



Tenant

Handbook

PROPERTY TEAM

Arafura Property & Facilities Management Pty Ltd are responsible for the management and development of all building leases within the Darwin Corporate Park premises.

The Commercial Property Manager is responsible for the day to day management of the lease agreements and maintenance.

Nathan Cooper

Commercial Property & Facilities Manager

T: 08 8924 0888

M: 0408 891 524

E: nathan.cooper@arafuraproperty.com.au

However, please feel free to contact any of our Property team members:

Reception – Darwin Corporate Park

Ground Floor, Building 2

631 Stuart Highway, Berrimah NT 0828

T: 08 8924 0888

E: enquiries@arafuraproperty.com.au

1. EMERGENCY CONTACTS

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

Darwin Police, Fire and Emergency Services	000
PowerWater (Emergencies and Faults)	1800 245 090
NT Electrical (Afterhours)	0439 508 539
Commons Plumbing (Afterhours)	0417 895 090
Security	08 8932 6330
Darwin Corporate Park	08 8924 0888
Nathan Cooper	0408 891 524

2. PHYSICAL & MAINTENANCE SERVICES

Through the group operation we provide a range of technical and physical services to the Darwin Corporate Park (DCP) Precinct. These are provided as part of our role as Landlord.

If you have a maintenance issue, please complete the Maintenance Request form located on www.darwincorporatepark.com.au and email to enquiries@arafuraproperty.com.au and nathan.cooper@arafuraproperty.com.au

Alternatively, in case of an emergency contact:

DCP Business hours 08:30am – 5:00pm Monday to Friday	08 8924 0888
Outside business hours	0408 891 524

2.1 RUBBISH REMOVAL

Bin compounds are located outside building 2 and 4 with 660L General Waste and Cardboard/Paper bins provided (see enclosed Map). DCP provide waste & recycling collection services twice a week, on Tuesday and Thursday, when all waste will be removed from these bin enclosures.

All tenants are responsible for the removal of their own rubbish from their tenancy and for generally maintaining their premises in a clean and tidy condition.

2.2 RECYCLING

DCP encourages all tenants to participate in the recycling program by splitting their refuse into general waste and cardboard/paper. This not only reduces the cost of waste removal from the property but also helps the environment.

2.3 SECURITY

All tenants are responsible for their own tenancy security. All main building entrances and lifts will be locked between 1730 – 0730 and will require a fob to access.

Tenants must notify DCP of any lost Fob as soon as possible, to avoid un-authorised access to the building. Lost Fobs can be replaced with written consent from the lessee for \$20.00 + GST per access Fob.

2.4 ELECTRICAL POWER

DCP will initially supply the power provided to your tenancy. Tenants however are reminded to change the billing name into their legal entity name once moved in.

To transfer the connection please contact Jacana Energy on 1800 448 894

2.5 ELECTRICAL SAFETY

Tenants are responsible for ensuring that their workplaces are compliant with AS3760 – 2003 in regard to all plug in equipment and appliances.

The above Australian Standard and Northern Territory 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 Northern Territory based laws and regulations must be implemented by the tenant.

2.6 TELECOMMUNICATIONS

Telecommunications are the responsibility of each tenant and enquiries should be made through your respective service provider.

2.7 AIR-CONDITIONING

Air-conditioning is supplied during business hours referred to in your lease. Air-conditioning outside these hours can be operated by the push button installed within the premises. The cost of afterhours usage will be billed on a quarterly basis in conjunction with the rent for that period.

2.8 FIRE SAFETY

Tenants are responsible for the maintenance of any fire safety equipment that has been installed, within its leasehold area. This may include:

- Portable fire extinguishers
- Emergency lights and exit signs
- Tenant installed fire protection
- Ventilation fans
- Interface with building fire alarm
- Gas suppression systems

2.9 REPAIRS AND MAINTENANCE

Tenants should familiarise themselves with their repairs and maintenance obligations under their lease. Generally speaking, tenants are responsible for the general maintenance required within the premises. Building management will look after repairs and maintenance relating to common areas and the building structure.

2.10 NEW FITOUTS

New construction work will usually have a period of warranty (Defects Liability Period) on all physical components, builder's works and landscaping. It may be beneficial to contact your fitout provider to determine whether minor repairs may be covered under warranty. Warranty periods vary for different components and information regarding expiry dates can be provided if required.

3. COMPLIANCE

3.1 ALTERATIONS AND FITOUT

Please remember all works within your tenancy or premises require the approval of DCP. Please ensure you contact us well before the commencement of any work.

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

3.2 CONTRACTORS IN THE WORKPLACE

Tenants are responsible for ensuring that all contractors they engage with are licensed, insured and meet all OHS/WHS and Environmental requirements.

In instances where DCP engages with contractors, only suitable contractors are used that are licensed, insured and meet all OHS/WHS requirements. DCP has established an approved contractors list that contains contractors who meet these requirements. If tenants would like access to this list, please contact the Property Team.

Any request for access to plant rooms by tenants and/or tenants sub-contractors must be accompanied by a signed work order by the lessee to the property manager. Requests will require 48 hrs notice with a description of work undertaken to be included.

3.3 SIGNAGE

Please ensure you submit written details, plans and drawings prior to the erection of any signage, for review. DCP must approve all signage in writing.

3.4 INSURANCE

It is the responsibility of each tenant to ensure all relevant insurances are affected prior to occupancy. A copy of the current certificate should be forwarded to DCP addressed to the Commercial Property Manager each year of renewal.

3.5 SPECIAL LICENSES

Special licenses should be obtained from the issuing authority where applicable e.g. Trade waste permit. DCP should be provided with a copy for its records.

3.6 EMERGENCY EVACUATION PLAN

All tenants are required to have an Emergency Evacuation Plan specific to their premises. It is recommended Australian Standards AS3745 (Planning for emergencies in facilities) are implemented.

DCP has an Emergency Management Manual for the buildings and common areas which is readily available to all occupants.

All tenants must nominate at least one warden for their premises.

3.7 EMERGENCY EVACUATION TRAINING

First5 Minutes Pty Ltd, Australia's leading fire and evacuation specialist, have been appointed to establish and manage the Emergency Management Manual and Emergency Control Organisation for DCP.

First5 will conduct training for wardens, facilitate the evacuation exercise and hold the Emergency Planning Committee meetings.

All tenants are reminded of their legal and moral obligations to participate in the training and evacuation exercises.

Please find a copy of the Emergency Maintenance Manual, a copy is also available on our website (www.darwincorporatepark.com.au)

3.8 ENVIRONMENTAL OBLIGATIONS

All tenants and contractors should operate in an environmentally responsible manner including, but not exclusive 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

3.9 SMOKING

Darwin Corporate Park has designated smoking areas as marked on the following Site Plan. These areas are clearly marked and have "Ashtray Canisters" mounted on the wall for correct disposal of cigarette butts.

We would appreciate if you could please adhere to this policy.

4. PROPERTY & FACILITIES MANAGEMENT

4.1 BUILDING INSPECTIONS

Property management and maintenance contractors staff may, from time to time seek to conduct an inspection of your premises for maintenance purposes and to ensure compliance with the lease and other statutory regulations. Relevant notice will be given, but when it is on short notice your assistance in facilitating this process would be appreciated.

4.2 PROPERTY MANAGEMENT

Any queries relating to your lease and building/services should be directed to the Commercial Property Manager.

4.3 CAR PARKING

Tenants are provided above and below ground car parking at the facility for staff and clients. Please refer to the lease carpark license to determine which carparks have been allocated to your specific tenancy.

5. INVOICES & ACCOUNTS

5.1 MONTHLY RENTAL INVOICES & ACCOUNTS PROCEDURE

Invoices are raised around the 20th of each month (approx. 10 days before due date) for standard charges of rent, electricity, water and variable outgoings (where applicable).

All accounts are due and payable monthly in advance on the first of each month. 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.

6. SAFETY

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 entirely by one tenant, that tenant will be responsible for all areas within the building unless expressly noted otherwise in the lease agreement.

7. MAPS

