

2026

MANAGEMENT PLAN

SHORT STAY RENTAL ACCOMMODATION
LOT 526 (NO.32) WOODLAKE RETREAT, KINGSLEY

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HOLIDAY HOUSE

(Short Term Accommodation - Management Plan)

1.0 Introduction

This Short-Term Accommodation Management Plan seeks to manage the property on Lot 526 (No.32) Woodlake Retreat, Kingsley WA 6026. The Management Plan (“House Rules”) is to establish an acceptable standard of behaviour for guests and visitors to minimise any adverse impacts on the neighbours, nearby residents.

The immediate locality comprises convenient access to various public open space reserves and the Kingsway Activity Centre (located on the corner of Hepburn Avenue and Wanneroo Road) . The nearby nodes include a variety of facilities such as medical, retail and entertainment uses. Public transport (bus route) is available along Wanneroo Road. The subject land also contains good access to a comprehensive regional road network (i.e. Wanneroo Road, Hepburn Avenue and the Mitchell Freeway).

The accommodation is aimed at providing family and executive stay and is not to service large groups, parties and/or late night activities.

The property will be listed on Bookings.com, Airbnb, VRBO and the agent’s direct bookings for corporate bookings.

2.0 Property Description

The property is located on Lot 526 (No.32) Woodlake Retreat, Kingsley and contains a two storey single dwelling. The following details are provided regarding the existing dwelling:

- Three (3) bedrooms and two (2) bathrooms;
- A double garage, with vehicular access Woodlake Retreat;
- Large open living area and other various activity rooms on both the ground and upper floors; and
- An alfresco area to provide a covered outdoor space.

It should be noted that the short stay accommodation does not comprise a reception on-site.

3.0 Agent Contact Details

Agent: Mr John Sparey

Phone: 0406775822 or +61870940490

Email: John.sparey@kingdombuildingproperties.com

Agent can be contacted 24 hours per day

4.0 Check-In

Check in time is at 3pm unless other arrangements have previously organised. The check-in process includes the guest contacting the agent in the morning of check-in to confirm attendance, with the guest obtaining entry to the dwelling via obtaining the key from a lockbox at the front door. Details of the lockbox will be provided 30 minutes prior to check

Guests are not to approach the adjoining property owners for additional information and/or any enquiries. Any enquiries/issues are to be conveyed to the agent.

5.0 Check-Out

Check-out time is by 10am on the day of departure, unless other arrangements have been made with the agent.

The guest will leave the keys in the lockbox on departure and the premises will be inspected later that day.

6.0 Complaints Management

Guests, visitors and neighbours will be encouraged to email any complaints directly to the property agent being:

Agent: Mr John Sparey

Phone: 0406775822 or +61870940490

Email: John.sparey@kingdombuildingproperties.com

The agent can be contacted on their mobiles in case of immediate emergencies arises (John Sparey Phone; 0406775822 or +61870940490). Every effort will be made to resolve a conflict and a solution in writing for future reference.

A register of complaints will be maintained by the agent. This will include those guests that have been involved in a prior complaints/issues, with the offending guest not being permitted to occupy the property in the future. The Register is available for inspection by an authorised officer of the City of Joondalup if required.

The agent has set a minimal noise level on weekdays and weekends (please see below for the time restrictions) the agent is contactable at any time if there is any excessive noise generated by a guest. The noise restrictions are outlined on Page 7 of this Management Plan.

The agent will be responsible for addressing the noise complaint and contact the guest to lower the noise generated from the property to an acceptable level. Where excessive/unacceptable noise persists, the agent will then visit the property instruct the guest to vacate the premises.

The Property will comprise a copy of this Management Plan for reference and review by the guests.

Background checks are conducted for every guest through 'Truvi', which checks the rental backgrounds and ID's for guests.

7.0 Bond

A bond will be taken prior to check-in (at booking stage). Any violation of the rules outlined within this Management Plan will result in the bond being retained by the agent.

8.0 Occupants Register

A register of all occupants will be kept by the agent, available for inspection by an authorised Officer from the City of Joondalup, and shall contain:

- The full names and usual place of residents of all occupants.
- The date of arrival and departure of the occupants.

9.0 Use of Premises (Guest Number Restriction)

The following occupancy limits will be applied to the dwelling on the subject and land:

- A maximum of six (6) occupants for short term stay;
- Minimum of three (3) nights; and
- It should be noted that the minimum age for a booking is 21 years of age.

Guests will be screened prior to staying at the property (i.e. background check, including any criminal records).

Groups we try and encourage are:

- Families
- Executives

Groups we will not allow are:

- Hen's nights
- Buck's nights
- Birthday celebrations
- Other functions that can get out of control

10.0 Property Maintenance

- Maintenance refers to both building maintenance and care of the gardens.
- Maintenance will be managed by the agent. Maintenance will be preferably performed at a time between occupancy unless it is urgent and requires attendance at time of occupancy.
- Professionals/tradesmen will be engaged to attend during normal business hours to minimise disruption to neighbours.

11.0 Guest Guide

A guide has been prepared for guests ('Guest Book) and kept in a folder on premises indicating the following information.

- Agent contact details
- Contact details for any complaints
- Property Rules
- Electronics (i.e. TV Information, kitchen appliances etc)
- Air Conditioner operation
- Location of the first aid kit
- Rubbish bin location
- Check in time
- Check out time
- Car parking details
- Local restaurants, shopping and hospital
- Local attractions
- Any other information as required

12.0 Maintaining Property

The agent is responsible for the following:

- General hosting
- Cleaning property between occupants.
- Laundry/linen requirements
- Garden maintenance
- Building maintenance
- The cleaning, restocking of supplies and laundry services will be performed by the agent as per new Covid 19 regulations

13.0 Rules for Guests

Rules are provided at the property to ensure that guests know and comply with specific behaviour governing their permission to enter and occupy the property. The Rules will be displayed in a conspicuous place in the property, so it can be easily viewed by guests. No visitors are permitted to the site, only approved guests.

General Principles

Short Term Accommodation is a unique experience and the guiding principles are:

- Treat it as it is your home.
- Treat it as it is your own.
- Respect your neighbours.
- Leave it as you find it.

14.0 General Requirements

- Guests and visitors must comply with these rules and instructions from the agent for the duration of their stay.
- Guests must notify the agent of any disputes or complaints from neighbours as soon as possible.
- Guests must notify the agent of any damage and/or faults on the property immediately.

15.0 Noise and Residential Amenity (Noise Restrictions)

Guests and visitors must not create noise which is offensive or has the potential to create a nuisance to neighbours or neighbourhood.

Offensive noise is prohibited and may result in termination of their stay, eviction, loss of rental paid and extra charges for security and other expenses, which may be deducted from security deposit or bond under the terms and conditions.

Guests and visitors must not engage in any anti- social behaviour and must minimize their impact upon the residential amenity of neighbours and local community.

Noise generation from the dwelling must be in accordance with the Environmental Protection (Noise) Regulations 1997. All music is to be turned to a talking level with no bass (i.e. no amplified music) between the hours below:

- Between ('quiet period') 10pm to 8am (or 9am on Sundays/Public Holidays) in accordance with the Environmental Protection (Noise) Regulations 1997.
- During arrival and during departure.

Noise monitoring devices have been installed to assist with maintaining an appropriate standard of amenity and detect excessive noise generation.

16.0 Visitors. Gathering or Functions

- No visitors or guests other than those who booked to stay at the property can stay in the property without first obtaining the agent's approval.
- If the agent's approval is obtained for visitors, guests are responsible for ensuring that visitors comply with the property Rules.
- This property is not a "party house" and any such activities/functions are strictly prohibited.
- Any gathering, celebration or entertainment permitted at the property must not conflict with the residential amenity and must comply with all other requirements.

17.0 Vehicle Parking

Guests and visitors are to comply with parking regulations and other requirements set out below and show consideration to neighbours and other vehicles:

- Parking is within the double garage of the dwelling. Here is space on the driveway to accommodate additional parking (total of four bays) (see Figure 1).
- Parking on the road/verge area is not permitted.
- Motorbikes and Bicycles are not permitted to be inside the dwelling.

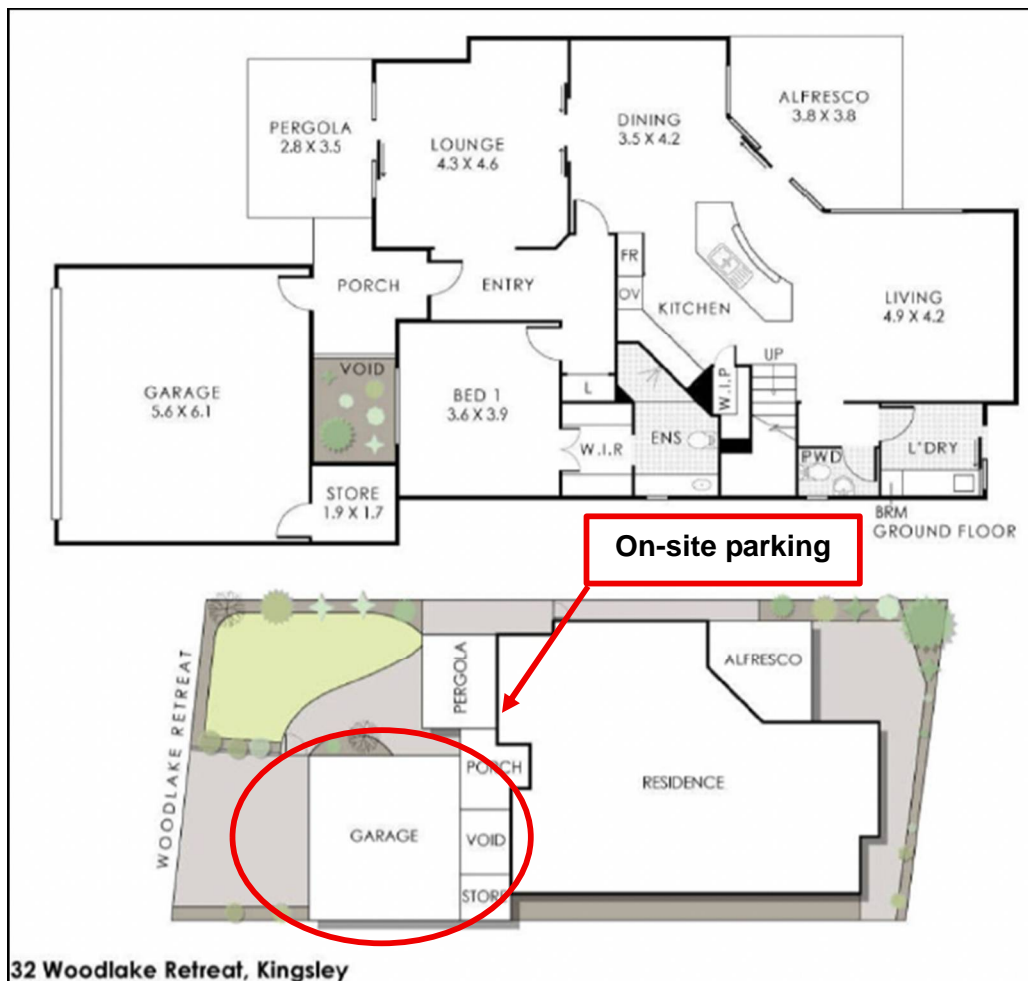


Figure 1 – Vehicle parking (carport for single dwelling)

18.0 Garbage and Recycling

- The dwelling is provided with one (1) general waste bin (red lid), one (1) green waste bin (green lid) and one (1) recycle bin (yellow lid) Details of the separation of waste material for each bin is labelled on the bin.
- Rubbish, green and recycled goods are to be disposed of in accordance with the usual practice at the property in the allocated bin. If there is excess rubbish beyond which can be fitted in the three

(3) bins, the waste is to be placed in the garage in waste bags and tied. The guest will be required to let the agent know of the additional waste extra charges that may be charged.

- Rubbish is collected every Wednesday (general waste) and every second Wednesday (recycle & green waste). A service is provided for bins to be placed on the verge before 6am on the Wednesday morning.
- A separate bin will be provided for 'containers of change' to assist with recycling.
- The agent will monitor the transfer of the waste bins between the dwelling and the verge area on collection day.

19.0 Security

- Whenever the guest is absent from the property, all doors and windows are to be closed and locked to maintain security.
- If a guest leaves the property for a day trip all doors and windows are to be locked
- The main house electricity RCD's (Residual Current Devices) are located in the meter box
- The property is fenced from the neighbours
- Any gates on the property closed at all times
- Noise & ring cameras are installed to the front of the property to monitor guest movement and prevent unauthorised people entering the property
- A private security company has been appointed and is available 24/7 if guests breach any of the rules and need to be removed from the property

20.0 Outdoor Area

- Guests are to respect the privacy of neighbours when utilising outdoor areas.
- Guests are to minimize noise when in the outdoor living area at all times.
- Outdoor living area to be maintained and cleared at all times.

21.0 Smoking & Pets

- Smoking and/or vaping is not permitted within the house. Detection devices have been installed.
- Pets are permitted only if prior approval has been granted.

22.0 Damages and Breakages

- Damages and breakages must be reported to the agent before checking out.
- Fees might apply for breakages/damages.

23.0 Compliance

- Breach of the house rules will encourage an eviction and loss of bond.
- The agent reserves the right, in accordance with the law, to terminate the permission to occupy and to evict from the property, guests or visitors who refuse to follow the rules or who cause a nuisance.

24.0 Health, Safety & Hygiene

- The property is fitted with RCD and Smoke Alarms.
- First aid kit is located in common area (kitchen).
- All food storage and preparation are to be performed in the kitchen area only.
- A kitchen garbage bin is provided with extra garbage bin liners available for guests.
- The toilets are to be provided with a lined garbage bin.
- The dwelling is to be cleaned thoroughly at the end of each guest's stay.
- Washing machine provided.
- Linen and towels are collected and are cleaned by the agent to ensure consistency.
- The house has air conditioning which is serviced yearly.

25.0 Liability Insurance

- Agent is responsible for taking liability insurance
- The Property will be managed by agent (John Sparey)
- The agent is available to attend the premises in regard to any complaints.
- Details can be made available to both guests and neighbours.
- This Management Plan is to be reviewed and updated annually by the agent

26.0 Management Plan Review

This Management Plan is to be reviewed and updated annually by the agent.

Record of Review of Management Plan

Description	Date
Date Prepared	10 April 2026
Review of Management Plan (2027)	
Review of Management Plan (2028)	
Review of Management Plan (2029)	
Review of Management Plan (2030)	
Review of Management Plan (2031)	