Operational Management Plan

Un-Hosted Holiday House – 48 Sussex Rd, Forrestfield

Prepared for: City of Kalamunda

Prepared by: Victoria Haus, at Vivendi Properties Pty Ltd

Date: 4 February 2025

1. Property Details

- Address: 48 Sussex Rd, Forrestfield, WA
- Type: Un-hosted Holiday House
- Number of Bedrooms: 4
- Number of Bathrooms: 3
- Maximum Occupancy: 10 guests (2 adults per bedroom, excluding infants + 2 extra adults in large room)
- Amenities: Swimming pool, off-street parking, fully furnished accommodation

2. Property Management Contact Details

- Property Manager Name: Victoria Haus
- Contact Number (24/7): 0421 999 794
- Email: ascjanacc@gmail.com
- Emergency Contact: Arumugam Pathmanathan

3. Guest Code of Conduct

All guests are required to comply with the following house rules:

1. Noise & Residential Amenity:

- Quiet hours: 10:00 PM to 7:00 AM
- No loud music, parties, or disruptive behavior at any time
- Noise monitoring devices may be installed to ensure compliance

- Guests must respect the peaceful enjoyment of neighbors

2. Parking:

- Guests must park in the designated off-street parking spaces within the property boundary
- No parking on verges, footpaths, or street pavements

3. Use of Swimming Pool:

- No use of the pool between 10:00 PM and 7:00 AM
- Children must be supervised at all times
- No glassware in or around the pool area

4. Waste Management:

- Guests must dispose of waste in the appropriate bins provided
- Bins must be placed out for collection on designated days and returned promptly

5. Security & Safety:

- Guests must ensure doors and windows are locked when leaving the property
- Smoking is not permitted inside the house

6. Maximum Occupancy:

- No more than 8 guests (excluding infants) may stay at the property
- No additional guests are allowed without prior approval

4. Noise Management

- A Noise Management Plan will be in place to prevent disturbances
- Guests will be informed of noise regulations before and during their stay
- A noise monitoring device may be installed to detect excessive noise levels
- Immediate action will be taken if noise complaints are received

5. Complaints Management Procedure

- A 24/7 contact number will be available for neighbors to report issues

- All complaints will be logged and addressed within 2 hours
- If necessary, guests may be asked to leave the premises immediately
- A record of complaints and resolutions will be maintained for compliance

6. Parking Management

- The property provides [number] off-street parking spaces for guests
- Guests will be instructed on parking locations prior to arrival
- No on-street parking will be permitted to prevent congestion

7. Safety & Security

- The property will be equipped with smoke alarms, fire extinguishers, and first aid kits
- Security lighting will be installed to enhance guest safety
- A security camera may be placed at the entrance for monitoring purposes

8. Waste Management Plan

- Bins will be clearly labeled for general waste, recycling, and green waste
- Guests will be responsible for keeping waste contained within the bins
- The property manager will ensure bins are collected on schedule

9. Compliance & Monitoring

- Regular inspections will be conducted to ensure compliance with this plan
- A feedback system will be in place to address any concerns from neighbors
- Any non-compliance by guests will be managed promptly

10. Additional Information Required for the Development Application

Along with this Operational Management Plan, the following documents will be submitted:

1. Site Plan – Showing property boundaries, building locations, parking areas, and access points
2. Floor Plan – Outlining the internal layout of the house

Kalamunda City Council - DA Approval Application

3. Public Liability Insurance – Proof of adequate insurance coverage

4. Property Management Agreement – Confirming responsibility for overseeing operations

Declaration

I, Arumugam, confirm that the above measures will be implemented to manage the operation of the holiday house at 48 Sussex Rd, Forrestfield in accordance with Local Planning Policy 29 (LPP29).



Signed: Arumugam Pathmanathan

Date: 4 February 2025