



# Third Party Works (3WA)

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# Guidance Notes

## What constitutes third party works (3WA)?

Perth Airport's Terminal Maintenance Team facilitate project and third party works within tenanted spaces in terminals and associated buildings.

Third-Party Works (3WA) supports the following types of work in the terminals:

- Like-for-like replacement i.e. replacing dated/worn cabinetry with a similar product in the same space.
- Repairs i.e. painting and patching within a tenancy.
- Plant/maintenance inspections i.e. Telco equipment maintenance/ inspections, food & beverage equipment maintenance/ inspections.
- Equipment testing/ fault finding i.e. refrigeration breakdowns.

If you are unsure if the proposed works fit in to the 3WA category, please email [workrequests@perthairport.com.au](mailto:workrequests@perthairport.com.au) for clarification.

You can access the 3WA Form [here](#)

*The Contractors Safe Work Method Statement (SWMS) must accompany every 3WA form to progress. It must be **task specific** to the works being undertaken.*

*If the proposed works are of an urgent nature, approval process timeframes can be expedited. The 3WA form, risk assessment and permit approvals are required in all instances.*

## 3WA – Low-Risk Activities

1. The Contractor/ Tenant/ Retailer/ Concessionaire issues a 3WA form and Safe Work Method Statement (SWMS) to [workrequests@perthairport.com.au](mailto:workrequests@perthairport.com.au) (3-5 day lead-in time for approvals).
2. The 3WA form and SWMS are assessed by a Terminal Maintenance Representative.
3. A Terminal Maintenance Representative will issue an authority to proceed with the works, or may ask for additional information and/or advise requirements for the approval process/ coordination of works to progress i.e. amendments to SWMS, facilitation requirements, etc.
4. The authority to proceed will be granted.
5. The Contractor can commence.

## 3WA – High-Risk Activities (HRA)

1. The Contractor/ Tenant/ Retailer/ Concessionaire issues a 3WA form and Safe Work Method Statement (SWMS) to [workrequests@perthairport.com.au](mailto:workrequests@perthairport.com.au) (3-5 day lead-in time for approvals).
2. The 3WA and SWMS are assessed by a Terminal Maintenance Representative.
3. A Terminal Maintenance Representative, depending on the nature of the works, will either issue an authority to proceed with the works or may ask for additional information and/or advise requirements for the approval process/ coordination of works to progress i.e. which permits are required, amendments to SWMS, OSH Works Planning Meetings, facilitation requirements, etc.



4. If applicable, the Contractor applies for the necessary permit via PEMAC (ensuring the necessary associated documentation is uploaded).
5. An OSH Works Planning Meeting is conducted between PAPL, the Tenant/ Retailer/ Concessionaire and the Contractor prior to the commencement of works. During the OSH Works Planning Meeting the attending parties will discuss all of the activities being undertaken and the safety mitigation methods thereof. The permit will be issued, and the authority to proceed will be granted.
6. The Contractor can commence.

### **3WA – Repetitive Work Authority – 1-year validity period**

A Repetitive Work Authority can be granted to a Contractor when routine maintenance tasks are undertaken on a periodical basis for a specific Tenant/ Retailer/ Concessionaire. High Risk Activities or any works outside of the agreed scope require an additional 3WA and SWMS approval.

1. The Contractor itemises a detailed scope of works from which a SWMS document is compiled. The SWMS must identify all hazards and detail safety and hazard mitigation methods for each task in the scope of works. The SWMS is issued to [workrequests@perthairport.com.au](mailto:workrequests@perthairport.com.au) along with a 3WA form, prior to the OSH Works Planning Meeting.
2. The 3WA and SWMS are assessed by a Terminal Maintenance Representative.
3. An OSH Works Planning Meeting is conducted between PAPL, the Tenant/ Retailer/ Concessionaire and the Contractor prior to the repetitive authority being granted. During the OSH Works Planning Meeting all parties will discuss activities being undertaken as a part of the scope of works will be discussed and safety and hazard mitigation methods thereof.
4. The Repetitive Work Authority will be granted.
5. The Contractor can commence.

### **What is identified as a High-Risk Activity (HRA)?**

Perth Airport has identified seven High Risk Activities (HRAs) that require a Permit before [undertaking works](#). These HRAs have the potential to impact on Perth Airport's infrastructure, services, operations or personnel. The link below describes each HRA and provides guides to permitting for each.

[High risk activities \(perthairport.com.au\)](https://www.perthairport.com.au)

### **Contractor requirements prior to attending site**

- Contractor Induction complete and within the validity period.
- Receipt of an approved 3WA and Contractor SWMS document.
- OSH Works Planning Meeting conducted (HRA or operationally impactful).
- Permits issued by a PAPL Representative to the Contractor via PEMAC (HRA only).

<https://www.perthairport.com.au/Home/corporate/planning-and-projects/undertaking-works>