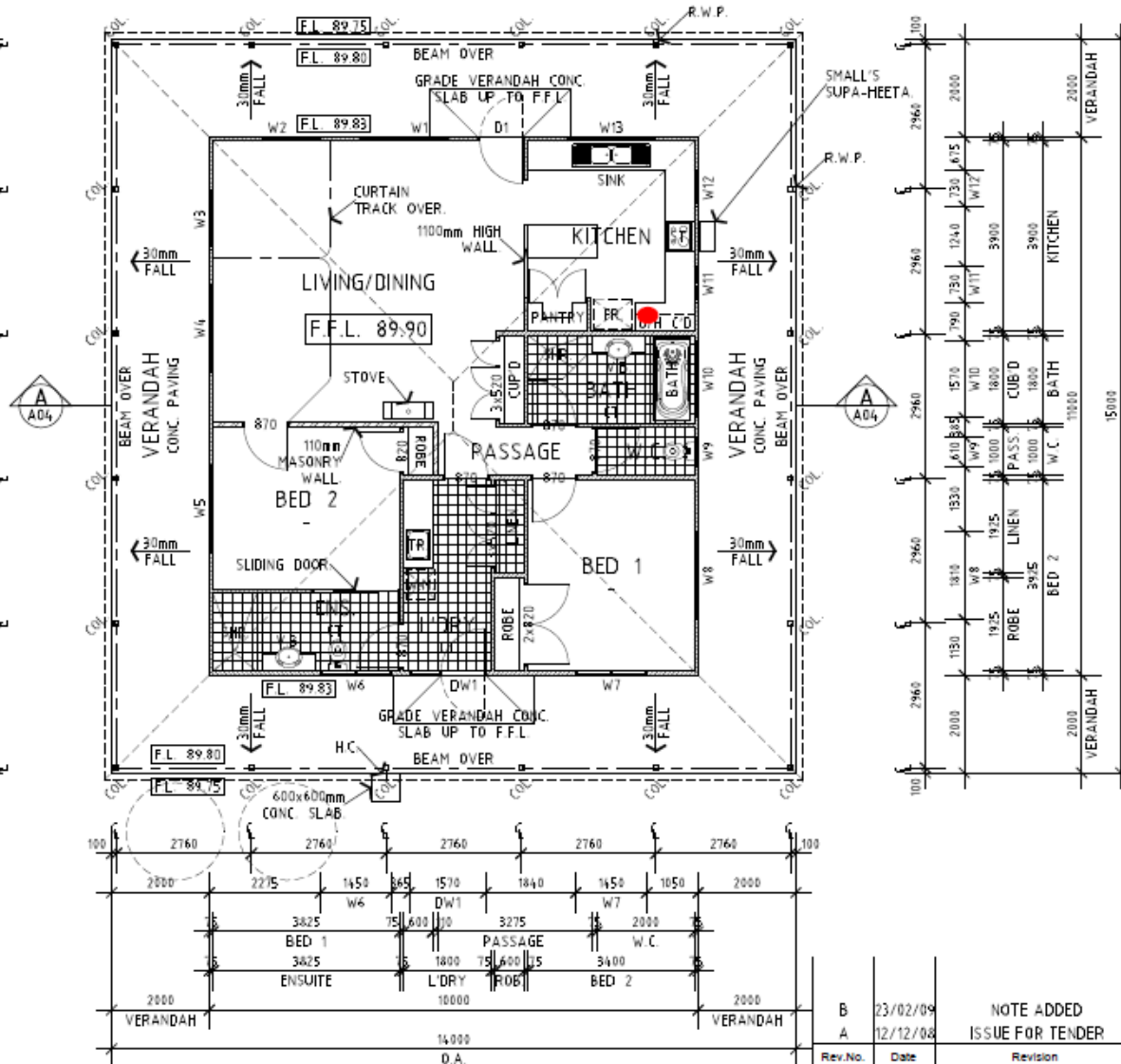
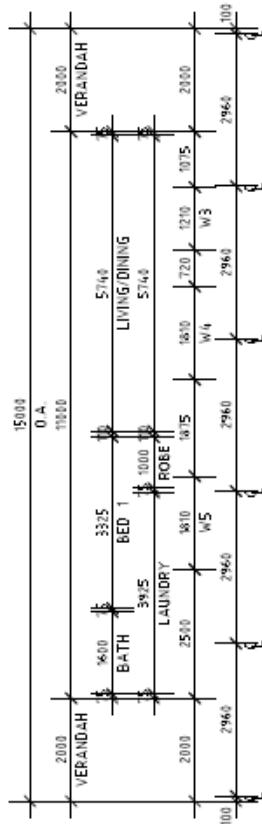
Site Plan
Lot 65 No 304 Sutcliffe Road
Waggrakine



LEGEND

COL	COLUMN
H.C	HOSE COCK
ST	STOVE
FR	FRIDGE
W.M	WASHING MACHINE
V.B	VANITY BASIN
TR	TROUGH
SHR	SHOWER

NOTE:
PROVIDE CLAY BRICK PAVING
INSERTS OVER SERVICES.



Fire Blanket



FLOOR PLAN

SCALE 1:100

PROJECT
LOT 65
SUTCLIFFE ROAD
WAGGRAKINE

B	23/02/09	NOTE ADDED
A	12/12/08	ISSUE FOR TENDER
Rev.No.	Date	Revision