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KEMPSEY AIRPORT METHOD OF WORKING PLAN (MOWP)

RAP I

Rehabilitation of Apron & Taxiways Project

IMPORTANT DATES:

Date of CASA Submission	24 June 2022
Date MOWP Commences	11 July 2022
Date Work Commences	1 August 2022
Date for Completion	19 October 2022
MOWP Expires	Date of Completion

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APPENDIX 1 – SYMAL STAGING / VEHICLE MANAGEMENT PLAN



ABBREVIATIONS

AEP	Aerodrome Emergency Plan
ARO	Aerodrome Reporting Officer
AIP	Aeronautical Information Publication
CASA	Civil Aviation Safety Authority
D&C	Design & Construct
FOD	Foreign Object Debris
GA	General Aviation
YKMP	Kempsey Airport
KSC	Kempsey Shire Council
MOS139	Manual of Standards Part 139
MOWP	Method of Working Plan
NDD	Non-Destructive Digging
NOF	NOTAM Office
NOTAM	Notice to Airmen
SYM	Symal Infrastructure
TWY	Taxiway
WSO	Works Safety Officer



1 WORKS INFORMATION

1.1 MOWP Authority

Changes to the conditions of this Method of Working Plan (MOWP) must not be made without the approval of Council and/or the Works Safety Officer.

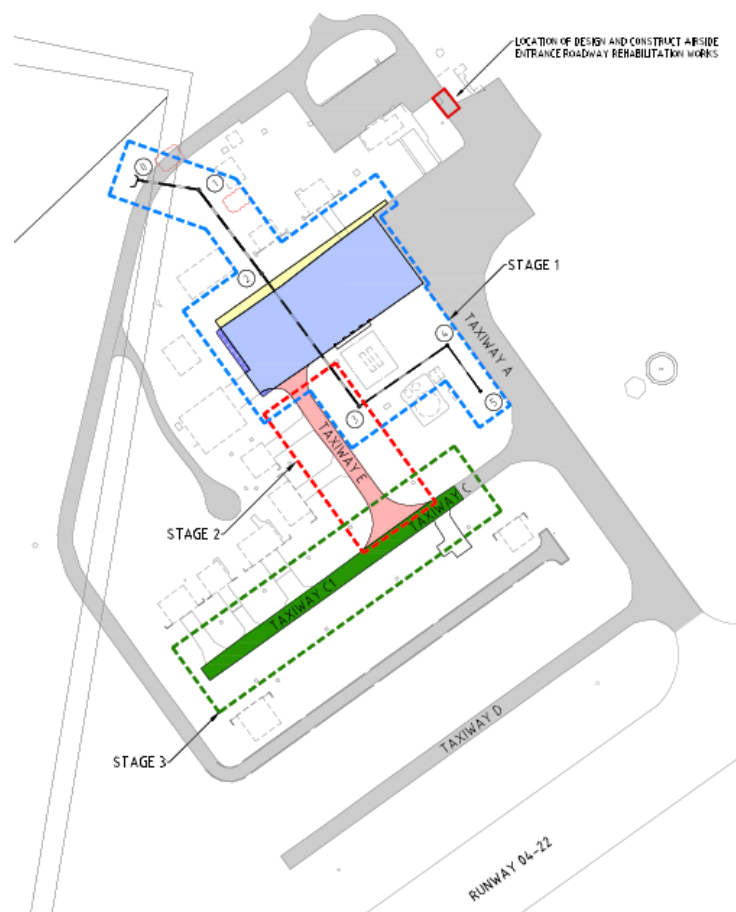
1.2 Description of Work

The Kempsey Airport Rehabilitation of Apron & Taxiway Works will comprise of the following:

- Preliminaries and Site Establishment;
- Installation of new stormwater drainage and pits;
- Installation of new sub-soil drainage;
- GA Apron pavement rehabilitation;
- Taxiway E, C1 & C pavement rehabilitation;
- Line marking; and
- Regrading of Apron and Taxiway flanks and hydroseeding.

1.3 Location of Work

The above Works will be undertaken in the areas indicated in the image below, at Kempsey Airport, 20 Airport Road, Aldavilla, NSW, 2440.



Note: The above diagram is only a representation of Work areas and is not a representation of staging sequence – please refer to Section 2.1 for Restrictions by Work Stages.

1.4 Execution of Work

Symal Infrastructure Pty Ltd (Symal) were engaged on 6 June 2022 and will commence investigative works from 20 June 2022. Actual construction Works are scheduled to commence on 1 August 2022, with expected overall Works completion by 19 October 2022.

1.5 Hours of Work

- Day Works – to be conducted between 7AM and 5PM local time;
- Weekend Works – Permitted with Principal approval and availability of WSO; and
- Night works – Not permitted.

1.6 Work During Inclement Weather

Works will not be conducted during rain or during low visibility conditions where visibility is less than 2000m or cloud below 600 feet. In the event of long periods of rain or low visibility conditions, the works will undertake to return the pavement segments to an operational condition, where possible.

1.7 Staging of Works

The works will be undertaken in 5 stages to minimise impacts to operational manoeuvring areas.

If an additional MOWP stage is required, an amendment to this MOWP will be issued detailing the new MOWP stage.

Duration and staging of the works is based on the following documents:

- Symal Combined Staging / Vehicle Management Plan Rev D – dated 11 July 2022 (Appendix 1); and
- Symal Construction Program – Rev D – dated 24 June 2022.



2 RESTRICTIONS TO AIRCRAFT OPERATIONS

2.1 Restrictions by Work Stages

2.1.1 Stage 1

STAGE 1	
Description of Works	<u>Investigative Works</u> Services relocation, geotechnical sampling & access points.
Scheduled start date	20/06/2022
Scheduled end date	29/07/2022
RESTRICTIONS: Manoeuvring Area	
Runway	04/22 – Available
Taxiways	Taxiway A - Available Taxiway C – Available Taxiway C1 – Available Taxiway E – Available GA Apron Adjacent Terminal – Available GA Apron Adjacent Refuelling Facilities – Available
Aircraft type restrictions	Not Applicable
NOTAM	Men & Equipment NOTAM will be used, if required.
Remarks	Works during MOWP submission. Service proving and geotechnical sampling under localized traffic management. All airside areas of the airport will be open.
Drawings	Stage 1



2.1.2 Stage 2

STAGE 2	
Description of Works	<u>Taxiway C, C1, & E (Closed to Aircraft)</u> Sub-soil drains & 750, 525 & 375 stormwater pipes and flanks
Scheduled start date	01/08/2022
Scheduled end date	24/08/2022
RESTRICTIONS: Manoeuvring Area	
Runway	04/22 – Available
Taxiways	Taxiway A – Available Taxiway C – Not Available Taxiway C1 – Not Available Taxiway E – Not Available GA Apron Adjacent Terminal Building – Available GA Apron Adjacent Refuelling Facilities – Available
Aircraft type restrictions	All Aircraft
NOTAM	TWY C, TWY C1 AND TWY E START 22 07 31 2100 END 22 08 23 0700 NOT AVBL DUE WIP REFER METHOD OF WORKING PLAN STAGE 2 TWY A START 22 07 31 2100 END 22 08 23 0700 WIP MEN AND EQPT MNT CTAF 118.9 WILL VACATE WITH 15MIN PN WORKS SAFETY OFFICER 0418247127 REFER METHOD OF WORKING PLAN STAGE 2
Remarks	TWY C1, C & E closed to all aircraft operations. GA apron clear for aircraft movements. The works will be locally controlled by the WSO. TWY A available with 15 min prior notice
Drawing	Stage 2



2.1.3 Stage 3

STAGE 3	
Description of Works	<u>GA Apron – (Closed to Aircraft)</u> Design & Construct driveway, sub-soil drains, 900 stormwater pipe & headwall, 750 stormwater, sub-grade penetration, quicklime stabilization, FCR, Prime, & two-coat seal.
Scheduled start date	25/08/2022
Scheduled end date	29/09/2022
RESTRICTIONS: Manoeuvring Area	
Runway	04/22 – Available
Taxiways	Taxiway A - Available Taxiway C – Available Taxiway C1 – Available Taxiway E – Available GA Apron Adjacent Terminal Building– Available GA Apron Adjacent Refuelling Facilities – Not Available
Aircraft type restrictions	All Aircraft
NOTAM	GA APRON AND REFUELLING FACILITIES START 22 08 24 2100 END 22 09 29 0700 NOT AVBL DUE WIP REFER METHOD OF WORKING PLAN STAGE 3
Remarks	GA Apron closed to all aircraft operations. Refuelling facilities will not be available. No access via main security gate during D&C driveway Works, with Stakeholder access via TWY C1 gate during this time. The Works will be locally controlled by the WSO.
Drawing	Stage 3



2.1.4 Stage 4

STAGE 4	
Description of Works	<u>Taxiway C, C1 & E (Closed to all Aircraft)</u> Sub-grade preparation, quicklime stabilization, prime & two coat seal.
Scheduled start date	30/09/2022
Scheduled end date	12/10/2022
RESTRICTIONS: Manoeuvring Area	
Runway	04/22 – Available
Taxiways	Taxiway A - Available Taxiway C – Not Available Taxiway C1 – Not Available Taxiway E – Not Available GA Apron Adjacent Terminal – Available GA Apron Adjacent Refuelling Facilities – Available
Aircraft type restrictions	All Aircraft
NOTAM	TWY C, TWY C1 AND TWY E START 22 09 29 2100 END 22 10 12 0700 NOT AVBL DUE WIP REFER METHOD OF WORKING PLAN STAGE 4 TWY A START 22 09 29 2100 END 22 10 12 0700 WIP MEN AND EQPT MNT CTAF 118.9 WILL VACATE WITH 15MIN PN WORKS SAFETY OFFICER 0418247127 REFER METHOD OF WORKING PLAN STAGE 4
Remarks	TWY C1, C & E closed to all aircraft operations. GA apron clear for aircraft movements. The works will be locally controlled by the WSO. TWY A available with 15 min prior notice.
Drawing	Stage 4



2.1.5 Stage 5

STAGE 5	
Description of Works	<u>Line Marking</u> Including any miscellaneous items.
Scheduled start date	13/10/2022
Scheduled end date	19/10/2022
RESTRICTIONS: Manoeuvring Area	
Runway	04/22 – Available
Taxiways	Taxiway A - Available Taxiway C – Available Taxiway C1 – Available Taxiway E – Available GA Apron Adjacent Terminal – Available GA Apron Adjacent Refuelling Facilities – Available
Aircraft type restrictions	All Aircraft
NOTAM	TWY C, TWY C1 AND TWY E START 22 10 13 2100 END 22 10 17 0700 WIP MEN AND EQPT MNT CTAF 118.9 WILL VACATE WITH 15MIN PN WORKS SAFETY OFFICER 0418247127 REFER METHOD OF WORKING PLAN STAGE 5
Remarks	Line marking under localized traffic management. All airside areas of the airport will be open. The works will be locally controlled by the WSO.
Drawing	Stage 5



2.2 Marking the Unserviceable Area / Work Area

The unserviceable areas for aircraft shall be identified using red branded white cones. Unserviceable markers shall be placed around the edge of the operational area in accordance with MOS Part 139 standards.

Partially filled water barriers will only be used where aircraft clearances are not affected, so that the limit of the specific construction work area can be defined for all stages.

The WSO and Contractor shall establish each work site before the Contractor gains access to the work site. No equipment or personnel associated with the works is permitted to move outside of the works area, defined by unserviceability markers and water filled barriers, without the approval of the WSO.

2.3 Vehicles and Plant

No movement of vehicles or plant is to take place outside of the works areas or designated access routes without the consent of the WSO. Only vehicles and plant actually engaged in the work are permitted on site.

At the end of each work period all vehicles and plant shall be moved clear of the movement area and parked in an area designated by the WSO. Plant vehicles will be permitted to remain in situ overnight at their current staged work area, if convenient, so as long as the plant is clear from any operational taxiway or apron.

Vehicles will be required to have signs that clearly identify the vehicle as belonging to that company (an A3 size sign should be taken as a guide). Additionally, all vehicles will be required to have and display an amber rotating beacon on their vehicle whilst airside.

If an ASIC card is not held, access from the gate to the work site for all works parties must be escorted by a WSO.

Vehicles and plant must be operated airside in accordance with Airside Vehicle Control guidelines, which requires:

- Drivers must give way to all aircraft;
- Drivers must observe speed limits;
- Drivers must follow the nominated routes;
- Drivers must use low beam on headlights;
- All vehicles must be signed posted with company name/logo and must have working amber flashing light;
- All vehicles must carry appropriate insurance to work airside; and
- Speed limit of 25km/h applies to all areas of the airport other than in the work zone which is 10km/hr.

A combined Staging / Vehicle Management Plan is provided at Appendix 1.

2.4 Access

Agreed designated routes in the vehicle management plan from the landside gate to the works areas must be used and sign posted as required. Site access points are the main security gate, between hanger 4/5 and end of Taxiway C1.



2.5 Private vehicles

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

2.6 Electrical Services

Location and identification of electrical and other underground services within the work vicinity shall be undertaken by the Contractor and in liaison with Council.

2.7 Pavement Cleanliness

Aircraft pavements used or crossed during the works are to be kept clean and free of FOD.

2.8 Cutting and Welding

If undertaking Hot Works, a request for Hot Works will be submitted to the WSO prior to the works being undertaken. The following information will form the basis of the request:

- Details of the Contractor or agent undertaking the work;
- Date, time, and locations of the works;
- Details of the works including type of hot work, location, duration, and extent of works;
- A risk assessment assessing both the environment and aircraft operational requirements;
- A risk matrix outlining potential hazards and consequences of the works; and
- Provision for the WSO to accept or reject the permit.

2.9 Explosives

No explosives or explosive power tools may be used on the airport.

2.10 No Smoking

A no smoking rule applies, at all times on the airside of the airport. A designated landside smoking area will be set up and delineated.

2.11 Waste Disposal and Environment Protection

Any putrescible waste generated at the site will be placed in secure rubbish bins and removed from the site at the end of each weeks works. All other waste will be contained within suitable bins located landside, and not free to blow around the airport. Construction waste must be removed well clear of the aircraft pavements to a site directed by the WSO.

2.12 Control of Works Personnel

All personnel associated with the work will always be bound by the directions of the WSO in respect of operational safety matters.

2.13 Completion of Works

At the completion of works, all equipment and rubbish will be removed from the work site and from the airside, ensuring all pavements are clean and any damaged areas restored to the satisfaction of the WSO & KSC.



3 SECURITY

Kempsey Airport is a secure facility however is not attended 24 hours per day. Airside security will be managed by use of signage and call ups at each gate. The gates will be locked when site access is not required and manned when in use. The supervisor and WSO will be responsible for monitoring ongoing site security measures.

4 EMERGENCIES

4.1 Emergency Response Procedures

The emergency response procedures for Kempsey Airport personnel to follow for a full emergency are as follows:

The ARO/WSO will:

- advise the Police;
- advise the AIP Responsible Person;
- advise the Australian NOTAM Office (NOF) for the issuing of a NOTAM if required (due to an aircraft emergency) and proceed to crash area or assembly point;
- establish a Forward Command Post and arrange for the gate to be manned maintaining a listening watch for aircraft in the vicinity; and
- if first on the scene, co-ordinate emergency services until the arrival of Police & provide escort to crash site.

5 ADMINISTRATION

5.1 Key Project Contacts

5.1.1 Contractor

Kempsey Shire Council have engaged Symal Infrastructure Pty Ltd to carry out the Works.

5.1.2 Client representative

All questions relating to the commercial aspect of this project should be directed to the Client Representative:

Monika Kompara – 6566 3342

5.1.3 Project Manager

All questions relating to the construction supervision aspect of this project should be directed to the Project Manager:

Mark Vadoros (Tetra Tech Coffey) – 0420 961 880



5.1.4 Work Safety Officer (WSO)

All queries about the safety aspects contained in this Method of Working Plan or the effect of the works on aircraft operations should be directed to the WSO:

Noel Cheers – 0418 247 127

The WSO will be responsible for the operational safety of the work site including:

- ensuring that works are carried out in accordance with the conditions set out in this Method of Working Plan;

- placement and removal of airport markers, markings, and lights in accordance with the requirements of this Method of Working Plan;

- cancelling work related NOTAM;.

- ensuring that an a WSO is always present during the works; and

- briefing of the works party and contractors on the safety precautions applicable during the works.

5.2 MOWP Author

This MOWP has been written in collaboration between Symal and Kempsey Shire Council

5.3 Work Completion

All works must be carried out in accordance with the standards set down in the Civil Aviation Safety Authority publication entitled *Manual of Standards Part 139 – Aerodromes* and the specific conditions laid down in this Method of Working Plan. All works are to be carried out in accordance with this MOWP.

5.4 MOWP Variation

The approval of the WSO 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.

5.5 MOWP Compliance Authority

The MOWP is issued to CASA in accordance with the *Civil Aviation Safety Regulations, Manual of Standards Part 139 – Aerodromes*.

5.6 Expiry

This Method of Working Plan will expire on the date of completion of the works unless an extension of time has been approved.



5.7 Endorsement

This MOWP is endorsed as follows:

Work Safety Officer (WSO)			
Noel Cheers		Date:	11-Jul-2022
Client Representative / Kempsey Airport Manager			
Monika Kompara		Date:	11-Jul-2022

5.8 Distribution List

Industry Authorities
Civil Aviation Safety Authority (CASA)
Airservices Australia (NOTAM Office)
Emergency & Aeromedical Services
Royal Flying Doctors Service (RFDS)
Care Flight
NSW Air Ambulance
NSW Police
NSW Rural Fire Service
NSW Fire & Rescue
Kempsey Airport Based Businesses
Aero Refuellers
Macleay Aircraft Maintenance
City & Country Air Charters
Sportfly Aviation
Kempsey Airport Lessees
All private hangar lessees
Kempsey Flying Club
Other Known Users
34SQN (RAAF)
Australian International Aviation College
Coffs Skydivers
Microflite
MidCoast Flying
SkyAces RC



Other Interested Parties
Save Kempsey Airport Action Group (SKAAG)
Kempsey Shire Council
Manager Commercial Business
Coordinator Commercial Assets (Airport Manager)
Business Development Officer (WSO)
Symal Infrastructure Pty Ltd
Senior Project Engineer
Construction Manager

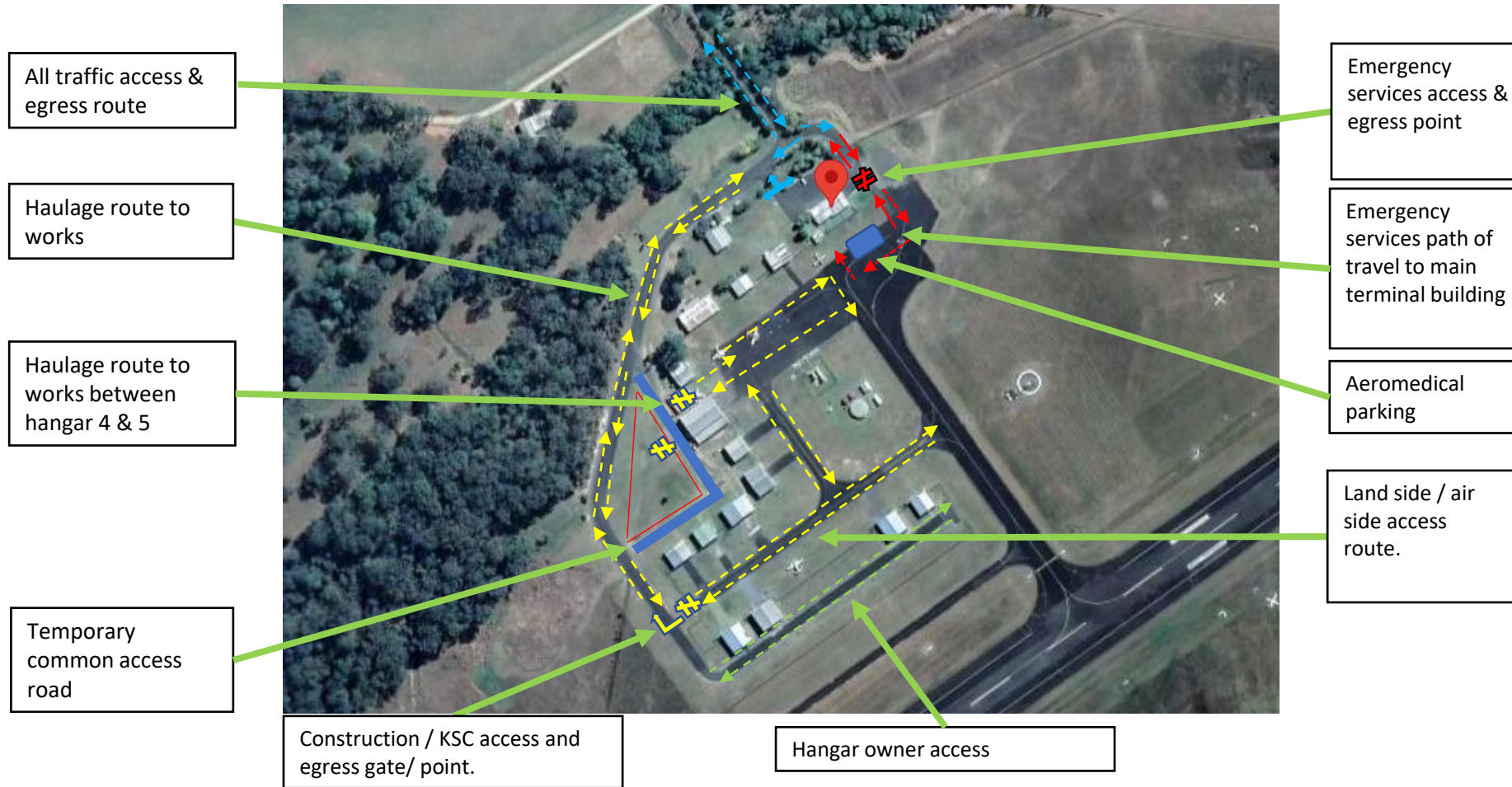


APPENDIX 1

SYMAL COMBINED STAGING / VEHICLE MANAGEMENT PLAN

CC0368 – Kempsey Airport Upgrade

Stage 1 – Staging & Vehicle Management Plan During MoWP submission

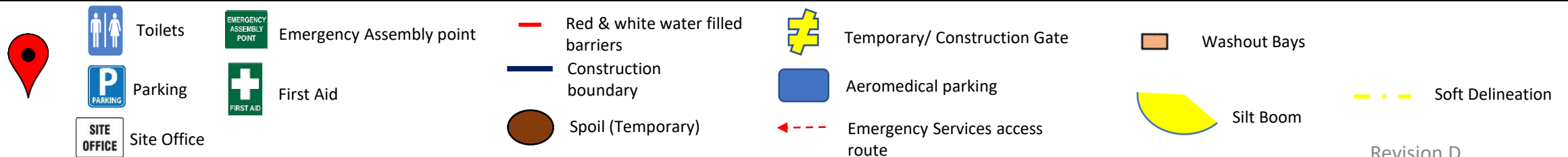


Work items

- Service proving under localised traffic management
- Geotechnical Sampling under localized traffic management

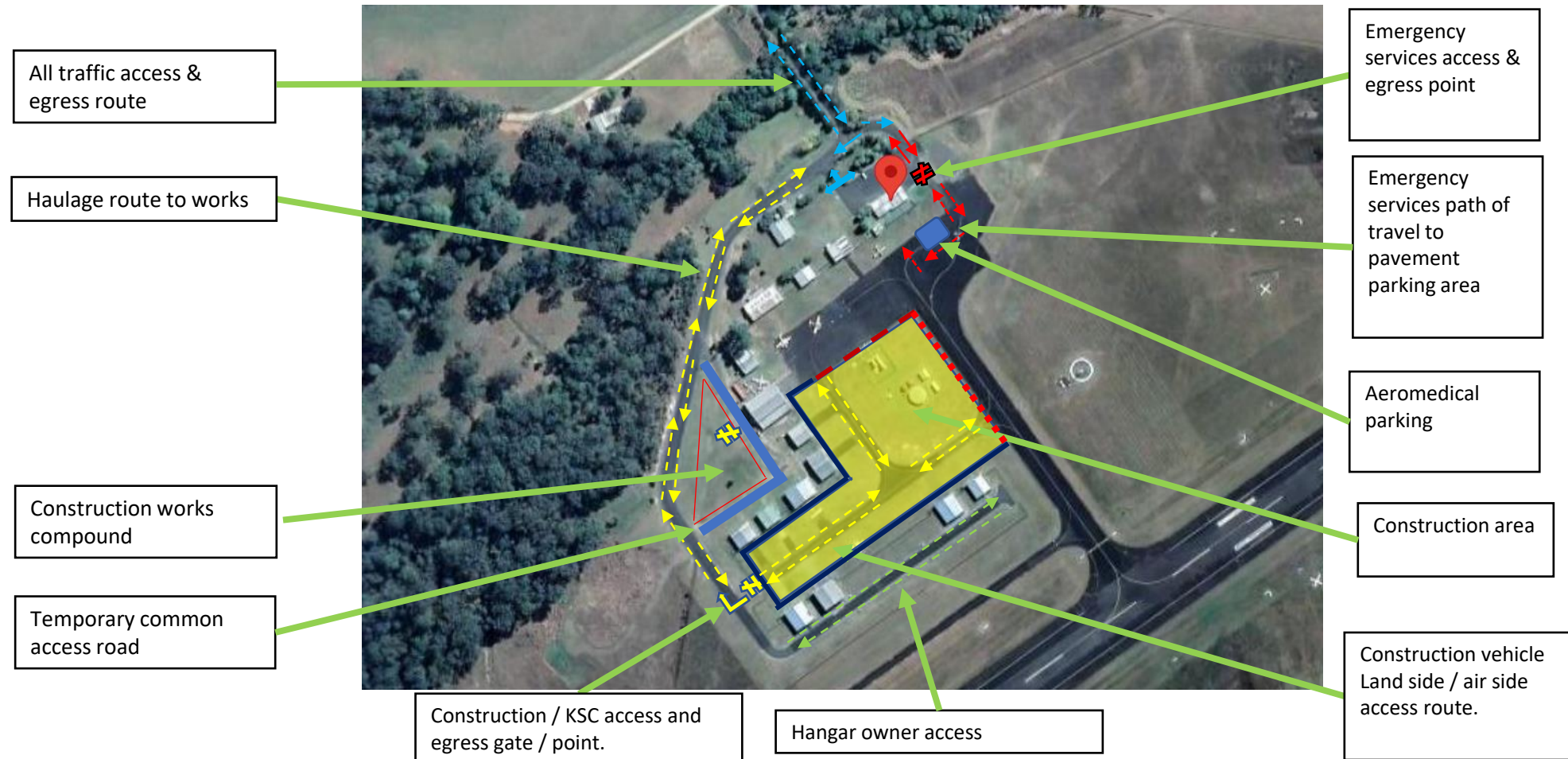
Construction area & boundary is indicated in purple and red lines.

Red marker – is where the site office, toilets, parking, first aid and emergency assembly point.



CC0368 – Kempsey Airport Upgrade

Stage 2 – Staging & Vehicle Management Plan - Shutdown Taxiway C, C1 & E



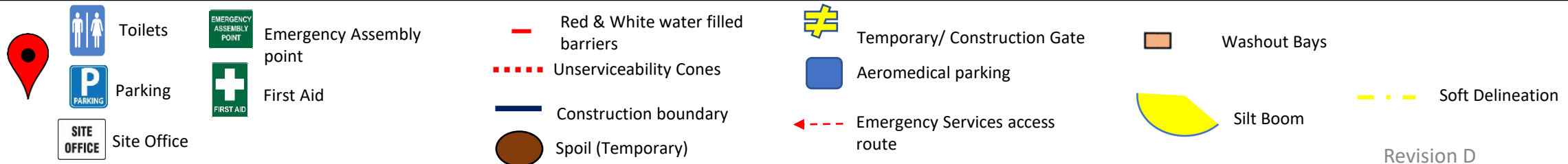
Work items:

- Sub-soil drains
- 750 Stormwater Pipe
- 525 Stormwater Pipe
- 375 Stormwater Pipe
- Strip Flank Topsoil
- Regrade Flanks
- Topsoil Flanks
- Hydroseed

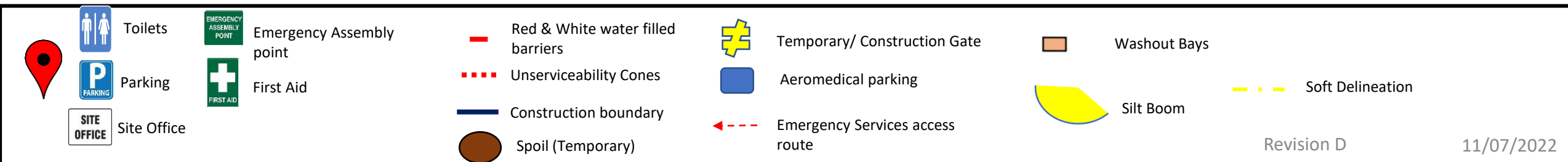
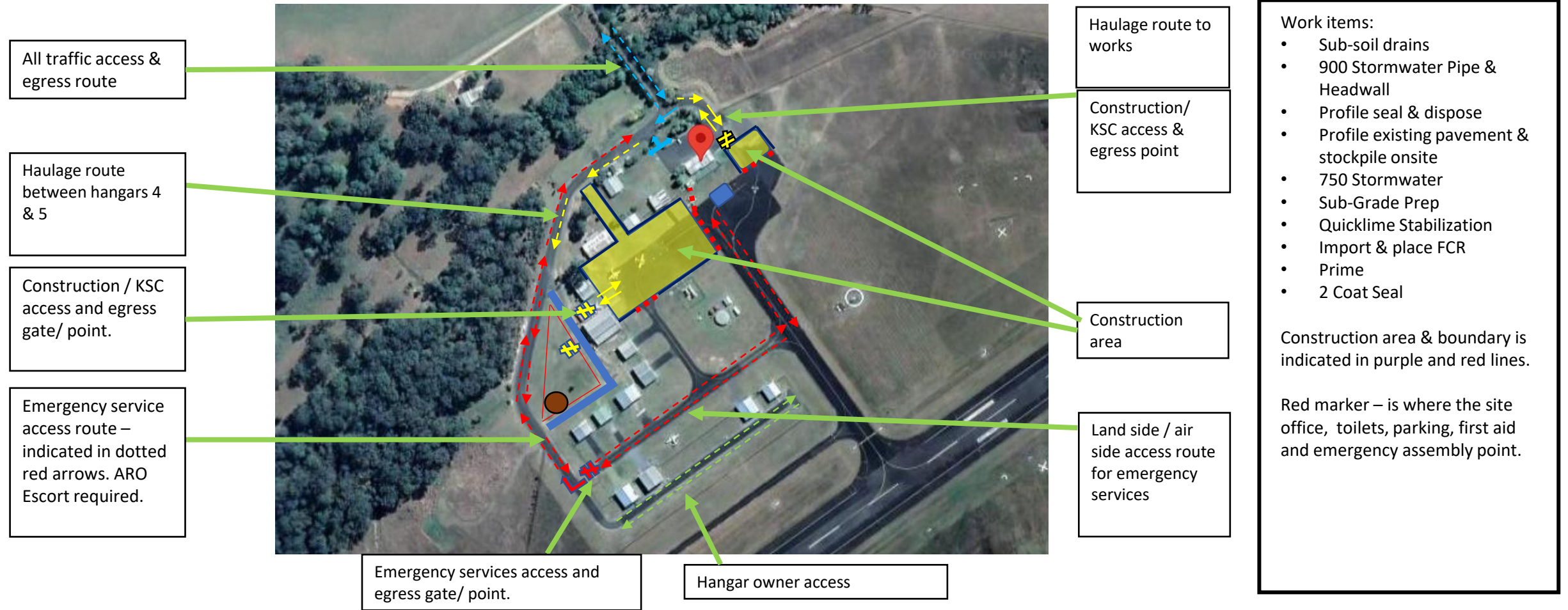
Construction area & boundary is indicated in purple and red lines.

Red marker – is where the site office, toilets, parking, first aid and emergency assembly point.

Taxiway A will be managed by a NOTAM as stated on 2.1.2 of the MOWP. WSO will be onsite to monitor radio and phone.



Stage 3 – Staging & Vehicle Management Plan - Shutdown GA Apron and D&C Road Area



Stage 4 – Staging & Vehicle Management Plan - Shutdown Taxiway C, C1 & E



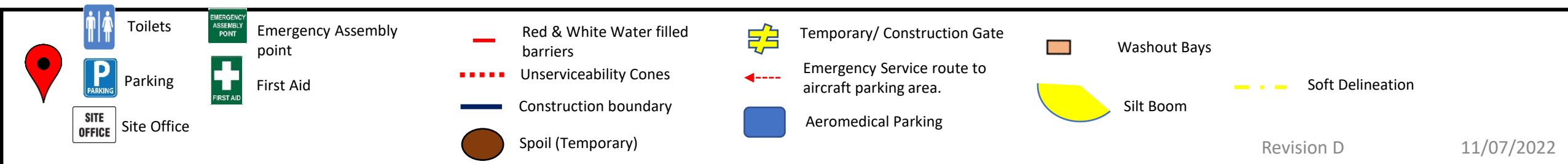
Work items:

- 85/15 Slaglime Stabilizaiton
- Prime
- 2 Coat Seal

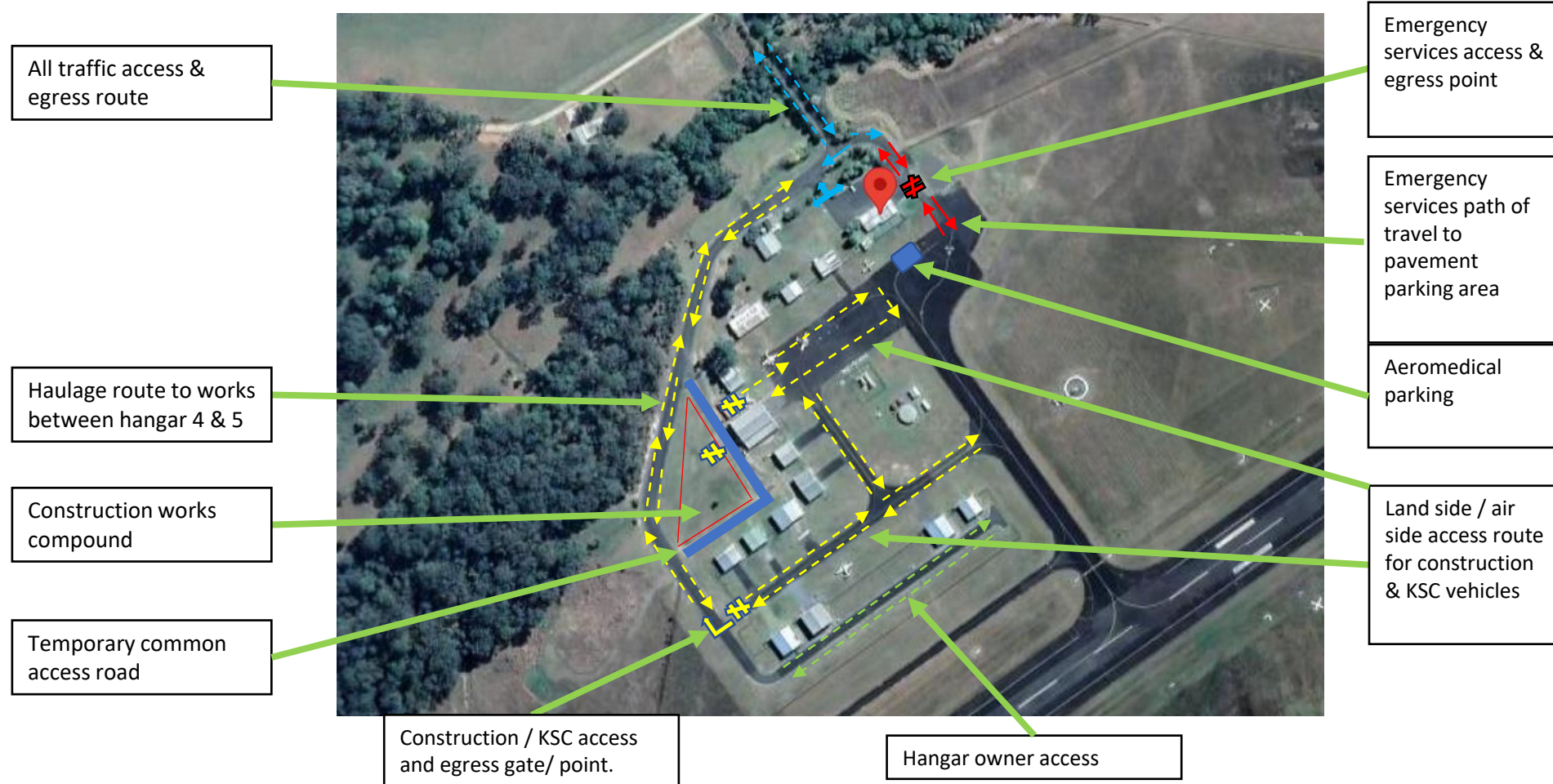
Construction area & boundary is indicated in purple and red lines.

Red marker – is where the site office, toilets, parking, first aid and emergency assembly point.

Taxiway A will be managed by a NOTAM as stated on 2.1.4 of the MOWP. WSO will be onsite to monitor radio and phone.



Stage 5 – Staging & Vehicle Management Plan – Line marking All areas

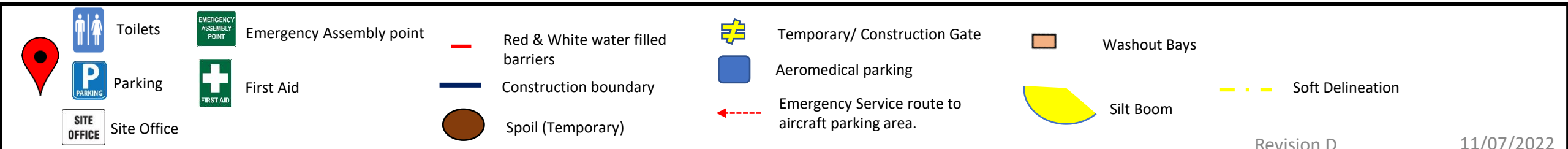


Work items:

- Line marking – Under localised Traffic Management

Construction area & boundary is indicated in purple and red lines.

Red marker – is where the site office, toilets, parking, first aid and emergency assembly point.











220711 RAPI - YKMP Rehabilitation of Apron & Taxiways Staging -MOWP Rev 02 - Final

Final Audit Report

2022-07-11

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