

MELBOURNE AIRPORT

Method of Working Plan

MOWP MAPMP 2.0 Expedient Concrete Works

YMML 2023/2

AFO-AW-PLN-07-0011

Version 1

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Definitions

Please refer to the [Aeronautical Information Package](#) and the [CASA Website](#) for commonly used Aviation terms and abbreviations.

For additional definitions specific to Melbourne Airport, please visit www.melbourneairport.com.au/glossary.

Important Contacts

Title	Contact phone number	Contact email
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1. Works Information

1.1. Conditions of this method of working plan

No changes to the conditions outlined in this Method of Working Plan (MOWP) can be made without the approval of the Airfield Operations and Works Coordinators.

1.2. Project Scope and affected aerodrome facilities.

This MOWP has been produced to allow planned works to be undertaken as part of Melbourne Airport Pavement Maintenance Program MAPMP 2.0 DP 2 Expedient Pavement to ensure all parts of the airport are in a safe, serviceable, and compliant condition.

The planned works may include but are not limited to pavement maintenance, electrical works, drainage works, line marking, survey or geological investigation and will be undertaken within a prescribed MOWP stage.

The actual date and time of the commencement of the work will be advised by a Notice to Airmen (NOTAM), and Local Works Plan (LWP) to be issued not less than 48 hours before works commence.

1.3. Works sequence

1.3.1. Stage 1

Planned date and time of commencement	Kilo Slabs and Runway 16/34 5 th May 2023 Juliet Slabs 31 st July 2023 Bravo Slabs 15 th October 2023
During this stage	Runway 16/34 and associated taxiways will be unavailable, works will be outside of the Runway 09/27 intersection and Runway 09/27 will be available.
Planned date and time of completion of stage	Kilo Slabs and Runway 16/34 31 st July 2023 Juliet Slabs 14 th October 2023 Bravo Slabs 30 th October 2023

1.3.2. Stage 2

Planned date and time of commencement	10 th October 2023
During this stage	Works will be on Taxiway Tango between Taxiway Papa and Taxiway Sierra
Planned date and time of completion of stage	20 th October 2023

1.3.3. Stage 3

Planned date and time of commencement	30 th October 2023
During this stage	Works will be in Taxilane Quebec
Planned date and time of completion of stage	20 th November 2023

1.3.4. Stage 4

Planned date and time of commencement	30 th October 2023
During this stage	Works will be in the intersection of Taxiway Tango and Taxiway Quebec
Planned date and time of completion of stage	20 th November 2023

1.3.5. Stage 5

Planned date and time of commencement	15 th January 2024
During this stage	Works will be in the intersection of Taxiway Tango and Taxiway Papa
Planned date and time of completion of stage	15 th February 2024

1.3.6. Stage 6

Planned date and time of commencement	15 th Feb 2024
During this stage	Works will be in the intersection of Taxiway Sierra and Taxiway Uniform
Planned date and time of completion of stage	6 th March 2024

1.3.7. Stage 7

Planned date and time of commencement	29 th October 2023
During this stage	Works will be in Taxiway Sierra between Taxiway Uniform and Taxiway Golf
Planned date and time of completion of stage	11 th December 2023

1.3.8. Stage 8

Planned date and time of commencement	6 th March 2024
During this stage	Works will be in the intersection of Taxiway Sierra and Taxiway Golf
Planned date and time of completion of stage	20 th March 2024

1.3.9. Stage 9

Planned date and time of commencement	6 th March 2024
During this stage	Works will be in Taxiway Alpha between Taxiway Whiskey and Taxiway Yankee and in the intersection of Taxiway Juliet and Taxiway Alpha
Planned date and time of completion of stage	24 th March 2024

The above works sequence is based on the plan only. The actual date and time of commencement will be advised by a NOTAM, to be issued not less than 48 hours before work commences.

Actual dates and times will also be advised via the release of a Local Works Plan to affected stakeholders and will be updated to aircraft operators via the Aeronautical Information Publication including AIP-SUP, AIC and NOTAM.

2. Restrictions to Aircraft Operations

2.1. Restrictions by works stages.

2.1.1. Stage 1

Stage 1							
Description of works	Runway 16/34, Taxiway Bravo, Taxiway Charlie, Taxiway Alpha north of Runway 09/27, Taxiway Victor north of Runway 09/27, and Taxiway Kilo west of Taxiway Alpha will not be available. Planned works may include but are not limited to pavement, electrical works, drainage works, survey or geological investigation works.						
Scheduled start date	<table> <tr> <td>Kilo Slabs and Runway 16/34</td> <td>5th May 2023</td> </tr> <tr> <td>Juliet Slabs</td> <td>31st July 2023</td> </tr> <tr> <td>Bravo Slabs</td> <td>15th October 2023</td> </tr> </table>	Kilo Slabs and Runway 16/34	5th May 2023	Juliet Slabs	31 st July 2023	Bravo Slabs	15 th October 2023
Kilo Slabs and Runway 16/34	5th May 2023						
Juliet Slabs	31 st July 2023						
Bravo Slabs	15 th October 2023						
Scheduled end date	<table> <tr> <td>Kilo Slabs and Runway 16/34</td> <td>31st July 2023</td> </tr> <tr> <td>Juliet Slabs</td> <td>14th October 2023</td> </tr> <tr> <td>Bravo Slabs</td> <td>30th October 2023</td> </tr> </table>	Kilo Slabs and Runway 16/34	31 st July 2023	Juliet Slabs	14 th October 2023	Bravo Slabs	30 th October 2023
Kilo Slabs and Runway 16/34	31 st July 2023						
Juliet Slabs	14 th October 2023						
Bravo Slabs	30 th October 2023						
Restrictions: Manoeuvring Area							
Runways	Runway 16/34 will not be available						
Taxiways	Taxiway Bravo not available Taxiway Charlie not available Taxiway Alpha north of Runway 09/27 not available Taxiway Victor north of Runway 09/27 not available Taxiway Foxtrot west of Taxiway Victor not available Taxiway Golf west of Taxiway Victor not available Taxiway Juliet west of Taxiway Victor not available Taxiway Kilo west of Taxiway Alpha not available						
Aircraft type restrictions	Not applicable.						

Stage 1	
NOTAM	A) MELBOURNE (B) (START DATE) (C) (FINISH DATE) (E)MOWP YMML 2023/2 STAGE 1 RWY 16/34 CLSD DUE WIP TWY B CLSD TWY C CLSD TWY A NORTH OF RWY 09/27 CLSD TWY V NORTH OF RWY 09/27 CLSD TWY F WEST OF TWY V CLSD TWY G WEST OF TWY V CLSD TWY J WEST OF TWY V CLSD TWY K WEST OF TWY K RUN UP BAY CLSD REFER METHOD OF WORKING PLAN YMML 2023/2 STAGE 1
Remarks (Details of any special restrictions and the requirements for the issue of NOTAMs)	Works on this stage will only be undertaken when the prevailing wind conditions do not dictate the essential use of Runway 16/34. Taxiway Kilo run up bay not available. Taxiway Bravo run up bay not available
Drawing	Stage 1

2.1.2. Stage 2

Stage 2	
Description of works	Taxiway Tango between Taxiway Papa and Taxiway Sierra will not be available. Planned works may include but are not limited to pavement, electrical works, drainage works, survey or geological investigation works.
Scheduled start date	10 th October 2023
Scheduled end date	20 th October 2023
Restrictions: Manoeuvring Area	
Runways	Not applicable
Taxiways	Taxiway Tango between Taxiway Papa and Taxiway Sierra not available
Aircraft type restrictions	Not applicable.

Stage 2	
NOTAM	A) MELBOURNE (B) (START DATE) (C) (FINISH DATE) (E)MOWP YMML 2023/2 STAGE 2 TWY T BTW TWY P AND TWY S CLSD REFER METHOD OF WORKING PLAN YMML 2023/2 STAGE 2
Remarks (Details of any special restrictions and the requirements for the issue of NOTAMs)	Bays impacted: D7, D9, D9A, D9B, D10, D11, D11A, D11B, D13, 13A, D13B, D15, D15A, D15B, D17 and D19 TDP impacted: T3, T4, T5, T6, T7, P2and T11 not available
Drawing	Stage 2

2.1.3. Stage 3

Stage 3	
Description of works	Taxilane Quebec will not be available, planned works may include but are not limited to pavement, electrical works, drainage works, survey or geological investigation works.
Scheduled start date	30 th October 2023
Scheduled end date	20 th November 2023
Restrictions: Manoeuvring Area	
Runways	Not applicable
Taxiways and Taxilanes	Taxilane Quebec not available
Aircraft type restrictions	Not applicable
NOTAM	A) MELBOURNE (B) (START DATE) (C) (FINISH DATE) (E)MOWP YMML 2023/2 STAGE 3 TAXILANE Q CLSD DUE WIP REFER METHOD OF WORKING PLAN YMML 2023/2 STAGE 3

Stage 3	
Remarks (Details of any special restrictions and the requirements for the issue of NOTAMs)	Bays impacted: B22, B24, B26 B26A, B28, B30, C1, C3, C7 and C9 TDP impacted: Q1, Q2, Q3, Q5, Q7 and Q8 not available
Drawing	Stage 3

2.1.4. Stage 4

Stage 4	
Description of works	Intersection of Taxiway Tango and Taxiway Quebec will not be available, planned works may include but are not limited to pavement, electrical works, drainage works, survey or geological investigation works.
Scheduled start date	30 th October 2023
Scheduled end date	20 th November 2023
Restrictions: Manoeuvring Area	
Runways	Not applicable
Taxiways and Taxilanes	The intersection of Taxiway Tango and Taxiway Quebec resulting in; Taxiway Tango between Taxiway Romeo and Taxiway Quebec and Taxiway Quebec between Taxiway Echo and Taxilane Quebec not available Quebec Taxilane not available
Aircraft type restrictions	Not applicable.
NOTAM	(A)MELBOURNE (B) (START DATE) (C) (FINISH DATE) (E)MOWP YMML 2023/2 STAGE 4 TWY T BTN TWY R AND TWY Q CLSD DUE TO WIP TWY Q SOUTH OF TWY E CLSD TAXILANE Q CLSD

Stage 4	
Remarks (Details of any special restrictions and the requirements for the issue of NOTAMs)	Bays impacted: C1, C3, C7, C9, C11, C11A, B22, B24, B26 B26A, B28, B29 and B30 TDP impacted: Q8, Q7, Q5, Q3, Q2, Q1, T0, T1, T2, and T10, not available. Taxilane impacted: Quebec Taxilane
Drawing	Stage 4

2.1.5. Stage 5

Stage 5	
Description of works	Intersection of Taxiway Tango and Taxiway Papa will not be available, planned works may include but are not limited to pavement, electrical works, drainage works, survey or geological investigation works.
Scheduled start date	15 th January 2024
Scheduled end date	15 th February 2024
Restrictions: Manoeuvring Area	
Runways	Not applicable
Taxiways and Taxilanes	The intersection of Taxiway Tango and Taxiway Papa resulting in; Taxiway Papa between Taxiway Echo and Taxilane Papa and Taxiway Tango 10m, to the west of the IHP on the western side of Taxiway Papa not available. Papa Taxilane will not be available
Aircraft type restrictions	Not applicable.
NOTAM	(A)MELBOURNE (B) (START DATE) (C) (FINISH DATE) (E)MOWP YMML 2023/2 STAGE 5 TWY P SOUTH OF E CLSD DUE TO WIP TWY T 10M WEST OF IHP WEST OF TWY P CLSD TAXILANE P CLSD

Stage 5	
Remarks (Details of any special restrictions and the requirements for the issue of NOTAMs)	Bays impacted: C4, C6, C8, C10, C12, D3, D5, D7, D19 and D17 will not be available. TDP impacted: P2, P3, T3, T4, T5 not available.
Drawing	Stage 5

2.1.6. Stage 6

Stage 6	
Description of works	The intersection of Taxiway Sierra and Taxiway Uniform, planned works may include but are not limited to pavement, electrical works, drainage works, survey or geological investigation works.
Scheduled start date	15 th February 2024
Scheduled end date	6 th March 2024
Restrictions: Manoeuvring Area	
Runways	Not applicable
Taxiways and Taxilane	Taxiway Sierra between Taxiway Golf and Taxiway Uniform and Taxiway Uniform at the IHP west of Taxiway Sierra to Taxilane Uniform not available. Taxilane Uniform not available
Aircraft type restrictions	Not applicable.
NOTAM	(A)MELBOURNE (B) (START DATE) (C) (FINISH DATE) (E)MOWP YMML 2023/2 STAGE 6 TWY S BTN TWY G AND TWY U CLSD DUE TO WIP TWY U ON THE IHP WEST OF TWY S TO TAXILANE U CLSD
Remarks (Details of any special restrictions and the requirements for the issue of NOTAMs)	TDP impacted: S7, S8, U1, U2 and G2 Not Available
Drawing	Stage 6

2.1.7. Stage 7

Stage 7	
Description of works	Taxiway Sierra between Taxiway Golf and Taxiway Uniform, planned works may include but are not limited to pavement, electrical works, drainage works, survey or geological investigation works.
Scheduled start date	29 th October 2023
Scheduled end date	11 th December 2023
Restrictions: Manoeuvring Area	
Runways	Not applicable
Taxiways	Taxiway Sierra between Taxiway Golf and Taxiway Uniform resulting in Taxiway Sierra between Taxiway Golf and Taxiway Uniform not available.
Aircraft type restrictions	Not applicable.
NOTAM	(A)MELBOURNE (B) (START DATE) (C) (FINISH DATE) (E)MOWP YMML 2023/2 STAGE 7 TWY S BTN TWY G AND TWY U CLSD DUE TO WIP
Remarks (Details of any special restrictions and the requirements for the issue of NOTAMs)	TDP impacted: S7, S8, G2 and U2 Not Available
Drawing	Stage 7

2.1.8. Stage 8

Stage 8	
Description of works	Intersection of Taxiway Sierra and Taxiway Golf planned works may include but are not limited to pavement, electrical works, drainage works, survey or geological investigation works.
Scheduled start date	6 th March 2024

Stage 8	
Scheduled end date	20 th March 2024
Restrictions: Manoeuvring Area	
Runways	Not applicable
Taxiways	Taxiway Sierra between Taxiway Uniform and Taxiway Golf and Taxiway Golf on the IHP west of Taxiway Sierra to Taxilane Golf not available.
Aircraft type restrictions	Not applicable.
NOTAM	(A)MELBOURNE (B) (START DATE) (C) (FINISH DATE) (E)MOWP YMML 2023/2 STAGE 8 TWY S BTN TWY U AND TWY G CLSD DUE TO WIP TWY G ON THE IHP WEST OF TWY S TO TAXILANE G TAXILANE G CLSD
Remarks (Details of any special restrictions and the requirements for the issue of NOTAMs)	TDP impacted: S7, S8, G2 and U2 Not Available
Drawing	Stage 8

2.1.9. Stage 9

Stage 9	
Description of works	Intersection of Taxiway Alpha and Taxiway Juliet planned works may include but are not limited to pavement, electrical works, drainage works, survey or geological investigation works.
Scheduled start date	6 th March 2024
Scheduled end date	24 th March 2024
Restrictions: Manoeuvring Area	
Runways	Not applicable

Stage 9	
Taxiways	Intersection of Taxiway Alpha and Taxiway Juliet resulting in Taxiway Alpha between Taxiway Whiskey and Taxiway Yankee and Taxiway Juliet between Taxiway Victor and Taxiway Alpha not available.
Aircraft type restrictions	Not applicable.
NOTAM	(A)MELBOURNE (B) (START DATE) (C) (FINISH DATE) (E)MOWP YMML 2023/2 STAGE 9 TWY A BTN TWY W AND TWY Y CLSD DUE TO WIP TWY J BTN TWY V AND TWY A
Remarks (Details of any special restrictions and the requirements for the issue of NOTAMs)	Bays Impacted: G54, G54A, G56, G57, G57A, G57B, G57C, G57D, G57E, G57F, G57G, G58, G59, G60, G60A, G60B, G60C, G60D, G60E, G60F and G60G TDP impacted: A16, A15, A14, A13, A12, J1 and J2 Not Available
Drawing	Stage 9

2.2. Weather conditions

Works will not be permitted on the manoeuvring area or in areas where the Senior Airside Safety Officer (Car2) believes is unsafe in:

1. Low visibility conditions; or
2. Weather conditions that Car2 in conjunction with ATC believe are unsafe or may affect airport operations.

Low Visibility Operations must be in force when:

- a) The cloud ceiling is at or below the CAT I minima for the runway being used: or
- b) Runway Visual Range (RVR) is at or below 550m (visibility at or below 800m when RVR not available).

When implementing LVP, Melbourne Tower will notify.

- a) The Senior Airside Safety Officer
- b) Service Desk Airway: and
- c) Operations Manager (OM) Systems Supervisor (SS)

ATC will then declare "Low Visibility Procedures in Force" on the Automated Terminal Information Service (ATIS).

Works may be postponed, limited, or cancelled subject to the prevailing weather conditions.

Once a NOTAM has been issued and there are unfavourable weather conditions, and the NOTAM is required to be cancelled or amended a new NOTAM may be issued at short notice to activate another stage of the MOWP to minimise impact to aircraft operations.

2.3. Airport emergencies

Under certain emergency situations, access to the airside of the airport including the work site will not be allowed.

Because of the unpredictable nature of emergency situations, it is not possible to give advance warning of these occurrences. Local Standby situations do not require the works party to vacate the airside.

2.4. NOTAM or other change to AIP

Melbourne Airport will issue a NOTAM or other required change to the AIP (i.e. AIP-SUP or AIC) prior to the commencement of the works. Refer to the [Restrictions by works](#) section for the draft wording.

Note: For works affecting the Instrument Landing System (ILS), Airservices are responsible for issuing a NOTAM to activate/deactivate the ILS.

2.5. Restoration of normal safety standards

All works undertaken in the stages of this MOWP specified in subsection [2.1](#) will require the partial closure of the Manoeuvring area. These closed areas will not be available for aircraft operations until works have been completed, inspected, and declared serviceable as specified in subsection [5.14](#).

2.6. Restrictions on the organisation carrying out aerodrome works

Organisations carrying out aerodrome works must do so in accordance with this MOWP including sections [Personnel and Equipment](#) and [Aerodromes Markers, Markings and Lights](#).

3. Personnel and Equipment

3.1. Requirement to vacate the movement area

Personnel and equipment will be required to vacate the movement area during certain weather conditions (refer [Section 2.1.3](#)) and in the event of an airport emergency (refer [Section 2.3](#)).

3.2. Working hours on site

Works will be conducted at all hours of the day as agreed by Melbourne Airport to minimise the disruption to operations.

3.3. Melbourne Airport operational policies

At all times the contractor must abide by Melbourne Airport's operational policies which include but are not limited to:

- Airside Works Safety.
- Drug and Alcohol Management Plan
- Airside Vehicle Control Handbook

All operational policies are available on the [Melbourne Airport website](#).

3.4. Site restriction markings/lighting

Melbourne Airport may request the contractor to define the Site Restricted area (SRA).

The SRA is to be defined by either:

- 900mm or 300mm high red/white-water barriers
- A continuous line of witches' hat, or
- Other visual aids (markers, markers, or lights) as approved by the Airfield Operations Works Coordinator or delegate.

Yellow warning lights may be requested to be used to define the area during night works. Red lights may also be requested to be placed around hazards within the work area.

The works party, including all works vehicles that are not appropriately lit or approved under the Melbourne Airport Standard Blanket Clearance are not permitted to move outside the works area without the approval of the Works Safety Officer.

3.5. Access to the work site

Access to the work sites for all vehicles and deliveries will be via the access gates as shown on the attached plans. No vehicle will be allowed access or egress through any other gate except as approved by the Airfield Operations and Works Coordinators.

Vehicles and plant moving between the access gate and the work site must follow the route specified on the attached plan under the escort of an escort vehicle unless otherwise approved by Airfield Operations.

Delivery vehicles moving to and from the work site will be issued with a temporary pass at the access gate.

Vehicles that frequently gain access to airside must apply for a permanent Airside Vehicle Permit (Authority to Use Airside).

3.6. Traffic management plans

A Traffic Management Plan (TMP) must be submitted to the Airfield Operations and Works Coordinator in the event any works have an impact on any airside roads including Apron Service Road, Airside Road, or Perimeter Road.

Access from access gate to the worksite for all contractors who do not have an Airside Drivers Authority (ADA) will be by escort only.

3.7. Marking and lighting of vehicles

Vehicles accessing the site will be required to have signs that clearly identify the vehicle as belonging to that company (an A4 size sign should be taken as a guide) and be issued with an Authority to Use Airside (AUA).

Additionally, all vehicles while operating airside will be required to have fitted an amber beacon which is visible 360 degrees of the vehicle and must be visible up to 200 meters from the vehicle in normal daylight conditions.

Please refer to the [Airside Vehicle Control Handbook](#) on the Melbourne Airport website for more information.

3.8. Vehicle / equipment height limit

No vehicle or other item of plant over 5 metres high may be used at the works site without authority from the Airfield Operations and Works Coordinator. Works parties must comply with any other associated requirements in the Melbourne Airport Manual, including the associated Obstacle Restriction Area instrument as detailed in [Height and location of critical obstacles](#).

The western track between Gates 11 and 8 will remain usable in all conditions except LVO with the two following restrictions:

- vehicle heights on this section of roadway **are not to exceed 4m**, and
- vehicles **are not permitted to stop** on this roadway section at any time.

If either of the two conditions cannot be achieved, this section of road cannot be used without tower approval as the integrity of the ILS may be affected.

3.9. Speed limits

Maximum speed limits apply as follows:

A 10km/h speed limit applies:

- Around or under buildings (Airside Road, Concourse Road, Freight Service Road)
- Apron area within 15 metres of an aircraft

A 15km/h speed limit applies:

- Apron area not within 15 metres of an aircraft and not under or around buildings

A speed limit of 15km/h for tugs and 25km/h for all other vehicles applies to:

- Roadway from Gate 27 to south of Bay H2 (Airside Access Road)
- Roadway from maintenance bases and the rest of the airfield (Maintenance Road)
- Roadway from Gate 27 to G.S.E maintenance precinct (Airside Access Road)

A 40 km/h speed limit applies:

- On taxiways

A 60km/h speed limit applies:

- On the Perimeter Road unless otherwise signposted

Breaches of the speed limit will result in a Penalty Infringement Notice (PIN) being issued or refusal of access to the driver and vehicle involved.

3.10. Parking of private vehicles

Only vehicles and plant engaged in the works will be permitted at the works site. All other vehicles must be parked at a site pre-arranged with the Project Manager.

All vehicles must be returned to the nominated compound at the completion of each day/night works.

3.11. Control of works personnel

All personnel associated with the work will always be bound by the directions of the Works Safety Officer with respect to operational safety matters.

3.12. Personal protective equipment (PPE) for the airside environment

The following PPE must be worn by all personnel airside:

- Hearing Protection
- Dayglow yellow High-Vis clothing or dayglow yellow vest that meet the Australian Standards
- Eye and Skin protection is to be worn in reference to the prevailing weather conditions.
- Safety shoes must always be worn on works sites.
- Hard Hats are required to be worn on work sites.

Refer to the Melbourne Airport [Pedestrian Safety Policy](#) for further information.

4. Aerodromes Markers, Markings and Lights

4.1. General

Melbourne Airport shall mark the unserviceable operational area and install unserviceability markers and markings during the works as per the attached plans.

Closed portions of the manoeuvring area will be marked by red and white unserviceability markers during the day, and red unserviceability lights at night, in accordance with the CASR Part 139 Manual of Standards (MOS).

4.2. Lights

All Lighting within and directly leading into the closed portion of Manoeuvring area will be obscured or extinguished.

The closed taxiway is marked with unserviceability cones placed across the taxiway at 3m spacing. This is supplemented by red lights at 3m spacing across the taxiway at night or in poor visibility. The taxiway centreline lights within the closed portion of the taxiway and taxiway lights leading into the closed portion are extinguished or covered during the works. Where possible MAG signs are maintained to assist pilots and works parties in situational awareness.

4.3. Procedure for protection of electrical services and control cables

The contractor, before the commencement of any works, will confirm the location of all underground services. This check is usually done in conjunction with the issuing of a Permit to Commence Works (PERCOW) and prevents damage to any airport services.

An excavation permit must also be obtained prior to the commencement of any excavation works that penetrate the ground surface. Refer [Excavation permit](#).

5. Special Requirements

5.1. Airport security

Aviation Security Identification Cards (ASIC) must be obtained for all personnel associated with airside works. Melbourne Airport will issue an ASIC on application by the contractor. Applications must be made at least **6 weeks** in advance.

Once issued the ASIC must be worn and always displayed on the outside of their clothing, waist height or above, at the front or side of the person's body and with the front face of the card clearly visible by all staff whilst working on the airside of the airport.

Where contractors have applied, and the ASIC check is not complete:

- Visitor Passes may be used - restricted to 28 days within a 12-month period.
- Escort drivers and Works Safety Officers will act as the sponsor.

Delivery personnel with legitimate business on the airside may operate with a Visitor Pass under the supervision and escort of an ASIC holder.

5.2. Permits

5.2.1. Permit to commence works.

This MOWP is **not** an approval to commence works.

Before any works may commence the contractor must obtain a PERCOW from the [Melbourne Airport Buildings Approvals Officer](#). Please email the Building Approvals Officer should you require any further information.

5.2.2. Hot works permit

The contractor must obtain a Hot Works Permit from the Works Safety Officer prior to undertaking any oxy cutting, welding, or grinding on the airside of the airport.

A Hot Works Permit will be issued only when all Melbourne Airport safety requirements are met. For example, including but not limited to:

- the site is clean and free of all combustible material within 10m of works.
- a spark resistant solid hoarding is placed around the site.
- 2 x nine litre fire extinguishers are on site.
- A fire blanket (size of 3m square minimum) is on site.
- A "spotter" is in attendance for the duration of hot works.
- There are no refuelling aircraft or aircraft fuel vents in the vicinity of at least 50m for the duration of the permit.

When satisfied that all these conditions are being met a permit will be issued.

The permit is valid for a period of a maximum of one day and if works are to resume the next day a new permit is required.

Note: The permit only covers the location specified in the application. If the works move to another location a new permit is required.

Applications for Hot Works Permits within 5m of the building drip line will require approval from the [Fire & Life Safety Leader](#).

Permits will not be issued on days of a total fire ban.

5.2.3. Excavation permit

The contractor, before the commencement of any works, will lodge a dial before you dig (DBYD) job through the DBYD website. Once the Melbourne Airport drawing is received, the excavation area is to be highlighted clearly with a description of the works. The contractor will confirm the location of all underground services by an independent service locator.

An excavation permit must be obtained from [Melbourne Airport – Airfield Lighting](#) at least 5 business days prior to any excavation works that penetrate the ground surface with the documents below included in the application:

- Copy of the PERCOW
- Independent Service locators Certificate
- DBYD service drawings of the works area with the works area clearly marked.

5.2.4. Crane permit

A permit must be obtained prior to the erection of any crane on the airport.

Applications for approval must be sent to [Airfield Support](#) a minimum of **5 working days** prior to the crane lift including the following information:

- The proposed location of the lift activity (street address, MGA or AMG co-ordinates)
- A site locality plan (i.e. Aerial Photo Extract)
- Crane maximum height (AHD or m above ground level)
- Date, time, and duration of activity
- Work description and
- Contact details of Site supervisor and applicant

An email confirming approval will be sent to the applicant prior to the crane lift.

For equipment that are likely to penetrate Melbourne Airport Airspace, **12 weeks** notification is required.

5.2.5. Electrical isolation permit

Any works on or near electrical cables will require an electrical isolation permit. Requests are to be emailed through to [Melbourne Airport – Airfield Lighting](#) at least **24 hours** prior to the commencement of the activity with a list of the circuits required for isolation.

The contractor must supply a licensed electrician to carry out isolations (Lock out Tag out) with a Melbourne Airport Airfield Lighting Officer. Upon completion of the isolation procedures an isolation permit will be issued.

5.3. Critical obstacles

5.3.1. General requirements

Melbourne Airport's Prescribed Airspace cannot be penetrated without the relevant approvals. Refer [Crane permit](#).

Unless specifically approved, plant/vehicle or equipment cannot exceed a maximum height of **5 metres** within the closed area.

Note: This limit is only applicable in locations where the Melbourne Airport's Prescribed Airspace will **not** be penetrated.

5.3.2. Height and location of critical obstacles

For works within the Obstacle Restricted Area (ORA), works activities will comply with the Instrument of Approval number: CASA.ANAA.0101.2 issued from CASA on 19 February 2019. This instrument is maintained in the Melbourne Airport Manual.

These conditions will be communicated to the Works Safety Officer via the Airfield Operations Manager and to works parties via a contractor instruction.

5.4. Pavement and cleanliness

The contractor is to ensure that runways and taxiways used or crossed during the works are kept clean and free of debris.

A sweeper (no steel brushes), approved by the Airfield Operations and Works Coordinator, is always to be kept on call whilst works are in progress.

Areas within the works site must also be free of Foreign Object Debris (FOD).

No trench within the runway or taxiway strip may be left open, unattended, or unprotected at the completion of each day/night works without prior approval of the Airfield Operations and Works Coordinator.

Any approved open excavations within the works area must be covered with heavy duty steel plates and defined by either 900mm or 300mm red and white half-filled water barriers and/or red lights.

5.5. Waste disposal and environment protection

Any putrescible waste generated at the site is to be placed in secure, covered rubbish bins and removed from the airport at the end of each working day.

The contractor must ensure that all other waste is contained within the site and not free to blow around the airport. Builder's waste must be removed well clear of the movement area to a site directed by the Works Safety Officer and the Melbourne Airport Environment Manager.

The contractor must comply with all environmental controls as specified in the Construction Environment Management Plan provided by the contractor and endorsed by the Melbourne Airport Environment Manager or delegate.

Please refer to the Melbourne Airport Environmental Management Plan which can be found on the Melbourne Airport [website](#).

5.6. Explosives

No explosives or explosive power tools may be used on the airport without prior approval of the Airfield Operations and Works Coordinators.

5.7. Dust

Dust must be kept to a minimum and excavated areas must be constantly watered in windy conditions.

5.8. Dumping of fill

Fill must be transported from the site to landside and dumped in an area approved by the Melbourne Airport Environment Team and the Airfield Operations and Works Coordinators.

Fill must not be dumped or stored airside without the express approval of the Airfield Operations and Works Coordinator.

5.9. Site sheds and locations

Site shed locations that have any impact on the airlines staging or storage area must be approved by the Airfield Operations and Works Coordinators.

5.10. Food consumption

Due to wildlife the consumption of any food whilst airside should be contained within a vehicle, or an approved sealed site shed (at no stage should food be consumed outside in open areas).

5.11. Smoking

All the airside is a designated NO SMOKING area.

Smoking is not permitted within the works site, the building area or in any vehicle whilst airside.

5.12. Wildlife hazards

The contractor is to monitor all work sites for increased wildlife activity. In the event of an increase in wildlife activity, the contractor is to notify Car2 and the Airfield Operations Manager immediately. All precautions are to be taken to minimise this risk.

To limit the risk of wildlife activity on the airfield, restrictions apply to eating airside. Eating is restricted to inside enclosed areas only. Any food scraps must be disposed of correctly in suitable bins to prevent attracting wildlife. Any bins used to dispose of food scraps must be emptied daily. Food vans are not permitted on the airfield.

Wildlife hazards must be reported immediately to the WSO assigned to the site or if unavailable, to the [Car2](#). Wildlife hazard management is to be handled in accordance with the Melbourne Airport Airside Operational Safety Policy –Wildlife Hazard Management. This document is available on the [Melbourne Airport website](#).

5.13. Lime and cement stabilisation

Lime and cement spreading is not allowed to take place during the following conditions:

- in winds greater than 5 knots
- if the wind is blowing towards the terminal
- if the wind is blowing towards critical operational areas such as an active apron, TWY or RWY system.

The contractor will employ additional measures to minimise the escape of dust from the site. It is preferable that contractors undertake the spreading of lime and cement dust at early morning/dusk hours to minimize impacts on airfield operations. An approval must be obtained prior to any spreading from [Car2](#).

5.14. Inspection at the completion of works

On completion of the works (if applicable) the contractor is to return the area to a serviceable and compliant standard and to the satisfaction of the Car2.

Car2 must conduct a thorough inspection prior to reopening the area to ensure that the area is serviceable and compliant.

All facilities, markers and markings are to be carefully checked to ensure that they comply with the CASA standards. Special attention must be paid to markers and/or markings/lighting that may have been obliterated or obscured by the works party.

On completion of each stage of the works, the contractor is to:

- clean up the area to the satisfaction of the Airfield Operations and Works Coordinator and/or Car2
- rectify any pavement damage to the satisfaction of the Airfield Civil Maintenance Manager
- remove all building rubbish, excess materials, and construction plant from the site.

A joint inspection involving the Airfield Lighting Maintenance Manager, Airfield Facilities and Technical Manager, Airfield Civil Maintenance Manager, Airfield Operations and Works Coordinator, and the Airfield Operations Manager may be conducted before the works area is deemed to be completed.

6. Administration

6.1. Contractors

The work is being carried out by Melbourne Airport staff and contractors employed by Melbourne Airport.

6.2. Project Manager

The Project Manager will be Ben Torwick ben.torwick@melair.com.au

All questions relating to the technical aspect of this project should be directed to the [Project Manager](#).

Note: The Project Manager may change throughout these stages of works, changes will be advised within the Local Works Plan.

6.3. Works Organiser

The Works Organiser will be: Jarred Williams jarred.williams@melair.com.au

All questions relating to the practical aspect of this project should be directed to the [Works Organiser](#).

Note: The Works Organiser may change throughout these stages of works, changes will be advised within the Local Works Plan.

6.4. Airfield Operations and Works Coordinator

The Melbourne Airport [Airfield Operations and Works Coordinator](#) will be either Mrs Leanne Carroll or Mr Ron Butterworth.

Any queries about the conditions contained in this MOWP or the effect of the works on aircraft operations should be directed to the Airfield Operations and Works Coordinator.

6.5. Works Safety Officer

The Senior Airside Safety Officer (Car2) will be the nominated Senior Works Safety Officer to look after the works. [Car2](#) will be contactable 24/7.

The Senior Works Safety Officer may be supported by one or a team of Works Safety Officers which may delegate some or all the specified responsibilities.

The Senior Works Safety Officer will be responsible for the operational safety of the works including the opening and closing of the works areas.

The Works Safety Officer performs the responsibilities as specified in the CASR Part 139 MOS and as required for these works.

6.6. MOWP Author

This MOWP has been written by:

Leanne Carroll

**Airfield Operations and Works Coordinator
Melbourne Airport**

7. Authority

7.1. Conduct of Works

All works must be carried out in accordance with the MOWP.

7.2. Expiry

This MOWP will expire on 31st March 2025 unless otherwise amended or extended.

7.3. Variation

The approval of the Airfield Operations and Works Coordinator must be obtained before any variation is made to this MOWP or associated NOTAM. Verbal approvals are to be confirmed in writing at the earliest opportunity.

7.4. Approval

This MOWP has been checked and concurred with by Airservices Australia, major airline operators and internally within Melbourne Airport.

The MOWP is issued by Melbourne Airport in accordance with the CASR Part 139 MOS – Aerodrome Chapter 16 Method of Working Plans issued by the Civil Aviation Safety Authority.

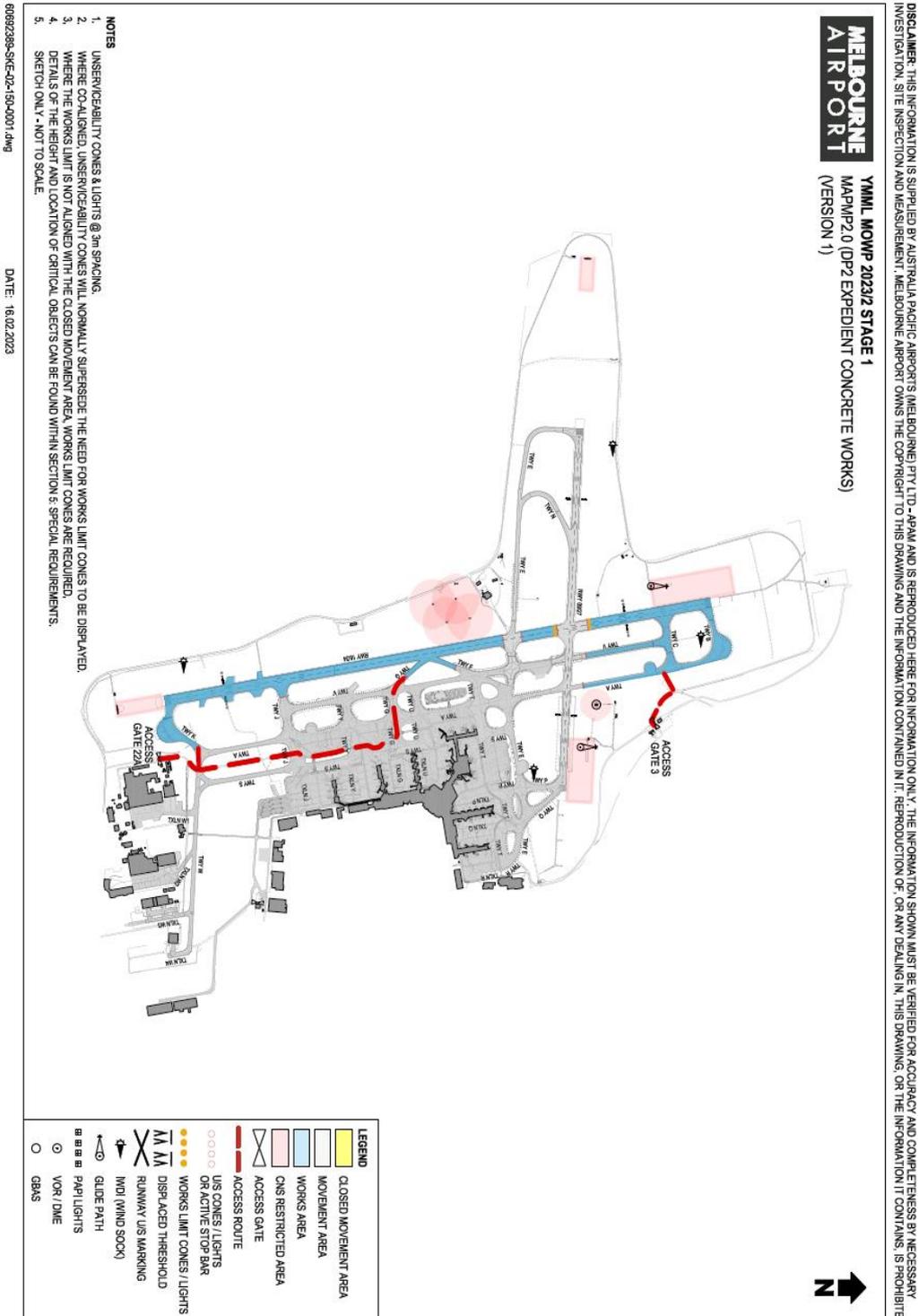
The Head of Airfield has authorised this MOWP as delegated in writing by the Accountable Manager for Melbourne Airport, as identified in the Melbourne Airport Manual.



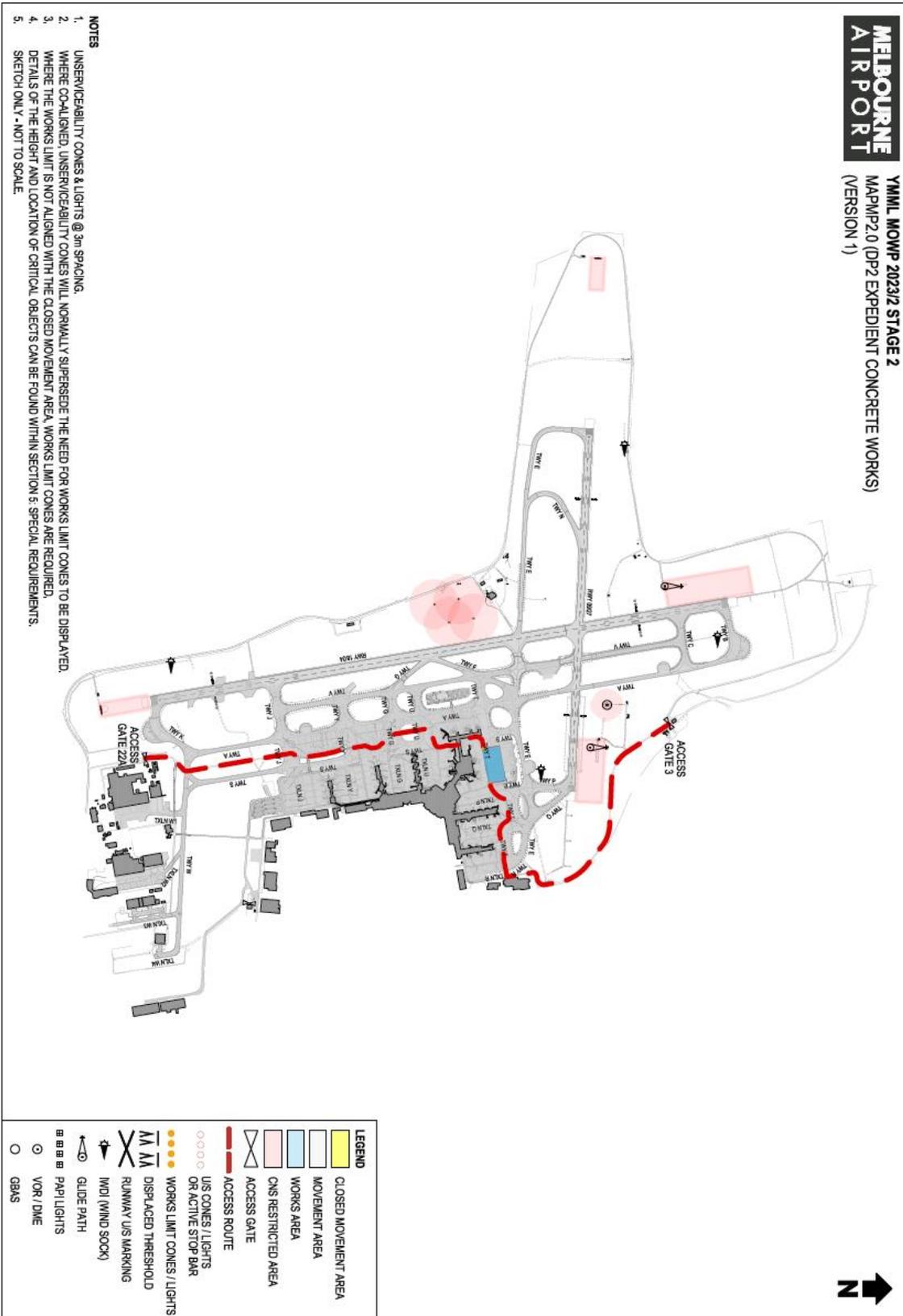
**Mark Wilson
Head of Airfield**

8. Drawings

8.1. Stage 1

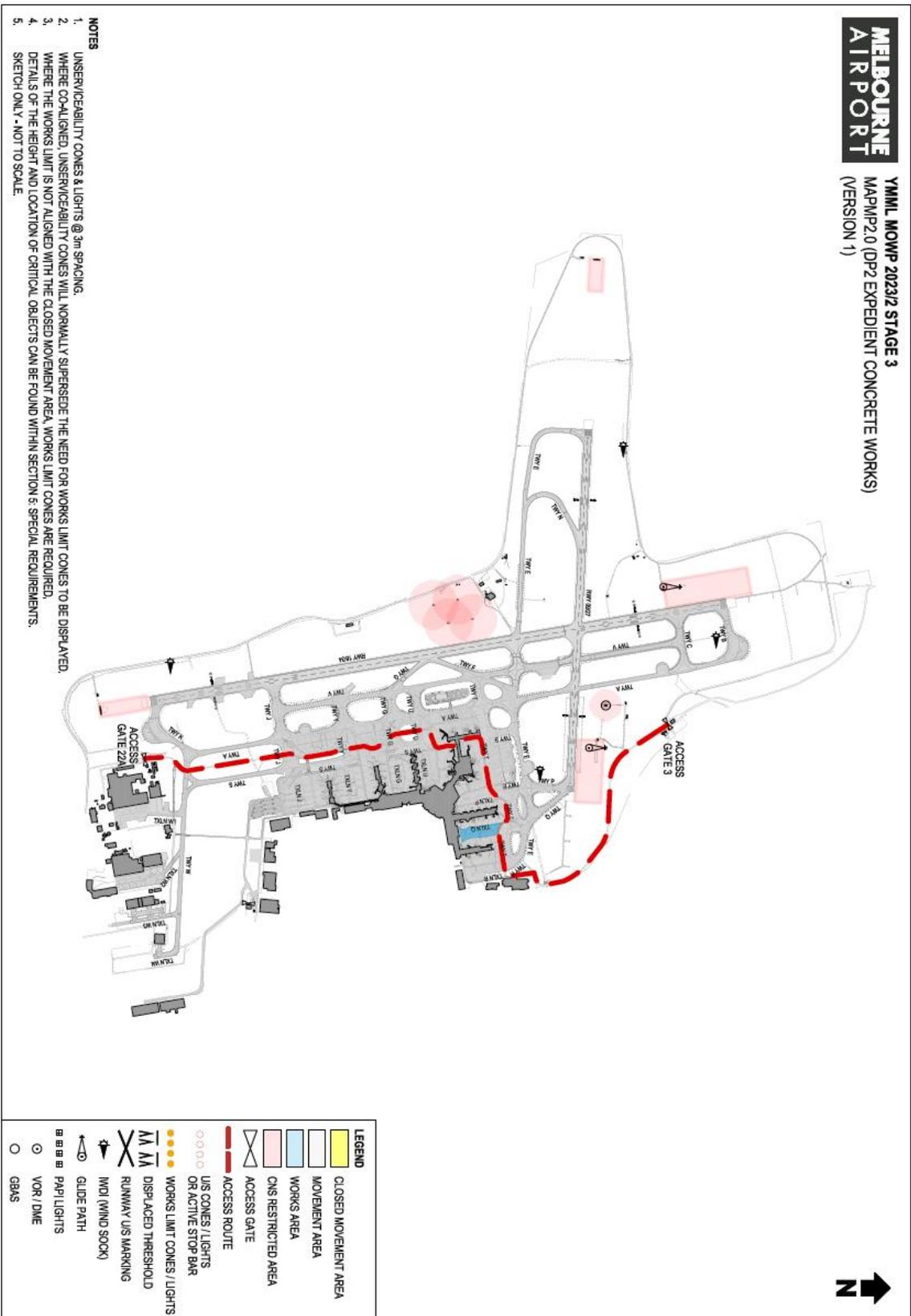


8.2. Stage 2



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8.3. Stage 3



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MELBOURNE AIRPORT

YAML MOWP 2023/2 STAGE 4
MAPMP2.0 (DP2 EXPEDIENT CONCRETE WORKS)
(VERSION 1)



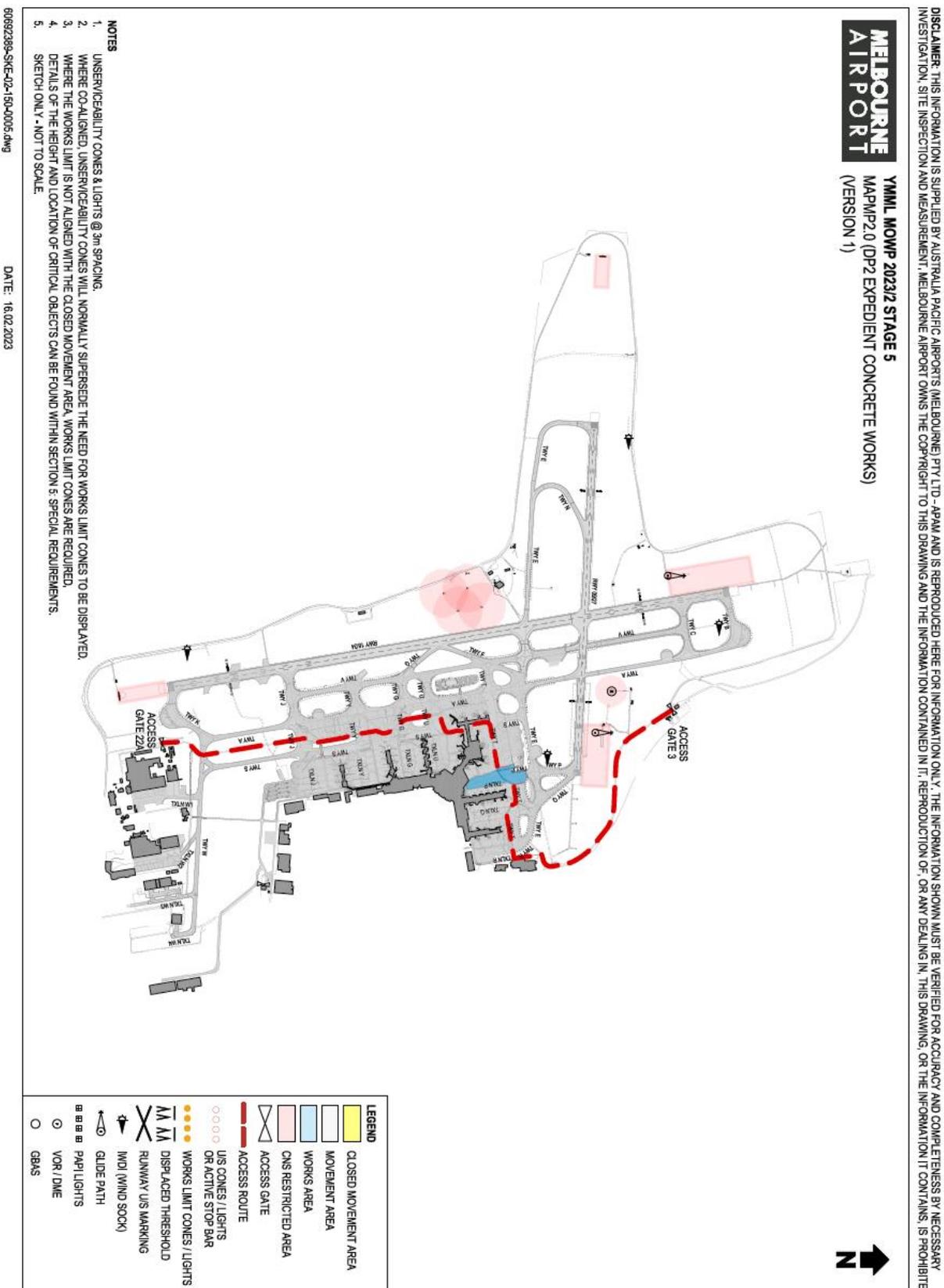
- NOTES**
1. UNSERVICEABILITY CONES & LIGHTS @ 3m SPACING.
 2. WHERE CO-ALIGNED, UNSERVICEABILITY CONES WILL NORMALLY SUPPERSEDE THE NEED FOR WORKS LIMIT CONES TO BE DISPLAYED.
 3. WHERE THE WORKS LIMIT IS NOT ALIGNED WITH THE CLOSED MOVEMENT AREA, WORKS LIMIT CONES ARE REQUIRED.
 4. DETAILS OF THE HEIGHT AND LOCATION OF CRITICAL OBJECTS CAN BE FOUND WITHIN SECTION 6 SPECIAL REQUIREMENTS.
 5. SKETCH ONLY - NOT TO SCALE.

LEGEND	
	CLOSED MOVEMENT AREA
	MOVEMENT AREA
	WORKS AREA
	CNS RESTRICTED AREA
	ACCESS GATE
	ACCESS ROUTE
	US CONES / LIGHTS
	ON ACTIVE STOP BAR
	WORKS LIMIT CONES / LIGHTS
	DISPLACED THRESHOLD
	RUNWAY US MARKING
	WIND (WIND SOCK)
	GLIDE PATH
	PAPI LIGHTS
	VOR / DME
	GBAS

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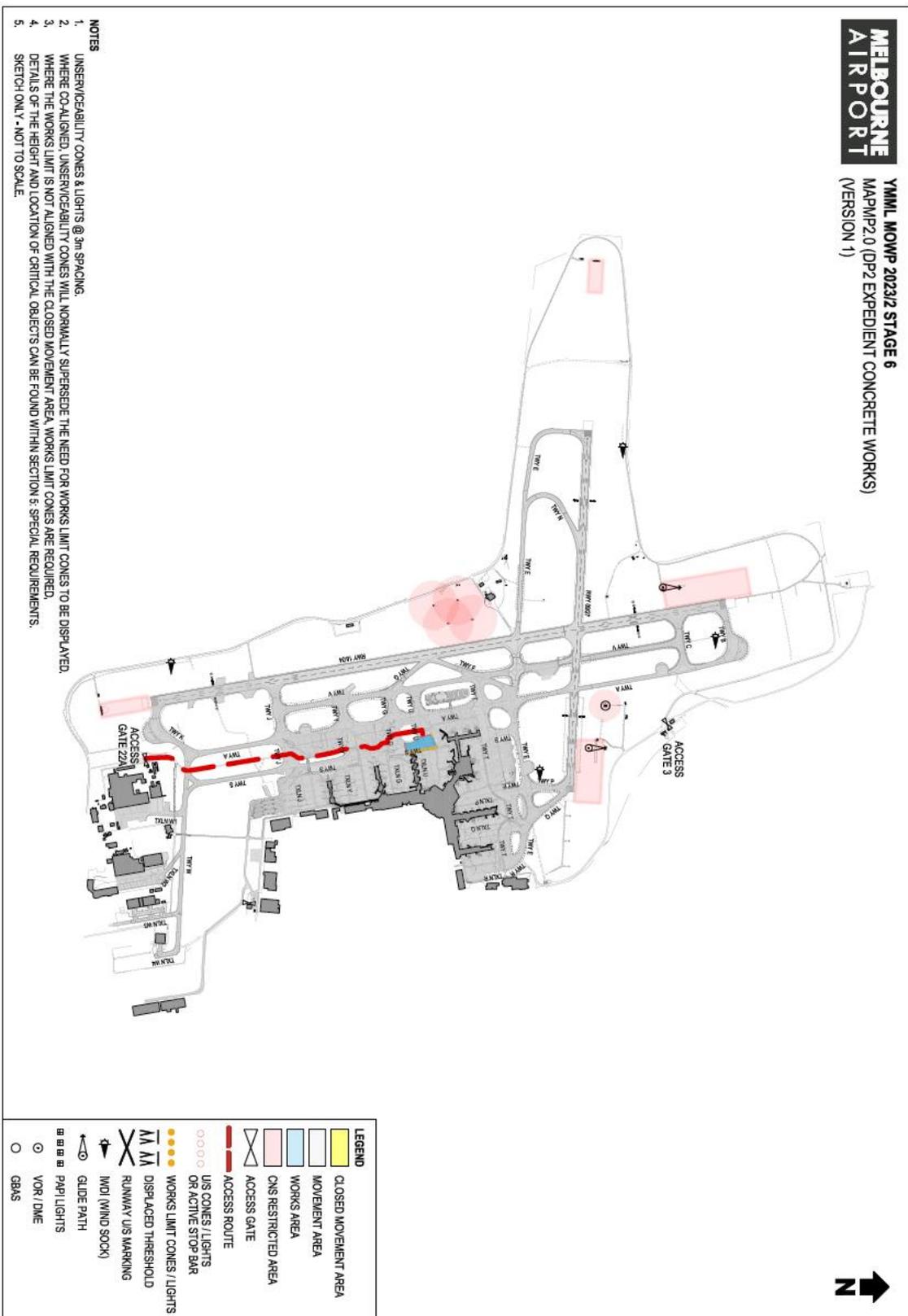
DATE: 16.02.2023

8.5. Stage 5



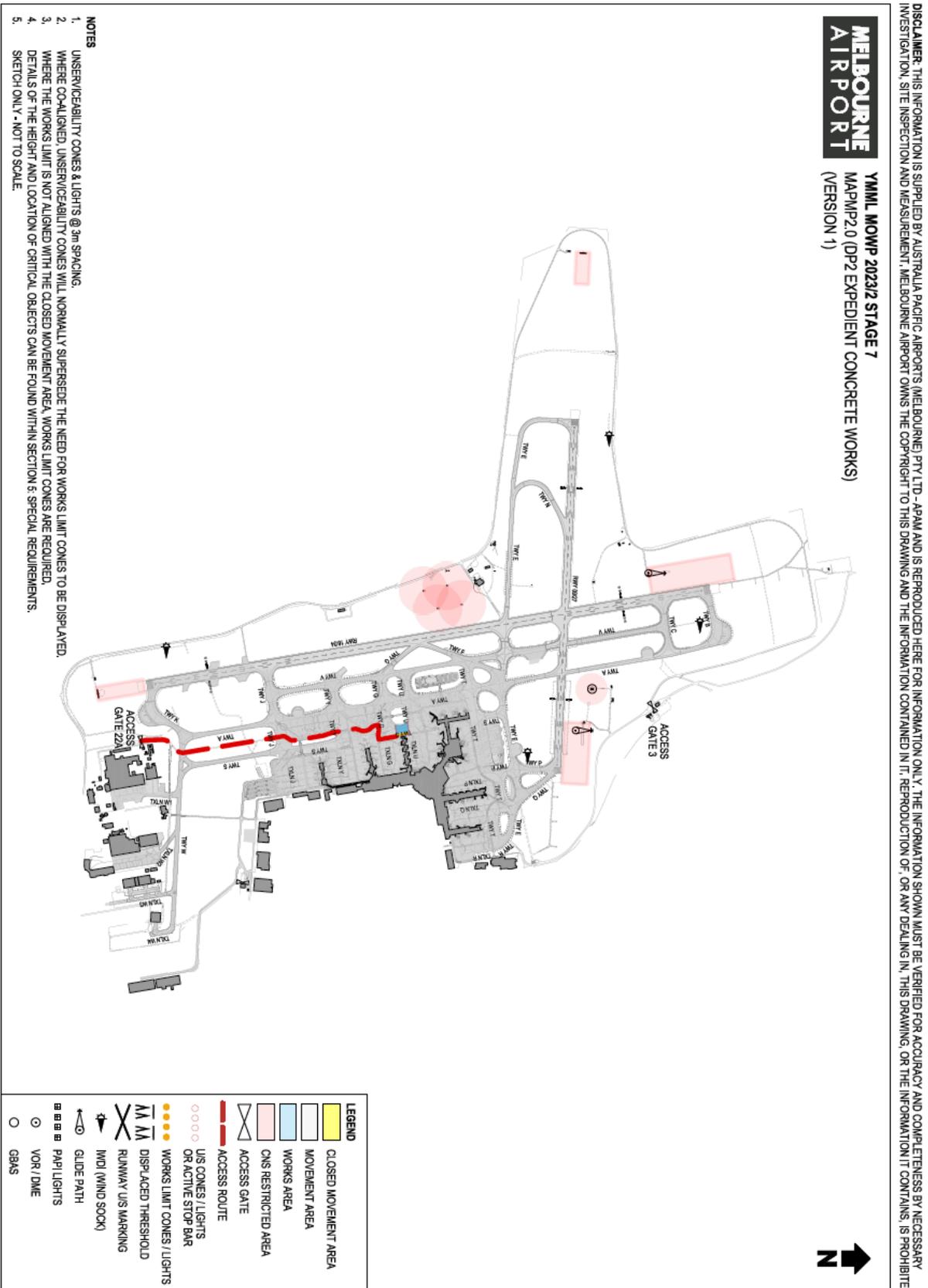
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8.6. Stage 6

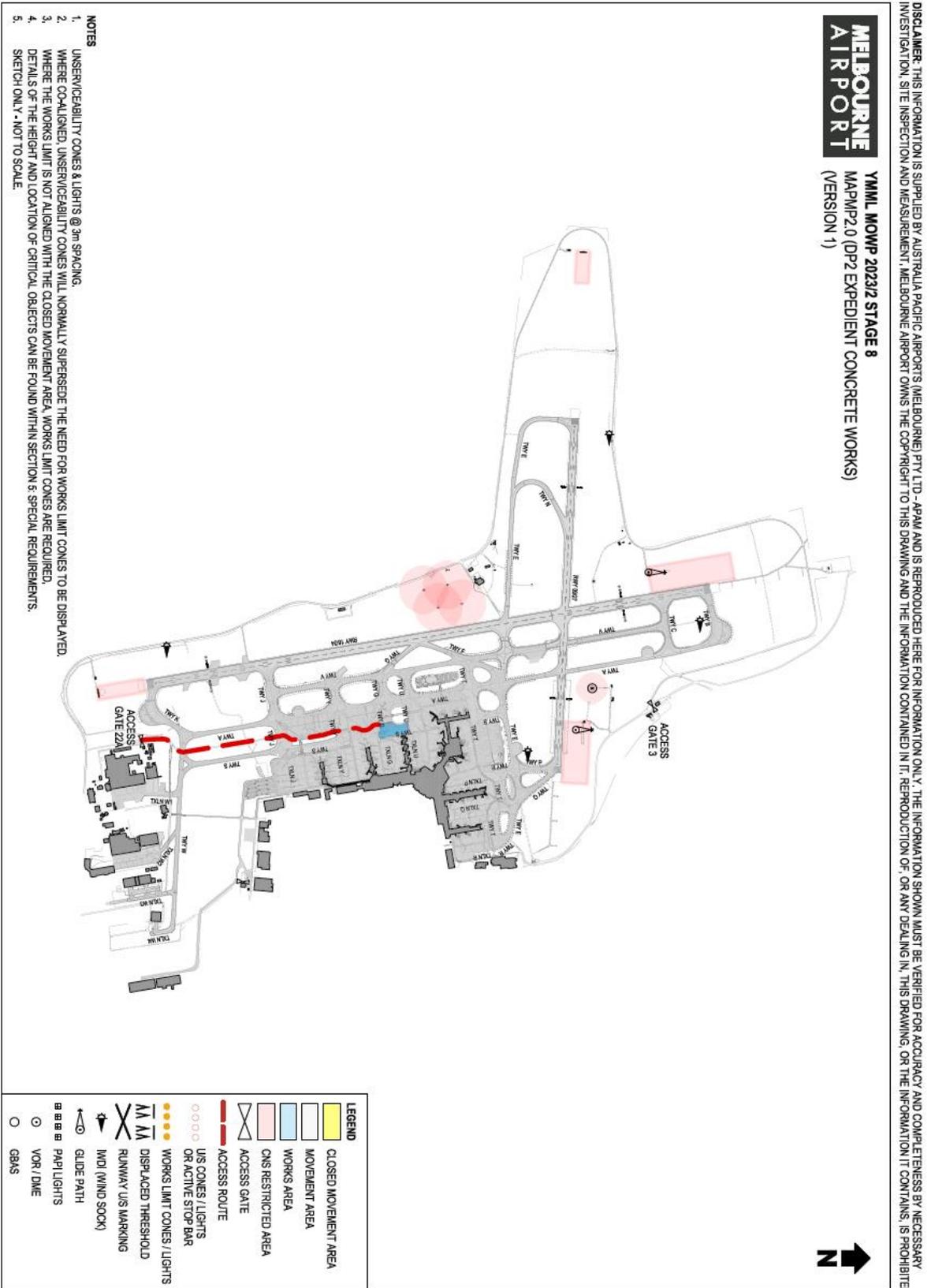


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8.7. Stage 7



8.8. Stage 8



9. Distribution List

This MOWP will be distributed to the organisations and agencies listed below:

Air Canada	Hainan Airlines	Tianjin Airlines
Air China	Heston MRO	Team Global Express
Air India	ISS Security	United Airlines
Air New Zealand	Japan Airlines	Victorian Police Air Wing
Airservices Australia	Jepperson Australia Pty Ltd	Vietnam Airlines
Airwork Flight Operations	Jet City Pty Ltd	Vietjet
Air Vanuatu	Jetstar	Virgin Australia
Atlas Air	Lufthansa Systems Flight Nav Inc	Xiamen Airlines
Air North	Melbourne Airport Precinct (MAP)	
Batik Air	Malaysia Airlines	
Bamboo	Malindo Air	
Bejing Capital City	Melbourne Airport	
Bonza	Menzies Aviation Group	
Bureau of Meteorology	Oceania Aviation	
Cathay Pacific	Pel-Air Aviation	
Civil Aviation Authority	Pionair	
Cebu Pacific	Philippine Airlines	
China Airlines	Polar Air Cargo/Atlas Air	
China Eastern Airlines	Qantas Airways Limited	
China Southern Airlines	Qatar Airways	
Department of Defence	Regional Express	
DHL	Royal Brunei Airlines	
Dnata	Scoot	
Emirates	Sharp Airlines	
Essendon Fields	Sichuan Airlines	
Etihad Airways	Singapore Airlines	
Etihad Navigation	Skytraders	
Express Freighters Australia	SriLankan Airlines Ltd	
Fiji Airways	Tasman Cargo	
Garuda Indonesia	Thai Airways International	

The distribution list for this MOWP is maintained by the Airfield Operations and Works Coordinator.

9.1. Further Information

For further information with regards to this **Method of Working Plan**, please contact:

[Airfield Operations & Works Coordinators](#)