

## MANAGEMENT PLAN

33B SUNBURY ROAD, VICTORIA PARK WA 6100

5<sup>th</sup> March, 2026

### **1. BACKGROUND**

Our unit is a single-storey unit and one of three units on a 1012 square metre size block. Our unit is in the middle of the three units. The yard backs onto Duncan Street Reserve.

It has 4 bedrooms, 1 x living area, a well equipped kitchen, 2 x bathrooms and 2 x toilets.

In a separate room which joins the kitchen, there is a laundry with cupboards, a washing machine and a dryer. The laundry door exits straight to the washing line.

The backyard is fully- enclosed with a fence and as a patio area. There is no garden.

The unit is 183 metres from the Victoria Park Train Station which makes it an ideal location for visitors, especially those wanting to attend the Optus Stadium or Burswood Casino precinct. Optus Stadium is the second train stop from Victoria Park Train Station. It is also close to the nearest bus stop on Shepperton Road and 329 metres to the Victoria Park Central Shopping Centre. West Coast Eagles headquarters and football oval is in Lathlain, 250 units from our unit.

### **2. OBJECTIVES OF MANAGEMENT PLAN**

The objective will be to have a well-run Air BNB property with no disturbance and disruption to neighbours and the community. There will be a "NO PARTIES" policy and no visitors without permission from the host. The minimum length of stay will be 3 nights which will discourage party bookings. Guests can only book automatically if they have no bad reviews or controversy on their Air BNB record. There is a setting on the Air BNB website which enables this.

A "House Rules and Information Booklet" will be on the bench inside the unit.

The regular number of guests allowed will be 6 including children. An infant under 2 may be in addition to the 6 people. Occasionally a family may ask for 1 x extra person e.g. a Grandparent but this cannot automatically be booked; it would have to be a request. The absolute maximum allowed will be 8 persons, including infants.

### **3. MANAGEMENT STRATEGIES**

The Manager, [REDACTED] lives ten minutes from the unit and will be able to be contacted by the guests at all times. They can contact her via the Air BNB site or mobile phone. The Manager's contact details are listed under the "Complaints Management Procedure".

### 3.1 CHECK IN / CHECK OUT

Check in will be from 2.00pm and check out will be 10am

1. The front door has an excellent code system. The Guests are allocated a code for the duration of their stay and this has a start time and an end time. For every stay, a new code is allocated. The Manager and Co-Manager can extend the Code time via their mobile phone, should a guest request an early check-in or late check-out.
2. Guests will be asked to self-check in prior to 10pm. If a guest is arriving later than this, the rules will state that they must let the host know of the expected time of arrival. They will be reminded of the noise policy and asked to be as quiet as possible. The host will inform the neighbours of an expected late arrival. If guests are planning to check out earlier than 5.30 am, the same rules as to a late arrival will apply.

### 3.2 MITIGATION AND COMPLAINTS PROCEDURE

Mitigation Control for noise and other disturbances - Guests will have to acknowledge and agree to the following rules (terms and conditions) before the booking is allowed. Once they book, they are agreeing to the Terms and Conditions.

1. The "quiet" time for the unit (stated in the rules and on the AirBNB website) is between 10pm and 7am.
2. There is a "STRICTLY NO PARTIES" rule.
3. Visitors other than the guests booked, are not allowed into the unit without the permission of the Host.
4. The outdoor patio area is not to be used after 9pm.
5. Any disturbance or noise issues reported to the host by the neighbours will be dealt with by the host as outlined in the "Complaints Management Procedure" below:
6. Guests are to self-check in prior to 10pm. If you are arriving later than this, please let the host know of your expected time of arrival. We have a "quiet" time policy from 10pm and ask that you please be as quiet as possible. The host will inform the neighbours of an expected late arrival. If guests are planning to check out earlier than 5.30 am, the same rules as to a late arrival apply.
7. Guests are not permitted to park their vehicle/s on the common access area to Units A and C. You must not block the neighbours' access. Please do not park on Sunbury Road.

### 3.3 Complaints Management Procedure / Compliance Breach

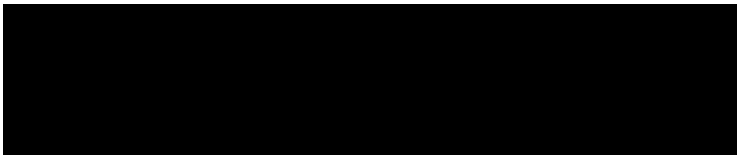
The rules will be clearly stated on the Air BNB property page. The page will inform the guests that if they book the property, they are agreeing to the rules and regulations / terms and conditions of the property. Once booked, they will be reminded of the rules by email or text. Once their stay commences, there will be another reminder of the rules in an information booklet provided for the guests.

If a noise / disturbance complaint is received by the host, the host will follow the "Complaints Management Procedure", detailed below.

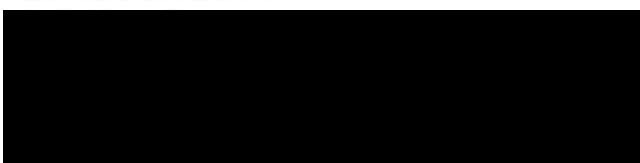
The Complaints Management Procedure will be in the Information booklet provided to guests and will also be provided to the people residing in Unit A and C.

### COMPLAINTS MANAGEMENT PROCEDURE

#### MANAGER DETAILS



#### CO-MANAGER DETAILS



If a complaint of noise / disturbance is received by the host, the following procedure will be followed:

#### WITHIN:

- a. - 10 minutes of the complaint being made - the host will ring the guest reminding them of the rules and try to resolve the problem / issue peacefully. If a party is being held, the guest will be asked to close it down immediately.
- b. - 20 minutes of the complaint being made – the host will contact the person who complained and see if the issue has been resolved.
- c. -25 minutes, the host will travel to the site (10 minutes away).
- d. -40 minutes, the host will call the Police to report a disturbance.
- e. -1 hour the host will inform the complainant of the outcome and the appropriate actions that were taken by the host. They will inform them of the actions taken that will prevent further disturbances ie reiteration of the rules, eviction.

If a complaint that appears urgent and/or life-threatening is received by the host, the host will advise the complainant to immediately ring 000. The host will travel to the scene (10 minutes away) but approach with caution and if necessary, wait for the police to arrive.

**CONSEQUENCES / MEASURES** – that will be taken should guest fail to adhere to House Rules / Code of Conduct.

- a. The guests will be given one chance to explain and amend their behaviour. If it is a noise / disturbance issue, the host will follow the procedure outlined in the "Complaints Management Procedure"
- b. If the guests have clearly breached the booking rules, ie too many people or pets present, they will be asked to correct the number of people, no pets etc. If they cannot do this, they will be evicted from the property by the host.
- c. Upon refusal to leave, the host will call the Police

### 3.4 USE AND MAINTENANCE

My husband and I would like to use our unit and run it as an Air BNB. We stay at the property approx. 1/3 of the year.

The property will be well maintained. My husband and I organise repairs, removal of unwanted items such as furniture, tidying of the small garden which is half a metre wide, alongside the driveway and anything else that is necessary. Our Manager will organise the cleaning after every visit and after "family" visits so that cleanliness will always be maintained at a high level. Our Manager can organise repairs and maintenance if necessary.

### 3.5 SAFETY, HYGIENE AND SECURITY

#### 3.5.1 Safety

The premises have wired smoke and fire detectors in all bedrooms and two smoke detectors in the living area which includes the kitchen. There is a fire extinguisher and a fire blanket in the kitchen and their position is well signed. A fire escape plan is on the wall in an easily viewed position.

There is a first aid kit in a cupboard adjacent to the kitchen and it is appropriately signed with a first aid sticker. It will be checked and restocked after each guest stay.

The front door opens easily in case of an emergency without the use of a key. The front door cannot be opened from the inside by a young child for safety reasons. The handle has to be pushed down, and a button pushed in, simultaneously to open the door from the inside. This is easy for an adult but difficult for a small child.

#### 3.5.2 Hygiene and Comfort

Both bathrooms have a new, efficient exhaust fan. There is a ducted air conditioner / heating system in each bedroom and the living room. There are detailed instructions on how to use the system in the most effective way, on the wall next to the controls and in our information booklet.

New or cleaned linen will be applied to beds and clean towels supplied after each guest and family stay.

One fridge / freezer will be available for guests to use. There is a laundry with a laundry sink, front loader washing machine, a dryer and a cupboard with laundry supplies. The laundry door opens out to a clothesline.

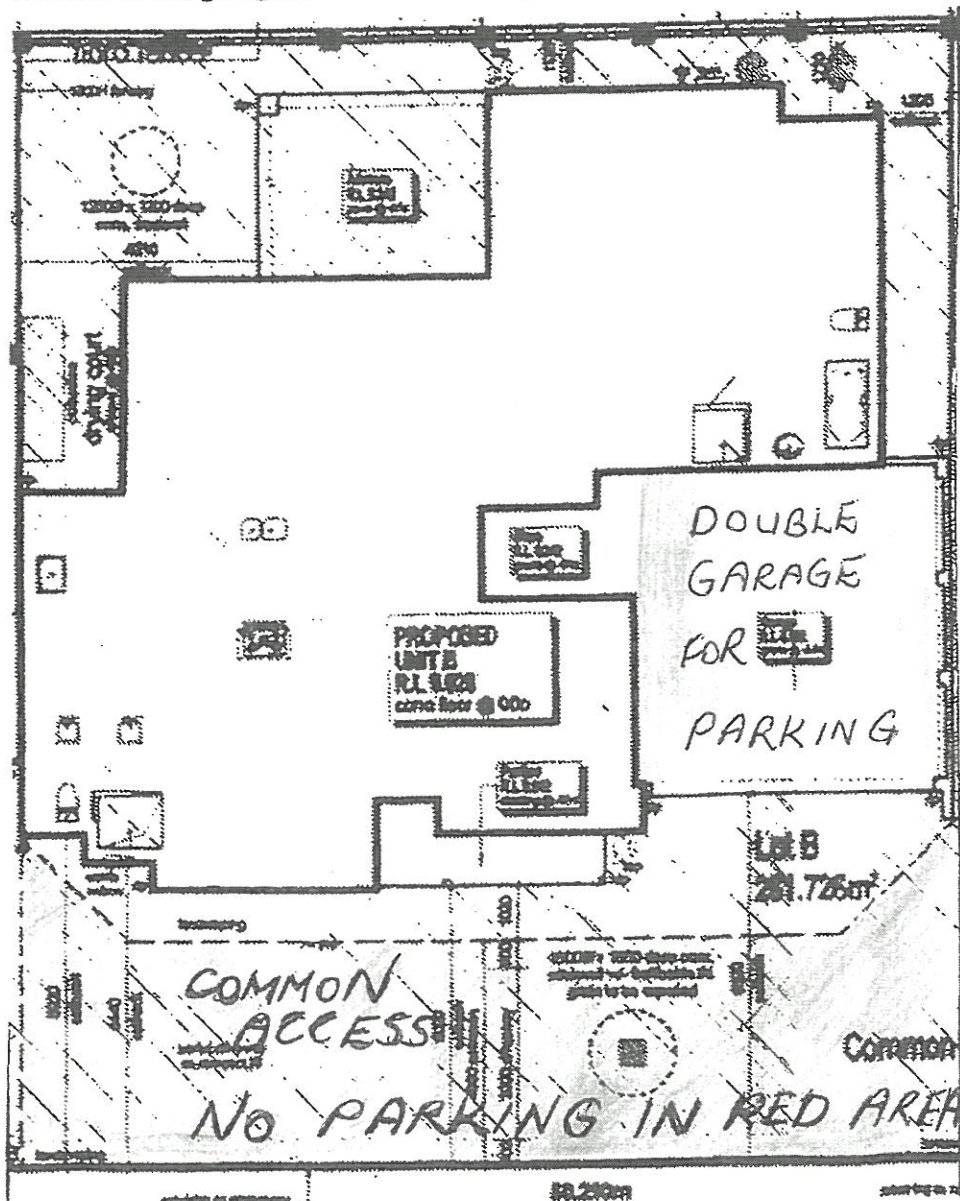
There are two bins, one for recycling and one for general waste. These are at the front of the unit and are easy to see and use. There is detailed instructions in the guest Rules Booklet and on the fridge, plus a calendar showing recycling dates on the fridge.

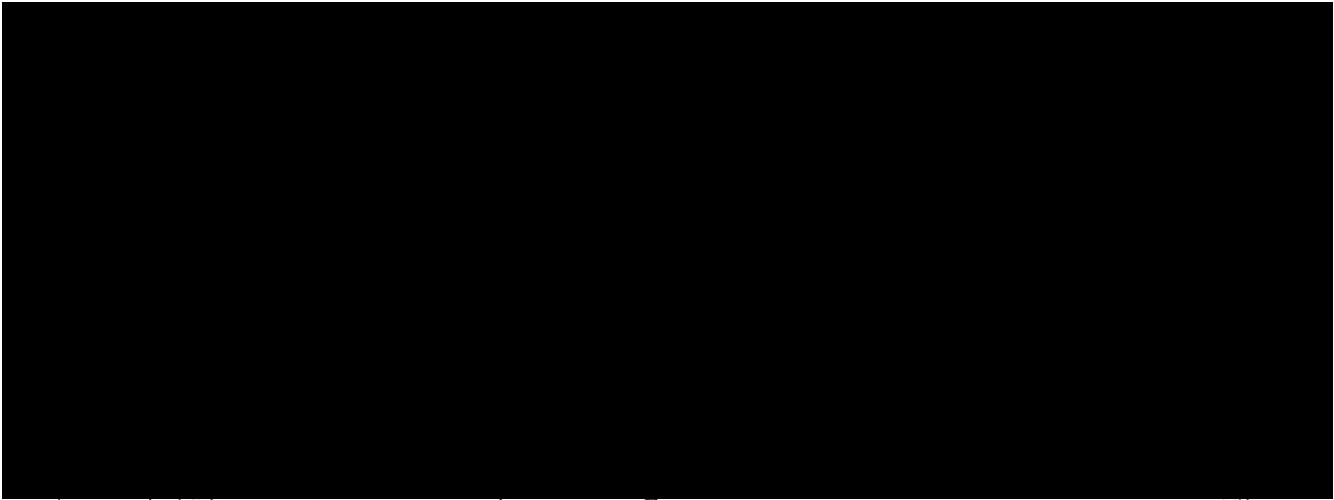
### 3.5.3 Security

The unit is very secure. All windows except for the bathroom windows, have roller shutters. All windows and doors have working locks. The front door has a security door, and the front wooden door has a new code entry system with every "guest stay" being allocated a different code. Guests will not be given a key to the security door so that it can only be locked and unlocked manually inside the unit without the use of a key, ensuring an easy exit in case of an emergency. This also stops keys from being replicated.

### 4. CAR PARKING

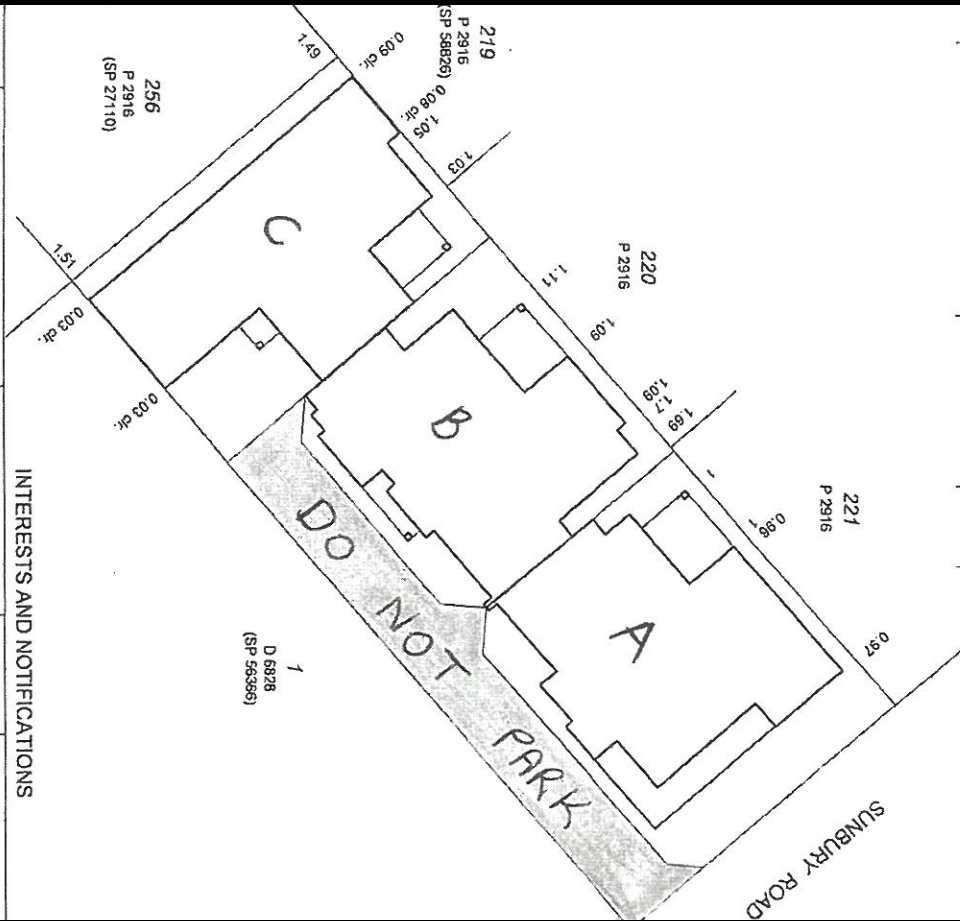
The unit has a double garage. Guests are able to park two small cars or one medium-large car in the garage. Guests are not permitted to park on the common property access to any of the units (ie Units A, B & C) and thus block the access for the residents in Unit A and Unit C. The shared area is shown on the diagram below. Guests are not permitted to park on Sunbury Road which will be on the website and in the Information booklet. The size of the garage is 5400 cms in length wall to wall and 3400 cms in width.





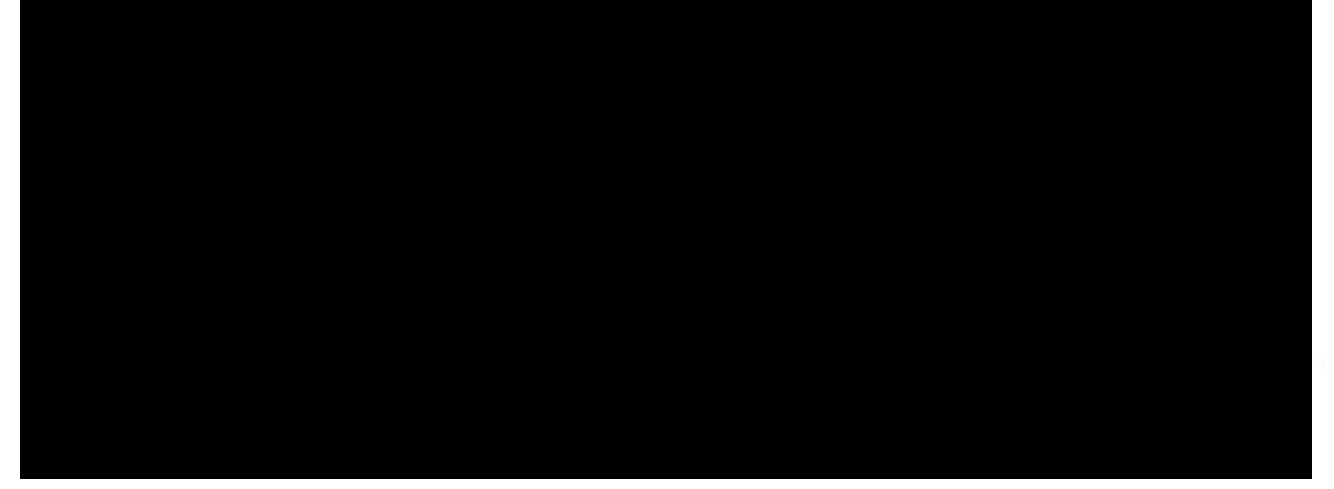
ER.	AMENDMENT	AUTHORISED BY	DATE	HELD BY LANDGATE IN DIGITAL FORMAT ONLINE

LOCATION PLAN



INTERESTS AND NOTIFICATIONS

SUBJECT	PURPOSE	STATUTORY REFERENCE	ORIGIN	LAND BURDENED

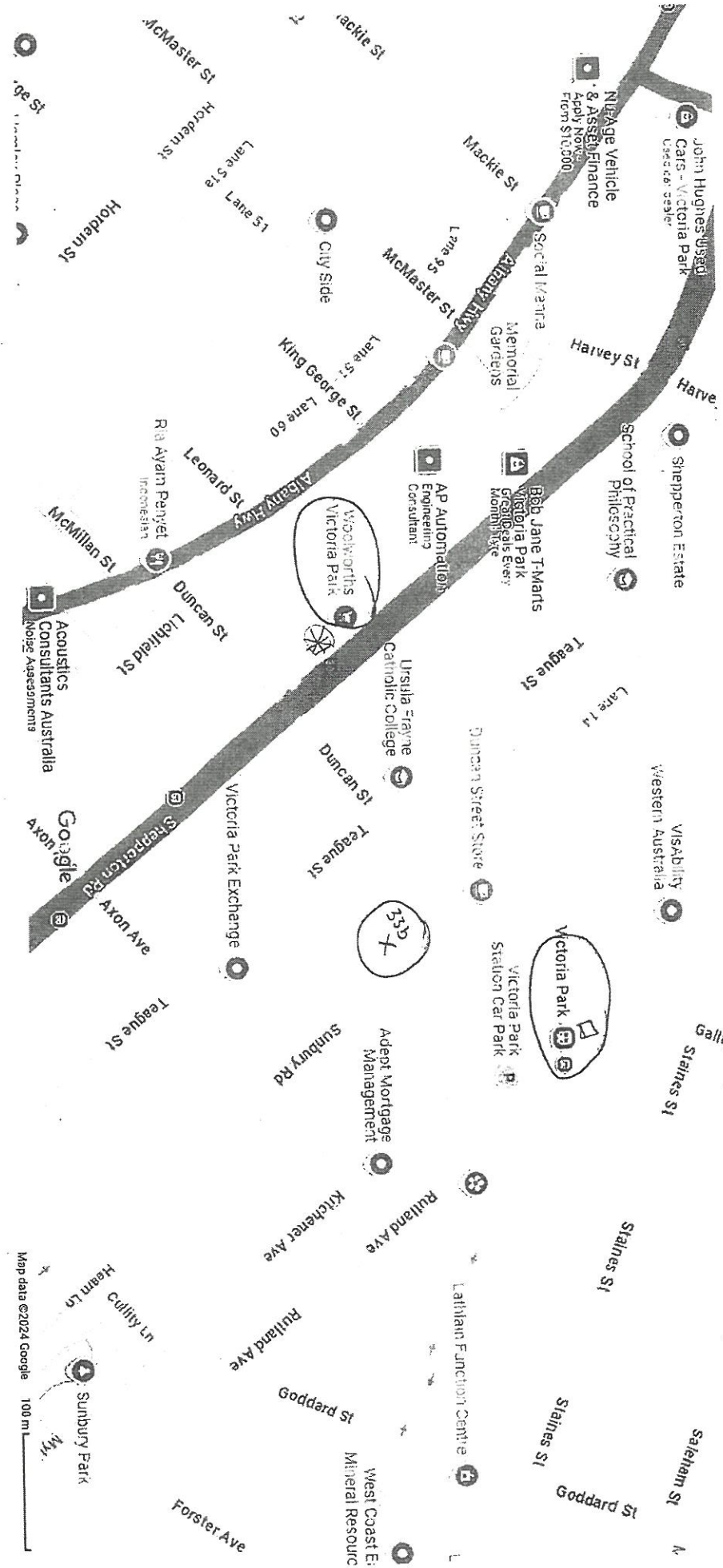


## 5. JUSTIFICATION

Below is my justification for my application to run our unit at 33B Sunbury Road, Victoria Park as an Air BNB rental.

1. Increasing property utilization: My immediate family who live in the country and need to travel to Perth for all sorts of reasons including medical appointments- consists of four families (16 people). We all use this unit but it is empty for extended periods of time. It will be better utilized between our visits being run as an Air BNB.
2. Increased visitors / tourists to the area brings more money to the local businesses such as restaurants, shops and attractions. This helps stimulate the local economy.
3. I am fully committed to adhering to all local laws and health and safety regulations. I will also ensure that the property remains well-maintained with regular inspections and communication with the host, to ensure compliance.
4. The accommodation offered will be clean, well-maintained and provide a welcoming environment for visitors. It will be a safe and comfortable environment for guests.
5. I will implement noise control measures, providing clear guidelines for guests and addressing any concerns from neighbours promptly, as outlined in our "Complaints Management Procedure".
6. The proposed location - 33B Sunbury Road, Victoria Park is in a very convenient location to visitors to this area. The unit is 183 metres from the Victoria Park Train Station which makes it an ideal location for visitors, especially those wanting to attend the Optus Stadium or Burswood Casino precinct. Optus Stadium is the second train stop from Victoria Park Train Station. It is also close to the nearest bus stop on Shepperton Road and 329 metres to the Victoria Park Central Shopping centre. The West Coast Eagles headquarters and football oval is in Lathlain, 250metres from our unit. Woolworths is a five-minute walk away and the restaurant / café precinct area of Victoria Park is a five-ten minute walk. There is a small park and coffee shop which is a one-minute walk from the unit.

Google Maps



336 Sunbury & TO  
 ROAD TO \* WOODBORTHS  
 TO □ VICTORIA PARK  
 TRAIN STATION 183 m

329 m

183 m