



City of
Melville

MINUTES

DEVELOPMENT ADVISORY UNIT MEETING

9:00 AM Tuesday, 18 March 2025

Held in the Melville Civic Centre, 10 Almondbury
Road, Booragoon

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.



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: WEDNESDAY, 2 APRIL 2025

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1 ATTENDANCE AND APOLOGIES

In Attendance

Members

Ms K Bainbridge	Manager Statutory Planning
Mr T Cappellucci	Principal Statutory Planner
Mr D Hinge	Statutory Planner
Mr G Davey	Acting Senior Statutory Planner
Mr J Caracciolo	Senior Statutory Planner
Mr L Johnson	Senior Statutory Planner
Mr N Mazzega	Statutory Planner
Mr T Geddes	Senior Statutory Planner

Note Taker

Ms L Bore	Business Support (Administration) Officer
Ms C Crotty	Business Support (Administration) Officer

2 BUSINESS

	Matters for consideration	Notes from meeting
UP25/63	DA-2024-994 - Three Storey Grouped Dwelling at Lot 1 (No.47) Money Road, Melville	
UP25/62	DA-2025-3 - Change of Use from Single House to Unhosted Short Term Rental Accommodation at Lot 1 (No 1/26) Leverburgh Street, Ardross	

3 OUTCOMES

The following items are to have recommendations created and included in the next agenda:

- N/A

The following items are to be deferred to the next DAU and represented with more information:

- N/A

4 ITEMS

UP25/63 Three Storey Grouped Dwelling at Lot 1 (No.47) Money Road, Melville

Ward	Palmyra – Melville – Willagee Ward
Category	Operational
File Number:	
Responsible Officer:	Principal Statutory Planner
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	Nil
Application Number:	DA-2024-994
Applicant:	Mr Gaetano Mazzeo
Owner:	Mr Gaetano Mazzeo & Ms Marianne Mazzeo
Proposal:	Three Storey Grouped Dwelling
Attachments:	1. Development Plans

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 new three storey grouped dwelling at No.47 Money Road, Melville.
- The subject site currently contains an existing grouped dwelling facing Money Road.
- The details of the proposed development have been assessed against Local Planning Scheme No. 6 (LPS6), Residential Design Codes Volume 1, Part B (R-Codes) and relevant local planning policies including Local Planning Policy 3.1 – Residential Development (LPP3.1), and Local Planning Policy 1.9 – Height of Buildings (LPP 1.9).
- The proposed development requires a performance assessment in relation to secondary street fencing, vehicle access, outdoor living area and solar access to adjoining sites.
- The application was advertised in accordance with the provisions of the R-Codes, Planning and Development (Local Planning Scheme) Regulations 2015 and Local Planning Policy 1.1 – Planning Processes and Decision Making.
- One submission was received during the advertising period which raised objections to the proposed development. This has triggered the need for the application to be referred through the Development Advisory Unit (DAU) process prior to being determined.
- Notwithstanding the objection received, it is considered that the development is acceptable when assessed against the relevant design principles of the R-Codes.
- The City recommends that approval be granted subject to conditions.

OFFICER RECOMMENDATION

1. That the Development Advisory Unit recommend approval of the Three Storey Grouped Dwelling, 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. Prior to initial occupation of the development, the subject site is to be serviced by a vehicle crossover.
4. Prior to the initial occupation of the development, all unused crossover(s) shall be removed and the kerbing and road verge reinstated at the owners cost to the satisfaction of the City.
5. Prior to the initial occupation of the development, the boundary walls shall be finished to either the same finish as the rest of the dwelling walls or at a minimum, be finished to a clean face brick standard, to the satisfaction of the City.
6. Prior to the initial occupation of the development, the on-site tree (as marked in red on the approved plans) shall be planted and maintained thereafter in perpetuity, to the ongoing satisfaction of the City.
7. The privacy screening/obscure glazing shown on the approved plans shall have installed, fixed obscure glazing or screening to a minimum height of 1.6 metres above the finished floor level, or any other screening alternative approved by the City that complies with C1.1 or C1.2 of Clause 5.4.1 of Residential Design Codes Volume 1 Part B. The privacy screening/obscure glazing shall be installed prior to initial occupation of the development and thereafter retained in perpetuity to the ongoing satisfaction of the City.
8. The primary street fence (as marked in green on the approved plans) shall be truncated or reduced to 0.75m height within 1.5m of vehicle access points and street corners in order to provide adequate sight lines or otherwise comply contained under clause 5 of Local Planning Policy LPP3.1 Residential Development, and thereafter maintained to the satisfaction of the City.

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. Construction is not permitted to obstruct traffic without prior written consent from the City's Technical Services department. Should the construction require a lane or road closure, a Traffic Management Plan is required to be approved by the City prior to any such works.
- v. In regard to Condition 3, prior to commencement of construction a crossover application shall be submitted to and approved in writing by the City's Technical Services department. The crossover shall be designed to be;
 - a maximum width in accordance with the City's crossover specifications;
 - located a minimum of 2m away from the outside of the trunk of any street tree; and
 - a minimum of 1m from any existing street infrastructure.

The approved crossover is to be constructed prior to the initial occupation of the development to the satisfaction of the City.

PURPOSE

The purpose of this report is to outline the discretionary considerations related to the proposed three storey grouped dwelling, given it does not meet all the relevant development requirements for which a performance assessment is required. This report will also outline the DAU reasoning for support.

STRATEGIC ALIGNMENT

Outcome	3	Sustainable, connected development and transport infrastructure across our City.
Objective	3	Sustainable and Connected Development
	3.1	Facilitate enhanced and sustainable urban development and amenity.

BACKGROUND

In November 2024 a development application was lodged for a three storey grouped dwelling at Lot 1 (No.47) Money Road, Melville. Under the provisions LPS6 the subject site is zoned 'Residential' with a density coding of R20. In considering the merits of the application, the development has been assessed in accordance with the R-Codes, and the City's Local Planning Policies, including LPP3.1 and LPP 1.9.

The proposal sort a performance assessment regarding lot boundary setbacks towards the southern boundary and access to solar to the adjoining southern lot. Subsequently, advertising to the southern land owner was undertaken for a period of 14 days, resulting in an objection. Consequently, the City worked with the applicant to reduce the impacts of solar access to the adjoining southern lot. This was achieved through amended plans being received whereby the applicant amended all of the southern lot boundary setbacks to be compliant. The applicant also set the western wall in further to reduce any impacts to the neighbours outdoor living area. Following receipt of the revised plans, notwithstanding the solar access still did not meet the applicable deemed to comply requirement of the R-Codes Volume 1 Part B under Clause 5.4.2, the application has progressed through the DAU process.



Figure 1: Aerial Photo of the subject site marked in red.

Scheme Provisions

MRS Zoning	Urban
LPS Zoning	Residential
R-Code	R20
Use Type	Residential
Use Class	Permitted

Site Details

Lot Area	419m ²
Retention of Existing Vegetation	N/A
Street Tree(s)	N/A
Street Furniture (drainage pits etc.)	Yes
Site Details	Existing Grouped Dwelling – 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 RequirementsCity of Melville Local Planning Policy LPP3.1

Development Requirement	Deemed to Comply	Proposed	Comments	Delegation to Approve
Clause 3 – Fences and Street Walls	Pier Height 2m Infill Height 1.8m Permitted to be solid where it abuts the Primary Outdoor Living Area.	Pier Height 2.1m on Secondary Street (Melview Court) Infill Height 2.1m on Secondary Street (Melview Court)	Through the assessment against the design principles, the City has deemed this element as being acceptable.	A/Manager Development Approvals

Residential Design Codes Volume 1 Part B

Development Requirement	Deemed to Comply	Proposed	Comments	Delegation to Approve
Clause 5.3.1 - Outdoor Living Areas	R20 / 30m ² - Behind front setback area	Within the secondary street setback area.	Through the assessment against the design principles, the City has deemed this element as being acceptable.	A/Manager Development Approvals
Clause 5.3.5 - Vehicular Access	Access via ROW, Secondary St or Primary St (order of preference)	Proposed access is off the Primary Street (Money Road).	Requires assessment using Performance Criteria. Refer to discussion below.	Development Advisory Unit
Clause 5.4.2 - Solar access to adjoining sites	12.3% Up to 138.5m ²	16.8% 189m ²	Requires assessment using Performance Criteria. Refer to discussion below.	Development Advisory Unit

Vehicular Access

Concerns were raised by the objector in relation to vehicle access being from the Primary Street (Money Road) in lieu of the Secondary Street (Melview Court) and the location of the vehicle crossover being closer than 6m to where the kerb deviates.

The main reason for locating the vehicle access from the Primary Street is due to the ground levels between the road pavement, foot path and the verge (See Figure 2 below), which shows the ground level difference between the road pavement, foot path and the verge along Melview Court. In order to construct a crossover from the secondary street, this would require substantial earthworks within

the verge to construct a crossover that complies with the City’s Crossover requirements. Furthermore, the City’s Verge Treatment Policy CP-086 states, that changing the level of the verge, either fully or partially, is not permitted.

As noted above, the proposed development does not meet the deemed to comply provisions in Volume 1 Part B of the R-Codes and requires a design principles assessment. The proposed development is considered to meet the relevant design principles as discussed below:

Design Principle:	Assessment:
<p>P5.1: Vehicular access provided for each development site to provide:</p> <ul style="list-style-type: none"> • vehicle access safety; • reduced impact of access points on the streetscape; • legible access; • pedestrian safety; • minimal crossovers; and • high quality landscaping features. 	<ol style="list-style-type: none"> 1. The City’s Traffic Safety Team have raised no traffic safety concerns with regards to the location of vehicle access from the primary street other than it is required to be setback 6m from where the kerb deviates. 2. There is already an existing crossover to this lot facing Money Road which is located within the 6m setback to where the kerb deviates. Locating the crossover on Melview Court would result in a greater concentration of crossovers to this street due to being a cul de sac and impacting the streetscape. 3. Locating the vehicle access on Money Road provides legible access as minimal earthworks are required to construct the crossover. A condition has been recommended requiring any future fencing along the street to comply with the City’s Sightline requirements. 4. Whilst there is a footpath along Money Road, it is considered that pedestrian safety will not be compromised as a result of vehicle access from Money Road as the verge is clear of any landscaping or other obstructions. Furthermore, there is also a footpath located on Melview Court side of the subject lot. <div data-bbox="651 1261 1270 1720" data-label="Image"> </div> <p>Figure 2: Shows the topography of the Melview Court road pavement, foot path and the verge level differences.</p>

Solar Access to Adjoining Sites

As noted above in the requirement section, the solar access does not meet the deemed to comply provisions of the R-Codes and requires a design principles assessment. The design principles contained in Clause 5.4.2 of the R-Codes Part B, seeks the protection of the solar access to adjoining

dwellings. The impact on neighbouring property ideally should be minimised to more sensitive spaces that are not outdoor living areas, major opening windows from habitable rooms as well as roof solar collectors. The proposed solar access is considered to meet these design principles for the following reasons:

Design Principle:	Assessment:
<p>P2.1 Effective solar access for the proposed development and protection of the solar access.</p> <p>P2.2 Development designed to protect solar access for neighbouring properties taking account the potential to overshadow existing:</p> <ul style="list-style-type: none"> • outdoor living areas; • north facing major openings to habitable rooms, within 15 degrees of north in each direction; or • roof mounted solar collectors. 	<ol style="list-style-type: none"> 1. The design of the proposed dwelling has provided for effective solar access with multiple northern orientated major openings and a north facing outdoor living area. All setbacks along the southern boundary comply with the Deemed to Comply provisions of the R-Codes and most walls have been setback further than the requirements set out in Tables 2a & 2b of the R-Codes. 2. The applicant has proposed a dwelling that has a concealed roof to enable a three-storey dwelling to be built and this proposed development complies with the City's Local Planning Policy 1.9 'Height of Buildings'. The subject site's natural ground levels are similar to the southern lot and the proposed development consists of finished levels which are approximately at the same level or lower than the southern property's natural ground and finished floor level. 3. There is no proposed fill along the southern boundary that exceeds 0.5m above the natural ground level. 4. There is one north facing major opening of the southern lot that is affected by the shadow cast by the subject development and is setback approximately 6.3m from the northern boundary line (refer to Figure 3 below). No other major openings or outdoor living areas are affected by the shadow cast as demonstrated in Figure 3 below and shown in green. The southern affected dwelling has a finished floor level (FFL) of 48.0m which is approximately 0.800m higher than the ground levels along the neighbour's northern boundary line. As a result of the southern dwelling's FFL being raised, this has resulted in the shadow cast protruding below the window sill which has been demonstrated in Figure 5 below. 5. The southern single house, which is two storeys, currently has no solar collectors on the roof and should they be installed in the future, they will not be affected by the shadow cast from the proposed grouped dwelling at No.47 Money Road.



Figure 3: View of Adjoining Southern Property facing south east.

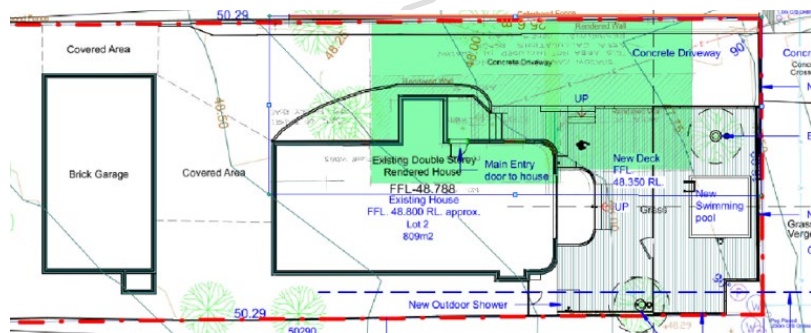
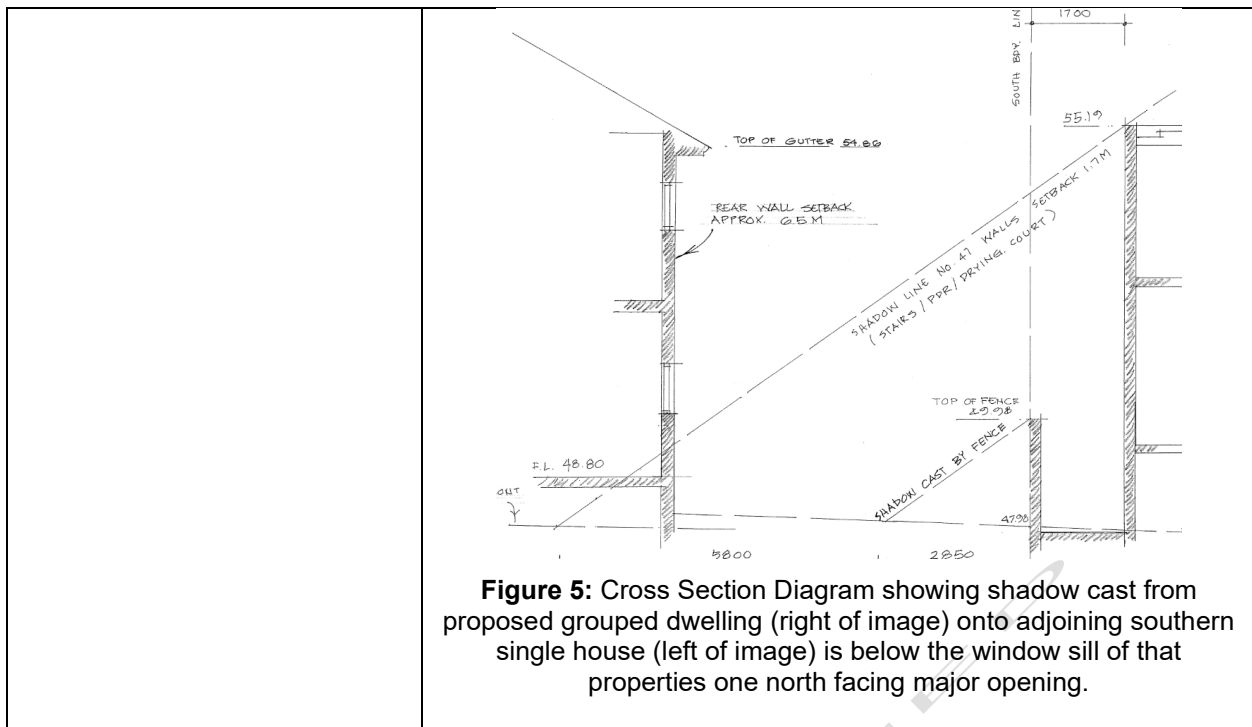


Figure 4: Plan Showing Shadow Cast (in green) onto Adjoining Southern Property.

The adjoining neighbours site plan used above is from the most recent development application for No. 49 Money Road which was refused by the City. The diagram has only been used to show the location of the proposed shadow cast in green from the subject proposal over the adjoining site. The new deck and new pool marked in Figure 4 have not been constructed on that site as a result of the development application shown on the plans above being refused by the City.



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 objection received and a response is provided in the table below:

Submission Number	Summary of Submission	Support / Objection / Comment	Officer’s Comment	Action (Condition / Uphold / Not Uphold)
1	Advising the City how to assess the primary street setback for a corner lot development.	Comment	The street setbacks have been assessed in accordance with LPP 3.1, Clause 1, Street Setback, C2.1 and C2.2.	Noted
	Concerns in relation to side setbacks.	Objection	The applicant has amended the setbacks along the southern side to comply with Tables 2a and 2b of the R-Codes.	Not Uphold
	Concerns raised in relation to the	Objection	The City’s assessment	Not Uphold

	open space being less than 50%.		concluded that the open space is compliant with Clause 5.1.5 Open Space of the R-Codes.	
	Concerns raised in relation to the dwelling not complying with Clause 5.1.6 Building Height of the R-Codes.	Objection	The R-Codes Deemed to Comply provisions relating to Building Height is replaced with the City of Melville LPP 1.9. The proposed dwelling consists of a concealed roof which is permitted to have a maximum wall height of 9m measured from the natural ground level. The proposed dwelling is compliant with this provision.	Not Uphold
	Concerns raised in relation to the dwelling not complying with Clause 5.3.2 C2.2 Landscaping of the R-Codes.	Objection	The City's assessment concluded that the landscaping is compliant with clause 5.3.2 C2.2 of the R-Codes.	Not Uphold
	Concerns raised in relation to vehicle access not complying with Clause 5.3.5 Vehicle Access of the R-Codes.	Objection	The concerns raised in relation to the vehicles access being less than 6m from where the kerb deviates have been addressed via amended plans. The concern in relation to vehicle access from the primary street is addressed above under the	Not Uphold

			heading vehicle access.	
	The submitter pointed out that site works requires assessment against Design Principles.	Comments	The development proposes some minor site works which involve cut and is less than 500mm and therefore is compliant.	Noted
	Concerns raised in relation to Solar Access for Adjoining Sites not complying with Clause 5.4.2 of the R-Codes.	Objection	The concern in relation to solar access is addressed above under the heading solar access.	Not Uphold

SUSTAINABILITY IMPLICATIONS

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

LEGISLATIVE AND POLICY ALIGNMENT

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.

OFFICER RECOMMENDATION

1. That the Development Advisory Unit recommend approval of the Three Storey Grouped Dwelling, 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. Prior to initial occupation of the development, the subject site is to be serviced by a vehicle crossover.
4. Prior to the initial occupation of the development, all unused crossover(s) shall be removed and the kerbing and road verge reinstated at the owners cost to the satisfaction of the City.
5. Prior to the initial occupation of the development, the boundary walls shall be finished to either the same finish as the rest of the dwelling walls or at a minimum, be finished to a clean face brick standard, to the satisfaction of the City.
6. Prior to the initial occupation of the development, the on-site tree (as marked in red on the approved plans) shall be planted and maintained thereafter in perpetuity, to the ongoing satisfaction of the City.
7. The privacy screening/obscure glazing shown on the approved plans shall have installed, fixed obscure glazing or screening to a minimum height of 1.6 metres above the finished floor level, or any other screening alternative approved by the City that complies with C1.1 or C1.2 of Clause 5.4.1 of Residential Design Codes Volume 1 Part B. The privacy screening/obscure glazing shall be installed prior to initial occupation of the development and thereafter retained in perpetuity to the ongoing satisfaction of the City.
8. The primary street fence (as marked in green on the approved plans) shall be truncated or reduced to 0.75m height within 1.5m of vehicle access points and street corners in order to provide adequate sight lines or otherwise comply contained under clause 5 of Local Planning Policy LPP3.1 Residential Development, and thereafter maintained to the satisfaction of the City.

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. Construction is not permitted to obstruct traffic without prior written consent from the City's Technical Services department. Should the construction require a lane or road closure, a Traffic Management Plan is required to be approved by the City prior to any such works.

- v. In regard to Condition 3, prior to commencement of construction a crossover application shall be submitted to and approved in writing by the City's Technical Services department. The crossover shall be designed to be;
- a maximum width in accordance with the City's crossover specifications;
 - located a minimum of 2m away from the outside of the trunk of any street tree;
and
 - a minimum of 1m from any existing street infrastructure.

The approved crossover is to be constructed prior to the initial occupation of the development to the satisfaction of the City.



UP25/62 Change of Use from Single House to Unhosted Short Term Rental Accommodation at Lot 1 (No 1/26) Leverburgh Street, Ardross.

Ward	Ardross - Central Ward
Category	Operational
File Number:	DA-2025-3
Responsible Officer:	Principal Statutory Planner
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	Nil
Application Number:	DA-2025-3
Applicant:	Kieth Baird
Owner:	Kenneth Jacob and Okky Octaviani Goh
Proposal:	Change of Use from Single House to Unhosted Short Term Rental Accommodation
Attachments:	1. Development Plans

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 change of use from a single house to a use not listed – unhosted short term rental accommodation at Lot 1 (No. 1/26) Leverburgh Street, Ardross.
- The application has 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 the Residential Design Codes Volume 1 Part B (R-Codes).
- The unhosted short term rental accommodation use 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 submissions were received, one of which objected to the proposal and the other raised concerns but did not specifically object to the proposal. The applicant was advised of the concerns raised within the submissions and provided a revised site management plan which was considered to adequately address the submissions as discussed later in this report.
- The site management plan provided addresses the other requirements contained within LPP1.21 such as complaints management, check in/check out procedures, on-site register/maintenance, guest guide and a code of conduct for guests and visitors. A condition of development approval is recommended to enforce the site management plan, thereby appropriately mitigating potential adverse effects of the operation of the proposed use.
- Due to the objection received during public advertising, the proposal was presented to a Development Advisory Unit (DAU) Meeting held on 18 March 2025.

OFFICER RECOMMENDATION

That the Development Advisory Unit recommend approval of the change of use from Single House to Short Term Unhosted Rental Accommodation, 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. The Unhosted Short Term Rental Accommodation is to be operated in accordance with the stamped Site Management Plan dated December 2024, to the satisfaction of the City.
3. Use of the subject property for Unhosted Short Term Rental Accommodation is limited to a maximum of six persons 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 Community 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 planning 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. A Building Permit application for building class change will be required.

PURPOSE

The purpose of this report is to outline the discretionary considerations related to the proposed unhosted short term rental accommodation, given it is a use not listed within LPS6 and does not meet some of the preferred site characteristics contained within LPP1.21. Specifically, the subject site is not located within, abutting or opposite a mixed-use centre and is not located on a local distributor or district distributor road therefore not directly aligning with preferred site characteristics (a) and (c) within LPP1.21. This report will outline the DAU reasoning for support.

STRATEGIC ALIGNMENT

Outcome	3	Sustainable, connected development and transport infrastructure across our City.
	4	Economic prosperity and vibrant resilient communities and businesses.
Objective	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 proposes a change of use from a single house to unhosted short term rental accommodation at Lot 1. (No 1/26) Leverburgh Street, Ardross. As a use not listed, planning approval is required. The proposal has been assessed against the relevant provisions contained within LPS6, relevant local planning policies including LPP1.21 and the R-Codes.

The subject site is zoned residential under LPS6 and is afforded a density code of R40. Unhosted short term rental accommodation is to be considered as a use not listed under LPS6. 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 application was advertised to the southern and western adjoining properties in accordance with LPS6 and LPP1.21. Two submissions were received, one objecting to the proposal and one commenting on the proposal. The commenting submission raised concerns regarding noise from vehicles at night time and queried noise monitors but did not specifically object to the proposal. The objecting submission raised concerns regarding noise and anti-social behaviour. The applicant addressed the submissions by submitting a revised site management plan which included reducing the proposed number of guests from seven to six in line with LPP 1.21, proposing noise monitors to be installed in the internal and outdoor living areas and confirming bookings will be for a minimum of three nights. As a result of the objection received, the application has progressed through the DAU process with a recommendation that the proposal be supported.

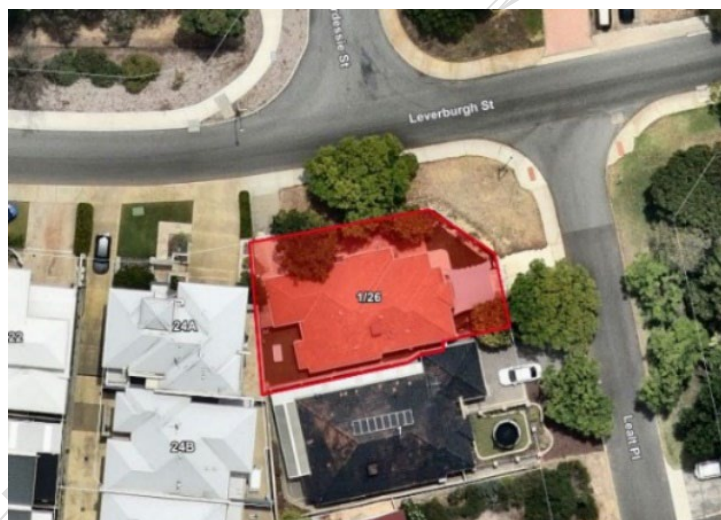


Figure 1: Aerial Photograph of Subject Site

Scheme Provisions

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

Site Details

Lot Area	408m ²
Retention of Existing Vegetation	N/A

Street Tree(s)	N/A
Street Furniture (drainage pits etc.)	N/A
Site Details	Existing Single House

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

Comment

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

- In terms of the first objective listed above, the proposal presents a short-term housing choice for the community which may be more attractive or suitable than a long-term option for certain members of the community.
- No changes are proposed to the design of the existing dwelling which is considered to be of a high-quality design and compatible with the streetscape therefore ensuring the proposal aligns with the second objective listed above.
- Regarding the third Residential Zone objective listed above, it is considered the proposed non-residential use will be compatible with the surrounding residential development because:
 - The subject site is located approximately 60m north of the Melville City Centre and has an R40 density code. Given the subject site is located in close proximity to an activity centre and has an R40 density code, higher levels of activity would generally be anticipated in this area.

- Secure car parking in accordance with the R-Codes requirements will be available on the site which will contribute to minimising traffic and parking related impacts on surrounding residential development.
 - High frequency bus stops are located approximately 120m to the east on Riseley Street.
 - Both of the site's street frontages have footpaths which provide connectivity to high frequency public transport routes and the Melville City Centre.
 - An appropriate site management plan will be in place. This management plan addresses matters such as complaints management, check in/check out procedures, on-site register/maintenance, guest guide and a code of conduct for guests and visitors. The site management plan also states there will be a maximum of six guests, noise monitors installed in the internal and outside living areas and bookings will be for a minimum of three nights. This will contribute to ensuring adverse impacts associated with noise and anti-social behaviour are avoided. As such, it is considered the proposed site management plan will contribute to the proposal being able to appropriately assimilate into the surrounding residential area.
- In considering the fourth objective listed above, it is noted the existing buildings compatibility with the streetscape will be maintained as no changes are proposed to the building.

City of Melville Local Planning Policy 1.21

Development Requirement	Deemed to Comply	Proposed	Comments	Delegation to approve
LPP 1.21 – Short Term Accommodation	<p>Clause 2.0 – Site Characteristics.</p> <p><i>2.1. Preferred Property Characteristics</i></p> <p>(a) Location within, abutting or opposite to mixed use centres.</p> <p>(c) Located on Local Distributor and District Distributor Roads.</p>	<p>Not located within, abutting or opposite to mixed use centre.</p> <p>Not located on Local Distributor and District Distributor Roads.</p>	Requires assessment using Performance Criteria. Refer to discussion below.	Development Advisory Unit.

The subject site is located on the corner of Leverburgh Street and Lealt Place. While not being located within, or directly abutting/opposite a mixed-use centre, the Melville City Centre is approximately 60m to the south of the subject site. The subject site's two street frontages have footpaths which provide connectivity with the Melville City Centre. The proposal is therefore considered to be generally consistent with preferred property characteristic (a) given it is in close proximity to and well connected with a mixed-use centre.

The subject site is also not located on a distributor road or local distributor road. However, Riseley Street is located approximately 100m east of the subject site which is a distributor road and will be accessible to guests of the proposed unhosted short term rental accommodation via the footpaths servicing the subject site. Accordingly, it is considered that while the proposal may not directly meet preferred property characteristic (c), it will be in general alignment with its intent.

ENGAGEMENT

Advertising Required	Yes
Neighbour's Comment Supplied	Yes
Reason	Required pursuant to LPP1.1 Planning Process and Decision Making Clause 1.7.6 and LPS6.
Support/Object	Object

A summary of the content of the objection 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	Concerns regarding noise and anti-social behaviour.	Objection	The site management plan provided complies with all relevant provisions of LPP1.21 and addresses potential issues associated with noise and anti-social behaviour. Impacts on the amenity of surrounding properties associated with noise and anti-social behaviour will therefore be adequately mitigated or avoided through effective on-site management., which is addressed through the Site Management Plan, ensuring compliance with LPP1.21.	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, 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 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.

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.

CLOSURE

OFFICER RECOMMENDATION

That the Development Advisory Unit recommend approval of the change of use from Single House to Short Term Unhosted Rental Accommodation, subject to the following conditions and advice notes:

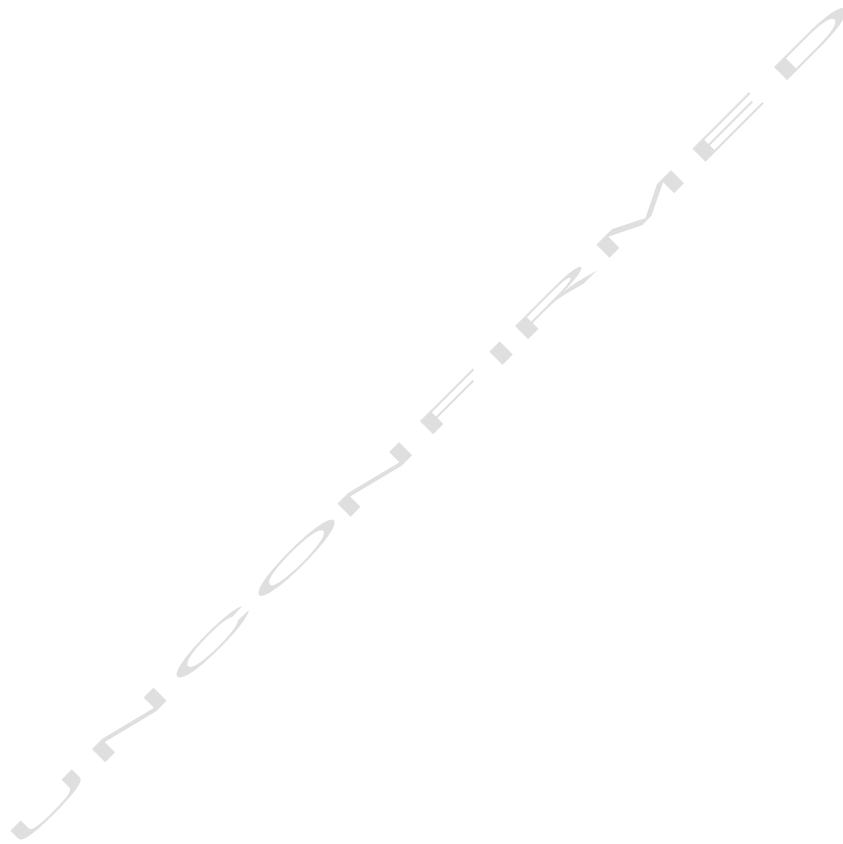
Conditions:

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. The Unhosted Short Term Rental Accommodation is to be operated in accordance with the stamped Site Management Plan dated December 2024, to the satisfaction of the City.
3. Use of the subject property for Unhosted Short Term Rental Accommodation is limited to a maximum of six persons 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 Community 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 planning 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. A Building Permit application for building class change will be required.



5 OUTCOMES FOLLOWING CALL UP PERIOD

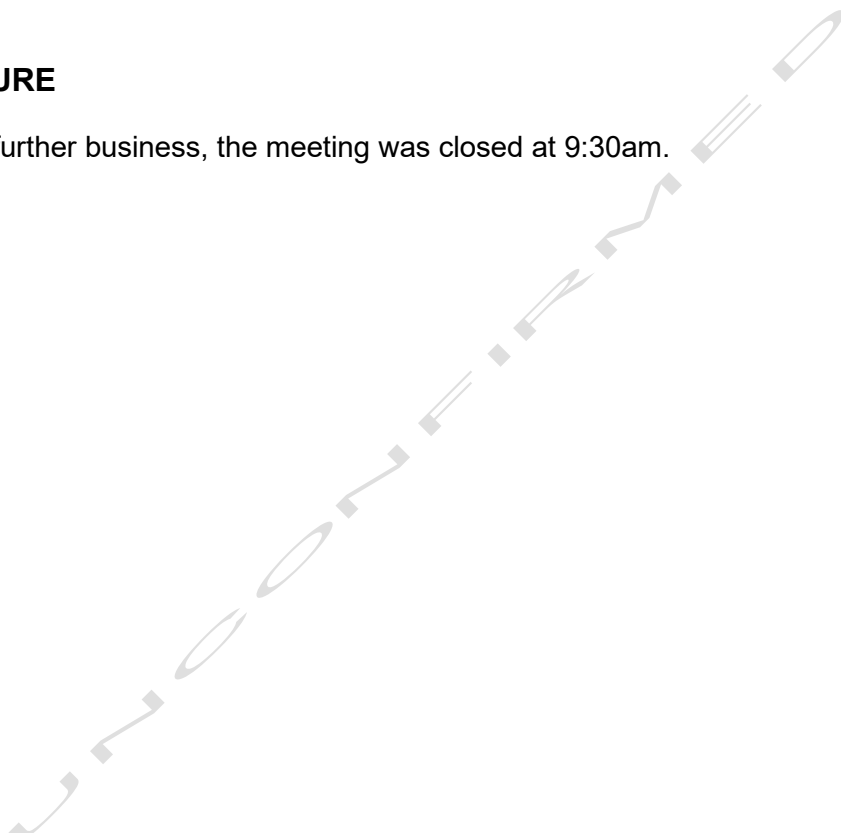
Following the call up period – there were no requests to call up items:

- UP25/63 Three Storey Grouped Dwelling at Lot 1 (No.47) Money Road, Melville
- UP25/62 Change of Use from Single House to Unhosted Short Term Rental Accommodation at Lot 1 (No 1/26) Leverburgh Street, Ardross.

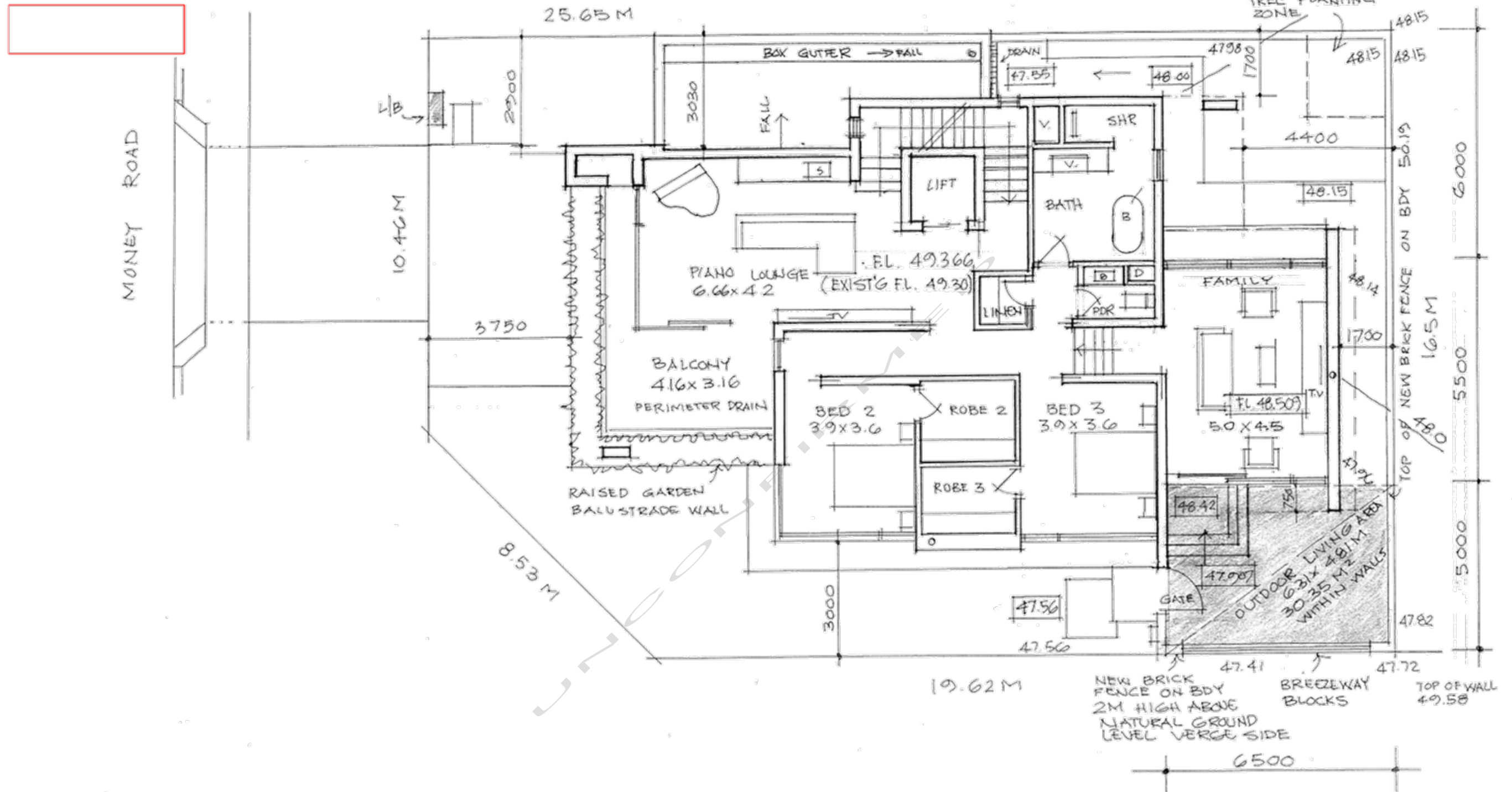
by Elected Members and therefore the application will be determined under delegation in accordance with the officer recommendation from the DAU meeting dated Tuesday, 18 March 2025.

6 CLOSURE

There being no further business, the meeting was closed at 9:30am.

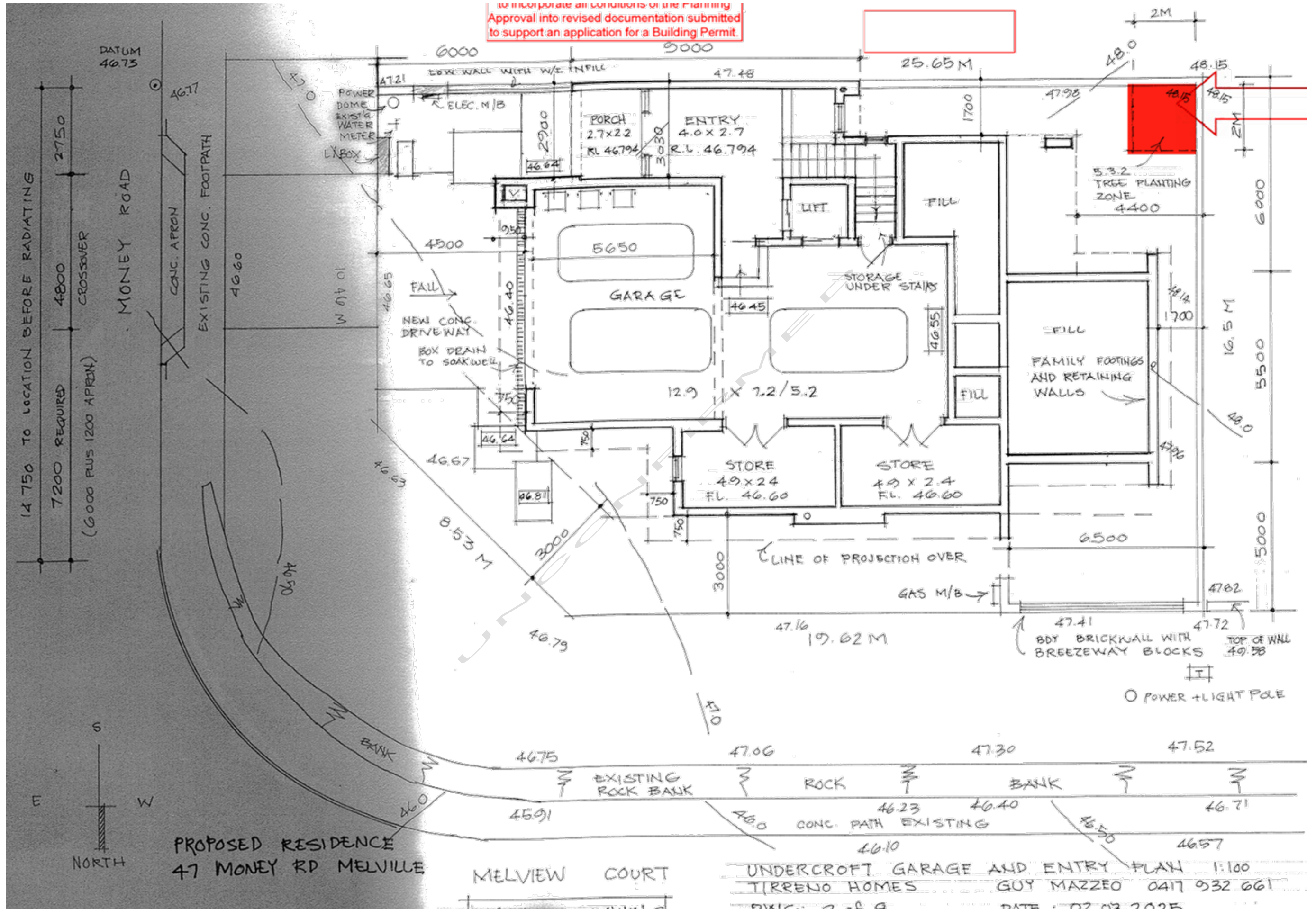


approval into revised documentation submitted support an application for a Building Permit.



MELVIEW COURT
PROPOSED RESIDENCE
 47 MONEY RD. MELVILLE

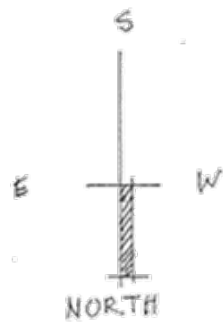
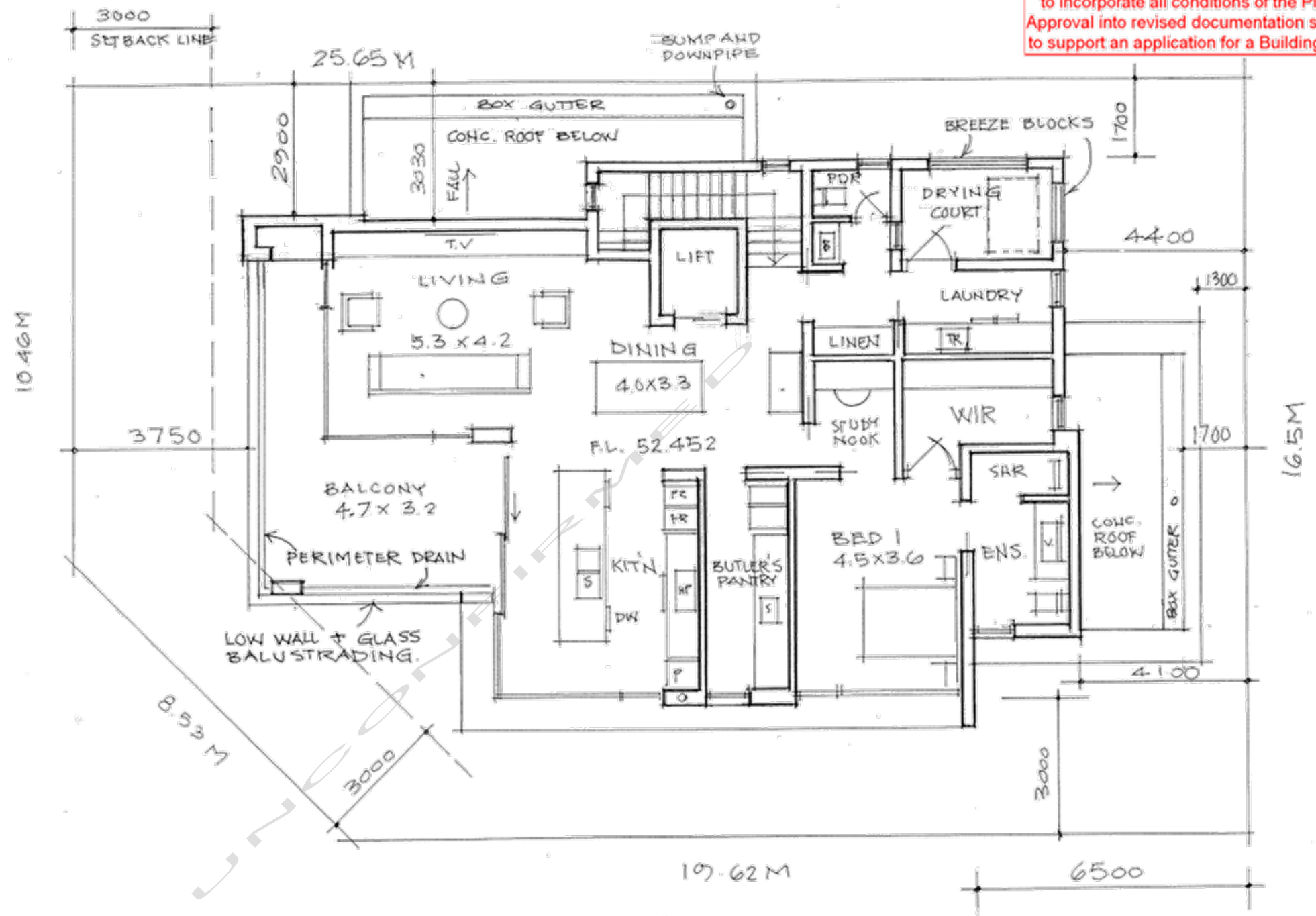
FIRST FLOOR PLAN 1:100
 TIRRENO HOMES
 DWG: 3 of 8
 GUY MAZZEO 0417 932 661
 DATE: 02.03.2025
AMENDED DRAWING





It is the responsibility of the Builder / Applicant to incorporate all conditions of the Planning Approval into revised documentation submitted to support an application for a Building Permit.

MONEY ROAD



PROPOSED RESIDENCE
47 MONEY RD MELVILLE

MELVIEW COURT

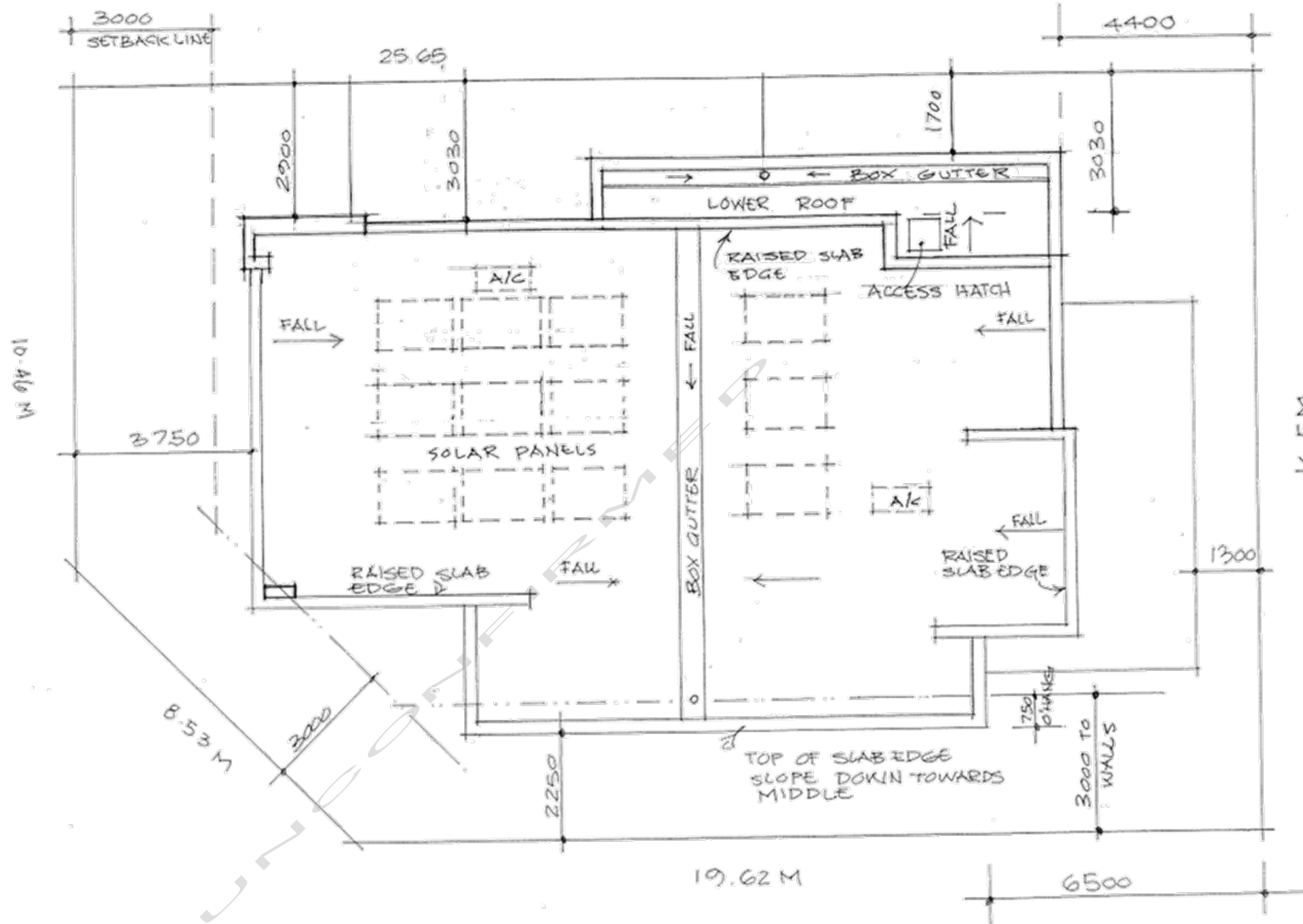
SECOND FLOOR PLAN
TIRRENO HOMES
DWG: 4 of 8

1:100
GUY MAZZEO 0417 932 661
DATE: 02.03.2025

AMENDED DRAWING.



MONEY ROAD



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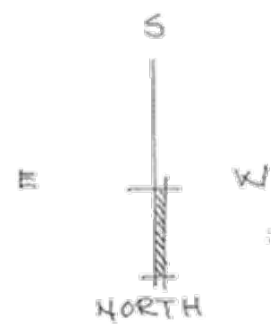
MELVIEW COURT

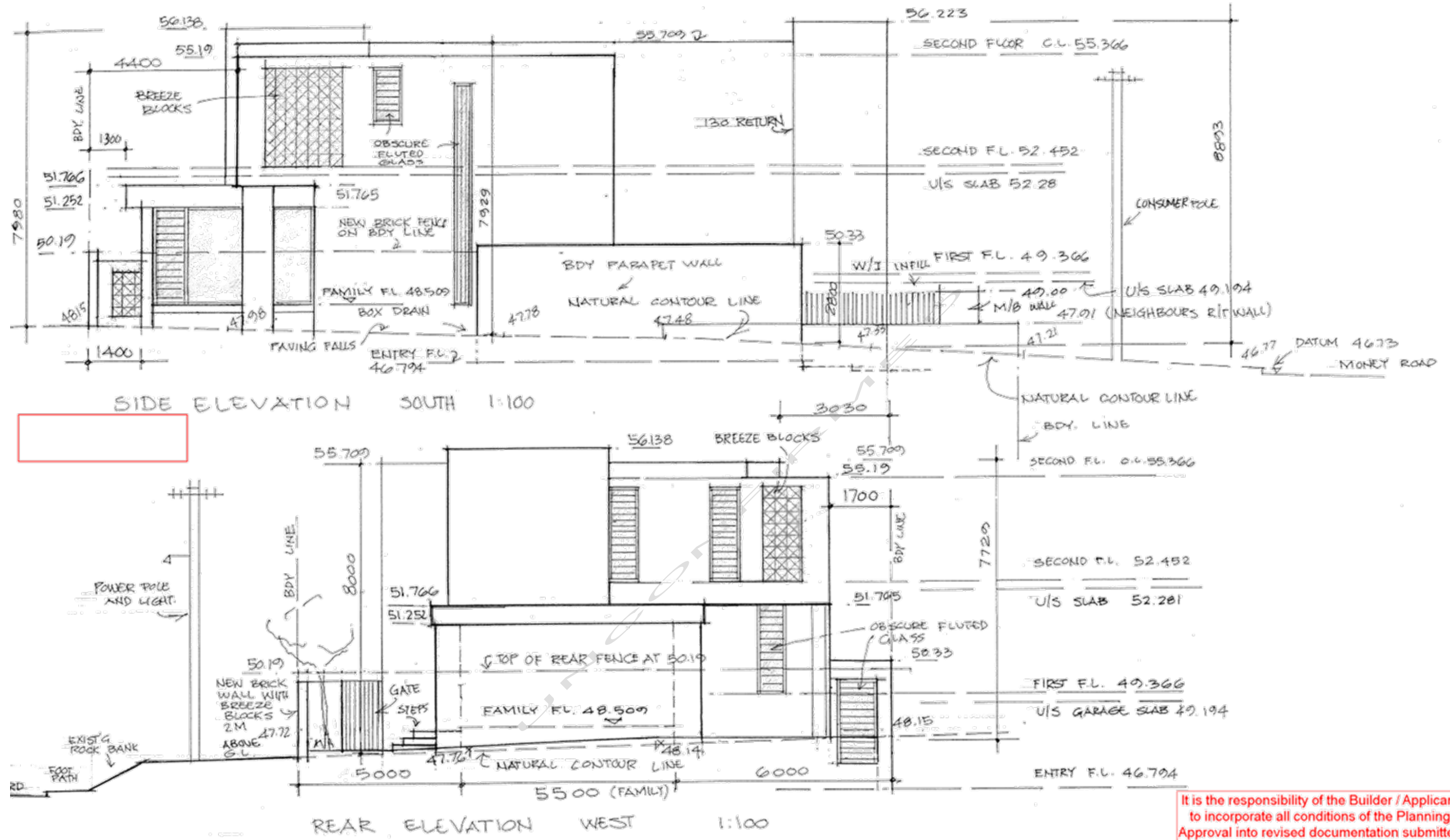
PROPOSED RESIDENCE
47 MONEY RD MELVILLE

AMENDED DRAWING

ROOF PLAN 1:100
TIRRENO HOMES
DWG: 5 of 8

GUY MAZZEO 0417 932 061
DATE: 02.03.2025





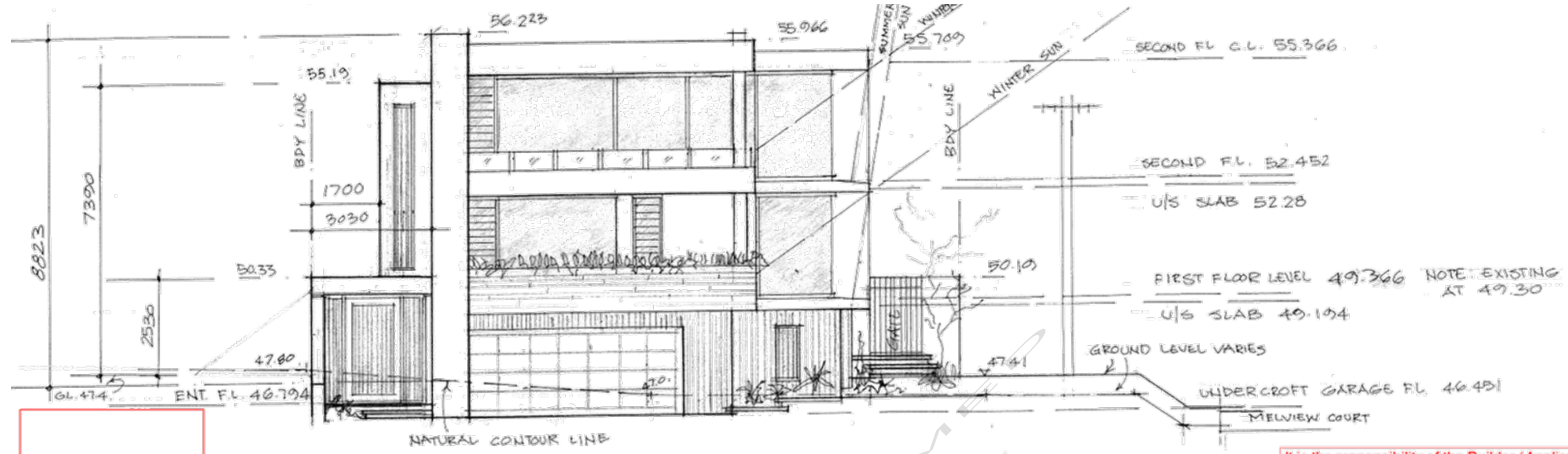
It is the responsibility of the Builder / Applicant to incorporate all conditions of the Planning Approval into revised documentation submitted to support an application for a Building Permit.

PROPOSED RESIDENCE
47 MONEY RD MELVILLE

AMENDED DRAWING

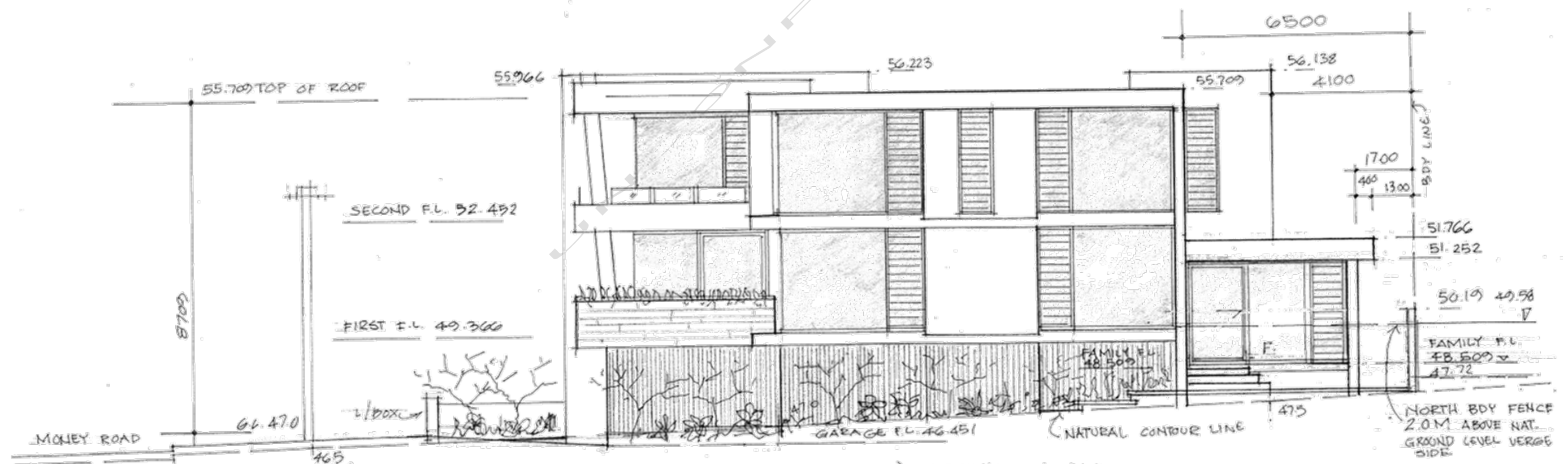
TIRRENO HOMES
DWG. 7 of 8

GUY MAZZEO 0417 932 661
DATE: 02.03.2025



FRONT ELEVATION (MONEY ROAD) EAST 1:100

It is the responsibility of the Builder / Applicant to incorporate all conditions of the Planning Approval into revised documentation submitted to support an application for a Building Permit.



PROPOSED RESIDENCE
47 MONEY RD MELVILLE

SIDE ELEVATION (MELVIEW COURT) NORTH 1:100
TIRRENO HOMES
DWG. 6 of 8

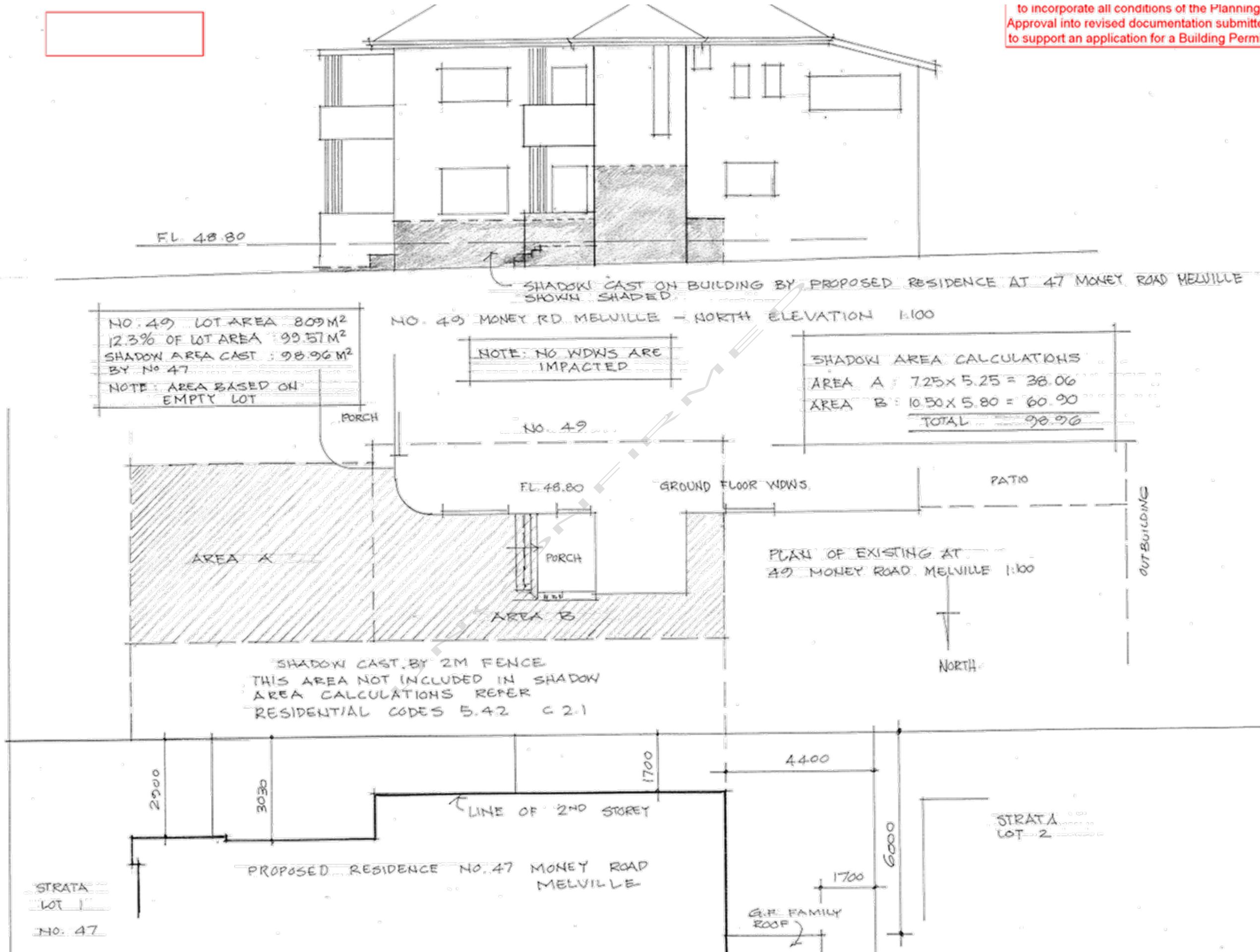
GUY MAZZEO 0417 932 661
DATE: 02.03.2025

AMENDED DRAWING

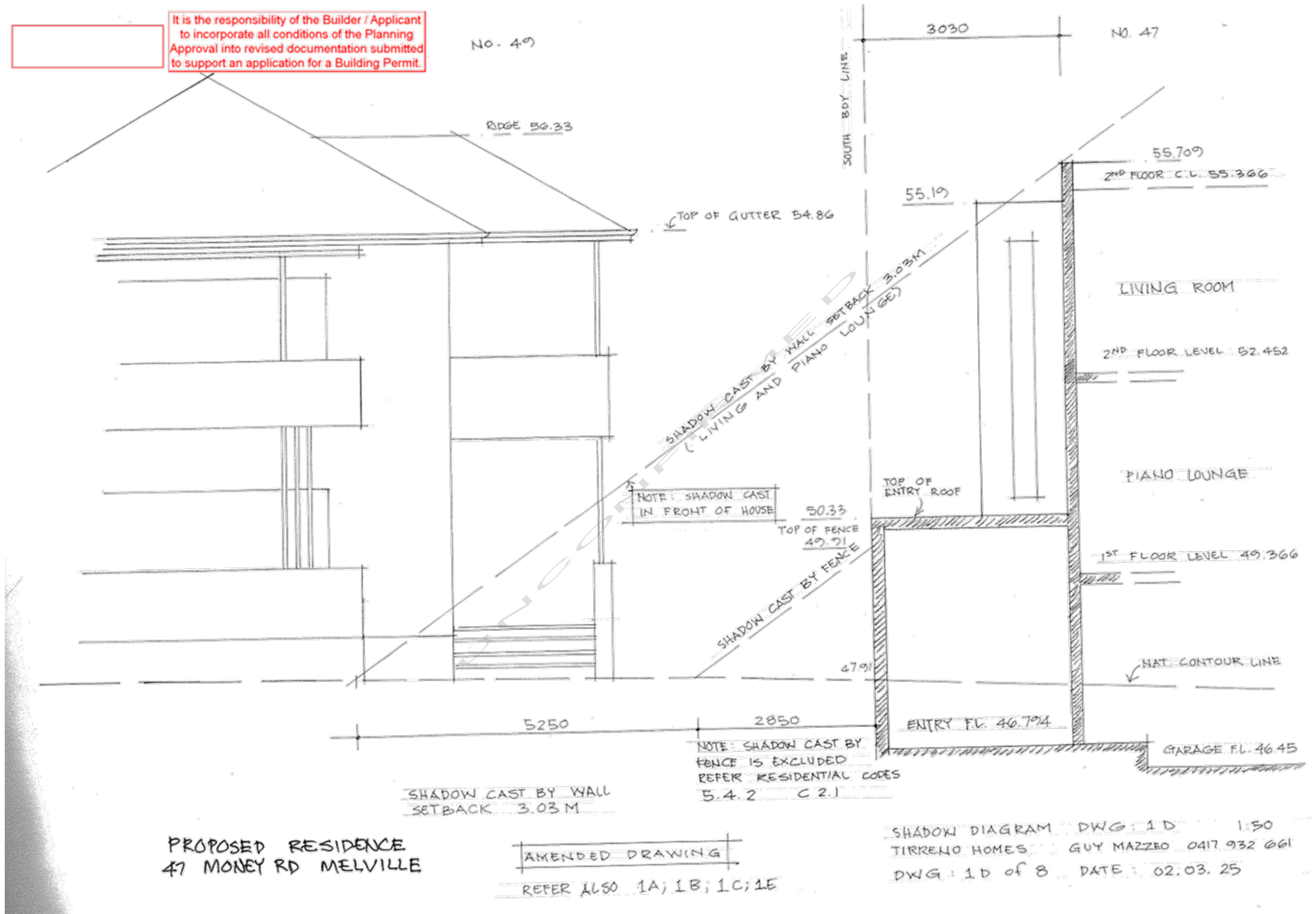
SHADOW DIAGRAM DWG: 1E
TIRRENO HOMES GUY MAZZEO 0417 932 661
DWG: 1E of 8 DATE: 02.03.25
REFER ALSO 1A, 1B, 1C, 1D



to incorporate all conditions of the Planning Approval into revised documentation submitted to support an application for a Building Permit.



It is the responsibility of the Builder / Applicant to incorporate all conditions of the Planning Approval into revised documentation submitted to support an application for a Building Permit.

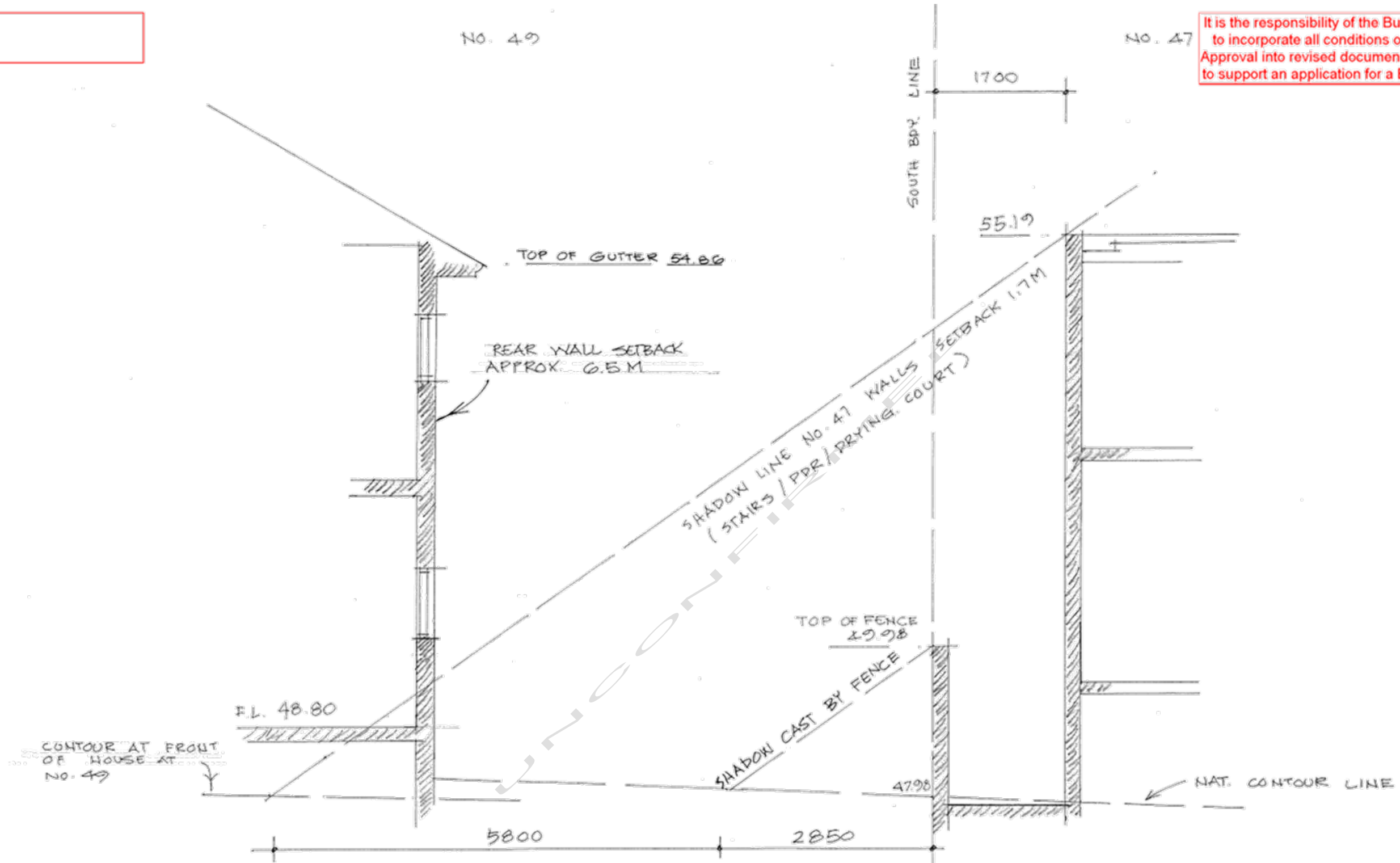


PROPOSED RESIDENCE
47 MONEY RD MELVILLE

AMENDED DRAWING
REFER ALSO 1A; 1B; 1C; 1E



It is the responsibility of the Builder / Applicant to incorporate all conditions of the Planning Approval into revised documentation submitted to support an application for a Building Permit.



NOTE: SHADOW CAST BY FENCE IS EXCLUDED REFER RESIDENTIAL CODES 5.4.2 C 2.1

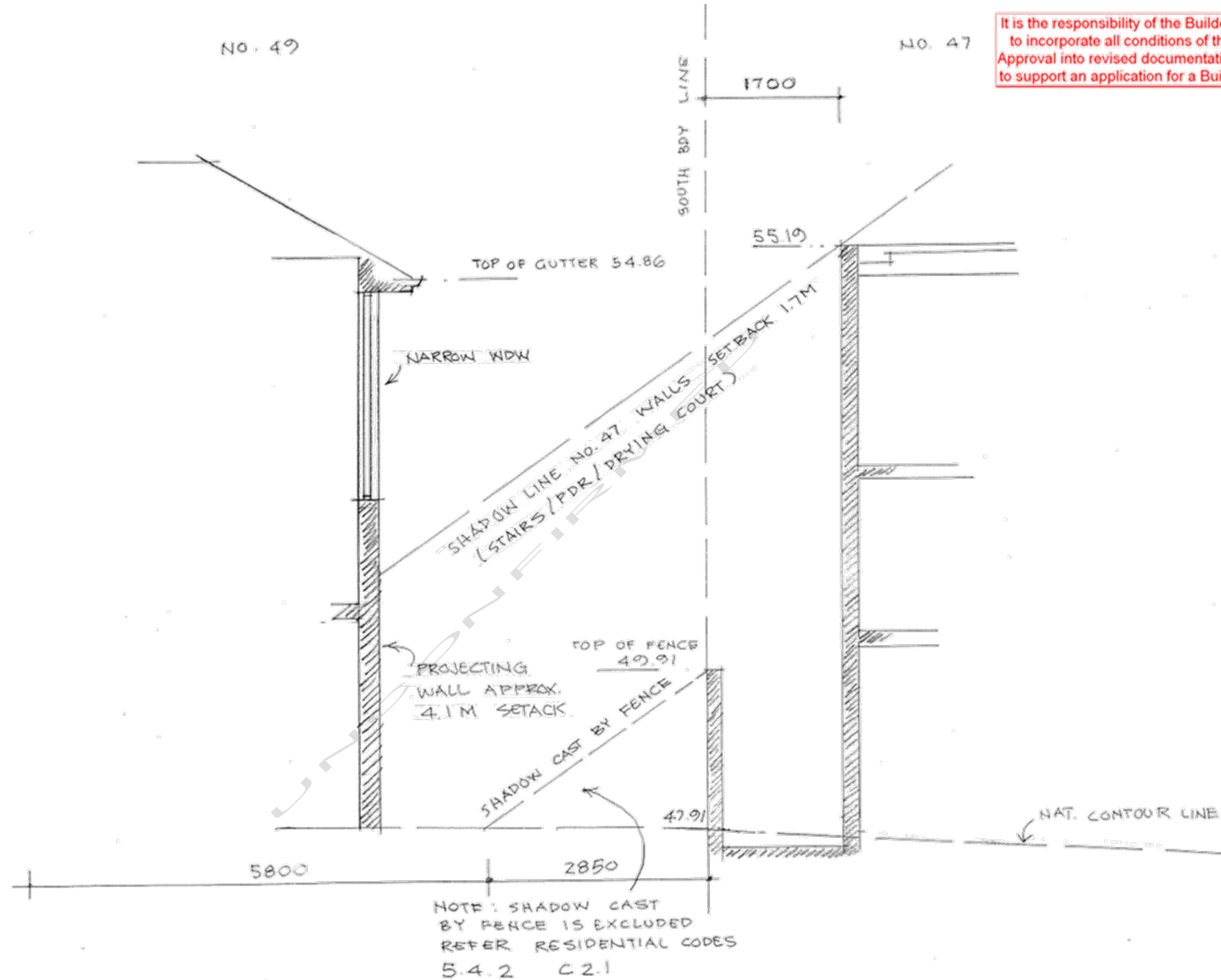
PROPOSED RESIDENCE
47 MONEY RD MELVILLE

AMENDED DRAWING

REFER ALSO: 1A, 1B, 1D, 1E

SHADOW DIAGRAM DWG: 1C 1:50
TIRRENO HOMES GUY MAZZEO 0417 932 661
DWG: 1C of 8 DATE: 02.03.25

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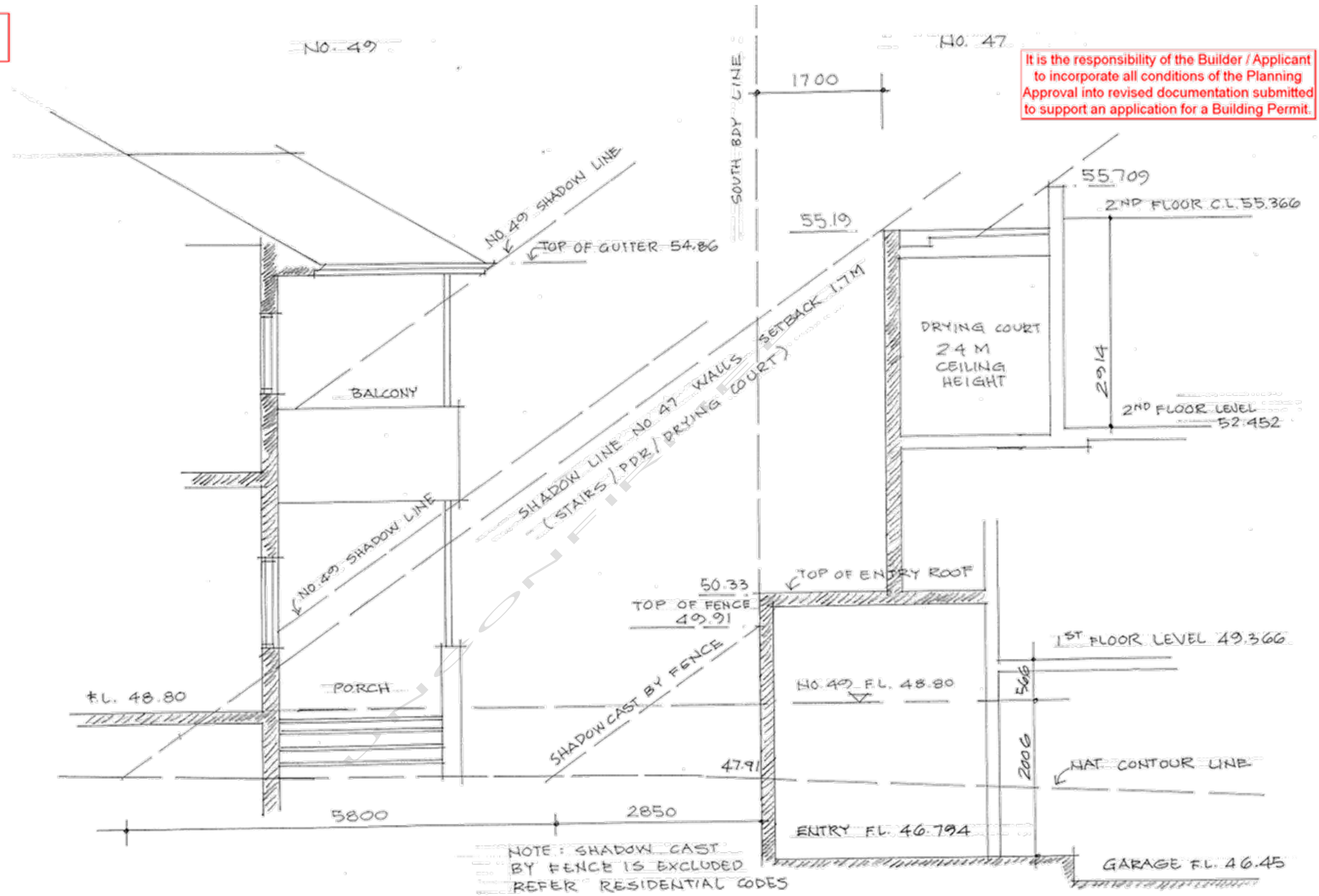


PROPOSED RESIDENCE
47 MONEY RD MELVILLE

AMENDED DRAWING

REFER ALSO: 1A; 1C; 1D; 1E

SHADOW DIAGRAM DWG: 1B 1:50
TIRRENO HOMES GUY MAZZEO 0417 932 661
DWG: 1B of 8 DATE: 02.03.25



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PROPOSED RESIDENCE
47 MONEY RD MELVILLE

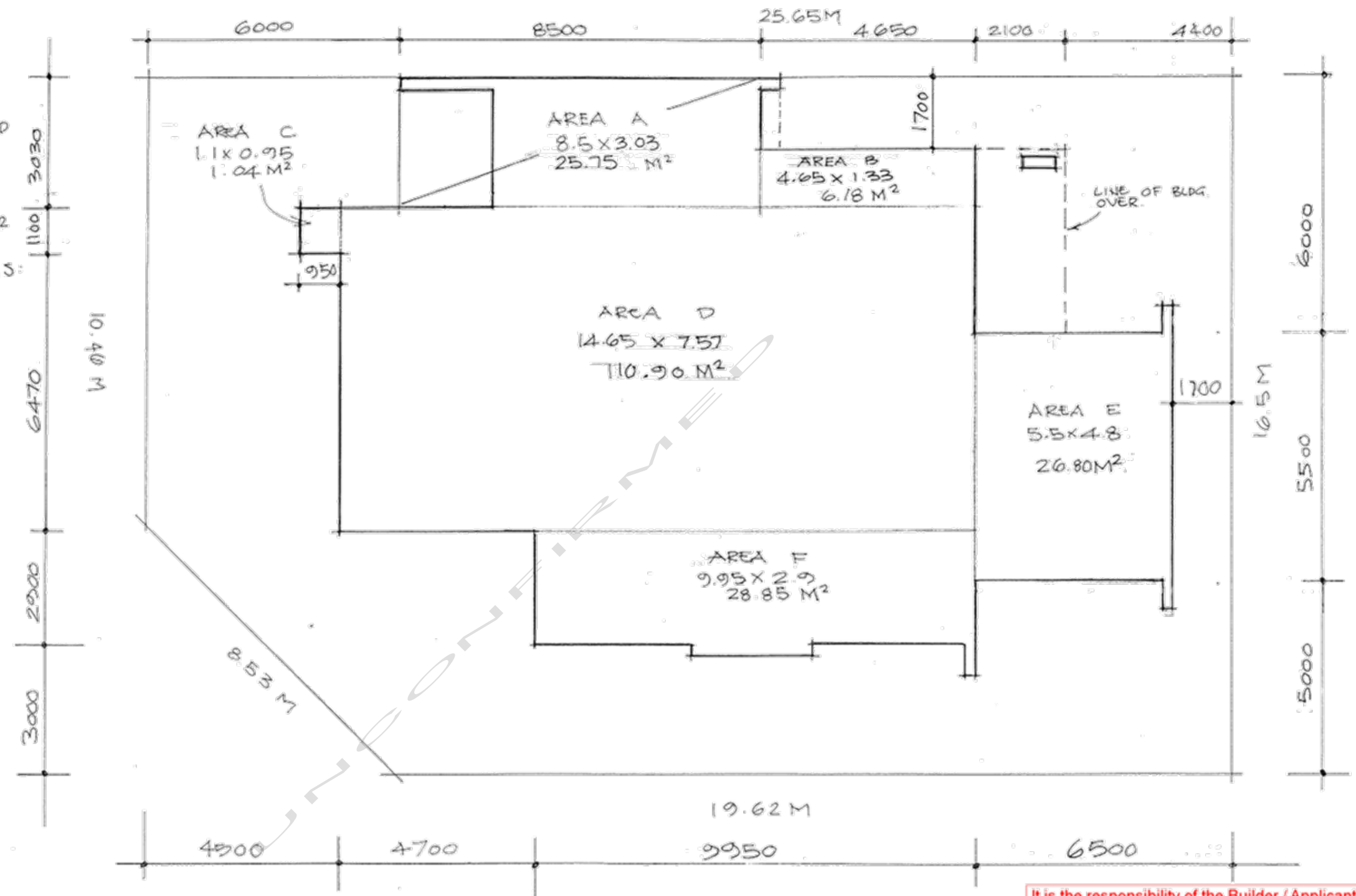
AMENDED DRAWING

REFER ALSO: 1B, 1C, 1D, 1E

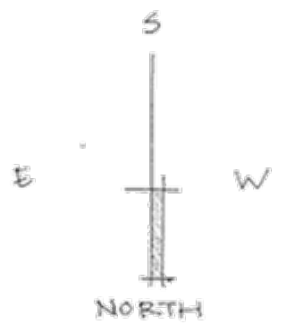
SHADOW DIAGRAM DWG: 1A 1:50
TIRRENO HOMES GUY MAZZEO 0417 932 661
DWG: 1A of 8 DATE: 02.03.25



LOT AREA 47 MONEY RD MELVILLE
 434 M²
 50% SITE COVER : 217 M²
 SITE COVER CALCULATIONS:
 AREA A : 25.75 M²
 AREA B : 6.18 M²
 AREA C : 1.04 M²
 AREA D : 110.90 M²
 AREA E : 26.80 M²
 AREA F : 28.85 M²
 TOTAL 199.52 M²



It is the responsibility of the Builder / Applicant to incorporate all conditions of the Planning Approval into revised documentation submitted to support an application for a Building Permit.



PROPOSED RESIDENCE
 47 MONEY RD MELVILLE

AMENDED DRAWING

TIRRENO HOMES
 DWG: 8 of 8

GUY MAZZEO 0417 932 661
 DATE: 02.03.2025

SITE COVER PLAN 1:100



PLANNING APPLICATION
CHANGE OF USE - SHORT TERM ACCOMMODATION

1/26 LEVERBURGH ST ARDROSS.

Prepared for: The City of Melville. December 2024





CONTENTS

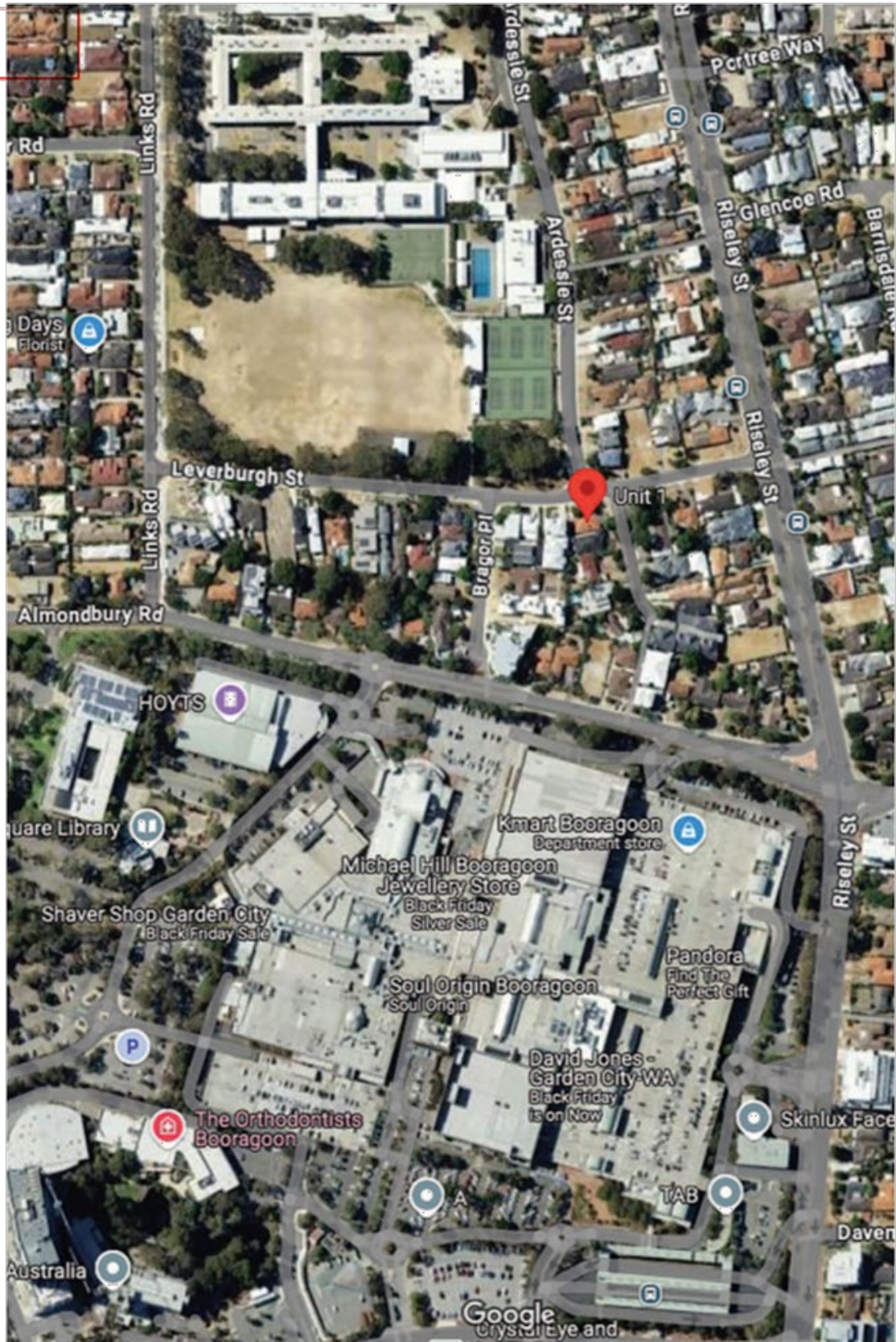
- 1 SIGNED DEVELOPMENT APPLICATION FORM
- 2: SIGNED MRS FORM
- 3: FLOOR PLAN
- 4: STRATA PLAN
- 5: LOCATION
- 6: CERTIFICATE OF TITLE
- 7: COVERING LETTER
- 8: PROPERTY DESCRIPTION/USE
- 9: MANAGEMENT PLAN
 - Introduction
 - Complaints Management
 - Level One Complaint (Minor noise disturbance and/or complaint)
 - Level Two Complaint (Major noise disturbance or party)
 - Check-In and Check-Out
 - On-Site Register
 - Maintenance
 - Guest Guide
 - Manager's Guide and Responsibilities
 - Code of Conduct for Guests and Visitors
 - General Principles
 - General Requirements
 - Noise and Residential Amenity
 - Visitors
 - Gatherings or Functions
 - Parking
 - Garbage and Recycling
 - Security
 - Outdoor Areas
 - Smoking
 - Pets
 - Motorcycles and Bicycles
 - Damage and Breakages
 - Compliance
 - Management Contact Information

 FLOOR PLAN





LOCATION





COVERING LETTER

December 10/2024

City of Melville
10 Almondbury Road,
Booragoon. 6154

UNIT1/26 LEVERBURGH STREET ARDROSS.

The owner of this property is seeking approval to offer Short-Term Accommodation.

The reason for applying for Change of Use is that the owner has experienced damage and maintenance issues with Long-Term rentals. As Short-Term accommodation the property will be checked after every guest and any repairs attended to immediately.

If approval is granted, the property will be managed by Home2BNB.

We specialise in Short-Term Accommodation management and have procedures in place to ensure neighbours and surrounding property owners are not adversely affected.

Guests must agree to a strict Code of Conduct during their stay and only park in designated areas.

We install noise monitors in most properties to alert us if guests are making excessive noise.

We then deal with any disturbance immediately by contacting the guests. If they continue to disturb neighbours the Terms of Occupancy give us the authority to insist they vacate the property.

We also use specialised software to automatically check each guest's rating with Short-Stay Web Sites. If they have previously caused disturbances or damage we do not accept the booking.

This software also requires guests to provide additional identification information which is automatically checked and verified before each booking is confirmed.

Attached is a detailed Management Plan and associated information to enable the City of Melville to assess this application to allow the owners to provide short-term accommodation to people visiting the area for business or holidays.

Should you require any additional information please contact the writer.

Yours Sincerely

A handwritten signature in black ink that reads 'Rachel Lam'.

Rachel Lam
Managing Director.



MANAGEMENT PLAN. PROPERTY DESCRIPTION/USE

1/26 Leaverburgh Street Ardross is an house consisting of four bedrooms, two bathrooms, open plan living/dining/kitchen, a second living area and laundry. (One bedroom will be locked or converted into a study or playroom).

There is parking for two vehicles in a lock-up carport and two vehicles in the driveway behind lockable gates.

A maximum of six people will be allowed to stay at the property during each booking.

Bookings will be for a minimum of three nights and a maximum of ninety nights.

The location is very close to Garden City Shopping Centre and Riseley Street which has bus services which will appeal to tourists who need short-term accommodation in the area.





MANAGEMENT PLAN. INTRODUCTION

This Short-Term Accommodation Management Plan has been prepared to demonstrate to the City of Melville that if a change of use to Short-Term Holiday Home is approved for 1/26 Leverburgh Street Ardross, the property will be professionally managed to minimise any adverse impact on neighbours and nearby residents.

Home2BNB specialises in managing short-stay accommodation and has the procedures in place to ensure guests comply with a Strict Code of Conduct.

We use specialised software during the booking process to screen guests and only accept guests with a 5 star rating from AirBNB.

This software also requires guests to provide detailed identification information which is verified prior to bookings being accepted.

These additional checks flag potentially undesirable guests and discourages any anti-social behaviour.

If approved, guests will be able to book a stay via short-stay accommodation websites such as AirBNB and Stayz.





MANAGEMENT PLAN. COMPLAINTS MANAGEMENT

If neighbours believe guests are not being respectful of the Code of Conduct, they can contact the Manager.

A Register of Complaints will be maintained by the Manager and available for inspection by an authorised Council Officer.

The complaints register will contain the following information:

- 1: The date and time of the complaint;
- 2: The name and address of the complainant;
- 3: The nature of the complaint;
- 4: Investigations carried out;
- 5: Action taken; and
- 6: Response provided to complainant.

A copy of this Management Plan can be made available to neighbours. Neighbours will also be provided with the contact details of the Manager and owner.

Neighbours can to be provided with the following:

- 1: A copy of the Code of Conduct;
- 2: A copy of the complaints management procedure;
- 3: Contact details which allows neighbours to engage with the Manager in the event of anti-social behaviour, particularly after hours.

Neighbours will also be encouraged to contact the police if they have concerns of any illegal activity at the property.



MANAGEMENT PLAN. COMPLAINTS MANAGEMENT

Complaints are divided into two categories, the process for each is detailed below:

Level 1: Complaint (minor noise disturbance and/or complaint)

In the event of a Level 1 complaint the following procedure is to be adopted:

- 1: The neighbour is encouraged to contact the Manager;
- 3: The Manager will contact the guests to advise them of the complaint and remind them of their obligations under the Code of Conduct.
- 4: If the issue is not resolved and a further complaint is received within 12 hours, the Manager or an appointed security firm will attend the site;
- 5: In the event of a further complaint being received and the complaint validated, the guests will be evicted in accordance with the Code of Conduct.

Level 2 Complaint (major noise disturbance or party)

Guests are encouraged to enjoy their time on the property, but as specified in the Code of Conduct, parties are not permitted and noise should be minimised after 9pm and before 7am.

If a Level 2 complaint is received, the following procedure is to be adopted:

- 1: The Manager or security firm will attend the premises within one hour of the complaint to verify if this is a major noise disturbance or party;
- 2: If the complaint and the issue is deemed to be a level 1 complaint then the procedure for Level 1 shall be followed.
- 3: If the complaint is verified as a Level 2 complaint, the guests will be evicted in accordance with the Code of Conduct.



MANAGEMENT PLAN. CHECK-IN / CHECK-OUT

Check-In

At the time of booking online, guests must review and agree to accept the house rules which specifically state:

- 1: No parties or events;
- 2: Quiet house after 9.00 pm

Check-In from 3:00pm - 9:00 pm

Guests are provided with a code for a secured lockbox to obtain keys to the property.

If guests arrive at the property after 9.00 pm they should make prior arrangements for the host to meet them at the property and assist them with entry.

Check-out

Check-out time is before 10:00 am on the day of departure, unless other arrangements have been made with the Manager.

In the event that the Manager grants approval for check-out before 7.00am, guests are to ensure that noise is kept to a minimum to avoid disturbing neighbours.





MANAGEMENT PLAN. ON-SITE REGISTER/MAINTENANCE

On-site register.

A register of all occupants will be kept by the Manager and be available for inspection by an authorised Council Officer, and shall contain:

- 1: The full names and usual place of residence of all occupants
- 2: The dates of arrival and departure of the occupants.

Maintenance.

Maintenance will be managed by the Manager.

Maintenance will preferably be performed at a time between occupancy unless it is urgent and requires attendance at time of occupancy.

Other than in the case of an emergency, any maintenance contractors or staff will be engaged to attend during normal business hours to minimise disruptions to neighbours.





MANAGEMENT PLAN. GUEST GUIDE

A guide containing the following information shall be prepared for guests and kept in a folder on the premises:

- 1: Manager name and contact details.
- 2: Code of Conduct.
- 3: Procedure in the event of the house alarm activating.
- 4: Wi-Fi Device name and password.
- 5: Key lockbox code.
- 6: TV Information.
- 7: Air Conditioner operation.
- 8: Location of the first aid kit.
- 9: Extra towels and sheets.
- 10: Hot water systems operation.
- 11: Rubbish bin location and procedure for collection of rubbish bins.
- 12: Check-in time.
- 13: Check-out time.
- 14: Local restaurants and shopping.
- 15: Local parks and recreation services.
- 16: Other major attractions.
- 17: Important contact numbers.
- 18: Any other information as required.

Manager's Guide and Responsibilities.

A guide documenting tasks and processes will be retained by the Manager for the following:

- 1: General hosting (Including liaisons with clients, providers and Local Government);
- 2: Cleaning information between occupants;
- 3: Procedure for bin collection;
- 4: Laundry requirements;
- 5: Garden preventative maintenance; and
- 6: Building preventative maintenance.

The Manager shall maintain:

- 1: The Register of Complaints as referred to in this Management Plan;
- 2: A register of all occupants referred to in this Management Plan;



MANAGEMENT PLAN. CODE OF CONDUCT FOR GUESTS AND VISITORS

The Code of Conduct is provided at the property to ensure that guests and visitors know and comply with specific behaviour governing their permission to enter and occupy the property.

The Code of Conduct will be displayed in a conspicuous place in the property so that it can be easily viewed by guests and visitors.

General Principles

Short-Term Accommodation is a unique experience and the guiding principles of this Code of Conduct are:

- 1: Treat the property as if it is your own home.
- 2: Respect your neighbours.
- 3: Leave it in the appropriate condition as it was upon occupation.

General Requirements

- 1: Guests and visitors must comply with this Code of Conduct and instructions from the Manager during their stay.
- 2: Guests must notify the Manager of any disputes or complaints from neighbours as soon as practicable.

Noise and Residential Amenity

- 1: Noise monitors will be installed in the living area of this property to ensure that guests do not create noise that could disturb neighbours. Noise monitors link to the host's smart phone which instantly receives an alert if noise exceeds a pre-set level. If this happens the host will contact the guests immediately and remind them of their obligations to the Code of Conduct.
- 2: Guests and visitors must not create noise which is offensive or has the potential to create a nuisance to occupiers of neighbouring properties especially between 9pm and 7am Monday to Saturday and 9pm – 9am on Sunday and public holidays, during arrival and departure, and at any time throughout the occupancy.
- 2: Offensive noise is prohibited and may result in termination of permission to occupy the property, eviction, loss of rental paid and extra charges for security and other expenses, which may be deducted from the security deposit or bond under the terms and conditions.
- 3: Guests and visitors must not engage in any anti-social behaviour and must minimise their impact upon the residential amenity of the neighbours and the local community.

Visitors

- 1: No visitors or guests other than those who are booked to stay at the property can stay in the property without first obtaining the Manager's approval.
- 2: If the Manager's approval is obtained for visitors, guests are responsible for ensuring that visitors comply with this Code of Conduct.



MANAGEMENT PLAN. CODE OF CONDUCT FOR GUESTS AND VISITORS

Gatherings and Functions.

This property is not a "party house" and any such activities are strictly prohibited.

Parking.

1: Parking for two vehicles in a lock-up carport and two vehicles in a driveway behind lockable gates. Guests will be advised to park in the lock-up carport with access from Leverburgh Street as part of the check-in instructions.

Garbage and Recycling

1: Rubbish and recycled goods are to be disposed of in accordance with the usual practice at the property in the allocated bins, and excess rubbish must not be left in a public area.

2: Rubbish and recycling arrangements at the property are in the form of a bin for general rubbish, a bin for recycled goods and a FOGO bin as per the City of Melville Guidelines.

Instructions relating to what goes in which bin will be placed on the refrigerator in the kitchen.

3: Bins should not be placed on the verge before 12pm on the day before collection day.

The Manager is to check by 6pm on the evening prior to collection day that the bins have been placed on the verge. In the event that bins are not placed on the verge by 6pm on the evening prior to collection day, the Manager will place the bins on the verge.

The Manager is to check by 6pm on the day of collection that the bins have been brought onto the property and are not on the verge. In the event that bins are still on the verge at 6pm on the day of collection, the Manager will bring the bins back on the property.

Security.

1: Whenever guests are absent from the property they must close and lock all windows and doors to maintain security and prevent rain and water damage.

2: At all other times, doors and windows should be secured as a general security measure.

3: The mains electricity RCD's (Residual Current Devices) are located in the property's meter box.

In the event of the house security alarm being accidentally activated, guests are to endeavour to stop the alarm sounding as soon as possible and advise the Manager of the incident.



MANAGEMENT PLAN. FOR GUESTS AND VISITORS

Outdoor Areas.

1: Guests are to respect the privacy of neighbours when utilising outdoor areas.

2: Guests are to also minimise noise when in the outdoor areas.

A noise monitor will be installed in the outdoor area to alert the manager if noise exceeds a pre-set, acceptable level. This alert is transmitted to the manager's phone so they can respond immediately.

Smoking.

Smoking is not permitted within the residence.

Pets.

Pets are not permitted.

Motorcycles and Bicycles.

Motorbikes and bicycles are not permitted within the residence.

Damages and Breakages.

Any damage or breakages must be reported to the Manager.

Compliance.

1: Breach of the Code of Conduct is a breach of The Terms and Conditions of Contract and permission to occupy of the property.

2: The owner and Manager reserve the right, in accordance with the law, to terminate permission to occupy and to evict from the property guests or visitors who refuse to follow the Code of Conduct, or who cause a nuisance.

 MANAGEMENT PLAN.
MANAGEMENT CONTACT INFORMATION



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