

# **MANAGEMENT PLAN**

## **SHORT TERM ACCOMODATION**

### **36A & 36B BRATHWAITE ROAD, LOCKRIDGE,WA**

#### **TABLE OF CONTENTS**

|                                   |        |
|-----------------------------------|--------|
| 1. Introduction.....              | 2      |
| 2. Guest Screening.....           | 2      |
| 3.Check In .....                  | 3      |
| 4. Check Out .....                | 3      |
| 5. Use of Premises.....           | 3      |
| 6.Garbage.....                    | 4      |
| 7.Cleaning/Linen .....            | 4      |
| 8. Maintenance .....              | 5      |
| 9. Guest<br>communication.....    | 5      |
| 10 Complaints Management .....    | 5      |
| 11. Compliance .....              | 6      |
| Appendix A – Code of Conduct..... | 7-10   |
| 12. Amenities .....               | 10- 12 |

## **Introduction**

---

SHORT TERM ACCOMMODATION MANANGEMENT  
PLAN 36A AND 36B BRATHWAITE ROAD, LOCKRIDGE  
6055

DEVELOPED: 06/04/2026  
NEXT REVIEW: 06/04/2027

This Short-Term Accommodation Management Plan seeks to manage the amenity of No. 36A and 36B Brathwaite road, Lockridge 6054 and to conform with the Planning for tourism and Short-term Rental Accommodation Guidelines.

### **Property & Contact Details**

#### **Property Address:**

- ❖ 36A& 36B Brathwaite, Lockridge, 6054

#### **Property Owner:**

- ❖ Beaulah Maziriri

#### **Property Manager/Host:**

- ❖ Beaulah Maziriri (0420566445)& Blessing Nakunyada 0466 046 450

#### **24/7 Contact Number:**

- ❖ 0420 566 445 and 0466 046 450

#### **Emergency Contacts:**

- ❖ Police/Fire/Ambulance: 000

#### **Guest Screening:**

- ❖ All bookings are managed through reputable platforms such as Airbnb.

#### **Guests must:**

- ❖ Have a verified profile with a government-issued ID.
- ❖ Maintain positive reviews from previous stays (preferred minimum rating: 4.5+).
- ❖ Instant Book is enabled only for guests who meet strict criteria (verified ID + positive reviews).

#### **For new or unreviewed guests:**

- ❖ Pre-booking communication is required to confirm purpose of stay and number of occupants.
- ❖ Maximum stay length may be capped to reduce risk.

## **Check-in**

Guests receive detailed check-in instructions via Airbnb 24–48 hours prior to arrival, including property access, parking, and house rules. The properties operate a self check-in system using a secure key pad with a unique code for each guest. Guests are required to adhere to strict house rules, including no parties . A 24/7 contact is available for any issues, and guest identity is verified through the booking platform. Guests who do not provide ID requests are not allowed to check in and wont be given check in details. Check in to the property will be from 3pm-8pm. A follow up confirmation will be done to ensure the guest have checked in well

## **Check out**

Guests are provided with clear check-out instructions , including departure time, waste disposal, and property security requirements. Guests are required to leave the property in a tidy condition, dispose of rubbish appropriately, and secure the premises upon departure. Check out will be between 8am-10am

## **Use of Premises:**

Each property is a 3 bedrooms and 3 bathrooms. Each property comprise of 1 living area, dining area, kitchen and a theatre and an outdoor area

Each property will be rented as one house and each house can accommodate up to 6 adults at one given time. All guests' vehicles can be parked within the property in designated garage or drive way Guest's vehicles are not permitted to park on the verge. Guests should be mindful of the proximity to neighbours when using the outdoor spaces and keep noise to an acceptable level and ensure no impact upon the amenity of neighbours. Premises are available for a minimum stay of 3 nights and a maximum of 90 days. Properties are serviced

on every check out, or on a weekly basis in addition to cleaning prior to check in. A full maintenance team including maintenance person, cleaner and electrician are available 24/7 when needed

Only one booking is accepted at any one time. Whilst the property contains a number of bedrooms, individual rooms will not be leased, or sub leased separately. Names of all guests staying at the property is to be provided at the time of booking. The Manager is to be made aware of any changes to the booking in terms of the number of guests being accommodated. This accommodation is suited to small families.

Each property is monitored by cameras 24hrs a day. Noise monitoring devices will be used to monitor, temperature, number of persons at the property, motion, and humidity. Any non-compliance by the guest is sent as an alert to the manager and will manager will investigate immediately and take appropriate action. If non-compliance continues, eviction will immediately follow

### **Garbage and Recycling**

Rubbish and recycled goods are to be disposed at the property in the allocated yellow bins bins, and excess rubbish must not be left in a public area.

Rubbish and recycling arrangements at the property are in the form of the FOGO system to comply with the city of swan

Rubbish is collected every wednesday morning.

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

The Manager is to check by 6pm on tuesday evening that the bins have been placed on the verge for collection. If the bins are not placed on the verge by 6pm on tuesday evening, the Manager will put the bins out for collection.

The Manager is to check by 6pm on wednesday evening (or the day of collection) that the bins have been brought onto the property and are not on the verge.

## **Cleaning / Linen**

- ❖ Professional cleaning is conducted after every checkout.

### **Linen is:**

- ❖ Washed, sanitised, and replaced between guests.
- ❖ Periodic deep cleans scheduled every month

## **Maintenance**

- ❖ Routine inspections conducted regularly after check out of each guest.

### **Safety compliance includes:**

- ❖ Functional smoke alarms are installed as per WA legislation
- ❖ Fire extinguisher and fire blanket will be available and regularly checked

### **Maintenance issues will be addressed within:**

**Urgent:** within 24 hours

**Non-urgent:** within 72 hours

## **Guest Communication**

Guests receive a **digital welcome handbook**, including:

Property instructions (Wi-Fi, appliances, waste collection days)

Local amenities in Lockridge and nearby areas (shops, parks, hospitals)

Public transport options (bus routes, train stations nearby such as Midland line)

Emergency procedures and contacts

### **Communication channels:**

---

SHORT TERM ACCOMMODATION MANAGEMENT  
PLAN 36A AND 36B BRATHWAITE ROAD, LOCKRIDGE  
6055

DEVELOPED: 06/04/2026  
NEXT REVIEW: 06/04/2027

- ❖ Platform messaging (primary)
- ❖ Phone/SMS for urgent matters

**Response time target:**

- ❖ Within 1 hour (during daytime)
- ❖ Immediate response for emergencies

---

## Complaints Procedure

A dedicated 24/7 contact number 0420 566 445 is available for all complaints.

Complaint handling process:

1. Complaint received (phone/email).
2. Immediate acknowledgement within 30 minutes.
3. Guest contacted and issue investigated.
4. Resolution action taken (warning, attendance, or eviction if necessary).
5. Incident is logged and maintained for all complaints and actions taken.

A copy of this Management Plan will be made available to neighbours. Neighbours will also be provided with the contact details of the Manager. Neighbours are to be provided with the following regarding the short stay accommodation. A copy of the Code of Conduct and a copy of the complains management procedure .

---

## Compliance

The property complies with regulations set by the City of Swan.

Requirements include:

- ❖ Lodgement of any required development applications for short-term accommodation use.

- ❖ Mandatory Registration of the property has been done under WA short-term rental frameworks.

The properties will ensure that they will adhere to:

- ❖ Local planning schemes required

**Fire and safety regulations:**

The houses have been built inline with the fire and safety regulations in WA. Essential safety measures have been ensured that there are in place including the following:

Fire detection and alarm systems

- ❖ Fire extinguishers
- ❖ Emergency lighting and exit signage
- ❖ Safe evacuation paths
- ❖ Fire blankets

## **APPENDIX A: GUEST CODE OF CONDUCT – SHORT-TERM RENTAL ACCOMMODATION**

**Property Address:** 36A&36B Brathwaite road, Lockridge, WA 6054

### **1. Purpose**

This Guest Code of Conduct forms part of the operational management framework for the short-term rental accommodation at the above property. Its purpose is to establish enforceable behavioural standards for guests to ensure the protection of residential amenity, safety, and compliance with all relevant regulatory requirements.

### **2. Application**

This Code applies to all guests and visitors occupying or attending the property for the duration of any short-term stay. The property owner and/or manager is responsible for ensuring that all guests are informed of, and agree to comply with, this Code prior to occupancy.

### **3. Compliance with Legislation**

All guests must comply with:

- Applicable Western Australian laws and regulations
- Local laws, planning requirements, and policies of the City of Swan

### **4. Residential Amenity and Noise Control**

Guests must not create noise that unreasonably interferes with the peace, comfort, or convenience of neighbouring properties.

- Quiet hours are strictly observed between **10:00 PM and 7:00 AM**
- Noise levels must be kept to a minimum at all times, including in outdoor areas
- Offensive or disorderly behaviour is prohibited

## **5. Use of Premises**

The property is approved for short-term residential accommodation only and must not be used for:

- Parties, functions, or commercial events
- Gatherings exceeding approved occupancy limits

Only guests registered at the time of booking may occupy the premises unless prior written approval is granted by the property manager.

## **6. Maximum Occupancy**

The number of occupants must not exceed 6 guests.

Unauthorised visitors or additional overnight guests are not permitted.

## **7. Parking Management**

Guests must:

- Utilise on-site parking where available
- Not park on verges, footpaths, or in a manner that obstructs neighbouring properties
- Comply with all local parking regulations and restrictions

## **8. Property Management and Care**

Guests are required to:

- Maintain the premises in a clean and orderly condition
- Use all fixtures, fittings, and appliances responsibly
- Immediately report any damage, hazard, or maintenance issue to the property manager

## **9. Safety Requirements**

Guests must:

- Not interfere with or disable smoke alarms, fire extinguishers, or other safety devices
- Ensure the premises are secured when unattended
- Follow all emergency procedures as outlined in the guest information handbook

## **10. Smoking and Prohibited Activities**

- Smoking is only permitted in designated external areas
- Illegal activities, including the use or possession of prohibited substances, are strictly forbidden

## **11. Pets**

Pets are not permitted unless expressly approved by the property manager. Approved pets must be appropriately supervised and must not cause nuisance or damage.

## **12. Booking Platform Requirements**

All guests must comply with the terms and conditions of the booking platform used to secure the accommodation, including identity verification and guest conduct requirements .

## **13. Complaints and Enforcement**

A 24-hour contact number is provided to neighbours and relevant stakeholders to report any concerns.

In the event of a breach of this Code:

- The property manager will respond promptly to investigate and resolve the issue
- Guests may receive a warning, or be required to vacate the premises immediately
- Financial penalties may apply, including forfeiture of bond or additional charges

Serious or repeated breaches may be reported to the relevant authorities.

## **14. Acknowledgement**

All guests are deemed to have accepted this Code of Conduct upon confirmation of their booking and/or commencement of their stay.

**Prepared by:** Beaulah Maziriri

**Date:** 06/04/2026

## **Local Amenities in Lockridge**

Lockridge is a residential suburb within the City of Swan, approximately 12 km from Perth CBD. The area provides access to a range of essential services, community facilities, and recreational spaces that support short-term accommodation use

## Health

- **Lockridge Medical Centre** – ~1.3 km (roughly a **15–18 min walk** / **3–4 min drive**) to the clinic in Kiara

## Parks & Recreation

- **Rosher Park (public park)** – ~120 m (**≈ 2 min walk**) to the nearby local park area right off Brathwaite road

## Shops & Local Services

- **Local shops & services area** – ~1.3 km (about **15–20 min walk** / **3–5 min drive**) to small local commercial area near Lord/Aussat Drive.

| Amenity                                       | Approx.<br>Distance | Notes                           |
|-----------------------------------------------|---------------------|---------------------------------|
| Rosher Park                                   | <b>120 m</b>        | ~2 min walk                     |
| Lockridge Primary School                      | <b>400 m</b>        | ~5–6 min walk                   |
| Child Australia Lockridge Campus              | <b>450 m</b>        | ~5–7 min walk                   |
| Local shops & services (incl. general retail) | <b>1.3 km</b>       | ~15–20 min walk / 3–5 min drive |
| Lockridge Medical Centre                      | <b>1.3 km</b>       | ~15–18 min walk / 3–4 min drive |
| Bus stop                                      | <b>10 m</b>         | immediate                       |

## Supermarkets & Grocery

- **IGA Kiara** – ~1.3 km (~3–4 min drive) grocery store right in Kiara.
- **IGA Beechboro** – ~1.8 km (~4–5 min drive) supermarket in Beechboro.

- **Coles Supermarket (Bassendean Village Shopping Centre)** – ~2.4 km supermarket in Bassendean.
- **Ida Street Supermarket (Bassendean)** – ~1.6 km grocery store.

### **Pharmacies**

- **Kiara Pharmacy and Compounding** – ~1.3 km pharmacy and compounding chemist in Kiara.
- **Optimal Pharmacy+ Altone Park** – ~1.9 km pharmacy in Beechboro/Altone Park area.
- **Pharmacist Advice - Healthlink Pharmacy Beechboro** – ~2.0 km local pharmacy in Beechboro.
- **Pharmacy 777 Midland** – ~4 km large pharmacy in Midland.

### **Cafés & Coffee Spots**

- **The Overflow Cafe** – ~2.0 km café in Beechboro.
- **Caversham Cafe** – ~3.5 km café in Caversham.
- **Krispy Cafe And Kitchen** – ~4.5 km popular cafe in Morley.
- **M&H Cafe** – ~4.5 km coffee spot in Morley.
- **The Perk Up Pit Stop** – ~4.9 km café on Swan Rd in Caversham.

### **Gyms & Fitness Centres**

- **Jetts Fitness Beechboro** – ~2.1 km gym at The Springs Shopping Centre.
- **Snap Fitness 24/7 Morley** – ~3.8 km 24/7 gym in Morley.
- **Plus Fitness 24/7 Morley** – ~3.8 km 24/7 gym.
- **Jetts Bassendean** – ~3.9 km gym in Bassendean.
- **Fitness Revolution** – ~5.0 km boutique gym in Bassendean.

## **Transport**

- **Nearest bus stop on Brathwaite Road – ~10 m** outside the property

## **Closest Bus Stops**

Brathwaite Rd Before Rosher Rd – ~200–300m.

Served by Bus Route 356 — connects to Ballajura Bus Station / Galleria Bus Station.

Altone Rd After Beckworth Av – ~300 m walk.

Served by Bus Route 355 — connects to Whiteman Park Station / Galleria Bus Station.

Rosher Rd Before Brathwaite Rd – ~400 m walk.

Also served by Bus Route 356

## **Train Connections (Nearby Stations)**

### **East Guildford Station – Midland Line**

- Approx. **2.5 km** from Lockridge — about a **30 min walk** or short bus ride.
- Trains on the **Midland Line** head towards **Perth CBD** and **Midland** stations.

### **Noranda Station – Ellenbrook Line**

- Approx. **3.4 km** from Lockridge — about a **40–45 min walk** or bus-plus-rail journey.
- Offers access to **Perth CBD** via Ellenbrook Line services.

