

Property Address: 4 Cardiff Place, Warnbro, 6169, W.A.

Applicant Name: Michael A. Hockey

Date: August 10, 2026

Statement of Proposed Use

1. Proposed Use of the Site

The subject property is intended to be used as an unhosted short-term rental accommodation. The property will be advertised on various online travel agency platforms such as Airbnb, Booking.com, Vrbo, and MadeComfy Direct, allowing short-term stays for guests. No structural modifications or works will be undertaken as part of this application; this is strictly a Change of Use request.

2. Activities to be Undertaken

- The property will be used solely for short-term accommodation purposes.
- Guests will have access to the property for overnight stays and general residential use.
- The property will be professionally managed to ensure compliance with local regulations and best practices.
- Regular cleaning and maintenance will be scheduled between guest stays.
- A local representative or property manager will be available to address guest concerns and ensure responsible use of the premises.
- MadeComfy provides 24/7 guest support and manages all operational aspects including compliance, maintenance, and housekeeping.

3. Hours and Days of Operation

- The short-term rental property will operate year-round, 24/7, subject to guest bookings.
- Standard check-in is from 3:00 PM and check-out is by 10:00 AM.
- Quiet hours will be enforced between 10:00 PM and 7:00 AM to minimise disturbance.
- Early check-in or late check-out may be granted subject to availability.

4. Number of Employees

- There will be no full-time employees stationed at the property.
- The property will be serviced by contract-based cleaning and maintenance personnel as required.
- A designated property manager will oversee guest communications, compliance, and operational management remotely via MadeComfy.

5. Maximum Number of Guests at Any Given Time

- The property will accommodate a maximum of 8 guests, in accordance with the number of available bedrooms and local regulations.
- The maximum number of guests is fixed and cannot be modified; this is managed through Guesty across all platforms.
- Booking platforms will enforce guest limits, and house rules will outline maximum occupancy restrictions.

6. Type of Equipment Being Used

- The property will not utilise any commercial machinery or noise amplifiers.
- No amplified music or entertainment equipment will be installed beyond standard residential use.

7. Car Parking Arrangements

- The property provides 4 on-site parking spaces, located in garage and driveway.
- Additional street parking may be available subject to local parking restrictions.
- Guests will be informed of parking arrangements prior to their arrival to ensure compliance with City of Rockingham regulations.

8. Site and Floor Plan

- A floor plan of the property will be uploaded with this application. If not currently available, arrangements will be made to obtain one.

9. House Rules and Control of Anti-Social Behaviour

Guests must adhere to strict house rules which include:

- No loud noise between 10 PM and 8 AM
- No parties or antisocial behaviour
- No additional guests without prior approval
- No smoking or pets unless approved
- No shoes inside the property
- Any breach may incur a \$500 fine, immediate eviction without refund, and additional damage costs if applicable
- Pets, where permitted, incur an additional cleaning fee of \$200
- Waste management is handled by the operations team in line with council collection schedules
- All guests agree to platform-specific Codes of Conduct (see attached)

10. Details of Operations

- The property is listed on MadeComfy Direct, Airbnb, Booking.com, and VRBO.
- All platforms enforce strict guest policies to prevent parties and noise disturbances.
- Guest issues are reported to the 24/7 guest service team or logged by housekeeping/operations.
- Maintenance is coordinated through trusted, reliable tradespeople with a resolution target of within 24 hours.

11. Timetable of Operations

- The short-term rental operates full-time, 24/7.
- Maintenance is attended to promptly, with high priority given to guest comfort and property standards.
- Minimum stay periods are 3 nights

12. Strata Management Consent

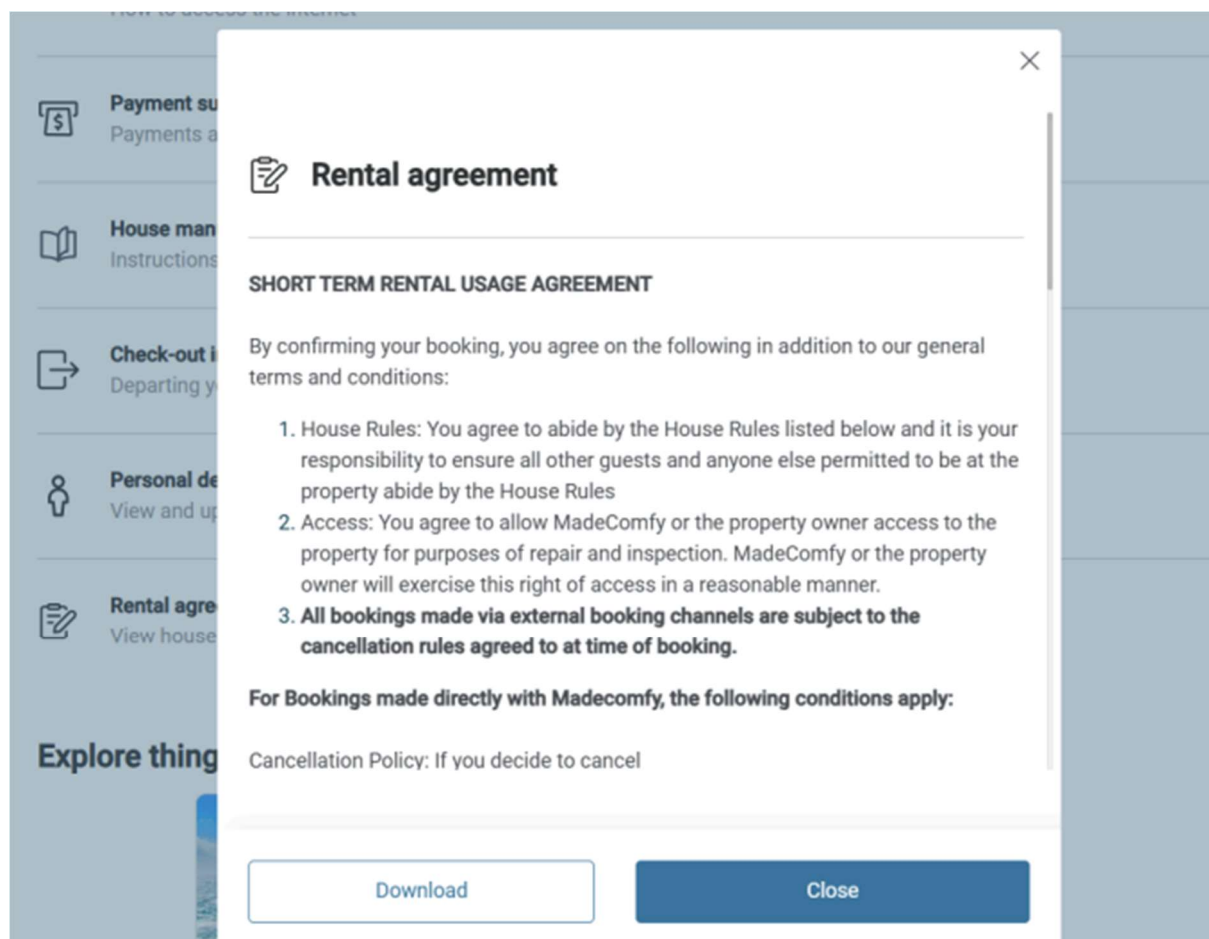
- If the property is part of a strata-managed complex, owner(s) will provide a copy of approval from the strata for the use of the property as a short-term rental accommodation.

13. Mitigation of Complaints

- Guest complaints are managed by MadeComfy's 24/7 guest services team.
- Owner complaints are escalated to the relevant account manager for resolution.

14. STR Agreement and Code of Conduct

- A Short-Term Rental (STR) agreement outlining guest responsibilities and operational procedures will be provided to each guest.



- A separate **Code of Conduct** document is attached and aligns with policies from Airbnb, Booking.com, VRBO, and Agoda.

This statement is submitted as part of the Development Application to seek approval for the Change of Use of the property from residential to unhosted short-term rental accommodation.

Signature:

A handwritten signature in black ink, appearing to be 'M. Jones' or similar, written over a horizontal line.

4th September 2026

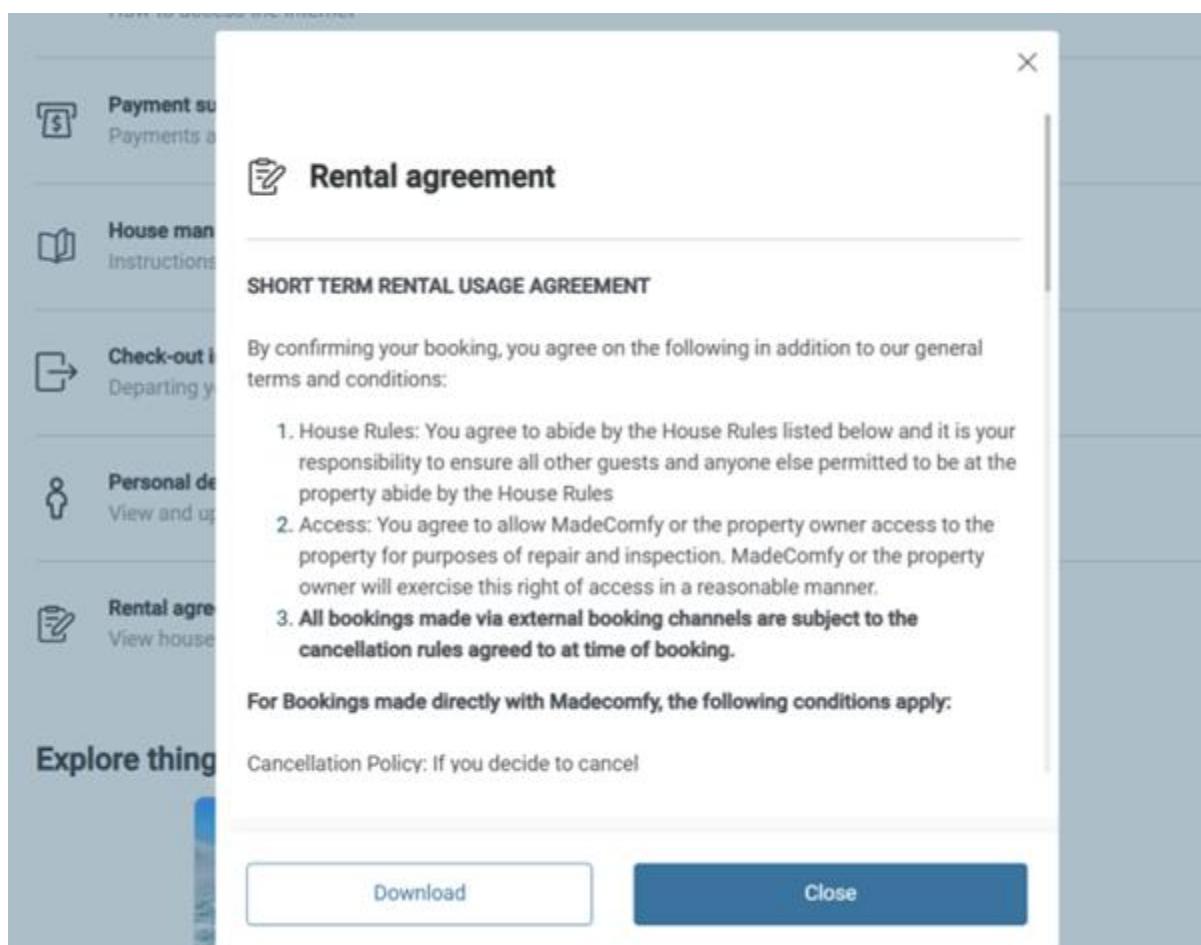
CODE OF CONDUCT

1/4 Cardiff Place Warnbro WA 6169

Unhosted Short-Term Rental Accommodation (STRA)

This Code of Conduct applies to all guests, visitors, and occupants of the property. By confirming a booking, the primary guest agrees to abide by these terms and assumes full responsibility for ensuring that all other guests and permitted visitors adhere to these rules. Compliance with this document is a requirement of Local Planning Approval and Western Australia regulations.

Guests can find the code of conduct within the Guest Guide provided after a confirmed reservation and on the Terms & Conditions prior to booking in each booking portal.



Expected Guest Behaviour & Quiet Hours

- Quiet Hours: A mandatory quiet period is strictly enforced between 10:00 PM and 7:00 AM daily.
- Noise Compliance: Excessive noise, loud music, or disturbance to adjoining neighbours will not be tolerated at any time.
- Neighbourhood Amenity: Guests must behave in a manner that preserves the peace, amenity, and established residential character of the surrounding area.

Parties, Events & Occupancy Limits

- No Parties or Functions: Parties, events, large social gatherings, or functions are strictly prohibited.
- Maximum Capacity: Overnight occupancy is strictly limited to the approved number of guests confirmed in the booking. Unregistered guests or visitors are restricted and must vacate the premises prior to 10:00 PM.

Car Parking & Access

- On-Site Parking Only: All guest and visitor vehicles must be parked within the designated constructed on-site parking bays (driveway/garage) at all times.
- No Verge Parking: Parking on street verges, lawn areas, footpaths, or blocking neighboring driveways is strictly prohibited.
- Strata Visitor Parking: If located in a Strata property, visitor bays may only be used temporarily by visitors in accordance with Strata By-Laws.

Check-In, Check-Out & Property Access

- Check-In: From 3pm (exceptions upon request)
- Check-Out: By 10am (exceptions upon request)
- Minimum Stay: All bookings are subject to the required minimum night stay policy.
- Cancellation Terms: Bookings made via external booking platforms remain subject to the cancellation terms agreed upon at the time of booking.
- Right of Access: Guests agree to permit management or the property owner reasonable access to the property during the stay for necessary inspection, maintenance, or emergency repair purposes.

Waste Management

- Disposal: All general waste and recyclables must be sorted and placed into the designated external council bins provided.

Pets Policy

- Strictly no pets allowed. If guests bring pets without notice, they will be subject to a fee and eviction

Strata By-Laws (*If Applicable*)

- For properties governed by a Strata Scheme, guests must strictly adhere to all relevant Strata By-Laws and regulations regarding common area usage, noise, and shared amenities.

Emergency & Bushfire Evacuation

- Guests must review the Bushfire Emergency Evacuation Plan (BEEP) and local emergency contact list located near the entry/kitchen area upon arrival.

Individual OTA Code of Conduct

A separate Code of Conduct document is attached and aligns with policies from Airbnb, Booking.com, VRBO, and Agoda.

- Airbnb Platform: https://www.airbnb.com.au/resources/hosting-homes/a/ground-rules-for-guests-554?utm_source=chatgpt.com&_set_bev_on_new_domain=1721868751_EANjlxZTE5YmYyNj
- Booking.com: <https://www.booking.com/trust-and-safety/guidelines.html>
- VRBO: <https://help.vrbo.com/articles/About-Vrbos-Prohibited-Conduct-Policy>

Complaints Resolution Procedure (Guest Management)

- **24/7 Contact Availability:** Dedicated 24-hour contact phone number for the property manager/host will be provided to all adjoining neighbours and the City. This contact will remain accessible 24/7 to receive and promptly act upon any complaints regarding guest behaviour, noise, or amenity disruptions.
- **Immediate Response Timeframe:** The property manager will respond to any received complaints immediately. Action will be taken to contact the primary guest within an appropriate timeframe to rectify the issue and preserve neighbourhood peace.
- **Enforcement & Corrective Action:** If a complaint is validated, guests will be issued a strict, formal warning instructing them to immediately cease the disruptive behaviour. If the guests refuse to comply, continue to create a disturbance, or commit a severe breach, management reserves the right to immediately terminate the rental agreement and evict all occupants without a refund.
- **Complaints Register:** Management will maintain a detailed, up-to-date "Complaints Register". This log will record the date, time, and nature of any complaint received, as well as the specific corrective actions taken to resolve it. This register will be made available to the City upon request to demonstrate compliance with the local planning policy.
- **Escalation to Authorities:** If a guest refuses to vacate the premises following an eviction notice or continues to cause a severe nuisance, management will escalate the matter to the WA Police to assist in safely removing the guests and protecting neighbourhood amenity.

BUSHFIRE EMERGENCY PLAN

Prepared for: Short-term Rental Accommodation

At: Lot 111 (#4) Cardiff Place, Warnbro

Client: Alfred Forchel

Version: 1.0

Date: September 26

To be reviewed annually.

This plan has been prepared having regard to AS 3745-2010 Planning for emergencies in facilities

DOCUMENT CONTROL

Version	Date	Details	Undertaken by
1.0	4-Sep-26	Draft Bushfire Emergency Plan issued to client for review	NP

Accredited Practitioner details:		
Name Nathan Peart	Signature 	Company Details EcoForm Consulting Pty Ltd (trading as Bushfire Smart)
 BPAD Bushfire Planning & Design Accredited Practitioner Level 3		

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Emergency Management Team

An Emergency Management Team (EMT) is to be established. The EMT is responsible for the development, documentation and review of this Emergency Evacuation Plan. The EMT is to include an accredited bushfire planning practitioner and the owner/operator of the facility.

NAME	ORGANISATION	CONTACT DETAILS
Michael A Hockey	Owner	TBC
Alicia McCullogh	Manager	0488 779 146
Nathan Peart	Bushfire Smart	0439 060 029

The EMERGENCY MANAGEMENT TEAM is:

- Responsible for ensuring the plan is promoted and available to appropriate persons.
- Responsible for nominating the key positions required as per responsibilities section of this plan and ensures the compliance of the facility with all bushfire safety measures.
- Responsible for maintaining the emergency plan and ensuring resources are provided for its implementation.
- Responsible for entering into an engagement agreement with Bushfire Smart or alternative bushfire practitioner to establish an annual review.

NOTE: It is responsibility of owner/manager to engage Bushfire Smart for updates when and if required.

Bushfire Risk Analysis

Table 1 provides an assessment of the vulnerability of the development and location and extent of the bushfire hazard to understand how a bushfire may affect the facility and its occupants.

Table 1: Bushfire risk analysis

Bushfire risk element	Facility response
Type of facility	Short-term Rental Accommodation
Management of Facility	Remote management
Number of Occupants	Eight transient occupants
Type of occupants	Adult/youth/children/elderly/disabled
Needs of occupants	Occupants are transient tourists who may be unfamiliar with the area.
Travel arrangements	All occupants are expected to arrive by self-driven vehicles and vacate in self-driven vehicles. Should additional transport be required, there will be a list of taxi providers available within the accommodation information book.
Access/Egress	The site has a single driveway crossover onto Cardiff Place, which is a sealed residential street. Cardiff Place connects to Capella Pass and then Pollard Way. Occupants are to follow the evacuation route set out in this plan and displayed on the evacuation diagram.
Health considerations	Potential for occupants to have a disability, asthma, anxiety or to be intoxicated.
Bushfire Conditions	The patrons will be within a constructed building which, while unlikely to be built to a Bushfire construction standard, will have a level of protection during bushfire events. Early evacuation remains critical for all patrons of the site.
Communications	The off-site manager holds mobile contact details for the lead booking occupant and will contact occupants directly by phone or SMS. Emergency warnings are to be monitored by occupants via the Emergency WA website and ABC local radio.
First Aid and Services	There is a first aid kit available in the living room/kitchen on the ground floor. The nearest emergency medical facility is Rockingham General Hospital.
Accessibility	There is one vehicle access route that connects to the public road network and provides access to multiple different destinations. Cardiff Place connects to Pollard Way, which allows access to multiple roads, allowing both northern and southern travel. The nearest major public road / highway is Warnbro Sound Ave – 1.8 km (approx. 5 mins drive) to the east.
Quality of roads	The access roads are well-maintained, dual-lane bitumen. Approximate width of access roads is 6 m or wider.
Bushfire prone vegetation adjacent to transport routes	The road network described above is not bordered by vegetation that may be involved in a bushfire. While there is coastal shrub vegetation to the west of the property, this will not impact the evacuation transport route. Cardiff Place and Pollard Way are bordered by residential developments and maintained residential gardens that are unlikely to restrict access to

Bushfire Emergency Plan for: Lot 111 (#4) Cardiff Place, Warnbro

Bushfire risk element	Facility response	
	Warnbro Sound Avenue east of the facility in the event of an evacuation.	
Building condition / construction	The building was constructed in 2002, with more recent renovations, and is reasonably maintained.	
Defendable space	The building does not have a Bushfire Management Plan, and does not need to implement a compliant Asset Protection Zone (APZ).	
Overall likely bushfire impact	Moderate	<i>The facility has the potential to house tourists who may be unfamiliar with the area and people who may be mobility impaired. The building is well-maintained and surrounded by residential developments. The public road network is in reasonable to good condition and relatively clear of vegetation meaning access and egress is unlikely to be restricted by a bushfire occurring in the area.</i>

Analysis of the bushfire risk assessment has determined that the Primary Action should be to Evacuate occupants early to another location (primary off-site refuge) away from the effects of a bushfire. However, in the event that there is insufficient time to conduct an evacuation, Shelter-in-place procedures are to be carried out as a last resort only.

Roles And Responsibilities

Table 2 and Table 3 outline the people and organisations who are responsible for implementing the emergency procedures in the event of a bushfire.

Table 2: Roles and responsibilities

Position	Name of person	Phone number
Off-Site Manager	Alicia McCullogh	0488 779 146
Owner	Michael A. Hockey	TBC

Table 3: Emergency contacts

Organisation	Office / contact	Information	Phone number / website
Local Fire Brigade	DFES Communications	Report a fire	000
Ambulance	Communications Centre	Report a medical emergency	000
Police	Communications Centre	Report other emergencies	000
Department of Fire and Emergency Services (DFES)	Communications Centre / Website	Emergency warnings and incidents in local area	13 DFES (13 3337) www.emergency.wa.gov.au
Department of Communities	Disaster Response Hotline	Evacuation centre and emergency management	1800 032 965
Main Roads WA	Office / Website	Road closures	138 138 www.mainroads.wa.gov.au
DFES State Emergency Service (SES)	Communications Centre	SES services	13 2500
Rockingham General Hospital	Emergency Department	Medical treatment	08 9599 4000, Elanora Drive, Cooloongup WA

Bushfire Preparation and Awareness

Preparation

Preparation prior to and during the declared bushfire season is paramount to increasing a building and its occupants' chance of surviving a bushfire event. The following provides a list of bushfire preparations that should be carried out within the facility prior to and during the bushfire season by the operator of the facility:

- Convene meeting of EMT and engage bushfire practitioner for annual review of BEP.
- Ensure compliance with the City of Rockingham Fire Control Notice for the current fire season
- Practice evacuation and shelter-in-place procedures as outlined within this BEP.
- Ensure that an Evacuation Diagram is displayed within the facility and occupants are aware of the BEP.
- Test any firefighting equipment present within the facility (e.g. fire hose reels, sprinklers, smoke detectors).
- Ensure compliance with Total Fire Bans.

Fire Danger Ratings

Fire Danger Ratings (FDRs) are issued by Department of Fire and Emergency Services (DFES) and provide advice about how dangerous a fire would be if one started on a particular day. An FDR of Catastrophic or Extreme means that a bushfire that starts is likely to be so intense that even well-prepared, well-constructed and actively defended homes may not survive. Under these conditions, DFES advice is to evacuate in the days or hours before a bushfire might threaten to increase the chances of survival.

Understanding the FDR categories and what they mean to the facility will help facility management to make decisions about what to do if a bushfire starts.

The FDR for your local area can be checked on the following websites:

- Emergency WA website (DFES): <https://www.emergency.wa.gov.au/firedangerratings>
- Bureau of Meteorology website: <https://www.bom.gov.au/location/australia/western-australia>

CATASTROPHIC
For your survival, leave bushfire risk areas • If a fire starts and takes hold, lives are likely to be lost. • These are the most dangerous conditions for a fire. • It may be too late to make a bushfire plan. Prepare your emergency kit and choose where you will go and different ways to get there. • Stay safe by going to a safer location early in the morning or the night before. • Homes cannot withstand fires in these conditions. You may not be able to leave, and help may not be available.
EXTREME
Take action now • Fires will spread quickly and be extremely dangerous. These are dangerous fire conditions. • Put your bushfire plan into action. • If a fire starts, take immediate action. If you and your property are not prepared to the highest level, plan to leave early. • Avoid travel through bushfire risk areas.
HIGH
Be ready to act • Fires can be dangerous. There's a heightened risk. Be alert for fires in your area. • If a fire starts, your life and property may be at risk. • Leave bushfire risk areas if necessary.
MODERATE
Plan and prepare • Most fires can be controlled. • Stay up to date and be alert for fires in your area.

Emergency Warnings

During a bushfire, DFES and the Department of Biodiversity, Conservation and Attractions (DBCA) will issue community alerts and warnings for bushfires that threaten lives and property.

The following warnings may be issued:

EMERGENCY WARNING
<i>An out of control fire is approaching very fast. You are in danger as your area will be impacted by fire. You need to take immediate action to survive. Listen carefully as you will be advised whether you can leave the area or if you must shelter where you are as the fire burns through your area. An emergency warning may be supported with a siren sound called the Standard Emergency Warning Signal (SEWS). These factors should be reviewed on a regular basis as they may change at any time and without notice.</i>
WATCH AND ACT
<i>A fire is approaching and is out of control. Put your plan into action. If your plan is to leave, make sure you leave early. Only stay if you are mentally, physically and emotionally prepared to defend your property and you have all the right equipment.</i>
ADVICE
<i>A fire has started but there is no immediate danger. Stay alert and watch for signs of a fire.</i>

Additional Resources

Table 4 provides a list of publications that provide additional information relating to bushfire preparedness and awareness. It is recommended that facility management review these publications prior to and during the bushfire season.

Table 4: DFES preparation and awareness publications

Resource	Website
5 Minute Fire Chat online resource	https://www.dfes.wa.gov.au/firechat/Pages/default.htm
5 Minute Fire Chat publications	https://www.dfes.wa.gov.au/safetyinformation/fire/bushfire/Pages/publications.aspx
Bushfire Preparation Toolkit	https://www.dfes.wa.gov.au/safetyinformation/fire/bushfire/BushfireManualsandGuides/DFES-Fire-Chat-Bushfire-Preparedness-Toolkit.pdf

Pre-Emptive Procedures

Pre-emptive procedures are triggered:

- When occupants of the facility are made aware that there is a bushfire in the surrounding area with the potential to impact the facility (DFES 'Advice' alert).
- On days with a Fire Danger Rating of Extreme or High - DFES recommends that residents seek information and be ready to leave if a bushfire starts on these days.
- On days with a Fire Danger Rating of Catastrophic - DFES considers that the only safe place in these conditions is away from bushfire risk areas.

Table 5 lists the stand-by procedures to be followed when the threat of a bushfire is not immediate.

Table 5: Stand-by procedures

TRIGGER: On becoming aware that there is a bushfire in the surrounding area (DFES 'Advice' alert) On days with a Fire Danger Rating of High, Extreme or Catastrophic	
Action	Person responsible
Consult Emergency WA website (emergency.wa.gov.au), DFES phone (13 3337) and local ABC radio for fire situation and updates. Local ABC Radio Station Frequencies: Perth + Metro – 102.5FM To check your local frequency: https://reception.abc.net.au/	Facility manager and/ or occupants
Appoint one of the occupants as a person in charge and ensure that they have a mobile phone and are contactable.	Facility manager and/ or occupants
Inform occupants of the fire situation and account for all occupants.	Person in charge or delegate
Make arrangements for transportation for possible evacuation.	Person in charge or delegate

Evacuation Procedures (Primary Action)

Evaluation of the safety of occupants has determined that it would be safer for all persons to evacuate to a designated off-site refuge, if time permits.

On-site assembly point

An on-site assembly point is an area within the premise where facility occupants are to meet on becoming aware that there is a bushfire in the area and before carrying out evacuation procedures. The assembly point is to be clearly marked to identify its location to evacuees. The designated on-site assembly point is identified in Table 6.

Table 6: Designated on-site assembly points

Assembly point
Downstairs living area of the house

Off-site safe refuge areas

DFES and the Department of Communities will provide advice on the day as to the locations of the designated off-site safe refuge areas/welfare centres.

In the event that this information is not yet available, Table 7 lists two potential refuge areas that are to be considered during an evacuation. The refuges have been chosen based on:

- Relative proximity to the facility.
- Relative safety of evacuation route (a secondary refuge may be designated if there is potential for the primary refuge to be inaccessible).
- Whether the refuge is located away from the effects of a bushfire.
- Capacity to support the number of occupants in the facility.
- Capacity to support occupants with special needs.

Table 7: Designated off-site refuges

Primary off-site refuge	Mike Barnett Sports Complex
Address	Corner of Dixon Road &, Louise St, Rockingham WA 6168
Nearest cross-street	Ambrose Street
Travel distance and time	15 minutes (9.8km)
Phone number	08 9591 0850
Secondary off-site refuge	Warnbro Town Centre
Address	Royal Palm Drive
Nearest cross-street	Palm Springs Blvd
Travel distance and time	5 minutes (2.4km)
Phone number	N/A

Transportation arrangements

Table 8 details the transportation arrangements required for evacuation of the facility.

Table 8: Transportation arrangements

Transportation arrangements
Number of vehicles required
Two (based on maximum occupancy rates of eight)

Transportation arrangements	
Type of vehicles	Private vehicles
Special transport required	N/A
Time required to organise transport	Immediate for private vehicles
Time required to evacuate to off-site refuge	15 minutes (9.8km)

Evacuation route

The Bushfire Evacuation Procedures diagram is displayed on the wall in the entry of the short term rental accomodation. The diagram depicts the safest evacuation route to the designated off-site refuge.

The primary evacuation route to Mike Barnett Sports Complex is:

- Turn left onto Cardiff Place, followed by a right onto Capella Pass/Pollard Way
- Turn left onto Fendam Street
- Take the second exit at the roundabout onto Mangles Street
- Turn left onto Currie St
- Turn right onto Kingsbridge Rd
- Turn left onto Warnbro Sound Ave
- Take the second exit at the roundabout onto Read Street
- Turn right onto Chalgrove Ave
- Turn left onto Louise Street
- Destination to carpark is on the right

Safety considerations while driving:

If there is a lot of smoke:

- Slow down as there could be people, vehicles and livestock on the road.
- Turn your car headlights and hazard lights on.
- Close the windows and outside vents.
- If you can't see clearly, pull over and wait until the smoke clears.

If you become trapped by a fire:

- Park the vehicle off the roadway where there is little vegetation, with the vehicle facing towards the oncoming fire front.
- Turn the engine off.
- Close the car doors, windows and outside vents.
- Call 000.
- Stay as close to the floor as possible and cover your mouth with a damp cloth to avoid inhalation of smoke. If smoke enters the vehicle, toxic fumes are released from the interior of the vehicle.
- Stay covered in woollen blankets, continue to drink water and wait for assistance.
- Stay in the car until the fire front has passed and do not open windows or doors. Once the front has passed and the temperature has dropped, cautiously exit the vehicle. Internal parts may still be extremely hot.

Evacuation procedures

Evacuation procedures are triggered:

- When an approaching bushfire threatens to impact the facility (DFES 'Watch and Act' alert).
- In the situation where little warning has been received in relation to an approaching bushfire but there is still time to conduct a safe evacuation.
- When advised by emergency services personnel that evacuation is necessary.

Table 9 lists the evacuation procedures to be followed during an evacuation of the facility.

Table 9: Evacuation procedures

TRIGGERS: • On becoming aware that an approaching bushfire threatens to impact the facility (DFES 'Watch and Act' alert) • When little warning of an approaching bushfire has been received but there is still time to perform a safe evacuation • When advised by emergency services that evacuation of the facility is necessary	
Action	Person responsible
Move all occupants to the on-site assembly area.	Person in charge or delegate
Remain calm and explain evacuation procedures to occupants.	Person in charge or delegate
Arrange for vehicles to meet at designated assembly point to pick up evacuees.	Person in charge or delegate
Ensure all doors and windows are closed and evaporative air conditioners turned off prior to leaving the facility.	Person in charge or delegate
Notify fire brigade (000) if building is being impacted by fire.	Person in charge or delegate
Contact refuge and inform them of impending arrival.	Person in charge or delegate
All occupants to travel to the off-site refuge designated by local emergency services or as identified in this BEP in private vehicles.	Individual occupants
Ensure all persons are accounted for as they leave the facility.	Person in charge or delegate
Once at the refuge, move all persons inside and ensure everyone is accounted for and safe.	Person in charge or delegate
Report any unaccounted or injured persons to emergency services (000).	Person in charge or delegate
Maintain situational awareness through State emergency Alerts and Warnings website, DFES phone (13 3337) and local ABC radio (102.5FM)	Person in charge, delegate and individual occupants

Recovery procedures (evacuation)

Recovery procedures are triggered when emergency services have advised that the bushfire threat has passed and it is safe to return to the facility (DFES 'All Clear' alert). Table 10 lists the recovery procedures to be carried out during an evacuation of the facility.

Table 10: Recovery procedures

TRIGGER: On being informed by emergency services that the bushfire threat has passed and it is safe to return to the facility (DFES 'All Clear' alert)	
Action	Person responsible
Arrange for occupants to be moved back to the facility or to alternative accommodation.	Person in charge or delegate
Ensure all occupants accounted for on return to facility.	Person in charge or delegate
If the facility has been impacted by fire, ensure no persons re-enter the facility until emergency services have declared it as being safe.	Person in charge or delegate

Shelter-In-Place Procedures (last resort action only)

Evaluation of the safety of occupants has determined that there is insufficient time to conduct a safe evacuation and it would be safer for all persons to shelter in a designated on-site refuge.

Shelter-in-place procedures may need to be carried out when a DFES 'Emergency Warning' has been issued for the location advising that it is no longer safe for occupants to evacuate and that you must shelter where you are.

Shelter-in-place procedures are to be carried out as a last resort only.

On-site refuge

An on-site refuge is a building within the property that is able to adequately accommodate all occupants ideally away from the effects of a bushfire.

The designated on-site refuge is identified in Table 11. The following criteria have been considered when choosing the most suitable on-site refuge:

- Whether the building/room is situated away from the potential worst-case bushfire front and the possible effects of a bushfire.
- Whether the building/room has the capacity to house the maximum number of occupants.
- Whether the building/room has an easy escape route to the outside (e.g. door leading outside) and a water supply.
- Whether the building has been constructed to withstand bushfire attack and has an appropriate APZ.

Table 11: Designated on-site refuge

On-site refuge
Downstairs living/dining/kitchen area of the house

Shelter-in-place procedures

Shelter-in-place procedures are triggered:

- In the situation where a bushfire threatens to impact the facility imminently and there is no time to perform a safe evacuation, and/or
- When advised by emergency services or a DFES 'Emergency Warning' that sheltering in place is necessary.

Table 12 lists the procedures to be followed when sheltering-in-place is required as a last resort.

Table 12: Shelter-in-place procedures

TRIGGERS: • When a bushfire threatens to impact the facility imminently and there is no time to perform a safe evacuation • When advised by emergency services or a DFES 'Emergency Warning' that sheltering in place is necessary	
Action	Person responsible
Ensure all doors and windows are closed and evaporative air conditioners turned off.	Person in charge or delegate
Remain calm and explain shelter-in-place procedures to occupants.	Person in charge or delegate
Move occupants to designated on-site refuge.	Person in charge or delegate
Ensure all persons are accounted for.	Person in charge or delegate

TRIGGERS: - When a bushfire threatens to impact the facility imminently and there is no time to perform a safe evacuation - When advised by emergency services or a DFES 'Emergency Warning' that sheltering in place is necessary	
Action	Person responsible
Maintain situational awareness through State emergency Alerts and Warnings website, DFES phone (13 3337) and local ABC radio (102.5FM).	Person in charge, delegate and individual occupants
Soak towels and rugs in water and lay them along the inside of external doorways. Soak woollen blankets and keep them available for protection against radiant heat. Take down curtains and push furniture away from windows.	Person in charge, delegate and / or individual occupants
Occupants to get down low to limit exposure to smoke and drink plenty of water to avoid becoming dehydrated.	Person in charge, delegate and individual occupants
Stay in the building while the fire front is passing, if the building catches fire and conditions inside become unbearable, leave through the door furthest from the approaching fire and go to an area that has already burnt.	Person in charge, delegate and / or individual occupants
Notify fire brigade (000) if building is being impacted by fire.	Person in charge or delegate

Recovery procedures (shelter-in-place)

Recovery procedures are triggered when emergency services have advised that the bushfire threat has passed and it is safe to return to the facility (DFES 'All Clear' alert). Table 13 lists the recovery procedures to be carried out when sheltering-in-place.

Table 13: Recovery procedures

TRIGGER: On being informed by emergency services that the bushfire threat has passed (DFES 'All Clear' alert)	
Action	Person responsible
Inform emergency services that all occupants are safe and accounted for within refuge.	Person in charge or delegate
If the facility has been impacted by fire, ensure no persons re-enter the facility until emergency services have declared it as being safe.	Person in charge or delegate
Decision made to either reopen facility or remain as closed.	Person in charge or delegate
Arrange for occupants to be relocated to alternative accommodation if facility remains closed.	Person in charge or delegate

BUSHFIRE EMERGENCY PROCEDURES



ADDRESS: Lot 111 (#4) Cardiff Place, Warnbro
BUSINESS HOURS PHONE: 0488 779 146
AFTER HOURS PHONE: XXXXXXX

On days with an Extreme or Catastrophic Fire Danger Rating, consider spending the afternoon in a low bushfire risk area (e.g. Rockingham townsite) where you may be safer if a bushfire starts in the area.

EVACUATION PROCEDURE

Refer to **Bushfire Emergency Evacuation Plan** located within accommodation information book for full evacuation procedures.

- Move to the designated assembly point on becoming aware that a bushfire is in the surrounding area.
- Evacuate when:**
 - a bushfire threatens to impact the property (DFES 'watch and act' alert), or
 - little warning of approaching bushfire has been given but there is time to perform a safe evacuation, or
 - emergency services have advised that evacuation is necessary.
- Shelter-in-place is to be used as a last resort only when:**
 - a bushfire threatens to impact imminently and there is no time to perform a safe evacuation, or
 - advised by emergency services that shelter-in-place is necessary.

Due to the level of bushfire risk, early evacuation is to be given the highest priority. Sheltering-in-place is to be carried out as a last resort only.

EVACUATION ROUTE

Evacuate to the Mike Barnett Sports Complex if safe to do so

Follow direction:

- Turn left onto Cardiff Place, followed by a right onto Capella Pass/Pollard Way
- Turn left onto Fendam Street
- Take the second exit at the roundabout onto Mangles Street
- Turn left onto Currie St
- Turn right onto Kingsbridge Rd
- Turn left onto Warnbro Sound Ave and continue onto Read Street
- Turn right onto Chalgrove Ave
- Turn left onto Louise Street
- Destination to carpark is on the right

Follow instructions from the Emergency Services Incident Controller

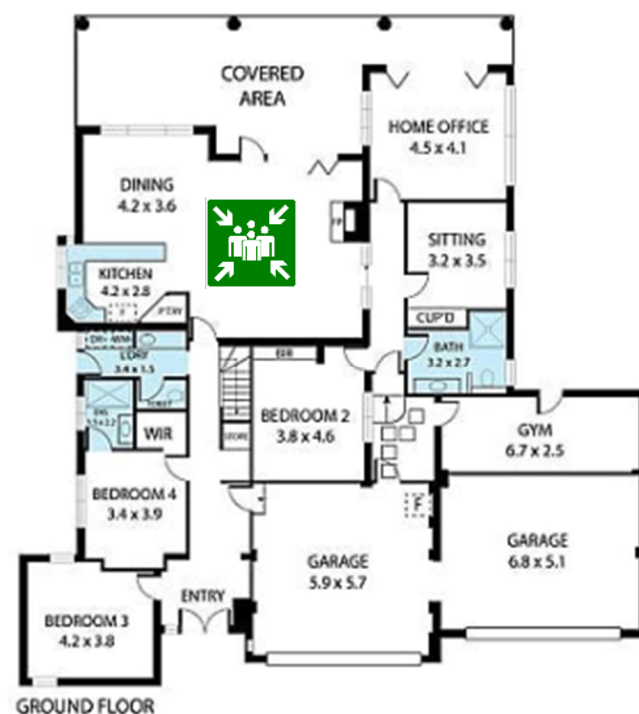


BUSHFIRE ASSEMBLY POINT & REFUGE AREAS

Prior to evacuation, assemble at the designated bushfire assembly point in the downstairs living/dining/kitchen area of the house area of the accommodation.

Evacuate north along Warnbro Sound Ave towards Mike Barnett Sports Complex or to a location advised by emergency services.

If it is too late to evacuate, the designated on-site refuge is the downstairs living area of the accommodation (to be used as a last resort only).



BUSHFIRE INFORMATION AND UPDATES:

DFES: 13 DFES (13 3337)
www.emergency.wa.gov.au
Radio Updates: 102.5FM (ABC News)
Fire Danger Ratings: www.dfes.wa.gov.au
www.bom.gov.au

The Australian Fire Danger Ratings (AFDRS) levels are:

