



EastLink

**Instructions for completing an online
Work Authority Permit (WAP) application
for the EastLink site.**

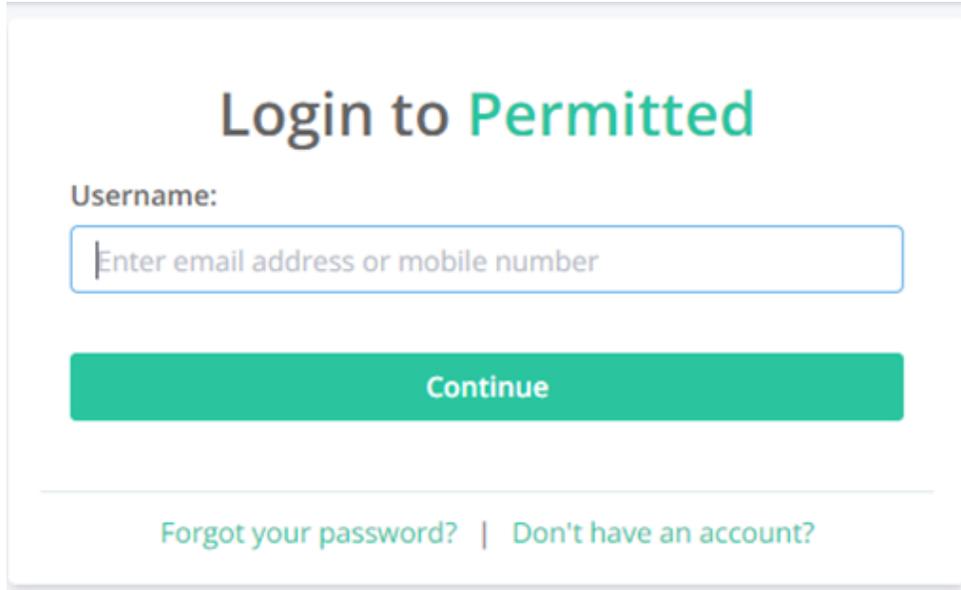
- Prior to applying for a WAP you must ensure your Company is registered and all employees working under the WAP are inducted and their qualifications have been uploaded.
- If you wish to check the status of your employees' induction, please contact ybuntsma@connecteast.com.au



Step 1 - Login to Permitted Site to apply for an online Work Authority Permit (WAP)

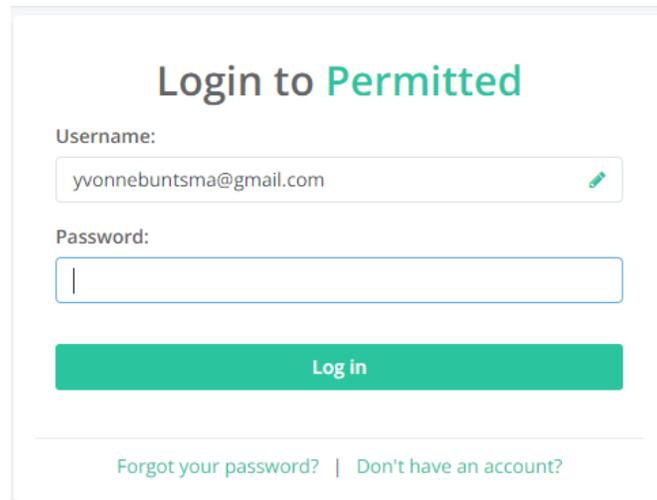
Log into the Permitted site at the following link: <https://www.permitted.com.au/portallogin.php>

Enter your user name (email address) and select Continue.



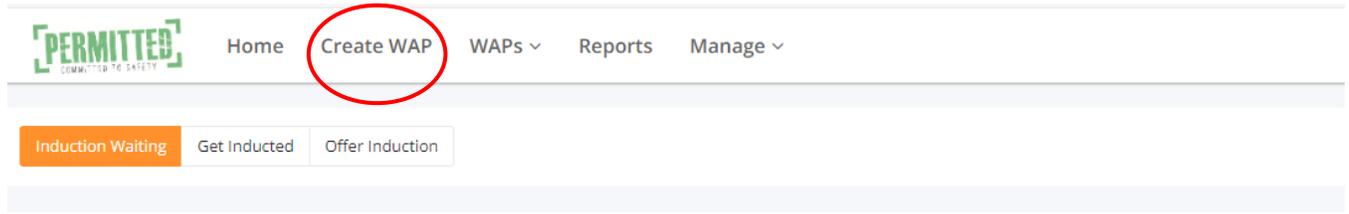
The screenshot shows a login form titled "Login to Permitted". Below the title is a "Username:" label followed by a text input field containing the placeholder text "Enter email address or mobile number". Below the input field is a large green button labeled "Continue". At the bottom of the form, there are two links: "Forgot your password?" and "Don't have an account?".

Enter password and select Login



The screenshot shows the same login form as above, but now with the "Username:" field filled with the email address "yvonnebuntsma@gmail.com". Below it is a "Password:" label followed by an empty password input field. Below the password field is a large green button labeled "Log in". At the bottom, the same two links are present: "Forgot your password?" and "Don't have an account?".

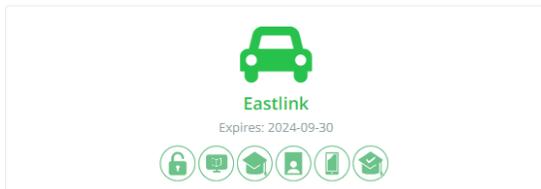
Step 2 - Select Create WAP



Select Site

A range of sites may appear if you use Permitted with multiple Ventia sites, you need to select EastLink.

Select Site



Select Eastlink

The create WAP screen will open (as below). You will be required to complete all information pertaining to the works.

Select Site



Create WAP

WAP Template	Default
Scope	
Site Contact	Yvonne Buntsma - VENTIA AUSTRALIA PTY LTD (Default)
Associated WAPs	Select...

Next

WAP Template: Default

Scope of works: The scope of works should be a summary clearly describing the works being undertaken. Please include if these works are being conducted on the center median or roadside.

Site contact: This will be prepopulated with the EastLink representative you deal with.

Choose Date(s): Select the dates on which works will be conducted. A minimum of 5 business days' notice is required for approving a WAP.

WAP Dates

Select the dates and times for this WAP. The Site Agreement for this WAP ends on 2024-09-30.

June 2024							July 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1		1	2	3	4	5	6
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30													

Select the start and end times for the dates that you will be on site.

Date

Start

End

Back

Next

A WAP can be applied for a maximum of 90 days. To do this select the start and finish dates ie. 16/06/2024 and 15/09/2024. 48 hours' notice is required prior to attending site. Notification must be in writing including the WAP number to tcrwap@connecteast.com.au to avoid conflict of works.

Time Selection: Select the start and finish times. Works will not be permitted outside selected hours.

No maintenance works involving closing or impeding a trafficable lane are to be conducted between the hours of:

Monday to Friday – 05:00 to 09:00 and 15:00 to 20:00

Weekends and Public Holidays – 10:00 to 19:00

Select **Next** to move to the next screen.

Selecting workers: The following screen will appear: All personnel that are working on site must be selected. Only employees who have completed the online induction and uploaded their qualifications will be able to be selected. All eligible employees will appear with green in each box (Refer screen shot below). Once the approval has been provided for the permit, it can only be changed by EastLink including adding personnel to the job.

WAP Attendees

Selected For This WAP:
There have been no options selected

Search:

Search Results:

AMINE TOHME VENTIA AUSTRALIA PTY LTD	     
Alexandra Monson VENTIA AUSTRALIA PTY LTD	     
Alin Finna VENTIA AUSTRALIA PTY LTD	     
Amanda Li VENTIA AUSTRALIA PTY LTD	     
Ambrose Cornelio VENTIA AUSTRALIA PTY LTD	     
Andrew Collier VENTIA AUSTRALIA PTY LTD	     
Andrew Rowlands VENTIA AUSTRALIA PTY LTD	     

To search for all employees registered under your ABN enter your company name in the search field. Select each attendee by clicking on the name. Only employees with all green icons can be selected.

Select **Next** to move to the next screen.

Location(s): Select the location(s) where your works will be conducted. More than one location can be selected, but it is important to ensure the correct selections are made. If for whatever reason you are unsure, please contact your representative for further information.

Locations are broken down into Buildings & Facilities, Confined Space, Cross Passage, Road, Tech Shelter, Tolling Gantry, Tunnel, Shared User Path & Wetlands. Enter your location type into the search bar. Eg. Road. A list of applicable locations will appear. Click on the location to add.

WAP Locations

Selected For This WAP:
There have been no options selected

Search:

Search Results:
No options found for search term.

Recent Options:

Bangholme Depot All Zones - Buildings and facilities	 
Bangholme Road to Thompsons Road All Zones - Roads	 
Boronia Road to Burwood Highway All Zones - Roads	 
Burwood Highway to High St Road All Zones - Roads	 
Cross Passage All Zones - Tunnel	 

Select **Next** to move to the next screen.

Additional Details: You must also select whether this is an emergency/visitor WAP, and if works are to be conducted Inbound, Outbound, On ramp, Off Ramp or None. More than one selection can be made. Enter the Chainage marker nearest to your worksite if known, otherwise enter NA. Also enter the Maximo Work Order Number if known otherwise leave blank.

New WAP - Attributes

Emergency / Visitor WAP?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	?
Which of the following apply to the locations you are working on?	<input type="checkbox"/> Inbound <input type="checkbox"/> On Ramp <input type="checkbox"/> LH Shoulder <input type="checkbox"/> None	<input type="checkbox"/> Outbound <input type="checkbox"/> Off Ramp <input type="checkbox"/> Centre Median	?
Please provide a chainage marker near your work or NA if not applicable.	<input type="text"/>		?
Please enter your Maximo Work Order Number.	<input type="text"/>		?
		<input type="button" value="Back"/>	<input checked="" type="button" value="Next"/>

Select **Next** to move to the next screen.

Work Authority Permit – Risk Identification:

This section requires the applicant to answer some specific questions relating to the work that is being performed. Some questions will require further information as you progress through your application (Refer Appendix A). Failure to answer the questions in line with the scope of work will result in the permit being rejected and may delay the commencement of works. Please complete all questions answering Yes/No as required.

NB: For some activities specific licenses or qualification are required such as, Electrical License, Confined Space Entry, and License to Perform High Risk Work. You will not be able to select Yes to certain questions unless your employees have uploaded their qualifications. These questions are identified by the red question mark.

New WAP - Risk Identification

Working in and around Live Traffic.

Will you be working in and around live traffic and supplying one or more TGS documents? Yes No

Electrical Work

Will you be performing any LV electrical Isolation? Yes No ⓘ

Will you be entering or passing through a HV Compound? Yes No ⓘ

Will you be performing any work that requires HV electrical Isolation? Yes No ⓘ

Will you be performing the HV electrical Isolation? Yes No ⓘ

Working at Heights

Will you be working in an area where there is potential to fall 2 or more meters and there is no compliant fixed edge? Yes No ⓘ

Will you be working with an EWP less than 11m? Yes No ⓘ

Will you be working with an EWP greater than 11m? Yes No ⓘ

Working in and around Mobile Plant

Will you be bringing any mobile plant to site? Yes No

Will you moving Plant/Equipment in the vicinity of overhead powerlines? Yes No

Working with Temporary Works

Will you be erecting aluminium or modular scaffolding? Yes No

Will you be erecting aluminium or modular scaffolding over 4m in height? Yes No ⓘ

Will you be working with any temporary structural support systems? Yes No

Mechanical Lifting

Will you be conducting any heavy lifting? (greater than 10 Tonne) Yes No ⓘ

Will you be conducting a 'high risk' lift? (greater than 75% of the SWL, where dual crane lifts are performed, or where it has been defined as such by the project) Yes No ⓘ

Working with Live Services

Will your work involve excavation or any ground penetration? Yes No

Hot Works

Will you be performing any work involving grinding, welding, thermal or oxygen cutting or heating, and other related heat-producing or spark-producing operations? Yes No

Confined Space

Will you be working in an enclosed or partially enclosed space that is not intended or designed primarily for human occupancy, within which there is a risk of one or more of the following: (a) An oxygen concentration outside the safe oxygen range. (b) A concentration of airborne contaminant that may cause impairment, loss of consciousness or asphyxiation. (c) A concentration of flammable airborne contaminant that may cause injury from fire or explosion. (d) Engulfment in a stored free-flowing solid or a rising level of liquid that may cause suffocation or drowning. Yes No ⓘ

Working in and around Mobile Plant

Will you be bringing any mobile plant to site? Yes No

Will you moving Plant/Equipment in the vicinity of overhead powerlines? Yes No

Working with Temporary Works

Will you be erecting aluminium or modular scaffolding? Yes No

Will you be erecting aluminium or modular scaffolding over 4m in height? Yes No

Will you be working with any temporary structural support systems? Yes No

Mechanical Lifting

Will you be conducting any heavy lifting? (greater than 10 Tonne) Yes No

Will you be conducting a 'high risk' lift? (greater than 75% of the SWL, where dual crane lifts are performed, or where it has been defined as such by the project) Yes No

Working with Live Services

Will your work involve excavation or any ground penetration? Yes No

Hot Works

Will you be performing any work involving grinding, welding, thermal or oxygen cutting or heating, and other related heat-producing or spark-producing operations? Yes No

Confined Space

Will you be working in an enclosed or partially enclosed space that is not intended or designed primarily for human occupancy, within which there is a risk of one or more of the following: (a) An oxygen concentration outside the safe oxygen range. (b) A concentration of airborne contaminant that may cause impairment, loss of consciousness or asphyxiation. (c) A concentration of flammable airborne contaminant that may cause injury from fire or explosion. (d) Engulfment in a stored free-flowing solid or a rising level of liquid that may cause suffocation or drowning. Yes No

Dangerous Goods/Hazardous Chemicals

Does your work require the use of chemicals? Yes No

Air Conditioning Systems

Does your work involve preventative or corrective maintenance of air conditioning systems? Yes No

Secure IT Server Room Access

Does your work involve a requirement to enter the secure IT Server Room(s) located at ELOC Administration or Maintenance building? Yes No

[Back](#) [Next](#)

Select **Next** to move to the next screen.

SWMS: Prior to works being authorised on EastLink, a written risk assessment/ SMWS must be submitted, which is specific to the site and works being performed. The submitted document shall identify all foreseeable hazards and clearly identify controls required to ensure the safety of people performing the works.

SWMS must be in a pdf, jpg or bmp format and no larger than 2mb. Select chose file to upload.

Multiple SWMS can be added to WAP.

Select file from your computer to upload and select next.

NB: The risk assessment/ SMWS must meet the requirements of the checklist below, failure to do so will result in the rejection of the permit application delaying site works.

Question Number	Question	Response
1	Company <u>contact</u> details listed and letterhead present?	Yes/ No/ NA
2	Are the project or contract details, work activity and date listed?	Yes/ No/ NA
3	Provides a sequence of job steps for the work activity or task?	Yes/ No/ NA
4	For each job step are the hazards identified?	Yes/ No/ NA
5	Is the SWMS signed off by a Senior Manager or Responsible Person?	Yes/ No/ NA
6	Is there evidence that workers have been consulted during the development of the SWMS?	Yes/ No/ NA
7	Does the SWMS include a sign off section where workers can acknowledge they have understood and been inducted into the SWMS content?	Yes/ No/ NA
8	Are controls identified within the SWMS compliant with relevant WHS and Environmental Acts, Regulations, Codes of Practice and Standards?	Yes/ No/ NA
9	Has the SWMS been checked against and confirmed as consistent with the controls outlined in contract or project risk register?	Yes/ No/ NA
10	Has the SWMS been checked against the Ventia Critical Risk Protocols and have equal to or greater hazard controls?	Yes/ No/ NA
11	Are details of specific competencies and training required to undertake the activities including licenses, qualifications etc provided?	Yes/ No/ NA
12	Does the SWMS reference mobile plant and equipment to be used?	Yes/ No/ NA

13	Does the SWMS reference mobile plant and equipment maintenance requirements and confirm maintenance records are up to date?	Yes/ No/ NA
14	Does the SWMS confirm a mobile plant risk assessment has been completed?	Yes/ No/ NA
15	If risk ratings are used, are the risk ratings or scores appropriate for the identified hazards?	Yes/ No/ NA
16	Are control measures selected by applying the hierarchy of risk control, with a requirement for engineering controls or above as the primary control?	Yes/ No/ NA
17	Does the SWMS identify the need for a permit for high-risk activities eg hot work, confined spaces, working at height, excavation, isolation, live work?	Yes/ No/ NA
18	Is there a designated person responsible for implementing and supervising all controls?	Yes/ No/ NA
19	Are environmental risk or hazards and highest practicable controls been identified?	Yes/ No/ NA
20	Does the SWMS define a reassessment method for changes in the work activity or controls?	Yes/ No/ NA
21	Does the SWMS include the methods in which the SWMS content will be communicated workers - e.g. SWMS induction, pre-start, toolbox talks, etc	Yes/ No/ NA
22	Is required PPE listed on SWMS compliant with project or contract specific requirements. - e.g. safety glasses, safety footwear, hard hat, high-visibility clothing etc?	Yes/ No/ NA
23	Have all Hazardous Chemicals been identified, and controls listed? e.g. access to SDS, PPE, handling requirements etc.	Yes/ No/ NA

Upload Traffic Guidance Scheme:

If you answered YES to Question 1 – Will you be working in and around live traffic and supplying one or more TGS documents? You will be required to upload a copy of your Traffic Guidance Scheme(s) and complete the additional questions below.

PERMIT REVIEW

Traffic Management Permit

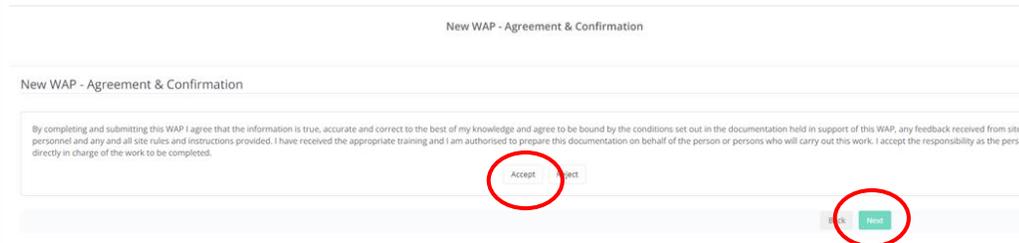
Please upload your TGS.	File Uploaded OK	Review
Please describe the locations for where the TGS applies.	Comments OK	Eastlink outbound EXIT Ramp - Entry ramp to Monash outbound direction
Please nominate your Traffic Management provider	Comments OK	Gradient Group

Back
Next

Select **Next** to move to the next screen.

Agreement & Confirmation: Upon completion of the permit, all applications are required to review the General Conditions and Accept or Reject. If you accept the general conditions, select **NEXT** and your permit will be submitted and reviewed within the agreed timeframe with your site contact.

If you reject the general conditions you will not be able to continue the permit process and you will need to speak with your site contact to resolve any issues or concerns you may have.



Select **Next** to move to the next screen.

Confirmation Email: You will receive a confirmation email that your Work Authority Permit has been submitted via the email address you supplied (example below).



WAP: 00135348

Yvonne Buntsma from VENTIA AUSTRALIA PTY LTD has created a new WAP (00135348) for your approval with the following details:

Company: VENTIA AUSTRALIA PTY LTD
Leading Hand: Yvonne Buntsma
Contact Number: 0407398533
Site: Eastlink
Zone: All Zones
Scope:
Entry into Confined Space at Huggins Road to perform six monthly maintenance checks
Start Date: 2024-06-24
End Date: 2024-06-24

Follow this link to view the WAP: [WAP 00135348](#)

Best Regards,
The Permitted Team

Approval of WAP: Once the WAP has been approved you will receive an email from Permitted advising you of the change in status of the WAP (example below).



ABN: 19 152 080 585



www.permitted.com.au | support@permitted.com.au



1300 857 946

WAP: 00074559

WAP: 00074559 has had a status change to 'Approved'

The following comments were provided by the reviewer:
Contact Control Room at commencement completion of works.
SWMS to be uploaded following works

Further details are available on login to the portal.

Commencement of Works: The Traffic Control Room **must** be notified on **9955-1900** when you commence works on site and you will be required to provide a list of all employees who will be attending site.

At conclusion of the works each day, you **must** notify the Traffic Control Room on **9955-1900** that works have been completed.

If you have any issues following this instruction or require assistance, please contact your site representative for further information.

Appendix A

This appendix gives information regarding providing additional information and completing Sub Permits that may be required when raising a WAP.

1. Confined Space:

This Permit is to be completed when work is to be conducted in an enclosed or partially enclosed space that is not intended or designed primarily for human occupancy.

It is a mandatory requirement that all works requiring access to confined spaces have an approved confined space permit. Personnel must be trained in confined space entry (Competency assessment should be undertaken every 2 years) and their qualification uploaded to Permitted.

You will be required to download and complete a Confined Space Entry Permit which is to be uploaded after work completion.

Question Order	Question	Type
1	Are you equipped with proper PPE to enter this particular confined space?	Yes/No - With Comments
2	What is the model and make of the unit you will be using?	Open Text Entry
3	Is your atmospheric Testing Unit within calibration date and fully charged?	Yes/No - With Comments
4	Is the entry to into the confined space safe?	Yes/No - With Comments
5	This permit requires that you download and complete a Confined Space prestart form before commencing work onsite. Once the works are complete, this form needs to be uploaded in order to complete and close this WAP. Please click the link to download the form.	File Download

2. Electrical Isolations:

You will be required to identify the location of the works, points of isolation, what equipment will be isolated, who will be performing the isolations/switching, testing for dead and performing the re-activation of the plant/equipment.

Question Order	Question	Type
1	The Test for Dead will be performed by?	Attendee Drop Down
2	Who will perform the Isolation?	Attendee Drop Down
3	What are the Isolation points?	Open Text Entry
4	What is the location of your works?	Open Text Entry
5	What Equipment will be isolated?	Open Text Entry
6	Do you have lockable tags to be used at Isolation points?	Yes/No - With Comments
7	The equipment will be Reenergised by?	Attendee Drop Down

3. HV Access Permit:

You will be required to upload a HV Access Permit after the works have been completed. This is a confirmation that you understand this requirement.

Question Order	Question	Type
1	This permit requires that you upload an HV Access Permit after the works have been completed. Please confirm that you understand this requirement.	After Works Upload

4. Permit to work in the Vicinity of Overhead Power line

If you are moving plant in the vicinity of overhead power lines you will need to answer Yes / No to the following questions.

Question Order	Question	Type
1	Will you be moving plant?	Yes/No - With Comments
2	Will you be moving plant within 3m of the overhead powerline?	Yes/No - With Comments
3	Will you be erecting scaffolding?	Yes/No - With Comments
4	Will you be erecting scaffold within 4m of the overhead powerline?	Yes/No - With Comments
5	Will the power require isolation?	Yes/No - With Comments
6	Who will be the observer?	Attendee Drop Down
7	Do you have a Traffic Control Plan for this activity?	Yes/No - With Comments
8	Please upload the Traffic Control Plan	Upload

5. EWP over and under 11mts

If you are to bring a EWP under or over 11mts to site, you will need to identify who will be completing the pre start checks and you need to include a rescue plan in your SWMS/JSA.

Question Order	Question	Type
1	Who will be completing the prestart check of the EWP > 11m?	Attendee Drop Down
2	Have you included a rescue plan in your SWMS?	Yes/No - With Comments

Question Order	Question	Type
1	Who will be completing the prestart check of the EWP < 11m?	Attendee Drop Down
2	Have you included a rescue plan in your SWMS?	Yes/No - With Comments

6. Heavy Lifting

If you are performing a mechanical lift, you will need to identify if you are bringing a crane to site, if you are lifting >85% of the Safe Working Load, you will need to complete a risk assessment and who will be inspecting the rigging equipment.

Question Order	Question	Type
1	Will you be using a crane?	Yes/No - With Comments
2	Will you be lifting >85 of the Safe Working Load?	Yes/No - With Comments
3	Has a lift risk assessment been completed?	Yes/No - With Comments
4	Who will inspect rigging equipment, e.g. Slings, chains, spreader bars etc been inspected, tagged and certified prior to use?	Attendee Drop Down

7. High Risk Heavy Lifting

This is to be completed if any High Risk heavy lifting is occurring. This is defined where any lift where the crane is lifting >75% of the SWL, multiple crane lifts are performed, and where it has been defined as such by the project.

Question Order	Question	Type
1	Has a lift plan been develop and approved by a competent person?	Yes/No - With Comments
2	Please upload your lift plan.	Upload
3	Has a certified geotechnical engineer assessed the ground conditions and advised of appropriate ground protection to ensure suitable support of crane outriggers?	Yes/No - With Comments
4	Who will check all safety devices are operational, inspect the lifting all lifting equipment and ensure that the load is safely rigged and secure?	Attendee Drop Down
5	Who will check load indicators, and the accuracy verified using a calibrated, known test weight prior to the commencement of the lift?	Attendee Drop Down

8. Excavation

For any excavation works that need to be conducted you will need to answer Yes/No to the following questions & upload copy of drawings. This will include information received from 'Dial Before You Dig'.

You will be required to download and complete a Excavation Permit which is to be uploaded after work completion.

Question Order	Question	Type
1	Have the services drawings been checked?	Yes/No - With Comments
2	Please upload the drawings.	Upload
3	Have you called Dial before you Dig, 1100?	Yes/No - With Comments
4	What services have you located? eg, Water, Gas, Electricity or Optic Fibre	Open Text Entry
5	An electronic cable locator must be used for locating water and electricity services.	Confirmation Check Box
6	Hand digging is to be used for optic fibre services.	Confirmation Check Box
7	No work is to proceed if gas is located.	Confirmation Check Box
8	This permit requires that you download and complete a Excavation Permit Form before commencing work onsite. Once the works are complete, this form needs to be uploaded in order to complete and close this WAP. Please click the link to download the form.	File Download

9. Hot Works

This permit is to be completed when work is within the proximity of flammable material and or when activities involving hot works are being completed. You will be required to download and complete a Hot Works Permit which needs to be uploaded on completion of works.

Question Order	Question	Type
1	Have you been deemed competent in hot works through an assessment process?	Yes/No - With Comments
2	Do you have fire extinguishers and have they been regularly serviced?	Yes/No - With Comments
3	Does the location where you will be working have flammable materials?	Yes/No - With Comments
4	Is the atmospheric Testing Unit within calibration date and fully charged?	Yes/No - With Comments
5	What is the model and make of the unit you will be using?	Open Text Entry
6	Has it been regularly serviced?	Yes/No - With Comments
7	This permit requires that you download and complete a Hot Works prestart form before commencing work onsite. Once the works are complete, this form needs to be uploaded in order to complete and close this WAP. Please click the link to download the form.	File Download

10. Use of temporary structural support

If works involve the erection of any temporary structural support systems such as formwork, back propping, shoring, etc. you will need to identify if it has been designed by a certified structural engineer and who will certify the structure against AS3610.

Question Order	Question	Type
1	Has it been designed by a certified structural engineer competent in the type of system being designed?	Yes/No - With Comments
2	Who will certify the structure against AS3610?	Attendee Drop Down

11. Working at Heights

Any works that will be performed from heights will require additional information to be provided. Please answer Yes/No to the following questions

Question Order	Question	Type
1	Will you be using a ladder, with the exception of a platform ladder for work?	Yes/No - With Comments
2	Will you be working on batters?	Yes/No - With Comments
3	Have your harnesses been regularly inspected, maintained?	Yes/No - With Comments
4	Have the anchor points where you will be working been maintained and certified?	Yes/No - With Comments
5	Have you included a rescue plan in your SWMS?	Yes/No - With Comments

12. Secure IT Access

Any works that will be performed in the Secure IT Rooms will require additional information to be provided. Please answer the following questions

Question Order	Question	Type	Links
1	Why do you need access to the Server Rooms	Open Text Entry	
2	What is the time duration you will need to complete works?	Open Text Entry	

 Add Question