

# PLAN OF MANAGEMENT

## Boarding House – No.142 Lambeth Street, Panania

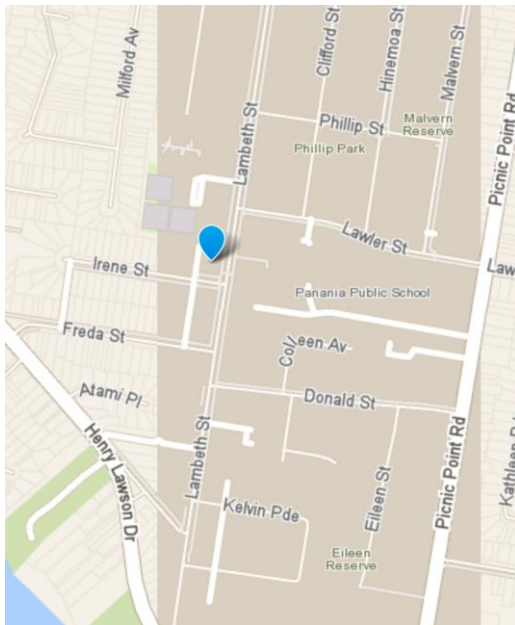
### 1. INTRODUCTION

1.1 This Plan of Management provides directions and controls on the use and management of the premise as a Boarding House. The directions and controls are to be strictly adhered to in the operation of the Boarding House, to ensure compliance with the conditions of Development Consent and health and amenity requirements for both the occupants and surrounding residents.

1.2 The Plan of Management refers to the plans prepared by Novo Designs dated 14/12/2022.

1.3 The Plan of Management has been prepared for a Boarding Housing at premises: No.142 Lambeth Street, Panania. The Boarding House is subject to compliance with the Conditions of Consent of the determination. The Conditions of Consent and a copy of the approved plans are provided as Annexure A to the Plan of Management.

1.4 The location of the premises is shown on Figure 1 – Location Plan



**Figure 1:** Locational plan

**Source:** Whereis.com

### 2. DEFINITIONS

2.1 In this Plan of Management:

- a. Building means the building known as Boarding House at No.142 Lambeth Street, Panania.
- b. Business: means the operation of the building as a Boarding House.
- c. Common Room: means the room identified as the dining room on the approved plans.
- d. Common Areas: means the common room, kitchen, laundry/bathroom, downstairs WC, first floor bathroom opposite the stairs, hallways and the stairs as identified on the approved plans.

e. Common Open Space Area: means the external communal area including the front yard and open area along the northern boundary as identified on the approved plans.

f. Council: means Canterbury-Bankstown Council.

g. Boarder, Lodger: means a person having the benefit of the use a nominated bedroom and the common rooms /areas within the building.

h. Caretaker: means the caretaker of the building and boarding house management engaged by the business proprietor.

i. Owner: means the registered proprietor/s of the building.

j. Room: means that part of the building occupied and used by a lodger.

### **3. MAXIMUM NUMBER OF LODGERS**

3.1 The maximum number of lodgers in the building is sixteen (16).

The maximum number of persons per bedroom is as follows: -

Bedroom one (1): One (1) – Adaptable Room

Bedroom two (2): One (1)

Bedroom three (3): One (1)

Bedroom four (4): One (1)

Bedroom five (5): One (1)

Bedroom six (6): One (1)

Bedroom seven (7): One (1)

Bedroom eight (8): One (1)

Bedroom nine (9): One (1)

Bedroom ten (10): One (1)

Bedroom eleven (11): One (1)

Bedroom twelve (12): One (1)

Bedroom thirteen (13): One (1)

Bedroom fourteen (14): One (1)

Bedroom fifteen (15): One (1)

Bedroom sixteen (16): One (1)

#### **4. MINIMISING IMPACTS ON RESIDENTS**

So as to minimise impacts upon the residents of adjoining premises as well as residents of the building the following rules are to apply:

- a. No loud music or television noise is permitted after 10.00pm.
- b. No parties or gatherings are permitted upon the premises after 10.00pm.
- c. No visitors other than residents of the property are permitted after 10.00pm.
- d. No use of the outdoor areas is permitted after 10.00pm.
- e. Noise related activities can begin from 8:00am Monday to Saturday and 9:00am Sundays.
- f. No smoking in areas which may affect the amenity of other residents of the boarding house or of residents of neighbouring properties.
- g. Orderly car parking is required in a quiet and non-disruptive manner.
- h. Use of common areas, including outdoor communal spaces, is to remain orderly and non-disruptive.
- i. All visitors are to respect and adhere to the rules of the Plan of Management and can be refused entry at the discretion of the Boarding House caretaker if visitors are disruptive, intoxicated or abusive.
- j. Visitors are not entitled to use the on-site parking provided and are expected to park legally and in a non-disruptive manner.
- k. The outdoor communal area is not be used between Monday – Sunday 10pm-7am and Sundays and Public Holidays between 10pm and 5pm.
- l. Doors and windows to the indoor communal areas should be kept shut during the night time period (hours are outlined above)

#### **5. DISPLAY OF HOUSE RULES**

The house rules are to be clearly displayed throughout the premises and at the front entrance along the pathway and are to detail the following: Boarder behaviour, including that no smoking or cooking to be permitted in bedrooms.

- a. Visitor policy
- b. Activities and noise
- c. Operating hours of outdoor common areas
- d. Emergency contact details
- e. Advice concerning the responsible consumption of alcohol, and
- f. A zero tolerance policy on illegal drugs.
- g. use of communal space and facilities, quiet enjoyment etc

- h. keep shared facilities clean and tidy
- i. Pets are not allowed
- j. use of parking spaces including car spaces, bike spaces and motor bikes are available on first come first use;
- k. incidents register will be maintained and used as a reference prior to renewing any lease;

## **6. FIRE SAFETY**

Emergency Management & Evacuation Plans and Fire Mitigation Plans are to be provided within each room and common space.

No smoking or cooking in bedrooms.

Smoking is permitted within the alfresco space and private balcony of Room 6 on the first floor.

All fire safety features within the building will be regularly maintained in accordance with any statutory requirements.

A copy of the annual fire safety statement and current fire safety schedule for the premises must be prominently displayed in the reception area.

A floor plan must be permanently fixed to the inside of the door of each sleeping room to indicate the available emergency egress routes from the respective sleeping room.

All residents will be made aware of the fire safety features of the building and what to do in the event of an emergency.

All staff shall be trained in relation to the operation of the approved Emergency Management & Evacuation Plan.

It is the responsibility of the boarding house owner/manager to complete a Fire Safety Certification for the building and have it renewed every 12 months. The certification is to be made available in the internal common room.

## **7. CLEANING & MAINTENANCE**

The subject premises are at all times to be maintained in a safe and healthy condition. In this regard all common areas are to be cleaned to a professional standard at least once a week. The cleaning and maintenance is to occur to both the area and fixtures and fittings in the area. A professional cleaning service will maintain the foyers and common areas and ensure all waste and garbage disposals are maintained.

In addition all boarders are to be made aware, upon their entering into an agreement to occupy, of their responsibilities in relation to the maintenance and cleaning of the facility.

Further, the common open space areas are to be maintained in a neat and orderly manner. This will require twice/month mowing and garden maintenance during spring and summer and once/ month mowing and garden maintenance during autumn and winter. A professional company will be contracted to complete this task.

## **8. BOARDER/ LODGER INFORMATION**

All boarders will be made aware of the contents and their obligations under approved Plan of Management.

In this regard: -

A full copy of the approved Plan of Management is to be permanently displayed in each boarding room and each common area.

- A copy of the approved Plan of Management is to be made available upon request.

Any damage to the building or property within the building will be liable by the tenant and will be clearly stipulated in each tenancy agreement.

The length of stay per tenant will be detailed within each tenancy agreement.

Maintenance of each boarding room, communal spaces and external areas including the front yard and parking spaces are to be maintained by each individual tenant and the property will be inspected at the discretion of the owner. Maintenance of the boarding house will be clearly stipulated within the tenancy agreement and any tenant not abiding by the agreement will be evicted with one (1) week notice.

The owner of the boarding house is to appoint a live in Caretaker (boarding house tenant) which will include the following:

### **DUTIES OF THE CARETAKER**

The proprietor shall engage a Caretaker whose responsibilities are, but not limited to, the following:

- a. Be contactable between the hours of 6:00 am to 10:00pm Monday to Sunday inclusive. Any concerns from residents or adjoining property owners/residents after these hours should be passed on to local area police or the operations management/owner of the property.
- b. Oversee all residential concerns including complaint management by adjoining residents. This will include enforcing noise, safety, security and waste management rules indicated in the plan of management and if necessary alert operations management/owner of the concerns raised.
- c. Enforce the minimum occupancy period.
- d. Organise the cleaning and maintenance of the common areas and common open space areas.
- e. Enforce the maximum occupancy levels.
- f. Provide lodgers with appropriate information prior to the commencement of occupation.
- g. Carry out inspections on a regular basis at a minimum of once every 3 months to ensure that the building is maintained in a clean and tidy condition and that all facilities and fittings are appropriately maintained.
- h. Record all inspections in a log book which must be made available to Council upon request.
- i. Organise the waste collection and facility needs for the site, and the ongoing storage and collection of waste on-site including transfer of waste to and from collection points for the waste collection service as required, and regular cleaning of bins/waste storage areas/ rooms.
- j. Maintain an incident register.

- k. Maintain the electrical circuits to a safe standard.
- l. Notify the Council in writing within 1 month of any change in the management and provide contact details for the new management.
- m. The contact details of the caretaker and the operations management/owner are to be clearly provided within the common area for all boarders and at the front entrance for adjoining residents to access.

## **9. BOARDING HOUSE FURNITURE & FACILITIES**

- 1. Each boarding room shall be provided with:
  - a. One (1) double bed, mattress and bedding
  - b. self-contained bathroom within each room
  - c. kitchenette that includes a washing machine/dryer and one bench space;
  - b. One student desk & chair
  - c. One desk lamp
  - d. Clothes storage facility of 1.0m<sup>3</sup>
  - e. Blinds
- 2. The internal common rooms to be provided with:
  - a. Four (4) x 3 seater sofas
  - b. Television.
- 3. The external common space is to include:
  - a. Outdoor dining table with 12 chairs
  - b. A broom, bucket and mop are to be kept in the external common area for use by lodgers as necessary.
- 4. The entrance door, doors from boarding rooms to patios or porches and each boarding room shall be fitted with a classroom latch (dead bolt) which is able to be opened from the inside by a single handle motion.
- 5. Applicable identification of access and facilities signs for people with disabilities.

## **10. WASTE MANAGEMENT & RECYCLING**

Residents of the facility are to be encouraged where possible to take advantage of Council's waste and recycling facilities. It is the responsibility of the boarder to sort garbage and place it in the appropriate receptacles. All boarders are to place rubbish in the bins provided in the bin area located towards the rear of the property. It is the responsibility of each boarder to ensure that rubbish does not overflow in to common area, the rear lane or car parking spaces and is kept in a neat and orderly condition.

The occupiers are to be responsible for the collection arrangements, including making sure that the garbage bins are placed adjacent to the kerb on the day of collection and removed back onto the property promptly after collection, and including the servicing of special waste such as “sharps” and/or sanitary napkin receptacles. Where receptacles are provided for the disposal of sanitary napkins, these are to be serviced and readily cleaned on a regular basis.

Collection responsibilities of the occupiers include all regular garbage, recycling and green waste collection services, as well as household cleanup collection, ensuring goods for collection are managed in accordance with Council’s collection requirements.

## **11. SAFETY & SECURITY**

The following will be provided within the property:

- Swipe card access for each boarder/ lodger
- Internal signage indicating the property caretaker or manager and contact numbers;
- Emergency contact numbers for essential services including fire, ambulance, police and utilities such as gas, electricity, plumbing and the like;
- Perimeter lighting;
- Individual room keys (a master key is to be maintained by the manager and made available to the fire brigade);
- Landline telephone within a common area available for use by residents in the event of an emergency.
- The site will include surveillance through security camera systems around the perimeter of the building and common spaces;
- Fencing and secure gates at the front and rear of the property;
- Identification signs for access and facilities for people with disabilities;
- Information about maximum loading of electrical circuits will be provided within the common room and near the switch board.

END OF PLAN OF MANAGEMENT