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PLAN OF MANAGEMENT for Co-living Boarding Rooms

at
1-3 Marsden Street, Lidcombe and 2 Mark Street, Lidcombe

prepared by
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1. INTRODUCTION

- 1.1. This Plan of Management provides directions and control over the use and management of the premises as a **Co-living Boarding Rooms of 101 Rooms**. 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 both for occupants and surrounding residents.
- 1.2. The property is to be managed by **Strathfield Partners Real Estate Agents**, who will be familiar with the content of the Plan of Management:
- 1.3. This Plan of Management is to be read in conjunction with plans prepared by **Zhinar Architects P/L ABN 28495869790**

2. DEFINITIONS

In this Plan of Management:

Building refers to the building at 1-3 Marsden Street, Lidcombe NSW 2140 and 2 Mark Street, Lidcombe NSW 2140

Business means the operation of the building as a Boarding House.

Common Areas: Hallways, stairs, communal rooms, car park areas, external common areas, and terraces as identified on the approved plans

- Car spaces: 126
- Bicycle spaces: 415
- Motorcycle spaces: 84

Common Open Space Area: External common open space, communal living spaces, and communal terraces identified in the approved D.A plans.

Council: Refers to the City of Cumberland Council

Boarder or Lodger: A person having the benefit of the use of a nominated bedroom and the common rooms and areas within the building.

Manager means the Manager engaged by the business proprietor, being Strathfield Partners Real Estate.

Owner means the registered proprietor/s of the building.

Room means that part of the building occupied and used by a Lodger.

3. DUTIES OF THE MANAGER

- 3.1. The Proprietor must engage a manager who, without limitation on his or her other responsibilities, must:
 - a. Be contactable at all times., including the display of the managers phone number on the front foyer door
 - b. Oversee all residential concerns, repairs, complaints
 - c. Enforce the minimum occupancy period, being a minimum of 3 months residential leases
 - d. Organize the cleaning and maintenance of the common areas and common open space/gutters/drains and to be kept free of any litter and supervise the professional cleaning contractor
 - e. Enforce the maximum occupancy levels.
 - f. Provide Lodgers with appropriate information prior to the commencement of



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Occupation, including a copy of this management plan

- g. Carry out inspections to ensure that the building is maintained in a clean and tidy condition and that all facilities and fittings are appropriately maintained, especially all furniture, appliances, cutlery etc. to be maintenance and kept clean at all times, with special attention to the common area cleaning
- h. Record all inspections in a log book, which must be made available to Council upon request.
- i. Organize the waste collection and facility needs for the site, the ongoing storage and collection of waste on-site, the transfer of waste to and from collection points for the waste collection service as required and regular cleaning of bins/waste storage areas.
- 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.

4. MAXIMUM NUMBER OF LODGERS

- 4.1. A maximum of two (2) lodgers is permitted for 55 rooms, and one (1) lodger is permitted for 46 rooms, total of 101 co-living boarding rooms.
- 4.2. All boards/lodgers are to reside on the premises for a minimum of three (3) months in accordance with the definition of a boarding house under state environmental planning policy
- 4.3. The manager must ensure these limits are not exceeded.
- 4.4. Co-living Boarding Rooms: 6 accessible rooms

5. ACOUSTIC OF D.A / MINIMISING IMPACTS ON RESIDENTS

The D.A is required to comply and be compliant to the acoustic report prepared by Pulse White Noise Acoustic PTY LTD dated 03/08/2025- being a report of 26 pages and Report No 240760. The onsite manager will ensure that this is always complied.

- Use of the **outdoor** communal areas is to be limited to 7:00am to 10:00pm (seven days a week).
- Use of the **indoor** communal areas is to be limited to 7:00am to 12:00am (seven days a week), with windows and doors closed after 10:00pm.
- Building envelope constructions detailed in section 5.1 above.
- All windows are permitted to be open between 7:00am to 10:00pm (seven days a week).
- Proposed number of patrons in the outdoor terrace areas should be as per the drawings.
- Proposed number of patrons in the indoor communal areas should be as per the drawings.

6. DISPLAY OF HOUSE RULES

6.1. The House Rules, which are to be clearly displayed throughout the premises, must include details of the following:

- a. Behaviour of Lodgers, including prohibited activities
- b. Use of communal areas and facilities, noise, and quiet enjoyment of all lodgers
- c. Policy on visitors
- d. Hours of use of outdoor common areas
- e. Emergency contact details
- f. Advice about the responsible consumption of alcohol
- g. A zero tolerance policy on illegal drugs
- h. Keeping shared facilities clean and tidy
- i. Keeping of pets
- j. Use of parking spaces for bicycles and motorcycles

7. FIRE SAFETY

7.1. An Emergency Management and Evacuation Plan and Fire Mitigation Plan are to be prepared to form part of this Plan of Management.

7.2. 7.2 All fire safety features within the building are to be regularly maintained in accordance with any statutory requirements.

- 7.3. 7.3 A copy of the annual fire safety statement and current fire safety schedule for the premises must be prominently displayed in the ground floor common areas.
- 7.4. 7.4 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.
- 7.5. 7.5 All Lodgers are to be made aware of the fire safety features of the building and what to do in the event of an emergency.
- 7.6. 7.6 All staff must be trained in the operation of the approved Emergency Management & Evacuation Plan.

8. CLEANING AND MAINTENANCE

- 8.1 The premises, including fixtures and fittings, are to be maintained in a safe, healthy, and operative condition at all times. All common areas, including fixtures and fittings, are to be cleaned to a professional standard at least once a week.
- 8.2 All Lodgers are to be made aware, upon their entering into an agreement to occupy, of their responsibilities for maintenance and cleaning of the premises.
- 8.3 The common open space areas are to be maintained in a neat and orderly manner. This will require garden maintenance twice per month during spring and summer and once per month during autumn and winter.

9. BOARDER/LODGER INFORMATION

- 9.1. All Lodgers are to be made aware of the contents of the approved Plan of Management and their obligations under it.
- 9.2. A full copy of the approved Plan of Management is to be permanently displayed in each boarding room and in each common area.
- 9.3. A copy of the approved Plan of Management is to be made available upon request.

10. BOARDING HOUSE FURNITURE AND FACILITIES

- 10.1. Each boarding room is to be provided with:
 - a. Window furnishings (curtains or blinds)
 - b. Kitchenette with benchtop, sink, and refrigerator
 - c. Bathroom with shower, basin and toilet
 - d. Washing machine and dryer is to be provided in each rooms
- 10.2. The entry door to the building and to each boarding room is to be fitted with an approved security lock.

11. WASTE MANAGEMENT AND RECYCLING

- 11.1. Residents of the facility are to be encouraged to take advantage of Council's waste and recycling facilities. It is the responsibility of each Lodger to sort garbage and place it in the appropriate receptacle.
- 11.2. 11.2 Residential waste bins will comprise 240L garbage bins and 240L recycling bins., or its equivalent to satisfy the needs of the 101 co-living boarding rooms.
- 11.3. 11.3 The Manager is responsible for waste collection arrangements, including making sure that the waste containers are placed adjacent to the kerb on the day of collection and replaced within the property promptly after collection, as well as the servicing of special waste such as "sharps".
- 11.4. 11.4 The Manager is responsible for bulk waste collection arrangements, including making sure that the bulk waste items are placed adjacent to the kerb on the day of collection and replaced within the property promptly after collection.
- 11.5. 11.5 Collection responsibilities of the Manager 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.

12. SAFETY AND SECURITY

- 12.1. The following items are to be provided within the property:

- a. Internal signage indicating the Managers' name and contact numbers on notice board
- b. Emergency contact numbers for emergency services (Fire and Rescue, Ambulance, Police) and utility services such as gas, electricity, and plumbing
- c. Entry lighting
- d. Individual room keys (a master key is to be held by the Manager and made available to emergency services)

13. COMPLAINTS HANDLING PRECEDURE.

- 13.1. Management must maintain a 'Complaints and Incident Register'. The register will contain:
 - a. Complaint/Incident date and time
 - b. Name of person/police/council making the complaint or notifying of the incident
 - c. Contact details
 - d. Nature of the complaint/incident
 - e. Action taken (by the managers to comply with legislation)
 - f. Outcome and/or further action required
 - g. all complaints of a criminal nature is to be reported to the police immediately

14. MANAGERS RESPONSIBILITY/DUTIES

- 14.1 the manager must keep an accessible and secure list of all room occupants, including their names, phone numbers and email addresses.

15. AMENDMENT TO THIS PLAN

- 15.1 If, in circumstances where experience shows that it is reasonable or desirable to modify any provision of this plan for the better management of the premises, that modification shall be made to the plan only with the consent of Council, which consent shall not be unreasonably withheld.

