

Guidance Note

Concessionaire/Tenant Work Requiring Perth Airport Consent (PAC) Contractor Engagement in Terminals Only

What is considered work requiring Perth Airport Consent?

- All works building, demolition or other works that take place on the airport estate require the Perth Airport consent to proceed, and in some cases these works will also require a permit from Airport Building Controller (ABC).
- The only cases where works may be exempt are where they constitute maintenance or 'like for like' replacement, however the Approval's Coordinator should be contacted to confirm approval requirements.

I want to engage a contractor to undertake works requiring PAC on my lease, what do I need to do?

- Lodge a Works Authorisation form (3WA) at least thirty-five (35) working days before the scheduled commencement date of the work, including any supporting documents provided by the Contractor.
- Make sure all Contractor workers engaged to conduct the work have completed a PAPL induction.

Who do I lodge the 3WA with?

- The Perth Airport's Terminal Contractor Works Controller (TCWC – workrequests@perthairport.com.au).

NOTE: The PAPL Project Facilitator will be your contact during the application and works processes.

What are my obligations as a Concessionaire/Tenant during the work activities?

- Have completed a PAPL induction.
 - Make sure the appointed Contractor complies with their duties as employers under the Occupational Safety and Health Act, 1984 and their duties as assigned under the Occupational Safety and Health Regulations, 1996.
- NOTE: The PAPL Project Facilitator is NOT responsible for overseeing the work. It is the responsibility of the Concessionaire/Tenant.
- Attend an OSH Works Planning Meeting.
 - Discuss with the Contractor carrying out the work all conditions specified on the 3WA to ensure understanding and agreement.
 - Advise the Contractor carrying out the work that a copy of the authorised 3WA must be kept in their possession during the works.
 - Ensure work is stopped and the TCWC notified immediately in the event of an incident or where there is a deviation from the conditions of the 3WA.

What are the Contractors obligations?

- This information is now available to the Contractors on the "Guidance Note: Contractors Engaged by Tenants or Concessionaires to undertake works at Perth Airport".
- The Guidance note can be downloaded from the [Tenant's](#) tab on the PAPL external website.

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What happens after the 3WA is submitted?

- The Retail/Property Manager will confirm whether the scope of works is in compliance with the lease agreement.
 - The application is added to the 3WA Works Register.
 - A review will be undertaken and include:
 - Review of supplied supporting documents
 - Review of permit requirements
 - You may be asked in writing to provide additional information.
 - The Project Facilitator will arrange for an OSH Works Planning Meeting to be held.
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When can the work commence?

- When all conditions in the 3WA are met and the application has been authorised by the Project Facilitator.
 - When you receive a copy of the signed authorised 3WA.
 - When you (or a nominated representative) and the Contractor have attended an OSH Works Planning Meeting unless exemption is authorised by the Project Facilitator.
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What is an OSH Works Planning meeting?

The meeting is held to:

- Review the scope of works.
- Agree on appropriate controls relating to High Risk Activities / Energy Isolation Activities within the scope of works.
- Confirm the nature of supervision for the duration of works.
- Explain PAPL's hazard and incident reporting requirements.

NOTE: All conditions identified during the meeting will be listed on the 3WA.

What do I do if the scope of work changes?

Where a variation to the scope of work has been identified:

- Stop work and immediately advise your Project Facilitator of the changes;
 - Await further instruction from your Project Facilitator before recommencing works (i.e. a new consent and/or OSH Works Planning Meeting may be required).
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What happens when the work is completed?

- Return the 3WA and all associated documents to the Project Facilitator.
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