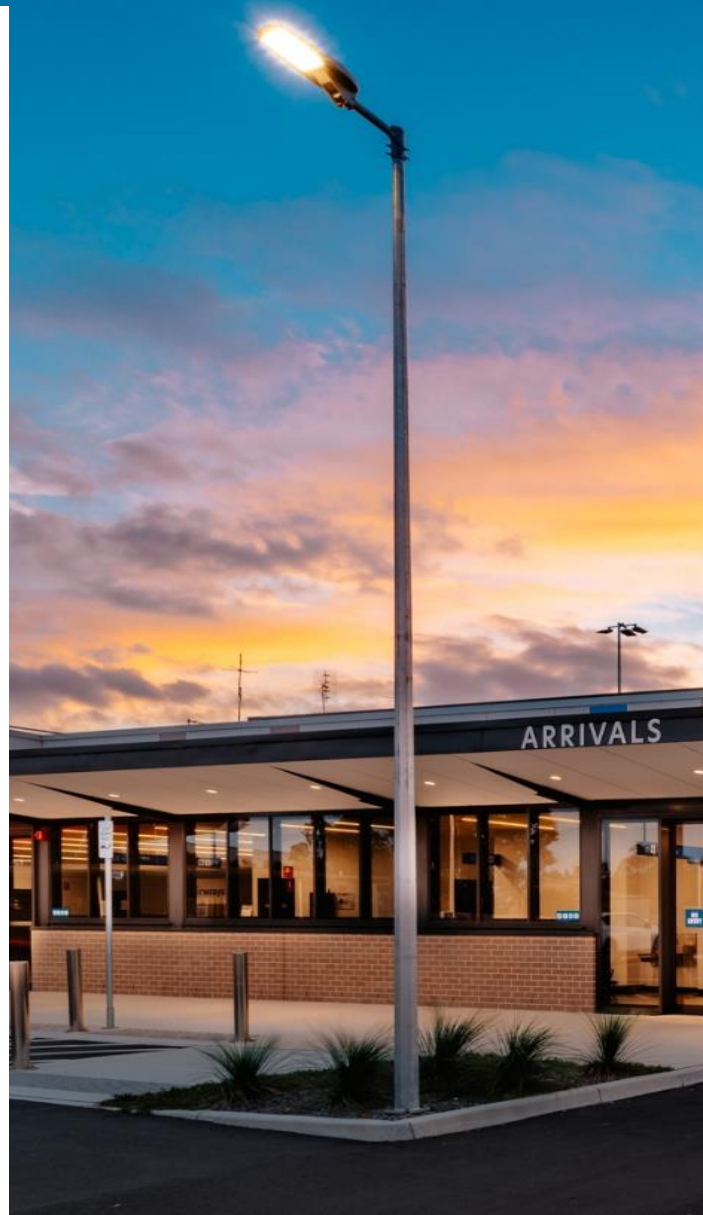


METHOD OF WORKS PLAN



Shellharbour
AIRPORT



Shellharbour Airport

MOWP Number: YSHL2024- 03

Project Description: TWY K Asphalt Upgrade

Authored by: Breanna Parkes

Project Start Date: 5/2/2024

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1. Works Information

1.1 Scope of works

- **Stage 1**
Place U/S Cones on TWY K, excavate marked up area to 50mm and profile grade
– Milling materials will be transported on site with escort to stockpile near Toll via TWY E
- **Stage 2**
Lay asphalt and roll out
- **Stage 3**
Reinstate line marking and open site as operational

1.2 Set out of works

MOWP STAGE	WORKING DAYS	WORKING HOURS (LOCAL)
1		
2		
3		
*All stages to be completed within 24hrs		

If NOTAM is applicable the actual date and time of commencement will be advised on NOTAM, to be issued not less than 48hr before work commences.

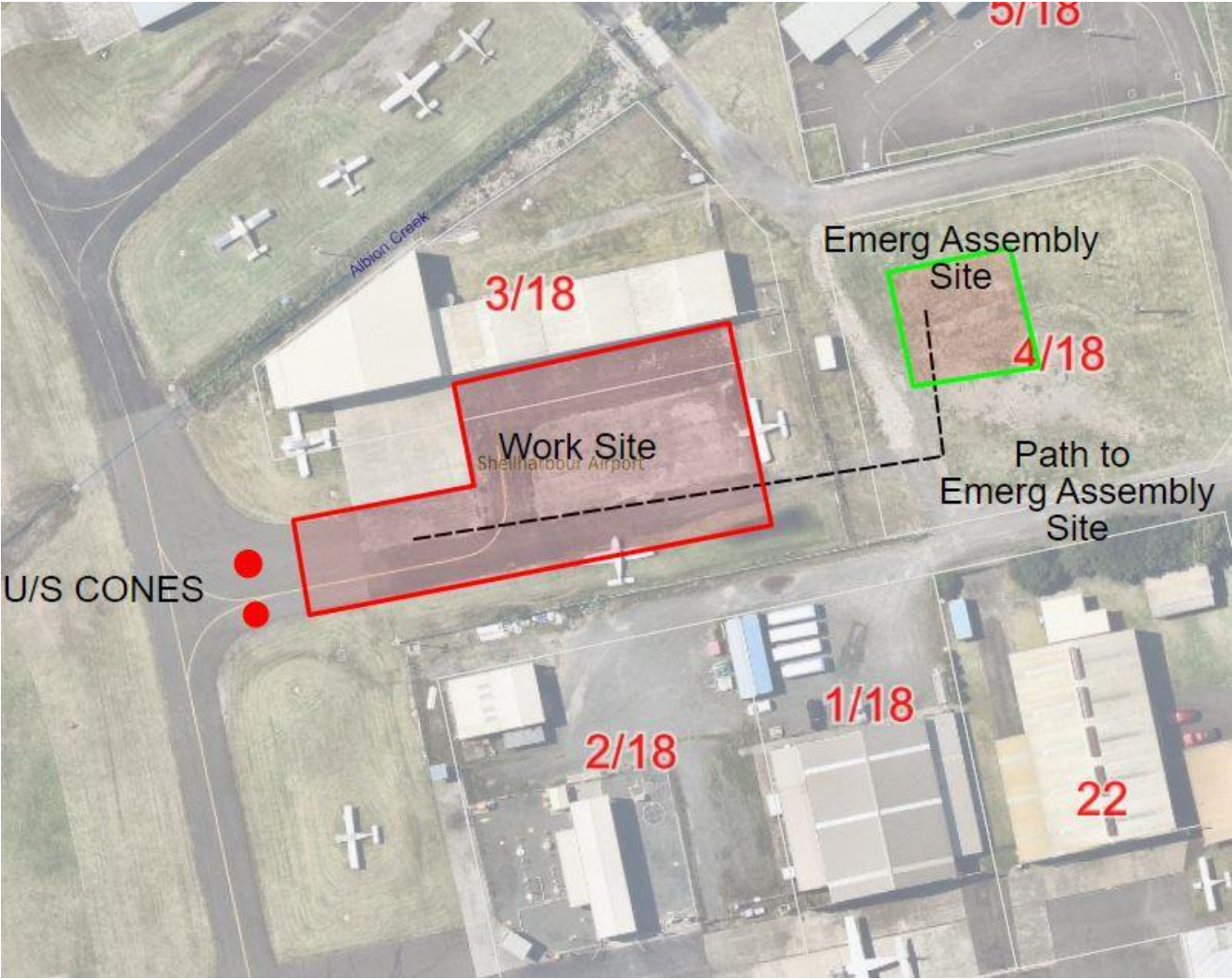
1.3 Restrictions to Aircraft Operations

MOWP STAGE	AIRCRAFT RESTRICTIONS	START (LOCAL)	FINISH (LOCAL)
1	TWY K NOT AVAILABLE	0600	1700
2	TWY K NOT AVAILABLE	0600	1700
3	TWY K NOT AVAILABLE	0600	1700

2. Emergency and Adverse Weather

In the event of an emergency all personnel will follow instructions from the Airports nominated Works Safety Officer. All persons conducting works will have been briefed on Emergency Assembly Point prior to works and completed Site Induction Materials

2.2 Emergency Assembly Point Map



2.3 Restrictions on persons conducting work at Shellharbour Airport

Works is to take place on and in the vicinity of aircraft movement areas, the specific requirements of the MOWP together with instructions from the WSO shall be strictly followed at all times by all Contractors, Sub-Contractors and other workers.

While at the work site, all vehicles, plant and personnel shall remain within the limits of the works area designated by the WSO. All vehicles and plant not actually engaged in the works shall be parked clear of the works and movement areas in an area designated by the WSO or Site Supervisor.

All plant and equipment transiting on airside is to operate under the instruction of the WSO's via: **UHF channel 45**

The Contractor is to take every precaution to prevent any spillage/FOD of material on or in the vicinity of aircraft movement areas, or in transit to and from the work site.

Any spillage/FOD which does occur is to be immediately removed by the Contractor to the satisfaction of the WSO.

The Contractor is to prevent material from being blown onto aircraft movement areas by watering or other appropriate control measures. Spoil is to not to be left for prolonged periods; at a minimum secured in skips, trucks or removed after each day's work.

On completion of each work period and on each occasion the movement area is returned to active use* if NOTAM is in place. The Works Supervisor is to ensure the works area is made serviceable, including the removal of all FOD hazards, to the satisfaction of the WSO. The WSO is to advise via CTAF 127.3 works are completed. Height restrictions on machinery will be established and NOTAMS/ approvals will be sought if infringing on OLS.

3. NOTAMS

The nominated Works Safety Officer will be responsible for publishing NOTAMS for each stage of the works.

NOTAMS are to be published at least 48 hours prior to the commencement of the works. A full list of the NOTAMS with the relevant stages as listed below:

Stage	NOTAM text (UTC)
1	TWY K NOT AVLB DUE MOWP YSHL2024-03
2	TWY K NOT AVLB DUE MOWP YSHL2024-03
3	TWY K NOT AVLB DUE MOWP YSHL2024-03

4. Personnel and Equipment

All personnel associated with the works shall be bound by any instructions issued by the WSO, this may include refused access to site or operations.

Vehicles will be required to display a warning beacon that provides 360 degrees of visibility and turned on at all times when airside.

It is up to the contractor to follow their own internal SWMS, WHS and PPE requirements when conducting works on the Aerodrome. A copy of SWMS must be provided to the WSO prior to work commencing and a record will be kept.

At the end of each working day, all plant and equipment is to be clear of aircraft maneuvering areas and to be stored within the designated work areas to the satisfaction of the WSO.

Any damage to the aerodrome are to be reported immediately to the WSO. Any damage sustained is to be rectified by the contractor.

6. Administration

Project Manager

Airport Manager – Paul Ferguson

Contractor Supervisor

Roadworx – Colin Hannify

Works Safety Officer

Airport Compliance Coordinator – Breanna Parkes

6.4 Contact List

Title	Name	Contact Details
Works Safety Officer	Breanna Parkes	0421 044 135
Airport Manager	Paul Ferguson	0417 625 595
Aerodrome Reporting Officer (24 hour)	Michael Biris	0421 044 153
Project Officer	Airport Management	As above
Contractor Supervisor	Roadworx – Colin Hannify	0408 206 805
Contractors	Roadworx – Adam Williamson	0488 102 086

7. Authority

7.2 MOWP Expiry Date

This MOWP will remain active until 29/2/24 unless extended with revision or authorised by the Airport Manager

7.3 Approval

Under the authority of the following signatures, this MOWP is approved for release.



Paul Ferguson
Airport Manager

9. Distribution List

Name	Organisation	Email Address
Slavica Despotovic	CASA	Slavica.Despotovic@casa.gov.au
Jenny Adams	SCC	Jenny.adams@shellharbour.nsw.gov.au;
Breanna Parkes	SCC	breanna.parkes@shellharbour.nsw.gov.au;
Ryan Roche	Skydive the Beach	aircraftadmin@skydive.com.au ; gmaircraft@skydive.com.au flightops@skydive.com.au
Bob De La Hunty	HARS	delahunty@bigpond.com;
John Cleary Phil Ayrton	The Illawarra Flyers	johncl3ary@gmail.com ; Phil Ayrton <phil.ayrton999@gmail.com>
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Joanna Murphy	Valhalla Helicopters	joannamurphy@hotmail.com;
Wayne Perry	Viva Refuelling	wayne@wollongongaviationfuels.com.au;
Chris Clark	Five Point Aviation	contact@fivepointaviation.com.au ;
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Dave Smith	Air Safety Solutions	info@airsafetysolutions.com.au;
Nathan Haythorpe	Toll Helicopters	nathan.haythorpe@tollgroup.com ;
Jason Minns – Safety Officer		jason.minns@tollgroup.com;
Jeff Boyd	Fly Corporate	jboyd@corporate-air.com.au ;