

# **Northern Beaches Bee Farm**

“Buzzing from the bush to the beach”



## **Plan of Management**

Farm Stay - 13 Bungendore St, Ingleside

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## INTRODUCTION

This document is a Plan of Management (“POM”) which seeks to minimise environmental impacts associated with the ongoing use of the farm stay accommodation located on the subject property in particular potential impacts on the surrounding environment.

The farm stay accommodation contains three units. Unit 1 is a ground floor unit which is Accessible (disabled) with one bedroom, media room, bathroom/laundry, kitchen, living/dining area and a patio. Unit 2 is the top floor unit which contains one bedroom, media room, bathroom/laundry, kitchen, and living/dining area.

The farm stay accommodation is to provide temporary or short-term accommodation to paying guests on a working farm. The maximum length of stay is one month for each paying guest, boarder or lodger.

The POM demonstrates a commitment by the owner and operator to recognise and address the necessary aspects of the accommodation’s management including complaints reporting and management procedures and an ongoing review mechanism.

## 1.0 ADMINISTRATION

### 1.1 Hours of operation:

The farm stay component of the development will be accessible 24 hours a day 7 days per week by registration with the owner or their representative.

### 1.2 Reservations:

Booking enquiries can be made by telephone or email.

### 1.3 Management:

A responsible Manager, over the age of 18 years, will be either on the premises or available on mobile telephone 24 hours a day. The property owner/proprietor will live on the site, and the resident in the secondary dwelling will act as a backup caretaker.

### 1.4 Compliance with Consent Conditions:

The premises are to be operated in strict accordance with the conditions of development consent.

## 2.0 LODGER FACILITIES

### 2.1 Bedrooms:

All bedrooms are to be single or dual occupancy only. People are only allowed to sleep in designated bedrooms. No more than 6 paying guests, boarders or lodgers shall be accommodated in the farm stay at any one time (2 in each unit).

All food preparation and cooking is to be done in the kitchens or BBQ area. No food preparation or cooking is to be done in rooms.

### 2.2 Acceptable Behaviour

It is expected that all farm stay lodgers will conduct themselves in an acceptable manner when interacting with and influencing others. All farm stay lodgers should be aware of their own behaviour and how it impacts on other people.

### 2.3 House Rules

All lodgers are required to be provided with and adhere to the following house rules  
House Rules –

The House rules are a supplement to the Borders and Lodgers Agreement and the Plan of Management. The House Rules provide guidance and information about the standards and procedures all Lodgers are expected to meet and comply with during their residence at 13 Bungendore St, Ingleside.

Note the House Rules are intended to benefit all lodgers. Compliance is mandatory.

- a) Lodgers must conduct themselves in an acceptable manner when interacting with and influencing others.
- b) Lodgers must maintain an acceptable standard of hygiene and general cleanliness in your room(s) and the common indoor and outdoor areas.
- c) Lodgers must carry out all food preparation and cooking in the kitchen or BBQ area.
- d) Lodgers must remove general waste from their room and place in the communal bins provided.
- e) Lodgers are encouraged to recycle – recycling bins are provided.
- f) No naked flames or candles are permitted in any part of the property.
- g) No smoking inside your room or common areas is permitted. Lodgers must keep all front & rear doors closed and locked at all times.
- h) Respect the privacy of others and do not disturb or interfere with others.
- i) Keep the common areas and corridors free of your personal belongs to ensure fire safety and assist cleaning & maintenance.
- j) Do not interfere with fire safety measures or equipment.
- k) Lodgers are to familiarise themselves with the fire evacuation plan displayed within their room.
- l) Report damage to your rooms and common areas.
- m) Report maintenance requirements in your room or the building.
- n) No drug use is permitted & No excessive alcohol usage will be tolerated.
- o) No furniture is to be removed or altered. No items are to be screwed or nailed to the walls.
- p) No pets are permitted.
- q) The on site manager will strictly adhere, implement and enforce a “no parties” rule. i.e. No parties are or will be allowed at any time of the day and night.
- r) Between 10pm and 7am, no loud noises, with particular attention being on Lodgers and guests socialising close to a window or on a balcony near the street or adjoining properties.
- s) Lodgers are encouraged to vacuum their rooms. A vacuum is available from the upon request.
- t) Take responsibility for your guest(s).

- u) Lodgers must supply an active and frequently checked email address for correspondence with the on site manager.
- v) Lodgers are encouraged to remove their washing and belongings from the laundry after the washing or drying cycle has completed.
- w) The outdoor and communal open space should not be used after 10pm at night on weekdays and not after midnight on Friday or Saturday.
- x) Lodgers are to use the kitchen exhaust fans when preparing a meal.
- y) Lodgers are not to access any part of the Bee Hive area without being with the owner of the property.

A copy of the House Rules is issued to each guest at the time of check in.

#### 2.4 Outdoor and Communal open space areas

No loud music shall be played on the premises.

The outdoor and communal open space should not be used after 10pm at night on weekdays and not after midnight on Friday or Saturday.

### 3.0 CAR AND BICYCLE PARKING

#### 3.1 Car Parking

Cars are to be parked in the designated parking area. The southern most parking space is for disabled parking. The two northern most parking spaces are for able bodied people to use. The shared area between the disabled parking and the standard parking is not to be parked on.

### 4.0 MAINTENANCE AND CLEANING

#### 4.1 Cleaning of internal areas

Cleaning of farm stay rooms and communal areas will be the responsibility of individual lodgers. Common areas and circulation spaces are to be kept clean and free from obstruction.

#### 4.2 Waste containers

Waste containers will be located in every room with waste and recycling receptacles located within the communal garbage area. The lodgers are responsible for wheeling the bins to and from the kerb for collection.

#### 4.3 Maintenance of fire safety equipment

Annual maintenance checks of fire safety measures will be undertaken.

#### 4.4 Collection of Waste

Farm stay residents shall be responsible for transporting waste to the bin storage area.

### 5.0 WASTE MANAGEMENT

#### 5.1 Garbage store and removal

A garbage storage area is located at the southern side of the building.

## **6.0 SAFETY AND SECURITY**

### **6.1 Security key**

Each guest is to be issued with a key upon registration. This will provide 24 hour access to the areas of the building that are associated with the farm stay.

### **6.2 Fire safety measures**

The farm stay will have a diagram and explanation of fire escape procedures. Each bedroom and communal room is fitted with smoke detectors.

### **6.3 Emergency contact numbers**

Emergency contact numbers for essential services such as fire, ambulance and police are to be prominently displayed in the reception area of the Premises.

## **7.0 HEALTH POLICY**

### **7.1 Bedroom occupancy requirements**

All farm stay rooms are to be dual occupancy maximum 6 lodgers on site at any one time.

### **7.2 Light and ventilation**

Adequate natural light and ventilation will be provided to all bedrooms and communal areas. All bathrooms will be naturally or mechanically ventilated.

### **7.3 Kitchen facilities**

A fire blanket and fire extinguisher are located within 2 metres of the cooking area.

7.4 No animals are permitted in guest rooms, dining rooms or kitchens, other than an assistance animal which may enter the ground floor unit (except the kitchen).

## **8.0 MISCELLANEOUS**

### **8.1 Smoking on the premises**

Smoking is not permitted in the interior of the premises.

### **8.2 Noise**

Measures will be taken to ensure that noise levels are at an acceptable level and not adversely impacting upon neighbouring residents. No amplified music shall be played on the premises.

### **8.3 Contact number**

A 24 hour telephone number is to be available to neighbours who wish to register a complaint or comment about the premises. Suitable procedures will be implemented to

ensure that complaints and issues of conflict from surrounding developments and residents are efficiently dealt with.

## 9.0 COMPLAINTS REPORTING AND MANAGEMENT

The contact person in respect of all enquiries or public complaints in relation to this plan or the operation of the Premises is:

Name:\*\*\*\*\*

Position:\*\*\*\*\*

Phone number:\*\*\*\*\*

After hours contact No. \*\*\*\*\*

1. An “Incident” includes:
  - a. any breach of this Plan; or
  - b. any complaint by any person about the operation of the Premises; or
  - c. any event that may cause alarm or concern to residents or persons passing or in the vicinity of the Premises as a result of the conduct or act of any person identifiable as a client of the Premises at that time.
2. Management shall be available at all times to deal with any incident as to the operation and management of the premises. Any such incident shall be dealt with as soon as possible.
3. If an incident relates to noise, the Manager must:
  - a. rectify the situation immediately.
  - b. contact the individual who reported the incident to verify that the problem has been addressed.
  - c. take all reasonable steps to stop or reduce the source of the noise to prevent future occurrences.

## 10.0 POM REVIEW

This POM will be reviewed on an annual basis. Management will be responsible for overseeing each annual review and making changes to the POM as necessary. The review will be commenced one month prior to the end of each financial year and will be completed by June 30 of each year.

The review process will include any operational changes which have been adopted throughout the preceding year. At the time of preparation of the review consideration will also be given to the environmental controls in place to ensure that each is still relevant to the activities being conducted on the premises.