

MELBOURNE AIRPORT

Method of Working Plan

Runway 09/27 Overlay

YMML 2024-5

AFO-AW-PLN-07-0020

Version 4

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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.

Change Summary

Version	Date	Change Description
1	02 December 2024	<ul style="list-style-type: none">Initial issuance for stakeholder consultation
	16 December 2024	<ul style="list-style-type: none">Initial publication
2	08 March 2025	<ul style="list-style-type: none">Minor amendment of stages to capture Taxiway Delta and Taxilanes APN8 & APN9.
3	06 June 2025	<ul style="list-style-type: none">Updated CASA Instrument of Approval: Works within the ORA
4	18 December 2025	<ul style="list-style-type: none">Change to NOTAM to reflect RET Taxiways separatelyAddition of Stage 5 to reduce impact to operationsAmended staging dates

Important Contacts

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1. Works Information

1.1. Conditions of this Method of Working Plan

All works must be carried out in accordance with this MOWP. 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. This MOWP must be carried out in conjunction with all Melbourne Airport Operation Policies.

1.2. Project Scope and Affected Aerodrome Facilities

Melbourne Airport's secondary runway, Runway 09/27 was last overlaid in 2011, with an intended design life spanning 10 to 12 years. Current assessments indicate that treatment of the asphalt on Runway 09/27 is now warranted to extend the pavement life for the next 10 to 12 years. This project aims to extend the life of the existing asphalt pavement and associated airfield ground lighting (AGL) on Runway 09/27 for a minimum of ten years.

1.3. Works Sequence

Note: Stages 1, 2 and 3 will not be concurrent. Stages 4 & 5 may be concurrent with Stages 1, 2 or 3.

1.3.1. Stage 1

Planned date and time of commencement	Main Works: 14th January 2026 <i>All works will be carried out at night to reduce impact to Airside Operations. Times to be confirmed via a Local Works Plan</i>
During this stage	Runway 09/27 will not be available
Planned date and time of completion of stage	Main Works: 30th June 2026

1.3.2. Stage 2

Planned date and time of commencement	Main Works: 14th January 2026 <i>All works will be carried out at night to reduce impact to Airside Operations. Times to be confirmed via a Local Works Plan</i>
During this stage	Runway 09/27, and Taxiway Alpha between Taxiway Delta and Taxiway Charlie will not be available.
Planned date and time of completion of stage	Main Works: 30th June 2026

1.3.3. Stage 3

Planned date and time of commencement	Main works: 14th January 2026 <i>All works will be carried out at night to reduce impact to Airside Operations. Times to be confirmed via a Local Works Plan</i>
During this stage	Runway 09/27 will not be available Taxiway Victor between Taxiway Delta and Taxiway Charlie will not be available Taxiway Charlie between Runway 16/34 and Taxiway Alpha will not be available
Planned date and time of completion of stage	Main works: 30th June 2026

1.3.4. Stage 4

Planned date and time of commencement	Main works: 7th February 2026 All works will be carried out at night to reduce impact to Airside Operations. Times to be confirmed via a Local Works Plan
During this stage	The Intersection of Runway 09/27 and Runway 16/34.
Planned date and time of completion of stage	Main works: 1st April 2026

1.3.5. Stage 5

Planned date and time of commencement	Main works: 14th January 2026 All works will be carried out at night to reduce impact to Airside Operations. Times to be confirmed via a Local Works Plan
During this stage	Taxiway Victor between Taxiway Delta and Taxiway Charlie
Planned date and time of completion of stage	Main works: 30th June 2026

The above work 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 as appropriate.

2. Restrictions to Aircraft Operations

2.1. Stage 1

Stage 1	
Description of works	Works will be on the eastern end and western end of Runway 09/27, works will consist of Asphalt surfacing, asphalt surface treatment, AGL and Runway approach lighting works, PAPI related works, cable pulling, earth pit installations, commissioning and grooving.
Scheduled start date	Main Works: 14 th January 2026
Scheduled end date	Main Works: 30 th June 2026
Restrictions: Manoeuvring Area	
Runways	Runway 09/27 not available
Taxiways	Taxiway Papa north of Taxiway Delta not available Taxiway Quebec north of Taxiway Echo not available Taxiway Mike not available Taxiway Echo west of Runway 16/34 not available Rapid Exit Taxiway November not available
Taxilanes	N/A
Aircraft type restrictions	N/A
RWY NOTAM	(A) MELBOURNE (B) (START DATE) (C) (FINISH DATE) (E)MOWP YMML 2024/5 STAGE 1 RWY 09/27 CLSD DUE WIP REF TO METHOD OF WORKING PLAN 2024-5 STAGE 1

Stage 1	
TWY NOTAM	(A) MELBOURNE (B) (START DATE) (C) (FINISH DATE) (E)MOWP YMML 2024/5 STAGE 1 TWY M CLSD DUE WIP TWY P NORTH OF TWY D CLSD TWY Q NORTH OF TWY E CLSD TWY E WEST OF RWY 16/34 CLSD REF TO METHOD OF WORKING PLAN 2024-5 STAGE 1
RET NOTAM	(A) MELBOURNE (B) (START DATE) (C) (FINISH DATE) (E)MOWP YMML 2024/5 STAGE 1 RAPID EXIT TWY N CLSD REF TO METHOD OF WORKING PLAN 2024-5 STAGE 1
Remarks	Works in this stage will only be undertaken when the prevailing wind conditions do not dictate the essential use of Runway 09/27
Drawing	Stage 1
ATC Lighting Control	R2

2.2. Stage 2

Stage 2	
Description of works	Works will be on the intersection of Taxiway Alpha and Runway 09/27 between CH3020 and CH3237 along Runway 09/27. Works will consist of Asphalt surfacing, asphalt surface treatment, AGL and Runway approach lighting works, PAPI related works, cable pulling, earth pit installations, commissioning and grooving.
Scheduled start date	Main works: 14 th January 2026
Scheduled end date	Main works: 30 th June 2026
Restrictions: Manoeuvring Area	
Runways	Runway 09/27 not available

Stage 2	
Taxiways	Taxiway Papa north of Taxiway Delta not available Taxiway Quebec north of Taxiway Echo not available Taxiway Alpha between Taxiway Delta and Taxiway Charlie not available Taxiway Mike not available Taxiway November not available Taxiway Echo west of Runway 16/34 not available
Taxilanes	N/A
Aircraft type restrictions	N/A
RWY NOTAM	(A) MELBOURNE (B) (START DATE) (C) (FINISH DATE) (E)MOWP YMML 2024/5 STAGE 2 RWY 09/27 CLSD DUE WIP REF TO METHOD OF WORKING PLAN 2024-5 STAGE 2
TWY NOTAM	(A) MELBOURNE (B) (START DATE) (C) (FINISH DATE) (E)MOWP YMML 2024/5 STAGE 2 TWY M CLSD DUE WIP TWY A BTN TWY D AND TWY C TWY P NORTH OF TWY D CLSD TWY Q NORTH OF TWY E CLSD TWY E WEST OF RWY 16/34 CLSD REF TO METHOD OF WORKING PLAN 2024-5 STAGE 2
RET NOTAM	(A) MELBOURNE (B) (START DATE) (C) (FINISH DATE) (E)MOWP YMML 2024/5 STAGE 2 RAPID EXIT TWY N CLSD REF TO METHOD OF WORKING PLAN 2024-5 STAGE 2
Remarks	Works in this stage will only be undertaken when the prevailing wind conditions do not dictate the essential use of Runway 09/27
Drawing	Stage 2
ATC Lighting Control	R2

2.3. Stage 3

Stage 3	
Description of works	Works will be on the intersection of Taxiway Victor and Runway 09/27 between CH3155 and CH3390 along Runway 09/27. Works will consist of surface treatment, asphalt patching, grooving, and reinstatement of works critical to Runway 09/27 operations including line marking and AGL
Scheduled start date	Main works: 14 th January 2026
Scheduled end date	Main works: 30 th June 2026
Restrictions: Manoeuvring Area	
Runways	Runway 09/27 not available
Taxiways	Taxiway Papa north of Taxiway Delta not available Taxiway Quebec north of Taxiway Echo not available Taxiway Victor between Taxiway Delta and Taxiway Charlie not available Taxiway Charlie between Runway 16/34 and Taxiway Alpha not available Taxiway Mike not available Taxiway November not available Taxiway Echo west of Runway 16/34 not available
Aircraft type restrictions	N/A
RWY NOTAM	(A) MELBOURNE (B) (START DATE) (C) (FINISH DATE) (E)MOWP YMML 2024/5 STAGE 3 RWY 09/27 CLSD DUE WIP REF TO METHOD OF WORKING PLAN 2024-5 STAGE 3
TWY NOTAM	(A) MELBOURNE (B) (START DATE) (C) (FINISH DATE) (E) MOWP YMML 2024/5 STAGE 3 TWY M CLSD DUE WIP TWY P NORTH OF TWY D CLSD TWY Q NORTH OF TWY E CLSD TWY V BTN TWY D AND TWY C CLSD TWY C BTN RWY 16/34 AND TWY A CLS TWY E WEST OF RWY 16/34 CLSD REF TO METHOD OF WORKING PLAN 2024-5 STAGE 3

Stage 3	
RET NOTAM	(A) MELBOURNE (B) (START DATE) (C) (FINISH DATE) (E)MOWP YMML 2024/5 STAGE 3 RAPID EXIT TWY N CLSD REF TO METHOD OF WORKING PLAN 2024-5 STAGE 3
Remarks	Works in this stage will only be undertaken when the prevailing weather conditions do not dictate the essential use of Runway 09/27.
Drawing	Stage 3
ATC Lighting Control	R3

2.4. Stage 4

Stage 4	
Description of works	Works will be on the Intersection of Runway 09/27 and Runway 16/34 between CH3360 and CH3610 along Runway 09/27. Works will consist of surface treatment, asphalt patching, grooving, and reinstatement of works critical to Runway 09/27 operations including line markings and AGL
Scheduled start date	Main works: 7 th February 2026
Scheduled end date	Main works: 1 st April 2026
Restrictions: Manoeuvring Area	
Runways	Runway 09/27 Runway 16/34

Stage 4	
Taxiways	Taxiway Mike not available Taxiway November not available Taxiway Echo west of Taxiway Victor not available Taxiway Quebec north of Taxiway Echo not available Taxiway Papa north of Taxiway Delta not available Taxiway Charlie not available Taxiway Bravo not available Taxiway Victor north of Taxiway Delta not available Taxiway Alpha north of Taxiway Delta 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
Aircraft type restrictions	Aerodrome not available to fixed wing aircraft for arrivals and departures
RWY NOTAM	MELBOURNE (B) (START DATE) (C) (FINISH DATE) (E) MOWP YMML 2024/5 STAGE 4 RWY 16/34 AND RWY 09/27 CLSD DUE WIP REF TO METHOD OF WORKING PLAN 2024/5
TWY NOTAM	MELBOURNE (B) (START DATE) (C) (FINISH DATE) (E) MOWP YMML 2024/5 STAGE 4 TWY C NOT AVBL TWY B NOT AVBL TWY M NOT AVBL TWY E WEST OF TWY V CLSD TWY P NORTH OF TWY D CLSD TWY Q NORTH OF TWY E CLSD TWY A NORTH OF TWY D CLSD TWY V NORTH OF TWY D CLSD TWY J WEST OF TWY V CLSD REF TO METHOD OF WORKING PLAN 2024-5 STAGE 4
RET NOTAM	MELBOURNE (B) (START DATE) (C) (FINISH DATE) (E) MOWP YMML 2024/5 STAGE 4 RAPID EXIT TWY N CLSD RAPID EXIT TWY G CLSD RAPID EXIT TWY F CLSD REF TO METHOD OF WORKING PLAN 2024-5 STAGE 4
Remarks	N/A
Drawing	Stage 4
ATC Lighting Control	R1 and R4

2.5. Stage 5

Stage 5	
Description of works	Works will be on Taxiway Victor between Taxiway Delta and Taxiway Charlie Works will consist of surface treatment, asphalt patching, grooving, and reinstatement of works critical to Runway 09/27 operations including line markings and AGL
Scheduled start date	Main works: 14 th January 2026
Scheduled end date	Main works: 30 th June 2026
Restrictions: Manoeuvring Area	
Runways	N/A
Taxiways	Taxiway Victor between Taxiway Delta and Taxiway Charlie not available.
Aircraft type restrictions	N/A
RWY NOTAM	N/A
TWY NOTAM	MELBOURNE (B) (START DATE) (C) (FINISH DATE) (E) MOWP YMML 2024/5 STAGE 5 TWY V BTN TWY D AND TWY C CLSD DUE WIP REF TO METHOD OF WORKING PLAN 2024-5 STAGE 5
Remarks	N/A
Drawing	Stage 5
ATC Lighting Control	T90

3. Restrictions to Works

3.1. Weather Conditions

Works will not be permitted on the manoeuvring area, or in areas the Senior Airside Safety Officer (Car 2) believes to be unsafe, when:

1. Low Visibility Procedures are in force; or
2. Other weather conditions cause Car 2, in conjunction with ATC, to determine the works would be unsafe or affect airport operations.

Low Visibility Procedures 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 (or 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.

If a NOTAM is required to be cancelled or amended due to weather conditions, a new NOTAM may be issued at short notice to activate another stage of the MOWP and minimise impact to aircraft operations.

3.2. Airport Emergencies

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

Due to 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.

3.3. 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 to Aircraft Operations](#) 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.

3.4. Restoration of Normal Safety Standards

All works undertaken in the stages of this MOWP specified in [Restrictions to Aircraft Operations](#) 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 [Completion of Works Inspection](#).

3.5. Restrictions on the Organisation Carrying Out Works

Organisations carrying out aerodrome works must do so in accordance with this MOWP, especially sections [Personnel and Equipment](#) and Personnel and Equipment

4. Personnel and Equipment

4.1. Requirement to Vacate the Movement Area

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

4.2. 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.

4.3. 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 Policy
- Drug and Alcohol Management Plan
- Airside Vehicle Control Handbook

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

4.4. 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.

4.5. 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).

Contractors who do not hold an Airside Drivers Authority (ADA) will need to be escorted from the access gate to the works site.

4.6. 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.

4.7. Marking/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.

4.8. 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.

4.9. Speed Limits

A 10km/h speed limit applies:

- Around or under buildings (Airside Road, Concourse Road, Freight Service Road); and
- On the apron area within 15 metres of an aircraft.

A 15km/h speed limit applies:

- On the 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 on:

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

A speed limit of 40km/h applies:

- On taxiways

A speed limit of 60km/h applies:

- On the Perimeter Road unless otherwise signposted.

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

4.10. 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.

4.11. 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.

4.12. Personal Protective Equipment (PPE)

The following PPE must be worn by all personnel airside:

- Hearing Protection
- Dayglow yellow High-Vis clothing or dayglow yellow High-Vis vest
- Eye and skin protection in accordance with 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.

5. Aerodromes Markers, Markings and Lights

5.1. General

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

The closed taxiway is marked with unserviceability cones that will be placed on the Intermediate Holding Position (IHP) with 3m spacing unless otherwise stated in the Local Works Plan (LWP).

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).

5.2. Lights

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

Unserviceability cones are supplemented by red lights with 3m spacing, either at night or in periods of poor visibility.

Where possible, MAG signs are maintained to assist pilots and works parties in situational awareness.

5.3. 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](#).

6. Special Requirements

6.1. Airport Security

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

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

Where contractors have applied for but not yet received their ASIC, or are itinerant short-term visitors to the worksite, Visitor Identification Cards (VIC) may be utilised in place of an ASIC. A VIC cannot be held for more than 28 days within a 12-month rolling timeframe. An ASIC Holder must always be present in supervision of the VIC holder whilst airside.

6.2. Permits

6.2.1. Permit to Commence Works (PERCOW)

This MOWP is **not** an approval to commence works. Before works may commence, the contractor must obtain a Permit to Commence Works (PERCOW) from the [Melbourne Airport Buildings Approvals Officer](#). Please email the Building Approvals Officer should you require any further information.

6.2.2. Hot Works Permit

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

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

- 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 fire extinguishers (minimum 9 litres each) are on site;
- A fire blanket (minimum size of 3m square) is on site;

- A “spotter” will be in attendance for the duration of hot works; and
- There will not be any refuelling aircraft or aircraft fuel vents in within 50m of the hot works for the duration of the permit.

A Hot Works Permit will only remain valid for a maximum period of one day, and only covers the location specified in the application. A new permit will be required for any additional days of hot works, or if the hot works must be conducted in a different location.

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

If a Hot Works Permit is required **within 5m of the building drip line**, the contractor must refer to the Melbourne Airport website and apply for the permit online via the [Fire Impairment and Hot Works application process](#) page.

6.2.3. Excavation Permit

Prior to the commencement of any works, the contractor must 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 works. The contractor will confirm the location of all underground services via 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, with the below documents included in the application:

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

6.2.4. Crane Permit

A Crane Permit must be obtained prior to the erection of any crane facilitating works under this MOWP. Crane Permits may also be required for other construction equipment, such as piling rigs or excavators, pending their maximum height and the proximity of the works site to operationally sensitive areas of the airfield.

Applications for Crane Permits must be sent to cranepermits@melair.com.au at least **5 business days** prior to the use of equipment, including the following information:

- The proposed location of the activity (MGA coordinates);
- A site locality plan (i.e. aerial photo extract).
- The crane/equipment maximum height.
- The date, time, and duration of activity.
- Description of the works requiring use of the crane/equipment; and
- Contact details of site supervisor.

An email confirming approval of the Crane Permit must be received prior to the activity commencing.

Additionally, some activities may require assessment by Airservices Australia to understand the potential impact to Communication, Navigation and Surveillance facilities on the airfield. This assessment can take **6 weeks** to receive. Activities that penetrate Melbourne Airport's prescribed airspace require further assessment by APAM and the Civil Aviation Safety Authority, therefore requiring a lead time of at least **12 weeks**.

As a result, APAM highly encourages the responsible party to contact cranepermits@melair.com.au as soon as practical to assess the use of any equipment at heights and avoid any potential delays to program.

6.2.5. Electrical Isolation Permit

Any works on or near electrical cables will require an electrical isolation permit.

Requests for isolations regarding Airfield Lighting and High Mast Lights should be sent 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) accompanied by a Melbourne Airport Airfield Lighting Officer. Upon completion of the isolation procedures an isolation permit will be issued.

For information surrounding any other electrical isolations, please contact [Melbourne Airport – Engineering and Asset Management](#).

6.3. Critical Obstacles

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

6.3.2. Height and Location of Critical Obstacles

Works activities within the Obstacle Restricted Area (ORA) must comply with the Instrument of Approval: CASA 01/25 issued by CASA on 13 May 2025. 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.

6.4. Pavement and Cleanliness

The contractor must ensure that all areas of the manoeuvring area accessed or crossed during the works are kept clean and free of debris. A sweeper, without steel brushes, must be kept available for use whenever works are in progress. Areas within the works site must be kept free of any loose material that may become Foreign Object Debris (FOD).

Trenches or holes within the manoeuvring area must not 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 whilst unattended.

6.5. Waste Disposal and Environment Protection

Any putrescible waste generated at the site is to be placed in secure, covered rubbish bins and removed from airside 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, creating a risk of FOD. 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](#).

6.6. Explosives

No explosives or explosive power tools may be used on the airport without prior approval of the APAM Project Manager.

6.7. Dust

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

6.8. 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.

6.9. 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.

6.10. Smoking and Use of E-Cigarettes

Smoking or the use of e-cigarettes and vapes is not permitted anywhere on the airside, including the works site, buildings and vehicles.

6.11. Wildlife Hazards and Food Consumption

The contractor is to monitor all works areas for increased wildlife activity. Precautions must be taken to minimise the risk of attracting wildlife to as low as reasonably practicable.

Due to the risk of attracting 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. Any food scraps must be disposed of correctly in covered 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.

Increased wildlife activity within the works areas must be reported immediately to the WSO assigned to the site or, if unavailable, to [Car 2](#). Wildlife hazards are 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](#).

6.12. 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 the manoeuvring area

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 minimise impact to airfield operations. Approval must be obtained during the project planning from the Airfield Operations Manager. Approval must be obtained prior to any spreading on the day from [Car 2](#).

6.13. Completion of Works Inspection

On completion of the works (if applicable) the contractor is to return the area to a serviceable and compliant standard that is to the satisfaction of Car 2.

Car 2 must conduct a thorough inspection prior to reopening the area to ensure that the area is serviceable, compliant and free of FOD.

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 Car 2.
- Rectify any pavement damage to the satisfaction of the Airfield Civil Maintenance Manager.
- Remove all building rubbish, excess materials and construction equipment 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.

7. Administration

7.1. Contractors

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

7.2. Project Manager

Peter Gaukrodger

APAM

peter.gaukrodger@melair.com.au

0499 789 977

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 with any changes broadcast via the Local Works Plan.

7.3. Works Organiser

Su Suciati

Hatch

su.suciati@hatch.com

0499 477 702

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 with any changes broadcast via the Local Works Plan.

7.4. Airfield Operations and Works Coordinators

Leanne Carroll

leanne.carroll@melair.com.au

0417 658 134

Gavan Saker

gavan.saker@melair.com.au

0418 775 788

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.

7.5. Works Safety Officer

The Senior Airside Safety Officer (Car 2) will be the nominated Senior Works Safety Officer to look after the works. Car 2 is contactable 24/7 on 0418 335 985.

The Senior Works Safety Officer may be supported by one or more Works Safety Officers and may delegate some or all of 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.

All Works Safety Officers will demonstrate the responsibilities as specified in the CASR Part 139 MOS and as required for these works.

7.6. MOWP Author

This MOWP has been written by:

Leanne Carroll

Airfield Operations and Works Coordinator
Melbourne Airport

8. Authority

8.1. Conduct of Works

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

8.2. Expiry

This MOWP will expire on 30/06/2027 unless otherwise amended or extended.

8.3. 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.

8.4. 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.

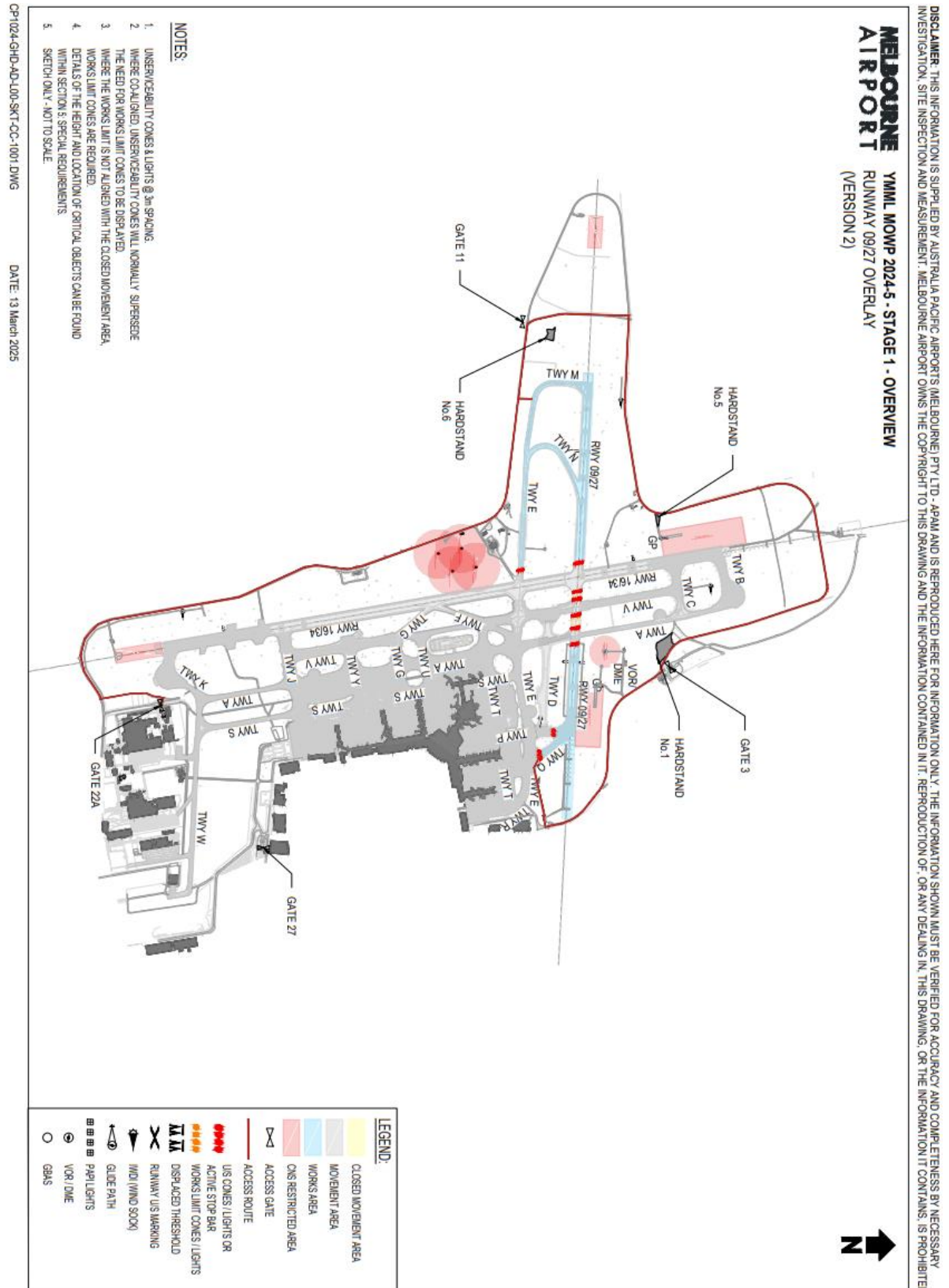
The Head of Airfield has authorised this MOWP as delegated in writing by the Accountable Manager for Melbourne Airport, as identified in the Melbourne Airport Manual.



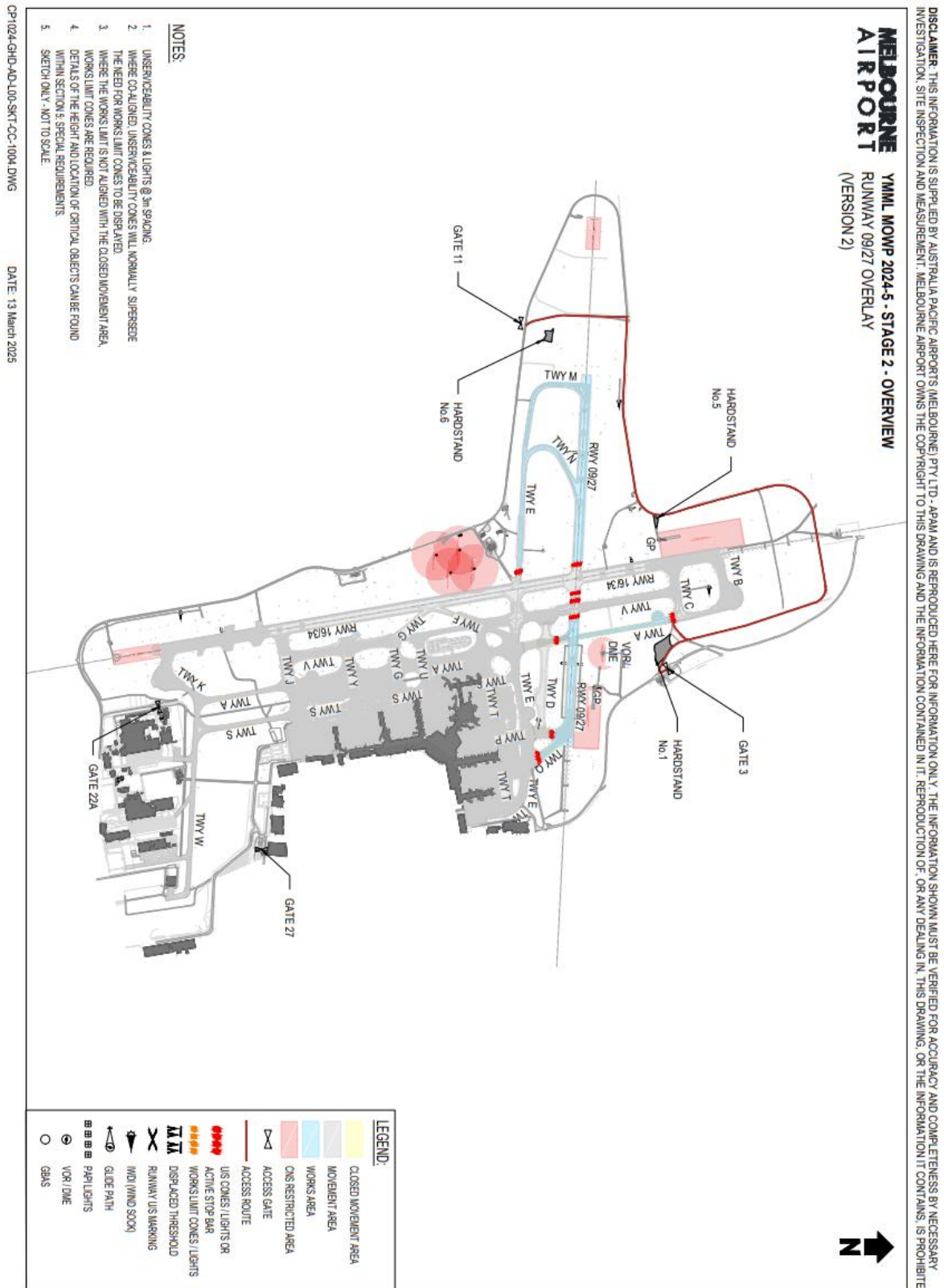
Mark Wilson
Head of Airfield

9. Drawings

9.1. Stage 1 (Overview)

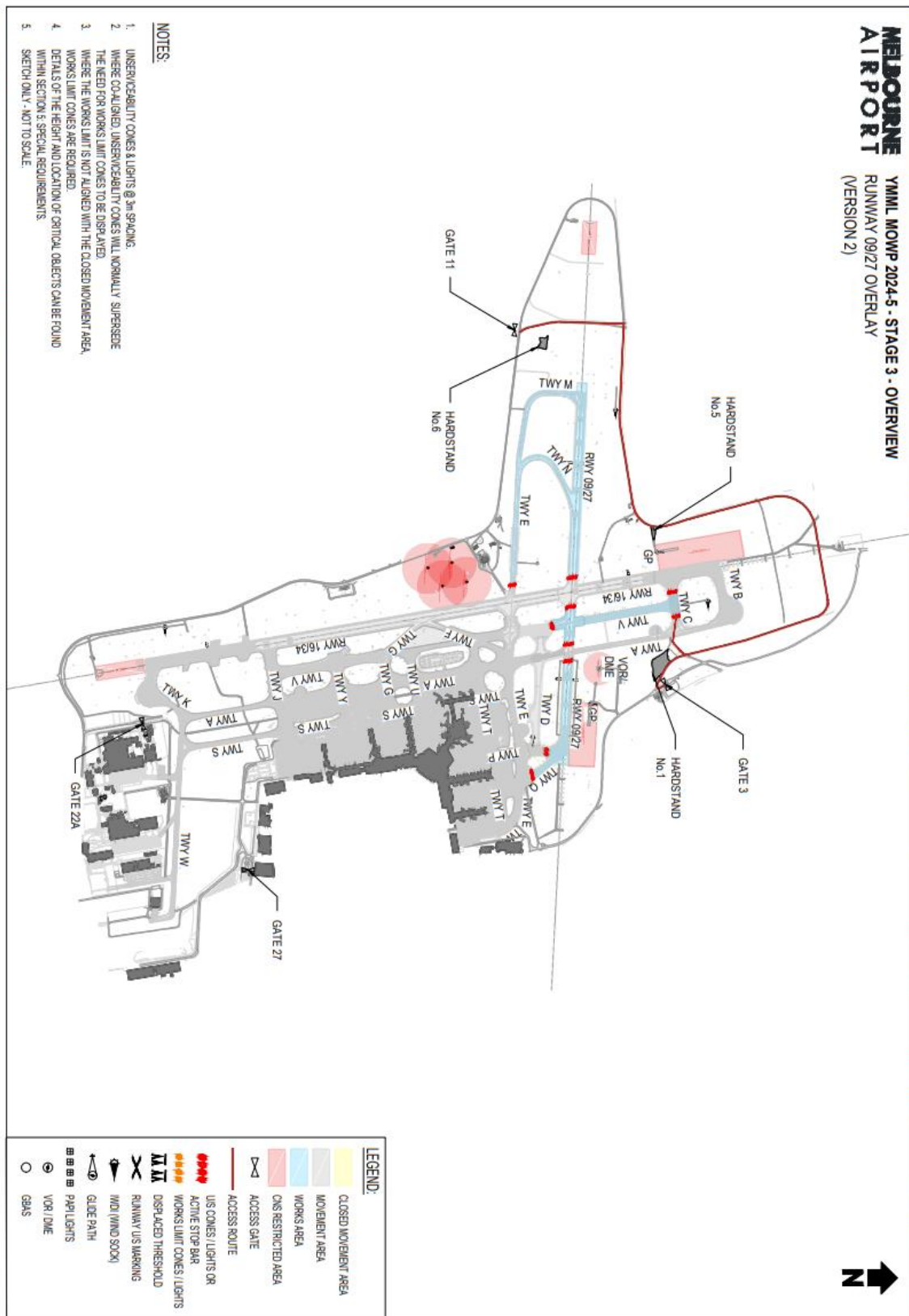


9.2. Stage 2

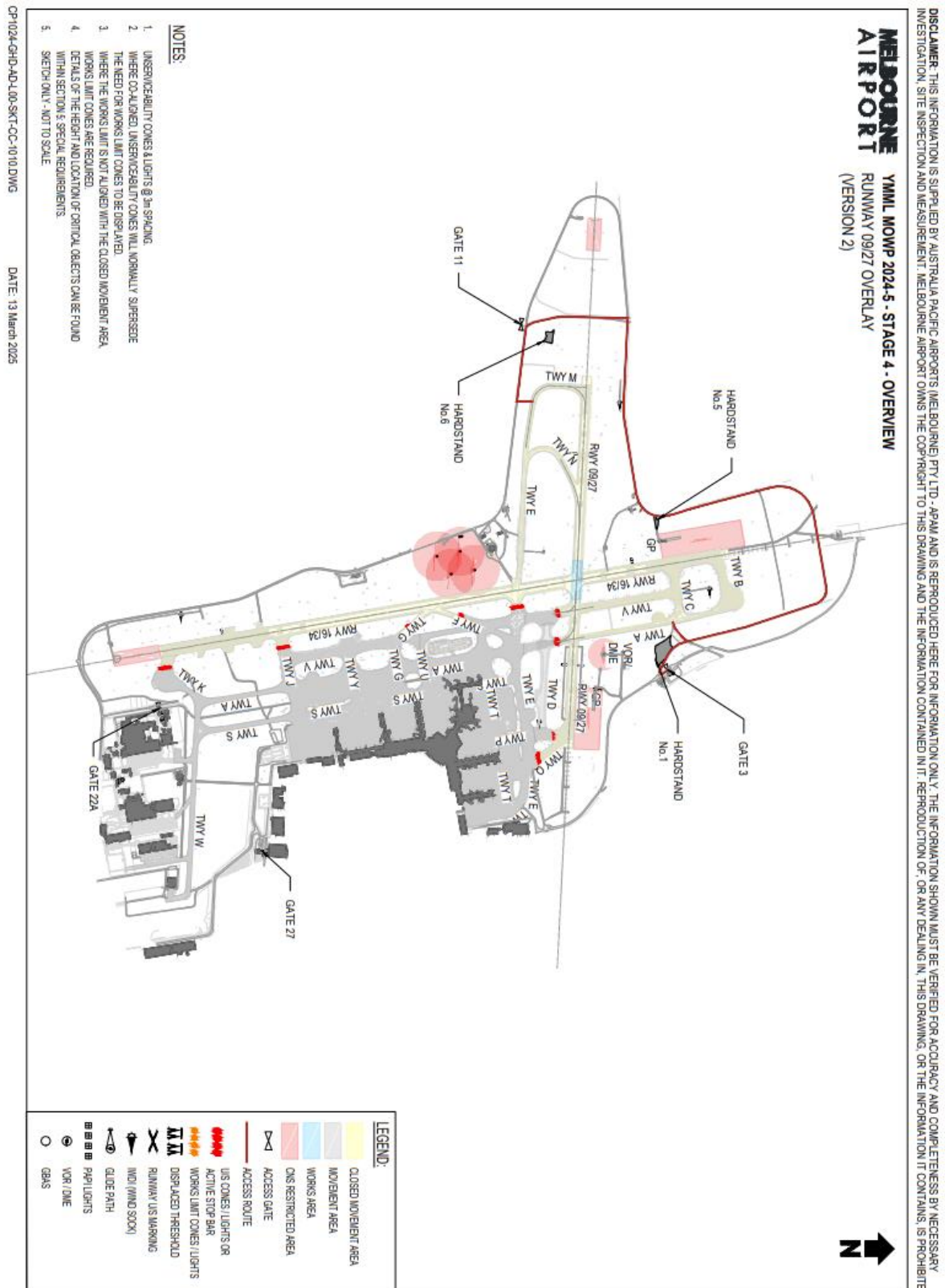


9.3. Stage 3

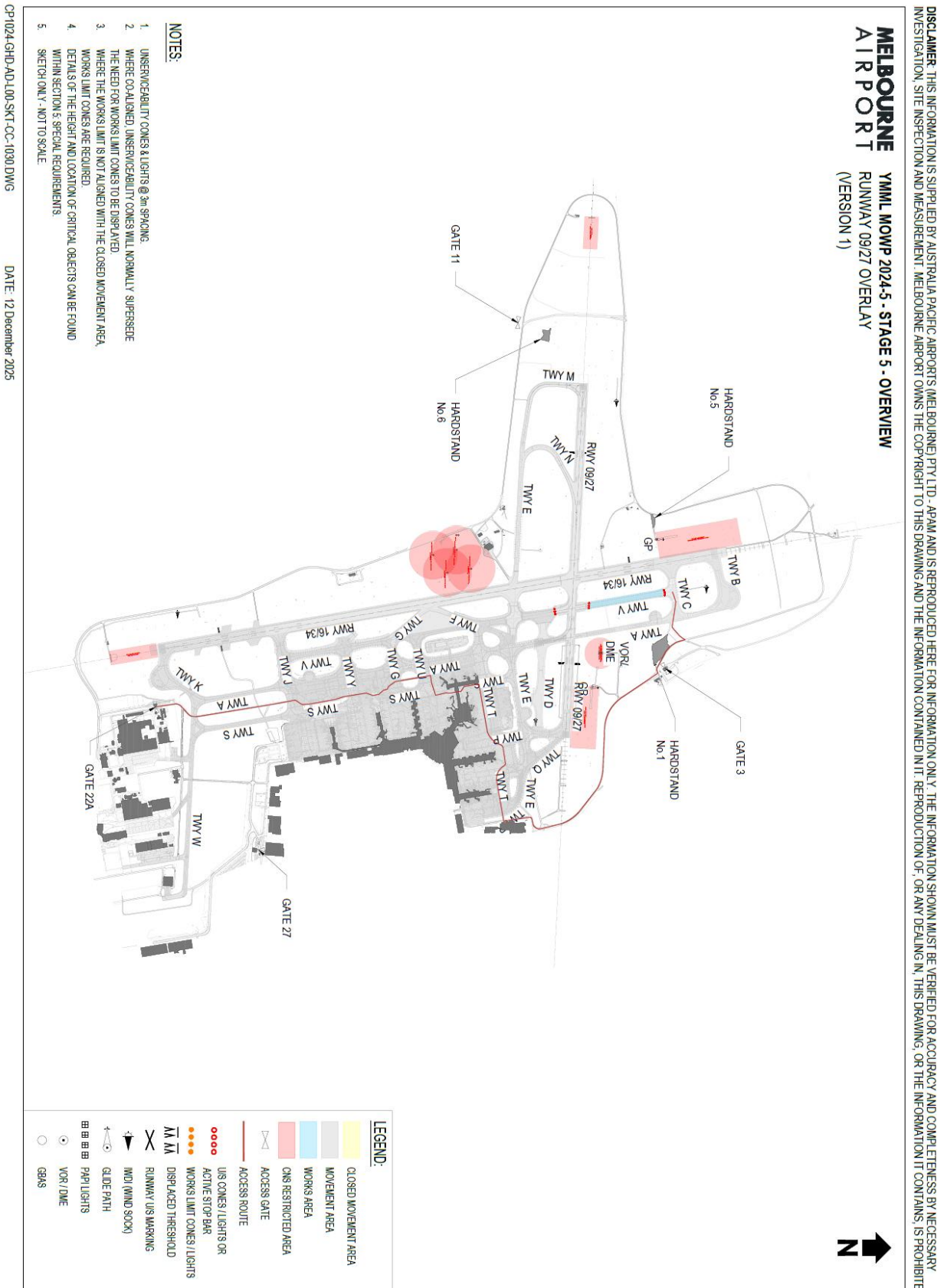
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9.4. Stage 4



9.5. Stage 5



10. Distribution List

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

AirAsia X	Etihad Airways	Qatar Airways
Airservices Australia	Express Freighters Australia	Rex Airlines
Air Calin	Fiji Airways	Royal Brunei Airlines
Air Canada	Garuda Indonesia	Scoot
Air China	Hainan Airlines	Sharp Airlines
Air India	Heston MRO	Shenzhen Airlines
Air New Zealand	Hong Kong Airlines	Sichuan Airlines
Air North	ISS Security	Singapore Airlines
Airwork Flight Operations	Japan Airlines	Skytanking
Asiana Airlines	Jepperson Australia	Skytraders
ASL Airlines	Jet City	Skywest Airlines
Atlas Air	Jetstar	SriLankan Airlines
Batik Air	Juneyao	Tasman Cargo
Beijing Capital Airlines	Kalitta	Team Global Express
Bureau of Meteorology	Latam	Texelair
Cathay Pacific	Lufthansa Flight Navigation	Thai Airways International
Cebu Pacific	Link Airways	Tianjin Airlines
China Airlines	Malaysia Airlines	Turkish Airlines
China Eastern Airlines	Melbourne Airport Precinct	United Airlines
China Southern Airlines	Melbourne Airport	Victorian Police Air Wing
Civil Aviation Safety Authority	Menzies Aviation Group	Vietjet
Delta Air Lines	Pel-Air-Aviation	Vietnam Airlines
Department of Defence	Philippine Airlines	Virgin Australia
Dnata	Polar Air Cargo	Viva Energy
Emirates	Qantas Airways	Xiamen Airlines
Essendon Fields	Qantas Link	

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

11. Further Information

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

[Airfield Operations & Works Coordinator](#)