

Engagement
Success
Community

INFORMATION BOOKLET



Ellenbrook
Secondary College

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Principal's Message

Welcome to all our new and returning students and families of the Ellenbrook Secondary College community. Our vision is to create a learning environment where every student can achieve personal success, feel a sense of belonging, and be supported in a safe and inclusive setting. We are committed to high-quality teaching and providing diverse opportunities that empower students to become productive members of the community. At Ellenbrook Secondary College, we embrace and promote our core values of Engagement, Success and Community in everything we do.

Student engagement in learning is essential and starts with high-quality teaching. We are committed to ongoing professional development, with the goal of training all teachers in Instructional Intelligence. Our College offers a wide range of programs and engaging opportunities to help students discover their passions.

Our STEM program for Years 7 to 10 continues to expand, providing students with opportunities to solve real-world problems using the latest technology. The Specialist Music Program remains a standout feature, with our talented bands and ensembles performing at a world-class standard both within the College and in the wider community. The Gifted and Talented Academic Program continues to evolve, offering academically gifted students the chance to be challenged, inspired, and excel in their areas of strength. To support learning, we continuously update our technology, ensuring students have access to computer labs, laptop trolleys, and campus-wide Wi-Fi for a seamless digital experience.

Success at Ellenbrook Secondary College means every student has the opportunity to strive for and achieve their personal best. To support this, we offer a range of learning programs designed to ensure all students can access, engage with, and grow in their education. Additional Learning Support is available through differentiated learning opportunities, both in mainstream classes and our Inclusive Learning program. We tailor specific programs to meet students' individual needs, using a variety of strategies and classroom structures to foster success for every learner.

Our College Community is strengthened by our House System, which fosters support, connection, and a sense of belonging – especially during Homeroom. Held daily, Homeroom provides a valuable opportunity for teachers and students to build positive relationships and engage in weekly Positive Behaviour Support (PBS) lessons. These lessons focus on the explicit teaching of positive behaviours that we aim to cultivate and reward within our College. Our dedicated teachers, House Leaders, and Student Leadership Team play a key role in creating a strong, inclusive community and promoting student camaraderie.


We look forward to welcoming all students in 2026 and supporting them on their educational journey at Ellenbrook Secondary College. If you have any questions about the information in this booklet, please don't hesitate to contact our Administration team on 9297 9700.



Dr Peter Havel

Values Charter

Engagement • Success • Community



We will pursue the development of skills and engage in lifelong learning in order to reach our potential.

We will respect and recognise the diverse range of heritage and culture within the Ellenbrook community.

We will make Ellenbrook Secondary College a positive environment through our words and actions. We will support others in their endeavours to do the same.

We will be honest and truthful as members of the Ellenbrook community and ensure everyone is treated with fairness, equality, and mutual respect.

We will strive to be the best possible version of ourselves as students, teachers, parents, and people. Our wellbeing and the welfare of our living environment is prioritised and protected.

We will engage in the democratic processes of our College and the wider community to make positive contributions as students of Ellenbrook Secondary College and citizens of the Ellenbrook community.



POSITIVE BEHAVIOUR MATRIX

ENGAGEMENT
WE SHOW ENGAGEMENT BY

SUCCESS
WE STRIVE FOR SUCCESS BY

COMMUNITY
WE RESPECT OUR COMMUNITY BY

ALWAYS

- following instructions & processes
- treating resources & facilities with care
- creating positive & inclusive environments
- communicating appropriately

**Inside the
classroom**

- actively listening
- participating in learning
- seeking understanding & clarity
- being prepared
- being willing to collaborate
- attending school regularly
- trying our best
- being on time
- being innovative
- asking for and accepting feedback
- seeking solutions
- meeting deadlines
- using time effectively in class
- accepting opportunities to improve ourselves

- wearing the correct uniform when representing the college
- supporting the learning of others
- celebrating achievements

**OUTSIDE
THE
CLASSROOM**

- actively being involved in House & extracurricular activities
- staying on school grounds during school hours
- completing work at home
- preparing for assessments
- being organised for each school day

- representing the college positively
- interacting with others safely
- being aware of our surroundings

**ONLINE &
USING
TECHNOLOGY**

- using school technology appropriately
- staying on task
- understanding our websites and applications
- keeping our devices "Off and away all day"
- understanding intellectual property
- understanding the positive potential of technology
- keeping log-ins and passwords safe
- ensuring accuracy in our work

- asking for help to access ICT correctly
- reporting inappropriate use or damage
- interacting appropriately online

Our College benefits from our whole school implementation of the GEM program which includes addressing the following:

Gratitude

for the positive experiences and people in our lives.

Empathy

for others and the pursuit of kindness in our interactions.

Mindfulness

the ability to be calm and present.



GENERAL INFORMATION

School Contact Details

Location: 100 Main Street, Ellenbrook WA 6069
Office Hours: 8:15 am - 3:30 pm, Monday to Friday (during school terms)
Main Phone: 9297 9700
Email: ellenbrook.sc@education.wa.edu.au
Website: www.ellenbrooksc.wa.edu.au
Schools Online: <https://www.det.wa.edu.au/schoolsonline>
Facebook: <https://www.facebook.com/Ellenbrooksc/>



Scan the QR Code to access the College Website

The College has several email addresses families can use. Staff from relevant areas monitors each mailbox, ensuring you will receive a response in a timely manner.

General enquiries: ellenbrook.sc@education.wa.edu.au
Student absences: ellenbrook.sc.absentees@education.wa.edu.au
Student Services: ellenbrook.sc.studentservices@education.wa.edu.au
Accounts enquiries: ellenbrook.sc.accounts@education.wa.edu.au

Payment Methods

The College provides a variety of payment methods for families to contribute towards their child's education. Please see below for details:

- Cash or EFTPOS – Administration Office.
- Credit Card - By phone or Administration Office.
- Cheques to be made payable to Ellenbrook Secondary College.
- Direct Debit Plan - please email ellenbrook.sc.accounts@education.wa.edu.au
- BPay: Biller code and reference number can be found on student account statement.
- Bpoint: Accessible through the College website.

All payment queries to be emailed to: ellenbrook.sc.accounts@education.wa.edu.au

School Times and Term Dates

MONDAY, TUESDAY, THURSDAY, FRIDAY

Start 8:35 am | Finish 2:55 pm

8:35 am	Courtesy Bell	
8:40 am – 9:40 am	Period 1	60 min
9:42 am – 10:42 am	Period 2	60 min
10:44 am – 10:59 am	Home Room	15 min
10:59 am – 11:24 am	Lunch 1	25 min
11:26 am – 12:26 pm	Period 3	60 min
12:28 pm – 1:28 pm	Period 4	60 min
1:28 pm – 1:53 pm	Lunch 2	25 min
1:55 pm – 2:55 pm	Period 5	60 min

WEDNESDAY

Start 8:35 am | Finish 2:30 pm

8:35 am	Courtesy Bell	
8:40 am – 9:35 am	Period 1	55 min
9:37 am – 10:32 am	Period 2	55 min
10:34 am – 10:49 am	Home Room	15 min
10:49 am – 11:14 am	Lunch 1	25 min
11:16 am – 12:11 pm	Period 3	55 min
12:13 pm – 1:08 pm	Period 4	55 min
1:08 pm – 1:33 pm	Lunch 2	25 min
1:35 pm – 2:30 pm	Period 5	55 min

2026 ELLENBROOK SECONDARY COLLEGE TERM DATES

Term 1	Monday 2 February to Thursday 2 April
Break	Friday 3 April to Sunday 19 April
Staff Development Day	Monday 20 April
Term 2	Tuesday 21 April to Friday 3 July
Break	Saturday 4 July to Sunday 19 July
Staff Development Day	Monday 20 July
Term 3	Tuesday 21 July to Friday 25 September
Break	Saturday 26 September to Sunday 11 October
Staff Development Day	Monday 12 October
Term 4	Tuesday 13 October to Thursday 17 December

We look forward to meeting the parents/carers of our students and invite you to attend our Parent Information Evenings; Sports Carnivals and matches; and College Productions, Art Exhibitions and Music Showcases.

Communication

We encourage parents to stay in touch with the College's latest news and events through our Facebook page and website. Other key communication platforms used by the College daily are below:

Compass

Compass is an electronic school administration system for Parents and Carers and is used for:



- Detailed student attendance including notifying of an absence.
- Events (excursions/incursions) information, consent, and payment.
- Viewing your child's timetable and the College Calendar.
- Parent/staff communication.
- Notices for parents/carers.

App: Compass School Manager - available via the App store or Google Play.

Website: <https://ellenbrooksc-wa.compass.education>

Note: Your Compass username is different to your Connect username. Each parent/carer has their own unique username and password.

Connect

Connect has been used by the College for many years. It is an integrated online system developed by the Department of Education WA, to allow staff, students, and parents/carers in WA public schools to view information about students and their progress.

Connect is used for:

- Student academic purposes.
- Parents and students to view marks, reports, etc.
- Student work and resources online (posted by teachers).
- Notices for parents/carers and students.



The username for parents/carers is a parent number 'P number'. Each parent/carer has their own unique 'P number' and password.

Students' username is their first name.surname and the password from their previous WA public primary school (if starting Year 7) or one recently issued by the College. Students can ask any teacher to allocate or reset their Connect password.

For more information, please email the college.

Note: Parents are to ensure they provide up-to-date information about their child before an excursion proceeds. as student safety on excursions is paramount.

Parent Involvement

College Board

The College Board's purpose is to enable parents and members of the community to engage in activities that are in the best interests of students and will enhance the educational experience provided by the College. The Board is made up of parents, community, and staff representatives.

Some of the Board's responsibilities include:

- Promoting the College in the Community.
- Approving charges and contributions.
- Endorsing the annual College budgets.
- Providing advice to the Principal.

Parents and Citizens Association (P&C)

The College welcomes new and existing parents/carers to join the P & C. Meetings are held on the second Tuesday of each month. Have your say and join the P&C. The P&C aims to:

- Provide a platform to bring parents, citizens, students, and teaching staff together.
- Give parents a chance to be aware of all College activities.
- Provide opportunity to contribute to the College's resources through fundraising events.
- Engage members in determining how the funds raised by P&C is best spent to help students.



Follow us Online

Keep up to date with what is happening in the College! 'Follow' the Ellenbrook Secondary College Facebook page and subscribe to our YouTube channel.



/ellenbrooksc



@EllenbrookSC

In 6 years of secondary school		
Attendance of 90%	absent for 1 day a fortnight	24 weeks of missed lessons, more than a semester.
Attendance of 80%	absent for 2 days a fortnight	48 weeks of missed lessons, more than one year.
Attendance of 60%	absent for 4 days a fortnight	96 weeks of missed lessons, almost 2.4 years.
(1 year = 40 weeks)		

Attendance

Any absence from class has a significant impact on a student's academic achievement. The College is taking important steps to benefit your child. This is a shared responsibility and parent/carer assistance is required and appreciated.

Absences

Please notify the College as soon as you know your child will be absent. This can be done by:

- Online: Compass Attendance Note
- Email: ellenbrook.sc.absentees@education.wa.edu.au
- Phone: 9297 9700

Please ensure you provide your child's name, reason, and length of the absence. A reasonable explanation must be provided for any absence from in-class assessments or deadlines missed.

Leaving Early

An early leave pass is required by all students who need to leave school during the day. A pass can be organised in advance by Compass Attendance Note, email, phone or sending a note with the details. Should the student return to school after their appointment, they are required to sign back in.

Arriving Late

Students arriving late to school must sign in at the Administration Office. Unless a parent or carer provides a valid reason, late students may be assigned detention.

Compass/SMS Alert

If a student is marked absent in Period 1 without receiving notification from parent/carers, or the student has not signed in before 10:00 am, a Compass notification or SMS will be sent to the parent/carers' mobile.

Prolonged Absences (extended holiday/other family commitments)

Authorisation for prolonged absences will only be issued in exceptional circumstances when correspondence from a parent/carers is received well in advance.

Updating your contact details

Make sure the College has your current mobile number and other contact details including residential address and email.

Student Services

Students and parents are invited to make an appointment via phone or email with any member of the Student Services team if they have any concerns or need to seek professional advice. If you arrive unannounced, it is very unlikely you will be able to see the person you wish to contact. Student Services Team:

Student Services Managers

There are three Student Services Managers at Ellenbrook Secondary College:

- Years 7 and 8
- Years 9 and 10
- Years 11 and 12

The Student Services Managers lead the College's behaviour management, good standing, dress code, attendance monitoring and pastoral care. The Year 11 and 12 Student Services Manager additionally assists in the monitoring of student academic progress to prioritise WACE achievement and course counselling.

Year Coordinators

For each Student Services Manager, there is a corresponding Year Coordinator - Years 7 and 8; Years 9 and 10; and Years 11 and 12. The Year Coordinators liaise and collaborate with the Student Services Managers to assist in behaviour management, good standing, dress code, attendance monitoring and pastoral care. The Year Coordinators also plan events such as end of term rewards for students.

Student Support Officers

The Student Support Officers are the first point of contact for parents in relation to their child's wellbeing, general academic progress, or attendance. They will then refer to the appropriate support staff or Student Services Manager if required.

The Student Support Officer's major role is to look after the pastoral care needs and well-being of the students in their particular year group. They also monitor student welfare, attendance, academic progress and consult with all other members of the school community. Parents are invited to make an appointment with the relevant Student Support Officer if they have any concerns, especially those which go beyond one class. Parents are encouraged to contact the class teacher if they are concerned about a particular subject.

Dean of Studies

The Dean of Studies is a key academic leader who oversees and manages, and improves all aspects of the College's academic programs, ensuring compliance with policies and standards, and fostering a positive learning environment. The Dean of Studies focuses on student-related matters within the academic program, providing support to students, parents, and teachers in their academic interactions.

School Psychologists

The School Psychologists apply their psychological and educational expertise to support schools to meet the social, emotional, behavioural, and learning needs of students. They work closely with the Student Services, teachers, students, parents, and interagency partners, to help schools, students and parents put strategies in place to support the young person.

The School Psychologists offer brief solution focused interventions for individual group and system level. Longer term interventions require referral to an appropriate external agency. Referral to the School Psychologist is through a Student Services Manager or Student Support Officer. Referrals are triaged, and access to the school psychology service will depend on availability.

Note: Parent/carer consent is required prior to involvement for students.

Chaplain

The Chaplain works as part of Ellenbrook SC Student Services and wellbeing team, providing pastoral care and support for students, staff, and families. The Chaplain is available to listen and provide a supportive place to talk. They offer confidential, nonjudgmental pastoral care and programs based on respect, compassion, and service.

Aboriginal Education

Aboriginal Islander Education Officers (AIEO)

The Aboriginal Islander Education Officer supports Aboriginal and Torres Strait Islander students and families with attendance, engagement, and mental health concerns. They act as a conduit between student, parents and school to provide support.

Clontarf Academy

The Ellenbrook Clontarf Academy exist to improve the education, discipline, life skills, self-esteem, and employment prospects of young Aboriginal and Torres Strait Islander men. They provide important school engagement mechanisms by monitoring their student's attendance and counsel on a range of behavioural and lifestyle issues. Any Aboriginal or Torres Strait Islander boy enrolled at Ellenbrook SC can apply to be part of this program.



Stars Foundation

Delivered by strong Aboriginal and Torres Strait Islander role models, Stars Foundation is a culturally appropriate healthy lifestyle program which aims to improve engagement and education amongst school-aged Aboriginal and Torres Strait Islander girls. Participants are enabled to make informed decisions about their personal health and well-being to lead a positive and healthy lifestyle.



Careers

Career Practitioner

The Career Practitioner is responsible for career counselling and pathway planning throughout Ellenbrook SC with an emphasis and priority given to Year 10, 11 and 12 students.

Vocational Education and Training (VET)

The VET Team will manage and promote all VET and Workplace Learning dealing with Year 10, 11 and 12 students.

Nurse

The Community Health Nurse service promotes students' healthy development and well-being, helping them reach their full potential. The Department of Health provides this free and confidential service in partnership with the College.

Students are encouraged to make an appointment or drop in between classes when the Health Centre is open. The nurse can provide healthcare support and can provide guidance on discussing health concerns with parents/carers.

First Aid Officers

The First Aid Office is open from 8:30 am until the end of the school day at 2:55 pm. The College facilities are for the provision of basic first aid only and do not allow for the accommodation of sick or injured students at school. Parents/carers will be notified when children are unable to remain at school and will be responsible for their transport home, hospital, or doctor for further care.



To ensure the health and safety of all students if your child is feeling unwell and showing symptoms of illness, please keep your child at home.

Note: Should an ambulance be required; all costs are the responsibility of parents/carers.

During Class Time

Students require a note from their teacher to see the First Aid Officer during class time and between classes. Students are to access First Aid only if in genuine need.

Students

Students are not to contact their parents asking to go home, they are to see the First Aid Officer who will contact parents to decide.

Students with medical conditions should provide the College an annual up-to-date management emergency response plan and have it signed by a medical practitioner if indicated. These plans can be obtained at the Administration Office. Once the student's parent/carer has completed the form, it is to be handed to the First Aid Officer.

Note: Staff cannot give pain relief or other medication to students without the required Form 3 - Medication Administration completed prior by a parent/carer. All medication must be stored in First Aid and all medication must be administered by a First Aid Officer.

Student Dress Code

The College seeks to promote a high standard of dress and personal presentation with our dress code and believes the code:

- Fosters and enhances the public image of the College.
- Ensures students are safely dressed for specific College activities.
- Encourages equality amongst students.

It is a public-school requirement students comply with the dress code unless they are granted an exemption. The uniform is compulsory and consists of specific dress requirements for regular daily wear, for Physical Education classes, and for special programs, activities, and events.

Our College Uniform Policy has been formulated to meet the needs of the students, their families and the College and is endorsed by the College Board.

Please refer to the Uniform Policy on the College website for details. Where there is uncertainty about student uniform suitability, Student Services will advise.

Regular Uniform Requirements

The College uniforms can be purchased at LOWES Ellenbrook. The uniform consists of navy pants, shorts or skirt with the College polo or blouse/shirt (Year 11 and 12 only). Shorts or skirts must be worn at an appropriate length.

Uniform Price List



EVERYDAY		RRP
51030	Everyday polo Years 7 to 12	\$42.95
92259	White short sleeve blouse Years 11 and 12	\$46.95
75010	White short sleeve shirt Years 11 and 12	\$41.95
83431	Navy microfibre short	\$36.95
95032	Navy blocker short	from \$30.95
83431	Navy microfibre short with embroidery	\$34.95
57460	Navy/White trackpant	\$52.95
OUTWEAR		
58555	Navy hoodie	\$59.95
60827	Navy jumper	\$48.95
57461	Navy/White microfibre jacket	\$66.95
SPORTS		
98991	Warriors polo top	\$42.95
MUSIC		
59388	Long sleeve white shirt	\$40.95
77391	Navy/Gold/Silver tie	\$26.95
99550	Navy blazer	\$169.95
HATS		
83105	Navy cap	\$22.95

Note: All prices are subject to alteration (*prices as at December 2025*).

Mobile Phones and Electronic Devices

Mobile phones and electronic devices are a vital part of 21st Century life; however, it is important they be used in a way that supports students' academic, social, and emotional wellbeing.

Note: Mobile devices must be switched off and inside student backpacks from the time they arrive at school until the end of the school day.

Mobile devices include, but are not limited to, mobile phones, ear buds, headphones, Bluetooth portable speakers, smart watches*, iPods, iPads, laptops, tablet computers, and electronic personal organisers (*smart watches must be in airplane mode).

Devices are not allowed while at school to:

- make or receive phone calls or messages, including to or from parents
- monitor incoming communication or social media
- watch videos
- take photos, videos, or sound record
- listen to music.



Mobile devices may be used in a classroom setting only under the direct instruction of a teacher for educational purpose. Mobile devices are not to be kept on the student's body or clothing.

Exemptions

Exemptions may be granted to monitor a health condition as part of a college approved documented health care plan. Requests to be made in writing to the College Principal.

Breach of Procedures

- Students not complying (unless exempt) will be directed to hand over their device to staff. Devices may be temporarily stored by teachers, before being passed to Student Services for storage.
- Submission of the device will be recorded, and students may collect it from Student Services after school - only if it is their first offence.
- Refusal or failure to submit the device will be treated with appropriate consequences applied by Student Services.
- Multiple offences will lead to loss of Good Standing and parents/carers being required to collect the device from the College.

Note: Students are also responsible for protecting their device from vandalism or theft. The College and its staff are not responsible for mobile devices owned by students that are brought to school. Confiscated devices will be securely stored, applying reasonable security parameters.

Healthy Food and Drinks

The College supports a whole school approach to health and wellbeing by complying with the Department of Education's Healthy Food and Drink Policy (HFD), with the aim of improving the physical and mental health of our students. The HFD policy is mandatory in all public schools and applies to all school canteens, classroom rewards and cooking activities, school camps, excursions and fundraising events.

To support our College community in promoting healthy eating and making informed food choices, we encourage parents and carers to explore resources available on the Department of Health's [Fresh School Nutrition Advisory Program \(FreshSNAP\)](#).

Prohibited Items

Energy drinks, high-caffeine beverages, and soft drinks are not permitted on College premises or during College-related activities. These items will be confiscated if found. Confiscated items can be collected after school from Student Services.



Note: Exceptions will be made for students with specific medical conditions.

Other Important Information

House System

The College House system aims to:

- Increase student identification with the school, House, and Homeroom.
- Encourage interest in school activities through healthy, positive competition between Houses.
- Provide students with leadership opportunities.
- Recognise a range of student achievements using House Points.



Shark



Kangaroo



Dingo



Swan

Students are awarded House Points through participation in activities and as a reward for positive behaviours. House Points form the basis of student prizes in the House Rewards Program. Information about House activities and Point tally is on the House notice board near the Canteen.

Student House Leaders are selected to represent each year group. They have special responsibilities, including meetings with their House Coordinators, providing student feedback about House activities, and helping with the organisation, advertising, and running of House activities. Homerooms and College activities such as athletics carnivals are organised on a House basis. The Houses:

Homeroom

Homerooms are arranged in year levels with the same teacher (wherever possible) being responsible for the same group of students through their high school years. Homeroom teachers play a vital role in pastoral care, monitoring of absences, and other administrative duties.

Homeroom meets for 15 minutes each day just before Lunch 1 and attendance is compulsory. Homerooms are based on the College Houses.

SmartRider Cards

SmartRider cards are automatically ordered for all new students on commencement and arrive shortly after. The initial card is provided free of charge and includes a photo for identification. Replacement cards cost \$5.00 each. Students are required to order and pay for replacements at the Administration Office before a new card can be issued.

SmartRider cards are used to sign into school if a student is late.

Requests for School Work Vacation

As a rule, the College does not set work for students who are absent due to a vacation as many students have difficulty working without a teacher's assistance and encouragement. We strongly advise against students taking holidays during term.



Illness

Students who are ill are usually not able to complete work, however special arrangements can be made to assist a child in covering work missed. Please make sure you discuss the matter with the subject teacher and a plan to assist your child will be put in place.

Insurance

The College takes no responsibility for the theft, damage, or loss of any personal items. There is no Department policy to cover theft of computer, mobile phones, bikes etc. Students are also not covered for any personal injury while at school. Student's health insurance will need to be covered by Medicare or parents' private health insurance.

Before and After School Clubs

Many of the College's dedicated staff volunteer their time to hold before and after school clubs for students. These clubs enable staff to share their knowledge and passion for extracurricular activities and encourage interesting experiences and learning opportunities for all involved.

Note: Most college clubs are free, though some may have a small fee. Schedules are subject to change. For updated information, please visit our website:
<http://ellenbrooksc.wa.edu.au/>

Need Assistance?

If you have concerns about the social progress of your child, whether they are fitting in or conflict with a fellow student, please contact the Student Services team to discuss the issue or make an appointment.

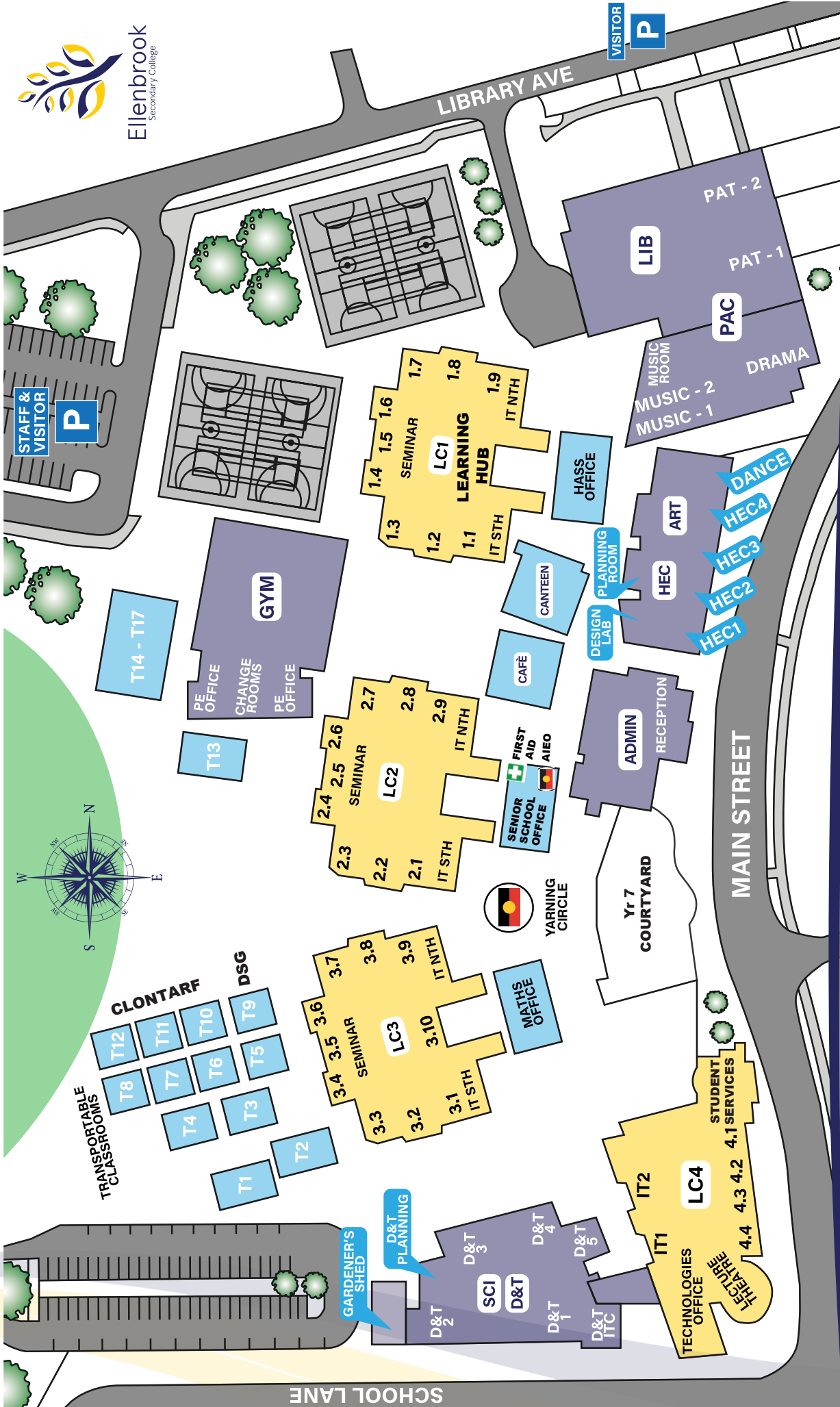
If you have concerns about the academic progress or issues with a teacher, please contact the teacher concerned to discuss the issue or make an appointment to meet with the teacher. Names of the Heads of Learning Areas (HoLA), Year Coordinators and Student Services Managers can be found on the College website.

You can find the names of your child's teachers on Compass or their timetable. You can also check class progress on Connect and Task Mark Reports are emailed home after each assessment.

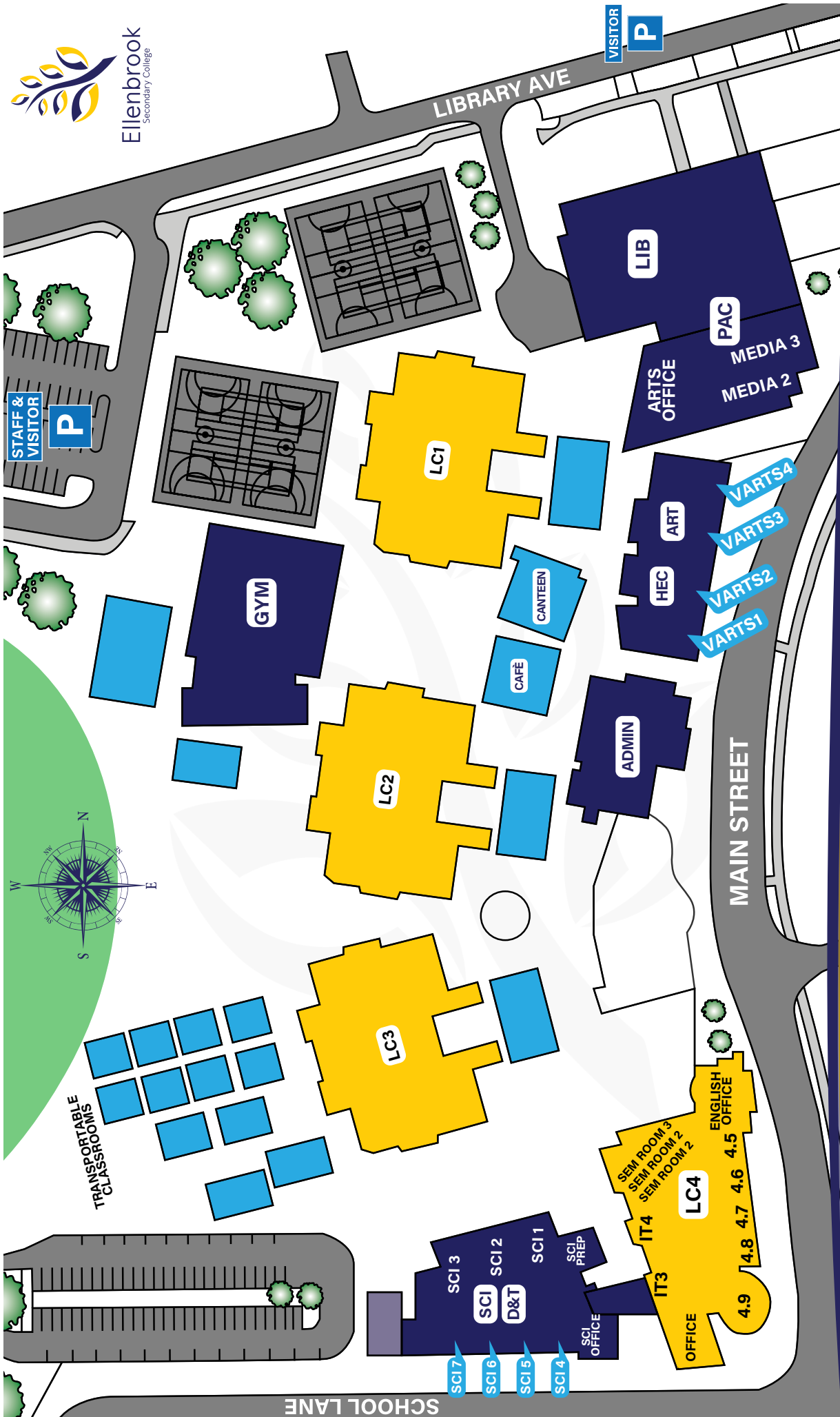
Fitting In or Conflict

The Year Coordinator is usually the best place to start, as they have a good grasp of what is going on in each year group and will assist you. For more complex problems, make an appointment to speak with the Student Services Managers. The College has additional support with a School Psychologist, Chaplain, and Community Health Nurse.

The person who knows a child best is the parent/carer, and we would be grateful for anything that you can tell us to make your child's time at Ellenbrook Secondary College happy and safe.



LOWER LEVEL



UPPER LEVEL



ELLENBROOK SECONDARY COLLEGE

100 MAIN STREET

ELLENBROOK WA 6069

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