

Short-Term Accommodation Management Plan

4 Ironwood Avenue, Heathridge 6027

1. Property Overview

- **Use Type:** Short-Term Rental Accommodation
 - **Address:** 4 Ironwood Avenue Heathridge 6027
 - **Dwelling Type:** Single Residential House
 - **Bedrooms Available to Guests:** 3
 - **Maximum Number of Guests:** 5
 - **Short-Term Rental Accommodation Registration Number:** STRA60273N6X53B8
-

2. Owner and Contact Details (attachment #1 Certificate of Title)

Owner Name: Hamish James Banks
Phone Number: 0409326099
Email Address: Hamishjbanks@gmail.com
Availability: Contactable 24/7 during guest stays

Owner Name: Petra Banks
PhoneNumber: 0413657239
Email Address: petrabanks@gmail.com
Availability: Contactable 24/7 during guest stays

3. Property Management and Operation

- The property will be managed by **Hamish and Petra Banks**, who will be the primary contact for all operational and emergency matters.
 - Contact details (phone and email) will be provided to the City and adjoining neighbours prior to commencement of operations.
 - Bookings will be managed through reputable platforms requiring guest verification, ensuring responsible use of the property.
-

4. Guest Code of Conduct

- **Noise:**
 - No parties or large gatherings permitted
 - Quiet hours: 10:00 PM – 7:00 AM
 - Guests must respect neighbours and keep noise to a minimum
- **Smoking:** Prohibited inside the property
- **Visitors:** Maximum 4 visitors allowed between 8:00 AM and 10:00 PM only

Short-Term Accommodation Management Plan

4 Ironwood Avenue, Heathridge 6027

5. Parking (attachment # 2)

- On-site parking is available for 2 vehicles within the driveway/garage and front lawn, ensuring no parking occurs on verges or streets.
 - Guests will be advised in advance of parking arrangements to avoid disturbance or obstruction.
-

6. Waste Management

- Guests will be instructed on proper use of general waste, recycling, and green waste bins.
 - Bins will be stored in a screened area and placed on the verge for collection on designated days.
 - Arrangements will be in place to ensure bins are returned promptly after collection.
-

7. Security

- The property has:
 - Secure locks on all doors and windows
 - External lighting
 - Guests will be provided unique temporary access codes during their stay
-

8. Safety and Amenity

- The property complies with all relevant building and safety standards, including working smoke alarms.
 - Emergency contact details and local information will be displayed prominently within the dwelling.
 - Fire extinguisher and fire blanket located in kitchen
 - Emergency contact information displayed clearly inside the home (including owner, fire, ambulance, police)
-

9. Complaint Management

- Neighbours are provided with the owner's phone number
- Any neighbour complaints will be responded to within **24 hours**, and all complaints will be logged with details of the action taken.
- A complaints register will be maintained and made available to City officers upon request.

Short-Term Accommodation Management Plan

4 Ironwood Avenue, Heathridge 6027

10. Guest Information Pack (attachment #3)

All guests receive a digital guide and printed guide left inside the property including:

- House rules
 - Check-in/check-out procedures
 - Local emergency contacts
 - Local attractions and public transport
-

11. Guest Register

- A guest register will be maintained recording guest names, addresses, and dates of stay, available for inspection by the City if required.
-

Swimming Pool and Outdoor Area Safety

1. Compliance with Pool Safety Regulations

The swimming pool located on the premises complies with all relevant requirements under the **Building Regulations 2012 (WA)** and **Australian Standard AS 1926.1 – Safety Barriers for Swimming Pools**.

- A compliant safety barrier and self-latching gate have been installed and are regularly inspected.
 - The pool area is isolated from direct access from the dwelling or other outdoor areas without a self-closing gate.
 - Pool fencing and gates are maintained in good condition at all times.
 - Signage stating “**No Lifeguard on Duty – Swim at Your Own Risk**” is displayed within the pool enclosure.
-

2. Guest Access and Usage Rules

The swimming pool is provided for **registered guests only** and is subject to the following use restrictions:

- **No parties or gatherings** are permitted in or around the pool area.
- Children must be supervised by a responsible adult at all times.
- Glass containers are **not permitted** in or near the pool area.
- Guests are advised to use the pool safely and responsibly in accordance with the displayed safety signage.

Short-Term Accommodation Management Plan

4 Ironwood Avenue, Heathridge 6027

3. Signage and Safety Equipment

- A **CPR instruction poster** is installed and clearly **visible from within the pool area**.
 - A **life-saving flotation device** is mounted nearby and easily accessible in case of emergency.
 - A **pool safety and emergency instruction sign** displays emergency contact numbers.
 - A **first aid kit** is provided in a clearly marked location within the dwelling.
 - Guests receive a digital and printed "**House Manual**" outlining pool safety rules and emergency contacts.
-

4. Maintenance and Inspections

- The pool and its safety barrier are inspected **monthly** by the property manager for compliance and functionality.
 - Any identified defects are repaired promptly, and maintenance records are kept.
 - Regular water quality testing is carried out to ensure hygiene and safe chemical balance.
-

5. Risk and Emergency Management

- Emergency contact numbers (Police, Ambulance, Fire, and local hospital) are displayed in the guest handbook and near the pool area.
- Guests are informed of the nearest **emergency exit** and the **first aid kit location**.
- The managing agent is available **24/7** to respond to any safety issues or complaints.

Conclusion

We are committed to operating this short-term rental accommodation responsibly, ensuring minimal impact on neighbouring residents while contributing positively to local tourism. We respectfully seek the City's consideration and approval of this application.

Thank you for your time and attention. Please contact me on **0409326099** or by email **hamishjbanks@gmail.com** if any further information or clarification is required.

Yours sincerely,

Hamish and Petra Banks

 13.10.2025