



How to Use the LLO Property Access Request Dashboard

Purpose:

The purpose of this document is to provide Land Liaison Officers (LLOs) with instructions on how to use the LLO Dashboard for the Property Access Request (PAR) Portal.

The document provides LLOs with an overview of the process and instructions to find review and process PARs

How to Use this Document:

- Scan the table of contents to find the instructions you're looking for.
- Click on the heading in the table of contents to be taken directly to those instructions
- Use the links within the instructions to navigate between related instructions.

Who can use the Property Access Request Dashboard:

All Arrow Energy LLOs will be given access to the PAR Dashboard by default.

Instruction Sheet

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The PAR Process Outline

- PARs for each new work event
- Default maximum lengths (duration) for specific activities
- Different default Request Period (notice period) for specific activities
- PARs can be automatically requested by SAP
- Specific, defined categories for specific work types.
- Auto-notifications enabled
- Auto-approvals enabled
- Ability to send PACs to users without downloading & emailing PDFs

Property Access Conditions (PACs)

The Property Access Conditions are drawn from the Property Conditions in AACS.

PACs are pulled by the PAR system and used to apply specific requirements to

PARs. PACs are how LLOs control many of the features of PAR including:

- Automatic approvals
- Automatic notifications
- Specific Notice periods
- Critical special conditions such as access vs non-access days, washdown requirements etc.

LLOs must ensure that PACs are accurate and updated.

Instruction Sheet

PAR Portal Automatic Emails to LLOs

LLOs DO NOT receive automatic emails by when PARs are created

(LLOs must monitor the Dashboard). LLOs receive emails when:

- PAR has been sitting in the dashboard for more than 24 hours (primary LLO only)
- PAR unapproved in dashboard for more than 48 hours (primary & secondary LLO)

LLOs DO NOT receive notifications when automatically approved PARs are entered.

Emails will be sent from no-reply-PAR@arrowenergy.com.au.

The PAR Portal will automatically send emails to requestors at different stages of the PAR process. Below is a table summarising at what emails are sent at what stages.

Function	Email
Create a new PAR	New PAR email (not an approval) or Approved PAR email (for auto-approved PARs)
PAR status set to Approved by LLO	Approved PAR email
PAR status set to Declined by LLO	Declined PAR email
LLO 'Notify User'	PAR Alert Email (Signed On Work Party Members & Requestor)
LLO 'Change Date'	Date Change Email (Signed On Work Party Members & Requestor)
PAR 48 hours from expiry	Expiry warning email (not for O&M activities)
PAR Expired	No Email
Sign On	No Email
Request Property Access Conditions	Property Access Conditions email
Request Property Access Pass	Property Access Pass email (and SMS)

Below is a sample of some of the emails that requestors receive

PAR Approved - PAR#1256

 no-reply-PAR@arrowenergy.com.au
To: Alice Davies
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

PAR Approved

PAR Declined - PAR#1279

 PAR@arrowenergy.com.au
To: Alice Davies
This message was sent with High importance.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

PAR Declined

Dear Alice Davies,

Property Access Request PAR#1279 has been declined, you do not have approval to enter this property.

PAR ID	1279
Start Date	11/09/2025

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Property Conditions

 no-reply-PAR@arrowenergy.com.au
To: Alice Davies
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Property Access Conditions

THIS IS NOT AN APPROVAL

Dear user,

Please see links below for the Property Access Conditions for PAR#1206

PAR Date Change - PAR#1279

 PAR@arrowenergy.com.au
To: Alice Davies
This message was sent with High importance.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

PAR Date Change

Dear Alice Davies,

Property Access Request PAR#1279 dates have been changed

PAR ID	1279
--------	------

Instruction Sheet

Automatic vs Manual PAR Approvals

Using the PACs in AACS, LLOs can set properties to an auto-approval or manual approval.

Auto-Approval :

Where PACs are set to Automatic Approval, when created, PARs will be automatically approved in line with the default Request Period & Duration, or the specific property Request Period requirements.

The PAR will appear in the LLO dashboard as Approved.

The Requestor will receive a PAR Approved Email, the PAR status will change automatically to approved.

Note: LLOs WILL NOT receive notification of PARs being entered or automatically approved. Consider using automatic notifications for any PACs set to Automatic Approval.

Manual Approval:

Where PACs are not set to automatic approval; when created, PARs will appear on the LLO Dashboard for review & approval.

LLO's WILL NOT receive notification of PARs being entered.

When the LLO approves the PAR, the requestor will receive a PAR Approved Email.

Automatic vs Manual Landholder Notifications

Using the PACs in AACS, LLOs can enable automatic notifications to be sent to a landholder/contact once PARs are approved.

Automatic Notifications

Where automatic notifications are enabled, as soon as the PAR status is approved (either via auto or manually approval) the contact entered into the PACs will receive an email or text message notifying them of the activities as requested in the PAR.

Manual Notifications

LLOs can continue to monitor the dashboard and notify landholders of any PARs as they are approved.

Note: LLOs will not receive notification of PARs being requested or automatically approved. Consider using automatic notifications for any PACs set to Automatic Approval.

Activities, Duration and Request Periods

The PAR system requires requesters to select an Activity when requesting a PAR.

The Activity Type determines how long the PAR can last for (Duration) and how long in advance the PAR needs to be requested, before activities can begin (Request Period).

For properties with specific notice period requirements that are longer than the default request periods, PAR will automatically pull those requirements through.

Requesters to select dates that match the Request Period for that specific property, or the default where no specific dates apply.

LLOs can overwrite time frames and apply new dates when they Approve requests.

The table below outlines what work falls under what Activity, and the Duration and default Request Period that applies.

Activity	Activity Description	Duration	Request Period
Planning & Assessment	Area Wide Planning, Site Scouting, Survey, Seismic, Geotech, Water/Soil Sampling, Flora & Fauna Monitoring	60 Days	16 Days
Construction	Survey Pegging, Site Preparation, Roads & Access, Civil Works, Gathering, Initial Rehabilitation/Stabilisation, Pressure Testing	90 Days	16 Days
Commissioning & Startup	Handover Activities, Introduction of Hydrocarbons, Nitrogen Purge, Walk Down	30 Days	10 Days
Operations & Maintenance	Asset maintenance, Inspections, Wellfield Operations, Weed Spray, Maintenance remediation work including excavations, grading, dig-ups	7 Days	0 Days
Vegetation Management	Slashing, Spraying, Vegetation Removal	30 Days	0 Days
Decommissioning	Final Rehabilitation Works, Rehabilitation Monitoring, Cut & Cap	30 Days	10 Days
Visitor	Delegations, Site Visits	30 Days	2 Days
Radiographic Testing	Radiographic Testing	7 Days	0 Days
Rig Activities - Completions	Completions Rig	30 Days	10 Days
Rig Activities - Workover	Workover Rig	30 Days	10 Days
Rig Activities – Plug & Abandon	Plug & Abandon Rig	30 Days	10 Days
Rig Activities - Drilling	Drilling Rig	30 Days	10 Days

Instruction Sheet

PAR Status

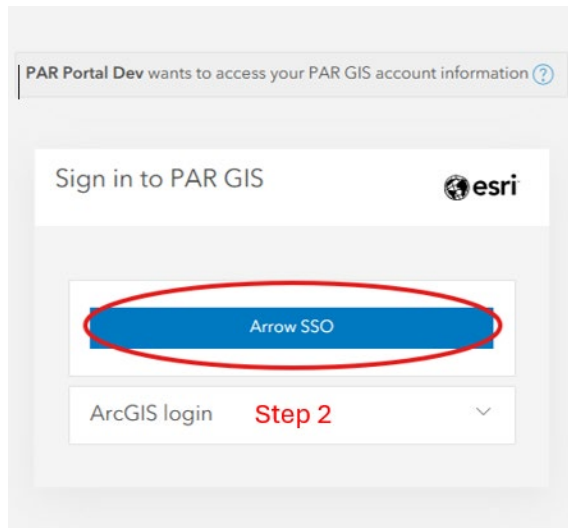
Below is a summary of the PAR Status definitions.

Status	Description
New	PAR has just been created, and is sitting with Land Access to review
Approved – Inactive	The PAR has been approved, however the start date for the PAR is in the future
Approved – Active	The PAR has been approved, and the PAR dates are current
Declined	The PAR has been declined
Expired	The finish date for the PAR is in the past

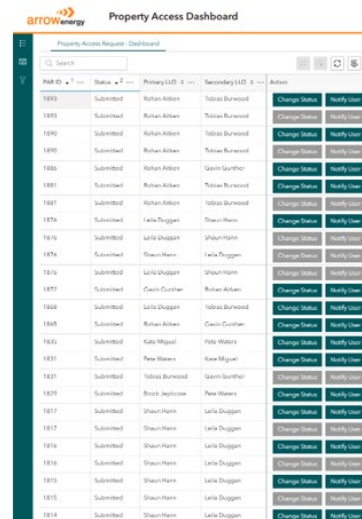
Getting Started

Logging in to the Property Access Dashboard (Dashboard)

You can use the Property Access Dashboard on your mobile device (Mobile) or computer (PC)



Step 1



Step 1: Open the Dashboard at

<https://propertyaccess.arrowenergy.com.au/PAR/dashboard/>

Step 2: If prompted, to login, click the blue Arrow SSO button.

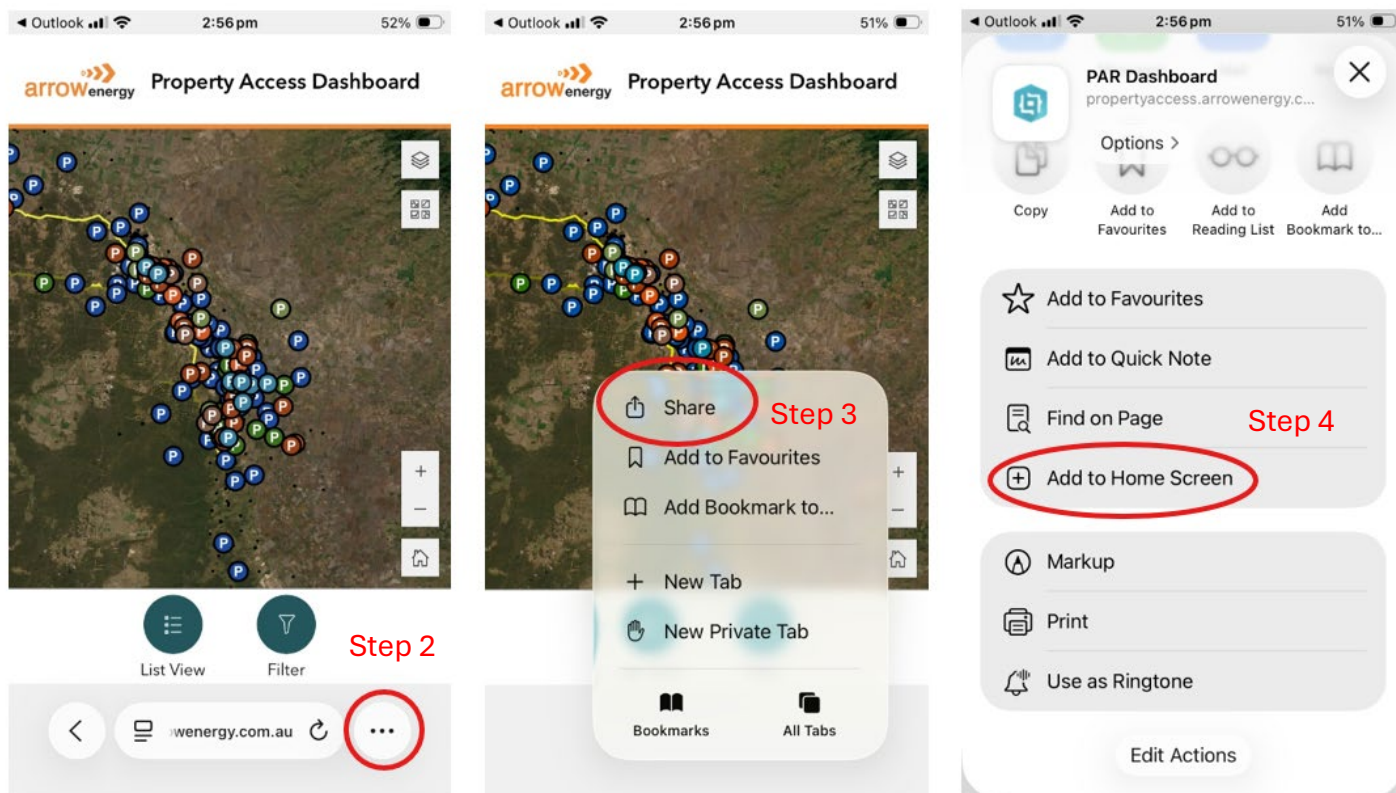
Step 3: If prompted, enter your Arrow email address and password to login.

Step 4: The Dashboard will open to the landing page.

Instruction Sheet

Add a URL Shortcut to the Dashboard on an Arrow Energy Apple Mobile Device.

For ease of access, a shortcut to the Dashboard can be added to the app screen on your mobile device. The shortcut appears like an app and will load the portal in a new tab in Safari each time the icon is pressed.



Step 1: Open the PAR Portal in Safari

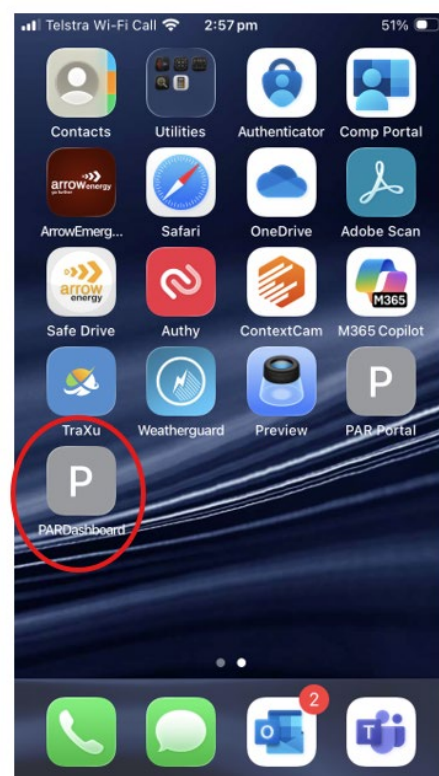
Step 2: Press the three buttons to display menu options

Step 3: Press 'Share'

Step 4: Press 'Add to Home Screen'

Step 5: Press the blue add Button on the next screen

Step 6: Icon will display on home screen



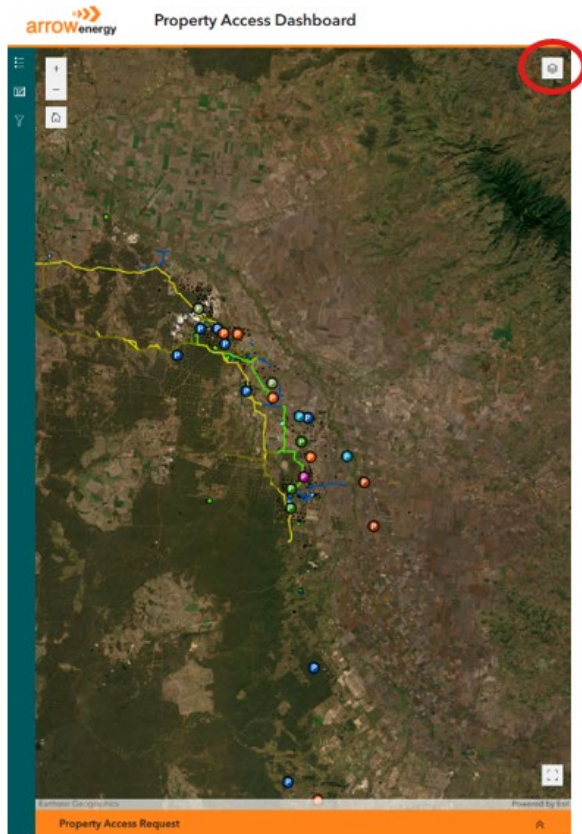
How to use the Dashboard on PC and Mobile

Dashboard Functions:

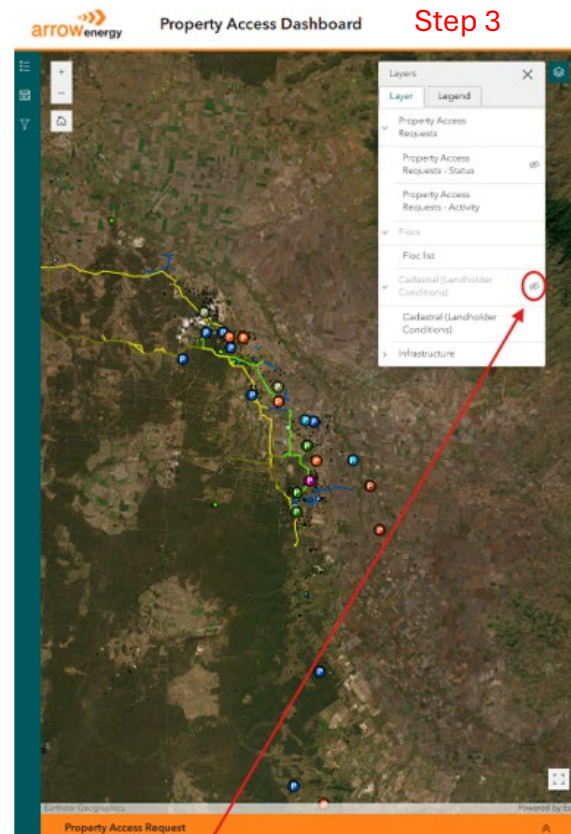
- Document Number
Released DD/MM/YYYY- Revision X.X
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How to Use the LLO Property Access Request Dashboard Change Map Layers on PC and Mobile Device



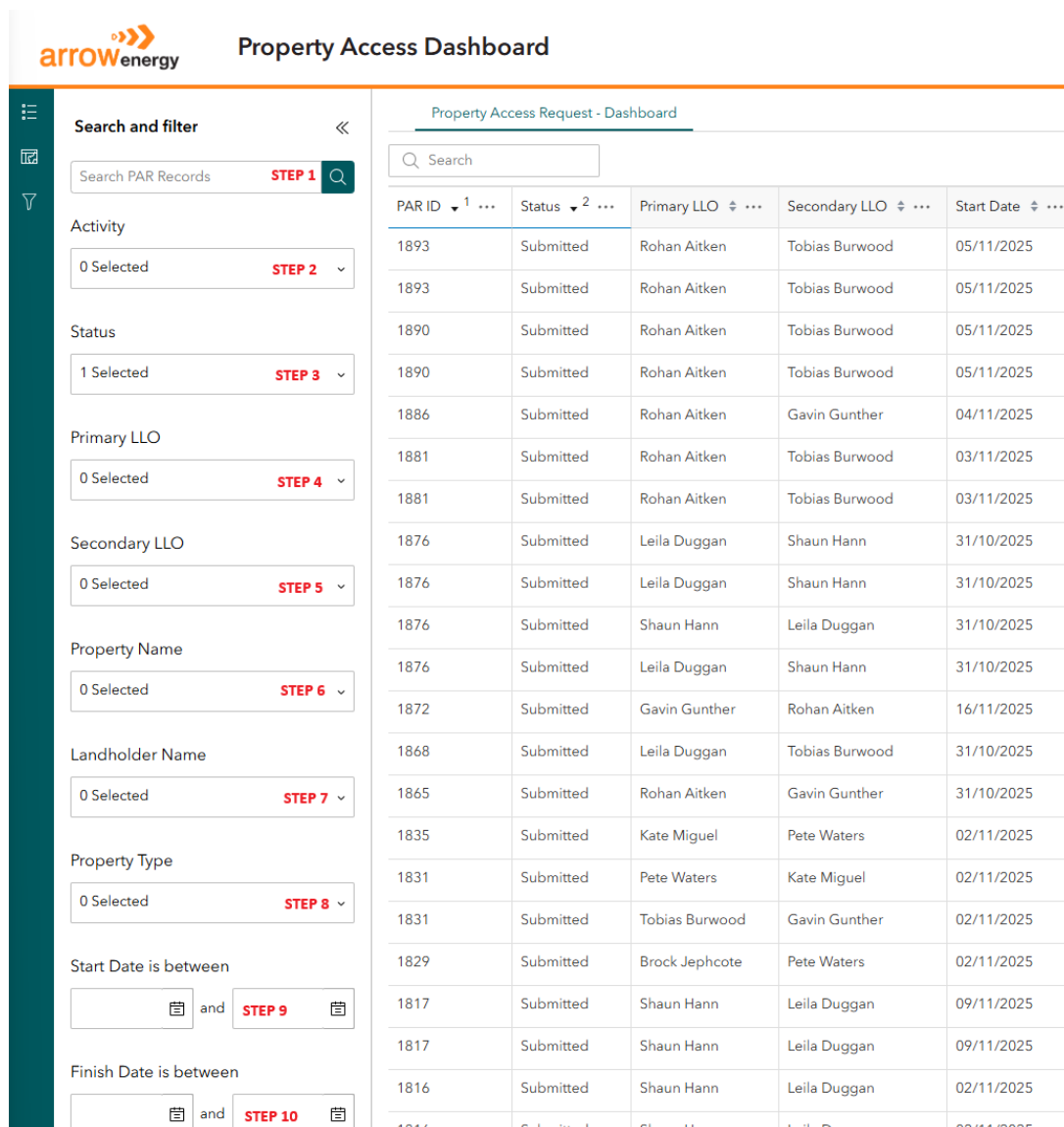
Step 2



Step 3

Instruction Sheet

Search for PARs on the Dashboard on PC and Mobile



Property Access Dashboard

Search and filter

Search PAR Records **STEP 1** 

Activity
0 Selected **STEP 2** 

Status
1 Selected **STEP 3** 

Primary LLO
0 Selected **STEP 4** 

Secondary LLO
0 Selected **STEP 5** 

Property Name
0 Selected **STEP 6** 

Landholder Name
0 Selected **STEP 7** 

Property Type
0 Selected **STEP 8** 

Start Date is between
 and **STEP 9** 

Finish Date is between
 and **STEP 10** 

Property Access Request - Dashboard

Q Search

PAR ID  ¹ ...	Status  ² ...	Primary LLO  ...	Secondary LLO  ...	Start Date  ...
1893	Submitted	Rohan Aitken	Tobias Burwood	05/11/2025
1893	Submitted	Rohan Aitken	Tobias Burwood	05/11/2025
1890	Submitted	Rohan Aitken	Tobias Burwood	05/11/2025
1890	Submitted	Rohan Aitken	Tobias Burwood	05/11/2025
1886	Submitted	Rohan Aitken	Gavin Gunther	04/11/2025
1881	Submitted	Rohan Aitken	Tobias Burwood	03/11/2025
1881	Submitted	Rohan Aitken	Tobias Burwood	03/11/2025
1876	Submitted	Leila Duggan	Shaun Hann	31/10/2025
1876	Submitted	Leila Duggan	Shaun Hann	31/10/2025
1876	Submitted	Shaun Hann	Leila Duggan	31/10/2025
1876	Submitted	Leila Duggan	Shaun Hann	31/10/2025
1872	Submitted	Gavin Gunther	Rohan Aitken	16/11/2025
1868	Submitted	Leila Duggan	Tobias Burwood	31/10/2025
1865	Submitted	Rohan Aitken	Gavin Gunther	31/10/2025
1835	Submitted	Kate Miguel	Pete Waters	02/11/2025
1831	Submitted	Pete Waters	Kate Miguel	02/11/2025
1831	Submitted	Tobias Burwood	Gavin Gunther	02/11/2025
1829	Submitted	Brock Jephcote	Pete Waters	02/11/2025
1817	Submitted	Shaun Hann	Leila Duggan	09/11/2025
1817	Submitted	Shaun Hann	Leila Duggan	09/11/2025
1816	Submitted	Shaun Hann	Leila Duggan	02/11/2025
1816	Submitted	Shaun Hann	Leila Duggan	02/11/2025

Open the Dashboard, select the Filter Icon.



Step 1: Users can search by 'keyword' by entering any word utilized in any column in the PAR list. Click on the keyword from the drop-down list.

Step 2: Click the drop down arrow (↓) on the Activity filter and type or choose from the list of activities.

Step 3-8: Repeat step 2 for any/ all of the Filter categories to find relevant PARs

Step 9-10: Select relevant dates to refine searches

Instruction Sheet

Review Submitted PAR on PC

PAR ID **Step 2** ▾ ... Primary LLO ▾ ... Secondary LLO ▾ ... Landholder Name ▾ ... Property Name ▾ ... Action

1309 *CLICK* Tobias Burwood *CLICK* Gavin Gunther *CLICK* Western Downs Regional ... *CLICK*

[Back to dashboard](#) **Step 9**

Property Access Request Details **Step 4**

Step 3 [Send Property Access Conditions](#)

PAR ID	Activity	Status	Start Date	Finish Date	Primary LLO	Contact	Secondary LLO
1309	Rig Activities - Plug & Abandon	New	16/09/2025	30/09/2025	Tobias Burwood	0474572555	Gavin Gunther

Property Conditions

Landholder Name	Property Name	Lot On Plan/s	Step 5 Property Type	Property Specific Conditions	Specific Access Days/Times	Extra Vehicle Hygiene Conditions	Property Condition Link
Western Downs Regional Council -		160DY966,2SP21 4220,3SP200461	Primary				View Property Conditions

Work Summary

Requestor	ID	Revision	LLO Note	P	H	L
PAP	Mike.Galbraith@arrowenergy.com.au	Step 6	Test Number	5	4	3
PAP	Mike.Galbraith@ar		Test Number	5	4	3

Work Party Sign-On **Step 7** **Is your Land Access Induction up to date?**

Name	Email	Company Name
Mike Galbraith	Mike.Galbraith@arrowenergy.com.au	Arrow Energy Pty Ltd

Step 8



Step 1: Open the Dashboard, and [search for a PAR](#), or click the List View Icon to display list of PARs.

Step 2: Click anywhere on the desired PAR row. The PAR Details Page will open.

Step 3: If required, send Property Access Conditions. Send to self, all signed-on work party or enter other email address.

Step 4: Review PAR Details. Ensure all details are compliant

Step 5: Review Property Access Conditions. Are all appropriate PACs attached, including Transit Properties

Step 6: Review Work Summary to ensure all details are compliant

Step 7: Review work Party. Users must ensure they have an up-to-date Land Access Induction.

Step 8: Check PAR Location on map.

Step 9: Once the review is complete, click '<Back to Dashboard'

Instruction Sheet

Process PAR on PC & Mobile

PAR ID	Primary LLO	Secondary LLO	Landholder Name	Property Name	Action
1309	Tobias Burwood	Gavin Gunther	Western Downs Regional ...	STEP 1:	Change Status Notify User
1313	Tobias Burwood	Gavin Gunther	Arrow (Daandine) Pty Ltd.		Change Status Notify User

Change status for #1309

Write a note

Note

STEP 2:

Back STEP 3: Change Date Decline Approve

STEP 5: STEP 6:

Change Date

Start Date

16/09/2025

End Date

30/09/2025

STEP 4:

Write a note

Note

Back Save

STEP 7:

Notify User for PAR ID #1313

Write a message

Message

STEP 8:

Select users to notify

Select options

STEP 9:

Back STEP 10: Send Notification

Mobile: Change Status

Mobile: Notify User

Action

Change Status Notify User

Step 1: Open the Dashboard, and [search for a PAR](#), or click the List View Icon to display list of PARs. Click on Change Status.

Step 2: Insert any notes required before processing

Step 3: If a date change is required (reschedule, break in work), select 'Change Date'.

Step 4: Insert new dates. Complete any notes and select 'Save'

Step 5: If the PAR is to be rejected, select 'Decline'

Step 6: If the PAR is to be approved, select 'Approve'

Step 7: For any notifications or ALERTS, select 'Notify User'

Step 8: Write your message, be succinct.

Step 9: Select who is to be notified. You can select certain individuals or to send to everyone signed on.

Step 10: Select send notification.