TMA

ATS Contingency Plan

ATS-CP-0085

Version 7

Effective 31 October 2024

Authorised ATM Standards

Change summary

Version	Date	Change description
7	31 October 2024	• Incorporate TLI_23_0340, TLI_24_0229, TLI_24_0097, TLI_24_0217 • Throughout document – clarification of division of responsibilities between ATMD, CRM and Resuming ATC(s) • Throughout document – process changes regarding removal of TRA declaration in airspace beyond Australian territory. • Throughout document – job title terminology changes to reflect Aerodrome Services and Airspace and Network Services restructures (no change bars applied) • 1.1 – Scope statement to account for RK/MK Process • 2.5 – removal of reference to cancelled document (ATS-PROC-0110) • 2.6 – addition of consideration regarding shift start time of CRM, addition of clarification that in line with existing provisions of the non-continuous tower CP, a CRM is not required for those towers since their revert to OOH airspace classification (per CIRRIS action) • 2.8 – addition of consideration regarding direct communication to operators when a NOTAM is to be published with less than 2 hours notice • 2.9.2 – addition of checklist item regarding notification to CRM of access authorisations issues prior to their arrival • 3.1 – information for CRMs related to access authorisation for airspace over or straddling the boundary of Australian territory • 3.1.1. 3.1.2 – rewrite of Traffic Management guidance for CRM • 3.2 – update to Airspace classification related to removal of TRA declaration in airspace beyond Australian territory. • 4.2 – clarification that the CRM is initially responsible for Staff debrief • 5.2 – CASA notification moved out of CRM brief and clarified as an ATMD responsibility • A.2 – incorporation of note into relevant templates that HF/VHF may be used for entry requests if impractical to use the phone. • A.2.1, A.2.2 – NOTAM template updated to incorporate removal of TRA declaration outside of Australian territory. Inclusion of note that the additions do not apply to YSCB. • All Briefings - inclusion of timing advice for ATC broadcasts, formatting changes • B.1, C.1, D.1, E.1 – Clarification that some briefings will already have been completed prior to arrival of CRM, addition of link to traffic management section, clarification that resuming ATC(s) will be responsible for coordination at the end of the contingency, removal of reporting section (ATMD responsibility at 5.2) • B.2, D.2, D.6.1 – changes to incorporate removal of TRA declaration outside of Australian territory. • B.2.1 – inclusion of Controller duty of care paragraph to align with other briefings • B.2.3, D.2.3, D.3.1, D.4.2 – amendment to phraseologies to allow for less than 15 minute transit of TCU • B.4, B.6.4, D.6.4 – inclusion of note regarding access authorisation not implying clearance without traffic management. • B.6.1 – changes to incorporate removal of TRA declaration outside of Australian territory. • F.1, F.2, F.3 – From CP test feedback, notification provided to DAO at all stages, clarification that unit OCA will undertake UTS responsibilities if UTS is off duty, removal of WA Red Alert as term no longer in use. • F.4 – Addition of ‘Recovery’ section to align with ATS-CP-0086

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1 Immediate actions

1.1 Scope

Use this contingency plan for all TMA locations except Rockhampton and Mackay approach services.

1.2 Evacuation

If a tower or TCU must be evacuated, also refer to the unit's evacuation plan.

1.3 Immediate contingency

If a tower or TCU is unable to provide ATS without notice, perform the following essential actions.

Loss of service without notice	
Stop traffic	• **Stop** all departures to and from the affected area • **Deny** all clearance requests • **Land** the inbound sequence • **Hold** aircraft clear of the affected area • **Notify** adjacent positions • **Notify** all affected aircraft
Hazard alert	• Affected position and all surrounding positions to broadcast hazard alerts • Suggested phraseology for affected TCU position (airspace beyond Australian territory is not restricted): ALL STATIONS, ATS WILL NOT BE AVAILABLE THIS FREQUENCY (these frequencies) FROM (time). TIBA AND MANDATORY BROADCAST PROCEDURES WILL APPLY. ACCESS TO AIRSPACE IS RESTRICTED. • Suggested phraseology for affected tower position: • AERODROME CONTROL SERVICES WILL NOT BE AVAILABLE FROM (time). MANDATORY BROADCAST PROCEDURES APPLY. • Suggested phraseology for surrounding positions: ALL STATIONS, TIBA AND MANDATORY BROADCAST PROCEDURES APPLY AT (location) (TOWER/TMA VOLUME). ACCESS TO AIRSPACE IS RESTRICTED. TRAFFIC ARRIVING OR DEPARTING FROM THE (location) AREA WILL BE AFFECTED.
Contact	Contact the ATM Director (ATMD) to report the loss of service and determine the next steps. The ATMD is responsible for advising the relevant Director Operations/Director Aerodrome Operations (DO/DAO) and National Operations Management Centre (NOMC).
Complete checklist	• Complete the remainder of Checklist/index.

1.4 Checklist/index

The duty ATMD must complete the following checklist.

Part	Chapter	Ref	Item	Done
2	Pre-contingency	2.1	Activity Log	☐
		2.2	Contact DO/DAO	☐
		2.3	Determine service provision	☐
		2.4	Determine extent of response	☐
		2.5	Brief NOMC	☐
		2.6	Designate Contingency Response Manager (CRM)	☐
		2.7	CASA approval for service variation	☐
		2.8	Publish NOTAM	☐
		2.9	Brief affected areas	☐
		2.10	Broadcast to affected aircraft	☐
3	During contingency	3.1	Manage traffic	
		3.2	Airspace/aerodrome procedures	
		3.3	TIBA procedures	
4	Resumption	4.1	Service resumption	
		4.2	Staff debrief	
5	Reporting	5.1	Enter CIRRIS	☐
6	Review	6.1	Activation review	
		6.2	Document review and testing	
Appendix A	NOTAM	A.1	Loss of service NAIPS templates	
		A.2	NOTAM templates – loss of service	
Appendix B	Briefings	Appendix B	Briefings – TCU not available, TWR available	
Appendix C		Appendix C	Briefings – TCU available, TWR not available	
Appendix D		Appendix D	Briefings – TCU and TWR not available	
Appendix E		Appendix E	Briefings – TCU and TWR not available, non-continuous airspace	
Appendix F	Tropical Cyclone Watch	Appendix F	Tropical cyclones	

2 Pre-contingency – ATMD responsibilities

2.1 Activity Log

Commence and maintain an Activity Log (ATS-FORM-0061) when this ATS Contingency plan is activated.

2.2 Contact DO/DAO

The duty ATMD must notify the DO/DAO responsible for the ATSC. The DO/DAO determines the appropriate course of action in the first instance and must notify the ASH/ADSH.

2.2.1 DO/DAO not contactable

If the DO/DAO is not contactable, the appropriate course of action will be determined by:

1. the Airspace Services Head (ASH)
2. the Aerodrome Services Head (ADSH)
3. the SSH
4. the Chief of Airspace and Network Operations (CANO)/Chief of Aerodrome Operations (CAO) or
5. another DO/DAO.

2.2.2 Tropical cyclone preparation

Additional arrangements for tropical cyclone preparation are contained in Appendix F.

2.2.3 Extended disruption

If the disruption is expected to extend longer than eight hours, escalate the response to the ASH.

2.3 Determine service provision

The DO must ensure all avenues for service provision including, where applicable, reversion to Out of Hours airspace classification have been exhausted before approving a complete loss of service.

Determine the level of ATS that can be provided considering:

- the current and projected staffing levels
- the mix of endorsements available
- the level of ATC experience available
- the expected traffic volumes including military operations
- whether multiple system failures exist
- actual and forecast weather conditions.

2.3.1 Traffic management

Options that may be implemented without affecting the level of ATS provided include, but are not limited to:

- start approvals
- slot time allocation system
- single runway operations
- restricting/stopping VFR aircraft within CTR
- no VFR overflight
- regulating Aerodrome works
- dedicated arrival and departure runway modes
- re-routing traffic to avoid the airspace
- suspending or restricting particular operations e.g.:
  - circuit training
  - touch and go
  - missed approach from practice instrument approaches
  - all IFR AWK
  - aerial survey
- no LAHSO
- no AWK on tower frequencies
- reducing arrival and departure acceptance rates
- no ad-hoc off mode runway arrivals or departures
- selecting a runway mode which reduces tower coordination/traffic conflicts
- restricting services to Class G airspace
- grouping like-type traffic
- optimising the sequence for wake turbulence
- reducing or monitoring tug movements to times of reduced runway activity
- suspending ATFM compliance procedures
- stopping further traffic from entering the airspace.

2.4 Determine extent of response

The DO is to consider convening an Initial Assessment Team (IAT) in consultation with the ASH/ADSH and considering the triggers included in the National ATS Contingency Plan (ATS-CP-0001) and Crisis Management (C-PROC0199).

2.5 Brief NOMC

Provide the NOMC with a list of flight planned movements through the affected airspace.

NOMC will complete onwards notifications including airline teleconference.

2.6 Designate Contingency Response Manager (CRM)

If ATS cannot be provided at a 24-hour location, a CRM is required.

If ATS can be provided and restrictions are expected to be minor, a Contingency Response Manager (CRM) is not required but may still be appointed.

If a CRM is required, the duty ATMD must complete a Variation to Published Services: Operational Hazard Assessment (ATS-FORM-0005) form in consultation with the DO/DAO to determine who to appoint as the CRM.

The DO/DAO (or other manager as described in 2.2.1 DO/DAO not contactable) must make the appointment. Supply the completed form to the CRM.

The DO/DAO must notify the ASH/ADSH of the appointment, and provide justification as requested.

The CRM should be rostered to commence duty in sufficient time to be able to fulfil their responsibilities prior to the commencement of the contingency period. Consider an earlier start time depending upon the time of day, the expected volume of traffic and number of associated briefing/access authorisation calls in advance of the contingency period.

2.6.1 CRM at non-continuous Tower

For a non-continuous tower, a Contingency Response Manager (CRM) is not required but may be appointed if additional assistance is required to manage the contingency scenario considering factors such as the length of the loss of service and the expected impact to operators.

2.6.2 CRM eligibility

The order of appointment is:

1) ATMD, SM/SYSM or SS, but not the duty ATMD, SM/SYSM or SS during the NOTAM contingency period
2) FEC from the contingency unit
3) FEC from another/adjacent unit
4) an air traffic controller with experience in entering operational data into the system used by that ATS function or
5) a person determined to be suitable as CRM.

2.6.3 CRM not appointed for a 24-hour location

If a CRM is not immediately available for a 24-hour location, the duty ATMD, SM/SYSM or SS may be designated the CRM but will undertake the associated duties on a workload permitting basis only.

If workload and/or staff availability dictates, CRM tasks may be limited to answering the contingency phone and advising operators that relevant airspace will not be monitored until the arrival of a dedicated CRM.

The ATMD (or delegate) must use Activity Log (ATS-FORM-0061) to specify the contingency related tasks that the temporary CRM will undertake and document any action taken to reduce workload associated with that person's primary responsibilities.

Consider delegating remaining CRM tasks to other suitable persons until a dedicated CRM becomes available.

2.7 CASA approval for service variation

If ATS cannot be provided, the duty ATMD must consult CASA OAR to declare Temporary Restricted Areas in Class A, C, D and E airspace within Australian territory.

2.8 Publish NOTAM

The duty ATMD must assess the possible effect on aircraft operations and determine the requirement for NOTAM. NOTAM need not be issued if the situation can be tactically managed without significant effect on aircraft operations. NOTAM templates are provided in Appendix A.

Notify the NOTAM Office by phone if the NOTAM is required immediately.

There are no published contingency routes designed to avoid the TRA. However, if the CRM/ATMD determines that contingency routes are required and nominates the routes, they may be published by NOTAM.

Consider requesting NOMC contact operators directly if a NOTAM is to be published with less than 2 hours' notice to the commencement of the service variation.

2.9 Brief affected areas

2.9.1 Distribute briefings

Briefings for a complete loss of service are provided in the following appendixes. Print and distribute to affected units if required.

Service	Appendix
TCU not available, TWR available	Appendix B
TCU available, TWR not available	Appendix C
TCU and TWR not available, TRA	Appendix D
TCU and TWR not available, non-continuous airspace	Appendix E

2.9.2 Notification checklist

This checklist is provided as a general reference.

Notification to:	✓
Responsible line leader	
UTS	
JRCC Australia	
HQJOC	
Airport Operations Centre	
Airline Operations (through NOMC)	
Towers involved in start clearances	
Adjacent domestic civil ATS units	
Adjacent and embedded military ATS units	
HF	
TOC	
CRM - details of aircraft that were issued access authorisation to the airspace prior to commencement of their shift.	

2.10 Broadcast to affected aircraft

If ATS cannot be provided, ensure affected and adjacent positions make transmissions to advise pilots of the contingency.

Time	Type
Ten minutes prior to contingency commencing	Hazard alert broadcast
At the start of the contingency	Hazard alert broadcast
Prior to aircraft entering contingency airspace	Directed transmission
Resumption of published services	General broadcast

Note: Suggested phraseology is contained in briefings.

3 During contingency – CRM Responsibilities

3.1 Manage traffic

The CRM authorises access to the TRA.

At all TCUs subject to ATS contingency, including those with airspace within and beyond Australian territory, the CRM provides access authorisation prior to the affected TCU boundary or prior to departure if applicable. Receipt of access authorisation does not imply the availability of an approval to enter a TRA without delay, traffic management may be required to regulate demand vs capacity of the TRA.

For an aircraft transiting a TCU where their route may take them out/in of Australian territory one or more times – a single access authorisation provides transit authority through the entire affected volume.

The CRM will consult with appropriately endorsed supervisors or adjacent ATC units to determine the extent of traffic management required to protect against traffic overload and frequency congestion in the contingency airspace.

The National ATS Contingency Plan (ATS-CP-0001) provides guidance on formulating a Contingency Traffic Management Plan.

The CRM will maintain an Aircraft Tracking Form (ATS-FORM-0062). The NOMC can populate a Collaborative Information Display (CID) with the affected aircraft as a cross check on request.

3.1.1 Traffic management options

Contingency operations will necessitate lower than normal airspace capacity to maintain effectiveness of TIBA procedures.

Responses may include but are not limited to:

- requesting surrounding enroute sectors provide up to 10 minutes between landing times to allow for pre-approved departures.
- requesting increased spacing between like type aircraft transiting the TRA
- increased spacing between departures
- start clearances
- stopping departures temporarily
- stopping further traffic from entering the contingency airspace, via:
  - diverting traffic around the affected airspace, or
  - holding aircraft outside
- requesting an additional resource to assist with monitoring the airspace directing requests for non-traffic operational information to HF.

The Enroute/Tower SMs or ATMD can assist the CRM by implementing the required traffic management response

3.1.2 Authorise access to TRA

Consider the following when deciding to authorise access:

- Potential safety impacts upon the flight, including:
  - Weather at the aerodrome
  - Time of day – for VFR aircraft
  - Increased fuel requirements, particularly for aircraft that were already airborne at the time the contingency NOTAM was published
- Impact on any agreed traffic management plan(s), including the incremental increase in complexity that may result with the operation under consideration e.g. compatibility of survey or PJE operations with arriving and departing flights
- Capability to monitor the progress of the flight.
- Number of arrivals and departures already in receipt of access authorisation for the same period of time.

Approval to access TRA must include:

- the route
- for aerodromes contained within the TRA, a landing time with a requirement to call the CRM on landing unless local ATS staff can provide the required information
- pilot notification to the CRM when clear of the TRA as soon as practicable unless the aircraft can be monitored clear via surveillance.

3.1.3 Update system data

As a secondary function the CRM may update operational system data subject to compliance with all of the following:

- CRM management responsibilities have been acquitted for this stage of the contingency
- The CRM holds an ATC licence with a current endorsement, or ACO/TCO qualification
- The CRM has experience in entering operational data into the system used by that ATS function e.g. Eurocat, INTAS.

Otherwise, the CRM is limited to the direct relay of reported flight information to the downstream controller to ensure situational awareness.

3.2 Airspace/aerodrome procedures

During contingencies with loss of service, the following service will normally be provided:

- TRA is established in Class A, C, D and E airspace within Australian territory (generally up to 12NM from the main coastline).
- For H24 TCUs constituted of airspace within and beyond Australian territory, a single NOTAM is published with TRA applicable to Class A, C and E airspace with no ATS provided for portions of airspace within Australian territory; and airspace remains as classified with no ATS provided (no temporary restricted airspace) for portions of the sector beyond Australian territory.
- Access authorisation and/or traffic management interventions must be completed prior to the TCU boundary regardless of whether the aircraft will enter the affected airspace within or beyond Australian territory.
- Implement TIBA and mandatory broadcast procedures in accordance with AIP on a nominated frequency in lieu of ATC separation
- Class G airspace: implement TIBA procedures using FIA frequencies in lieu of a traffic information service
- Tower service: implement mandatory broadcast procedures on a single nominated frequency for operations at and in the vicinity of the aerodrome in lieu of ATC separation and traffic information services.

  See 3.1.2 Authorise access to TRA

3.3 TIBA procedures

Implement TIBA procedures in lieu of the collision hazard (traffic information) component of the FIS. Provide remaining components of Flight Information Service (FIS) as remaining capability permits through adjacent ATS units or HF.

Use the following frequencies:

Airspace	TIBA/Mandatory Broadcast Frequency
TMA	Adelaide: **118.2** Brisbane: **124.7** (BAC Only): **123.5** Cairns: **118.4** Canberra: **125.9** Hobart. **125.55** Launceston. **123.8** Mackay. **125.65** Melbourne: **132.0** Rockhampton. **123.75** Perth: **123.6** Sydney: **128.3**
Class G airspace	relevant FIA frequency
Tower	Adelaide: **120.5** Brisbane: **120.5** Cairns: **124.9** Canberra: **118.7** Essendon: **125.1** Gold Coast: **118.7** Hobart. **118.1** Launceston. **118.7** Mackay. **124.5** Melbourne: **120.5** Rockhampton. **118.1** Perth: **127.4** Sydney: **120.5**

Provide Alerting Service as remaining capability permits.

3.3.1 Waiver of dual VHF requirement within TRA

The CRM or delegate may approve single VHF aircraft operations within TRA in circumstances where the safety of aircraft and/or individuals may be compromised if access is denied. Such operations include:

- aircraft in emergency
- aircraft conducting humanitarian operations.

4 Resumption

4.1 Service resumption

The following stages are a general guide to the resumption of service:

Stage	Description
1	ATS capabilities are sufficiently restored to provide normal services
2	If required, amend NOTAM to promulgate the time for changeover from contingency to normal services (allow reasonable time for Stage 3 and 4 to be completed) (ATMD responsibility)
3	Complete communications and surveillance checks to establish aircraft positions in contingency airspace (Resuming ATC(s) responsibility)
4	Update all systems and input data (Resuming ATC(s) responsibility)
5	Coordinate with all units to advise normal capacity restored, response procedures are cancelled (Resuming ATC(s) responsibility)

4.2 Staff debrief

The CRM must debrief staff involved in providing the contingency response immediately after the event and if necessary, email the ATMD with any identified concerns for onwards reporting.

5 Reporting

5.1 Enter CIRRIS

The ATMD must submit a CIRRIS occurrence:

- for situations resulting in TIBA or TRA declaration;
- off schedule reversion of non-continuous airspace to Out of Hours configuration; or

The holder of unit OCA must submit a CIRRIS occurrence when available staff numbers fall below the accepted minimum staffing levels or supervisory staff are unavailable during rostered hours of supervision, and resultant tactical management of traffic or break relief causes a measurable effect on industry.

Note: Local specific restrictions in response to staffing below the minimum level are contained in Unit Local Instructions.

Attach the completed Post Activation Review Report (C-TEMP0116) (PAR) to the CIRRIS occurrence report.

Where a PAR is not required, attach copies of the following to the CIRRIS occurrence report:

- Activity Log (ATS-FORM-0061)
- Variation to Published Services: Operational Hazard Assessment (ATS-FORM-0005)
- Aircraft Tracking Form (ATS-FORM-0062)
- Copy of published NOTAMs
- Approval/notification emails sent or received
- Any other relevant documentation.

5.2 Notify CASA

The ATMD must advise any service variation to Regulatory Engagement (email: regulatoryengagement@airservicesaustralia.com) and provide the following details:

- Airspace affected;
- Type of variation; and
- UTC date/time of commencement and cessation of variation.

Note: Regulatory Engagement will formally advise CASA on receipt of the email.

6 Review

6.1 Activation review

The DO/DAO must conduct a full response review for a:

- CP activation with more than the expected effect on industry operations or
- a debrief that raises significant issues.

Consider involving external parties such as airlines, airport operators, Defence, CASA and the Department.

The following questions may assist the investigation:

- Did the pre-emptive measures (such as normal business practice and/or contingency preparations) reduce the likelihood and consequence of the disruptive event?
- Was the detection and evaluation of the disruptive event timely and appropriate?
- Was the escalation of the response timely and appropriate?
- Did the response measures reduce the likelihood and consequence of adverse impact(s) of the ATS outage?
- Did the response measures result in the safe and orderly flow of air traffic in the absence of scheduled ATS?
- Were the response measures conducted in an orderly and efficient fashion?

As soon as possible after the review, collate and assess the information for cause, impact, response and recommendations.

6.2 Document review and testing

Refer to the National ATS Contingency Plan (ATS-CP-0001) for document review and testing requirements.

Appendix A NOTAM

A.1 Loss of service NAIPS templates

Ensure all information is correct and applicable to the situation before use.

Refer to NOTAM Data Quality Requirements for Airservices Manual (C-MAN0277) to determine the appropriate Item A) location designator which may need to be amended from the appropriate template.

Adelaide	NOTAM
TCU NAVBL/TWR AVBL	YMMM 577, YMMM 579, YPAD 33
TCU AVBL/TWR NAVBL	YPAD 25
TCU NAVBL/TWR NAVBL	YMMM 581, YMMM 583, YPAD 34

Brisbane	NOTAM
TCU NAVBL/TWRs AVBL	YBBB 779, YBBB 780, YBBN 184, YBCG 70
BAC NAVBL/TWRs AVBL	YBBB 785, YBCG 72
BNA/BND NAVBL/TWRs AVBL	YBBB 786, YBBN 187
TCU AVBL/YBBN TWR NAVBL	YBBB 781, YBBN 185
TCU NAVBL/TWRs NAVBL	YBBB 782, YBBB 783, YBBN 186
TCU AVBL/YBCG TWR NAVBL	YBBB 784, YBCG 71

Cairns	NOTAM
TCU NAVBL/TWR AVBL	YBBB 503, YBBB 505, YBCS 25
TCU AVBL/TWR NAVBL	YBBB 504, YBCS 22
TCU NAVBL/TWR NAVBL	YBBB 506, YBBB 505, YBCS 27

Canberra	NOTAM
TCU NAVBL/TWR AVBL	YMMM 563, YMMM 565, YSCB 47
TCU AVBL/TWR NAVBL	YMMM 547, YSCB 48
TCU NAVBL/TWR NAVBL	YMMM 567, YMMM 569, YSCB 49

Essendon	NOTAM
Loss of service	YMEN 10

Hobart	NOTAM
TCU NAVBL/TWR AVBL	YMHB 86
TCU AVBL/TWR NAVBL	YMHB 87
TCU NAVBL/TWR NAVBL – TRA	YMHB 88

Launceston	NOTAM
TCU NAVBL/TWR AVBL	YMLT 89
TCU AVBL/TWR NAVBL	YMLT 90
TCU NAVBL/TWR NAVBL – TRA	YMLT 91

Mackay	NOTAM
TCU AVBL/TWR NAVBL	YBBB 1146, YBMK 77
TCU NAVBL/TWR NAVBL OOH	YBBB 1147, YBMK 78
TCU NAVBL/TWR NAVBL TRA	YBBB 872, YBMK 48

Melbourne	NOTAM
TCU NAVBL/TWR AVBL	YMMM 584, YMMM 586, YMML 36
TCU AVBL/TWR NAVBL	YMML 37
TCU NAVBL/TWR NAVBL	YMMM 589, YMMM 591, YMML 38

Perth	NOTAM
TCU NAVBL/TWR AVBL	YMMM 570, YMMM 572, YPPH 46
TCU AVBL/TWR NAVBL	YMMM 354, YPPH 39
TCU NAVBL/TWR NAVBL	YMMM 574, YMMM 576, YPPH 47

Rockhampton	NOTAM
TCU AVBL/TWR NAVBL	YBBB 1148, YBRK 91
TCU NAVBL/TWR NAVBL OOH	YBBB 1149, YBRK 92
TCU NAVBL/TWR NAVBL TRA	YBBB 876, YBRK 62

Sydney	NOTAM
TCU NAVBL/TWR AVBL	YMMM 369, YMMM 475, YSSY 34
TCU AVBL/TWR NAVBL	YMMM 370, YSSY 33
TCU NAVBL/TWR NAVBL	YMMM 371, YMMM 475, YSSY 32

A.2 NOTAM templates – loss of service

Ensure all information is correct and applicable to the situation before use. Navy text and/or text in square brackets requires review/input.

Check with the NOMC regarding the phone number to be quoted in NOTAM.

A.2.1 Temporary Restricted Area – TCU not available, TWR available

Note: Clauses followed by an asterisk are not required for YSCB contingency NOTAMs

Template <YMMM or YBBB> <number>

Template <location> <number>

A) YMMM (or YBBB) (PRD) DTG
E) TEMPO RESTRICTED AREA ACT IN CTA CLASS [APPLICABLE CLASSES] AIRSPACE INCLUDING CTR [C OR D]. DESIGNATED AIRSPACE HANDBOOK (DAH) SECTOR VOLUME NAMES AFFECTED ARE: '[BRISBANE/MELBOURNE] CTA'. *[Plain language airspace description]*

CONTINGENCY MAP (LISTED UNDER [NAME] APPROACH/DEPARTURE IN THE [BRISBANE/MELBOURNE] FIR) AVBL AT https://www.airservicesaustralia.com/notammaps/index.asp

[PORTIONS OF AIRSPACE OUTSIDE AUSTRALIAN TERRITORY DO NOT FORM PART OF THE RESTRICTED AREA.]*

ATS IN THIS AIRSPACE SUBJ TO CONTINGENCY DUE OPR RESTRICTIONS

APP CTL SER NOT AVBL AD CTL SER AVBL ON MANOEUVRING AREA

PRIOR TO OPR IN THE CONTINGENCY AIRSPACE, PILOTS/OPERATORS MUST
1. OBTAIN A BRIEFING ON CONTINGENCY PROCEDURES FM AIRSERVICES AUSTRALIA VIA TEL: +61 X XXXX XXXX OR VIA VHF OR HF ON FIRST CONTACT WITH AN AUSTRALIAN SECTOR
2. OBTAIN A LANDING, DEPARTURE OR TRANSIT TIME

PILOTS-IN-COMMAND ARE SOLELY RESPONSIBLE FOR TERRAIN AND COLLISION AVOIDANCE WI THE AFFECTED AIRSPACE

[AUTH IS NOT REQUIRED FOR ENTRY INTO AFFECTED AIRSPACE OUTSIDE AUSTRALIAN TERRITORY]*

AUTHORISATION TO ENTER THE TEMPO RESTRICTED AREA DOES NOT CONSTITUTE CLEARANCE TO ENTER ANY ADJ OR EMBEDDED RESTRICTED OR MIL OPERATING AREAS

SARWATCH FOR INBOUND IFR ACFT LANDING AT *[aerodrome]* WILL BE HELD BY *[aerodrome]* TWR ON FREQ XXX.XXMHZ*[primary ADC freq]* FIS PROVIDED BY *[aerodrome]* TWR ON FREQ XXX.XXMHZ*[primary ADC freq]* AND AVBL ON REQUEST FM HF AND MAY BE AVBL FROM ADJ ATS UNITS

TFC INFO BROADCAST BY ACFT (TIBA) AS DETAILED IN AIP APPLY ON FREQ XXX.XXMHZ*[single nominated APP frequency]*)

CTC *[aerodrome]* TWR ON FREQ XXX.XXMHZ *[primary ADC freq]* PRIOR TO JOINING OR APPROACHING CIRCUIT AREA

THESE PROCEDURES DO NOT APPLY TO OPS IN ACTIVE MIL OPR AREAS CTR AND RESTRICTED AREAS

F) SFC
G) FLXXX

A.2.2 Temporary Restricted Area – TCU and TWR not available

Note: Clauses followed by an asterisk are not required for YSCB contingency NOTAMs

Template <YMMM or YBBB> <number>

Template <location> <number>

A) YMMM/YBBB *[as required]* (PRD) DTG
E) TEMPO RESTRICTED AREA ACT IN CLASS [APPLICABLE CLASSES] AIRSPACE INCLUDING CTR [C OR D]. DESIGNATED AIRSPACE HANDBOOK (DAH) SECTOR VOLUME NAMES AFFECTED ARE: '[NAME] CTA'. *[Plain language airspace description]*

CONTINGENCY MAP LISTED UNDER [NAME] AVBL AT
https://www.airservicesaustralia.com/notammaps/index.asp

[PORTIONS OF AIRSPACE OUTSIDE AUSTRALIAN TERRITORY DO NOT FORM PART OF THE RESTRICTED AREA.]*

ATS IN THIS AIRSPACE SUBJ TO CONTINGENCY DUE TO OPR RESTRICTIONS

APP AND AD CTL SER NOT AVBL

PRIOR TO OPR ON THE MANOEUVRING AREA OR IN THE CONTINGENCY AIRSPACE PILOTS/OPERATORS MUST:

1. OBTAIN A BRIEFING ON CONTINGENCY PROCEDURES FM AIRSERVICES AUSTRALIA VIA TEL: +61 X XXXX XXXX OR VIA VHF OR HF ON FIRST CONTACT WITH AN AUSTRALIAN SECTOR
2. OBTAIN A LANDING, DEPARTURE OR TRANSIT TIME

PILOTS-IN-COMMAND ARE SOLELY RESPONSIBLE FOR TERRAIN AND COLLISION AVOIDANCE WI THE AFFECTED AIRSPACE

MIL OPERATIONS MAY EXIST IN THIS AREA, CHECK PUBLISHED NOTAM FOR DETAILS

[AUTH IS NOT REQUIRED FOR ENTRY INTO AFFECTED AIRSPACE OUTSIDE AUSTRALIAN TERRITORY]*

AUTHORISATION TO ENTER THE TEMPO RESTRICTED AREA DOES NOT CONSTITUTE CLEARANCE TO ENTER ANY ADJ OR EMBEDDED RESTRICTED OR MIL OPERATING AREAS

FIS AVBL ON REQUEST FROM HF AND MAY BE AVBL FM ADJ ATS UNITS

TFC INFO BROADCAST BY ACFT (TIBA) AND MANDATORY BROADCAST PROC AS DETAILED IN AIP APPLY ON FREQ XXX.XX MHZ *[single nominated APP frequency]*)

THESE PROCEDURES DO NOT APPLY TO OPS IN ACTIVE MILITARY OPR AREAS CTR AND RESTRICTED AREAS

F) SFC
G) FLXXX

A.2.3 TCU and TWR not available - Out of Hours Airspace

Local NOTAM

Template [location] [number]

A) [LOCATION] (ATS) [DTG]
E) ATS NOT AVBL DUE OPR RESTRICTIONS

[LOCATION] CLASS [APPLICABLE CLASSES] AIRSPACE BECOMES [DESCRIPTION] PER EN ROUTE SUPPLEMENT AUSTRALIA (ERSA) [LOCATION] - ATS AIRSPACE - OUTSIDE TWR HR

COMMON TRAFFIC ADVISORY FREQ (CTAF) XXX.XXMHZ *[CTAF freq]*

FIR NOTAM

Template [YMMM or YBBB] [number]

A) [YMMM or YBBB] FIR (ATS) [DTG]
E) [LOCATION] TWR AND APCH ATS NOT AVBL DUE OPR RESTRICTIONS

[LOCATION] CLASS [APPLICABLE CLASSES] AIRSPACE BECOMES [DESCRIPTION] PER EN ROUTE SUPPLEMENT AUSTRALIA (ERSA) [LOCATION] - ATS AIRSPACE - OUTSIDE TWR HR

FIS AVBL [MELBOURNE or BRISBANE] CENTRE FREQ XXX.XXMHZ *[area freq]*

COMMON TRAFFIC ADVISORY FREQ (CTAF) XXX.XXMHZ *[CTAF freq]*

F) SFC
G) [UPPER LEVEL]

A.2.4 TIBA – TCU Class G airspace

Template <YMMM or YBBB> <number>

A) YMMM/YBBB *[as required]* (ATS) DTG
E) ATS IN THE *[insert]* FIR SUBJECT TO CONTINGENCY DUE OPR RESTRICTIONS.

VOLUME AFFECTED IS: 'CENTRE [FREQUENCY]'. APRX AREA CLASS G AIRSPACE *[insert general description of affected airspace in user friendly form.]*

DIRECTED TFC AND SURVEILLANCE INFO SER NOT AVBL IN CLASS G AIRSPACE

FIS MAY BE AVBL ON REQUEST FROM ADJ ATS UNITS OR HF

CONTINGENCY MAP (LISTED UNDER [NAME]IN THE [BRISBANE/MELBOURNE] FIR) IS AVBL AT https://www.airservicesaustralia.com/notammaps/index.asp

PILOTS/OPERATORS OF IFR FLIGHTS CONSIDERING OPR IN CLASS G AIRSPACE SHALL CTC AIRSERVICES AUSTRALIA VIA TEL: +61 X XXXX XXXX OR VIA VHF OR HF ON FIRST CONTACT WITH AN AUSTRALIAN SECTOR

TFC INFO BROADCAST BY ACFT PROC (TIBA) AS DETAILED IN AIP APPLY ON FREQ XXX.XXMHZ *[area freq]*

COMMON TFC ADVISORY FREQ (CTAF) AND PROC REMAIN UNCHANGED

TWR, TERMINAL CONTROL UNIT (TCU) AND MIL AREAS WITHIN THE ABOVE AIRSPACE CONTINUE TO OPR PER EN ROUTE SUP AUSTRALIA (ERSA) UNLESS SPECIFIED OTHERWISE

MIL OPR MAY EXIST IN THIS AREA, CHECK PUBLISHED NOTAM FOR DETAILS

THESE PROCEDURES DO NOT APPLY TO OPS IN ACTIVE MIL OPR AREAS CTR AND RESTRICTED AREAS

F) SFC
G) *[base of CTA]*

A.2.5 TCU available, TWR not available (except EN TWR, see below)

Template <location> <number>

A) YMMM/YBBB *[as required]* (ATS) DTG
E) ATS AT [LOCATION] AERODROME ARE SUBJECT TO CONTINGENCY DUE OPR RESTRICTIONS.

AD CTL SER NOT AVBL.

MANDATORY BROADCAST PROC AS DETAILED IN AIP APPLY ON FREQ XXX.XXMHZ *[primary ADC freq]*

APP [AND DEP] CTL SER PROVIDED TO SFC ON FREQ XXX.XXMHZ ALL ACFT REQUESTING CLEARANCE INTO THE AIRSPACE MUST CONTACT FREQ XXX.XXMHZ. NO LANDING OR TAKE OFF CLEARANCES WILL BE ISSUED

PILOTS-IN-COMMAND ARE SOLELY RESPONSIBLE FOR COLLISION AVOIDANCE ON THE MOVEMENT AREA

PRIOR TO OPR ON THE MANOEUVRING AREA PILOTS MUST:
1. OBTAIN A BRIEFING ON CONTINGENCY PROCEDURES FROM AIRSERVICES AUSTRALIA VIA TEL: +61 X XXXX XXXX OR VIA VHF OR HF ON FIRST CONTACT WITH AN AUSTRALIAN SECTOR
2. OBTAIN A LANDING OR DEPARTURE TIME
3. IF DEPARTING, OBTAIN AN AIRWAYS CLEARANCE ON FREQ XXX.XXMHZ *[nominated APP frequency]*)

PRIOR TO ENTERING THE RWY FOR DEPARTURE, PILOTS MUST:
1. REPORT READY ON FREQ XXX.XXMHZ
2. OBTAIN DEP INSTRUCTIONS AND REPORT AIRBORNE WITHIN THREE MINUTES

AFTER LANDING, REPORT CLEAR OF THE RWY ON FREQ XXX.XXMHZ *[nominated APP frequency]*).

Template YMEN <number>

Exemption for YMEN TWR:

YMEN TWR ATS NOT AVBL DUE TO OPR RESTRICTIONS

PROCEDURES AS PER ENROUTE SUPPLEMENT AUSTRALIA (ERSA), FAC MELBOURNE/ESSENDON, FLIGHTPROCEDURES – OPERATION OUTSIDE TWR HR APPLY.

OPERATIONS AT ESSENDON LIMITED TO POLICE, AMBULANCE, MEDEVAC, HOSP, FLOOD OR FIRE RELIEF (FFR) AND MERCY FLIGHTS.

ANY OTHER ARRIVALS OR DEPARTURES REQUIRE APPROVAL 60MIN PRIOR TO ETA/ETD. PLEASE CALL +61 3 9235 7337 FOR APPROVAL.

Appendix B Briefings – TCU not available, TWR available

These briefings are designed for a complete loss of service to a TCU.

Print and distribute briefings to the following areas. Downstream frequencies for exiting the contingency airspace will need to be added to each briefing. Include a copy of any NOTAM issued.

Index	
B.1	CRM
B.2	Adjacent sectors
B.3	TCU
B.4	Tower
B.5	Military
B.6	Pilot/operator

B.1 CRM

Chapter 3 of this plan details CRM responsibilities and procedures during a contingency. The primary function of the CRM is to manage the location specific disruption response and:

- ensure appropriate briefings have been completed. Some briefings may have already been distributed by the ATMD.
- initiate action to limit the impact of the disruption on the ATS network
- evaluate the situation and escalate the response, if required.

The CRM may utilise the NOMC/SM/SYSM/SS/ATMD in undertaking the above responsibilities.

B.1.1 CRM duty of care

A CRM must not perform an air traffic control function unless that person holds the required licence, rating and endorsement and satisfies the recency and currency requirements for the place or airspace where the function is to be carried out.

However, if a CRM becomes aware of a situation in a contingency environment which would lead to a reasonable conclusion that an unsafe situation exists, or may occur, that person may be able to take appropriate action to address that risk.

In this context, the reasonableness of any action will depend on the circumstances and be driven by professional judgement including the likelihood of the risk manifesting, the potential severity of the outcome and what a reasonable person with the same skills and experience may do in the same situation.

B.1.2 Checklist

Once you have reviewed Chapter 3 of this plan, complete the checklist tasks below.

Section	Ref	Item	Done
Pre contingency	B.1.3	Ensure briefings completed	☐
During contingency	B.1.4	Manage traffic	☐
Post contingency	B.1.5	Maintain logs	☐
	B.1.6	Resume ATS	☐
	B.1.7	Complete reports	☐

B.1.3 Ensure briefings completed

This checklist is provided as a general reference. Some briefings may have already been distributed by the ATMD.

CRM must also receive a briefing on the contingency airspace and any traffic management plans already in place from the ATMD and outgoing ATC(s).

Ensure that ATMD has passed details of aircraft that were issued access authorisation to the airspace prior to commencement of the contingency.

Notification to:	✓
Responsible line leader	
UTS	
JRCC Australia	
HQJOC	
Airport Operations Centre	
Airline Operations (through NOMC)	
Towers involved in start clearances	
Adjacent domestic civil ATS units	
Adjacent and embedded military ATS units	
HF	
TOC	

B.1.4 Manage traffic

Refer to 3.1 Manage traffic for guidance

B.1.5 Maintain logs

Maintain an Activity Log (ATS-FORM-0061) recording any significant decisions or changes to the situation as the contingency progresses.

Maintain an Aircraft Tracking Form (ATS-FORM-0062) listing aircraft affected by the activation of TRA/TIBA airspace.

The NOMC can populate a Collaborative Information Display (CID) with the affected aircraft as a cross check on request.

B.1.6 Resume ATS

When it is determined that ATS can be re-established:

- establish the sequence and timing of service restoration
- coordinate with the SM and NOMC
- check and confirm the readiness of all staff, facilities and equipment
- handover to incoming ATC(s) who will coordinate and confirm arrangements with adjacent units
- implement in accordance with 4 Resumption.

B.1.7 Complete reports

The CRM must complete and submit a Post Activation Review Report (C-TEMP0116) (PAR) to the relevant DO/DAO, and attach it to the relevant CIRRIS occurrence report. A PAR is not required where:

- The contingency was a result of staff availability only, and
- The debrief did not identify any significant issues.

The DO/DAO will review the report and forward to:

- ANSOSM@airservicesaustralia.com; and
- resilience@airservicesaustralia.com

Note: On review of the relevant CIRRIS occurrence report, ATM Standards may direct a PAR be completed for any activation of this plan.

B.2 Adjacent sectors

- Airspace over Australian territory normally controlled by (location) TCU will be a Temporary Restricted Area.
- Tower will continue to provide ATS on the aerodrome and hold SARWATCH for aircraft arriving at the aerodrome.

  The CRM will provide authorisation for aircraft to enter the TRA prior to the TCU boundary, regardless of whether that boundary is within or beyond Australian territory. Receipt of access authorisation does not imply the availability of a clearance to enter a TRA without delay, traffic management (initiated by the CRM) may be required to regulate demand vs capacity of the TRA.
- The terms of an airways clearance previously issued to an aircraft do not apply to that portion of flight within contingency airspace. Where a STAR is normally issued, ATC should continue to issue the STAR, but in contingency airspace STAR tracking is advisory only - the decision to continue via the STAR is at pilot discretion.
- Operational Control (the exercise of authority over the initiation, continuation, diversion or termination of a flight) rests with the pilot in command and/or the operator
- Pilots are responsible for terrain and collision avoidance within the contingency airspace
- Climb and descent in the contingency airspace is at pilot discretion.

B.2.1 Controller duty of care

A controller must not perform an air traffic control function unless that person holds the required licence, rating and endorsement and satisfies the recency and currency requirements for the place or airspace where the function is to be carried out.

However, if a controller becomes aware of a situation in a contingency environment which would lead to a reasonable conclusion that an unsafe situation exists, or may occur, that person may be able to take appropriate action to address that risk.

In this context, the reasonableness of any action will depend on the circumstances and be driven by professional judgement including the likelihood of the risk manifesting, the potential severity of the outcome, and what a reasonable person with the same skills and experience may do in the same situation

B.2.2 Pre contingency (10 minutes prior to commencement)

Broadcast	Broadcast Hazard Alerts (standard parameters apply) advising that ATS will not be available and that contingency procedures will apply.
Contingency Start/End Time (CRM to enter)	
NOTAM Number(s) (CRM to enter)	
Suggested phraseology	
Hazard alert	ALL STATIONS, ATS PROVIDED BY (TCU callsign) WILL NOT BE AVAILABLE FROM (time). ACCESS TO CLASS A, C, D AND E AIRSPACE IS RESTRICTED. TIBA PROCEDURES APPLY. REFER TO NOTAM XXX (domestic or international NOTAM number as appropriate).

At the commencement of the contingency

Make a general broadcast at the start of the contingency

Hazard alert at start of contingency	• ALL STATIONS, TIBA PROCEDURES APPLY IN TMA VOLUME. ACCESS TO AIRSPACE IS RESTRICTED. REFER TO NOTAM XXX (domestic or international NOTAM number as appropriate) • HIGH (low) LEVEL TRAFFIC TO THE (north, south, east, west) OF (well known location, e.g. LEC, AD, MA) WILL BE AFFECTED.

B.2.3 During contingency

Aircraft entering TRA – terminating services	• Provide a known traffic statement in contingency airspace • Advise the pilot that TIBA procedures apply on frequency – see table below • Advise pilot to contact the tower approaching the circuit area – see table below • Provide a directed release from control to mandatory broadcast frequency – see table below.
SARTIMEs	If a pilot lodges SARTIME details (irrespective of flight category) for arrival at locations within the TRA, relay the details to Sartimes.
HMI	If the aircraft will communicate with Airservices ATC on exit from the contingency airspace: • Clear the CFL • Put ‘TIBA’ in the LABEL_DATA field – to indicate aircraft has been given TIBA/TRA frequency • Do not hand-off label – the next available controller will assume jurisdiction when comms are established with the aircraft. Inhibit the FDR if all of the following apply: • The airspace will not be monitored during the contingency • The aircraft will land within, or vacate, the contingency airspace prior to resumption of normal services • The aircraft will not communicate with Airservices ATC on exit from the contingency airspace, e.g. exiting contingency airspace into military airspace

TIBA frequencies

Airspace	TIBA frequency
TMA	Adelaide: **118.2** Brisbane: **124.7** (BAC only: **123.5**) Cairns: **118.4** Canberra: **125.9** Hobart. **125.55** Launceston. **123.8** Mackay. **125.65** Melbourne: **132.0** Perth: **123.6** Rockhampton. **123.75** Sydney: **128.3**
Domestic Class G airspace	Applicable FIA frequency

Downstream frequencies

CRM to enter relevant downstream frequencies (for traffic exiting TRA):

Sector	Frequency
Tower	Adelaide: **120.5** Avalon: **120.1** Brisbane: **120.5** Cairns: **124.9** Canberra: **118.7** Essendon: **125.1** Gold Coast: **118.7** Hobart. **118.1** Launceston. **118.7** Mackay. **124.5** Melbourne: **120.5** Perth: **127.4** Rockhampton. **118.1** Sydney: **120.5**

Transmit	Make directed transmissions to aircraft that will be operating in the contingency airspace.
Suggested phraseology	
Directed transmissions	• ABC, AUTHORISED TO OPERATE WITHIN THE TEMPORARY RESTRICTED AREA DESCRIBED IN NOTAM XXX (domestic or international NOTAM number as appropriate) • AUTHORISATION TO OPERATE IN THIS TEMPORARY RESTRICTED AREA DOES NOT CONSTITUTE A CLEARANCE THROUGH R/MXXX (embedded or adjacent military restricted/operating areas) • KNOWN TRAFFIC IS …… • TIBA FREQUENCY IS …….. • KNOWN MILITARY ('DUE REGARD') (HIGH SEAS FIRING) OPERATIONS IN AREA XXX. (NOTAM XXX REFERS) • MONITOR FREQUENCY (XXX.XX) (normal ATC frequency for the affected volume) • WHEN AIRBORNE (for departures)/ON ENTRY TO TRA (for transits) CONTACT CENTRE (next unit's frequency) FOR AIRWAYS CLEARANCE • CONTACT TOWER ON (see table above) APPROACHING THE CIRCUIT AREA • FIS AVAILABLE ON (TWR frequency) • ALERTING SERVICE AVAILABLE ON (TWR frequency) • CONTROL SERVICE, TRAFFIC INFORMATION SERVICE, IDENTIFICATION [AND SARWATCH] TERMINATED. FREQUENCY CHANGE APPROVED.

Aircraft exiting contingency airspace	Pilots should establish communications with the next available ATS sector/unit on becoming airborne for departures, on entry to the contingency airspace for transiting aircraft, or contact TWR approaching the circuit area for arriving aircraft. Provide a known traffic statement and issue airways clearance.
Aircraft exiting contingency airspace- HMI	Validate operational data entered by the CRM during the contingency before using for separation purposes. When an aircraft establishes communication: • Assume jurisdiction of the aircraft • Enter the cleared CFL • Remove 'TIBA' from the LABEL_DATA field • Identify the aircraft.

B.2.4 Resumption of service

Broadcast	Broadcast on affected frequencies advising that TIBA procedures will terminate and normal services will resume.
Suggested phraseology	
Resumption of published services	TIBA PROCEDURES TERMINATED, PUBLISHED SERVICES HAVE RESUMED.

B.3 TCU

B.3.1 Pre contingency (10 minutes prior to commencement)

Broadcast	Broadcast Hazard Alerts (standard parameters apply) advising that ATS will not be available and that contingency procedures will apply.
Contingency Start/End Time (CRM to enter)	
NOTAM Number(s) (CRM to enter)	
Suggested phraseology	
Hazard alert	ALL STATIONS, ATS WILL NOT BE AVAILABLE THIS FREQUENCY (these frequencies) FROM (time). ACCESS TO CLASS A, C, D AND E AIRSPACE IS RESTRICTED. TIBA AND MANDATORY BROADCAST PROCEDURES APPLY. REFER TO NOTAM XXX (domestic or international NOTAM number as appropriate).

Terminating services	• Provide a known traffic statement in contingency airspace • Advise the pilot that TIBA procedures apply on frequency – see table below • Advise pilot to contact the tower approaching the circuit area – see table below • Provide a directed release from control to TIBA frequency – see table below.
SARTIMEs	If a pilot lodges SARTIME details (irrespective of flight category) for arrival at locations within the TRA, relay the details to Sartimes.
HMI	If the aircraft will communicate with Airservices ATC on exit from the TRA: • Clear the CFL • Put 'TIBA' in the LABEL_DATA field - to indicate aircraft has been given TIBA/TRA frequency • Do not hand-off label - the next available controller will assume jurisdiction when comms are established with the aircraft. Inhibit the FDR if all of the following apply: • The airspace will not be monitored during the contingency • The aircraft will land within, or vacate, the TRA prior to resumption of normal services • The aircraft will not communicate with Airservices ATC on exit from the TRA, e.g. exiting into Defence airspace • Display the INHI List to assist the controller resuming normal service.

TIBA frequencies

Airspace	TIBA frequency
TMA	Adelaide: **118.2** Brisbane: **124.7** (BAC only: **123.5**) Cairns: **118.4** Canberra: **125.9** Hobart. **125.55** Launceston. **123.8** Mackay. **125.65** Melbourne: **132.0** Perth: **123.6** Rockhampton. **123.75** Sydney: **128.3**
Domestic Class G airspace	Applicable FIA frequency

Downstream frequencies

CRM to enter relevant downstream frequencies (for traffic exiting contingency airspace):

Unit	Frequency
Tower	Adelaide: **120.5** Avalon: **120.1** Brisbane: **120.5** Cairns: **124.9** Canberra: **118.7** Essendon: **125.1** Gold Coast: **118.7** Hobart. **118.1** Launceston. **118.7** Mackay. **124.5** Melbourne: **120.5** Perth: **127.4** Rockhampton. **118.1** Sydney: **120.5**

At the commencement of the contingency

Make a general broadcast at the start of the contingency.

Make directed transmissions to aircraft that will be operating in the contingency airspace.

Suggested phraseology	
Hazard alert	• ALL STATIONS, TIBA AND MANDATORY BROADCAST PROCEDURES NOW APPLY ON (frequency). REFER TO NOTAM XXX (domestic or international NOTAM number as appropriate)
Directed transmissions	• ABC, AUTHORISED TO OPERATE WITHIN THE TEMPORARY RESTRICTED AREA DESCRIBED IN NOTAM XXX (domestic or international NOTAM number as appropriate) • AUTHORISATION TO OPERATE IN THIS TEMPORARY RESTRICTED AREA DOES NOT CONSTITUTE A CLEARANCE THROUGH R/MXXX (embedded or adjacent military restricted/operating areas) • KNOWN TRAFFIC IS …… • TIBA FREQUENCY IS …….. • KNOWN MILITARY ('DUE REGARD') (HIGH SEAS FIRING) OPERATIONS IN AREA XXX. (NOTAM XXX REFERS) • 15 MINUTES PRIOR TO (boundary waypoint, or approximate distance of boundary from known point along track, e.g. 230 NM AD) CONTACT CENTRE (next unit's frequency) FOR AIRWAYS CLEARANCE • CONTACT TOWER ON (see table above) APPROACHING THE CIRCUIT AREA • FIS AVAILABLE ON (TWR frequency) • ALERTING SERVICE AVAILABLE ON (TWR frequency) • CONTROL SERVICE, TRAFFIC INFORMATION SERVICE, IDENTIFICATION [AND SARWATCH] TERMINATED. FREQUENCY CHANGE APPROVED.

B.3.2 Resumption of service

Review INHI list	Review INHI list for aircraft operating within the TRA. This is particularly important if resuming normal services earlier than originally planned.

Coordination	• Coordinate with the CRM for resumption of traffic processing to and from the contingency airspace
	• Coordinate with abutting sectors:
	  • Advise that TIBA procedures are terminated
	  • Accept/provide any outstanding coordination.

Data validity	Validate operational data entered by the CRM during the contingency before using for separation purposes.
Individual aircraft	Contact each aircraft, issue a final traffic statement (if necessary), establish ATC separation, and issue/confirm onwards clearance.
Cessation of contingency – HMI	As communication is established with each aircraft: • assume jurisdiction of the track: • enter the cleared CFL • remove the 'TIBA' • identify the aircraft.
Broadcast	Broadcast on affected frequencies advising that TIBA procedures will terminate and normal services will resume.
Suggested phraseology	
Resumption of published services	TIBA PROCEDURES TERMINATED, PUBLISHED SERVICES HAVE RESUMED.

B.4 Tower

- **Stop** all departures into TRA
- **Deny** all requests for airways clearance into TRA
- **Notify** all affected aircraft
- **Coordinate** with the CRM for resumption of traffic processing to and from the TRA.

Note: Receipt of access authorisation does not imply the availability of an approval to enter a TRA without delay, traffic management (initiated by the CRM) may be required to regulate demand vs capacity of the TRA.

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B.4.1 Pre contingency (10 minutes prior to commencement)

Broadcast	Broadcast Hazard Alerts (standard parameters apply) advising that ATS will not be available and that contingency procedures will apply.
Contingency Start/End Time (CRM to enter)	
NOTAM Number(s) (CRM to enter)	
Suggested phraseology	
Hazard alert	ALL STATIONS, APPROACH CONTROL SERVICES WILL NOT BE AVAILABLE FROM (time). ACCESS TO AIRSPACE WILL BE RESTRICTED. TIBA PROCEDURES WILL APPLY ON (frequency). [REFER TO NOTAM XXX/XX]

ATIS	Update ATIS with relevant operational information and include: 'FROM (time) APPROACH CONTROL SERVICES ON (frequencies or ALL FREQUENCIES) WILL NOT BE AVAILABLE. ACCESS TO AIRSPACE IS RESTRICTED. TRAFFIC INFORMATION BROADCAST BY AIRCRAFT PROCEDURES WILL APPLY ON (frequency). CONTACT (telephone number) FOR PILOT BRIEFING. [REFER NOTAM XXX/XX]'.
Notification	Notify: • Airport operator • UTS • ARFFS.

At the commencement of the contingency

Make a general broadcast at the start of the contingency.

Make directed transmissions to aircraft that will be operating in the contingency airspace.

Suggested phraseology	
Hazard alert at start of contingency	ALL STATIONS, APPROACH CONTROL SERVICES ARE NOT AVAILABLE. ACCESS TO AIRSPACE IS RESTRICTED. TRAFFIC INFO BROADCAST BY AIRCRAFT PROCEDURES APPLY ON (frequency). [REFER TO NOTAM XXX/XX]
Directed transmissions	• ABC, AUTHORISED TO OPERATE WITHIN THE TEMPORARY RESTRICTED AREA DESCRIBED IN NOTAM XXX (domestic or international NOTAM number as appropriate) • AUTHORISATION TO OPERATE IN THIS TEMPORARY RESTRICTED AREA DOES NOT CONSTITUTE A CLEARANCE THROUGH R/MXXX (embedded or adjacent military restricted/operating areas) • KNOWN TRAFFIC IS …… • TIBA FREQUENCY IS …….. • KNOWN MILITARY ('DUE REGARD') (HIGH SEAS FIRING) OPERATIONS IN AREA XXX. (NOTAM XXX REFERS) • 15 MINUTES PRIOR TO (boundary waypoint, or approximate distance of boundary from known point along track, e.g. 230 NM AD) CONTACT CENTRE (next unit's frequency) FOR AIRWAYS CLEARANCE • FIS MAY BE AVAILABLE ON ADJACENT SECTOR FREQUENCIES OR HF • CONTROL SERVICE, TRAFFIC INFORMATION SERVICE [AND SARWATCH] TERMINATED. FREQUENCY CHANGE APPROVED.

B.4.2 During contingency

Arrivals - exiting from TRA	• Provide a known traffic statement and continue providing aerodrome control on the manoeuvring area. • Validate operational data entered by the CRM during the contingency before using for separation purposes.

Departing aircraft - terminating services	• Provide a known traffic statement prior to take-off • Advise the pilot that TIBA procedures apply on frequency – see table below • Provide a directed release from control to TIBA frequency – see 'Directed transmissions' phraseology.
HMI	If the aircraft will communicate with Airservices ATS on exit from the contingency airspace: • Ensure CFL field is empty • Do not assume jurisdiction. The next available controller will assume jurisdiction when comms are established with the aircraft.
TIBA frequencies	**Airspace** / **TIBA frequency** TMA: Adelaide: **118.2**; Brisbane: **124.7**; (BAC only: **123.5**); Cairns: **118.4**; Canberra: **125.9**; Hobart. **125.55**; Launceston. **123.8**; Mackay. **125.65**; Melbourne: **132.0**; Perth: **123.6**; Rockhampton. **123.75**; Sydney: **128.3** Domestic Class G airspace: Applicable FIA frequency
Downstream frequencies	CRM to enter relevant downstream frequencies (for traffic exiting contingency airspace): **Unit** / **Frequency**
ATIS	Update ATIS with relevant operational information and include: 'APPROACH CONTROL SERVICES ON (frequencies or ALL FREQUENCIES) ARE NOT AVAILABLE. ACCESS TO AIRSPACE IS RESTRICTED. TRAFFIC INFO BROADCAST BY AIRCRAFT PROCEDURES APPLY ON (frequency). CONTACT (telephone number) FOR PILOT BRIEFING. [REFER NOTAM XXX/XX]'.

B.4.3 Resumption of service

ATIS	When service resumption time is known, update ATIS with relevant operational information and include: 'APPROACH CONTROL SERVICES ON (frequencies or ALL FREQUENCIES) ARE NOT AVAILABLE. ACCESS TO AIRSPACE IS RESTRICTED. TRAFFIC INFO BROADCAST BY AIRCRAFT PROCEDURES APPLY ON (frequency). CONTACT (telephone number) FOR PILOT BRIEFING. [REFER NOTAM XXX/XX]'. FROM (time) APPROACH CONTROL SERVICES ON (frequencies) WILL BE AVAILABLE. At the service resumption time update ATIS with relevant operational information.
Broadcast	Broadcast to advise that TIBA procedures will terminate and normal services will resume.
Suggested phraseology	
Resumption of published services	TIBA PROCEDURES TERMINATED, PUBLISHED SERVICES HAVE RESUMED.

B.5 Military

- Air Traffic Services provided by [location] TCU are not available from [time] UTC due to operational restrictions
- NOTAM [number] applies
- Contingency maps can be viewed at: https://www.airservicesaustralia.com/notammaps/index.asp
- It is anticipated that normal services will resume at [time] UTC
- Please contact [name, position] on [number] if you require further information or clarification.

B.5.1 Pre contingency (10 minutes prior to commencement)

Suggested phraseology	
Contingency Start/End Time (CRM to enter)	
NOTAM Number(s) (CRM to enter)	
Hazard alert	ALL STATIONS, ATS NORMALLY PROVIDED BY (TCU callsign) WILL NOT BE AVAILABLE FROM (time). ACCESS TO CLASS (A, C, D, E) AIRSPACE IS RESTRICTED. TIBA PROCEDURES APPLY. REFER TO NOTAM (number).

At the commencement of the contingency

Make a general broadcast at the start of the contingency.

Hazard alert at start of contingency	ALL STATIONS, TIBA PROCEDURES NOW APPLY IN (TCU callsign) AIRSPACE. ACCESS IS RESTRICTED. REFER TO NOTAM (number). FIS MAY BE AVAILABLE ON ADJACENT SECTOR FREQUENCIES OR HF

B.5.2 During contingency

Procedures for aircraft	
Entering TRA	• Class A, C, D and E airspace over Australian territory is a Temporary Restricted Area. Climb and descent is at pilot discretion • TIBA procedures apply within contingency airspace • Pilots are responsible for terrain and collision avoidance within contingency airspace • Authorisation to operate in the TRA does not constitute a clearance through embedded or adjacent military restricted or operating areas
Exiting TRA	Pilots should establish communications with the next available ATS sector/unit 15 minutes prior to exiting TRA or in the case of a transit of less than 15 minutes, as soon as possible prior to the boundary for airways clearance

<table>
<tr><td>TIBA frequencies</td><td>
<table>
<tr><th>Airspace</th><th>TIBA frequency</th></tr>
<tr><td>TMA</td><td>Adelaide: 118.2
Brisbane: 124.7
(BAC only: 123.5)
Cairns: 118.4
Canberra: 125.9
Hobart. 125.55
Launceston. 123.8
Mackay. 125.65
Melbourne: 132.0
Perth: 123.6
Rockhampton. 123.75
Sydney: 128.3</td></tr>
<tr><td>Class G airspace</td><td>Applicable FIA frequency</td></tr>
</table>
</td></tr>
<tr><td>Downstream frequencies</td><td>CRM to enter relevant downstream frequencies (for traffic exiting TRA):
<table>
<tr><th>Unit</th><th>Frequency</th></tr>
<tr><td>Tower</td><td>Adelaide: 120.5
Avalon: 120.1
Brisbane: 120.5
Cairns: 124.9
Canberra: 118.7
Essendon: 125.1
Gold Coast: 118.7
Hobart. 118.1
Launceston. 118.7
Mackay. 124.5
Melbourne: 120.5
Perth: 127.4
Rockhampton. 118.1
Sydney: 120.5</td></tr>
<tr><td></td><td></td></tr>
<tr><td></td><td></td></tr>
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</td></tr>
</table>

Suggested phraseologies	
Terminating services (as applicable)	• CONTROL SERVICE, TRAFFIC INFORMATION SERVICE, IDENTIFICATION [AND SARWATCH] TERMINATED. FREQUENCY CHANGE APPROVED
Traffic statement, TIBA frequency,	• (callsign) AUTHORISED TO OPERATE WITHIN THE TEMPORARY RESTRICTED AREA AS DESCRIBED IN NOTAM (number)

contact instructions (as applicable)	• AUTHORISATION TO OPERATE WITHIN THE TRA DOES NOT CONSTITUTE A CLEARANCE THROUGH R/Mxxx • KNOWN TRAFFIC IS …… • TIBA FREQUENCY IS …… • KNOWN MILITARY ('DUE REGARD') (HIGH SEAS FIRING) OPERATIONS IN AREA XXX (NOTAM XXX REFERS) • 15 MINUTES PRIOR TO (boundary waypoint, or approximate distance of boundary from known point along track, e.g. 230 NM AD) CONTACT CENTRE ON (frequency) FOR AIRWAYS CLEARANCE • CONTACT TOWER ON (see table above) APPROACHING THE CIRCUIT AREA.

B.5.3 Resumption of service

Suggested phraseology	
Resumption of published services	TIBA PROCEDURES TERMINATED, PUBLISHED SERVICES HAVE RESUMED.

B.6 Pilot/operator

B.6.1 Airspace

- Air Traffic Services are not available within [location] TMA. A contingency map may be available at https://www.airservicesaustralia.com/notammaps/index.asp
- Class A, C, D and E airspace over Australian territory (within 12NM from the main coastline) is a Temporary Restricted Area (TRA). NOTAM [number] applies. TIBA and mandatory broadcast procedures apply within the entire contingency airspace.
- Although controlled airspace beyond 12NM from the main coastline is not restricted, TIBA procedures apply and access authorisation will be provided for the entire contingent airspace prior to the TCU boundary.
- For an aircraft transiting TCU subject to contingency where their route may take them out/in of Australian territory one or more times – a single access authorisation provides transit authority through the entire affected volume.
- A landing, departure or transit time is required for entry to the contingency airspace.

B.6.2 Service availability

- Control service, Traffic Information Service and Surveillance are not available. Separation will not be provided.
- SARWATCH available at the controlled aerodrome only, held by TWR.
- Tower will provide aerodrome and ground control services on the manoeuvring area only
- FIS available from Tower and may be available from adjacent ATS units, or on HF
- TIBA procedures are the primary means for pilots to develop and maintain situational awareness regarding other flights operating within TRA and Class G airspace
- ACAS and transponder equipment must be selected on at all times
- Navigation and anti-collision lights must be displayed at all times.

B.6.3 Pilot responsibility

The pilot-in-command has sole responsibility for terrain and collision avoidance while operating within the contingency airspace. Carefully review the contingency NOTAM to confirm operating requirements.

B.6.4 ATC clearances

- Where authorised to operate in the TRA, submit a flight plan in accordance with flight planning requirements specified in AIP

Note: Receipt of access authorisation does not imply the availability of a clearance to enter a TRA without delay, traffic management (initiated by the CRM) may be required to regulate demand vs capacity of the TRA.

- IFR aircraft receiving a Class G service will require authorisation to enter the TRA. IFR aircraft planning to enter the TRA from Class G airspace must obtain authorisation through pre-flight briefing
- VFR aircraft require authorisation to enter the Class E volumes of the TRA
- A current airways clearance authorises access to the TRA but the terms of a clearance previously issued to an aircraft do not apply to the portion of flight within the TRA
- Authorisation to operate in the contingency airspace does not constitute a clearance through embedded or adjacent military Restricted Areas
- Where an airways clearance has not been issued before departure, the pilot-in-command is responsible for contacting the relevant ATC sector for clearance - frequency management details and access arrangements will be determined during the pre-flight briefing
- Where applicable, ATC may issue inbound aircraft a STAR. In contingency airspace, tracking is at pilot discretion.

B.6.5 Frequency management

- Include frequency management arrangements and clearance issue with the pre-departure briefing
- Pilots transiting the TMA should establish communications with the next available ATS sector or unit 15 minutes prior to exiting the TMA
- Where this is not possible (e.g. short transit, departure close to the boundary, etc.) pilots should establish communications and request clearance as early as possible.

Appendix C Briefings – TCU available, TWR not available

These briefings are designed for a complete loss of service to a Tower while TCU maintains service within the associated airspace.

Print and distribute briefings to the following areas. Downstream frequencies for exiting the contingency airspace will need to be added to each briefing. Include a copy of any NOTAM issued.

C.1 CRM

Chapter 3 of this plan details CRM responsibilities and procedures during a contingency. The primary function of the CRM is to manage the location specific disruption response and:

- ensure appropriate briefings have been completed
- initiate action to limit the impact of the disruption on the ATS network
- evaluate the situation and escalate the response, if required.

The CRM may utilise the NOMC/SM/SYSM/SS/ATMD in undertaking the above responsibilities.

C.1.1 CRM duty of care

A CRM must not perform an air traffic control function unless that person holds the required licence, rating and endorsement and satisfies the recency and currency requirements for the place or airspace where the function is to be carried out.

However, if a CRM becomes aware of a situation in a contingency environment which would lead to a reasonable conclusion that an unsafe situation exists, or may occur, that person may be able to take appropriate action to address that risk.

In this context, the reasonableness of any action will depend on the circumstances and be driven by professional judgement including the likelihood of the risk manifesting, the potential severity of the outcome and what a reasonable person with the same skills and experience may do in the same situation.

C.1.2 Checklist

Once you have reviewed Chapter 3 of this plan, complete the checklist tasks below.

Section	Ref	Item	Done
Pre contingency	C.1.3	Ensure briefings completed	☐
During contingency	C.1.4	Manage traffic	☐
Post contingency	C.1.5	Maintain logs	☐
	C.1.6	Resume ATS	☐
	C.1.7	Complete reports	☐

C.1.3 Ensure briefings completed

This checklist is provided as a general reference. Some briefings may have already been distributed by the ATMD.

CRM must also receive a briefing on the contingency airspace and any traffic management plans already in place from the ATMD and outgoing ATC(s).

Ensure that ATMD has passed details of aircraft that were issued access authorisation to the airspace prior to commencement of the contingency.

Notification to:	✓
ATMD	
Responsible line leader	
UTS	
JRCC Australia	
HQJOC	
Airport Operations Centre	
Airline Operations (through NOMC)	
Towers involved in start clearances	
Adjacent domestic civil ATS units	
Adjacent and embedded military ATS units	
HF	
TOC	

C.1.4 Manage traffic

Refer to 3.1 Manage traffic

C.1.5 Maintain logs

Maintain an Activity Log (ATS-FORM-0061) recording any significant decisions or changes to the situation as the contingency progresses.

Maintain an Aircraft Tracking Form (ATS-FORM-0062) listing aircraft affected by the activation of the contingency.

The NOMC can populate a Collaborative Information Display (CID) with the affected aircraft as a cross check on request.

C.1.6 Resume ATS

When it is determined that ATS can be re-established:

- establish the sequence and timing of service restoration
- coordinate with the ATMD and NOMC
- check and confirm the readiness of all staff, facilities and equipment
- handover to incoming ATC(s) who will coordinate and confirm arrangements with adjacent units

C.1.7 Complete reports

The CRM must complete and submit a Post Activation Review Report (C-TEMP0116) (PAR) to the relevant DO, and attach it to the relevant CIRRIS occurrence report. A PAR is not required where:

- The contingency was a result of staff availability only, and
- The debrief did not identify any significant issues.

The DO will review the report and forward to:

- ANSOSM@airservicesaustralia.com; and
- resilience@airservicesaustralia.com

Note: On review of the relevant CIRRIS occurrence report, ATM Standards may direct a PAR be completed for any activation of this plan.

C.2 Sectors

Pilots are responsible for collision avoidance on the manoeuvring area.

C.2.1 Pre contingency (10 minutes prior to commencement)

Broadcast	Broadcast Hazard Alerts (standard parameters apply) advising that ATS will not be available and that contingency procedures will apply.
Contingency Start/End Time (CRM to enter)	
NOTAM Number(s) (CRM to enter)	
Suggested phraseology	
Hazard alert	ALL STATIONS, ATS PROVIDED BY (callsign) TOWER WILL NOT BE AVAILABLE FROM (time). MANDATORY BROADCAST PROCEDURES APPLY. REFER TO NOTAM XXX (domestic or international NOTAM number as appropriate).

C.2.2 During contingency

Coordinate with the TCU for holding inbound traffic.

Landing times for the affected aerodrome will be advised.

C.3 TCU

- **Continue** to provide an APP/DEP service within CTA and CTR
- **Process** departures already airborne or issued with departure instructions
- **Notify** all affected aircraft
- **Do not permit** any further arrivals or departures until advice is received from the CRM regarding the Traffic Management Plan.

TCU treats the aerodrome like a HLS situated within the lateral confines of a control zone (e.g. ‘report ready to become airborne’, then issue departure instructions with a ‘report airborne’ or inbound, ‘cleared (type of instrument or visual approach), report on the ground/runway vacated’).

Pilots make mandatory broadcasts on a single nominated tower (ADC) frequency in lieu of ATC separation on the manoeuvring area.

C.3.1 Controller duty of care

A controller must not perform an air traffic control function unless that person holds the required licence, rating and endorsement and satisfies the recency and currency requirements for the place or airspace where the function is to be carried out.

However, if a controller becomes aware of a situation in a contingency environment which would lead to a reasonable conclusion that an unsafe situation exists, or may occur, that person may be able to take appropriate action to address that risk.

In this context, the reasonableness of any action will depend greatly on the circumstances and be driven by professional judgement including the likelihood of the risk manifesting, the potential severity of the outcome and what a reasonable person with the same skills and experience may do in the same situation.

C.3.2 Pre contingency (10 minutes prior to commencement)

Broadcast	Broadcast Hazard Alerts (standard parameters apply) advising that ATS will not be available and that contingency procedures will apply.
Contingency Start/End Time (CRM to enter)	
NOTAM Number(s) (CRM to enter)	
Suggested phraseology	
Hazard alert	ALL STATIONS, ATS NORMALLY PROVIDED BY (callsign) TOWER ON (frequency) WILL NOT BE AVAILABLE FROM (time). MANDATORY BROADCAST PROCEDURES WILL APPLY. REFER TO NOTAM XXX (domestic or international NOTAM number as appropriate).

At the commencement of the contingency

Make a general broadcast at the start of the contingency.

Hazard alert at start of contingency	ALL STATIONS, MANDATORY BROADCAST PROCEDURES APPLY AT (callsign) AERODROME. REFER TO NOTAM XXX (domestic or international NOTAM number as appropriate)

C.3.3 During contingency

Terminating control services	• Advise the pilot that mandatory broadcast procedures apply on tower frequency – see table below • Issue final known traffic statement • Provide a directed release from control to mandatory broadcast frequency. • Advise pilot to contact Approach on (frequency) after landing.
Mandatory Broadcast frequency	**Area of Responsibility** / **Frequency** Tower / Adelaide: **120.5** Brisbane: **120.5** Cairns: **124.9** Canberra: **118.7** Gold Coast: **118.7** Hobart. **118.1** Launceston. **118.7** Mackay. **124.5** Melbourne: **120.5** Perth: **127.4** Rockhampton. **118.1** Sydney: **120.5**

Transmit	Make directed transmissions to aircraft that will be operating in the contingency airspace.
Suggested phraseology	
Directed transmissions	• ABC, KNOWN TRAFFIC IS …… • MANDATORY BROADCAST FREQUENCY IS …….. • FIS MAY BE AVAILABLE ON APP • CONTROL SERVICE, TRAFFIC INFORMATION SERVICE, IDENTIFICATION AND SARWATCH TERMINATED. FREQUENCY CHANGE APPROVED.

C.3.4 Resumption of service

Coordination	Coordinate with tower: • Advise inbound sequence and outstanding issues • Resumption of service time Advise adjacent sectors and other towers.
Broadcast	Broadcast to advise that mandatory broadcast procedures will terminate and normal services will resume.
Suggested phraseology	
Resumption of published services	MANDATORY BROADCAST PROCEDURES TERMINATED, PUBLISHED SERVICES HAVE RESUMED.

C.4 Tower

- **Stop** all departures
- **Deny** all requests for airways clearance
- **Notify** all affected aircraft.

Pilots make mandatory broadcasts on a single nominated tower (ADC) frequency in lieu of ATC separation on the manoeuvring area.

C.4.1 Pre contingency (10 minutes prior to commencement)

Broadcast	Broadcast Hazard Alerts (standard parameters apply) advising that ATS will not be available and that alternate procedures will apply.
Contingency Start/End Time (CRM to enter)	
NOTAM Number(s) (CRM to enter)	
Suggested phraseology	
Hazard alert	ALL STATIONS, AERODROME CONTROL SERVICES WILL NOT BE AVAILABLE FROM (time). MANDATORY BROADCAST PROCEDURES WILL APPLY ON (frequency). [REFER TO NOTAM XXX/XX].
ATIS	Update ATIS with relevant operational information and include: 'FROM (time) AERODROME CONTROL SERVICES ON (frequencies or ALL FREQUENCIES) WILL NOT BE AVAILABLE. MANDATORY BROADCAST PROCEDURES WILL APPLY. CONTACT (telephone number) FOR PILOT BRIEFING. [REFER TO NOTAM XXX/XX]'
Notification	Notify: • Airport operator • UTS • ARFFS.

At the commencement of the contingency

Broadcast a hazard alert at the start of the contingency.

Make directed transmissions to aircraft that will be departing the aerodrome during contingency.

Suggested phraseology	
Hazard alert at start of contingency	AERODROME CONTROL SERVICES ON (frequencies or ALL FREQUENCIES) ARE NOT AVAILABLE. MANDATORY BROADCAST PROCEDURES APPLY ON (frequency). CONTACT (frequency) FOR AIRWAYS CLEARANCE. [REFER TO NOTAM XXX/XX]
Directed transmissions	• ABC, KNOWN TRAFFIC IS …… • MANDATORY BROADCAST FREQUENCY IS …….. • CONTACT APPROACH ON (frequency) FOR AIRWAYS CLEARANCE • CONTROL SERVICE, TRAFFIC INFORMATION SERVICE, AND SARWATCH TERMINATED. FREQUENCY CHANGE APPROVED.

ATIS	Update ATIS to information Zulu and include: 'AERODROME CONTROL SERVICES ON (frequencies or ALL FREQUENCIES) ARE NOT AVAILABLE. MANDATORY BROADCAST PROCEDURES APPLY ON THE MANOEUVRING AREA ON (frequency). CONTACT (telephone number) FOR PILOT BRIEFING AND (frequency) FOR AIRWAYS CLEARANCE. [REFER TO NOTAM XXX/XX]. PRIOR TO ENTERING THE RUNWAY FOR DEPARTURE, PILOTS MUST REPORT READY ON (frequency) AND OBTAIN DEPARTURE INSTRUCTIONS.
Aerodrome	• Turn off all stop bars (where fitted) • Turn on aerodrome lighting (excluding stop bars) to appropriate settings • Combine frequencies • Ensure one INTAS console is open

C.4.2 During contingency

Mandatory Broadcast frequency

Area of Responsibility	Frequency
Tower	Adelaide: **120.5** Brisbane: **120.5** Cairns: **124.9** Canberra: **118.7** Gold Coast: **118.7** Hobart. **118.1** Launceston. **118.7** Mackay. **124.5** Melbourne: **120.5** Perth: **127.4** Rockhampton. **118.1** Sydney: **120.5**

Approach frequencies

CRM to enter relevant frequencies for departing traffic:

Position	Frequency

C.4.3 Resumption of service

Coordinate	• Coordinate resumption of service time with CRM • Obtain traffic statement and outstanding actions from TCU.
Notify	Airport operator
ATIS	If able, when resumption time is known update ATIS Z with relevant information and include: 'AERODROME CONTROL SERVICES ON (frequencies or ALL FREQUENCIES) ARE NOT AVAILABLE. MANDATORY BROADCAST PROCEDURES APPLY ON THE MANOEUVRING AREA ON (frequency). FROM (time) AERODROME CONTROL SERVICES WILL BE AVAILABLE. CONTACT (telephone number) FOR PILOT BRIEFING AND (frequency) FOR AIRWAYS CLEARANCE. [REFER TO NOTAM XXX/XX]. PRIOR TO ENTERING THE RUNWAY FOR DEPARTURE, PILOTS MUST REPORT READY ON (frequency) AND OBTAIN DEPARTURE INSTRUCTIONS. At the service resumption time update ATIS with relevant operational information.
Aerodrome	When appropriate after service resumption: • Activate stop bars (where fitted) • Adjust aerodrome lighting to appropriate settings
Broadcast	Broadcast to advise that mandatory broadcast procedures will terminate and normal services will resume.
Suggested phraseology	
Resumption of published services	MANDATORY BROADCAST PROCEDURES TERMINATED, PUBLISHED SERVICES HAVE RESUMED.

C.5 Pilot/operator

C.5.1 Aerodrome status

- Air Traffic Services are not available at [location] aerodrome
- Mandatory broadcast procedures apply on [frequency] as detailed in AIP
- Landing and departure times are required for operations at [location] aerodrome.

C.5.2 Service availability

- Aerodrome Control and Surface Movement Control services are not available
- Clearance delivery is available on [TCU frequency]
- FIS may be available from [location] TCU or HF.

C.5.3 Pilot responsibility

- Mandatory broadcast procedures are the primary means for pilots to develop and maintain situational awareness regarding other traffic operating on the aerodrome
- The pilot-in-command has sole responsibility for collision avoidance while operating on the aerodrome.

C.5.4 ATC clearances

Refer to NOTAM [number] for guidance.

C.5.5 Frequency management

Include frequency management arrangements and clearance issue with the pre-departure briefing.

Appendix D Briefings – TCU and TWR not available

These briefings are designed for a complete loss of service to a TCU and Tower resulting in declaration of TRA over the associated airspace.

Print and distribute briefings to the following areas. Downstream frequencies for exiting the contingency airspace will need to be added to each briefing. Include a copy of any NOTAM issued.

Index	

D.1 CRM

Chapter 3 of this plan details CRM responsibilities and procedures during a contingency. The primary function of the CRM is to manage the location specific disruption response and:

- ensure appropriate briefings have been completed. Some briefings may have already been distributed by the ATMD.
- initiate action to limit the impact of the disruption on the ATS network
- evaluate the situation and escalate the response, if required.

The CRM may utilise the NOMC/SM/SYSM/SS/ATMD in undertaking the above responsibilities.

D.2 CRM duty of care

A CRM must not perform an air traffic control function unless that person holds the required licence, rating and endorsement and satisfies the recency and currency requirements for the place or airspace where the function is to be carried out.

However, if a CRM becomes aware of a situation in a contingency environment which would lead to a reasonable conclusion that an unsafe situation exists, or may occur, that person may be able to take appropriate action to address that risk.

In this context, the reasonableness of any action will depend on the circumstances and be driven by professional judgement including the likelihood of the risk manifesting, the potential severity of the outcome and what a reasonable person with the same skills and experience may do in the same situation.

D.2.1 Checklist

Once you have reviewed Chapter 3 of this plan, complete the checklist tasks below.

Section	Ref	Item	Done
Pre contingency	D.2.2	Ensure briefings completed	☐
During contingency	D.2.3	Manage traffic	☐
Post contingency	D.2.4	Maintain logs	☐
	D.2.5	Resume ATS	☐
	D.2.6	Complete reports	☐

D.2.2 Ensure briefings completed

This checklist is provided as a general reference. Some briefings may have already been distributed by the ATMD.

CRM must also receive a briefing on the contingency airspace and any traffic management plans already in place from the ATMD and outgoing ATC(s).

Ensure that ATMD has passed details of aircraft that were issued access authorisation to the airspace prior to commencement of the contingency.

Notification to:	✓
ATMD	
Responsible line leader	
UTS	
JRCC Australia	
HQJOC	
Airport Operations Centre	
Airline Operations (through NOMC)	
Towers involved in start clearances	
Adjacent domestic civil ATS units	
Adjacent and embedded military ATS units	
HF	
TOC	

D.2.3 Manage traffic

Refer to 3.1 Manage traffic

D.2.4 Maintain logs

Maintain an Activity Log (ATS-FORM-0061) recording any significant decisions or changes to the situation as the contingency progresses.

Maintain an Aircraft Tracking Form (ATS-FORM-0062) listing aircraft affected by the activation of TRA/TIBA airspace.

The NOMC can populate a Collaborative Information Display (CID) with the affected aircraft as a cross check on request.

D.2.5 Resume ATS

When it is determined that ATS can be re-established:

- establish the sequence and timing of service restoration
- coordinate with the ATMD and NOMC
- check and confirm the readiness of all staff, facilities and equipment
- handover to incoming ATC(s) who will coordinate and confirm arrangements with adjacent units.

D.2.6 Complete reports

The CRM must complete and submit a Post Activation Review Report (C-TEMP0116) (PAR) to the relevant DO/DAO, and attach it to the relevant CIRRIS occurrence report. A PAR is not required where:

- The contingency was a result of staff availability only, and
- The debrief did not identify any significant issues.

The DO/DAO will review the report and forward to:

- ANSOSM@airservicesaustralia.com; and
- resilience@airservicesaustralia.com

Note: On review of the relevant CIRRIS occurrence report, ATM Standards may direct a PAR be completed for any activation of this plan.

D.3 Adjacent sectors

- Airspace over Australian territory normally controlled by TCU or Tower will be a Temporary Restricted Area
- Pilots are responsible for collision avoidance on the manoeuvring area
- The CRM will advise provide authorisation for aircraft to enter the TRA prior to the TCU boundary, regardless of whether that boundary is within or beyond Australian territory. Receipt of access authorisation does not imply the availability of a clearance to enter a TRA without delay, traffic management (initiated by the CRM) may be required to regulate traffic flow through the TRA.
- The terms of an airways clearance previously issued to an aircraft do not apply to that portion of flight within contingency airspace. Where a STAR is normally issued, ATC should continue to issue the STAR, but in contingency airspace STAR tracking is advisory only - the decision to continue via the STAR is at pilot discretion.
- Operational Control (the exercise of authority over the initiation, continuation, diversion or termination of a flight) rests with the pilot in command and/or the operator
- Pilots are responsible for terrain and collision avoidance within the contingency airspace
- Climb and descent in the contingency airspace is at pilot discretion.

D.3.1 Controller duty of care

A controller must not perform an air traffic control function unless that person holds the required licence, rating and endorsement and satisfies the recency and currency requirements for the place or airspace where the function is to be carried out.

However, if a controller becomes aware of a situation in a contingency environment which would lead to a reasonable conclusion that an unsafe situation exists, or may occur, that person may be able to take appropriate action to address that risk.

In this context, the reasonableness of any action will depend greatly on the circumstances and be driven by professional judgement including the likelihood of the risk manifesting, the potential severity of the outcome and what a reasonable person with the same skills and experience may do in the same situation.

D.3.2 Pre contingency (10 minutes prior to commencement)

Broadcast	Broadcast Hazard Alerts (standard parameters apply) advising that ATS will not be available and that contingency procedures will apply.
Contingency Start/End Time (CRM to enter)	
NOTAM Number(s) (CRM to enter)	
Suggested phraseology	
Hazard alert	ALL STATIONS, ATS NORMALLY PROVIDED BY (TCU callsign) AND (tower callsign) WILL NOT BE AVAILABLE FROM (time). ACCESS TO CLASS A AND C AIRSPACE IS RESTRICTED. TIBA AND MANDATORY BROADCAST PROCEDURES APPLY. REFER TO NOTAM XXX (domestic or international NOTAM number as appropriate).

At the commencement of the contingency

Make a general broadcast at the start of the contingency.

Hazard alert at start of contingency	ALL STATIONS, TIBA AND MANDATORY BROADCAST PROCEDURES APPLY IN TMA VOLUME. ACCESS TO AIRSPACE IS RESTRICTED. (Tower callsign) AERODROME CONTROL SERVICE NOT AVAILABLE. REFER TO NOTAM XXX (domestic or international NOTAM number as appropriate)

D.3.3 During contingency

Aircraft entering TRA - terminating services	• Provide a known traffic statement in contingency airspace • Advise the pilot that TIBA and mandatory broadcast procedures apply on frequency – see table below • Provide a directed release from control to mandatory broadcast frequency – see table below.
SARTIMEs	If a pilot lodges SARTIME details (irrespective of flight category) for arrival at locations within the TRA, relay the details to Sartimes.
HMI	If the aircraft will communicate with Airservices ATC on exit from the contingency airspace: • Clear the CFL • Put 'TIBA' in the LABEL_DATA field - to indicate aircraft has been given TIBA/TRA frequency • Do not hand-off label - the next available controller will assume jurisdiction when comms are established with the aircraft. Inhibit the FDR if all of the following apply: • The airspace will not be monitored during the contingency • The aircraft will land within, or vacate, the contingency airspace prior to resumption of normal services • The aircraft will not communicate with Airservices ATC on exit from the contingency airspace, e.g. exiting contingency airspace into military airspace

TIBA frequencies

Airspace	TIBA frequency
TMA	Adelaide: **118.2** Brisbane: **124.7** (BAC Only: **123.5**) Cairns: **118.4** Canberra: **125.9** Hobart. **125.55** Launceston. **123.8** Mackay. **125.65** Melbourne: **132.0** Perth: **123.6** Rockhampton. **123.75** Sydney: **128.3**
Class G airspace	Applicable FIA frequency

Mandatory Broadcast frequency

Area of Responsibility	Frequency
Tower	Adelaide: **120.5** Brisbane: **120.5** Cairns: **124.9** Canberra: **118.7** Gold Coast: **118.7** Hobart. **118.1** Launceston. **118.7** Mackay. **124.5** Melbourne: **120.5** Perth: **127.4** Rockhampton. **118.1** Sydney: **120.5**

Downstream frequencies

CRM to enter relevant downstream frequencies (for traffic exiting TRA):

Sector	Frequency

Transmit	Make directed transmissions to aircraft that will be operating in the contingency airspace.
Suggested phraseology	
Directed transmissions	• ABC, AUTHORISED TO OPERATE WITHIN THE TEMPORARY RESTRICTED AREA DESCRIBED IN NOTAM XXX (domestic or international NOTAM number as appropriate) • AUTHORISATION TO OPERATE IN THIS TEMPORARY RESTRICTED AREA DOES NOT CONSTITUTE A CLEARANCE THROUGH R/MXXX (embedded or adjacent military restricted/operating areas) • KNOWN TRAFFIC IS …… • KNOWN MILITARY ('DUE REGARD') (HIGH SEAS FIRING) OPERATIONS IN AREA XXX. (NOTAM XXX REFERS) • MANDATORY BROADCAST FREQUENCY IS …….. • LIMITED FIS MAY BE AVAILABLE ON (sector VHF or HF) • CONTROL SERVICE, TRAFFIC INFORMATION SERVICE, IDENTIFICATION AND SARWATCH TERMINATED. FREQUENCY CHANGE APPROVED.

Aircraft exiting contingency airspace	Pilots should establish communications with the next available ATS sector/unit on becoming airborne for departures, on entry to the contingency airspace for transiting aircraft. Provide a known traffic statement and issue airways clearance.
Aircraft exiting contingency airspace– HMI	Validate operational data entered by the CRM during the contingency before using for separation purposes. When an aircraft establishes communication: • Assume jurisdiction of the aircraft • Enter the cleared CFL • Remove 'TIBA' from the LABEL_DATA field • Identify the aircraft.

D.3.4 Resumption of service

Broadcast	Broadcast on affected frequencies advising that TIBA procedures will terminate and normal services will resume.
Suggested phraseology	
Resumption of published services	TIBA AND MANDATORY BROADCAST PROCEDURES TERMINATED, PUBLISHED SERVICES HAVE RESUMED.

D.4 TCU

D.4.1 Pre contingency (10 minutes prior to commencement)

Broadcast	Broadcast Hazard Alerts (standard parameters apply) advising that ATS will not be available and that contingency procedures will apply.
Contingency Start/End Time (CRM to enter)	
NOTAM Number(s) (CRM to enter)	
Suggested phraseology	
Hazard alert	ALL STATIONS, ATS NORMALLY PROVIDED BY (TCU callsign) AND (tower callsign) WILL NOT BE AVAILABLE FROM (time). ACCESS TO CLASS A AND C AIRSPACE IS RESTRICTED. TIBA AND MANDATORY BROADCAST PROCEDURES APPLY. REFER TO NOTAM XXX (domestic or international NOTAM number as appropriate).

At the commencement of the contingency

Make a general broadcast at the start of the contingency
Make directed transmissions to aircraft that will be operating in the contingency airspace.

Suggested phraseology	
Broadcast	• ALL STATIONS, ATS NORMALLY PROVIDED BY (TCU callsign) AND (tower callsign) ARE NOT AVAILABLE. ACCESS TO CLASS A AND C AIRSPACE IS RESTRICTED. TIBA AND MANDATORY BROADCAST PROCEDURES NOW APPLY ON (frequency). REFER TO NOTAM XXX (domestic or international NOTAM number as appropriate)
Directed transmissions	• ABC, AUTHORISED TO OPERATE WITHIN THE TEMPORARY RESTRICTED AREA DESCRIBED IN NOTAM XXX (domestic or international NOTAM number as appropriate) • AUTHORISATION TO OPERATE IN THIS TEMPORARY RESTRICTED AREA DOES NOT CONSTITUTE A CLEARANCE THROUGH R/MXXX (embedded or adjacent military restricted/operating areas) • KNOWN TRAFFIC IS …… • KNOWN MILITARY ('DUE REGARD') (HIGH SEAS FIRING) OPERATIONS IN AREA XXX. (NOTAM XXX REFERS) • MANDATORY BROADCAST FREQUENCY IS …….. • WHEN AIRBORNE (for departures)/ON ENTRY TO TRA (for transits)CONTACT CENTRE (next unit's frequency) FOR AIRWAYS CLEARANCE • LIMITED FIS MAY BE AVAILABLE ON ADJACENT SECTOR FREQUENCIES OR HF • CONTROL SERVICE, TRAFFIC INFORMATION SERVICE, IDENTIFICATION AND SARWATCH TERMINATED. FREQUENCY CHANGE APPROVED.

D.4.2 During contingency

<table>
<tr><td>Terminating services</td><td>

Provide a known traffic statement in contingency airspace
Advise the pilot that TIBA and mandatory broadcast procedures apply on frequency – see table below
Advise pilot to contact centre for onwards clearance
Provide a directed release from control to mandatory broadcast frequency – see table below.

</td></tr>
<tr><td>SARTIMEs</td><td>If a pilot lodges SARTIME details (irrespective of flight category) for arrival at locations within the contingency airspace, relay the details to Sartimes.</td></tr>
<tr><td>HMI</td><td>If the aircraft will communicate with Airservices ATC on exit from the contingency airspace:

Clear the CFL
Put ‘TIBA’ in the LABEL_DATA field – to indicate aircraft has been given TIBA/TRA frequency
Do not hand-off label – the next available controller will assume jurisdiction when comms are established with the aircraft.

Inhibit the FDR if all of the following apply:

The airspace will not be monitored during the contingency
The aircraft will land within, or vacate, the contingency airspace prior to resumption of normal services
The aircraft will not communicate with Airservices ATC on exit from the contingency airspace, e.g. exiting into Defence airspace
Display the INHI List to assist the controller resuming normal service.

</td></tr>
<tr><td>TIBA frequencies</td><td>
<table>
<tr><th>Airspace</th><th>TIBA frequency</th></tr>
<tr><td>TMA</td><td>Adelaide: 118.2
Brisbane: 124.7
(BAC Only: 118.7)
Cairns: 118.4
Canberra: 125.9
Hobart. 125.55
Launceston. 123.8
Mackay. 125.65
Melbourne: 132.0
Perth: 123.6
Rockhampton. 123.75
Sydney: 128.3</td></tr>
<tr><td>Class G airspace</td><td>Applicable FIA frequency</td></tr>
</table>
</td></tr>
</table>

<table>
<tr><td>Mandatory Broadcast frequency</td><td>
<table>
<tr><th>Area of Responsibility</th><th>Frequency</th></tr>
<tr><td>Tower</td><td>Adelaide: 120.5
Brisbane: 120.5
Cairns: 124.9
Canberra: 118.7
Gold Coast: 118.7
Hobart. 118.1
Launceston. 118.7
Mackay. 124.5
Melbourne: 120.5
Perth: 127.4
Rockhampton. 118.1
Sydney: 120.5</td></tr>
</table>
</td></tr>
<tr><td>Downstream frequencies</td><td>CRM to enter relevant downstream frequencies (for traffic exiting contingency airspace):
<table>
<tr><th>Unit</th><th>Frequency</th></tr>
<tr><td></td><td></td></tr>
<tr><td></td><td></td></tr>
<tr><td></td><td></td></tr>
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</td></tr>
</table>

D.4.3 Resumption of service

Review INHI list	Review INHI list for aircraft operating within the contingency airspace. This is particularly important if resuming normal services earlier than originally planned.

Coordination	• Coordinate with the CRM for resumption of traffic processing to and from the contingency airspace
	• Coordinate with adjacent sectors and towers:
	  • Advise that TIBA procedures are terminated
	  • Accept/provide any outstanding coordination.

Data validity	Validate operational data entered by the CRM during the contingency before using for separation purposes.
Individual aircraft	Contact each aircraft, issue a final traffic statement (if necessary), establish ATC separation, and issue/confirm onwards clearance.
Cessation of contingency – HMI	As communication is established with each aircraft: • assume jurisdiction of the track: • enter the cleared CFL • remove the 'TIBA' • identify the aircraft.
Broadcast	Broadcast on affected frequencies advising that TIBA procedures will terminate and normal services will resume.
Suggested phraseology	
Resumption of published services	TIBA AND MANDATORY BROADCAST PROCEDURES TERMINATED, PUBLISHED SERVICES HAVE RESUMED.

D.5 Tower

- **Stop** all departures
- **Deny** all requests for airways clearance
- **Notify** all affected aircraft.

D.5.1 Pre contingency (10 minutes prior to commencement)

Broadcast	Broadcast Hazard Alerts (standard parameters apply) advising that ATS will not be available and that contingency procedures will apply.
Contingency Start/End Time (CRM to enter)	
NOTAM Number(s) (CRM to enter)	
Suggested phraseology	
Hazard alert	ALL STATIONS, AERODROME AND APPROACH CONTROL SERVICES WILL NOT BE AVAILABLE FROM (time). ACCESS TO AIRSPACE WILL BE RESTRICTED. TIBA AND MANDATORY BROADCAST PROCEDURES WILL APPLY. [REFER TO NOTAM XXX/XX].
ATIS	Update ATIS with relevant operational information and include: 'FROM (time) APPROACH CONTROL SERVICES ON (frequencies or ALL FREQUENCIES) AND AERODROME CONTROL SERVICES ON (frequencies or ALL FREQUENCIES) WILL NOT BE AVAILABLE. ACCESS TO AIRSPACE WILL BE RESTRICTED. CONTACT (telephone number) FOR PILOT BRIEFING. [REFER NOTAM XXX/XX]'
Notification	Notify: • Airport operator • UTS • ARFFS.

D.5.2 At the commencement of the contingency

Broadcast a hazard alert at the start of the contingency.

Make directed transmissions to aircraft that will be departing the aerodrome during contingency.

Suggested phraseology	
Hazard alert at start of contingency	ALL STATIONS, APPROACH CONTROL SERVICES ON (frequencies or ALL FREQUENCIES) AND AERODROME CONTROL SERVICES ON (frequencies or ALL FREQUENCIES) ARE NOT AVAILABLE. ACCESS TO AIRSPACE IS RESTRICTED. TIBA PROCEDURES APPLY ON (frequency) AND MANDATORY BROADCAST PROCEDURES APPLY ON (frequency). [REFER TO NOTAM XXX/XX]

Suggested phraseology	
Directed transmissions	• ABC, AUTHORISED TO OPERATE WITHIN THE TEMPORARY RESTRICTED AREA DESCRIBED IN NOTAM XXX (domestic or international NOTAM number as appropriate) • AUTHORISATION TO OPERATE IN THIS TEMPORARY RESTRICTED AREA DOES NOT CONSTITUTE A CLEARANCE THROUGH R/MXXX (embedded or adjacent military restricted/operating areas) • KNOWN TRAFFIC IS …… • KNOWN MILITARY ('DUE REGARD') (HIGH SEAS FIRING) OPERATIONS IN AREA XXX. (NOTAM XXX REFERS) • MANDATORY BROADCAST FREQUENCY IS …….. • WHEN AIRBORNE (for departures)/ON ENTRY TO TRA (for transits) CONTACT CENTRE (next unit's frequency) FOR AIRWAYS CLEARANCE • LIMITED FIS MAY BE AVAILABLE ON ADJACENT SECTOR FREQUENCIES OR HF • CONTROL SERVICE, TRAFFIC INFORMATION SERVICE, AND SARWATCH TERMINATED. FREQUENCY CHANGE APPROVED.
ATIS	Update ATIS to information Zulu and include: APPROACH CONTROL SERVICES ON (frequencies or ALL FREQUENCIES) ARE NOT AVAILABLE. AERODROME CONTROL SERVICES ON (frequencies or ALL FREQUENCIES) ARE NOT AVAILABLE. ACCESS TO AIRSPACE IS RESTRICTED. TRAFFIC INFO BROADCAST BY AIRCRAFT PROCEDURES APPLY ON (frequency) AND MANDATORY BROADCAST PROCEDURES APPLY ON (frequency). CONTACT (telephone number) FOR PILOT BRIEFING. [REFER NOTAM XXX/XX]'
Aerodrome	• Turn off all stop bars (where fitted) • Turn on aerodrome lighting (excluding stop bars) to appropriate settings • Combine frequencies • Ensure one INTAS console is open

D.5.3 During contingency

<table>
<tr><td>Mandatory Broadcast frequency</td><td>
<table>
<tr><th>Area of Responsibility</th><th>Frequency</th></tr>
<tr><td>Tower</td><td>Adelaide: 120.5
Brisbane: 120.5
Cairns: 124.9
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Melbourne: 120.5
Perth: 127.4
Rockhampton. 118.1
Sydney: 120.5</td></tr>
</table>
</td></tr>
<tr><td>Approach frequencies</td><td>CRM to enter relevant frequencies for departing traffic:
<table>
<tr><th>Position</th><th>Frequency</th></tr>
<tr><td></td><td></td></tr>
<tr><td></td><td></td></tr>
<tr><td></td><td></td></tr>
<tr><td></td><td></td></tr>
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</table>

D.5.4 Resumption of service

Coordinate	• Coordinate resumption of service time with CRM • Obtain traffic statement and outstanding actions from TCU.
Notify	Airport operator
ATIS	If able, when resumption time is known update ATIS Z with relevant information and include: APPROACH CONTROL SERVICES ON (frequencies or ALL FREQUENCIES) ARE NOT AVAILABLE. AERODROME CONTROL SERVICES ON (frequencies or ALL FREQUENCIES) ARE NOT AVAILABLE. ACCESS TO AIRSPACE IS RESTRICTED. TRAFFIC INFO BROADCAST BY AIRCRAFT PROCEDURES APPLY ON (frequency) AND MANDATORY BROADCAST PROCEDURES APPLY ON (frequency). FROM (time) APPROACH AND AERODROME CONTROL SERVICES WILL BE AVAILABLE. CONTACT (telephone number) FOR PILOT BRIEFING. [REFER NOTAM XXX/XX]' At the service resumption time update ATIS with relevant operational information.

Aerodrome	When appropriate after service resumption: • Activate stop bars (where fitted) • Adjust aerodrome lighting to appropriate settings
Broadcast	Broadcast to advise that TIBA procedures will terminate and normal services will resume.
Individual aircraft	Contact each aircraft: • Issue a final traffic statement (if necessary) • Issue/confirm onwards clearance.
Suggested phraseology	
Resumption of published services	TIBA AND MANDATORY BROADCAST PROCEDURES TERMINATED, PUBLISHED SERVICES HAVE RESUMED.

D.6 Military

- Air Traffic Services provided by [location] TCU and tower are not available from [time] UTC due to operational restrictions
- NOTAM [number] applies
- Contingency maps can be viewed at: https://www.airservicesaustralia.com/notammaps/index.asp
- It is anticipated that normal services will resume at [time] UTC
- Please contact [name, position] on [number] if you require further information or clarification.

D.6.1 Pre contingency (10 minutes prior to commencement)

Broadcast Hazard Alerts (standard parameters apply) advising that ATS will not be available and that contingency procedures will apply.

Suggested phraseology	
Contingency Start/End Time (CRM to enter)	
NOTAM Number(s) (CRM to enter)	
Hazard alert	ALL STATIONS, ATS NORMALLY PROVIDED BY (TCU callsign) AND TOWER WILL NOT BE AVAILABLE FROM *time*. ACCESS TO CLASS A AND C AIRSPACE IS RESTRICTED. TIBA AND MANDATORY BROADCAST PROCEDURES APPLY. REFER TO NOTAM XXX/XX

At the commencement of the contingency

Make a general broadcast at the start of the contingency.

Hazard alert at start of contingency	• ALL STATIONS, TIBA AND MANDATORY BROADCAST PROCEDURES NOW APPLY IN (TCU callsign) AIRSPACE. ACCESS IS RESTRICTED. REFER TO NOTAM XXX/XX • FIS MAY BE AVAILABLE ON ADJACENT SECTOR FREQUENCIES OR HF

D.6.2 During contingency

Procedures for aircraft	
Entering TRA	• Class [Applicable Classes] airspace over Australian territory is a Temporary Restricted Area. Climb and descent is at pilot discretion • TIBA and Mandatory Broadcast procedures apply within contingency airspace and on the aerodrome • Pilots are responsible for terrain and collision avoidance within contingency airspace and on the aerodrome. • Authorisation to operate in the TRA does not constitute a clearance through embedded or adjacent military restricted areas

<table>
<tr><td>Exiting TRA</td><td>Pilots should establish communications with the next available ATS sector/unit 15 minutes prior to exiting TRA or in the case of a transit of less than 15 minutes, as soon as possible prior to the boundary for airways clearance</td></tr>
<tr><td>TIBA frequencies</td><td>
<table>
<tr><th>Airspace</th><th>TIBA frequency</th></tr>
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<tr><td>Downstream frequencies</td><td>CRM to enter relevant downstream frequencies (for traffic exiting TRA):
<table>
<tr><th>Unit</th><th>Frequency</th></tr>
<tr><td></td><td></td></tr>
<tr><td></td><td></td></tr>
<tr><td></td><td></td></tr>
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</table>
</td></tr>
</table>

Suggested phraseologies	
Terminating services (as applicable)	• CONTROL SERVICE, TRAFFIC INFORMATION SERVICE, IDENTIFICATION AND SARWATCH TERMINATED. FREQUENCY CHANGE APPROVED
Traffic statement, TIBA frequency, contact instructions (as applicable)	• *callsign* AUTHORISED TO OPERATE WITHIN THE TEMPORARY RESTRICTED AREA AS DESCRIBED IN NOTAM XXX • AUTHORISATION TO OPERATE WITHIN THE TRA DOES NOT CONSTITUTE A CLEARANCE THROUGH R/MXXX • KNOWN TRAFFIC IS …… • TIBA FREQUENCY IS …… • KNOWN MILITARY (‘DUE REGARD’) (HIGH SEAS FIRING) OPERATIONS IN AREA XXX (NOTAM XXX REFERS) • ON ENTRY TO TRA (for transits) CONTACT CENTRE ON *frequency* FOR AIRWAYS CLEARANCE • CONTACT TOWER ON (see table above) APPROACHING THE CIRCUIT AREA.

D.6.3 Resumption of service

Suggested phraseology	
Resumption of published services	TIBA AND MANDATORY BROADCAST PROCEDURES TERMINATED, PUBLISHED SERVICES HAVE RESUMED.

D.7 Pilot/operator

D.7.1 Airspace

- Air Traffic Services are not available within [location] TMA and at [location] aerodrome. A contingency map may be available at https://www.airservicesaustralia.com/notammaps/index.asp
- Class [Applicable classes] airspace over Australian territory (within 12NM from the main coastline) is a Temporary Restricted Area (TRA). NOTAM [number] applies. TIBA and Mandatory Broadcast procedures apply within the entire contingency airspace and at the aerodrome.
- Although controlled airspace beyond 12NM from the main coastline is not restricted, TIBA procedures apply and access authorisation will be provided for the entire contingent airspace prior to the TCU boundary.
- For an aircraft transiting TCU subject to contingency where their route may take them out/in of Australian territory one or more times – a single access authorisation provides transit authority through the entire affected volume.
- A landing, departure or transit time is required for entry to the contingency airspace.

D.7.2 Service availability

- Control service, Traffic Information Service, Surveillance service and SARWATCH are not available. Separation will not be provided.
- Limited FIS may be available from adjacent ATS units, or on HF
- TIBA procedures are the primary means for pilots to develop and maintain situational awareness regarding other flights operating within TRA and Class G airspace
- Mandatory Broadcast procedures are the primary means for pilots to develop and maintain situational awareness regarding other aircraft operating at the aerodrome.
- TCAS and transponder equipment must be selected on at all times
- Navigation and anti-collision lights must be displayed at all times.

D.7.3 Pilot responsibility

The pilot-in-command has sole responsibility for terrain and collision avoidance while operating within the contingency airspace and on the aerodrome. Carefully review the contingency NOTAM to confirm operating requirements.

D.7.4 ATC clearances

- Where authorised to operate in the TRA, submit a flight plan in accordance with flight planning requirements specified in AIP

Note: Receipt of access authorisation does not imply the availability of an approval to enter a TRA without delay, traffic management (initiated by the CRM) may be required to regulate demand vs capacity of the TRA.

- IFR aircraft receiving a Class G service will require authorisation to enter the TRA. IFR aircraft planning to enter the TRA from Class G airspace must obtain authorisation prior to the flight at pre-flight briefing stage
- VFR aircraft require authorisation to enter the Class E volumes of the TRA
- A current airways clearance authorises access to the TRA but the terms of a clearance previously issued to an aircraft do not apply to the portion of flight within the TRA
- Authorisation to operate in the contingency airspace does not constitute a clearance through embedded or adjacent military Restricted Areas
- Where an airways clearance has not been issued before departure, the pilot-in-command is responsible for contacting the relevant ATC sector for clearance - frequency management details and access arrangements will be determined during the pre-flight briefing
- Where applicable, ATC may issue inbound aircraft a STAR. In contingency airspace, tracking is at pilot discretion.

D.7.5 Frequency management

- Include frequency management arrangements and clearance issue with the pre-departure briefing
- Pilots transiting the TMA should establish communications with the next available ATS sector or unit when becoming airborne (for departures) or on entry to the TMA (for transits)
- Where this is not possible (e.g. short transit, departure close to the boundary, etc.) pilots should establish communications and request clearance as early as possible.

Appendix E Briefings – TCU and TWR not available, non-continuous airspace

These briefings are designed for a complete loss of service to a TCU and Tower where reversion of non-continuous airspace to the out of hours configuration is the adopted response.

Print and distribute briefings to the following areas. Downstream frequencies for exiting the contingency airspace will need to be added to each briefing. Include a copy of any NOTAM issued.

Index	
E.1	CRM
E.2	Tower OCA
E.3	TCU
E.4	Surrounding units

E.1 CRM

Chapter 3 of this plan details CRM responsibilities and procedures during a contingency. The primary function of the CRM is to manage the location specific disruption response and:

- ensure appropriate briefings have been completed. Some briefings may have already been distributed by the ATMD.
- initiate action to limit the impact of the disruption on the ATS network
- evaluate the situation and escalate the response, if required.

The CRM may utilise the NOMC/SM/SS/ATMD in undertaking the above responsibilities.

E.1.1 CRM duty of care

A CRM must not perform an air traffic control function unless that person holds the required licence, rating and endorsement and satisfies the recency and currency requirements for the place or airspace where the function is to be carried out.

However, if a CRM becomes aware of a situation in a contingency environment which would lead to a reasonable conclusion that an unsafe situation exists, or may occur, that person may be able to take appropriate action to address that risk.

In this context, the reasonableness of any action will depend on the circumstances and be driven by professional judgement including the likelihood of the risk manifesting, the potential severity of the outcome and what a reasonable person with the same skills and experience may do in the same situation.

E.1.2 Checklist

Once you have reviewed Chapter 3 of this plan, complete the checklist tasks below.

Section	Ref	Item	Done
Pre contingency	E.1.3	Ensure briefings completed	☐
During contingency	E.1.4	Manage traffic	☐
Post contingency	E.1.5	Maintain logs	☐
	E.1.6	Resume ATS	☐
	E.1.7	Notify Avcharges	☐
	E.1.8	Complete reports	☐

E.1.3 Ensure briefings completed

This checklist is provided as a general reference. Some briefings may have already been distributed by the ATMD or Tower OCA.

CRM must also receive a briefing on the contingency airspace and any traffic management plans already in place from the ATMD and outgoing ATC(s).

Ensure that ATMD has passed details of aircraft that were issued access authorisation to the airspace prior to commencement of the contingency.

Notification to:	✓
Responsible line leader	
UTS	
JRCC Australia	
HQJOC	
Airport Operations Centre	
Airline Operations (through NOMC)	
Adjacent ATS units	
TOC	

E.1.4 Manage traffic

Refer to 3.1 Manage traffic

E.1.5 Maintain logs

Maintain an Activity Log (ATS-FORM-0061) recording any significant decisions or changes to the situation as the contingency progresses.

E.1.6 Resume ATS

When it is determined that ATS can be re-established:

- establish the sequence and timing of service restoration
- coordinate with the ATMD and NOMC
- check and confirm the readiness of all staff, facilities and equipment
- handover to incoming ATC(s) who will coordinate and confirm arrangements with adjacent units
- implement in accordance with 4. Resumption.

E.1.7 Notify Avcharges

Advise any change to Tower hours to Avcharges.

E.1.8 Complete reports

The CRM must complete and submit a Post Activation Review Report (C-TEMP0116) (PAR) to the relevant DO/DOA, and attach it to the relevant CIRRIS occurrence report. A PAR is not required where:

- The contingency was a result of staff availability only, and
- The debrief did not identify any significant issues.

The DO/DOA will review the report and forward to:

- ANSOSM@airservicesaustralia.com; and
- resilience@airservicesaustralia.com

Note: On review of the relevant CIRRIS occurrence report, ATM Standards may direct a PAR be completed for any activation of this plan.

E.2 Tower OCA

E.2.1 Pre contingency (10 minutes prior to commencement)

Broadcast	Broadcast Hazard Alerts (standard parameters apply) advising that scheduled Aerodrome and Approach services will not be available and that Out Of Hours airspace configuration and procedures will apply.
Suggested phraseology	
Hazard alert	(location) AERODROME AND APPROACH CONTROL SERVICES WILL NOT BE AVAILABLE FROM (time). AIRSPACE BECOMES (description) PER ERSA OUTSIDE TOWER HOURS. AREA FREQUCENCY <FREQUENCY> CTAF <FREQUENCY>.

Notification	Notify: • Airport operator. Clear all runway works not covered by a NOTAM • UTS • ARFFS • Local operators.
ATIS ZULU	Update ATIS with relevant information and include: • Reason for contingency – 'OPERATIONAL RESTRICTIONS' • Start/finish times of contingency • Airspace configuration • Pilot broadcast responsibilities.

A**t the commencement of the contingency transmit**

Transmit	Make a general broadcast at the start of the contingency. Make directed transmissions to affected aircraft. Include airspace status and traffic information.
Control of aircraft	Transfer aircraft to CTAF or to overlying unit as appropriate.

E.2.2 Resumption of service

Item	Details
Coordinate with CRM	Coordinate resumption of service time with CRM
Facilities	Confirm that required facilities are available and operational (including radios, ATIS, CADAS, signal lamp, console functions, etc).
Flight progress strips	Confirm appropriate flight progress strips are raised.
Coordinate with airport operator	• Obtain disposition of any work, vehicles and pedestrians operating within the manoeuvring area • Advise that tower services will be resuming at *(time)*.
Coordinate with overlying unit	• Advise that tower services will be resuming at *(time)* • Obtain details of known IFR traffic and any other pertinent information • Confirm status and responsibility for airspace • Request unit to make broadcast on appropriate frequencies.
Notify ATMD	Advise that tower services will be resuming at *(time)*.
Broadcast	Broadcast on all frequencies that tower services will be resuming at *(time)* and instruct aircraft/vehicles to identify themselves.
When OCA is satisfied that tower can be resumed:	
Broadcast	Broadcast on tower frequencies notifying resumption of tower services.
Coordinate with overlying unit	• Coordinate appropriate clearances • Request unit make broadcast on all frequencies notifying resumption of tower services.

E.3 TCU

E.3.1 Pre contingency (10 minutes prior to commencement)

Broadcast	Broadcast Hazard Alerts (standard parameters apply) advising that scheduled Aerodrome and Approach services will not be available and that Out Of Hours airspace configuration and procedures will apply.
Suggested phraseology	
Hazard alert	ALL STATIONS, (location) AERODROME AND APPROACH CONTROL SERVICES WILL NOT BE AVAILABLE FROM (time). AIRSPACE BECOMES (description) PER ERSA OUTSIDE TOWER HOURS. AREA FREQUCENCY <FREQUENCY> CTAF <FREQUENCY>.

Coordinate with the unit assuming the airspace	• Confirm the airspace configuration • IDENT/position of aircraft that have been issued with an airways clearance • Frequency transfers
Terminating services	• Provide a traffic statement • Where appropriate, cancel airways clearance • Advise the pilot that class G procedures apply on Area frequency
SARTIMEs	If a pilot lodges SARTIME details (irrespective of flight category) for arrival at locations within the contingency airspace, relay the details to Sartimes.

E.3.2 Resumption of service

Coordination	• Coordinate with the CRM for resumption of traffic processing to and from the contingency airspace • Coordinate with adjacent sectors and towers: • Advise that contingency procedures are terminated, and airspace classification returned • Accept/provide any outstanding coordination.
Individual aircraft	• Contact each aircraft, issue a final traffic statement (if necessary), establish ATC separation, and issue/confirm onwards clearance.
Cessation of contingency – HMI	As communication is established with each aircraft: • assume jurisdiction of the track: • enter the cleared CFL
Broadcast	Broadcast on affected frequencies advising that contingency procedures will terminate and normal services will resume.
Suggested phraseology	
Resumption of published services	PUBLISHED AIRSPACE AND SERVICES HAVE RESUMED.

E.4 Surrounding units

E.4.1 Pre contingency (10 minutes prior to commencement)

Broadcast	Broadcast Hazard Alerts (standard parameters apply) advising that scheduled Aerodrome and Approach services will not be available and that Out Of Hours airspace configuration and procedures will apply.
Suggested phraseology	
Hazard alert	ALL STATIONS, (location) TOWER AND APPROACH SERVICES NOT AVAILABLE. AIRSPACE BECOMES (description) PER ERSA OUTSIDE TOWER HOURS. AREA FREQUCENCY <FREQUENCY> CTAF <FREQUENCY>.

E.4.2 Resumption of service

Coordination	• Coordinate with APP for resumption of traffic processing • Provide any outstanding coordination or clearances.
Individual aircraft	• Hand-Off and transfer each aircraft to APP.
Broadcast	Broadcast on affected frequencies advising that contingency procedures will terminate and normal services will resume.
Suggested phraseology	
Resumption of published services	PUBLISHED AIRSPACE AND SERVICES HAVE RESUMED.

Appendix F Tropical cyclones

F.1 Watch/warning actions

Tropical Cyclone Watch 24-48 hours prior	
OCA	• Notify the UTS, if not available, perform the UTS's notifications and actions as specified below • monitor the BoM Tropical Cyclone page for updates • place portable radios/satellite phone on charge • confirm cyclone kit fully stocked.

UTS (or if not on duty, unit OCA)	• notify the ATMD
	• notify the Line Leader (LL)
	• notify the DAO
	• ensure staff awareness of procedures
	• liaise with:
	  • Maintenance and Service
	  • ARFFS LL
	  • Airport manager
	  • NOMC
	• check the tower complex for security and preparedness (e.g. windows, doors and secure loose objects where practical).

LL (or if not available, the DAO)	• review staff availability and requirements
Tropical Cyclone Warning Initial declaration	
OCA	• notify the UTS or, if not available, complete the UTS's actions as specified below • secure loose items in the tower where practical • wrap tower documentation • prepare tower equipment for wrapping.
UTS (or if not available, unit OCA)	• notify the ATMD • notify the DAO • liaise with other areas as per Tropical Cyclone Watch • at YBMK and YBRK, coordinate use of portable transceivers with ARFFS LL and Maintenance & Service (frequency **121.8**)
LL	• contact tower staff and determine if assistance, shelter or transport is required, and determine whether they will shelter at home or at Airservices facilities.

Hazardous wind conditions (100km/h) forecast 6-12 hours prior	
OCA	• notify the UTS or, if not available, complete the UTS notifications and actions as specified below • wrap the first aid kit and portable transceiver • wrap and secure tower computer equipment • secure bookcases, filing cabinets and document storage.
UTS (or if not on duty, unit OCA)	• arrange the taping of cab windows if appropriate • arrange to cover the console, electrical equipment with waterproof sheeting • relocate emergency equipment if required • liaise with other areas as to the timing/likelihood of shut down of navaids and tower.
LL (or if not available, the DAO)	• release all non-essential personnel • confirm location of off duty staff • brief all tower staff to check in after 'ALL CLEAR' is given
Hazardous wind conditions (100km/h) forecast 3-6 hours prior	
OCA	• notify the UTS or, if not available, complete the UTS notifications and actions as specified below • liaise with the ATMD to coordinate the closure of tower and reclassification of airspace • place a 'DO NOT ENTER' warning sign at entry door to tower complex.
UTS (or if not on duty, unit OCA)	• ensure the relevant NOTAM has been issued • Advise LL • Advise the DAO • ensure warning signs are placed at the entry doors to the tower complex.

F.2 Tower closure

Tower	When to close	Must be completed before
Mackay	Three hours prior to the forecast onset of hazardous wind conditions (gusts 100km/h)	Maximum wind speed exceeds 80kt
Rockhampton	Three hours prior to the forecast onset of hazardous wind conditions (gusts 100km/h)	Maximum wind speed exceeds 80kt

Essential personnel must remain within a secure building until stood down.

F.3 "All Clear" actions

Tower staff	• As soon as practicable, contact the UTS and provide details of personal situation and availability for duty.

UTS (or if not on duty, unit OCA)	• notify LL and DAO
	• obtain an assessment of damage to Airservices facilities
	• coordinate return to service of facilities
	• remove cyclone bolt from emergency exit (Karratha only)
	• liaise with:
	  • Maintenance and Service
	  • ARFFS LL
	  • Airport manager
	• notify ATMD for changes to NOTAM.

LL (or if not available, the DAO)	• account for all Airservices staff • determine any assistance that staff may require • liaise with the tower staff with respect to return to duty and recommencement of tower service

F.4 Recovery

F.4.1 Staff welfare

Attend to the welfare of staff as a matter of priority.

F.4.2 Safety

DO NOT enter any Airservices facility or the tower complex under any circumstances until qualified electrical maintenance staff have completed a building inspection and have declared the facility safe.

F.4.3 Equipment damage

Report equipment faults by normal fault reporting methods.

F.4.4 Building damage

Report building damage by normal property fault reporting methods.

F.4.5 Damage recording

Record and photograph any damage.