



City of  
**Melville**

## **AGENDA**

### **DEVELOPMENT ADVISORY UNIT MEETING**

#### **NOTICE OF MEETING**

I respectfully bring to the attention of Committee Members that a Development Advisory Unit Meeting will be held in the Melville Civic Centre, 10 Almondbury Road, Booragoon on Tuesday, 18 February 2025 commencing at 3:00 PM.

**Kate Bainbridge**  
**Manager Development Approvals**

The City of Melville acknowledges the Bibbulmun people as the Traditional Owners and custodians of the lands on which the City stands today and pays its respect to the Whadjuk people, and Elders both past, present and emerging.

Use this link to access the [City of Melville Council Meetings YouTube channel](#) to watch the live stream or access the recordings of public Council meetings.



## Development Advisory Unit

1. **The DAU is not a decision making forum – it is an operational meeting to inform the recommendation to the Manager Statutory Planning on Development Applications and other planning proposals.**
2. **Should any Elected Member wish to discuss the content of any item included as part of the attached agenda, please contact Kate Bainbridge, Manager Statutory Planning and Building. Contact should be established as soon as possible after the publication of the agenda to the City of Melville website. Contact details are as follows: Tel 9364 0626 or via the Elected Members Portal.**
3. **Should an Elected Member propose that an item on this agenda be referred to Council for determination, a request to that effect must be made to the Chief Executive Officer (CEO). This request shall be made in accordance with the requirements set out by DAU Terms of Reference contained within Local Planning Policy LPP 1.1 ‘Planning Process and Decision Making’.**
4. **Should any applicant or adjoining property owner object to any proposal included as part of this DAU agenda, then an opportunity exists to request that the application be determined by Council. All such requests should be referred to an Elected Member of Council for the Ward within which the development application is located. An Elected Member may request that the application be determined by Council. Any call up request from an Elected Member shall be made in accordance with the requirements set out by DAU Terms of Reference contained within Local Planning Policy LPP 1.1 ‘Planning Process and Decision Making’.**
5. **In the absence of any referral request, a decision on any application included as part of this DAU agenda can take place under delegated authority to the Manager Statutory Planning and Building, after midday on the second Monday after the Friday publication of the minutes to the City’s website. In the event that the DAU Agenda is not published to the City’s website until the Monday after the DAU meeting, a decision on the application can still take place the following Monday.**

**DISTRIBUTED: TYPE DATE OF DISTRIBUTION**

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**1 ATTENDANCE AND APOLOGIES**

**In Attendance**

<u>Officer</u>	<u>Role</u>
K. Bainbridge	Manager Development Approvals
T. Cappellucci	Principle Statutory Planner
J. Caraciollo	Senior Statutory Planner
L. Johnson	Senior Statutory Planner
N. Mazzega	Statutory Planner
P. O'Connor	Assistant Statutory Planner
A. Asad	Assistant Statutory Planner

**Apologies**

**2 BUSINESS**

	<b>Matters for consideration</b>	<b>Notes from meeting</b>
UP25/61	DA-2024-919 – Lots 1, 2 & 3 (99A, 99B & 99C) Archibald Street, Willagee – Retrospective Change of Use (Grouped Dwellings to Unhosted Short Term Rental Accommodation) and Front Fence.	

**3 OUTCOMES**

N/A

**4 ITEMS**

**UP25/61 Retrospective Change of Use From Grouped Dwellings to Short Term Unhosted Rental Accommodation & Front Fence at (Lots 1, 2 & 3) Nos. 99A, 99B & 99C Archibald Street, Willagee**

<b>Ward</b>	Palmyra - Melville - Willagee Ward
<b>Category</b>	Operational
<b>File Number:</b>	
<b>Responsible Officer:</b>	Manager Development Approvals
<b>Voting Requirements:</b>	Simple Majority

<b>Officer Disclosure of Interest:</b>	Nil
<b>Application Number:</b>	DA-2024-919
<b>Applicant:</b>	Matt Stuart – Planning Outcomes
<b>Owner:</b>	Catherine & Gregory Emery
<b>Proposal:</b>	Retrospective Change of Use to Use Not Listed (Unhosted Short Term Rental Accommodation) & Front Fence
<b>Attachments:</b>	1. <a href="#">Development Plans</a>

## COUNCIL'S ROLE

Quasi-Judicial: When the Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice.

### SUMMARY

- Development approval is sought for a retrospective change of use from Grouped Dwelling to Use Not Listed – Unhosted Short Term Rental Accommodation for Lots 1, 2 & 3 (Nos.99A, 99B and 99C) Archibald Street, Willagee, along with a front fence at No. 99A Archibald Street, Willagee.
- The details of the proposed development have been assessed against Local Planning Scheme No.6 (LPS6), relevant local planning policies including Local Planning Policy 1.21 – Short Stay Accommodation (LPP1.21) and Local Planning Policy 3.1 – Residential Development (LPP3.1), and Residential Design Codes Volume 1 Parts C (R-Codes).
- The retrospective Unhosted Short Term Rental Accommodation was advertised to adjoining landowners and occupants in accordance with LPS6 and LPP1.21, as Unhosted Short Term Rental Accommodation proposals require public advertising. In response, two objections were received from neighbouring properties. The applicant addressed the submissions received by submitting a revised Site Management Plan to include one of the three grouped dwellings being a Hosted Short Term Rental Accommodation for guests occupying the remaining two units. This arrangement will ensure amenity impacts are minimised by on-site management. A condition is recommended to formalise this arrangement.
- As a result of two objections being received during public advertising, the proposal was presented to a Development Advisory Unit (DAU) Meeting held on 18 February 2025.
- While in relation to the front fence for No. 99A Archibald Street, Willagee, which is already constructed, this is considered acceptable subject to being modified to comply with Clause 3 – Street Walls and Fences LPP3.1 to increase the level of passive surveillance to the street. This will be enforced through a recommended condition of approval.

## OFFICER RECOMMENDATION

**That the Development Advisory Unit recommend approval of the Retrospective Change of Use From Grouped Dwellings to Unhosted Short Term Rental Accommodation & Front Fence, subject to the following conditions and advice notes:**

Conditions:

1. The development the subject of this approval must comply with the approved plans at all times unless otherwise approved in writing by the City.
2. All storm water generated from the development hereby approved shall be retained on site in accordance with the City's Stormwater guidelines.
3. Within 60 days of the date of approval, the street walls and fencing marked in red on the approved plans are to be amended to comply with the definition of 'Visually Permeable' found in Residential Design Codes Volume 1, to the satisfaction of the City.
4. Within 60 days of the date of approval, any street walls and fences (including the height of any retaining walls) constructed within the primary street setback area shall meet the requirements contained under clause 3 of Local Planning Policy LPP3.1 Residential Development, to the satisfaction of the City.
5. This development approval in relation to the Unhosted Short Term Rental Accommodation proposed is valid for a period of 12 months from the date of approval. On or prior to this date, the use of the Unhosted Short Term Rental Accommodation is to be ceased. In the event that additional time is necessary, a further development approval is required.
6. The Short Term Rental Accommodation is to be operated in accordance with the stamped Site Management Plan dated 23 October 2024, to the satisfaction of the City.
7. One of the three proposed Short Term Accommodation dwellings must act as a Hosted Short Term Rental Accommodation at all times, to the satisfaction of the City.
8. Use of two of the dwellings subject of this development application for Short Term Accommodation is limited to a maximum of six persons at each grouped dwelling, at any given time.

Advice notes:

- i. This planning decision is confined to the authority of the *Planning and Development Act 2005* and the City of Melville Local Planning Scheme No. 6. This decision does not remove the obligation of the applicant and/or property owner to ensure that all other required approvals are first obtained, applicable State and Federal legislation is complied with, and any restrictions, easements or encumbrances are adhered to.
- ii. This planning decision relates to the development as specified on the development application form. This approval does not infer approval of any other unauthorised development or development which has been constructed contrary to its planning approval which may be depicted on the approved plans.
- iii. This approval is based on the plans and information provided by the Applicant and issued in reliance on the accuracy of that information. If the information provided by the Applicant is inaccurate, you may be liable to prosecution if the development is undertaken.
- iv. In regard to Conditions 3 and 4, the applicant should provide photo evidence of the modifications to the fence within 60 days of the date of this decision.
- v. In relation to Condition 7, Hosted Short Term Rental Accommodation means any of the following:
  - a) short-term rental accommodation where the owner or occupier, or an agent of the owner or occupier who ordinarily resides at the dwelling, resides at the same dwelling during the short-term rental arrangement;

- b) short-term rental accommodation that is an ancillary dwelling where the owner or occupier, or an agent of the owner or occupier who ordinarily resides at the other dwelling on the same lot, resides at that other dwelling during the short-term rental arrangement;
- c) short-term rental accommodation that is a dwelling on the same lot as an ancillary dwelling where the owner or occupier, or an agent of the owner or occupier who ordinarily resides at the dwelling, resides at the ancillary dwelling during the short-term rental arrangement;

## PURPOSE

The purpose of this report is to outline the discretionary considerations related to the Short Term Rental Accommodation component of the proposal, given it is presently a use not listed within LPS6 and does not meet some of the preferred characteristics and meets some of the undesirable characteristics outlined within LPP1.21. The subject site is not located within, abutting, or opposite a mixed-use centre, which is a preferred characteristic. Additionally, the proposal involves three grouped dwellings, with two intended for as Unhosted Short Term Rental Accommodation and a third either as Hosted Short Term Rental Accommodation with nominated person in the management plan, which is considered an undesirable characteristic under LPP1.21. This report will outline the DAU reasoning for support.

## STRATEGIC ALIGNMENT

<b>Outcome</b>	3	Sustainable, connected development and transport infrastructure across our City.
	4	Economic prosperity and vibrant resilient communities and businesses.
<b>Objective</b>	3	Sustainable and Connected Development
	3.1	Facilitate enhanced and sustainable urban development and amenity.
	4	Vibrant and Prosperous
	4.2	Increase awareness of Melville as a tourism and eco-tourism destination.

## BACKGROUND

The development application is for a change of use of three grouped dwellings at Nos. 99A, 99B and 99C Archibald Street, Willagee into Unhosted Short Term Rental Accommodation and for a front fence at No. 99A Archibald Street. The fence has already been constructed and the use already commenced so the application is retrospective. The application has been assessed against the relevant planning framework including LPS6, relevant local planning policies including LPP1.21 and LPP3.1.

Under the provisions of LPS6 the subject site is zoned R40/60. A Use Not Listed is a use that is not specifically referred to and cannot reasonably be determined as falling within a use class referred to in the LPS6 Zoning Table No.3. LPP 1.21 further clarifies that short term accommodation is to be treated as a Use Not Listed under the City's current planning framework. In considering a Use Not Listed, regard is to be given to the objectives of the zone as well as any other relevant planning document. In this case the key document for assessment is LPP1.21.

The retrospective change of use of the three grouped dwellings to Unhosted Short Term Rental Accommodation required advertising as it is a 'Use Not Listed' under LPS6 and LPP1.21 and was subsequently advertised to adjoining neighbours, resulting in two submissions, both being objections. Consequently, the City worked with the applicant to develop a solution to address the concerns raised and non-compliances with LPP1.21. This was achieved through an amended Site Management Plan, which was considered to address the concerns raised by neighbouring properties including having one of the dwellings having a the nominated management person live at the

property. Following receipt of revised Site Management Plan, the application has progressed through the DAU process.

The second element of the proposal is in relation to a front fence for the front grouped dwelling at No. 99A Archibald Street, which is also retrospective in nature. The City collaborated with the applicant to explore potential solutions; however, the proposed changes were not considered to satisfy the relevant design principles of the Residential Design Codes Volume 1 Part C (R-Codes). As a result, conditions have been recommended as part of this report to ensure that the fence is modified as required to comply with the deemed to comply requirements contained within Clause 3 – Fences and Street Walls of LPP3.1, which require more visually permeable elements to increase passive surveillance of the street.



**Figure 1:** Aerial photography of subject sites marked in blue.

**Scheme Provisions**

MRS Zoning	Urban
LPS Zoning	Residential
R-Code	R40/60
Use Type	Unhosted Short Term Rental Accommodation
Use Class	Use Not Listed

**Site Details**

Lot Area	734m <sup>2</sup>
Retention of Existing Vegetation	N/A
Street Tree(s)	N/A
Street Furniture (drainage pits etc.)	N/A
Site Details	3 x Grouped Dwellings – Refer to Figure 1 above

## CONSIDERATION

The application has been assessed against the provisions of LPS6, the R-Codes and relevant Local Planning and Council Policies. The proposal complies with all the relevant development requirements except for those matters listed below, for which a performance assessment is required.

### Local Planning Scheme and Local Policy Requirements

#### City of Melville Local Planning Scheme No. 6 (LPS6)

In accordance with the provisions of Table 3 – Zoning Table of the LPS6, 'Unhosted Short Term Rental Accommodation' is a Use Not Listed which is not permitted unless the decision maker exercises its discretion by granting approval after advertising in accordance with Cl.64 of the Deemed Provisions of *Planning and Development (Local Planning Schemes) Regulations 2015*.

In considering the discretionary nature of the use proposed, it is necessary to take into consideration the zone objectives table of LPS6, the other matters for consideration under Clause 67 of the *Planning and Development (Local Planning Schemes) Regulations 2015* and any relevant state and local planning policies.

The objectives of the 'Residential' zone in the City where the subject site is located are as follows:

- *To provide for a range of housing and a choice of residential densities to meet the needs of the community.*
- *To facilitate and encourage high quality design, built form and streetscapes throughout residential areas.*
- *To provide for a range of non-residential uses, which are compatible with and complementary to residential development to promote sustainable residential development.*
- *To maintain the compatibility with the general streetscape, for all new buildings in terms of scale, height, style, materials, street alignment and design of facades.*

The short-term accommodation satisfactorily responds to the relevant Residential zone objectives of LPS6 for the following reasons:

- Creates further housing choices for the area, in a grouped dwelling environment.
- The short-term accommodation use is filtered into the residential area with impacts negated through the hosted element with onsite management.
- The use does not detract from the streetscape or building designs in the area as the fencing proposed for the front grouped dwelling at No.99A Archibald Street is recommended to be conditioned to comply with LPP3.1.

#### City of Melville Local Planning Policy LPP 1.21

<b>Development Requirement</b>	<b>Deemed to Comply</b>	<b>Proposed</b>	<b>Comments</b>	<b>Delegation to approve</b>
LPP 1.21 – Short Term Accommodation	Clause 2.0 - Site Characteristics.		Requires assessment using Performance	Development Advisory Unit

	<p><i>Preferred Property Characteristics</i></p> <p>2.1(a) Location within, abutting or opposite to mixed use centres.</p> <p><i>Undesirable Property Characteristics</i></p> <p>2.2 (c) Properties comprising grouped or multiple dwelling developments with shared access arrangements.</p>	<p>Not located within, abutting or opposite to mixed use centre.</p> <p>Three Grouped dwellings proposed to be used for Short Term Accommodation with shared access.</p>	<p>Criteria. Refer to discussion below.</p>	
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The proposed short-stay accommodation is considered to satisfy the objectives of the zone and can be supported with the proposed hosted element as this will enable potential amenity impacts to be immediately and effectively managed. While the subject site does not meet the preferred property characteristics for short stay accommodation (being neither located within, abutting, nor opposite to mixed-use centres, and not situated on a Local Distributor or District Distributor road), it does meet the broader intent of the policy.

The proposed amendment to have only one of the three units used as a hosted unit or grouped dwelling, mitigates some of the concerns related to large group bookings and excessive noise, which were the primary objections raised by neighbouring properties during the advertising period. The reduction in the number of units available for short stay significantly limits the number of large groups, which in turn reduces the potential impact on neighbouring properties.

Whilst the subject site’s grouped dwelling arrangement is also considered an undesirable characteristic for short-stay accommodation, as one of the dwellings will be used as either a dwelling for the management of the other two dwellings or have a hosted arrangement – this removes some concern around common property management and more direct impacts within the strata property.

As a result of these adjustments, the short-stay rental accommodation can be recommended for conditional approval for a trial period of 12 months, allowing time to assess if any further issues or objections arise.

The areas of discretion for the short-stay accommodation are considered supportable due to the provisions outlined in the Site Management Plan and the inclusion of a hosted element. For this reason, the short term rental accommodation aspect of the proposal is considered to align with objectives of LPP 1.21 and zone objectives and is therefore recommended for conditional approval.

Local Planning Policy 3.1 – Residential Development

Development Requirement	Deemed to Comply	Proposed	Comments	Delegation to approve
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Clause 3 – Fences and Street Walls	Pier Height 2m Infill Height 1.8m Visually permeable above 1.2m in height	Pier Height 1.92m Infill Height 1.92m Completely Solid above 1.2m in height	Through the assessment against the design principles, the City has recommended a condition to ensure compliance.	Manager Development Approvals
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The front fencing is recommended to be conditioned to increase the level of visual permeability to ensure passive surveillance of the street. This amendment will ensure that the fencing meets the design principles of the R-Codes Volume 1 and the objectives of Local Planning Policy 3.1. This requirement is to be satisfied within 60 days of the approval being issued noting that the fence is already constructed (contrary to previous development approval).

### ENGAGEMENT

Advertising Required	Yes
Neighbour's Comment Supplied	Yes
Reason	Required pursuant to LPP1.1 Planning Process and Decision Making Clause 1.7.6
Support/Object	Object

A summary of the content of the two objections received and a response is provided in the table below:

Submission Number	Summary of Submission	Support / Objection	Officer's Comment	Action (Condition / Uphold / Not Uphold)
1	Issues with abutting mainly aged people units. Parties occurring at other AirBNBs in the area.	Objection	This objection has been addressed through the Site Management Plan, which ensures compliance with all relevant provisions of LPP1.21. Additionally, one of the grouped dwellings will be occupied by the owners or a designated caretaker when they are off-premises, providing on-site management and oversight of the	Not Uphold

			short term accommodation.	
2	<p>Applicants originally stated in letter to Councillors dated 17/05/2024 they would be built to rent.</p> <p>Concerns about the managing of undesirable occupants and noise.</p>	Objection	As stated above, the management of undesirable occupants and noise is addressed through the Site Management Plan, ensuring compliance with LPP1.21. While the owners have the right to use their property as they see fit, the City did not impose a condition restricting short-stay use as part of the original development application.	Not Uphold

## SUSTAINABILITY IMPLICATIONS

There are no sustainability implications presented as part of this report.

## LEGISLATIVE AND POLICY ALIGNMENT

This proposal has been assessed in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* (P&D Regs), LPS6, LPP 1.1, LPP1.21, LPP3.1, and the Residential Design Codes Volume 1. The requirements of the P&D Regs and LPP1.1 necessitated the advertising of this application, and receipt of objections has determined as per DA-20 and LPP1.1 is required to go through the the Development Assessment Unit (DAU) process prior to determination at either Council or by officers under delegation.

## FINANCIAL IMPLICATIONS

There are no direct financial implications for the City relating to this proposal.

## CONSEQUENCE

This application is recommended to be approved and if it is not called up through the Development Advisory Unit (DAU) process, will be determined under delegation. However, should Elected Members have an alternative view, the DAU 'call-up' procedures provide opportunity to call this matter up for formal Council consideration and determination.

## BRIEFING FORUM – FURTHER INFORMATION

This section may be updated following the Agenda Briefing Forum to include any Elected Members questions and responses, or requests for further information.

**5 OUTCOMES FOLLOWING CALL UP PERIOD**

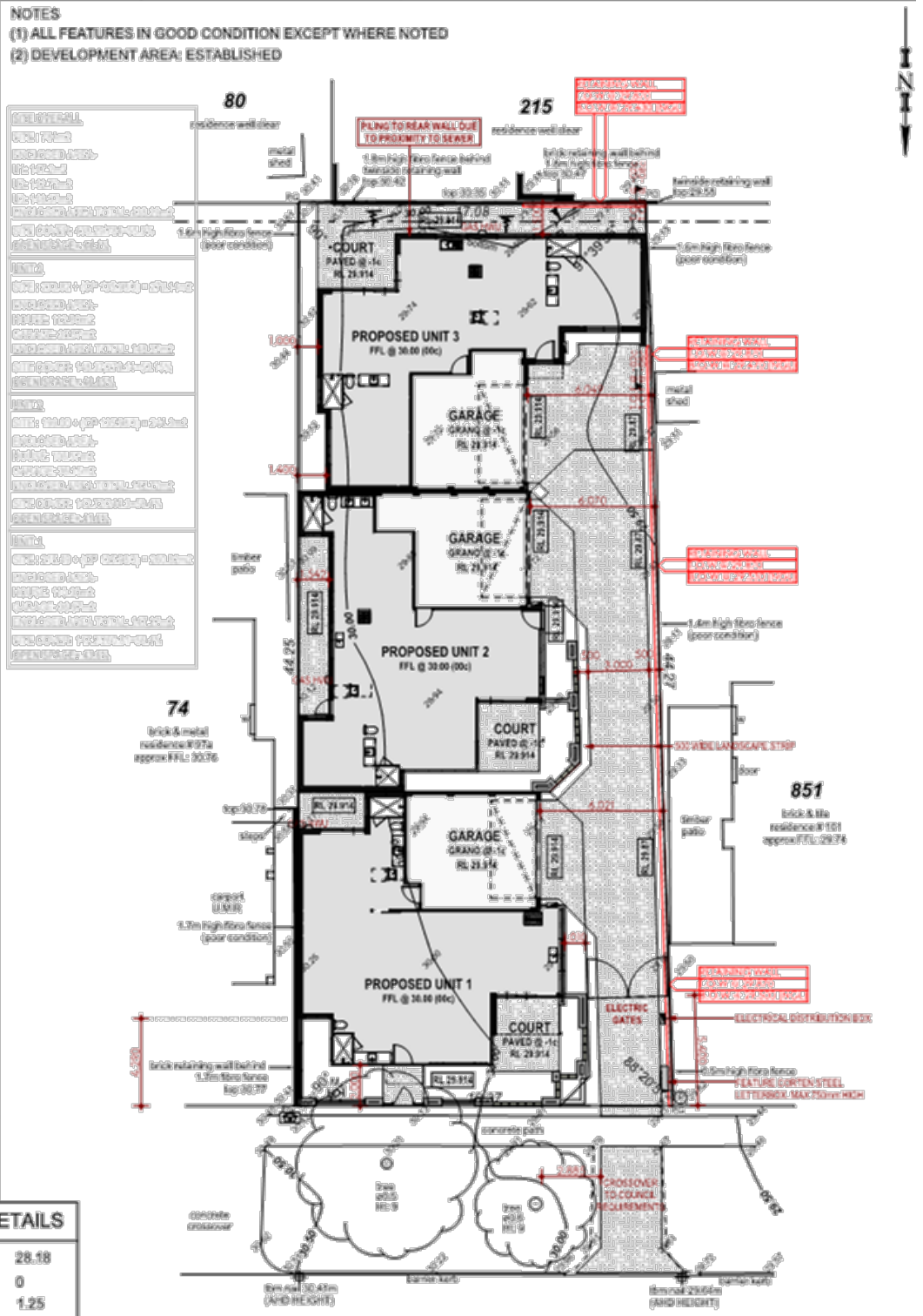
This section will be updated following the closure of the call up period – please refer to the DAU Terms of Reference for further information.

**6 CLOSURE**

**PRO WEST SURVEYING**  
 Licensed and Engineering Surveying Consultants  
 T (08) 9443 8937 E admin@prowestsurveying.com.au  
 F (08) 9443 8844 W www.prowestsurveying.com.au  
 Po Box 1463 Osborne Park BC 6016 DWG# 2234001

Feature & Contour Survey of: Lot 852, No. 99 Archibald Street, Willagee				SHEET: 1 OF 1
CLIENT: EMERY	PLAN: P 6668	LOT AREA: 784m <sup>2</sup>	SURVEY DATE: 11/05/17	
BUILDER: WESTYLE RESIDENTIAL	CIT Vol: 2137	Fol: 519	MAP REFERENCE:	
BUILDER JOB #	HEIGHT DATUM: AHD	COASTAL ZONE: >1KM		
AUTHORITY: CITY OF MELVILLE	HEIGHT CORRECTION TO AHD: NO	SEWER INFORMATION: YES		

FEATURE SYMBOL LEGEND	
<b>POWER</b>	
CABLE/DOME	POWER POLE ○ PP
CABLE BOX	CONSUMER POLE ○ CP
POWER MARKER	EXPOSED CABLES
LIGHT POLE	WATER
<b>WATER</b>	
WATER METER/TAP	FIRE HYDRANT
TAP	STOP VALVE
FLOODING POINT	RETRO VALVE
BORER	WATER MARKER
<b>SEWERAGE</b>	
SEWER MH (SQUARE LID)	SEWER MH (ROUND LID)
INSPECTION SHAFT	INSPECTION OPENING
HOUSE CONNECTION	
<b>TELSTRA</b>	
TELSTRA PIT	TELSTRA MANHOLE
TELSTRA MARKER	
<b>DRAINAGE</b>	
DRAIN MH (SQUARE LID)	DRAIN MH (ROUND LID)
SIDE ENTRY PIT	DRAINAGE GRATE
COMBINED ENTRY PIT	DRAINAGE PIPE
<b>GAS</b>	
GAS METER	GAS VALVE
GAS MARKER	
<b>SURVEY MARKS</b>	
PEG FOUND	PEG GONE
WELL NAIL	BENCHMARK
NAIL MARK	NAIL & PLATE
	NAIL
	NAIL
<b>MISCELLANEOUS INFO.</b>	
STREET SIGN	SPOT HEIGHT
SMALL TREE HEIGHT	BIG TREE HEIGHT
OVERHEAD POWER LINE	SEWER LINE
FENCE LINE	WINDOW/OPENING
<b>SERVICE DETAILS</b>	
WATER: L OVERHEAD POWER: NS	
U/G POWER: L	
TELSTRA: L GAS: A, TBC SEWER: L	
<b>SERVICE NOTES</b>	
L: LOCATED NS: NO SERVICE	
A: AVAILABLE BUT NOT LOCATED	
TBC: LOCATION TO BE CONFIRMED	
<b>SEWER JUNCTION DETAILS</b>	
HOUSE CONNECTION (HC) IL:	28.18
UP DISTANCE:	0
DEPTH TO CONNECTION:	1.25



**SCALE 1:200 AT A3 SIZE**

**ARCHIBALD STREET**

**IMPORTANT FEATURE SURVEY NOTES**

- The boundary information on this plan is approximate only. The boundary has been positioned using a best fit of available survey marks and fence lines. A proper cadastral survey is recommended if an accurate position of features (improvements relative to the boundary) is required.
- The sewer junction on this plan has been determined using information provided by the Water Corporation. It is important to confirm by the builder/surveyor prior to any excavation and depth of the sewer connection.
- The lot dimensions shown on this feature survey plan have been taken from C.T.O survey plans. The final property dimensions may vary due to adjustments made during AHS survey.
- All service information shown on this plan should be verified with the relevant authorities. Pro West Surveying does not accept liability for any loss or damage caused by the use of this feature survey plan for any purpose.

**NOTES**  
 THIS DESIGN MAY BE SUBJECT TO THE RELEVANT STATUTORY GOVERNMENT REQUIREMENTS, ENERGY EFFICIENCY, COMPLIANCE WITH THE RESIDENTIAL DESIGN CODES, BUILDING CODES AND LOCAL GOVERNMENT POLICIES. THE CLIENT IS ADVISED TO BE AWARE OF THE BELOW NOTES AND TO CONFIRM WITH THE BUILDER REGARDING ADDENDA, SPECIFICATION AND BUILDING PROCESS.

**VERIFICATION**  
 BUILDER AND SUBCONTRACTORS SHALL CHECK AND VERIFY ALL DRAWINGS PRIOR TO CONSTRUCTION. ALL LABOUR AND MATERIALS SHALL CONFORM TO RELEVANT AUSTRALIAN STANDARDS AND NCC REGULATIONS.

**DIMENSIONS**  
 DIMENSIONS SHALL TAKE PRECEDENCE OVER SCALING. DRAWN SCALES ARE AS NOTED. VERIFY DRAWING TO SCALE BAR.

MEASUREMENTS ARE TO UNLINED WALLS UNLESS NOTED OTHERWISE AND WILL ALSO BE SUBJECT TO STANDARD BUILDING TOLERANCES. THE CLIENT IS TO CONFIRM TO BUILDER ANY SPECIFIC SIZES REQUIRED.

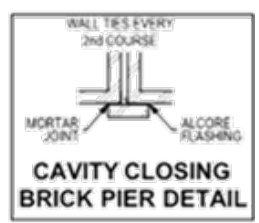
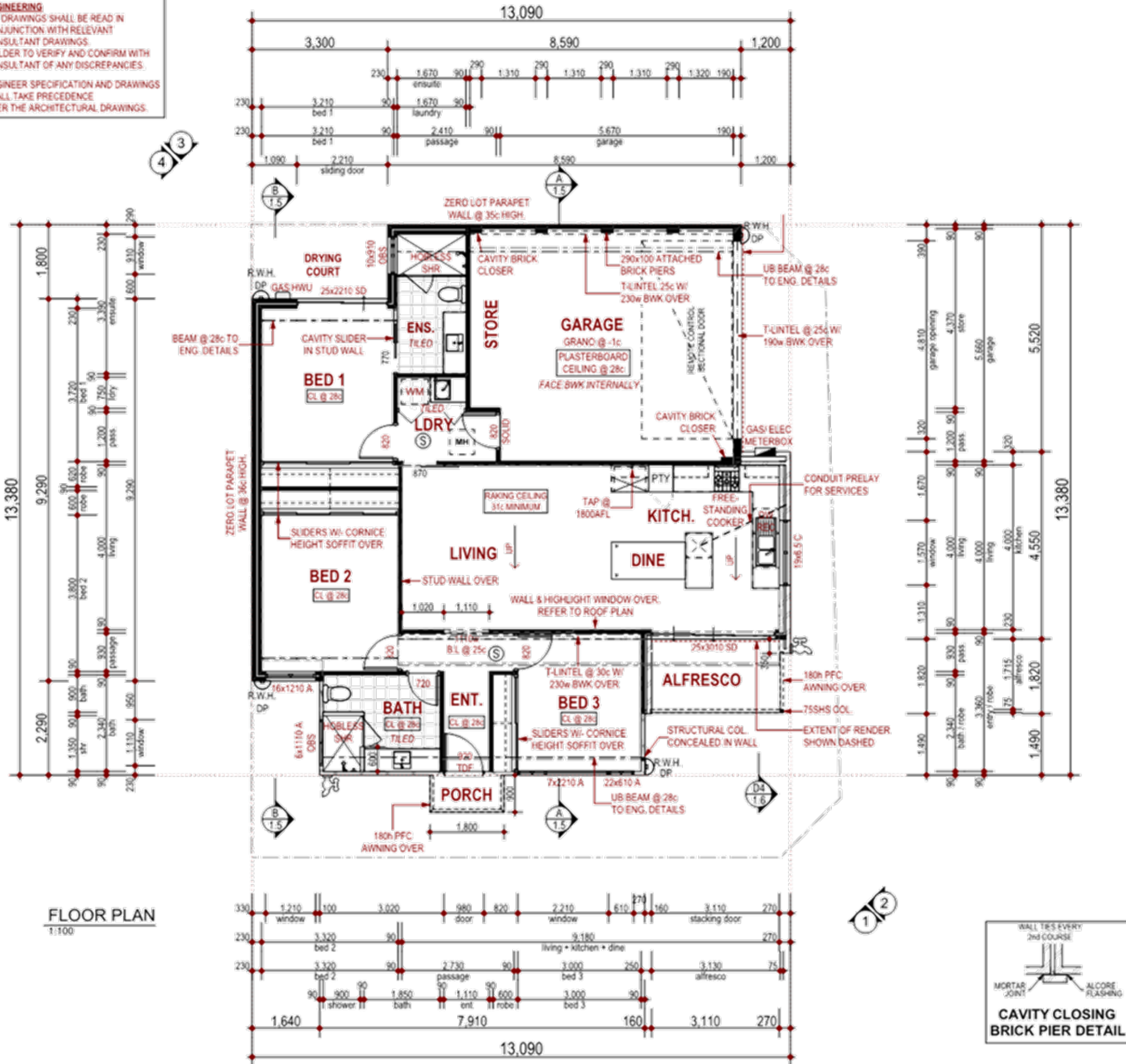
**ENGINEERING**  
 ALL DRAWINGS SHALL BE READ IN CONJUNCTION WITH RELEVANT CONSULTANT DRAWINGS. BUILDER TO VERIFY AND CONFIRM WITH CONSULTANT OF ANY DISCREPANCIES. ENGINEER SPECIFICATION AND DRAWINGS SHALL TAKE PRECEDENCE OVER THE ARCHITECTURAL DRAWINGS.

- LEGEND**
- STRUCTURAL COLUMN
  - PERTH WIND POST
  - GARDEN TAP
  - SMOKE DETECTOR
  - GAS POINT

**SHELVING NOTE:**  
**ROBES:**  
 1x 450 DEEP SHELF WITH RAIL AT 1700 AFL TO ROBES  
**LINEN:**  
 4x 450 DEEP SHELVES TO LINEN, TOP SHELF AT 1700 AFL

UNIT 1 FLOOR AREA			
Floor	Location	Area	Perimeter
<b>GROUND FLOOR</b>			
	HOUSE	110.34	53.260
	GARAGE	36.97	24.700
	ALFRESCO	5.60	9.840
	PORCH	1.62	5.400
		<b>154.53 m<sup>2</sup></b>	

ROOF AREA	
Pitch	Area (flat)
3° 0' 0"	92.39
9° 13' 14"	44.58
	<b>136.97 m<sup>2</sup></b>



Design & Documentation by:

**ALLSTYLE RESIDENTIAL**

ABN: 17 132 295 883

allstyleresidential.com.au  
 me@allstyleresidential.com.au  
 ☎ 0403 164 094

**COPYRIGHT!**  
 This plan shall remain the property of All Style Residential and must not be given, copied or resold without the permission of All Style Residential

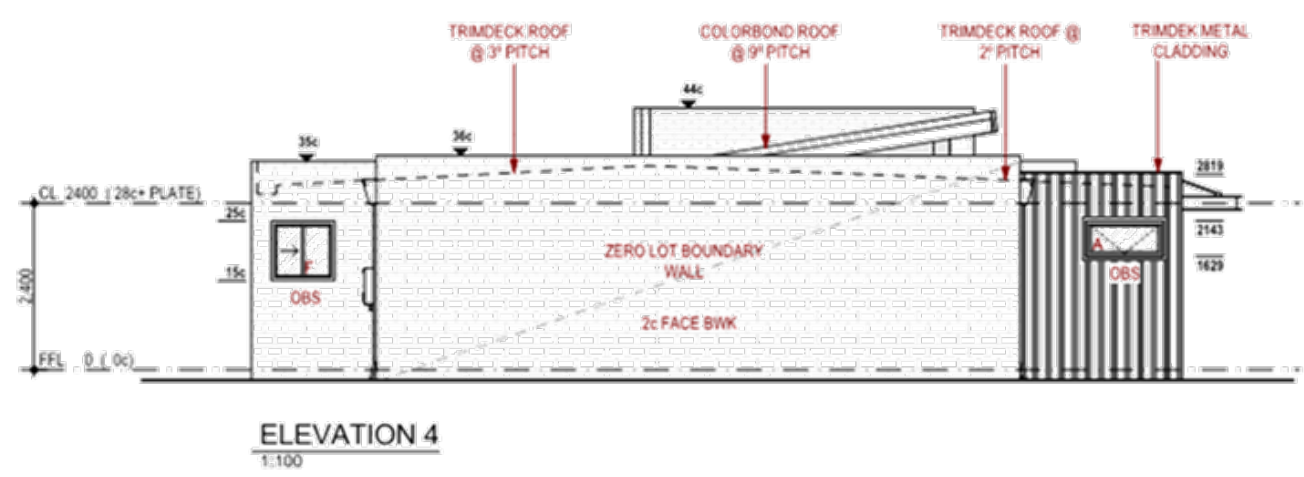
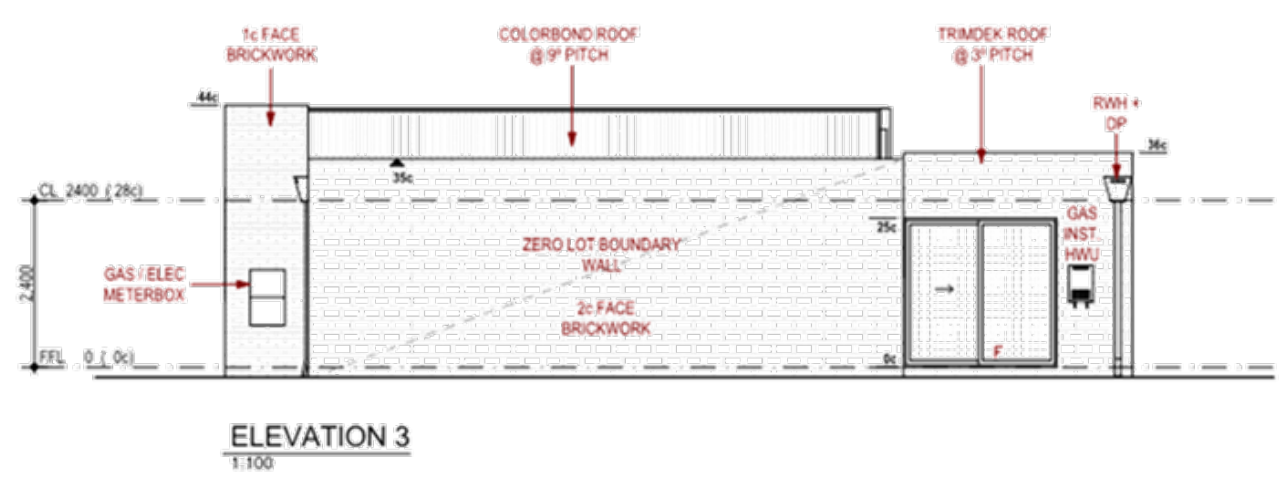
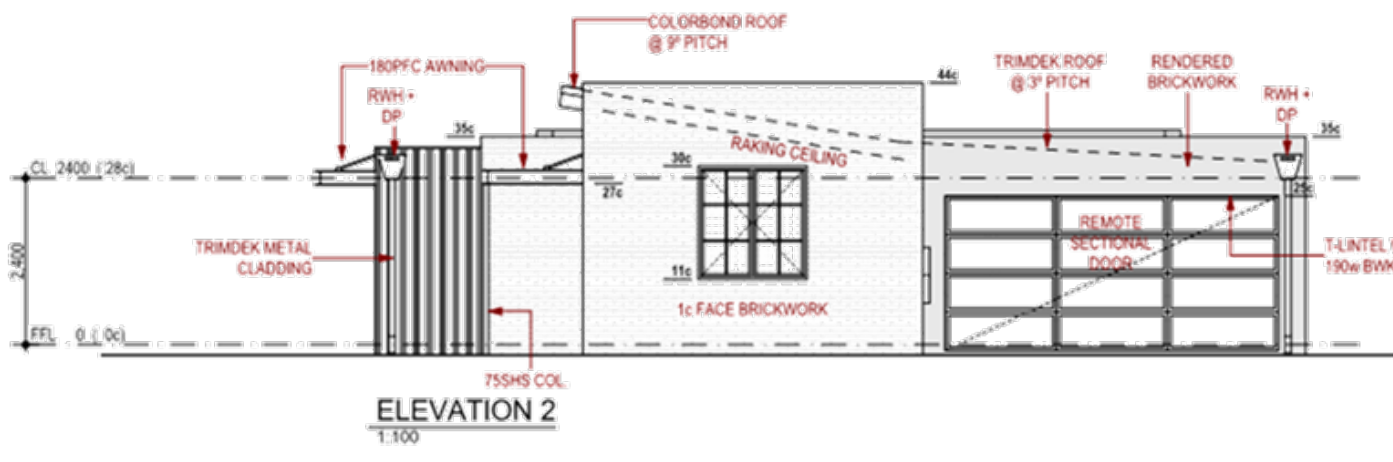
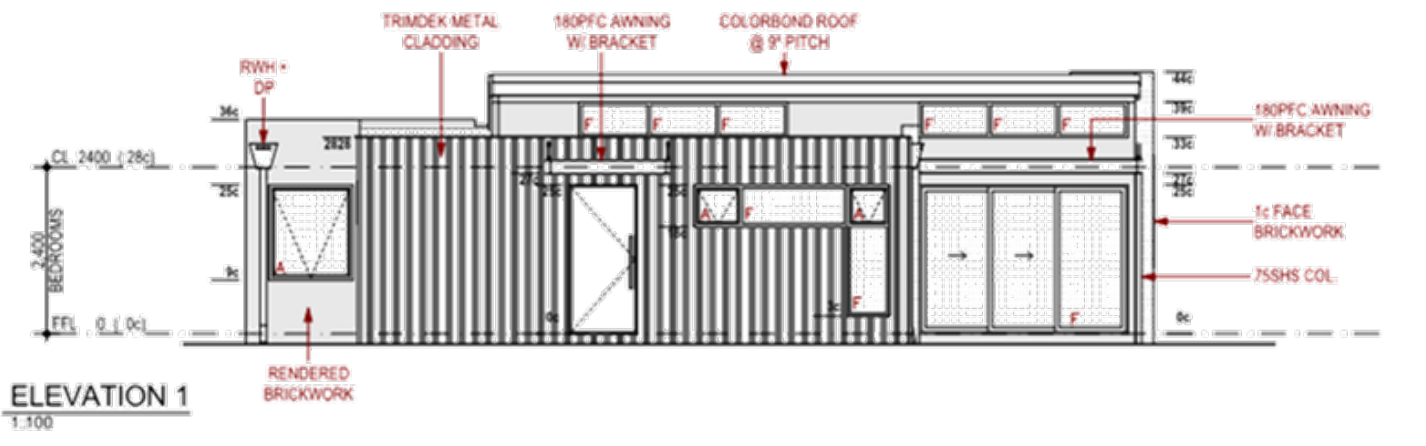
REV	DATE	DESCRIPTION
1	09-12-20	ISSUED FOR BUILDING PERMIT & CONST.

**FLOOR PLAN**

CLIENT: EMERY DEVELOPMENT  
 ADDRESS: LOT 852, (#99) UNIT 1, ARCHIBALD STREET, WILLAGEE

SCALE: 1:100 @ A3  
 PAGE #: 1.1





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			<p>06-12-20</p>	<p>ISSUED FOR BUILDING PERMIT &amp; CONST.</p>			

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**LEGEND**

	STRUCTURAL COLUMN
	PERTH WIND POST
	GARDEN TAP
	SMOKE DETECTOR
	GAS POINT

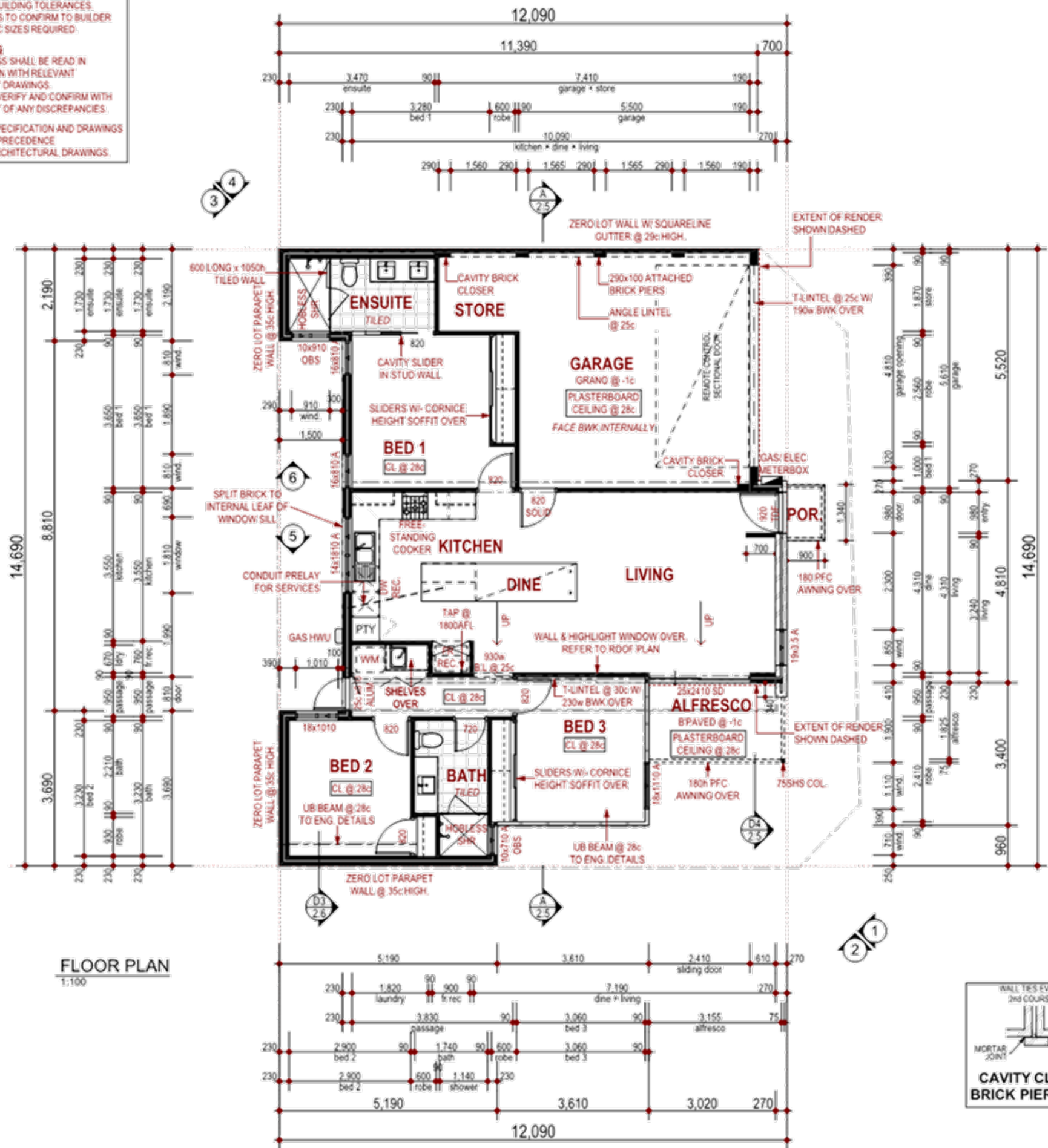
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**ROBES:**  
 1x 450 DEEP SHELF WITH RAIL AT 1700 AFL TO ROBES  
**LINEN:**  
 4x 450 DEEP SHELVES TO LINEN. TOP SHELF AT 1700 AFL

**UNIT 2 FLOOR AREA**

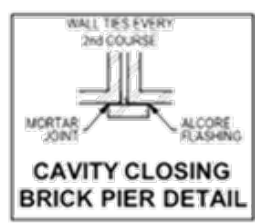
Floor	Location	Area	Perimeter
GROUND FLOOR	HOUSE	106.54	56.920
	GARAGE	36.14	26.600
	PORCH	1.19	4.451
		<b>143.87 m<sup>2</sup></b>	

**ROOF AREA**

Pitch	Area (flat)
2° 0' 0"	55.48
3° 0' 0"	29.63
8° 43' 12"	55.80
<b>140.91 m<sup>2</sup></b>	



**FLOOR PLAN**  
 1:100



Design & Documentation by:

**ALLSTYLE RESIDENTIAL**  
 ARCHITECTURAL DESIGN & DRAFTING

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allstyleresidential.com.au  
 me@allstyleresidential.com.au  
 ☎ 0403 164 094

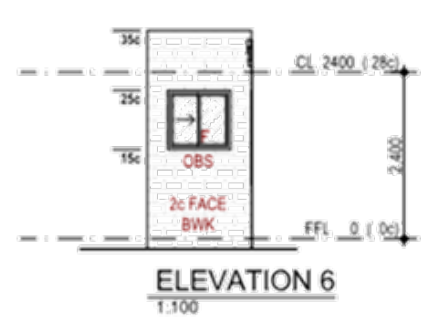
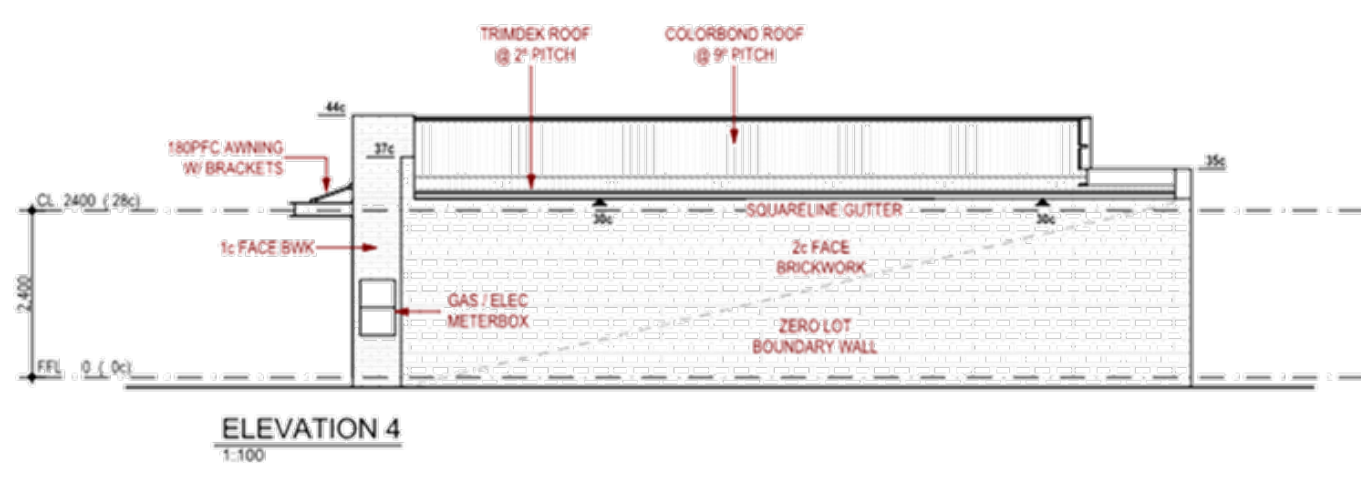
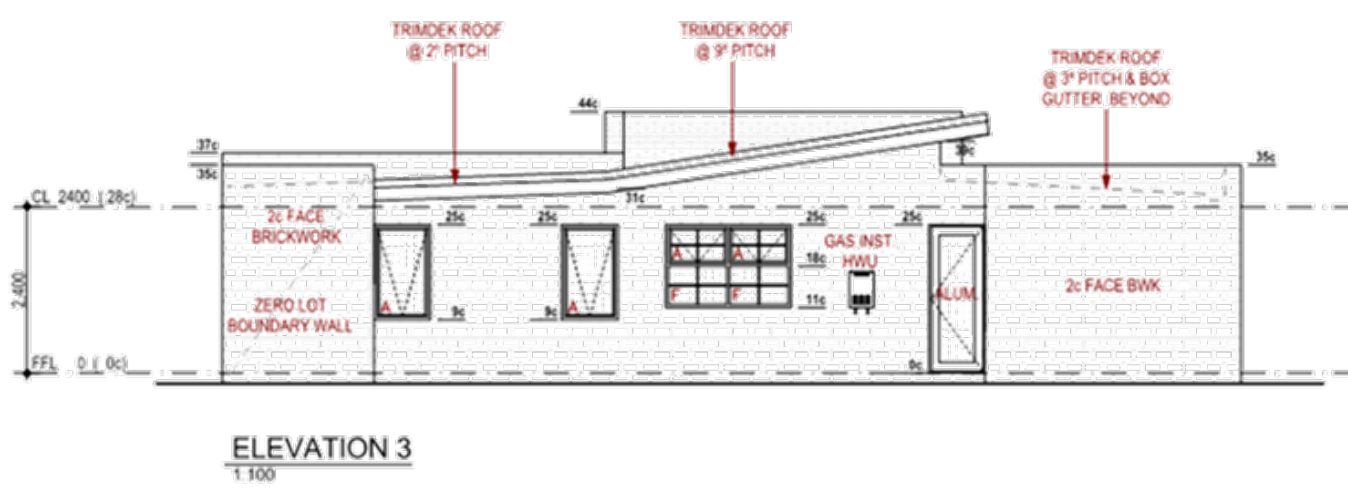
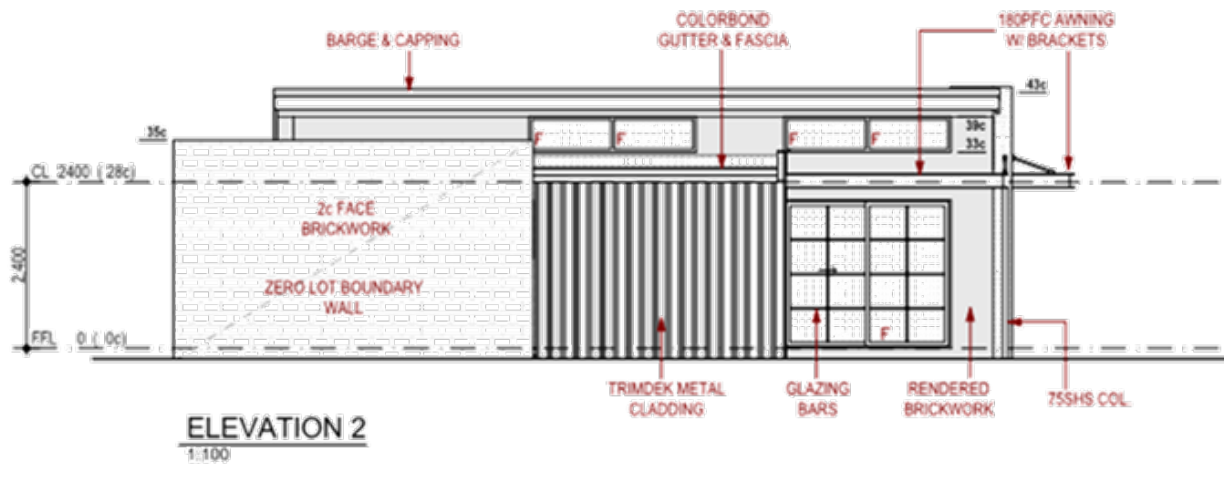
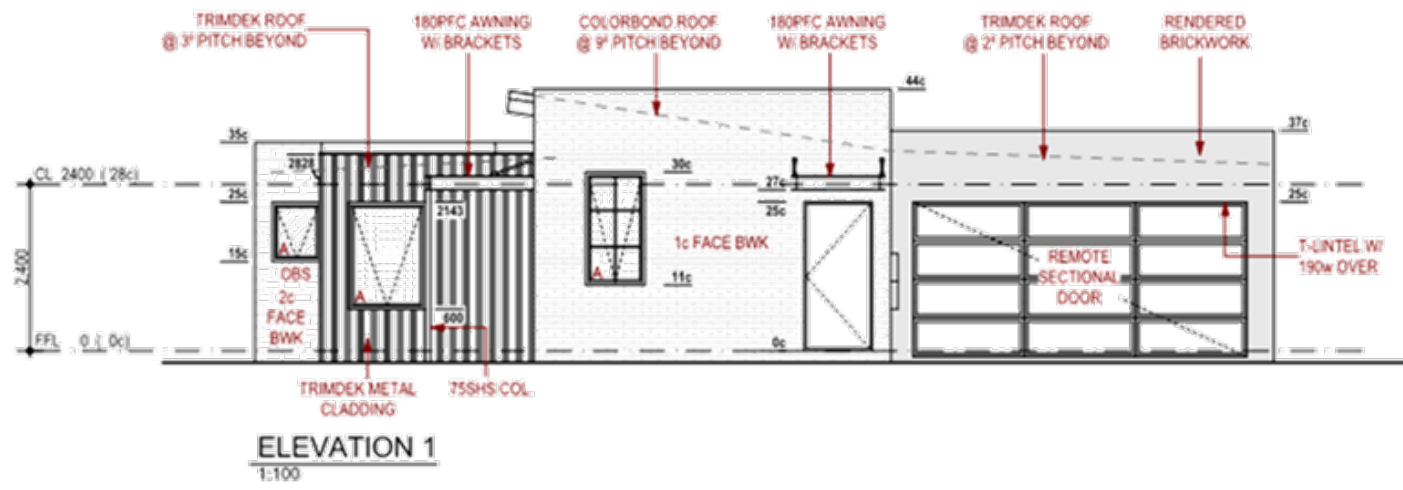
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REV	DATE	DESCRIPTION
-	08-12-20	ISSUED FOR BUILDING PERMIT & CONST.
A	21-10-21	KITCHEN WINDOW

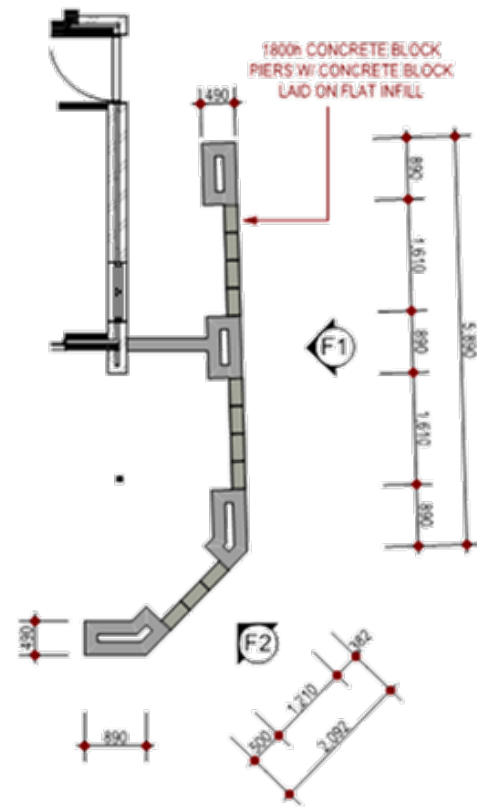
**FLOOR PLAN**

CLIENT: EMERY DEVELOPMENT  
 ADDRESS: LOT 852, (#99) UNIT 2, ARCHIBALD STREET, WILLAGEE

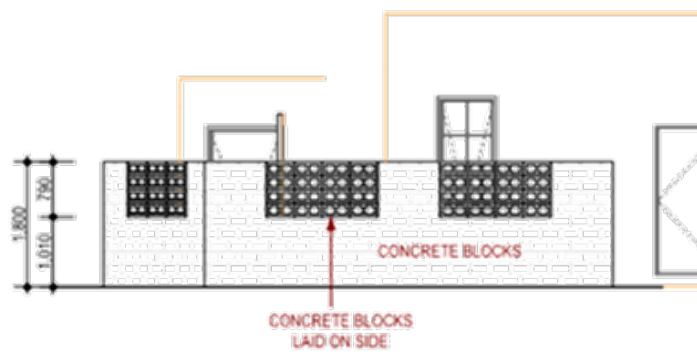
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 PAGE #: 2.1



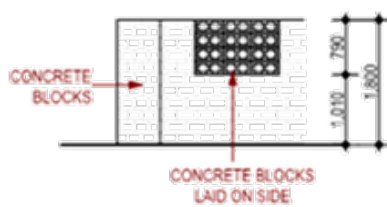
<p>Construction by:</p> <p><b>WESTYLE</b> RESIDENTIAL QUALITY • PRECISION • EXCELLENCE</p>	<p>Design &amp; Documentation by:</p> <p><b>ALLSTYLE</b> RESIDENTIAL ARCHITECTURAL SERVICES • DESIGN</p> <p>ABN: 17 132 295 883</p>	<p>allstyleresidential.com.au me@allstyleresidential.com.au 0403 164 094</p> <p><b>COPYRIGHT</b> This plan shall remain the property of All Style Residential and must not be given, copied or resold without the permission of All Style Residential</p>	<p>REV   DATE   DESCRIPTION</p> <p>0   08-12-20   ISSUED FOR BUILDING PERMIT &amp; CONST.</p> <p>1   21-10-21   KITCHEN WINDOW</p>	<p><b>ELEVATIONS</b></p>	
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**FENCE PLAN**  
1:100



**FENCE ELEVATION**  
1:100



**FENCE ELEVATION**  
1:100



Design & Documentation by:

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**FENCE PLAN**

CLIENT: EMERY DEVELOPMENT SCALE: 1:100 @ A3

ADDRESS: LOT 852, (#99) UNIT 2, ARCHIBALD STREET, WILLAGEE PAGE #: 2.10

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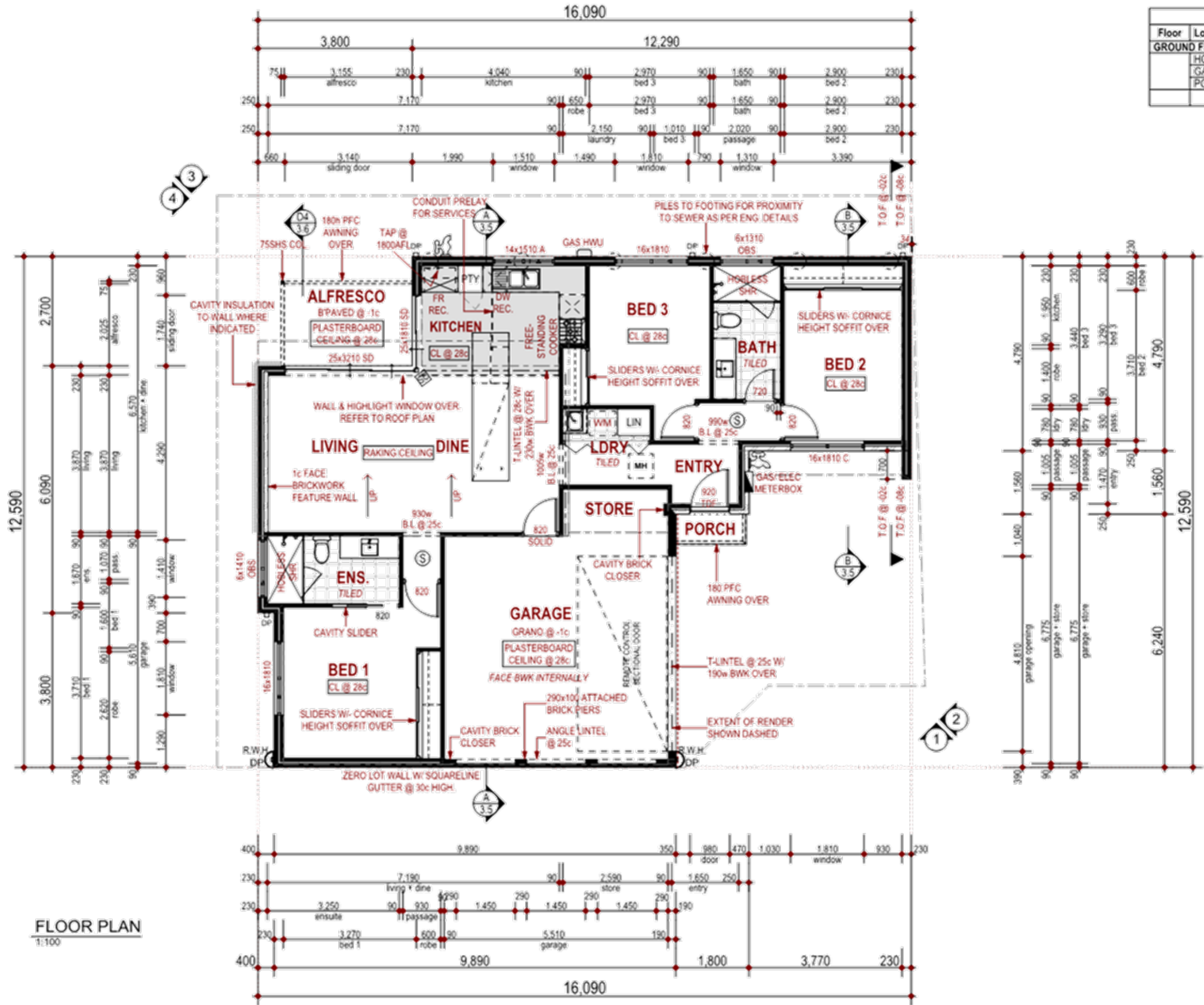
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**LEGEND**

- STRUCTURAL COLUMN
- PERTH WIND POST
- GARDEN TAP
- SMOKE DETECTOR
- GAS POINT

**SHELVING NOTE:**  
**ROBES:**  
 1x 450 DEEP SHELF WITH RAIL AT 1700 AFL TO ROBES  
**LINEN:**  
 4x 450 DEEP SHELVES TO LINEN. TOP SHELF AT 1700 AFL



UNIT 3 FLOOR AREA			
Floor	Location	Area	Perimeter
<b>GROUND FLOOR</b>			
	HOUSE	112.75	58.610
	GARAGE	35.62	25.130
	PORCH	1.38	5.050
		<b>149.75 m<sup>2</sup></b>	

ROOF AREA	
Pitch	Area (flat)
2° 0' 0"	113.29
9° 50' 24"	36.76
	<b>150.05 m<sup>2</sup></b>

**FLOOR PLAN**  
 1:100

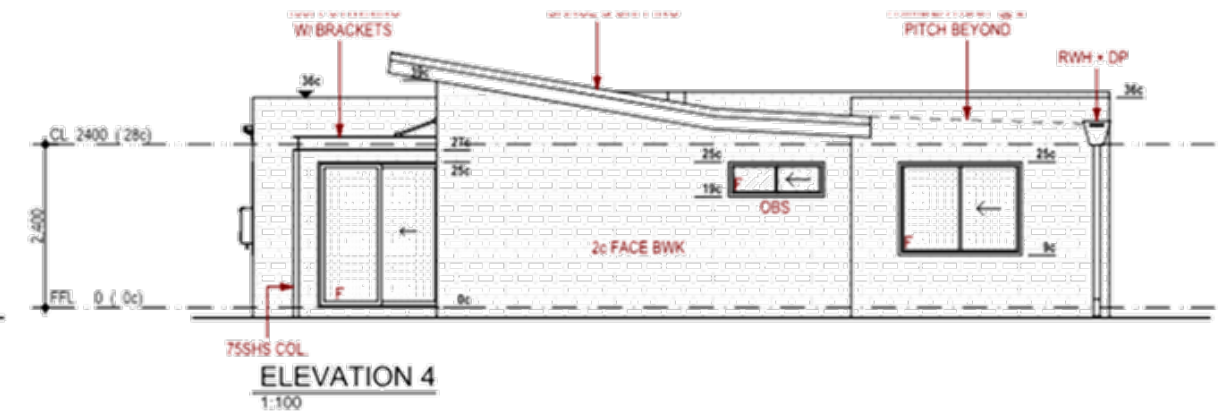
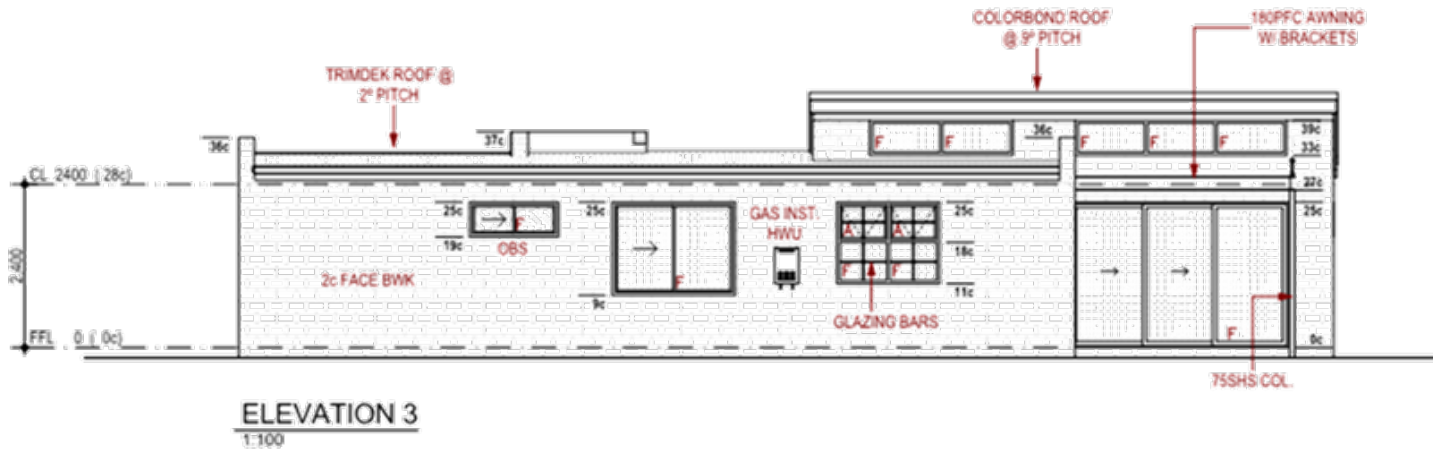
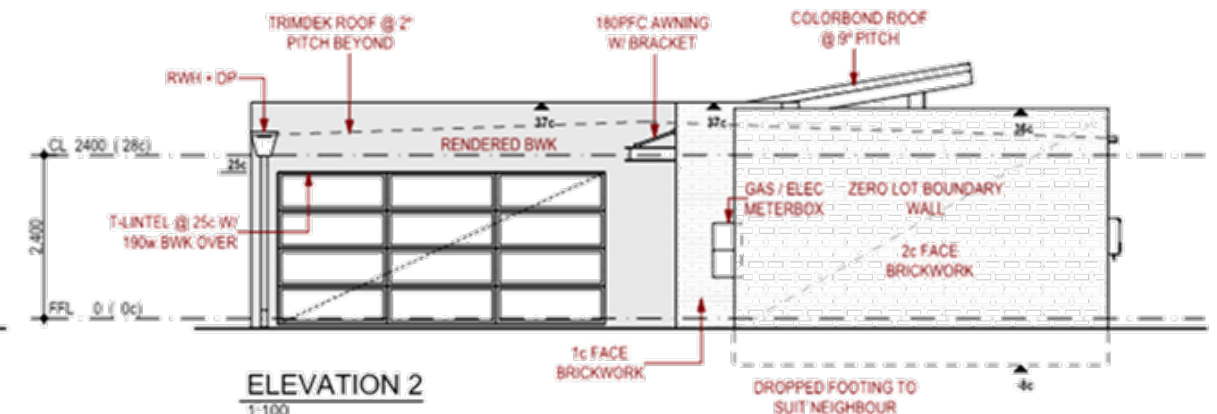
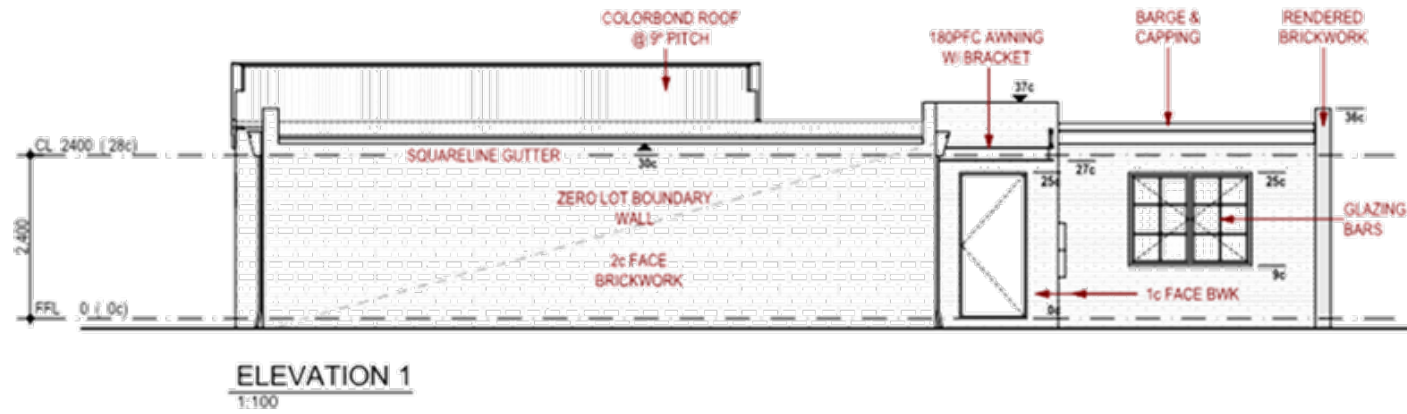


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REV	DATE	DESCRIPTION
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A	16-09-21	CAVITY WALL INSULATION
B	21-10-21	KITCH WINDOW & LIVING FACE BRICKWORK

**FLOOR PLAN**  
 CLIENT: EMERY DEVELOPMENT  
 ADDRESS: LOT 852, (#99) UNIT 3, ARCHIBALD STREET, WILLAGEE  
 SCALE: 1:100 @ A3  
 PAGE #: 3.1



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**ELEVATIONS**

CLIENT: EMERY DEVELOPMENT  
SCALE: 1:100 @ A3

ADDRESS: LOT 852, (#99) UNIT 3, ARCHIBALD STREET, WILLAGEE  
PAGE #: 3.3



Our Ref: 99Archibald/DA1

23 October 2024

Planning Services  
City of Melville  
Locked Bag 1  
BOORAGOON WA 6954  
Via Online Portal: [melvillecity.com.au](http://melvillecity.com.au)

Attn: Gavin Davey

Dear Sir,

**NO. 99 (LOTS 1-3) ARCHIBALD STREET, WILLAGEE  
DEVELOPMENT APPLICATION – SHORT-TERM ACCOMMODATION & FRONT FENCE**

Thank you for your e-mail regarding the above matter dated 20 August 2024, with the following offered in response. Planning Outcomes WA has been engaged by the landowners (trading as WA Collective Short Term Accommodation or WACSTA) of the above property (the Site or Subject Site) to support a planning application for an Airbnb and solid front fence (Attachment 1).



*Focused on Outcomes*  
[www.townplanningadvice.com.au](http://www.townplanningadvice.com.au)

*Here to Help*  
*Page 1 of 7*



SITE MANAGEMENT PLAN  
FOR  
SHORT-TERM ACCOMMODATION

PROPERTY ADDRESS  
99A – B – C Archibald St, WILLAGEE WA 6156

# Contents

1. Background & Overview
2. Objectives of the Management Plan
3. Booking Requirements
4. Guest Screening Requirements
5. Check In – Out Procedure
6. Guest Handbook
7. Mitigation & Complaints Procedure
8. Maintenance
9. Safety
10. Hygiene, Comfort & Waste Management

4

## 1. Background & Overview

Greg & Catherine Emery, trading as WA Collective Short Term Accommodation (WACSTA) is a leading short-term accommodation management company providing end to end management of their own & clients properties with a proven track record of delivering a 4.8+/5 star review record hosting over 500 stays over the last 5 years on their own platform and Airbnb.

WACSTA is the Exclusive Managing Agent for the property located at 99A/B/C Archibald St, Willagee WA 6156.

The property hosts a maximum of six (6) guests per Unit, and each has a three (3) bedroom two (2) bathroom home with two (2) allocated parking bays within a secure garage.

Each master bedroom has a king bed, the second bedroom a queen bed and the third room has one single bed and office desk. – aimed at accommodating our target demographic – Corporate traveling Families , international travelers and interstate sporting groups.

The property is conveniently located just 54 meters from the nearest public transport pick up (stop number 10902), providing easy access to Fremantle and Murdoch Station for access to Perth. Corporate travelers have enjoyed the proximity to key industrial location such as Henderson for AUKUS works. The Willagee Shopping Centre is just 300 meters, which includes IGA, Post Office, Chemist and small cafes and restaurants.

For simple contact and availability for the hosts, Catherine is the Director and Greg handles all aspects of maintenance. Catherine and Greg will be an onsite manager in one of the units, or their contractor should they be unavailable for an extended period of time. Regardless, should you need assistance, the first point of contact is below. Please see below for the relevant contact details.

Catherine Emery (Director WACSTA)  
P: 0461 348 955  
E: cath@wacstar.com.au

Greg Emery  
P: 0417 984 961  
E: greg.emery1604@gmail.com

Contact details are made available to each guest as above and available 24/7, and typically any issues are dealt with within an hour. WACSTA has a response rate of 100% to answer queries in less than 1 hour.

## 2. Objectives Of Management Plan

To clearly outline and demonstrate the professional management procedures implemented by WACSTA to ensure the smooth operational management of the subject property whilst mitigating perceived disruptions to the local amenity & surrounding areas.

5

### *3. Booking Requirements*

We specify a mandatory minimum stay length of three (3) nights as we find this significantly deters any unwanted targeting for parties or gatherings. We also have a booking cut-off time after 3:00pm so that we can't allow last minute and late-night bookings to occur from opportunistic and likely undesirable guests.

### *4. Guest Screening Procedures*

When a guest requests or books a stay at this property, we can view or determine whether the guest's profile includes their required verification steps:

- Contact details including full name(s), phone number & e-mail address
- Acceptance of our stipulated house rules
- Government issued ID (such as driver's licence or passport)
- Previous stays, and Minimum 3 Written Positive reviews/recommendations from other hosts
- Total number of guests & location based
- Their reason for visiting Perth & booking the property

Due to our strict screening process, we have received no complaints from any adjoining neighbours over 8 properties in the last 5 years.

### *5. Check-In & Check-Out Procedure*

Check-in is from 3:00pm until late, this is because guests can arrive off long haul flights late at night or arrive after work as they have travelled by car from the country. The property includes detailed visual and written easy check in instructions and guests find them extremely easy to follow and do not cause any disruption in checking in or out of our properties. Check-out is at 10am or earlier on their departure date. A secured tamper resistant lockbox is installed onsite at the property for guests to check-in and check-out with ease. Our check-in instructions are issued to guests 10Am on the day of arrival and are issued through Booking Platform for safety & security. The guests will be issued with detailed check-in instructions to guide them through the whole process, they will receive a photo of the property they are staying at, how to access the lockbox and how to access the front door.

### *6. Guest Handbook*

When a guest checks in, they are encouraged to read our 'Guest Handbook' which provides them with all the important information they need to know to have an enjoyable, safe & respectful stay. This lists the property managers contact details, emergency contact details, emergency plan, house rules, parking rules, bin collection days, public transport, nearby amenities, sights, and attractions in the area and more.

6

## *7. Mitigation & Complaints Procedure*

We are contactable 24/7 and our phone numbers and e-mail addresses are provided to our guests upon confirmation of booking and are also advertised in the property for easy access. We are more than happy to provide these contact details to nearby neighbours for us to be even more effective in managing our properties. We have a strict no party policy and any disturbance to adjoining neighbours will be immediately dealt by phone or in person and in the instance of any non-complaint guest, they will have the booking terminated and removed from the property.

## *8. Maintenance*

Property maintenance is regularly reported and resolved swiftly either during or after guest's stays depending on the severity so that the appearance of the property meets or exceeds the standard of neighbouring properties. The Cleaning team will report any items that they discover require attention and is swiftly taken care of before new guests arrive. The property is always maintained to a high stand with the aim of providing a positive street scape for the subbars of willagcc.

## *9. Safety*

The property includes compliant RCDs and Smoke Alarms. A licenced electrician may be required to provide an electrical safety certificate from time to time to make sure the property is compliant and safe. In our detailed guest handbook, guests are provided with the contact details for the local police station, hospitals & fire station and that our emergency contact number is '000'. The guests are encouraged to report any issues they deem unsafe for immediate rectification.

## *10. Hygiene, Comfort & Waste Management*

Rubbish and recycling items are to be disposed in accordance with the local council policies, and in the correct allocated bins for weekly collection on Wednesday. Any excess rubbish must not be left in sight of a public area and is removed by housekeeping. Guests are notified & reminded to place all rubbish & recycling in the allocated bins at the complex. The cleaning & housekeeping team are also asked to attend and assist with rubbish disposal at checkout and if the property is vacant. The property includes a fully functional kitchen with fridge and pantry for food storage and there has never been problems with vermin or pests as the property undergoes routine pest control. The linen and towels are removed off-site following each check out clean for laundering and return to our storage facility. Exhaust fans & air conditioning/heating appliances and regularly checked by the housekeeping teams and repaired or replaced if required. guests are also encouraged to report maintenance to us immediately upon discovery so that swift resolution can be made. A washing machine is provided for guest convenience to use during their stay to wash their clothes as required.

# Waste Bin Labels





Date: 24/09/2024