Airport Works – Safety and Security Oversight

Overview

Conducting works/construction activities at Melbourne Airport may require safety and/or security oversight depending on the location. Melbourne Airport has obligations to comply with two key federal regulations:

1. The **Aviation Transport Security Regulations 2005 (ATSR)** require that all works undertaken must be appropriately managed to prevent unauthorised access or activity within protected work zones.
2. The **Civil Aviation Safety Regulations 1998 (CASR)** as prescribed by **Part 139 of the Manual of Standards (MOS),** requires that if aerodrome works are being carried out at an aerodrome while the aerodrome is open and available for any aircraft operations, a Works Safety Officer must be present at all times in the vicinity of the works.

Melbourne Airport complies with these requirements by mandating the following:

▪ If works are being conducted in **Security Restricted Areas (SRA), Sterile Areas,** or any other area that poses a security risk, the presence of security personnel is mandatory during all working hours.
▪ A Works Safety Officer (WSO) is required for all airside works on or in the direct vicinity of the manoeuvring area. External contractors, whether or not they have an Aviation Security Identification Card (ASIC), are required to have a Melbourne Airport appointed WSO allocated to the works site.

To support this requirement, Melbourne Airport offers two (2) types of oversight roles:

1. **Aviation Protection Officer (APO)**
2. **Works Safety Officer (WSO)**

Melbourne Airport's contracted APO and WSO provider will assess each application to determine the adequacy of proposed arrangements and the number of staff required per shift.

Security Guard Roles and Responsibilities

Aviation Protection Officer (APO)

Required for works taking place **inside terminal precincts** that are designated as **Security Restricted or Sterile Areas.**

Responsibilities:

- Ensure all individuals and their possessions are screened and cleared prior to entry
- Control access to security-sensitive zones
- Conduct physical searches and identify weapons, explosives, or other prohibited items

Appropriate Use of APOs

APOs are specifically deployed to uphold aviation security requirements under the TSP. They are **not** to be used for general operational support tasks such as:

- Passenger direction during infrastructure outages (e.g. lifts or escalators)
- General site observations (e.g. during travelator repairs)
- Crowd management unrelated to security zones

If your project requires non-security-related support, please consult with the Melbourne Airport contracted Security Provider to arrange a Customer Service Officer (CSO).

Misuse of APO's for non-security functions may impact compliance and increase project costs unnecessarily.

Works Safety Officer (WSO)

Required for works being undertaken **within the airfield precinct** designated as a **Security Restricted Area or Airside**

Responsibilities:

- Ensure safe movement to and from airfield access gates
- Protect operational areas from unauthorised access or disruption
- Monitor on-site activity to ensure compliance with:
    - Method of Working Plans (MOWP) and Local Works Plan (LWP)
    - Airside Operations Advice
    - Airport Safety Works policy

Important

The presence of an APO or WSO **does not** relieve ASIC holders of their obligations under relevant security requirements. All personnel must continue to comply with their individual responsibilities.

Preparing Your Submission

Before submitting a request, consider the following:

- Scope and nature of the works
- Location of works
- Type of oversight required (e.g. APO or WSO or CSO)
- Number of personnel on-site
- Tools and equipment required
- Proposed work schedule and shift timings
- Delivery logistics

What to Include in Your Submission

Ensure your request includes the following:

- A site plan clearly showing **airside** and/or **sterile boundaries**
- A plan indicating **access control zones** applicable to your work area
- A **staging plan** outlining how boundaries will be managed
- A **works program** indicating start/finish dates and shift schedules
- A **shift-by-shift request** for staff coverage, including specific APO/WSO locations

How to Book

If your project has a **Capital Project (CP) Number,** bookings can be made through the online booking system:

Aviation Protection Officer (APO) or **Customer Service Officer (CSO):**

https://security.au.issworld.com/

Works Safety Officer (WSO):

https://wso.au.issworld.com/

If there is **no CP number:** please email:

Aviation Protection Officer (APO) or **Customer Service Officer (CSO):**

adhoc.melbourne@au.issworld.com

Works Safety Officer (WSO):

wso.melbourne@au.issworld.com