



Archerfield AIRPORT

Archerfield Airport Tenant Handbook

ARCHERFIELD AIRPORT CORPORATION

July 2026

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1 Purpose

This Tenant Handbook has been developed to provide Tenants with a clear and practical overview of the operational requirements of the Airport and the Tenant's key obligations and responsibilities when occupying premises within the airport precinct.

It is intended to support Tenants in understanding their lease requirements, maintaining compliance with relevant regulatory and safety standards, and ensuring the safe, compliant, efficient, and coordinated operation of the airport environment.

This document serves as a general guide only and should be read in conjunction with the Tenant's lease agreement, Airport User Rules and Conditions of Use and any applicable legislation, policies, and procedures.

2 Archerfield Airport Overview

As Brisbane's secondary airport and a major centre for general aviation activity in Queensland, Archerfield Airport is an important base for corporate aircraft, medical, rescue and security services, charter, flying training, and a broad range of maintenance and parts providers.

Archerfield Airport offers a variety of facilities for aviation and large-scale logistics companies, small businesses, and entrepreneurial businesses. Archerfield Airport Corporation (AAC) who manages the airport, is paving the way towards an aviation community that will help change the landscape of aeronautics in Australia.

Centrally located just 11kms from the Brisbane CBD and enticingly close to Stradbroke, Moreton and K'Gari, Archerfield Airport has everything (and more) for a seamless connection to whatever is on your horizon.

The airport is spread across 257 hectares, currently has 169 sites, of which 120 are developed with structures. There are 72 hangars and aeroport sites (most being able to accommodate multiple aircraft), with over 150 aviation and non-aviation businesses on site employing many hundreds of people.

Tenants should be aware that Archerfield Airport sits on lands owned by the Commonwealth of Australia and is subject to specific Commonwealth land use planning, building approval and environmental requirements under the *Airports Act 1996* (Cth). Accordingly, at Archerfield Airport:

- Brisbane City Council town planning and building certification regulations do not necessarily apply and all building approvals are issued by the Airport Building Controller (ABC), who is appointed by the Commonwealth Government; and

- Queensland environmental regulations do not necessarily apply in relation to air, noise, soil and water pollution, and these matters are regulated by the Airport Environment Officer (AEO), also appointed by the Commonwealth Government.

3 Emergency Contacts

In the event of an emergency, fire or major security breach, you should contact 000.

For non-life-threatening incidents including environmental spills contact the Archerfield Airport general line 07 3275 8000 during workhours or the Aerodrome Reporting Officer on 0414 233 903 after hours.

Table 1: Emergency Contacts

Contact	Contact Number
Police, Fire and Emergency Services	000
Policelink	131 444
Archerfield Airport – General Enquires	07 3275 8000
Archerfield Airport - Aerodrome Reporting Officer - (emergency only)	0414 233 903

4 Airport User Rules

All Tenants should familiarise themselves with the Airport User Rules, Conditions for Use and Commercial Filming & Photography Policy. These rules outline what you can and cannot do on airport. A copy of the rules can be located on AAC’s website:

- [Airport User Rules](#)
- [Conditions of Use](#)
- [Filming & Photography Policy](#)

5 Compliance

5.1 Building Construction, Alterations and Fit-Out

Please remember all building works within your tenancy or premises require the approval of AAC and the Airport Building Controller (ABC) prior to commencement. Please ensure you contact us well before the commencement of any building work.

You will need to submit a formal application to obtain building consent. This ensures that all parties are informed of the works to be undertaken and building standards are maintained.

A separate application will need to be lodged with ABC for Commonwealth approval.

Both the AAC and the ABC application forms are available from the AAC Website via the following link: [Building Approvals](#)

The applications can be lodged simultaneously, however, will not be able to progress until AAC consent is issued. Depending on the complexity of the application, AAC may need time to engage with stakeholders or consultants.

5.2 Contractors in the Workplace

Tenants are responsible for ensuring that all contractors it engages have been inducted To Archerfield Airport and the Tenant has confirmed all contractors have relevant licenses, insurances, and meet all OHS/WHs and Environmental requirements.

A link to our Working on Airport Induction process is on our website:

[AAC Contractor Induction](#)

The ability of a contractor to work safely and in accordance with other rules and regulations must be verified by the Tenant before allowing the contractor to commence work on the Premises. All contractors must complete a task-based risk assessment prior to starting work. This can be in the form of a job safety analysis (JSA) or safe work method statement (SWMS) or similar. This document will outline the steps of the work, the hazards associated with each step and the risk controls to be used on the work. Please contact the AAC Facilities Manager should you require any clarification.

In instances where AAC engages contractors, it only uses contractors that are licensed, insured and meet all OHS/WHs requirements. AAC has established an approved contractor panel that contains accredited contractors who meet all these requirements. If Tenants would like access to this list of contractors, please contact us. Any airside works must be reviewed and approved by AAC's airside operations team for prior approval before undertaking any kind of airside works.

5.3 Signage & Lighting

Please ensure you submit written details, plans and drawings prior to the erection of any signage and/or lighting, for review, and approval. AAC must approve all signage and lighting changes in writing. Please refer to the Signage Policy and download the application form on the following link:

[Property & Development - Archerfield Airport](#)

Lighting additions and changes must be reviewed from an aerodrome operations point of view.

5.4 Insurance

All lease agreements include an obligation to hold and keep in place certain insurance policies. Common insurance certificates AAC may require confirming coverage of policies and as outlined in each specific lease include, but not limited to:

- Public Liability Insurance
- Industrial Special Risk Insurance
- Workers Compensation Insurance
- Plate Glass Insurance

It is the responsibility of each Tenant to ensure all relevant insurances are affected prior to occupancy. A copy of the currency certificate(s) can be forwarded to AAC addressed to the Property Manager each year on renewal in accordance with your lease conditions.

5.5 Controlled Activity Assessment (crane operations and obstacle intrusions)

Obstructions in the vicinity of an airport have the potential to create air safety hazards and to seriously limit the airport's operations. The Airports Act 1996 defines any activity resulting in an intrusion into an airport's protected airspace to be a "controlled activity", and requires that controlled activities cannot be carried out without approval. Carrying out a controlled activity without approval is an offence under Section 183 of the Airports Act 1996. Further information is available on the Department of Infrastructure & Transport's website.

<https://www.infrastructure.gov.au/aviation/safety/protection/index.aspx>

The Controlled Activity Assessment form can be found by following this link on AAC's website - [Controlled Activity Assessment](#)

1. The applicant, developer or crane operator must complete this application form for any operation with the potential to affect Archerfield Airport's protected airspace. The Airports (Protection of Airspace) Regulations 2026 differentiate between temporary and permanent intrusion into airspace.
2. For temporary activities, any intrusions of protected airspace may be approved or refused by AAC after consultation with CASA and Airservices.
3. Any intrusions into primary airspace are considered a sensitive controlled activity and require a Permission to Apply prior to consultation with CASA and Airservices. AAC may approve or refuse the Permission to Apply, subject to the impact on airspace safety.

4. Permanent intrusion into protected airspace may only be approved or refused by the Department of Infrastructure and Transport, after consultation with CASA and Airservices.
5. The applicant must submit the Controlled Activity Assessment form at least **72 business hours*** prior to the proposed activity, by emailing to aac@archerfieldairport.com.au
6. When completed and approved by AAC, this form serves as your permit to operate a crane or erect a temporary structure in the vicinity of Archerfield Airport and is to be produced on demand.

* If proposed operations intrude into the airport's protected airspace, consultation with CASA and Airservices is required which may take 6-8 weeks for a decision. Permanent intrusions may take an additional 28 days for the Commonwealth Department's process.

5.6 Special Licenses, Dangerous Goods & Hazardous Chemicals

The sale, use, storage and disposal of dangerous goods or hazardous substances is subject to a variety of Regulations and Standards, including Work Health and Safety legislation. Tenants should familiarise themselves with the applicable regulations and standards where it applies to their use and occupation of the premises. Note that this applies to fuel trailers, unauthorised storing and bringing fuel from outside of the airport.

AAC requires all dangerous goods and hazardous materials to be stored in the correct manner to minimise the risk of accidental leak, spillage or harm to people or possessions.

All bulk storage (fuel, chemicals, trailers or any other hazardous substance) must be preapproved by AAC and via application and may also require approval by the ABC. Please discuss any requirements with the AAC Environment Manager.

Tenants are responsible to inform AAC and seek permission from AAC to check if and how the proposed hazardous materials can be kept on AAC property.

Special licenses should be obtained from the issuing authority where applicable e.g. Trade Waste, Industrial Waste Discharge Licence. AAC should be provided with a copy for its records.

5.7 Emergency Evacuation Plan

Depending on the property type, some sites will require to have an Emergency Evacuation Plan. It is recommended Australian Standards Guidelines AS3745 Emergency Control Organisation and procedures for buildings, structures and workplaces are implemented.

The responsibility to manage and control an evacuation required by an emergency will be identified in the building evacuation plan. Area wardens and floor wardens should be designated and identified.

Tenants are responsible for the evacuation of their leasehold area in accordance with their evacuation plan. Tenants and their employees should participate in training exercises and cooperate with their fire wardens.

5.8 Environmental Management Plans

It is the responsibility of all high-risk Tenants, as notified by AAC, to prepare an Operational Environmental Management Plan (OEMP), which should be administered and updated annually by these Tenants.

Further information on your responsibilities on how to protect the environment and guidelines on how this can be achieved can be found on the AAC website on the Environment - Tenant Responsibilities section: [Property & Development - Archerfield Airport](#)

5.9 Environmental Obligations

All Tenants and Contractors should operate in an environmentally responsible manner including, but not limited to:

- Avoidance of any pollution of soil or water and minimisation of emissions to air; including solvent emissions
- Minimisation of energy, water and materials use
- Minimisation of noise
- Avoidance of dust contamination of occupied spaces and HVAC systems including ducting

Any incident that may cause environmental harm (e.g. fuel or chemical spills, dumped waste materials) must be reported to the Airport Operations team on 07 3275 8000.

Further detail on the airports environmental guidelines and obligations can be found in the Archerfield Airport Master Plan (Chapter 13 – Environment Strategy Summary) and we recommend Tenants familiarise themselves with this document.

[Master Plan - Environment Strategy Summary](#)

5.10 Removal of Fill/Soil - Taking Material off Airport

Removal of or disposing of soil or sand, including fill from construction and landscaping works off the airport is not permitted without prior written approval. Please contact our Environmental Manager for further information.

Introduction of any material for construction or other works must be approved by AAC in writing, and generally as part of a building application process.

5.11 ACM - Asbestos Containing Materials

Given the age of some facilities throughout the airport precinct, there are some buildings that have confirmed ACM (asbestos containing material). AAC maintains a comprehensive Asbestos Register and Management Plan that all Tenants and any contractors being engaged by Tenants must be familiar with. The Asbestos Register is available for viewing at the AAC Office building reception desk.

Under no circumstances are any form of destructive works to take place without first confirming presence of Asbestos. For further information, please feel free to reach out to The Property & Facilities Team.

5.12 Measurements of Premises (New Buildings)

Where required by the lease, AAC will arrange to have the net lettable area (NLA) of the premises surveyed. AAC appreciates your cooperation in providing access for a surveyor. Once AAC receives the survey, a copy will be forwarded to you for your records.

5.13 Smoking/Vaping

You must comply with all State and Commonwealth legislation in relation to smoking and electronic cigarettes/vapes. This includes the Queensland legislation prohibiting smoking within 5 metres of a building entrance.

6 Maintenance Services

Archerfield Airport Operations Team provide a range of physical services to the airport precinct. These are provided as part of Archerfield Airport Corporation's (AAC) role as Landlord and Airport Operator.

If you have a maintenance issue, please complete the Tenant Maintenance Request form available from Archerfield Airports website - [Maintenance Requests](#), alternatively and in the case of an emergency contact the numbers provided under or if not urgent, via email facilities@archerfieldairport.com.au:

Table 2: AAC Emergency Contacts

Contact	Contact Number
Archerfield Airport (during business hours 8:30am to 4:30pm Monday to Friday)	07 3275 8000
Outside of business hours (emergency only)	0414 233 903

6.1 Waste & Recycling Services

AAC has a waste removal agreement in place with a waste contractor with these services extended to our tenants. To arrange for a regular general waste, cardboard or comingled collection service, please contact the Property & Facilities Team. Costs associated with waste services can be recharged along with monthly rental invoices.

The waste contractor also provides specialised waste services such as the following:

- Liquid Waste - grease trap and oil /water separator services
- Secure Document - receptacles and destruction services
- Sanitary Services, Nappy Bins and Air Fresheners
- Medical & Clinical Waste Bins
- Sharps Containers
- Industrial Waste - contaminated soils, spill kit waste, absorbents, oily rags
- Hazardous Waste Disposal – chemicals, paints, flammable liquids
- E-Waste collection – computers, printers, electronic equipment
- Battery Recycling – single use and rechargeable, bulk collection
- Skip Bins – hook and lift 2m³ to 30m³

6.2 Security

All Tenants are responsible for their own tenancy security and will need to assess their own requirements and arrangements. It is AAC's aim to maintain a safe and secure environment for all Tenants and Visitors to the Airport Precinct. The Airport has a limited security presence to protect the airport.

The Airport is made up of 2 separate zones, Airside (aerodrome) and Landside being portions of land that is accessible to the general public. For those tenancies that require or have access to airside, additional security procedures are in place including access control to airside gates. Further information is available from AAC's website - [Airside Access](#)

6.3 Electrical Power

AAC supply and reticulate all electrical power on the Airport and will provide monthly accounts to all tenants through the operation on an embedded electrical network. Electrical meters are installed for each tenancy and are read monthly. The supply and consumption charges are billed at the gazetted rates published by the Australian Energy Regulator. Further information can be found on the Tenants section on the Property & Development area of the AAC website: [Property & Development - Archerfield Airport](#)

New connections and any supply faults should be referred to the AAC Team.

6.4 Electrical Safety and Compliance

Tenants are responsible for ensuring their workplaces are compliant with AS3760-2022 regarding electrical safety for all plug-in equipment or appliances. The above Australian Standard and Queensland regulations require that:

- All electrical equipment is regularly tested and tagged
- A register of all electrical equipment is kept
- Failed equipment is removed or rendered inoperable
- New equipment is entered into the electrical register
- The register records the retest date for all equipment

All other requirements pertaining to electrical safety under state-based laws and regulations must be implemented by the Tenant.

6.5 Water, Sewerage and Trade Waste

AAC is responsible for the individual site supply and reticulation of all water and sewerage on the Airport Precinct. Water meters are installed for each tenancy and are read monthly. The supply and consumption charges for both water and sewer is billed in three components, water consumption, water access charges and sewer discharge costs.

Where trade waste infrastructure or backflow prevention devices are installed, tenants must service and maintain their systems to comply with Queensland Urban Utilities and AAC requirements.

6.6 Telecommunications

Telecommunications are the responsibility of each tenant and enquiries should be made through your respective service provider. Any additional services required must be referred to the Facilities Team.

6.7 Landscaping & Grounds Maintenance

Landscape, grounds maintenance and irrigation within your site is usually the Tenants responsibility under the terms of the lease. However, as part of our service provision, AAC can recommend a suitable contractor.

Tenants who are looking to refurbish and/or install new landscaping at their premises should first refer to the Property Manager before undertaking any works. Removal of trees or heavy pruning requires prior written approval from AAC if you wish to undertake such works.

6.8 Air Conditioning and Mechanical Plant

All plant must have a regular maintenance program implemented to ensure running efficiently, safely and ensuring ongoing performance.

AAC may request at regular intervals copies of all service reports. Failure to provide service records may deem invalid any maintenance request in the future.

6.9 Fire Safety

All fire safety equipment within the premises requires regular inspection and testing in accordance with AS1851:2012. AAC may request at regular intervals copies of all service reports.

The Fire safety equipment installed may include:

- Portable fire extinguishers and Fire Blankets (Portable Fire Equipment - PFE)
- Emergency lights and exit signs
- Sprinkler systems, hydrants, pumps sets and fire hose reels
- Ventilation fans
- Fire detection systems interfaced with building fire alarm and monitoring systems
- Gas suppression systems.

Each Tenant is responsible for:

- Maintaining all fire systems within their leased premises.
- Providing maintenance reports to the Landlord, including details of any required corrective works.
- Keeping up-to-date logbooks on site.
- Reporting any non-compliance to AAC within 2 weeks, if required.

Below is a simplified table (Maintenance Schedule - AS1851:2012 Reference) showing routine service intervals for common fire protection assets (Note: not all assets may apply to your premises).

Table 3: AS1851:2012 – High-level maintenance frequencies

Asset	Monthly	6-Monthly	Yearly	5-Yearly	10-Yearly
Fire Extinguishers		✓	✓	✓	
Fire Blankets		✓			
Fire Hose Reels		✓	✓		
Fire Detection & Alarm Systems	✓	✓	✓		
Sprinkler Systems	✓	✓	✓	✓	✓
Fire Hydrants		✓	✓	✓	
Pump Sets (for fire water supply)	✓	✓	✓	✓	
Emergency Lighting/Exit Signs		✓	✓		

6.9.1 Fire Safety Reporting & Records

- Logbooks must always be kept up to date. These should include inspection dates, test results, corrective actions, and signoffs.

- Maintenance Reports should be passed to AAC after each scheduled service. Tenant arranged maintenance service records should be issued to facilities@archerfieldairport.com.au.
- For compliance, logbooks must be maintained on site and made available for inspection to AAC or QFD upon request.

In addition to routine maintenance and testing, an annual Occupiers Statement may be requested and provided to AAC, stating that all fire equipment and essential services have been maintained and continue to perform in accordance with its design. For further information around Occupier Statements, please refer to the Queensland Development Code – Fire Safety Installations in Buildings - [Fire Safety Installations](#)

6.10 Pest Control

Tenants must take all reasonable precautions to keep the premises free of rodents, vermin, insects, birds and animals.

Unless prior approval has been granted, pets must be restrained at all times while on Airport land.

Fire ant activity has been recorded at Archerfield Airport. Whilst not mandatory, any sightings of fire ants should be reported to AAC’s Environmental Manager. Fire ant treatment can be provided on a case-by-case basis.

6.11 Other Building Repairs & Maintenance

Tenants should familiarise themselves with their repairs and maintenance obligations under their Lease. Tenants should enter into Maintenance Agreements to ensure that the building remains in a good state of repair and tenantable condition. AAC will periodically request to sight all maintenance agreements arranged by the Tenant.

Please see the below table to help assist with identifying and guiding you to the minimum service frequencies for different asset types and equipment which are not fire related assets.

Table 4: Legislation & Reference Material for Maintenance Activities (Australian Standards)

Legislation and Reference	Australian Standards Reference (where applicable)
Mechanical maintenance	AS1668:2016, AS 3666:2011, AS1851-2012, DA19
Refrigeration systems	AS 1677, SAA HB40
Electrical maintenance	AS 3000, AS 1768 Lightning Protection, AS 2467
RCD testing	AS 3760:2010
Lighting systems	AS 1680:2017 & 2018 (Medical)
Emergency lighting system	AS 2293:2019
Pressure Equipment	AS 3788:2006

Hot water systems	AS 3500:2018
TMV (thermostatic mixing valves)	AS 4032:2005
Boilers	AS 3873:2001 AS 2593:2004
Gas systems	AS 5601:2013
Fire systems	AS 1851-2012, AS 1668:2016
Roof anchor and Roof Safety Lines	AS 1891:2007
Pneumatic control systems	AS 3788:2006
Electronic control systems	AS 3000:2018
Compressed air system	AS 3788:2006
Plumbing	AS 3500:2018
Grounds maintenance	EPA, Council Bylaws
Underground Fuel Storage	AS 4897:2008
Security systems	AS 2201:2007
Water treatment	AS 3666:2011
Cooling tower maintenance	AIRAH Application Manual DA17 cooling towers, SAA/SNZ HB32, the AS/NZS 3666 series of standards and AS5059:2016
Storm Water + Sewage systems	AS 3500:2018
Standby power systems	AS 2790, AS 3010:2017
Emergency Procedures	AS 3745:2010 and local authority
Elevator maintenance and repair	AS 1735:2019 and maintenance records
Cranes Hoist and Winches	AS 2550:2011

6.11.1 New Building (constructed by AAC) Defects Liability Period

New construction work will usually have a period of warranty (Defects Liability Period) on all physical components, builder's works and landscaping. It will be AAC's responsibility to ensure that these warranties are satisfied and all defects are satisfactorily repaired which is typically for the first twelve-month period post construction. The warranty periods will vary for various components and information regarding expiry dates can be provided if and where required.

7 Property & Facilities

The AAC Property and Facilities Team is made up of two Property Managers that look after the Property and Aviation portfolios and a Facilities Manager that oversees all repairs and maintenance activity. We also have a Facilities Officer who coordinates various repairs and maintenance activity.

7.1 Property Team

Any queries relating to your lease should be directed to the Property Manager.

For all other requests, please contact our team on 07 3275 8000 during business hours.

7.2 Facilities & Maintenance

Any maintenance or building services requests should be forwarded to the AAC Facilities team.

A Maintenance Request can be submitted online via the AAC website - [AAC Maintenance Request](#) or via email to facilities@archerfieldairport.com.au.

For all other requests, please contact our team on 07 3275 8000 during business hours.

7.3 Property & Building Inspections

The Property & Facilities Team will, from time to time conduct an inspection of your premises for maintenance purposes and to ensure compliance with the lease and other statutory regulations. Our team will conduct at a minimum an annual inspection of all leased spaces. Your assistance in facilitating this process is appreciated.

7.4 Car Parking

Tenants are generally provided with carparking at their facility for staff and clients. Under no circumstances are tenants, visitors, contractors and any other airport users to park on any grassed areas.

For further information on AAC Car Parking please refer to our website - [AAC Vehicle Parking Policy](#)

7.5 Correspondence Address

Please address all correspondence to:

Property & Facilities Team
Archerfield Airport Corporation
PO Box 747
Archerfield, QLD 4108
Email: facilities@archerfieldairport.com.au

8 Invoices and Accounts

8.1 Monthly Rental Invoices & Accounts Procedure

Invoices are sent by the 20th of the month, with rent and outgoings/other charges (if applicable) payable by the first of the month one month in advance.

If accounts are not paid by the due date, arrears interest may be raised in accordance with the terms of the Lease and will be added to your account.

8.2 Rates and Government Charges

8.2.1 Council Rates

Rates are levied by the Brisbane City Council and on-charged to tenants on airport. AAC pay the rates on behalf of the tenants and then recharge each tenant accordingly.

8.2.2 Land Tax - Ex-Gratia

The Commonwealth Government requires all leased federal airports to make an annual payment for Land Tax. This ensures airports are treated consistently with other landowners who pay State land tax.

This payment is known as an ex-gratia payment in lieu of land tax. Although it is not technically State land tax, it is calculated on a comparable basis and paid annually to the Commonwealth Government.

Under the terms of your lease, AAC recovers a proportion of this cost from tenants as part of outgoings. In AAC's outgoings schedule, this item is grouped in with "Government Charges".

8.3 Aeronautical Related Charges

Where a Tenant has aeronautical related charges to be invoiced (Aviation Tenants), i.e. landing fees, tiedowns, etc, these amounts are separately invoiced from your lease arrangements.

9 WHS

The Tenant is responsible for the health and safety, within their leasehold area(s) for all employees, contractors and authorised visitors.

For buildings that are leased in entirety by one Tenant, that tenant will be responsible for all areas within the premises boundary.

10 Document Control

Table 5: Document Control

Version	Revision Date	Requested By	Approved By	Section(s) Revised
01	16/02/26	C McGill	G Delibaltas	Document Creation – New Document
02	19/03/26	C McGill	G Delibaltas	Refinements to content prior to issue
03	18/05/26	C McGill	G Delibaltas	Revision to include stakeholder feedback
04	08/07/26	C McGill	G Delibaltas	Final amendments for issue