

PEMULWUY PLAN OF MANAGEMENT – STUDENT HOUSING

1. Introduction

This plan of management has been prepared to ensure the operation of the student housing at Eveleigh Street, Redfern, will be open to both Aboriginal and Non Aboriginal students. The plan of management is to ensure it facilities does not have any discernible effect on the amenity of any surrounding precinct and nearby properties.

The Plan provides directions and controls on the use and management of the premises.

Directions and controls are to be strictly adhered to in the operation of the facility to ensure compliance with the conditions of Development Consent and health and amenity requirements for both the occupants and surrounding residents.

The facility is to be managed by an on-site Manager who will be familiar with the content of the Plan of Management.

The Plan of Management sets out the various requirements and responsibilities of management and residents of the facility and includes:

- Manager's contact details;
- Approval compliance details;
- Inspection and recording records; and
- Maintenance of Incidents Register.

2. Duties of the Manager

The proprietor shall engage a Manager.

The Manager's responsibilities are to include the following:

- Be contactable between the hours of 8.00am to 6.00pm Monday to Saturday, inclusive;
- oversee all residential concerns;
- Operating Chinatro Property Management software for all aspects of management.
- organise the cleaning and maintenance of the common areas and common open space areas; (Chinatro Property Management software)
- enforce the maximum occupancy levels;
- provide lodgers with appropriate information prior to the commencement of occupation;
- carry out inspections on a regular basis (minimum – once a month) to ensure that the building is maintained in a clean and tidy condition at all times and that all facilities and fittings are appropriately maintained;
- record all inspections in a log book /Chintaro Property management software which must be made available to appropriate authorities upon request
- 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;
- maintain an Incident Register;
- maintain the electrical circuits to a safe standard; and
- carry out random room checks.
- The manager to maintain Cultural calendar/awareness of local Aboriginal Community events

3. Accommodation

The maximum occupancy of the building is not to exceed 154 people.

It is the Manager's responsibility to ensure that these numbers are not exceeded.

Random room inspections will be carried out to insure maximum room occupancy is not breached.

Access and facilities designed for use by people with a disability are to be maintained in a satisfactory and useable condition.

4. Resident Behaviour

Residents are not to interfere with the peace and quiet of other residents of the student housing or the amenities enjoyed by the residents of adjoining properties.

Noise and television volume is to be kept at a reasonable level at all times.

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

- no loud music or television noise is permitted after 10.00pm;
- no parties or gatherings are permitted upon the premises after 10.00pm;
- no visitors other than residents of the property are permitted after 10.00pm; and
- no use of outdoor areas is permitted after 10.00pm.

Residents will be evicted should:

- any illegal activities of any kind be carried out on the premises;
- use any illegal drugs of any kind;
- demonstrate any violent or threatening behaviour towards other residents or neighbours;
or
- Demonstrate any anti-social behaviour, such as slamming doors, using abusive language or the like.
- Vandalism
- Non-payment of Rent.

Smoking is not to be permitted in the student building

The unreasonable consumption of alcohol in rooms and communal areas will not be tolerated.

No storage of goods or equipment outside of the building is to be permitted.

Balconies or porches are not to be used for the purpose of drying clothing.

The house rules are to be clearly displayed throughout the premises.

5. Visitors

Visitors are to be permitted between the hours of 8.00am and 9.00pm. All visitors must report to the manager's front desk.

Residents will be responsible for the behaviour of their visitors.

Any unacceptable behaviour by a visitor will be deemed to be unacceptable behaviour by the resident who invited the visitor.

6. Use of Boarding Rooms

Rooms are only to be used for residential purposes.

No candles or incense is to be burned in any part of the building.

Rooms are to be kept in a neat and tidy condition at all times.

7. Use of Communal Areas

The on-site car, motorcycle and bicycle parking facilities will be allocated by the Manager and must not be used without the Manager's authorisation. The use of CCTV

All communal areas and the car park will be kept under surveillance.

8. Internal Security

Swipe card to the building & keys for rooms limit the access area of Swipe. Doors leading to and from the premises are to be kept closed and locked at all times. (Replace fee to be charged for lost cards and key of \$200)

Keys to the premises are not to be given or lent to non-residents. The only persons with all floor access will be manager, cleaners, security.

9. Animals

No animals are to be kept on the property.

10. Waste Management

Wastes are to be separated into recyclable and non-recyclable wastes in the waste storage facilities to be provided.

All residents are to minimise the extent of wastes and to ensure that waste and garbage is placed in the waste storage facilities to be provided.

11. Damage/Cleaning/Maintenance

Any damage to or breakdown of any facility, fixture, furniture or equipment is to be reported to the Manager immediately.

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 at least once a week.

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

The common open space areas are to be maintained in a neat and orderly manner.

12. Fire Safety

All fire safety features within the building are to be regularly maintained in accordance with 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 are to 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 and Excavation Plan.

13. Management

The name, address and telephone contact number of the Manager of the facility is to be displayed adjacent to the front door.

All residents are to be made aware of the contents and their obligations under the Plan of Management.

In this regard, a copy of the Plan of Management:

- is to be permanently displayed in each apartment and each common area; and
- is to be made available upon request.

The Manager will be responsible to ensure that the student housing is used in a manner that does not have any discernible effect on residents of the building or the amenity of any surrounding or nearby properties.

The Manager will be responsible for ensuring the maintenance of the following parts of the premises:

- the exterior of the building;
- common areas, fixtures and fittings inside the building;
- all fire safety and security facilities; and
- outdoor areas.

Rooms are to be inspected at least every three (3) months.

14. Incident Register

Safety and security measures for handling resident's complaints are to be the responsibility of the Manager to effectively avoid or manage any potential situations that may arise between residents.

Public complaints are to be dealt with by the Manager and any offending residents will be issued with written warnings.

An Incident Register is to be maintained to document any complaints received.

The Register will include:

- the date of the complaint;
- the name and address of the complainant;
- the nature of the complaint;
- the results of the investigation of the complaint; and
- any remedial action taken concerning the complaint.

15. Development Security

A professional Security Company will be engaged by the AHC from 6.00pm to 8.00am 7 days a week, to ensure that student accommodation is a safe environment for all.