

House Management Plan

Property Address: Unit 12, 212 Carr Place, Leederville WA 6007

Date: 21 July 2025

1. Introduction

This Short-Term Accommodation (STA) House Management Plan outlines the operation and management of the property at Unit 12, 212 Carr Place, Leederville. It ensures a safe and comfortable stay for guests, while aligning with the requirements of the City of Vincent and maintaining good relations with neighbours.

2. Property Details

- **Bedrooms:** 2
- **Bathrooms:** 1 (fully accessible)
- **Unique Features:** Fully wheelchair accessible apartment located in The Milano complex. Features include a car stacker for parking and proximity to public transport, shops, and Beatty Park Leisure Centre.
- **Minimum Stay:** 2 nights
- **Total Occupancy:** Including guests and any visitors, a maximum of 4 people at any one time.

3. Accommodation Management & Employees

Property Managers:

Arian Gorjy – 0405 209 233 | arian@innogreen.net.au (available 24/7)

Allison Chan – 0452 231 215 | allison@innogreen.net.au

Cleaning Services:

Sharon Bignell – 0455 027 026 | sharonbignell007@gmail.com

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DA No. 5.2025.319.1

15 December 2025

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4. Marketing & Advertisement

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The property is advertised on Airbnb, Booking.com & VRBO. Marketing is conducted via social media, partnerships with support providers, and direct contact through industry networks.

5. House Rules & Anti-Social Behaviour Management

- **Smoking:** Outdoors only. Smoking in the balcony must be done with the sliding door closed.
 - **Noise:** Quiet hours are from 10:00 pm to 7:00 am. Must comply with Environmental Protection (Noise) Regulations 1997.
 - **Pets:** Up to two pets allowed if well-behaved. Dogs under 20kg are permitted. Guest is responsible for any damage caused.
 - **Total Occupancy:** Including guests and any visitors, a maximum of 4 people at any one time.
 - **Anti-Social Behaviour:** Loud music, parties, or disturbances are prohibited. Guests must adhere to the Code of Conduct/House Rules provided at booking and upon arrival. Violations may result in termination of stay.
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6. Guest Screening

All bookings are screened via Airbnb, Booking.com & VRBO protocols, including identity verification. Reviews from past stays are also considered.

7. Complaints Management Procedures

- **24/7 Manager Contact:** Provided to guests and neighbours.
- **After-Hours Protocols:** Immediate response expected within 1 hour for disturbances.
- **Neighbour Notification:** Contact details of managers are provided to adjacent properties.

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- **Guest Awareness:** Guests are informed of the Code of Conduct prior to arrival and during check-in.
- **Complaints management process:** All complaints will be acknowledged within 24 hours, with urgent complaints actioned within 2 business hours. We will investigate promptly and take corrective action where required, such as contacting guests directly or arranging on-site checks. A follow-up response will be provided to the complainant once resolved.
- **Complaints logbook:** A digital logbook will be maintained recording the date, time, nature of the complaint, actions taken, and outcome. This log will be made available to the City upon request.

8. Guest Arrival and Departure Procedures

- **Check-In:** The keypad pin code sent one hour before check-in.
- **Check-Out:** 11:00 am latest; pin code may expire 30 minutes after checkout time.
- **Late Check-Out:** Available upon request and approval.

9. Parking & Equipment Storage

- **Guest Parking:** One onsite car stacker bay is available. Guests are informed of height and weight restrictions. No street parking permitted. Prior to check-in guests are sent a link to complete a mandatory car stacker induction form. Guests are advised that they will be held liable for any damage caused to the car stacker due to improper use.
- **Storage:** Equipment and suitcases may be stored in designated in unit areas.

10. Waste Management

- **Short Stays:** Waste managed by cleaners. Guests are informed prior to check-in of the location of the communal bin storeroom located on the lower ground floor. Separation of recycling and general waste is not required as this building only has community general waste bins.
- **Long Stays (30+ days):** Guests are informed prior to check-in of the location of the communal bin storeroom located on the lower ground floor. Separation of recycling

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and general waste is not required as this building only has community general waste bins.

- **Guest Duty:** Empty indoor bins into communal waste bins before departure.

11. Cleaning and Laundry

- **Post-Stay Cleaning:** Conducted after each stay. Additional cleaning available at extra cost.
- **Laundry:** Washer, dryer, and drying racks provided for guest use.

12. Security Measures

- **Locks:** Deadlocks on all windows and doors.
- **Access:** Digital keypad with electronic lock. Code shared before check-in.
- **Intercom:** Secure video intercom system at entry.
- **CCTV:** CCTV throughout the common areas, including a camera facing the apartment front door. No CCTV inside the apartment or on the balcony.

13. Emergency Procedures

- **Emergency Services:** Call 000 for police, fire, or ambulance.
- **Emergency Evacuation:** Emergency Evacuation plan can be found at the back of the front door.
- **Non-Urgent Police:** 131 444
- **Nearest Medical:**
 - Central City Medical Centre: (08) 9225 1188
 - Royal Perth Hospital: (08) 9224 2244
- **Utilities:**

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- Western Power (Electricity): 13 13 51
 - Water Corporation: 13 13 85
 - SES (Storm Damage): 132 500
 - Fire Alarm System (Swan Fire): 08 6296 6799
- **Property Manager (24/7):** Arian Gorjy - 0405 209 233
 - **Strata Manager:** Fiona Koh (Southern Strata Services) – 08 9478 6881

14. Maintenance

- **Urgent Repairs:** Call property managers immediately.
- **Routine Issues:** Report during business hours.

15. Bushfire Management

This site is not located in a bushfire-prone area. No additional precautions required.

16. Code of Conduct (Summary)

- Guests must comply with house rules and respect neighbours.
- Noise must be kept to a minimum during quiet hours.
- Parking is strictly limited to designated onsite space.
- Anti-social behaviour will not be tolerated.
- A full Code of Conduct/House Rules is provided digitally and displayed inside the unit.

17. Landowner Responsibilities

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- Guests receive a digital House Management Plan and Code of Conduct upon booking.
 - A printed copy is provided inside the unit.
 - Neighbours receive manager contact info for complaint purposes.
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Signed:

Arian Gorjy
Director and Licensee, Innogreen Homes

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House Rules & Code of Conduct

Property Address: Unit 12, 212 Carr Place, Leederville WA 6007

Date: 12 September 2025

1. Introduction

This House Rules and Code of Conduct outlines the operation and management of the property at Unit 12, 212 Carr Place, Leederville. It ensures a safe and comfortable stay for guests, while aligning with the requirements of the City of Vincent and maintaining good relations with neighbours.

2. Property Details

- **Bedrooms:** 2
- **Bathrooms:** 1 (fully accessible)
- **Unique Features:** Fully wheelchair accessible apartment located in The Milano complex. Features include a car stacker for parking and proximity to public transport, shops, and Beatty Park Leisure Centre.
- **Minimum Stay:** 2 nights
- **Maximum Stay:** 90 nights
- **Total Occupancy:** Including guests and any visitors, a maximum of 4 people at any one time.

3. Accommodation Management & Employees

Property Managers:

- **Arian Gorjy** – 0405 209 233 | arian@innogreen.net.au
- **Allison Chan** – 0452 231 215 | allison@innogreen.net.au

Cleaning Services:

- **Sharon Bignell** – 0455 027 026 | sharonbignell007@gmail.com

4. Marketing & Advertisement

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5. House Rules & Anti-Social Behaviour Management

- **Smoking:** Outdoors only. Smoking in the balcony must be done with the sliding door closed.
- **Noise:** Quiet hours are from 10:00 pm to 7:00 am. Must comply with Environmental Protection (Noise) Regulations 1997.
- **Pets:** Up to two pets allowed if well-behaved.
- **Total Occupancy:** Including guests and any visitors, a maximum of 4 people at any one time.
- **Anti-Social Behaviour:** Loud music, parties, or disturbances are prohibited. Guests must adhere to the Code of Conduct/House Rules provided at booking and upon arrival. Violations may result in termination of stay.

6. Guest Screening

All bookings are screened via Airbnb, Booking.com & VRBO protocols, including identity verification. Reviews from past stays are also considered.

7. Complaints Management Procedures

- **24/7 Manager Contact:** Provided to guests and neighbours.
- **After-Hours Protocols:** Immediate response expected within 1 hour for disturbances.
- **Neighbour Notification:** Contact details of managers are provided to adjacent properties.
- **Guest Awareness:** Guests are informed of the Code of Conduct prior to arrival and during check-in.
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- **Complaints logbook:** A digital logbook will be maintained recording the date, time, nature of the complaint, actions taken, and outcome. This log will be made available to the City upon request.

8. Guest Arrival and Departure Procedures

- **Check-In:** The keypad pin code sent one hour before check-in.
- **Check-Out:** 11:00 am latest; pin code may expire after checkout time.
- **Late Check-Out:** Available upon request and approval.

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9. Parking & Equipment Storage

- **Guest Parking:** One onsite car stacker bay is available. Guests are informed of height and weight restrictions. No street parking permitted. Prior to check-in guests are sent a link to complete a mandatory car stacker induction form. Guests are advised that they will be held liable for any damage caused to the car stacker due to improper use.
- **Storage:** Equipment and suitcases may be stored in designated unit areas.

10. Waste Management

- **Short Stays:** Waste managed by cleaners. Guests are informed prior to check-in of the location of the communal bin storeroom located on the lower ground floor. Separation of recycling and general waste is not required as this building only has community general waste bins.
- **Long Stays (30+ days):** Guests are informed prior to check-in of the location of the communal bin storeroom located on the lower ground floor. Separation of recycling and general waste is not required as this building only has community general waste bins.
- **Guest Duty:** Empty indoor bins into communal waste bins before departure.

11. Cleaning and Laundry

- **Post-Stay Cleaning:** Conducted after each stay. Additional cleaning available at extra cost.
- **Laundry:** Washer, dryer, and drying racks provided for guest use.

12. Security Measures

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- **Access:** Digital keypad with electronic lock. Code shared before check-in.
- **Intercom:** Secure video intercom system at entry.

13. Emergency Procedures

- **Emergency Services:** Call 000 for police, fire, or ambulance.
- **Emergency Evacuation:** Emergency Evacuation plan is found at the back of the front door.
- **Non-Urgent Police:** 131 444
- **Nearest Medical:**
 - Central City Medical Centre: +61 8 9225 1188
 - Royal Perth Hospital: 08 9224 2244
- **Utilities:**
 - Western Power (Electricity): 13 13 51
 - Water (Water Corporation): 13 13 85
 - Storm Damage (SES): 132 500
- **Property Manager (24/7):** 0405 209 233

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14. Maintenance

- **Urgent Issues:** Contact property managers immediately.
- **Non-Urgent Issues:** Report during business hours for prompt resolution.

15. Bushfire Management

This site is not located in a bushfire-prone area. No additional precautions required.

Signed:

Arian Gorjy

Director and Licensee, Innogreen Homes

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Annexure A – Floor Plan

Floorplan Scale Bar (m)

APPROXIMATE AREAS	
Internal Living	76 sqm
Balcony	16 sqm
Total	92 sqm



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12/212 Carr Place, Leederville 6007

Whilst every attempt has been made to ensure the accuracy of the floor plan contained here, measurements are approximate and no responsibility is taken for any error, omission or misstatement. This plan is for illustrative purposes only and should be used as such by any prospective purchaser or tenant.



Planning Supporting Statement

Application for development approval — unhosted short-term rental accommodation | Unit 12, 212 Carr Place, Leederville WA 6007 | Version 3.8, 24 September 2026

Item	Detail
Premises	Unit 12, 212 Carr Place, Leederville WA 6007
Land	Lot 12 on Strata Plan 81432
Applicant	Innogreen Technologies Pty Ltd t/a Innogreen Homes (managing agent)
Landowner	CBD No. 2 Pty Ltd
Existing approval	City of Vincent DA 5.2025.319.1, granted 15 December 2025; expires 15 December 2026
Approval sought	A further approval for a term of three (3) years
Maximum guests sought	Four (4), unchanged from DA 5.2025.319.1, of whom no more than three (3) may be aged 18 or over
Directly opposite	Hellene Taverna, a 200-patron tavern under construction across Carr Place, approved by Council on 10 March 2026 for trading to midnight seven days

1. Subject land and ownership

Item	Detail
Street address	Unit 12, 212 Carr Place, Leederville WA 6007
Land description	Lot 12 on Strata Plan 81432
Certificate of Title	Volume 4028 Folio 59
Parcel identifier	56927
Site area	Approximately 586 sqm
Zoning	Centre zone (City of Vincent Local Planning Scheme No. 2)
Registered proprietor	CBD No. 2 Pty Ltd
Managing agent / applicant	Innogreen Technologies Pty Ltd t/a Innogreen Homes, ABN 13 630 201 688
Applicant contact	1800 123 000 info@innogreen.net.au
Dwelling configuration	Two bedrooms
Car parking	One allocated car stacker bay
DEMIRS STRA registration	STRA60070ET7FCHK — first registered 23 May 2025; expires 23 May 2027

The zoning of the land is a material matter for this application and is returned to at sections 4, 5 and 9 below. Lot 12 is within the Centre zone. It is not within the Residential zone and it is not within the Mixed Use zone.

2. Background and the existing approval

On 15 December 2025 the City of Vincent granted development approval 5.2025.319.1 under delegated authority for the use of the premises as a “Holiday House”, in accordance with plans dated 20 October 2025. That approval was granted for a period of 12 months from the commencement of the use and expires on 15 December 2026.

The approval as granted was subject to conditions including the following:

- A maximum of four guests and zero visitors.
- A minimum stay of two nights.

- The use is to operate in accordance with the approved Management Plan and Code of Conduct, the Code to be given to guests at check-in and displayed in the premises.
- Adjoining owners are to be given a copy of the Management Plan.
- No residential parking permits are to be issued to guests.
- An A4 sign identifying the use and giving the manager's contact details is to be displayed at the front of the dwelling, visible from the street.

Condition 3 of the approval requires that a further approval be granted before the expiry of the existing approval if the use is to continue. This application is made to satisfy that condition. It is lodged well in advance of the 15 December 2026 expiry so that a decision can be made and an approval granted before that date, rather than merely lodged before it.

The original 2025 application was advertised by the City and 89 letters were issued to surrounding owners and occupiers.

Advice Note 7 to the determination notice records the City's own position on the relationship between the land use approved in 2025 and the land use for which approval is now sought:

"LPS2 defines a Holiday House as means a single dwelling on one lot used to provide short-term accommodation but does not include a bed and breakfast. For the purposes of clarity, this use is consistent with the use known as 'Unhosted Short Term Rental Accommodation'."

The change of land use descriptor described at section 4.1 below is therefore a change of terminology in the Scheme, not a change in the use being carried on at the premises.

3. The proposal

The applicant seeks development approval for the continued use of Unit 12 as unhosted short-term rental accommodation, for a term of three years, on the operating parameters set out below. The application brings the operation of the premises into line with the current Local Planning Policy: Short Term Accommodation, and consolidates the management documentation for the use into a single instrument.

Parameter	Under DA 5.2025.319.1	Now proposed
Land use	Holiday House	Unhosted short-term rental accommodation
Maximum guests	Four	Four (no change)
Guests aged 18 or over	Not limited separately	No more than three. A fourth guest must be under 18
Visitors	Zero	Permitted between 7.00am and 10.00pm only, none outside those hours, in accordance with clause 2.2.1, and only within a total of four people on site. Visitors may not bring a vehicle.
Total people on site	Four (guests only)	Four — guests and visitors combined, at any one time
Minimum stay	Two nights	Three nights for bookings falling over a weekend; two nights for bookings that do not. A two-night weekend booking only where it fills a two-night gap between existing bookings
Bedrooms used	Two	Two (no change)
Car parking	One allocated car stacker bay	One allocated car stacker bay (no change)
Management documentation	House Management Plan and Code of Conduct, as separate documents	A single consolidated Operations Management Plan incorporating the Code of Conduct and House Rules, the Parking Management Plan and the Complaints Management Procedure

Term of approval	12 months from commencement of use	Three (3) years
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No building works, no external alterations and no change to the strata lot are proposed. The application is for a use only, on the plans already approved.

Two elements of the proposal are volunteered by the applicant rather than required by the existing approval. The first is the three-night minimum stay for bookings falling over a weekend, which adopts clause 2.2.2 of the Policy in full and is more restrictive than the existing two-night condition. The second is the consolidation of the management documentation, which gives the City a single instrument to condition and a single document to enforce against.

4. The applicable planning framework

4.1 Amendment No. 13 to Local Planning Scheme No. 2

Amendment No. 13 to the City of Vincent Local Planning Scheme No. 2 was gazetted on 3 March 2026. The Amendment deleted the “holiday house” land use from the Scheme and introduced the land use “unhosted short-term rental accommodation”.

The use for which approval is now sought must therefore be described as unhosted short-term rental accommodation, because the land use class under which the 2025 approval was granted no longer exists in the Scheme. Throughout this statement, and throughout the accompanying documentation, the term “Holiday House” is used only where it is necessary to refer to DA 5.2025.319.1 as it was granted in December 2025. It is not used to describe the use now proposed.

The applicant asks that Condition 2 of the existing approval, which describes the approved use by reference to the deleted land use class, be updated on renewal to refer to unhosted short-term rental accommodation.

4.2 Local Planning Policy: Short Term Accommodation

The assessment at section 5 below is made against the City’s adopted Local Planning Policy: Short Term Accommodation as currently in force. The relevant provisions are the general standards at clauses 1.1 to 1.4, the specific standards for unhosted short-term rental accommodation at clauses 2.1 to 2.5, and the Approval Period provisions, which are addressed separately at section 10.

5. Assessment against the Local Planning Policy

5.1 Clause 1.1.1 — location

The premises is an existing two-bedroom apartment within an established multi-storey strata development on Carr Place, in the Leederville town centre. It is within the Centre zone, in a mixed commercial and residential precinct characterised by hospitality, retail, entertainment and office uses at street level. No new built form is proposed. The use is accommodated entirely within the existing dwelling and makes use of the existing allocated car parking.

5.2 Clause 1.1.2 — does not apply to this application

Clause 1.1.2 provides for proximity to a recognised tourist destination and to a transit stop on a high-frequency public transport route, measured by walkable distance. By its own terms, clause 1.1.2 applies only:

“Where proposed within the Residential or Mixed Use zone”.

Lot 12 on Strata Plan 81432 is within the Centre zone, confirmed from the City’s Intramaps mapping. The premises is therefore not within the Residential zone and is not within the Mixed Use zone. It follows that

clause 1.1.2 is not engaged by this application, and the walkable-distance tests in that clause form no part of the assessment.

5.3 Clause 2.1.1 — interface with non-residential uses

Clause 2.1.1 provides that the use should be located adjacent to, or have a direct interface with, other non-residential uses that are not sensitive to noise, in areas where ambient noise and activity already exist.

The premises satisfies this standard directly, on two frontages.

Directly opposite the building, across Carr Place, Hellene Taverna is under construction: a tavern for up to 200 patrons, which Council approved on 10 March 2026 for trading from 7.00am to midnight, seven days a week. Council has therefore already found this part of Carr Place suitable for a large, licensed, late-trading venue. That is the non-residential interface clause 2.1.1 asks for, established by Council's own decision rather than the applicant's assertion. It is addressed in full at section 9.1.

Behind the building, it adjoins Electric Lane, the hospitality laneway at 742 Newcastle Street. The subject building therefore does not merely sit near an activity area — it has a direct physical interface with one on each side. The ambient noise and activity environment contemplated by clause 2.1.1 is the existing environment of this building.

Other non-residential uses in the immediate locality reinforce the position:

- Hellene Taverna, directly opposite across Carr Place: 200 patrons, trading to midnight seven days.
- Electric Lane, the hospitality laneway at 742 Newcastle Street, which the building adjoins.
- The Leederville Hotel, approximately 100 to 140 metres from the premises.
- The Luna cinema, approximately 200 metres from the premises.

A short-stay use in this location is placed where the Policy intends it to be placed: in an established centre with existing evening activity, rather than in a quiet residential street where it would be the sole source of visitor movement.

5.4 Clause 2.2.1 — visitors

Clause 2.2.1 provides:

"There should be no more than four visitors at any one time between 7am and 10pm, with no visitors permitted outside of these hours."

The proposal adopts the visiting hours in that standard exactly: visitors are permitted between 7.00am and 10.00pm, and none outside those hours. The number of visitors is then further limited by the four-person total described below. The limit and the hours are stated in the Operations Management Plan at section 3, which is sent to the lead guest by email at booking and again on the day of check-in and is available in the apartment at any time through a QR code on the A4 sheet displayed on the fridge, so the requirement at clause 1.3.1(c) to state the maximum number of visitors and the allowable visiting times is met at the same time.

Condition 4 of DA 5.2025.319.1 presently permits zero visitors. That condition predates the Policy: it was volunteered by the applicant in 2025, when no adopted standard on visitors existed. The applicant asks that Condition 4 be updated to the Policy standard on renewal, in the same way and for the same reason as the updates sought to Conditions 2 and 5 — so that the approval reflects the Policy the City has since adopted rather than a figure struck before it existed.

Critically, the applicant does not seek to increase the number of people who may be at the premises. A total of four people at any one time, guests and visitors combined, is retained as an absolute cap. That cap is not new: it is the commitment the applicant gave in the House Management Plan of 21 July 2025 lodged with the

original application, which stated in two places that a maximum of four people were permitted at any one time “including guests and any visitors”. It fell out of the later plan only because Condition 4 reduced visitors to zero, which made it redundant. It is now restored.

The practical effect is that visitors are accommodated within the existing four-person limit, not in addition to it. Where four guests are staying, no visitor may attend. Where two are staying, up to two visitors may attend between 7.00am and 10.00pm. The number of people the premises can hold is unchanged from the position the City approved in 2025, and unchanged from the position it has operated under since.

Two further restrictions are volunteered, and the applicant accepts both as conditions. First, visitors may not bring a vehicle, so no on-site visitor parking is provided or used; this is returned to at section 6. Second, the lead guest must notify the manager before visitors attend, which gives the manager the same visibility over who is in the building as it has over guests.

5.5 Clause 2.2.2 — minimum length of stay

Clause 2.2.2 provides:

“Bookings that fall over a weekend should have a minimum stay of three nights. Bookings that do not fall over a weekend should have a minimum stay of two nights.”

The applicant accepts this standard in full and proposes to operate to it, with one practical point applied within it. A booking falling over a weekend may be for two nights only where it fills a gap of exactly two nights between two existing bookings, so the dwelling is not left empty for two nights that could never otherwise be let. No stay is shorter than two nights. The applicant understands from the City’s planning officer that this is consistent with clause 2.2.2, and asks that it be confirmed in the determination.

The existing approval imposes a flat minimum stay of two nights, which predates the current Policy wording. The applicant expressly asks the City to update Condition 5 on renewal so that it reflects clause 2.2.2. Booking platform settings will be configured accordingly from the commencement of any further approval.

The practical effect is to reduce turnover on the nights when turnover is most likely to be noticed by neighbours. The applicant supports the standard for that reason and does not seek any variation of it.

5.6 Clause 2.3.1 — guest numbers

Clause 2.3.1 provides that there be no more than two guests, excluding persons under 18 years of age, per bedroom, to a maximum of 12 guests per dwelling. The dwelling has two bedrooms, so the maximum permissible under clause 2.3.1 is four guests. The proposal is for a maximum of four guests, unchanged from the existing approval, of whom no more than three may be aged 18 or over. Clause 2.3.1 is satisfied.

5.7 Clause 2.4.1 — car parking

Clause 2.4.1 sets the car parking requirement for the use by reference to the number of guests:

Maximum number of guests	Minimum bays required
1 – 3 guests	1 bay
4 – 6 guests	2 bays
7 – 8 guests	3 bays
9 – 10 guests	4 bays
11 – 12 guests	5 bays

Unit 12 is allocated one car stacker bay. That is the whole of the parking available to the lot, and no further bay can be provided without acquiring an interest in another lot’s bay.

Clause 2.3.1 excludes persons under 18 years of age from the guest count, and the applicant understands from the City's planning officer that guests under 18 are likewise not counted for clause 2.4.1. The application therefore limits every booking to no more than three guests aged 18 or over, with a fourth guest permitted only where that guest is under 18. On that basis no more than three guests are counted for clause 2.4.1, one bay is required, and one bay is provided. Clause 2.4.1 is satisfied. The applicant asks that this position be confirmed in the determination.

The House Rules also permit one vehicle only, whatever the party size, so the parking demand generated by the use does not rise with the number of guests. Should the City nonetheless count guests under 18 for clause 2.4.1, a four-guest booking would indicate two bays; that alternative position is addressed in full at section 6, so the application can be determined on either reading.

5.8 Clause 1.2.1 — location of guest parking

Clause 1.2.1 provides that car parking for the use should not be located within communal and/or visitor parking bays in grouped or multiple dwellings. The bay used by guests is the car stacker bay allocated to Unit 12 and is used by the unit only. Guests are prohibited from using visitor bays or communal bays within the strata scheme, and that prohibition is stated expressly in the Operations Management Plan and in the Code of Conduct and House Rules given to every guest. Clause 1.2.1 is satisfied.

5.9 Summary of the assessment

Policy provision	Outcome
Clause 1.1.1 — location	Satisfied
Clause 1.1.2 — proximity tests	Does not apply — applies only in the Residential or Mixed Use zone. Lot 12 is in the Centre zone.
Clause 1.2.1 — communal / visitor bays	Satisfied — allocated bay only
Clause 1.2.2 — Parking Management Plan	Satisfied — provided at Appendix B of the Operations Management Plan, including the clause 1.2.2(d) position in the alternative
Clause 1.3.1 — Code of Conduct	Satisfied — sections 1 to 12 of the Operations Management Plan
Clause 1.4.1 — complaints record	Satisfied — sections 15 and 16 of the Operations Management Plan
Clause 2.1.1 — non-residential interface	Satisfied — Hellene Taverna (200 patrons, trading to midnight) under construction directly opposite; the building also adjoins Electric Lane
Clause 2.2.1 — visitors	Satisfied, and exceeded — visiting hours adopted exactly, but visitors are accommodated within a total of four people on site rather than in addition to the guests. Visitors may not bring a vehicle.
Clause 2.2.2 — minimum stay	Accepted in full — 3 nights over a weekend, otherwise 2; a 2-night weekend booking only to fill a 2-night gap
Clause 2.3.1 — guest numbers	Satisfied — 4 guests, no more than 3 of them aged 18 or over
Clause 2.4.1 — parking	Satisfied — no more than 3 guests aged 18 or over, requiring 1 bay; 1 bay provided. Alternative position at section 6
Clause 2.5.1 — management plan	Satisfied — the Operations Management Plan, mapped clause by clause at its Appendix A

The proposal meets every applicable standard of the Policy. If the City counts guests under 18 for clause 2.4.1, the resulting one-bay difference is addressed at section 6.

6. Parking in the alternative — clause 1.2.2(d)

This section applies only if the City counts guests under 18 for clause 2.4.1. On that reading a four-guest booking would indicate two bays against the one provided. Clause 1.2.2 requires a Parking Management Plan, and at (d) requires that plan to address:

“The appropriateness of any shortfall to guest parking, such as proximity to transport routes and how guests can travel without a vehicle.”

The Policy therefore expressly contemplates that a shortfall to guest parking may be appropriate, and sets the matters against which its appropriateness is to be measured. The applicant relies on the following, each of which is developed in Appendix B of the Operations Management Plan:

Ground	Position
One vehicle only	The House Rules permit guests one vehicle, whatever the size of the party. Parking demand generated by the use is one bay at any party size, and one bay is provided. The shortfall is arithmetic against the guest band, not a shortfall in practice.
No more than three adults	No booking may include more than three guests aged 18 or over. Of the ten four-guest bookings taken in the twelve months to 14 September 2026, four were two adults travelling with two children.
Actual party sizes	Over the twelve months to 14 September 2026 the premises took 55 bookings totalling 308 booked nights. Forty-five of the 55 bookings (82%) and 264 of the 308 nights (86%) were at three guests or fewer, for which clause 2.4.1 requires one bay.
Proximity to transport routes	Leederville train station is within walking distance and provides a direct rail connection to the Perth central business district. Bus services operate on Newcastle Street, Vincent Street and Loftus Street.
Guests can and do travel without a vehicle	The attractions that bring most guests to the locality are within walking distance of the building entrance, as is Beatty Park Leisure Centre. The dwelling is certified High Physical Support under the NDIS SDA Design Standard and a significant part of the booking base is guests travelling to Perth for medical treatment, and guests with accessibility requirements travelling with a support worker, who commonly arrive by taxi, rideshare or patient transport rather than by private car.
The operational record	The single allocated bay has served the use for the whole of the current approval period, at the same four-guest cap.

No on-street parking is relied on. Guests are directed to the allocated bay, are told in writing at booking and at check-in that street parking is not permitted, and no residential parking permit is issued to or sought for any guest. The applicant is content for each of those measures to be imposed as a condition of any further approval.

7. Management documentation — a single consolidated instrument

The management documentation for the use has been consolidated into one document. The Operations Management Plan submitted with this application incorporates, as Parts B, C and D, the Code of Conduct and House Rules, the Parking Management Plan and the Complaints Management Procedure. Those are no longer separate documents.

The applicant has done this so that the City conditions, monitors and enforces against a single instrument rather than four; so that a guest, a neighbour or an officer reads one document rather than hunting across a set; and so that a future amendment cannot leave one document saying something different from another.

The applicant asks that the Operations Management Plan be the approved management plan for the purposes of any condition requiring the use to be operated in accordance with an approved management plan, and accepts a condition to that effect.

Policy requirement	Where it is met
Clause 2.5.1 — management plan for unhosted short-term rental accommodation	Sections 2, 7 to 11, 13, 14 and 17 of the Operations Management Plan, mapped at its Appendix A
Clause 1.3.1 — Code of Conduct	Sections 1 to 12 of the Operations Management Plan
Clause 1.2.2 — Parking Management Plan	Section 4 and Appendix B of the Operations Management Plan
Clause 1.4.1 — record of complaints	Sections 15 and 16 of the Operations Management Plan

8. Operational record since 15 December 2025

The use has operated under DA 5.2025.319.1 since 15 December 2025, managed to the following measures:

- The City of Vincent advised in September 2026 that it has received no complaint about the use.
- A Minut noise and smoke/vape monitoring device is installed in the living room and operates continuously. It measures sound level and detects smoke and vapour; it records neither audio nor images.
- Guests are liable for a \$500 fine, together with any fire brigade call-out charges levied on the strata company, in the event of a false alarm.
- The management settings in force for the reporting period were: no pets; no visitors; and use of the one allocated car stacker bay by the unit only.
- A copy of the approved management plan has been provided to adjoining owners, and an A4 sign on the glass window beside the lobby door, visible from Carr Place, advises that the building contains short-term rental apartments and gives the manager's contact details.

It is also relevant that the prior residential tenancy of this same apartment generated more complaints than the short-stay use has. The short-stay use, managed to a written management plan and code of conduct, with electronic noise monitoring and a 24-hour manager contact, has proved to be the quieter of the two uses of this dwelling.

A separate Operational Compliance Record accompanies this application, setting out compliance against each condition of DA 5.2025.319.1 for the period 15 December 2025 to 17 September 2026.

9. The locality, and the accommodation it does not have

The matters in this section are not standards under the Policy. They are put because they bear on the planning merit of the use and on the amenity and economic considerations the City weighs under clause 67 of the deemed provisions.

9.1 A 200-patron tavern trading to midnight is being built directly opposite

Hellene Taverna is under construction directly opposite the building, across Carr Place. Its site has frontages to both Carr Place and Newcastle Street, and its street address is No. 1/652 (Lot 105) Newcastle Street. Construction can be seen from the applicant's office, which is in the subject building.

Council approved the change of use from warehouse to tavern, with alterations and additions, at the Ordinary Council Meeting of 10 March 2026 (item 9.3), unanimously (8–0), following the Council Briefing of 3 March 2026 (item 5.3). The minutes were confirmed on 21 April 2026. The proponent is Kerasma Hospitality Pty Ltd, a Kailis family venture, and the cost of development is \$2 million. The conditions of approval include

operating hours of 7.00am to midnight, Monday to Sunday; a maximum of 200 patrons at any one time; and closure from 10.00pm of the alfresco seating area facing Carr Place. The tavern must also operate in accordance with an approved acoustic report and venue management plan.

Three points follow.

- **The City has already decided what this street is.** By approving a 200-patron, midnight-trading tavern on Carr Place, Council has found this part of the street to be an active, licensed, evening-trading environment. That is the interface clause 2.1.1 asks for, on the City's findings rather than the applicant's assertion.
- **The scale is not comparable.** The tavern may hold up to 200 people until midnight, every night. This dwelling holds no more than four people at any time, observes quiet hours from 10.00pm, has no visitors after 10.00pm, and is under continuous electronic noise monitoring. The tavern alone may hold fifty times as many people, three hours later, every day of the week.
- **The evening amenity of Carr Place will be set by the tavern.** Once it opens, any assessment of evening noise and activity on this street will turn on a 200-person venue across the road, not on a managed four-person apartment. Refusing or curtailing this use would not measurably change the amenity of Carr Place.

9.2 There is no hotel in the Leederville town centre

The only premises in Leederville carrying the word "hotel" in its name is the Leederville Hotel at 742 Newcastle Street. It holds a tavern licence (Licence No. 6020043869, licensee Newox Pty Ltd) and offers no accommodation. There is no hotel, motel or serviced-apartment operator in the Leederville town centre.

The nearest commercial hotel accommodation is in the Perth central business district, West Perth and Northbridge, roughly three kilometres away. Accommodation search platforms listing "hotels in Leederville" in fact return small bed and breakfasts, backpacker lodging and short-stay apartments, with the nearest actual hotels shown at about 3.2 kilometres distant.

The consequence matters to this application. Visitor accommodation serving the Leederville town centre is provided almost entirely by small-scale short-stay dwellings of exactly this kind. Removing that stock does not move demand into a Leederville hotel, because there is not one. It moves visitors out of the precinct altogether, and their spending with it.

9.3 The dwelling is certified High Physical Support, and accessible short-stay stock is scarce

This is not a dwelling that happens to be step-free. The apartment is certified to the High Physical Support design category under the National Disability Insurance Scheme Specialist Disability Accommodation Design Standard — the highest of the four SDA design categories. Certification to that category requires, among other things, structural provision for ceiling hoists, doorways and circulation space sized for a large powered wheelchair, height-adjustable or adaptable fittings, and emergency power backup.

The applicant is an NDIS-registered provider (Provider No. 4050064987) whose ordinary business is specialist disability accommodation and assistive technology, and every apartment it holds in this building is certified to the same standard. The premises is operated accordingly.

A significant part of the booking base is guests travelling to Perth for medical treatment, and guests with high physical support needs travelling with a support worker. For those guests a self-contained two-bedroom dwelling is not a preference but a requirement: it allows a support worker to stay with the person they support, which a single accessible hotel room does not, and it provides the hoist provision and circulation space that an accessible hotel room does not.

Short-stay accommodation at this standard, close to the city, is scarce. Guests with high physical support needs are among the least able to substitute one room for another, and the City is invited to weigh the loss of a certified High Physical Support unit of short-stay accommodation accordingly.

9.4 The dwelling is not lost to housing

The applicant is conscious that short-term rental accommodation is contentious in the context of housing supply, and that objections to the 2025 application went to precedent and to Perth's housing shortfall rather than to amenity. The following is offered in response, briefly and without seeking to reopen a policy question that is for the Council.

- The premises remains a dwelling. No works are proposed, nothing about it is converted, and it can revert to residential tenancy at any time.
- The approval sought is time-limited to three years. The City revisits the question at the end of that term with the benefit of a further operating record, which is precisely the mechanism the Approval Period provisions of the Policy establish.
- The prior residential tenancy of this apartment generated more complaints than the short-stay use has. On the amenity of the other residents of this building, the short-stay use has been the better neighbour of the two.

9.5 The economic contribution is to the Leederville precinct itself

Over the twelve months to 14 September 2026 the premises accommodated visitors for 308 booked nights. Those guests eat, drink and shop within walking distance of the building — in Oxford Street, in Newcastle Street, and in the hospitality venues the City is itself approving. The visitor economy of a town centre depends on somewhere for visitors to sleep, and in Leederville that means dwellings of this kind. The premises also serves visitors to Leederville Oval, HBF Park, Luna Leederville and Beatty Park Leisure Centre, none of which has accommodation attached to it.

10. Term of approval sought

The applicant seeks a further approval for a term of three years.

The Approval Period provisions of the Policy provide for a 12-month initial approval where an application is located within a Residential or Mixed Use zone, and/or does not meet all general and specific standards of the Policy, and then provide that:

“Subsequent approval/s of up to 3 years may be granted where it has been demonstrated that the use can operate without any detrimental impact on adjoining and surrounding landowners, and no [changes to the management measures].”

This application is a subsequent application, made at the end of a 12-month initial approval. The two matters the Policy identifies for a subsequent approval of up to three years are both made out:

What the Policy asks	Position on this application
That the use can operate without detrimental impact on adjoining and surrounding landowners	Demonstrated over nine months of continuous operation under the approved management plan, with continuous noise and smoke/vape monitoring and a 24-hour manager contact. The City of Vincent advised in September 2026 that it has received no complaint about the use. The Complaint Register is produced to the City on request. The Operational Compliance Record accompanying this application sets out compliance against every condition.
No change to the management measures	The management measures are strengthened. The number of people permitted at the premises is unchanged at four, guests and visitors combined. Every other measure approved in 2025 continues, and the applicant adds to them: a three-night minimum stay for bookings falling over a weekend in place of the flat two-

	night condition, a mandatory car stacker induction before check-in, and the consolidation of the management documentation into a single instrument. The consolidation changes the form of the documents, not the substance of any commitment in them.
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The applicant addresses the visitor condition directly, because it is the only respect in which this application asks for anything the existing approval does not already permit. Condition 4 presently permits zero visitors, and this application asks that visitors be permitted between 7.00am and 10.00pm in accordance with clause 2.2.1.

That is not a change to the management measures, for the following reasons.

- The measure that protects neighbouring amenity is the number of people who may be at the premises, and that number does not move. Four people at any one time, guests and visitors combined, is retained as an absolute cap. Nothing about the intensity of the use changes.
- The four-person combined cap is not a new invention offered to secure this approval. It is the applicant's own commitment from the House Management Plan of 21 July 2025 lodged with the original application, which stated it twice. It lapsed only because Condition 4 set visitors at zero and made it redundant, and it is now restored.
- The zero-visitor figure was itself volunteered by the applicant in 2025, before the Policy was adopted and before any standard on visitors existed. It was never a measure the Policy required, and departing from it is not a departure from the Policy.
- Aligning the visiting hours with clause 2.2.1 brings the approval into conformity with the Policy the City has since adopted. That is the same exercise as the updates sought to Conditions 2 and 5, both of which make the approval more restrictive.
- Two further restrictions are volunteered and accepted as conditions: no visitor may bring a vehicle, and the manager must be notified in advance of any visitor.

Taken as a whole the management measures are strengthened, not reduced. The applicant volunteers a three-night minimum stay over a weekend in place of the flat two-night condition, a compulsory car stacker induction before check-in, and the consolidation of four management documents into a single instrument, while retaining every other measure and restoring the four-person combined cap. If the City nonetheless takes a different view of the visitor condition, the applicant would rather keep the three-year term than the visiting hours, and asks to be told so during assessment.

A three-year term is also the proportionate response to the record. The use has been assessed once, advertised to 89 surrounding owners and occupiers, approved, and has since operated for nine months under the approved management plan. Requiring the same application to be made again in twelve months would put the City to the cost of assessing an application it has already assessed, on a premises whose operation is now known rather than predicted.

The applicant asks that the further approval be granted for three years, on the conditions of DA 5.2025.319.1 as varied by the updates to Conditions 2, 4 and 5 requested at sections 4.1 and 5.4 to 5.6 above.

11. Conclusion

Approval is sought for the continued use of Unit 12, 212 Carr Place, Leederville as unhosted short-term rental accommodation, for a maximum of four guests, no more than three of them aged 18 or over, with visitors limited to the Policy standard, and a minimum stay of three nights for bookings falling over a weekend (two where a weekend booking fills a two-night gap between existing bookings) and two nights otherwise, for a term of three years.

In support of the application the applicant relies on the following:

- The premises is in the Centre zone. Clause 1.1.2 of the Policy does not apply to it.
- Hellene Taverna, a 200-patron tavern Council approved on 10 March 2026 for trading to midnight seven days, is under construction directly opposite across Carr Place, and the building adjoins the Electric Lane hospitality laneway behind. That is precisely the interface contemplated by clause 2.1.1, established by Council's own decision. Once the tavern opens, the evening character of Carr Place will be set by a 200-person venue, not by a four-person apartment.
- The proposal meets clause 2.3.1 on guest numbers and adopts the clause 2.2.1 visiting hours exactly, while capping the total number of people on site at four, guests and visitors combined — the commitment given in the 2025 House Management Plan. Visitors may not bring a vehicle and must be notified to the manager in advance.
- Clause 2.2.2 on minimum length of stay is accepted in full, with a two-night weekend booking only where it fills a two-night gap between existing bookings, and the applicant asks that the existing two-night condition be updated to match it.
- Clause 2.4.1 is met: no booking may include more than three guests aged 18 or over, so one bay is required and one is provided. If the City counts guests under 18, the one-bay difference is justified on the grounds clause 1.2.2(d) itself identifies: one vehicle only whatever the party size, actual party sizes at three or fewer guests in 82% of bookings, proximity to rail and bus, a booking base that substantially arrives without a vehicle, and nine months of operation on the single bay.
- The management documentation is consolidated into a single Operations Management Plan, giving the City one instrument to condition and enforce.
- The use has operated since 15 December 2025 under continuous electronic noise and smoke/vape monitoring, has generated fewer complaints than the prior residential tenancy of the same apartment, and the City has advised that it has received no complaint about it.
- There is no hotel in the Leederville town centre and the nearest commercial hotel accommodation is some three kilometres away, so visitor accommodation in this precinct is provided almost entirely by dwellings of this kind.
- The dwelling is certified High Physical Support under the NDIS SDA Design Standard, the highest of the four design categories, and is operated by an NDIS-registered provider. A significant part of its booking base is guests travelling for medical treatment and guests with high physical support needs travelling with a support worker, for whom a self-contained two-bedroom dwelling is a requirement, not a preference.
- A subsequent approval of up to three years is available under the Approval Period provisions of the Policy, and both matters the Policy identifies for such an approval are made out.

The applicant is available to discuss any aspect of this application and welcomes the opportunity to respond to any matter raised during assessment.

12. Documents accompanying this application

Document	Description
02 Planning Supporting Statement v3.8	This document
03 Operational Compliance Record v3.4	Compliance against each condition of DA 5.2025.319.1, 15 December 2025 to 17 September 2026
04 Operations Management Plan v3.6	The consolidated management instrument: operations, code of conduct and house rules, parking and complaints
07 Landowner Consent v3.4	Consent of CBD No. 2 Pty Ltd, the registered proprietor of Lot 12, signed by both directors
08 Development Application Form v2.2	City of Vincent application for development approval, signed by the

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	owner
09 MRS Form 1 v2.0	Metropolitan Region Scheme application for development approval, signed by the owner
10 Development Application Checklist v2.1	City of Vincent change of use application checklist, completed
11 Strata Plan 81432	The strata plan for the complex
12 Approved plans	The plans dated 20 October 2025 approved under DA 5.2025.319.1
13 Floor plan	Internal floor plan of Unit 12
14 Third floor layout	Third floor layout showing Unit 12 and the adjoining units
Certificate of Title	Volume 4028 Folio 59, Landgate search dated 24 September 2026

Arian Gorjy

Director, Innogreen Homes

For and on behalf of Innogreen Technologies Pty Ltd, managing agent for the landowner

24 September 2026

Operational Compliance Record

*Compliance with the conditions of DA 5.2025.319.1 | 15 December 2025 to 17 September 2026
| Unit 12, 212 Carr Place, Leederville WA 6007 | Version 3.4, 21 September 2026*

Item	Detail
Premises	Unit 12, 212 Carr Place, Leederville WA 6007
Land	Lot 12 on Strata Plan 81432
Approval	City of Vincent DA 5.2025.319.1, granted 15 December 2025 under delegated authority
Approved plans	Plans dated 20 October 2025
Reporting period	15 December 2025 to 17 September 2026
Prepared by	Innogreen Technologies Pty Ltd t/a Innogreen Homes (managing agent)
Date	17 September 2026

1. Purpose of this record

This record sets out, condition by condition, how the use of Unit 12, 212 Carr Place, Leederville has been operated against each condition of City of Vincent development approval 5.2025.319.1 over the period 15 December 2025 to 17 September 2026. It accompanies the application for a further development approval for unhosted short-term rental accommodation at the premises, for a term of three years.

The approval was granted for the use of the premises as a “Holiday House”. That land use was deleted from Local Planning Scheme No. 2 by Amendment No. 13, gazetted 3 March 2026. The term is used in this record only where it is necessary to describe DA 5.2025.319.1 as it was granted. Advice Note 7 to the determination notice records the City’s position that the approved use is consistent with the use known as unhosted short-term rental accommodation.

2. Headline position

The City of Vincent advised in September 2026 that it has received no complaint about the use.

Each condition of the approval has been complied with for the whole of the reporting period, as set out at section 3.

3. Condition-by-condition compliance

Condition of DA 5.2025.319.1	Compliance statement for 15 December 2025 to 17 September 2026
1. Change of use in accordance with the approved plans dated 20 October 2025	Complied with. The premises has been used only for short-stay accommodation in the two-bedroom apartment as shown on the approved plans dated 20 October 2025. No building works, external alterations or changes to the strata lot have been undertaken.
2. Approval is for a Holiday House as defined in LPS2	Complied with. The use carried on is the use approved. The land use class has since been deleted from the Scheme by Amendment No. 13, and the further approval is sought for unhosted short-term rental accommodation. The applicant asks that this condition be updated on renewal to refer to the current land use class.

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3. Approval period of 12 months from commencement of the use, expiring 15 December 2026	Being addressed. The use commenced on 15 December 2025 and has operated within the approved period. This application for a further approval is lodged in advance of the expiry date so that a decision can be made and an approval granted before that date, rather than merely applied for before it.
4. Maximum of four guests and zero visitors	Complied with. Guest numbers have not exceeded four at any time. Booking platform occupancy limits are set to enforce the cap, and the cap is restated in the Code of Conduct and House Rules issued to every guest. No visitors have been permitted at the premises at any time. On this application the applicant asks that this condition be updated to a maximum of four guests, of whom no more than three may be aged 18 or over, with visitors permitted between 7.00am and 10.00pm only and within a total of four people on site, as set out in the Planning Supporting Statement.
5. Minimum stay of two nights	Complied with. No booking of less than two nights has been accepted. Platform minimum-stay settings have been configured to prevent a shorter booking being made. On this application the applicant volunteers a three-night minimum for bookings falling over a weekend and a two-night minimum otherwise, in line with clause 2.2.2 of the Local Planning Policy: Short Term Accommodation, and asks that this condition be updated to match. A two-night weekend booking would be taken only where it fills a gap of exactly two nights between existing bookings.
6. Operate in accordance with the approved Management Plan and Code of Conduct; Code given at check-in and displayed	Complied with. The premises has been operated to the approved Management Plan and Code of Conduct throughout. The settings in force for the period were: no pets; no visitors at all; and use of the one allocated car stacker bay by the unit only. Guests are issued with the Code of Conduct at booking and again at check-in, and it is displayed in the premises. On this application both documents are replaced by a single consolidated Operations Management Plan, the Code of Conduct being its sections 1 to 12 and continuing to be issued and displayed in the same way.
7. Adjoining owners to be given a copy of the Management Plan	Complied with. A copy of the Management Plan has been provided to adjoining owners. The original 2025 application was advertised by the City, and 89 letters were issued to surrounding owners and occupiers. The consolidated plan will be re-issued on the grant of any further approval.
8. No residential parking permits to be issued to guests	Complied with. No residential parking permit has been issued to, or sought for, any guest. Guests are told in the Code of Conduct and House Rules that no residential parking permit is available to them.
9. A4 sign identifying the use, with the manager's contact details, displayed at the front of the dwelling and visible from the street	Complied with. An A4 sign is displayed on the glass window beside the lobby door, visible from Carr Place. It advises that the building contains short-term rental apartments and gives the manager's contact details: Arian Gorjy, Innogreen Homes, 1800 123 000 (24 hours), mobile 0405 209 233, info@innogreen.net.au. The sign is inspected at each changeover.
10. Vehicle parking, manoeuvring and access areas constructed, drained	Complied with. The parking, manoeuvring and access areas are those of the existing strata complex, constructed and line marked as shown on the approved plans dated 20 October

and line marked; a minimum of four car parking bays provided on site

2025, and are unchanged. No works are proposed by this application. Guests use only the car stacker bay allocated to Unit 12.

4. Complaints record

The City of Vincent advised in September 2026 that it has received no complaint about the use.

Complaints are recorded in the Complaint Register kept under the approved complaints procedure. The register is available to the City on request.

For context, the prior residential tenancy of the same apartment generated more complaints than the short-stay use has generated over the reporting period.

5. Monitoring measures in place

The following measures operate continuously at the premises and are the practical means by which compliance is maintained.

Measure	Detail
Electronic noise monitoring	A Minut noise and smoke/vape monitoring device is installed in the living room. It operates continuously and alerts the manager so that any issue can be addressed while guests are still in occupation. It records neither audio nor images.
Smoke and vape detection	The same device monitors for smoking and vaping within the apartment. Smoking and vaping are prohibited at the premises.
False alarm liability	Guests are liable for a \$500 fine, together with any fire brigade call-out charges levied on the strata company, in the event of a false alarm. The liability is disclosed to guests before arrival.
24-hour manager contact	Innogreen Homes is contactable 24 hours a day on 1800 123 000 and at info@innogreen.net.au. The same contact details appear on the A4 sign on the lobby window.
Guest screening and house rules acceptance	Every booking is subject to acceptance of the Code of Conduct and House Rules, which state the guest cap, the prohibition on visitors, quiet hours, the parking rules and the consequences of breach.
Occupancy and minimum-stay controls	Booking platform settings enforce the maximum guest number and the minimum length of stay, so that a non-compliant booking cannot be made in the first place.
Parking control	Guests use the one car stacker bay allocated to Unit 12 only, and one vehicle only. Use of visitor or communal bays within the strata scheme is prohibited and is stated to guests in writing. A car stacker induction is completed before check-in.

6. Changes made during the approval period

The following measures were added during the reporting period. Each strengthens the management of the use; none reduces a measure approved in 2025.

- A mandatory car stacker induction before check-in, confirming the vehicle's height, length and weight against the stacker's limits.
- Consolidation of the management documentation into a single Operations Management Plan, incorporating the Code of Conduct and House Rules, the Parking Management Plan and the Complaints Management Procedure.

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- Adoption of the three-night minimum stay for bookings falling over a weekend, volunteered on this application in place of the flat two-night condition.

7. Declaration

The statements in this record are made by Innogreen Technologies Pty Ltd t/a Innogreen Homes as managing agent for the premises, on the basis of its own management records for the period 15 December 2025 to 17 September 2026. The underlying records — the Complaint Register, the booking record and the changeover inspection records — are produced to the City on request.

Arian Gorjy

Director, Innogreen Homes

For and on behalf of Innogreen Technologies Pty Ltd, managing agent for the landowner
21 September 2026

Operations Management Plan

Unit 12, The Milano, 212 Carr Place, Leederville WA 6007

Version 3.6 · 21 September 2026 · Innogreen Technologies Pty Ltd t/a Innogreen Homes

How this apartment is run, what guests must do, and what happens if something goes wrong. Sections 1–12 are for guests. Sections 13–18 are for neighbours and the City of Vincent. Appendix A maps each requirement of the City’s Short Term Accommodation policy to this plan. This plan replaces House Management Plan v2.0 of 12 August 2026.

Apartment	Unit 12, The Milano, 212 Carr Place, Leederville WA 6007 (Lot 12 on Strata Plan 81432)
Layout	Two bedrooms, one accessible bathroom, single level. 76 sqm internal, 16 sqm balcony. Let as a whole dwelling only.
Certification	High Physical Support, NDIS SDA Design Standard. Lift access.
People on site	Four (4) maximum at any time, guests and visitors combined
Adults	No more than three guests aged 18 or over. A fourth guest must be under 18.
Visitors	7.00am to 10.00pm only, within the four-person total. No visitor parking.
Quiet hours	10.00pm to 7.00am, every day
Check-in / check-out	From 3.00pm / by 11.00am. Self check-in and check-out at any hour.
Stay length	Minimum three nights over a weekend, two otherwise. A two-night weekend stay only where it fills a two-night gap between bookings. Maximum 90 nights.
Parking	One car stacker bay, one vehicle. Max 2,100 mm high, 2,240 mm wide, 5,200 mm long, 2,600 kg.
Pets	Not permitted. Assistance animals welcome.
Smoking and vaping	Never inside. Balcony only, outside quiet hours, door closed. Never cannabis.
Manager, 24 hours	1800 123 000 · info@innogreen.net.au
Strata manager	Fiona Koh, Southern Strata Services · 08 9478 6881
Approval	City of Vincent DA 5.2025.319.1 · STRA60070ET7FCHK, valid to 23 May 2027

Emergency: call 000 first, then us on 1800 123 000.

Our office is in this building, at C1A 15/212 Carr Place. The number is answered at any hour.

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18 Owner, insurance and review.....	8

1 The one thing that matters most

This is a home in a residential building. People live above, below and next door, and share the lift, lobby and car stacker with you. Keep the noise down, keep to four people, park in your own bay, and you will have no trouble from us. By booking, everyone in your party agrees to this plan.

2 Noise and quiet hours

Quiet hours are 10.00pm to 7.00am, every day. Nothing should be audible from a neighbouring apartment or the common areas.

- **At all times**, keep noise within the Environmental Protection (Noise) Regulations 1997 and City of Vincent local laws.
- **No amplified music**, ever.

- **No gatherings or loud talk on the balcony** after 10.00pm.
- **Keep voices down** in the lobby, lift, stairwell, car stacker and laneway.
- **Don't loiter** in common areas. They are for getting to and from the apartment.

The noise monitor

A Minut device in the living room measures sound level and detects smoke and vapour. It does not record audio, video or conversations. If noise stays above the threshold we are alerted and will contact you, so you can fix it before a neighbour is disturbed.

Covering, moving, unplugging or tampering with the monitor or any smoke alarm ends your stay immediately, without refund.



3 How many people, and visitors

Four people on site at any time, guests and visitors combined.

Four guests staying means no visitors. Two guests staying means up to two visitors, between 7.00am and 10.00pm.

- **No more than three guests aged 18 or over.** A fourth guest must be under 18.
- **Visitors 7.00am to 10.00pm only.** Anyone who is not a booked guest leaves by 10.00pm.
- **Tell us first** before visitors come.
- **Visitors cannot bring a vehicle.** There is no visitor parking.
- **No sub-letting.** The apartment is let as a whole dwelling to the booked guests only.
- **The person who booked** is responsible for everyone in the party and every visitor.



4 Parking and the car stacker

One bay in the building's car stacker. One vehicle, whatever the size of your party.

- **Your bay only.** We send the bay number and stacker instructions before you arrive.
- **Never use another bay,** including visitor bays, other owners' bays, or an ACROD bay without a valid permit.
- **No street parking.** No residential parking permits are available to guests.
- **Nothing stored in the bay.** Luggage and equipment go in the apartment.

Check your vehicle fits before you book

If your vehicle exceeds any limit below, it will not fit and you will need to park elsewhere at your own cost.

Limit	Maximum
Height	2,100 mm
Width	2,240 mm
Length	5,200 mm
Weight	2,600 kg

Complete the compulsory stacker induction form before check-in. You are liable for damage caused by improper use. If unsure, call us before using it.

5 Smoking, vaping and false fire alarms

- **Never inside the apartment.**
- **Balcony only**, with the sliding door closed and not during quiet hours. Butts fully out and in the receptacle provided, never dropped from the balcony.
- **Never on common property** — corridors, lobbies, stairwells, lift or car park.
- **Cannabis is never permitted**, anywhere, including the balcony.
- **If neighbours complain**, we may withdraw balcony smoking for the rest of your stay.

The building has a monitored fire alarm. One detector triggering sets off the alarm throughout the building, affects every resident, and may bring the fire brigade. Smoking or vaping inside, candles, incense, burnt cooking, aerosols near a detector, or shower steam with the door open can all set it off.

A false alarm can cost you \$500 — and up to \$1,337 more

You are charged a \$500 fine. If the fire brigade attends and the Department of Fire and Emergency Services levies its false fire alarm fee, currently \$1,337, that is passed on to you too. Use the rangehood, close the bathroom door and run the fan when showering, and never cover a smoke detector.

6 No parties, functions or commercial use

- No parties, gatherings, functions or events, in the apartment or anywhere in the building.
- No photography, filming, promotional activity, meetings, or anything the public is invited to.
- More than four people, a non-guest present after 10.00pm, or amplified music ends the stay on the spot.
- Nothing hung from, dropped from or stored visibly on the balcony, including laundry on the balustrade.

7 Pets and assistance animals

Pets are not permitted. An animal at the premises ends the stay and extra cleaning is charged. Assistance animals are welcome — please tell us when you book.

8 Rubbish

The bin room: LG floor, directly opposite the lift doors.

Every guest takes their own rubbish down. One communal 660-litre general waste stream — no sorting needed.

- **Empty the kitchen bins** into the bin room during your stay and before you leave.

- **Longer stays:** take rubbish down regularly. Never let it build up in the apartment or on the balcony.
- **Never leave rubbish** in the corridor, lift lobby, stairwell, car park or laneway, even briefly.
- **No bulk items** in the bin room or common areas. Anything left behind is removed and charged to you.
- **No liquids, hot ashes, building waste or hazardous items** in any bin.

Why no recycling bin? The building's waste goes to a sorting facility that recovers roughly 80 to 90 per cent of it for recycling.

🕒 9 Arriving and leaving

	Detail
Check-in	From 3.00pm, at any hour after that — self check-in, so a late flight is no problem. Your access code, parking and stacker instructions and a link to this plan are sent one hour before check-in.
Check-out	By 11.00am, at any hour before that — fine for an early flight.
Between 10pm and 7am	Arrive and leave quietly. No talking in the corridor or lift, carry luggage rather than rolling it on hard floors, and close doors gently.
Late check-out	Only when the apartment is not re-let that day. Ask us first.
Before you leave	Take all rubbish to the LG bin room, including anything left in the fridge. Leave used towels in the bathroom. Turn off all lights and appliances. Lock windows and doors and leave the stacker bay clear.
Lost keys or fobs	Tell us straight away. Replacement is charged to you.

🔒 10 Getting in and staying secure

- **Your access code** is sent before check-in. Keep it to yourself.
- **Never prop open** a security door or gate, or let a stranger into the building.
- **Deliveries:** never give your code to a driver. Meet them at the main entrance, or buzz them in on the video intercom to leave the order at your door.
- **Locks:** deadlocks on all windows and doors.
- **Cameras:** CCTV covers the common areas, including cameras facing each apartment front door. None inside the apartment or on the balcony.

⚠️ 11 In an emergency

Police, Fire, Ambulance	000
Manager, 24 hours	1800 123 000
Non-urgent police	131 444
Fire alarm system (Swan Fire)	08 6296 6799
Strata manager	Fiona Koh, Southern Strata Services — 08 9478 6881

Central City Medical Centre	(08) 9225 1188
Royal Perth Hospital	(08) 9224 2244
Western Power / Water Corp / SES	13 13 51 · 13 13 85 · 132 500
Your address	Unit 12, 212 Carr Place, Leederville WA 6007

- The evacuation plan is on the back of the front door. In a fire alarm, use the stairs, never the lift.
- Fire extinguisher and fire blanket are in the kitchen. Smoke alarms are hard-wired; at least two RCDs protect the apartment.
- If anyone in your party has mobility needs, tell us when you book so we can plan evacuation with you.
- Power out? Check whether the whole building is affected, then call us.
- Report any hazard — a leak, a loose fitting, anything unsafe — straight away.

12 If a rule is broken

Following this plan is a condition of your booking and of the apartment's approval. We may:

- require the breach to stop immediately;
- require anyone over the limit, or any visitor after 10.00pm, to leave at once;
- cancel the booking and require everyone to leave within 15 minutes, without refund or return of any security deposit;
- charge the \$500 false alarm fine and pass on any DFES fee (currently \$1,337);
- charge for cleaning, repairs, replacement keys or fobs, and damage to the apartment, common property or car stacker;
- recover any fine imposed on the owner, the manager or the strata company;
- report the conduct to the booking platform; and
- call WA Police where conduct is unlawful or someone refuses to leave.

These end a stay immediately, without warning

A party · more than four people · more than three adult guests · a non-guest present after 10.00pm · threatening or abusive behaviour · smoking or vaping indoors · cannabis anywhere · an animal other than an assistance animal · tampering with a smoke alarm or the monitor · damage · illegal activity.

HOW WE RUN THE APARTMENT

13 Screening every booking

- The lead guest is 18 or over and identified, through the platform or with government ID before check-in.
- Only guests with a good Airbnb track record can instant book; all others must request.
- Negative reviews for noise, parties or damage are declined.
- Bookings indicating a party or event, more than four people, or more than three guests aged 18 or over, are declined.

- Local or same-day bookings that present as an event risk are declined.
- The lead guest accepts this plan as a condition of booking.

Listings display STRA60070ET7FCHK as required by the Short-Term Rental Accommodation Act 2024 and state the four-person limit, minimum stay, no-party rule and the monitoring device. We may cancel any booking where information given turns out to be false.

14 Neighbours' privacy

- Common areas are for access only, not for gathering, smoking or calls.
- No device we operate can see another apartment, balcony or private open space. The in-apartment monitor records nothing.
- Guests may not photograph or film common areas, or publish images identifying residents or their vehicles.
- Window treatments are provided and guests are asked to use them at night.
- We never disclose guest details to residents, or put a resident and a guest in contact.
- No inspections, open homes or public-facing activity.

15 Complaints

Anyone may complain — a resident, neighbour, the strata company, the City, a guest or a member of the public — anonymously if they prefer. Anonymous complaints are handled the same way, and never discussed with the guest in a way that identifies the complainant.

How to reach us

Phone, 24 hours	1800 123 000, answered by a person at any hour
Email	info@innogreen.net.au
In person	C1A 15/212 Carr Place, this building, business hours
On the sign	Same details on the A4 sign on the lobby window, beside the Carr Place entry door
Via the strata manager	Fiona Koh, Southern Strata Services, 08 9478 6881

Response times

Stage	Commitment
Acknowledgement	Calls answered live. Email within two hours, or by 9.00am if received overnight.
First action	Guest contacted within 30 minutes of a noise or behaviour complaint, any hour.
Attendance	If unresolved, we attend within 60 minutes. Our office is in the building.
Non-urgent	Waste, parking and minor maintenance within 24 hours.
Outcome	Complainant told what was done within one business day.
City of Vincent	Written response within the City's timeframe, and within five business

days.

Escalation

	Action	Next step if
1	Call and message the lead guest; require it to stop; record the time.	It continues or no answer.
2	Attend and direct in person.	It continues, or is serious.
3	Cancel the booking; guests leave within 15 minutes.	They refuse, or there is a threat.
4	Request Police; notify the strata company and the City.	—

Complaints are verified against the monitor and common-area CCTV. Section 12 grounds skip straight to step 3. Non-behaviour complaints are resolved with the contractor, strata or owner on the same timeframes.

16 Complaint Register

Kept digitally in Microsoft Forms. Every complaint is logged with:

- **Nature** — the category and who raised it.
- **Date and time** — to the minute, and how it arrived.
- **The complaint** — in the complainant's words.
- **Action** — each step, its time, and the outcome.
- **Time taken** — to first action and to resolution.

Backed up and kept for the life of the use and at least seven years. Produced to the City on request. Reviewed monthly for patterns. Service requests are logged too, marked as such, and a separate Maintenance Log records repairs. A complaint is never closed just because the guest has left.

17 Signage, neighbours and records

- **The sign:** one A4, non-illuminated, on the glass window beside the lobby door, visible from Carr Place. It advises that the building contains short-term rental apartments and gives the manager's contact details: Arian Gorjy, Innogreen Homes, 1800 123 000 (24 hours), mobile 0405 209 233 (call twice within three minutes after hours), info@innogreen.net.au. No other signage. Checked every changeover.
- **Neighbours:** every other lot and the adjoining properties receive our contact details and this plan, as does the strata manager. Re-issued on any change, and on request.
- **Records produced on request:** the Complaint Register and Maintenance Log, booking records with party size, changeover inspections, stacker induction records, and STRA registration.

18 Owner, insurance and review

- **Owner:** CBD No. 2 Pty Ltd. All contact is through Innogreen Homes.

- **Insurance:** Innogreen Homes holds at least \$20 million public liability. Guests are liable for damage beyond fair wear. The owner holds building and contents cover; the strata company insures the building.
- **Strata by-laws** (SP 81432) do not prohibit short-term rental. Guests must comply with them.
- **Cleaning:** after every stay, inspected against a checklist. Fresh linen and towels from a commercial laundry.
- **Access to this plan:** held online on the Innogreen Homes website. Guests are emailed the link at booking and on check-in day, and can scan the QR code on the A4 sheet on the fridge at any time.
- **Review:** at least every 12 months, before the approval expires, and on any change to occupancy, management, contacts, strata arrangements or policy. Revisions go to the City and neighbours. No measure is reduced without the City's agreement.

Appendix A

Policy mapping — Local Planning Policy: Short Term Accommodation

This plan replaces four separate documents — the management plan, code of conduct and house rules, parking management plan and complaints procedure. No commitment has been reduced.

Sections 1–12 are emailed to every guest at booking and on check-in day. An A4 sheet on the fridge carries the key house rules and a QR code to the full plan, meeting Condition 6 of DA 5.2025.319.1 (Code of Conduct given at check-in and displayed in the premises).

Clause 2.5.1 — management plan

	Requirement	Section
(a)	Noise and other disturbances	2
(b)	Guest screening	13
(c)	Security, emergency numbers and protocols	10, 11
(d)	Privacy of nearby residents	14
(e)	Waste management	8
(f)	Check-in and check-out	9
(g)	Manager's contact details to neighbours	17
(h)	Pets	7
(i)	Signage location	17

Clause 1.3.1 — Code of Conduct

	Requirement	Section
(a)	Manager / owner contact details	Facts panel, 11, 18
(b)	Maximum guests	3
(c)	Maximum visitors and visiting times	3
(d)	Parking and vehicular access	4
(e)	Noise, quiet hours and antisocial behaviour	2, 6
(f)	House rules	1–12
(g)	When eviction will occur	12
(h)	Pet rules	7

Clause 1.4.1 — complaints record

	Requirement	Section
(a)– (e)	Nature, date and time, complaint, action taken, time taken	16

Clause 1.2.2 — Parking Management Plan

	Requirement	Where
(a)	Guest bay location	4, App. B
(b)	Visitor parking	App. B
(c)	Managing on-site parking	4, App. B
(d)	Appropriateness of any shortfall	App. B
(e)	Other information	App. B

Appendix B

Parking Management Plan — clause 1.2.2

Provision against requirement

One secure car stacker bay, part of the lot, under the owner's exclusive control and the only parking available. No further bay can be provided. Its location is on the approved plans of 20 October 2025, unchanged.

Guests counted	Bays required (cl. 2.4.1)	Position
1-3	1	Met. No booking may include more than three guests aged 18 or over, and guests under 18 are not counted.
4-6	2	Arises only if the City counts guests under 18. Addressed below in the alternative.

The allocated bay is neither a communal nor a visitor bay, so clause 1.2.1 is met.

Visitor parking — (b)

Visitors are permitted 7.00am to 10.00pm under clause 2.2.1, within a four-person total. They may not bring a vehicle, so expected visitor parking demand is nil. The applicant accepts a condition that no visitor parking is provided or used.

Managing the bay — (c)

- Stacker limits (2,100 mm high, 2,240 mm wide, 5,200 mm long, 2,600 kg) are stated in the listing and before booking, so oversized vehicles book elsewhere.
- Compulsory induction before check-in; guests liable for damage from misuse.
- One vehicle only. No use of any other bay, including ACROD without a permit.
- No street parking, stated at booking, check-in and in this plan.
- No residential parking permits for guests (Condition 8). None applied for.
- Authorised complainants are registered with the City for parking enforcement on the property.
- The bay is never sublet or shared.

If guests under 18 are counted — (d)

Clause 2.4.1 is met on the basis above. If the City nonetheless counts guests under 18, a four-guest booking would indicate two bays against the one provided. That difference is appropriate because:

Ground	
i	One vehicle per booking and none for visitors, so demand is one bay at any party size. Any shortfall is arithmetic, not real.
ii	No booking may include more than three guests aged 18 or over. Four of the ten four-guest bookings in the year to 14 September 2026 were two adults with two children.
iii	55 bookings and 308 nights in that year. 45 bookings (82%) and 264 nights (86%) were three guests or fewer. None exceeded four.
iv	Leederville station is walkable, with direct rail to the CBD. Buses run on Newcastle,

Vincent and Loftus Streets.

v Most attractions and Beatty Park are walkable. The dwelling is certified High Physical Support; many guests travel for medical treatment or with a support worker and arrive by taxi, rideshare or patient transport.

vi The single bay has served the use since 15 December 2025 at the same cap.

Other information — (e)

- The use replaced a residential tenancy with the same bay and no vehicle limit. One vehicle is now a written, enforced rule.
- No parking is displaced onto the street.
- Booking and vehicle records are available to the City on request.

Arian Gorjy

Director, Innogreen Homes

For and on behalf of Innogreen Technologies Pty Ltd, managing agent for the landowner

21 September 2026

INNOGREEN HOMES

C1A 15/212 Carr Place, Leederville WA 6007 | Ph 1800 123 000 | info@innogreen.net.au
NDIS Provider No 4050064987 | ABN 13 630 201 688

Landowner Consent

Consent of the registered proprietor to the lodgement of an application for development approval | Unit 12, 212 Carr Place, Leederville WA 6007 | Version 3.4, 21 September 2026

1. The land

Item	Detail
Street address	Unit 12, 212 Carr Place, Leederville WA 6007
Land description	Lot 12 on Strata Plan 81432
Certificate of Title	Volume 4028 Folio 59
Parcel identifier	56927
Site area	Approximately 586 sqm
Registered proprietor	CBD No. 2 Pty Ltd
Local government	City of Vincent
Existing approval	City of Vincent DA 5.2025.319.1, granted 15 December 2025

2. Consent

CBD No. 2 Pty Ltd, being the registered proprietor of Lot 12 on Strata Plan 81432, being the land and premises known as Unit 12, 212 Carr Place, Leederville WA 6007 and comprised in Certificate of Title Volume 4028 Folio 59, consents to:

- Innogreen Technologies Pty Ltd t/a Innogreen Homes (ABN 13 630 201 688) lodging with the City of Vincent an application for development approval for the continued use of the premises as unhosted short-term rental accommodation, for a maximum of four (4) people on site at any time, guests and visitors combined, of whom no more than three (3) may be guests aged 18 or over, with visitors permitted between 7.00am and 10.00pm only, for a term of three (3) years; and
- Innogreen Technologies Pty Ltd t/a Innogreen Homes acting as the applicant and as the point of contact for that application, and providing to the City any further information, plan, document or amendment the City requires in connection with the assessment and determination of the application.

The registered proprietor acknowledges that the application is made on the basis of a maximum of four (4) people on site at any time, guests and visitors combined, with no more than three (3) guests aged 18 or over, and that it volunteers a minimum stay of three nights for bookings falling over a weekend (or two nights where a weekend booking fills a two-night gap between existing bookings) and two nights otherwise, in place of the flat two-night minimum imposed by development approval 5.2025.319.1.

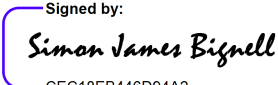
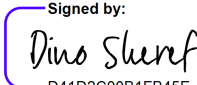
This consent is given for the purposes of the Planning and Development Act 2005 and the City of Vincent Local Planning Scheme No. 2, and remains in force until revoked in writing by the registered proprietor.

INNOGREEN HOMES

C1A 15/212 Carr Place, Leederville WA 6007 | Ph 1800 123 000 | info@innogreen.net.au
NDIS Provider No 4050064987 | ABN 13 630 201 688

3. Execution

Executed by CBD No. 2 Pty Ltd in accordance with section 127 of the Corporations Act 2001 (Cth) by:

Signature of Director	Signature of Director and Company Secretary
Signed by:  CEC18EB446D94A2...	Signed by:  D41D2C00B1FB46E...
Full name: Simon James Bignell	Full name: Dino Sheref
Office held: Director	Office held: Director and Company Secretary
Date: 22/9/2026	Date: 24/9/2026

Officeholders as recorded by ASIC for CBD No. 2 Pty Ltd (ACN 603 445 209).

Prepared by Innogreen Technologies Pty Ltd t/a Innogreen Homes

ABN 13 630 201 688 | 1800 123 000 | info@innogreen.net.au
21 September 2026



Floorplan Scale Bar (m)

APPROXIMATE AREAS

Internal Living 76 sqm

Balcony 16 sqm

Total 92 sqm

CITY OF VINCENT
RECEIVED
25 Sep 2026



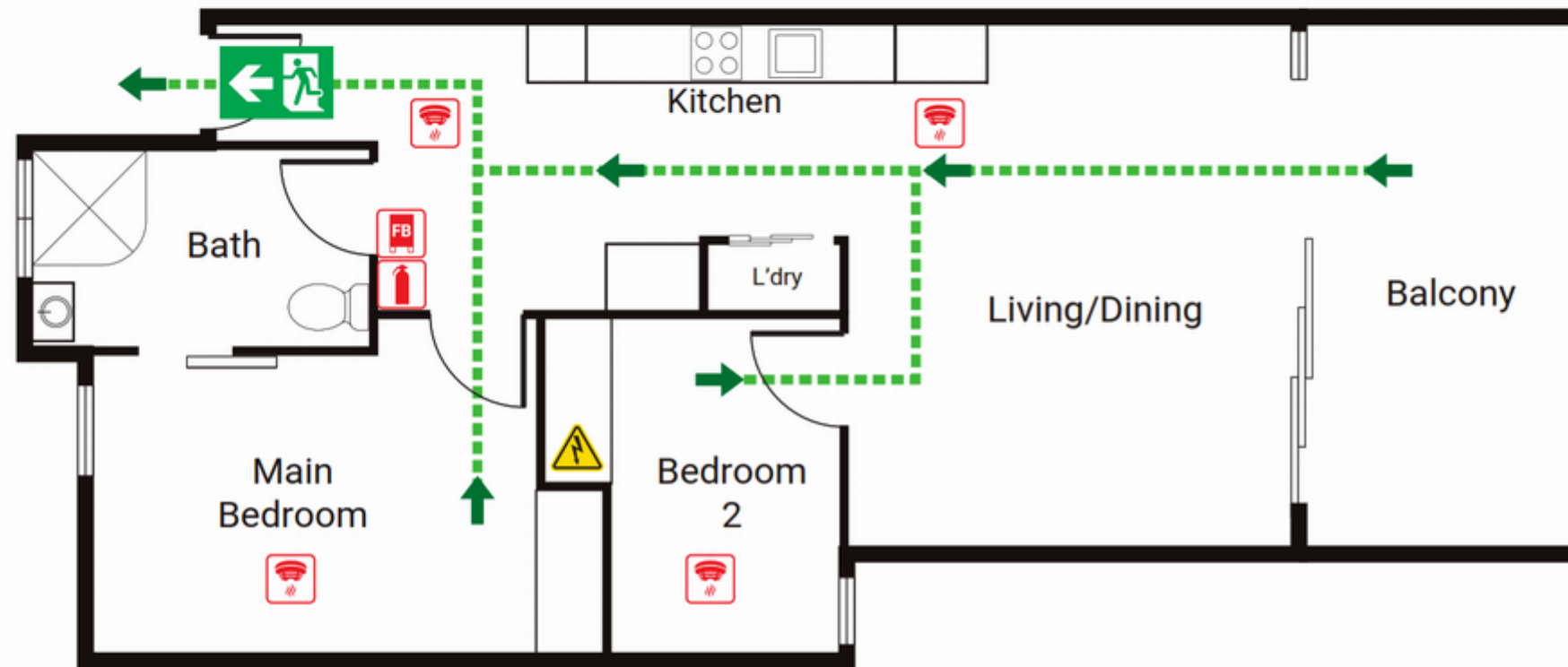
12/212 Carr Place, Leederville 6007

Whilst every attempt has been made to ensure the accuracy of the floor plan contained here, measurements are approximate and no responsibility is taken for any error, omission or misstatement. This plan is for illustrative purposes only and should be used as such by any prospective purchaser or tenant.

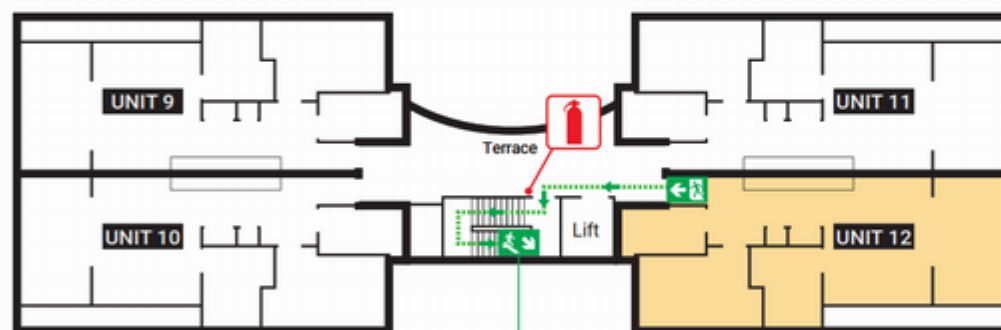
EMERGENCY EVACUATION DIAGRAM

CITY OF VINCENT
RECEIVED
25 Sep 2026

UNIT 12 (THIRD FLOOR) 12/212 CARR PLACE, LEEDERVILLE 6007

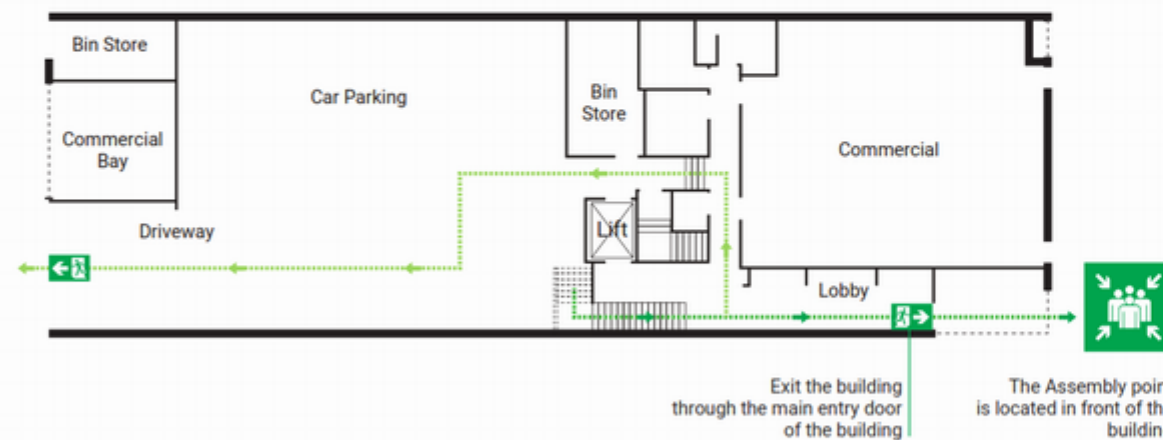


THIRD FLOOR



Go down the stairs
to exit the building

GROUND FLOOR



Date of issue : Nov 2022

EMERGENCY PROCEDURE

- R** **REMOVE** people from danger area.
Safely to self scene and survivors
- A** **ALERT** all occupants and ensure
an alarm has been raised.
- C** **CONFINE** the smoke and fire.
Keep doors and windows closed
to restrict the spread of the fire.
Attempt to **EXTINGUISH** the fire
if trained and if safe to do so.
- E** **EVACUATE** the building on the
first sign of smoke and fire.

- In case of fire use stairs
Do not use the elevator
- Do not panic, run or stop to
collect belongings
- Do not re-enter the building until
authorised



In an emergency dial

 **000**



Save the
app that
could save
your life



triplezero.gov.au

LEGEND

	Exit		Assembly Point
	Fire Extinguisher		Fire Blanket
	Smoke Detector Alarm		Electrical Panel
	Primary Exit Direction		Secondary Exit Direction