



**SHIRE OF SHARK BAY
PUBLIC NOTICE**

**DEVELOPMENT APPLICATION – PROPOSED HOLIDAY HOUSE (NEW)
WITH REVISED MANAGEMENT PLAN
3 POLAND ROAD, DENHAM**

The owner of the above-mentioned property has lodged a new planning application seeking approval to use the existing house as a holiday house. The Shire has discretion to issue a 'first-time' approval for a 12-month period.

The owner has lodged a new Management Plan as part of the application.

Before determining this application, the Shire would like to provide you with the opportunity to comment on the proposal. Details of the proposal, including a parking plan and new management plan, can be viewed at the Shire of Shark Bay 65 Knight Terrace, Denham, during office hours or on the Shire website.

Should you wish to make a submission on the proposal, your comments (in writing) will need to be lodged with Council within 14 days by **4 pm, 24th July 2026**

Please note that if no comments are received by the closure date, we will assume that you have no comments you wish to make, and the application will be assessed and determined on its merits and without any further consultation.

Should you have any queries relating to the proposed application, please do not hesitate to contact the Shire's Planning consultant, Ms Liz Bushby on 0488910869 (between Tuesday and Thursday).

Dale Chapman
CHIEF EXECUTIVE OFFICER

10 July 2026

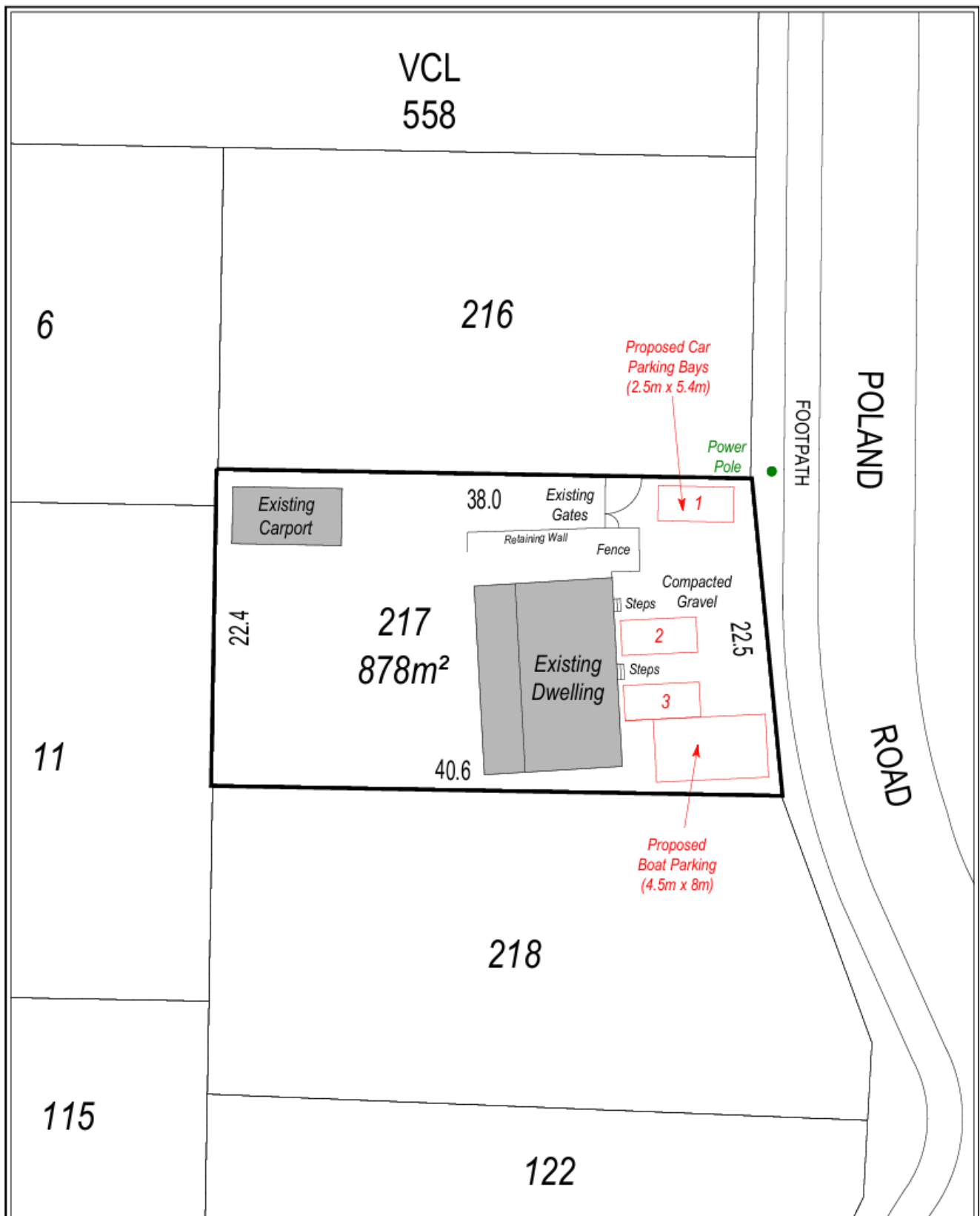
Street View – 3 Poland Road



Aerial View



Proposed Parking Plan



0 2 4 6 8 10 12 16 18m
SCALE 1:250
ORIGINAL PLAN SIZE: A3



NORTH

PREPARED FOR:
Nathan Matera
50 Satinover Way
Wandi WA
E: gcmcorp@services@gmail.com
T: 0423 787 440

LEGEND:
SUBJECT LAND

NOTE:
Dimensions and areas subject to survey.
DATE: 19.12.2025

PROPOSED PARKING BAYS
SITE PLAN

LOT 217 (No. 3) POLAND ROAD
DENHAM
Shire of Shark Bay

MANAGEMENT PLAN

1. PROPERTY ADDRESS: 3 POLAND ROAD, DENHAM

2. PROPERTY MANAGER DETAILS:

Name: Gavin & Donnelle Oakley
Address: 11 Leeds Court, Denham
Mobile: 0409 948 123

3. DETAILS OF RESERVATION ARRANGEMENTS (PLEASE TICK ALL APPLICABLE):

- ☒ Internet (please specify) : All bookings will be made via Air BnB.
(once we have an approved planning application the link will be reinstated)
- ☒ Property Manager : Refer to details in section 2 of this document.

4. PROPERTY MANAGER DUTIES

- When a booking is accepted and confirmed via Air BnB each guest will receive confirmation via the app and then be sent a copy of the documents being submitted with this application (management plan, code of conduct, parking plan and fire & emergency response plan).
- At the beginning of each month the Property Manager will be given the booking details for that period. This information will include names, dates of the stay and contact details for the guests.
 - If Gavin & Donnelle are out of town and unable to manage the property, we will have a temporary property manager during these periods, with all documentation being updated accordingly for guests.
 - Temporary Property Manager
 - Sherri Smith
 - 6 Vlamingh Crescent, Denham
 - 0437 055 313
 - Should Gavin & Donnelle and Sherri both be out of town during any of the proposed bookings they will be rejected via Air BnB. Bookings will only be accepted and confirmed if there is a Property Manager in town.
- During peak holiday periods or long duration stays drive by inspections will be conducted of the property to ensure the property is being well maintained and parking plan is being adhered to.
- The premises are inspected after guest checks out to ensure that it has been kept in a neat and tidy condition.
- Bins are put out weekly for standard Council pick up or as necessary.
- We arrange regular cleaning of the premises in between guest stays and ongoing maintenance of the property.
 - Cleaning Services
 - Beavis & Smith Cleaning & Chemicals (Sherri Smith)
 - 6 Vlamingh Crescent, Denham
 - 0437 055 313
 - bscc1234@outlook.com
- Any damage, safety or general maintenance issues are reported to the Property Owner by Property Manager.
 - Maintenance Services
 - Rick Moroney

- (08) 9948 1127
- Fire extinguishers and fire blankets are checked and certified on a 6 monthly basis as per Australian standards, including smoke alarms and fire emergency equipment.
 - Graeme Marinkivich
 - GCM Fire Protection Services
 - 32 Vlamingh Crescent, Denham
 - 0438 025 915

5. BOOKING PROCEDURE CONDUCT FOR GUESTS

Air BnB have terms and conditions which guests must acknowledge they have read and understood prior to proceeding with a booking [Terms of Service - Airbnb Help Centre](#)

ADDITIONAL TERMS AND CONDITIONS (House rules)

- Minimum: 3-night stay
- Maximum: 21 days
- Check in: 2:00pm
- Check out: 10:00am
- After Hour Key Pick Up: Lock box details given 24hrs prior to check-in
- Linen: Provided for guests. Cleaned and replaced following each stay, with spares available onsite in linen cupboard should guests need to change them during their stay.
- Cancellation Policy: As per Air BnB policy. Less than 24hrs notice no refund, prior to 24hrs discussion to be had with Property Owner and refund will be issued on a case-by-case basis.
- Pet Information: Allowed but strictly outside the property. Sufficient fencing surrounding the property.
- Rubbish collection: Beavis & Smith Cleaning & Chemicals place bins on the verge for collection as per Council schedule.
- Guest Numbers: Maximum 9 people.
- Excessive Noise: Should generally cease after 9:00pm Sunday to Thursday and 10:00pm Friday and Saturday.
- Left Items: Beavis & Smith Cleaning & Chemicals advises Property Owner, and guests are contacted via Air BnB.
- Feedback: Via SMS to Property Manager or Property Owner via Air BnB.
- Loss or Damage to Property: Following the cleaning service Beavis & Smith Cleaning & Chemicals advises if anything has been removed/damaged. If guest has not advised Property Manager a damage investigation will be opened with the Property Owner and standard Air BnB procedures will be followed.

CONFIRMATION:

When a booking is confirmed via Air BnB guests acknowledge the booking is for a total of **9 guests** and that there is a strict no smoking policy inside the premises. They also acknowledge that if house rules are broken and false or misleading information has been given then the Property Manager consults with the Property Owner, and they're given authority to order guests to vacate the property with no refunds given.

6. MAINTENANCE AND ACCESSIBILITY

Who will be responsible for ensuring that a fire extinguisher will be provided?	Property Manager or Fire Technician (already installed)
Who will inspect the premises regularly to ensure that the smoke alarms are in working order?	Owner or Property Manager (already installed)

Who will inspect the premises regularly to ensure that the fire extinguisher is in working order?	By registered Fire Test & Tag Technician at least 2 times per year as per Australian regulations. Currently GCM Fire Protection Services.
What arrangements are in place for cleaning the house before each booking?	Cleaning Services are booked following each stay.
Is there a working outdoor hose available to guests?	Yes (1 in total) – at the rear left hand side of the house. Additional tap at the front of the property.
If windows are fitted with locks, are the keys provided to guests?	Yes
Are guests given keys to all external lockable doors, including security doors?	Yes
What arrangements are in place for maintenance of external yard areas?	Property Manager to advise when works needs to be completed. Maintenance Services contact details can be found in section 4 of this document.

7. COMPLAINTS POLICY

- Please contact Property Manager. Details found in Section 2 of this document.
- All complaints are recorded in an electronic form with contact details of each guest and nature of complaint.
- Each complaint is assessed based on the individual situation taking into regard the seriousness of the complaint. Depending on the seriousness of the complaint the Property Manager will respond immediately or on the same day of the complaint being made, unless late at night which would be responded to the next day.
- The property would be inspected in person on receipt of a complaint, and the Property Manager would talk to the guests about any issue reported by a complainant.
- Depending on the nature of the issue the Property Manager may give the guests a warning or under extreme circumstances contact Property Owner and have the booking cancelled, guests evicted and reported to Air BnB due to breach of house rules.
- The complainant would be informed of the outcome of any inspection and action taken to respond to the complaint.
- Property Owner will be advised in writing of any serious or justified complaint and action taken to respond or resolve any complaint.
- If warranted, the Property Manager would liaise with police over any serious issues.

8. PARKING

Boat Parking for 3 Poland Road is to be within the boundaries of the property at all times. Please be sure that your Car and Boat are not protruding past the property boundaries as indicated on the Parking Plan. At no time are vehicles or boats to protrude onto the verge or be parked on the road.

Please refer to the Parking Plan clearly displayed at the property.

CODE OF CONDUCT FOR GUESTS

(SHARK BAY ABODE)

PROPERTY ADDRESS: 3 POLAND ROAD, DENHAM WA 6537

PROPERTY MANAGER: GAVIN & DONNELLE OAKLEY (11 LEEDS COURT, DENHAM)

The following Code of Conduct governs guest behaviour and use of the property. All guests are to follow the Code of Conduct for themselves and any visitors they allow at the property.

GUESTS:

- A responsible adult (over 18 years of age) shall be on site at all times when children are present.
- No unauthorised people are permitted to stay overnight.
- There shall be a maximum of **9 guests** on the property at any one time.

NOISE AND NUISANCE:

- Guests are not to cause or permit nuisance at the property.
- This includes excessive noise, disruptive behaviour or anti-social behaviour.
- Noise should generally cease after 9:00pm Sunday to Thursday and 10:00pm Friday and Saturday.
- The Property Manager may contact any guests where noise levels are deemed unacceptable.

VEHICLE PARKING:

- Guests shall park all cars and any trailers, caravans or boats on the property at all times in the designated parking areas. Refer to the Parking Plan for further information (Attachment 2).
- Guests shall not park on the verge or on the street outside of the property.

PREMISE CONDITION AND CLEANLINESS:

- It is all guests responsibility to leave the premises in a clean and tidy condition upon vacating.
- All fittings and chattels are to be left in their original condition and position that they were in at the beginning of each stay.
- Guests are to notify the Property Manager of any damage or disrepair within 24 hours of this occurring.
- Any damage repairs or excessive cleaning that is attributed to guests stay will be paid for by the guests.

LINEN:

- Beavis & Smith Cleaning and Chemicals will wash and replace all linen after each stay and prior to the next guest arriving.

FIRES:

- No candles or open fires are permitted on the property.
- All guests should read the Fire and Emergency Response Plan.

RUBBISH DISPOSAL:

- All rubbish is to be placed in the bins provided.
- Guests are responsible for taking out the outdoor rubbish bin where their stay coincides with collection days.
- Beavis & Smith Cleaning and Chemicals will place the bins on the verge as per Council rubbish collection and bring them off the verge once emptied.

KEYS:

- At the end of your stay please lock the premises (including all doors and windows) and return the keys to the lock box as per details given on check-in.

TERMINATION OF ACCOMMODATION:

The Property Manager (in consultation with Property Owner) reserves the right to terminate accommodation if guests are found to have contravened any part of the Code of Conduct. No refunds will be made where termination is made due to a breach of the Code of Conduct.

FIRE AND EMERGENCY RESPONSE PLAN

SHARK BAY ABODE

1. PROPERTY ADDRESS: 3 POLAND ROAD, DENHAM WA 6537

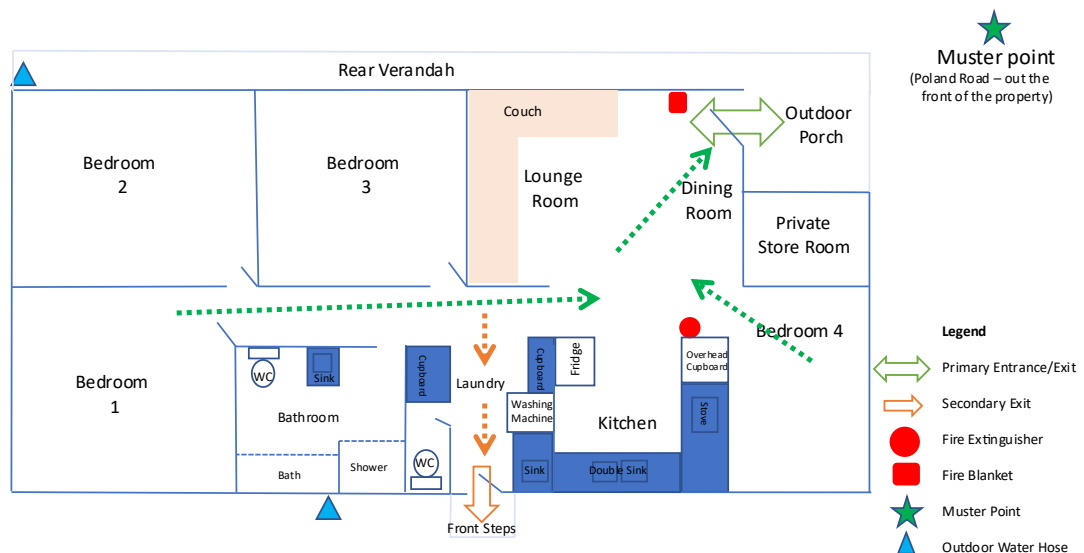
Fire Extinguisher Locations: Fixed on the wall near the main entrance of the home

Fire Blanket Location: Fixed on the side of the overhead cupboard in the kitchen.

Refer to the photos in Attachment A

2. FIRE AND EMERGENCY EVACUATION PLAN (to be displayed in house – A3 size)

Fire & Emergency Evacuation Plan



In Case of Fire:

- All guests to exit the house immediately. Adults should take all children outside.
- Call emergency services on ‘000’ once you have safely exited the house.
- Assemble out the front of the house on the street.

Do not go back into the house.

- Follow all instructions by emergency personnel.

3. EMERGENCY CONTACT DETAILS:

FOR ALL EMERGENCIES DIAL TRIPLE ZERO – 000 for Police, Fire or Ambulance

- A. Property Manager Contact: Gavin & Donnelle Oakley
Mobile: 0409 948 123
- B. State Emergency Service: 132 500 or mobile: 0417 097 330

4. USEFUL SOURCES OF INFORMATION:

In the event of a fire, cyclone or evacuation information may be broadcast from the following sources:

ABC Radio 846am

ABC RN: 107.5FM

DEPARTMENT OF FIRE AND EMERGENCY SERVICES – www.dfes.wa.gov.au
13 DFES (13 33 37)

5. CYCLONES:

The Bureau of Meteorology issues cyclone advice to the public through a Cyclone Watch and Cyclone Warning – www.bom.gov.au/cyclone The Department of Fire and Emergency Services then issues Community Alerts to keep people informed and safe - www.dfes.wa.gov.au. The Alert System changes to reflect the increasing risk to your life and advises what you need to do before, during and after a cyclone.

CYCLONE WATCH is used when damaging winds are expected to affect communities within 48 hours.

CYCLONE ALERT is used when damaging winds are likely to affect communities within 24 hours.

DFES then issues the following cyclone alerts:



ADVICE



WATCH AND ACT



EMERGENCY WARNING

Advice	Watch and Act	Emergency Warning
An incident is active but there is no immediate threat to lives or homes. Be aware and keep up to date. • Prepare now • Stay informed • Monitor conditions • Avoid the area • Return with caution • Avoid smoke • Threat is reduced	There is a possible threat to lives or homes. Take action now to protect yourself and others. • Prepare to leave/evacuate • Leave/evacuate now (if you are not prepared) • Prepare to take shelter • Move/stay indoors • Stay near shelter • Monitor conditions as they are changing • Be aware of ember attack • Move to higher ground (away from creeks/rivers/coast) • Limit time outside (cyclone, heat, asthma) • Avoid the area/avoid the flooded area • Stay away from damaged buildings and other hazards • Prepare for isolation • Protect yourself against the impacts of extreme heat • Do not enter floodwater • Not safe to return • Prepare your property (cyclone/storm)	There is a threat to lives and homes. You may be in danger and need to take immediate action. • Leave/evacuate (immediately, by am/pm/hazard timing) • Take shelter now • Shelter indoors now • Too late to leave

6. USEFUL CONTACT INFORMATION (NOT FOR EMERGENCIES):

Shark Bay Health Centre – 9948 1400

Denham Police Station (for general enquiries) – 9948 1201

Shire of Shark Bay – 9948 1218

Appendix A: Location of Fire Extinguishers and Fire Blanket

A 2.5kg Fire Extinguisher has been installed near the main entrance door. A Fire Blanket has been installed on the side of the overhead cupboard in the kitchen area to current legislative requirements by a fully qualified service technician in the locations as per the fire plan. Signage is as per legislative requirements.

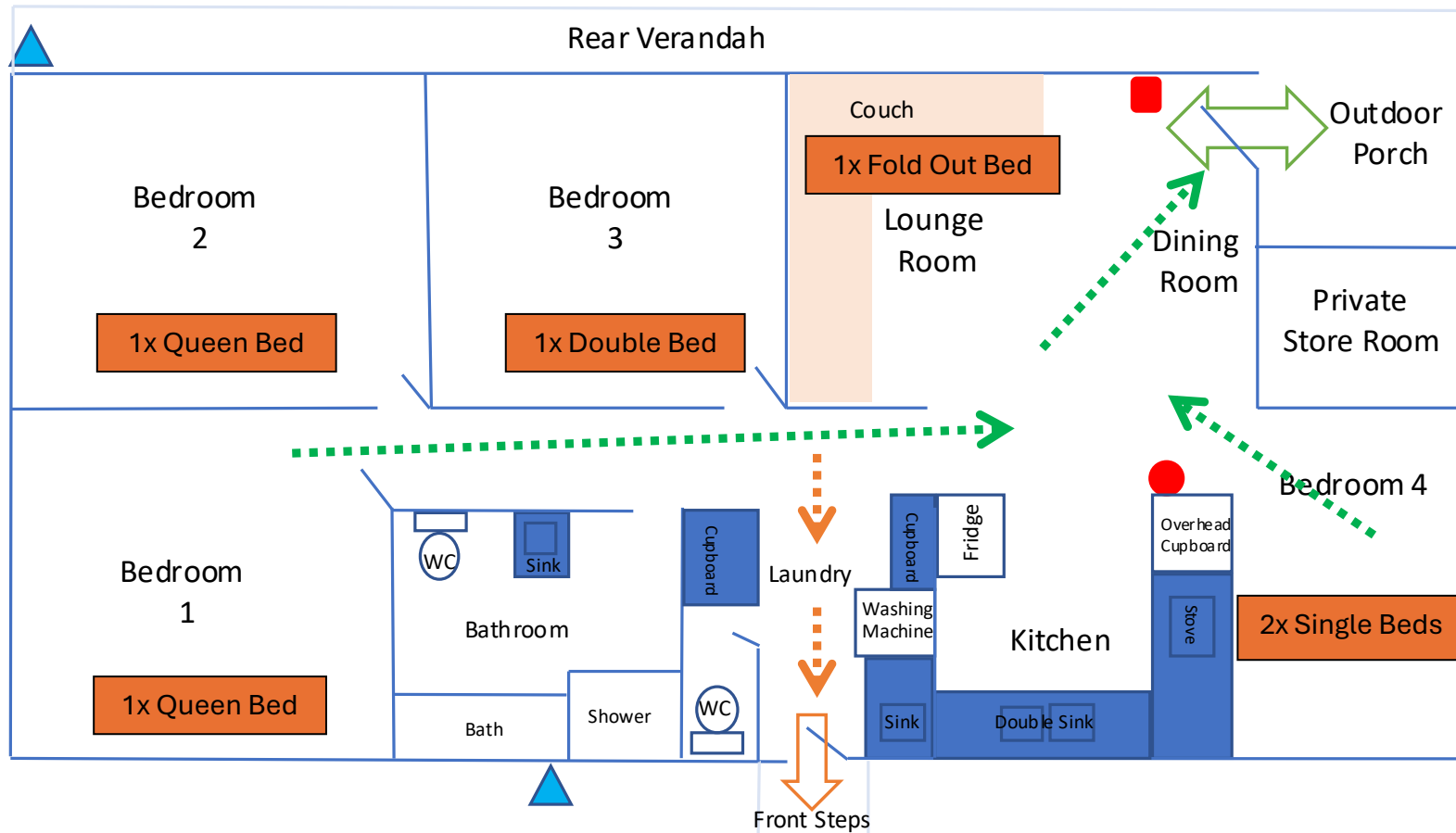


Fire Extinguisher



Fire Blanket

Internal Floor Plan



★
Muster point
(Poland Road – out the front of the property)

- Legend**
- ↔ Primary Entrance/Exit
 - Secondary Exit
 - Fire Extinguisher
 - Fire Blanket
 - ★ Muster Point
 - ▲ Outdoor Water Hose

3 Poland Road, Denham “Shark Bay Abode”