

Document 1: Operational Management Plan

Property Address: Unit 1, 5 Sepia Court, Rockingham, WA 6168

Property Owner / Operator: [REDACTED]

Primary Contact / 24/7 Local Manager: [REDACTED]

Phone: [REDACTED]

Email: [REDACTED]

1. Overview & Operational Role

- **Property Type:** Un-hosted Short-Term Rental Accommodation (STRA).
- **Operator Role:** The property is managed directly by the owner/operator who oversees booking screening, guest communication, maintenance, and compliance with local council standards.
- **Listing Platforms:** The property is advertised through established online platform Airbnb with verified guest profiles and review systems.

2. Occupancy Limits & Minimum Stays

- **Maximum Guests:** Maximum of **4 Adults & 2-3 children** guests at any given time.
- **Minimum Stay:** A minimum stay of **2 nights** is enforced to discourage short-term party bookings.

3. Noise & Nuisance Management

- Strictly enforced quiet hours are set between **7:00 A.M to 10:00 P.M** daily.
- Parties, functions, large gatherings, and commercial events are strictly prohibited on the premises.
- Amplified music and outdoor speakers are not permitted outdoors after 10:00 PM.

4. Vehicle Parking & Traffic Control

- Guests are allocated designated parking within the property boundary dedicated garage/carport space and driveway.
- Guests are explicitly instructed in pre-arrival materials **not** to park on lawns, common property other units driveways, verge areas, or obstruct neighboring properties.

5. Waste & Recycling Management

- **Bin Storage:** General waste and recycling bins are stored securely within the property boundary out of public view.
- **Collection Schedule:** Guests are provided with instructions on bin placement and collection days of General Waste and Recycling.

- **Management Oversight:** Management or a designated local service provider ensures bins are put out and brought back in if guests check out prior to collection day.

6. Complaints & Emergency Management

- **Response Procedure:**
 1. The owner will contact the guest within **30 minutes** of a complaint to enforce compliance.
 2. Continued breaches will result in immediate termination of the booking and eviction without a refund.