

Refer ATS TLI_23_0158

TMA

ATS Contingency Plan

ATS-CP-0085

Version 6

Effective 05 October 2023

Authorised

Service Standards

Change summary

| Version | Date | Change description |
|---------|-----------------|--|
| 5 | 1 December 2022 | <ul style="list-style-type: none"> • Replace Operations Manager (OM) with ATM Director (ATMD) • Replace Sydney Traffic Manager (SYTM) with Sydney Shift Manager (SYSM) • Incorporate TLI_22_0152 and TLI_22_0259 |
| 6 | 05 October 2023 | <ul style="list-style-type: none"> • Incorporates TLI 23_0164, 23_0078, 23_0058 and 23_0113. • 'Reduced service' content removed. • Re-distributed some tropical cyclone actions to LL. • Duty of care section updates to match parent documents. • Amendments to NOTAM incorporating MOA and to meet NOF requirements. • Re-order and redistribution of tasks in Section 2. |

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1 Immediate actions

1.1 Evacuation

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

1.2 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 | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • Affected position and all surrounding positions to broadcast hazard alerts • Suggested phraseology for affected TCU position: 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 ATMD to report the loss of service and determine the next steps. The ATMD is responsible for advising the relevant DO and NCC. |
| Complete checklist | <ul style="list-style-type: none"> • Complete the remainder of Checklist/index. |

1.3 Checklist/index

The duty ATM Director (ATMD) must complete the following checklist.

| Part | Chapter | Ref | Item | Done |
|------------|------------------------|----------------------------|--|--------------------------|
| 2 | Pre-contingency | 2.1 | Activity Log | <input type="checkbox"/> |
| | | 2.2 | Contact Director Operations (DO) | <input type="checkbox"/> |
| | | 2.3 | Determine service provision | <input type="checkbox"/> |
| | | 2.4 | Determine extent of response | <input type="checkbox"/> |
| | | 2.5 | Brief NCC | <input type="checkbox"/> |
| | | 2.6 | Designate Contingency Response Manager (CRM) | <input type="checkbox"/> |
| | | 2.7 | CASA approval for service variation | <input type="checkbox"/> |
| | | 2.8 | Publish NOTAM | <input type="checkbox"/> |
| | | 2.9 | Brief affected areas | <input type="checkbox"/> |
| | | 2.10 | Broadcast to affected aircraft | <input type="checkbox"/> |
| 3 | During contingency | 3.1 | Loss of service | |
| | | 3.2 | Airspace/aerodrome procedures | |
| | | 3.3 | TIBA procedures | |
| 4 | Resumption | 4.1 | Service resumption | |
| | | 4.2 | Staff debrief | |
| 5 | Reporting | 5.1 | Enter CIRRS | <input type="checkbox"/> |
| 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 template – 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

2.1 Activity Log

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

2.2 Contact Director Operations (DO)

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

2.2.1 DO not contactable

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

- 1) the ASH
- 2) the ASTH
- 3) the SSH
- 4) the CSDO or
- 5) another DO.

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/ASTH and considering the triggers included in the [National ATS Contingency Plan \(ATS-CP-0001\)](#) and [Crisis Management \(C-PROC0199\)](#).

2.5 Brief NCC

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

NCC will complete onwards notifications including airline teleconference. If required, NCC will follow the [Temporary Restricted Airspace/Traffic Information Broadcast by Aircraft Procedure \(TRA/TIBA\) \(ATS-PROC-0110\)](#).

2.6 Designate Contingency Response Manager (CRM)

If ATS cannot be provided, 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 to determine who to appoint as the CRM.

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

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

2.6.1 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.

2.6.2 CRM not appointed

If a CRM is not appointed, the Shift Manager (SM) for the affected unit is responsible for tactically managing the disruption. The SM must manage the traffic using the guidance in [2.3.1 Traffic Management](#).

Note: The Sydney Shift Manager (SYSM) is responsible for this task for disruptions affecting Sydney operations.

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.

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.

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 NCC) | |
| Towers involved in start clearances | |
| Adjacent domestic civil ATS units | |
| Adjacent and embedded military ATS units | |
| HF | |
| TOC | |

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

3.1 Loss of service

The CRM will determine the extent of traffic management required to protect against traffic overload, frequency congestion and to provide breaks to avoid staff fatigue.

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

3.1.1 Authorise access to TRA

The CRM authorises access to the TRA. Consider the following when deciding to authorise access:

- Weather at departure and destination
- Time of day
- Impact on any agreed traffic management plan(s), including the incremental increase in complexity that may result with the operation under consideration
- Capability to monitor the progress of the flight.

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.

3.1.2 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.
- 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.

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) |
| 3 | Complete communications and surveillance checks to establish aircraft positions in contingency airspace |
| 4 | Update all systems and input data |
| 5 | Coordinate with all units to advise normal capacity restored, response procedures are cancelled |

4.2 Staff debrief

Debrief staff involved in providing the contingency response immediately after the event to identify any concerns and if required, schedule a more in-depth debrief at a later date.

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.

Further reporting requirements are the responsibility of the CRM and are contained in the CRM briefing.

6 Review

6.1 Activation review

The DO 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 AVBL/TWR NAVBL | YMHB 87 |
| TCU NAVBL/TWR NAVBL – TRA | YMHB 88 |

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

| Mackay | NOTAM |
|-------------------------|-------------------|
| TCU NAVBL/TWR AVBL OOH | YBBB 869, YBMK 45 |
| TCU AVBL/TWR NAVBL OOH | YBBB 869, YBMK 45 |
| TCU NAVBL/TWR NAVBL OOH | YBBB 869, YBMK 45 |
| TCU NAVBL/TWR AVBL TRA | YBBB 870, YBMK 46 |
| TCU AVBL/TWR NAVBL TRA | YBBB 871, YBMK 47 |
| 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 NAVBL/TWR AVBL OOH | YBBB 873, YBRK 59 |
| TCU AVBL/TWR NAVBL OOH | YBBB 873, YBRK 59 |
| TCU NAVBL/TWR NAVBL OOH | YBBB 873, YBRK 59 |
| TCU NAVBL/TWR AVBL TRA | YBBB 874, YBRK 60 |
| TCU AVBL/TWR NAVBL TRA | YBBB 875, YBRK 61 |
| 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 template – 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 NCC regarding the phone number to be quoted in NOTAM.

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

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>

ATS IN THIS AIRSPACE SUBJ TO CONTINGENCY DUE OPR RESTRICTIONS

RELEVANT APPROVAL FM CONTROLLING AUTHORITY REQUIRED

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

PRIOR TO OPR IN THE TEMPO RESTRICTED AREA, PILOTS/OPERATORS MUST

1. OBTAIN A BRIEFING ON CONTINGENCY PROCEDURES FM AIRSERVICES AUSTRALIA VIA TEL: (PLUS) 61 X XXXX XXXX
2. OBTAIN A LANDING, DEPARTURE OR TRANSIT TIME

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

AUTHORISATION TO ENTER THIS 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

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>

ATS IN THIS AIRSPACE SUBJ TO CONTINGENCY DUE TO OPR RESTRICTIONS

RELEVANT APPROVAL FM CONTROLLING AUTHORITY REQUIRED

APP AND AD CTL SER NOT AVBL

PRIOR TO OPR ON THE MANOEUVRING AREA OR IN THE TEMPO RESTRICTED AREA

PILOTS/OPERATORS MUST:

1. OBTAIN A BRIEFING ON CONTINGENCY PROCEDURES FM AIRSERVICES AUSTRALIA VIA TEL: (PLUS) 61 X XXXX XXXX
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

AUTHORISATION TO ENTER THIS 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

A.2.3.1 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]

A.2.3.2 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: (PLUS) 61 X XXXX XXXX

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: (PLUS) 61 X XXXX XXXX
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 (PLUS) 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
- 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 NCC/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 | <input type="checkbox"/> |
| During contingency | B.1.4 | Maintain logs | <input type="checkbox"/> |
| Post contingency | B.1.5 | Resume ATS | <input type="checkbox"/> |
| | B.1.6 | Notify CASA | <input type="checkbox"/> |
| | B.1.7 | Complete reports | <input type="checkbox"/> |

B.1.3 Ensure briefings completed

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

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

B.1.4 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 NCC can populate a Collaborative Information Display (CID) with the affected aircraft as a cross check on request.

B.1.5 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 NCC
- check and confirm the readiness of all staff, facilities and equipment
- coordinate and confirm arrangements with adjacent units
- implement in accordance with [4 Resumption](#).

B.1.6 Notify CASA

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.

B.1.7 Complete reports

Finalise the [Variation to Published Services: Operational Hazard Assessment \(ATS-FORM-0005\)](#) and forward it as shown on the form. File the form in the contingency activation file with other relevant documents.

The CRM must complete and submit a [Post Activation Review Report \(C-TEMP0116\)](#) (PAR) to the relevant DO, and attach it to the relevant CIRRIIS 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 CIRRIIS occurrence report, ATM Standards may direct a PAR be completed for any activation of this plan.

B.2 Adjacent sectors

- Airspace 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.
- The terms of an airways clearance previously issued to an aircraft do not apply to that portion of flight within TRA. Where a STAR is normally issued, ATC should continue to issue the STAR, but in TRA 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 TRA
- Climb and descent in the TRA is at pilot discretion.

B.2.1 Pre contingency

| | |
|---|--|
| Broadcast | Broadcast Hazard Alerts (standard parameters apply) advising that ATS will not be available and that contingency procedures will apply. |
| Suggested phraseology | |
| Hazard alert | ALL STATIONS, ATS PROVIDED BY (TCU callsign) WILL NOT BE AVAILABLE FROM (time). ACCESS TO CLASS A, C AND D AIRSPACE IS RESTRICTED. TIBA PROCEDURES APPLY. REFER TO NOTAM XXX (domestic or international NOTAM number as appropriate). |
| Hazard alert at start of contingency | <ul style="list-style-type: none"> 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.2.2 During contingency

| | |
|---|---|
| Aircraft entering TRA – terminating services | <ul style="list-style-type: none"> Provide a known traffic statement in TRA 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 | <p>If the aircraft will communicate with Airservices ATC on exit from the TRA:</p> <ul style="list-style-type: none"> 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. <p>Inhibit the FDR if all of the following apply:</p> <ul style="list-style-type: none"> 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 TRA 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 | |

| | |
|-------------------------------|---|
| Transmit | Make directed transmissions to aircraft that will be operating in the contingency airspace. |
| Directed transmissions | <ul style="list-style-type: none"> • 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) • 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. |

| | |
|-----------------------------------|---|
| Aircraft exiting TRA | <p>Pilots should establish communications with the next available ATS sector/unit 15 minutes prior to exiting the TRA or TWR approaching the circuit area for arriving aircraft.</p> <p>Provide a known traffic statement and issue airways clearance.</p> |
| Aircraft exiting TRA - HMI | <p>Validate operational data entered by the CRM during the contingency before using for separation purposes.</p> <p>When an aircraft establishes communication:</p> <ul style="list-style-type: none"> • Assume jurisdiction of the aircraft • Enter the cleared CFL • Remove 'TIBA' from the LABEL_DATA field • Identify the aircraft. |

B.2.3 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

| | |
|------------------------------|---|
| Broadcast | Broadcast Hazard Alerts (standard parameters apply) advising that ATS will not be available and that contingency procedures will apply. |
| 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 | <ul style="list-style-type: none"> • Provide a known traffic statement in TRA • 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 | <p>If the aircraft will communicate with Airservices ATC on exit from the TRA:</p> <ul style="list-style-type: none"> • 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. <p>Inhibit the FDR if all of the following apply:</p> <ul style="list-style-type: none"> • 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 TRA): | |
| | 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 |
| | | |
| | | |

| | |
|-------------------------------|--|
| Transmit | <p>Make a general broadcast at the start of the contingency.</p> <p>Make directed transmissions to aircraft that will be operating in the contingency airspace.</p> |
| Suggested phraseology | |
| Hazard alert | <ul style="list-style-type: none"> • ALL STATIONS, TIBA AND MANDATORY BROADCAST PROCEDURES NOW APPLY ON (frequency). REFER TO NOTAM XXX (domestic or international NOTAM number as appropriate) |
| Directed transmissions | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • Coordinate with the CRM for resumption of traffic processing to and from the TRA • Coordinate with abutting sectors: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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.

B.4.1 Pre contingency

| | |
|------------------------------|--|
| Broadcast | Broadcast Hazard Alerts (standard parameters apply) advising that ATS will not be available and that contingency procedures will apply. |
| 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: <ul style="list-style-type: none"> • Airport operator • UTS • ARFFS. |

B.4.2 During contingency

| | |
|------------------------------------|--|
| Arrivals - exiting from TRA | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • 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 | <p>If the aircraft will communicate with Airservices ATS on exit from the TRA:</p> <ul style="list-style-type: none"> • 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 | <table border="1"> <thead> <tr> <th data-bbox="448 506 1090 568">Airspace</th> <th data-bbox="1090 506 1434 568">TIBA frequency</th> </tr> </thead> <tbody> <tr> <td data-bbox="448 568 1090 1070">TMA</td> <td data-bbox="1090 568 1434 1070"> 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 data-bbox="448 1070 1090 1128">Domestic Class G airspace</td> <td data-bbox="1090 1070 1434 1128">Applicable FIA frequency</td> </tr> </tbody> </table> | 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 | | | | | |
| 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 | <p>CRM to enter relevant downstream frequencies (for traffic exiting TRA):</p> <table border="1"> <thead> <tr> <th data-bbox="448 1182 1090 1240">Unit</th> <th data-bbox="1090 1182 1434 1240">Frequency</th> </tr> </thead> <tbody> <tr> <td data-bbox="448 1240 1090 1294"></td> <td data-bbox="1090 1240 1434 1294"></td> </tr> <tr> <td data-bbox="448 1294 1090 1348"></td> <td data-bbox="1090 1294 1434 1348"></td> </tr> <tr> <td data-bbox="448 1348 1090 1402"></td> <td data-bbox="1090 1348 1434 1402"></td> </tr> <tr> <td data-bbox="448 1402 1090 1456"></td> <td data-bbox="1090 1402 1434 1456"></td> </tr> </tbody> </table> | | Unit | Frequency | | | | | | | | |
| Unit | Frequency | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| ATIS | <p>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]’.</p> | | | | | | | | | | | |
| Transmit | <p>Broadcast a hazard alert and make directed transmissions to aircraft that will be operating in the contingency airspace.</p> | | | | | | | | | | | |
| Suggested phraseology | | | | | | | | | | | | |
| Hazard alert at start of contingency | <p>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]</p> | | | | | | | | | | | |

| | |
|-------------------------------|---|
| Directed transmissions | <ul style="list-style-type: none"> • 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.4.3 Resumption of service

| | |
|---|--|
| ATIS | <p>When service resumption time is known, update ATIS with relevant operational information and include:</p> <p>'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.</p> <p>At the service resumption time update ATIS with relevant operational information.</p> |
| 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

| Suggested phraseology | |
|---|---|
| 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). |
| 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 | <ul style="list-style-type: none"> • Class A, C and D airspace is a Temporary Restricted Area. Climb and descent is at pilot discretion • TIBA procedures apply • 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 |

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

| Suggested phraseologies | |
|---|---|
| Terminating services (as applicable) | <ul style="list-style-type: none"> CONTROL SERVICE, TRAFFIC INFORMATION SERVICE, IDENTIFICATION [AND SARWATCH] TERMINATED. FREQUENCY CHANGE APPROVED |
| Traffic statement, TIBA frequency, | <ul style="list-style-type: none"> (callsign) AUTHORISED TO OPERATE WITHIN THE TEMPORARY RESTRICTED AREA AS DESCRIBED IN NOTAM (number) |

| | |
|---|--|
| contact instructions (as applicable) | <ul style="list-style-type: none"> • 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 and D airspace is a Temporary Restricted Area (TRA). NOTAM [number] applies. TIBA and mandatory broadcast procedures apply within the TRA
- A landing, departure or transit time is required for entry to the TRA.

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 TRA. 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](#)
- 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 TRA 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 TRA, 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.

| Index | |
|---------------------|--------------------------------|
| C.1 | CRM |
| C.2 | Sectors |
| C.3 | TCU |
| C.4 | Tower |
| C.5 | Pilot/operator |

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 NCC/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 | <input type="checkbox"/> |
| During contingency | C.1.4 | Maintain logs | <input type="checkbox"/> |
| Post contingency | C.1.5 | Resume ATS | <input type="checkbox"/> |
| | C.1.6 | Notify CASA | <input type="checkbox"/> |
| | C.1.7 | Complete reports | <input type="checkbox"/> |

C.1.3 Ensure briefings completed

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

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

C.1.4 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 the contingency.

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

C.1.5 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 NCC
- check and confirm the readiness of all staff, facilities and equipment
- coordinate and confirm arrangements with adjacent units
- implement in accordance with [4 Resumption](#).

C.1.6 Notify CASA

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.

C.1.7 Complete reports

Finalise the [Variation to Published Services: Operational Hazard Assessment \(ATS-FORM-0005\)](#) and forward it as shown on the form. File the form in the contingency activation file with other relevant documents.

The CRM must complete and submit a [Post Activation Review Report \(C-TEMP0116\)](#) (PAR) to the relevant DO, and attach it to the relevant CIRRIIS 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 CIRRIIS 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

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

| | |
|---|--|
| Broadcast | Broadcast Hazard Alerts (standard parameters apply) advising that ATS will not be available and that contingency procedures will apply. |
| 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). |
| 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 | <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> 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: <ul style="list-style-type: none">• 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

| | |
|------------------------------|--|
| Broadcast | Broadcast Hazard Alerts (standard parameters apply) advising that ATS will not be available and that alternate procedures will apply. |
| 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: <ul style="list-style-type: none"> • Airport operator • UTS • ARFFS. |

C.4.2 During contingency

| | |
|---|---|
| Transmit | 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 | <ul style="list-style-type: none"> • 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. |

| | |
|------------------|--|
| Transmit | Broadcast a hazard alert at the start of the contingency. Make directed transmissions to aircraft that will be departing the aerodrome during contingency. |
| 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 | <ul style="list-style-type: none"> • 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 |

| | | |
|--------------------------------------|--|---|
| 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 | <ul style="list-style-type: none"> Coordinate resumption of service time with CRM Obtain traffic statement and outstanding actions from TCU. |
| Notify | Airport operator |
| ATIS | <p>If able, when resumption time is known update ATIS Z with relevant information and include:</p> <p>'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.</p> <p>At the service resumption time update ATIS with relevant operational information.</p> |
| Aerodrome | <p>When appropriate after service resumption:</p> <ul style="list-style-type: none"> 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 |
| D.2 | Adjacent sectors |
| D.3 | TCU |
| D.4 | Tower |
| D.5 | Military |
| D.6 | Pilot/operator |

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
- 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 NCC/SM/SYSM/SS/ATMD in undertaking the above responsibilities.

D.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.

D.1.2 Checklist

Once you have reviewed [Chapter 3](#) of this plan, complete the checklist tasks below.

| Section | Ref | Item | Done |
|--------------------|-----------------------|--|--------------------------|
| Pre contingency | D.1.3 | Ensure briefings completed | <input type="checkbox"/> |
| During contingency | D.1.4 | Maintain logs | <input type="checkbox"/> |
| Post contingency | D.1.5 | Resume ATS | <input type="checkbox"/> |
| | D.1.6 | Notify CASA | <input type="checkbox"/> |
| | D.1.7 | Complete reports | <input type="checkbox"/> |

D.1.3 Ensure briefings completed

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

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

D.1.4 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 NCC can populate a Collaborative Information Display (CID) with the affected aircraft as a cross check on request.

D.1.5 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 NCC
- check and confirm the readiness of all staff, facilities and equipment
- coordinate and confirm arrangements with adjacent units
- implement in accordance with [4 Resumption](#).

D.1.6 Notify CASA

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.

D.1.7 Complete reports

Finalise the [Variation to Published Services: Operational Hazard Assessment \(ATS-FORM-0005\)](#) and forward it as shown on the form. File the form in the contingency activation file with other relevant documents.

The CRM must complete and submit a [Post Activation Review Report \(C-TEMP0116\)](#) (PAR) to the relevant DO, and attach it to the relevant CIRRIIS 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 CIRRIIS occurrence report, ATM Standards may direct a PAR be completed for any activation of this plan.

D.2 Adjacent sectors

- Airspace 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
- The terms of an airways clearance previously issued to an aircraft do not apply to that portion of flight within TRA. Where a STAR is normally issued, ATC should continue to issue the STAR, but in TRA 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 TRA
- Climb and descent in the TRA is at pilot discretion.

D.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 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.2.2 Pre contingency

| | |
|---|--|
| Broadcast | Broadcast Hazard Alerts (standard parameters apply) advising that ATS will not be available and that contingency procedures will apply. |
| 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). |
| 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.2.3 During contingency

| | |
|---|---|
| Aircraft entering TRA - terminating services | <ul style="list-style-type: none"> • Provide a known traffic statement in TRA • 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 | <p>If the aircraft will communicate with Airservices ATC on exit from the TRA:</p> <ul style="list-style-type: none"> • 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. <p>Inhibit the FDR if all of the following apply:</p> <ul style="list-style-type: none"> • 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 TRA 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 | <ul style="list-style-type: none"> • 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 TRA | <p>Pilots should establish communications with the next available ATS sector/unit 15 minutes prior to exiting the TRA.</p> <p>Provide a known traffic statement and issue airways clearance.</p> |
| Aircraft exiting TRA – HMI | <p>Validate operational data entered by the CRM during the contingency before using for separation purposes.</p> <p>When an aircraft establishes communication:</p> <ul style="list-style-type: none"> • Assume jurisdiction of the aircraft • Enter the cleared CFL • Remove 'TIBA' from the LABEL_DATA field • Identify the aircraft. |

D.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 AND MANDATORY BROADCAST PROCEDURES TERMINATED, PUBLISHED SERVICES HAVE RESUMED. |

D.3 TCU

D.3.1 Pre contingency

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

| | |
|-----------------------------|---|
| Terminating services | <ul style="list-style-type: none"> • Provide a known traffic statement in TRA • 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. |
| SARTIMES | If a pilot lodges SARTIME details (irrespective of flight category) for arrival at locations within the TRA, relay the details to Sartimes. |
| HMI | <p>If the aircraft will communicate with Airservices ATC on exit from the TRA:</p> <ul style="list-style-type: none"> • 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. <p>Inhibit the FDR if all of the following apply:</p> <ul style="list-style-type: none"> • 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: 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 |
| | Class G airspace | Applicable FIA frequency |
| Mandatory Broadcast frequency | Area fo 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): | |
| | Unit | Frequency |
| | | |
| | | |
| | | |

| | |
|------------------------------|--|
| Transmit | 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 | |

| | |
|-------------------------------|--|
| Transmit | <p>Make a general broadcast at the start of the contingency.</p> <p>Make directed transmissions to aircraft that will be operating in the contingency airspace.</p> |
| Broadcast | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • 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 • 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 • LIMITED FIS MAY BE AVAILABLE ON ADJACENT SECTOR FREQUENCIES OR HF • CONTROL SERVICE, TRAFFIC INFORMATION SERVICE, IDENTIFICATION AND SARWATCH TERMINATED. FREQUENCY CHANGE APPROVED. |

D.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 | <ul style="list-style-type: none"> • Coordinate with the CRM for resumption of traffic processing to and from the TRA • Coordinate with adjacent sectors and towers: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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.4 Tower

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

D.4.1 Pre contingency

| | |
|------------------------------|--|
| Broadcast | Broadcast Hazard Alerts (standard parameters apply) advising that ATS will not be available and that contingency procedures will apply. |
| 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: <ul style="list-style-type: none"> • Airport operator • UTS • ARFFS. |

D.4.2 During contingency

| | |
|---|---|
| Transmit | Make a general broadcast 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] |

| | |
|-------------------------------|---|
| Transmit | <p>Make a general broadcast at the start of the contingency.</p> <p>Make directed transmissions to aircraft that will be departing the aerodrome during contingency.</p> |
| Directed transmissions | <ul style="list-style-type: none"> • 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 • 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 • LIMITED FIS MAY BE AVAILABLE ON ADJACENT SECTOR FREQUENCIES OR HF • CONTROL SERVICE, TRAFFIC INFORMATION SERVICE, AND SARWATCH TERMINATED. FREQUENCY CHANGE APPROVED. |
| ATIS | <p>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]</p> |
| Aerodrome | <ul style="list-style-type: none"> • 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 |

| | | |
|--------------------------------------|--|---|
| 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 |
| | | |
| | | |
| | | |

D.4.3 Resumption of service

| | |
|-------------------|--|
| Coordinate | <ul style="list-style-type: none"> • Coordinate resumption of service time with CRM • Obtain traffic statement and outstanding actions from TCU. |
| Notify | Airport operator |
| ATIS | <p>If able, when resumption time is known update ATIS Z with relevant information and include:</p> <p>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]</p> <p>At the service resumption time update ATIS with relevant operational information.</p> |

| | |
|---|--|
| Aerodrome | When appropriate after service resumption: <ul style="list-style-type: none">• 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: <ul style="list-style-type: none">• 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.5 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.5.1 Pre contingency

| Suggested phraseology | |
|---|--|
| Hazard alert | ALL STATIONS, ATS NORMALLY PROVIDED BY (TCU callsign) AND TOWER WILL NOT BE AVAILABLE FROM <i>time</i> . ACCESS TO CLASS A AND C AIRSPACE IS RESTRICTED. TIBA AND MANDATORY BROADCAST PROCEDURES APPLY. REFER TO NOTAM XXX/XX |
| Hazard alert at start of contingency | <ul style="list-style-type: none"> • 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.5.2 During contingency

| Procedures for aircraft | |
|-------------------------|---|
| Entering TRA | <ul style="list-style-type: none"> • Class [Applicable Classes] airspace is a Temporary Restricted Area. Climb and descent is at pilot discretion • TIBA and Mandatory Broadcast procedures apply • 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 |
| 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 |

| | | |
|--------------------------------------|---|---|
| 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 fo 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): | |
| | Unit | Frequency |
| | | |
| | | |
| | | |

Suggested phraseologies

Terminating services (as applicable)

- CONTROL SERVICE, TRAFFIC INFORMATION SERVICE, IDENTIFICATION AND SARWATCH TERMINATED. FREQUENCY CHANGE APPROVED

| | |
|---|---|
| <p>Traffic statement, TIBA frequency, contact instructions (as applicable)</p> | <ul style="list-style-type: none"> • <i>callsign</i> 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) • 15 MINUTES PRIOR TO (boundary waypoint, or approximate distance of boundary from known point along track, e.g. 230 NM AD) CONTACT CENTRE ON <i>frequency</i> FOR AIRWAYS CLEARANCE • CONTACT TOWER ON (see table above) APPROACHING THE CIRCUIT AREA. |
|---|---|

D.5.3 Resumption of service

| Suggested phraseology | |
|--|---|
| <p>Resumption of published services</p> | <p>TIBA AND MANDATORY BROADCAST PROCEDURES TERMINATED, PUBLISHED SERVICES HAVE RESUMED.</p> |

D.6 Pilot/operator

D.6.1 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 is a Temporary Restricted Area (TRA). NOTAM [number] applies. TIBA and Mandatory Broadcast procedures apply within the TRA and at the aerodrome.
- A landing, departure or transit time is required for entry to the TRA.

D.6.2 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.6.3 Pilot responsibility

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

D.6.4 ATC clearances

- Where authorised to operate in the TRA, submit a flight plan in accordance with flight planning requirements specified in [AIP](#)
- 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 TRA 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 TRA, tracking is at pilot discretion.

D.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 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
- 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 NCC/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 | <input type="checkbox"/> |
| During contingency | E.1.4 | Maintain logs | <input type="checkbox"/> |
| Post contingency | E.1.5 | Resume ATS | <input type="checkbox"/> |
| | E.1.6 | Notify CASA | <input type="checkbox"/> |
| | E.1.7 | Notify Avcharges | <input type="checkbox"/> |
| | E.1.8 | Complete reports | <input type="checkbox"/> |

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.

| | |
|-------------------------|---|
| Notification to: | ✓ |
| Responsible line leader | |
| UTS | |
| JRCC Australia | |

| Notification to: | ✓ |
|----------------------------------|---|
| HQJOC | |
| Airport Operations Centre | |
| Airline Operations (through NCC) | |
| Adjacent ATS units | |
| TOC | |

E.1.4 Maintain logs

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

E.1.5 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 NCC
- check and confirm the readiness of all staff, facilities and equipment
- coordinate and confirm arrangements with adjacent units
- implement in accordance with [4. Resumption](#).

E.1.6 Notify CASA

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.

E.1.7 Notify Avcharges

Advise any change to Tower hours to Avcharges.

E.1.8 Complete reports

Finalise the [Variation to Published Services: Operational Hazard Assessment \(ATS-FORM-0005\)](#) and forward it as shown on the form. File the form in the contingency activation file with other relevant documents.

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.

E.2 Tower OCA

E.2.1 Pre contingency

| | |
|------------------------------|--|
| 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 FREQUENCY <FREQUENCY> CTAF <FREQUENCY>. |
| Notification | Notify: <ul style="list-style-type: none"> • Airport operator. Clear all runway works not covered by a NOTAM • UTS • ARFFS • Local operators. |
| ATIS ZULU | Update ATIS with relevant information and include: <ul style="list-style-type: none"> • Reason for contingency – 'OPERATIONAL RESTRICTIONS' • Start/finish times of contingency • Airspace configuration • Pilot broadcast responsibilities. |
| 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 | <ul style="list-style-type: none"> • Obtain disposition of any work, vehicles and pedestrians operating within the manoeuvring area • Advise that tower services will be resuming at <i>(time)</i>. |
| Coordinate with overlying unit | <ul style="list-style-type: none"> • Advise that tower services will be resuming at <i>(time)</i> • 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 <i>(time)</i> . |
| Broadcast | Broadcast on all frequencies that tower services will be resuming at <i>(time)</i> 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 | <ul style="list-style-type: none"> • Coordinate appropriate clearances • Request unit make broadcast on all frequencies notifying resumption of tower services. |

E.3 TCU

E.3.1 Pre contingency

| | |
|------------------------------|---|
| 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 FREQUENCY <FREQUENCY> CTAF <FREQUENCY>. |

| | |
|---|--|
| Coordinate with the unit assuming the airspace | <ul style="list-style-type: none"> • Confirm the airspace configuration • IDENT/position of aircraft that have been issued with an airways clearance • Frequency transfers |
| Terminating services | <ul style="list-style-type: none"> • 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 TRA, relay the details to Sartimes. |

E.3.2 Resumption of service

| | |
|---|---|
| Coordination | <ul style="list-style-type: none"> • Coordinate with the CRM for resumption of traffic processing to and from the TRA • Coordinate with adjacent sectors and towers: <ul style="list-style-type: none"> • Advise that contingency procedures are terminated, and airspace classification returned • Accept/provide any outstanding coordination. |
| Individual aircraft | <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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

| | |
|------------------------------|---|
| 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 FREQUENCY <FREQUENCY> CTAF <FREQUENCY>. |

E.4.2 Resumption of service

| | |
|---|---|
| Coordination | <ul style="list-style-type: none"> • Coordinate with APP for resumption of traffic processing • Provide any outstanding coordination or clearances. |
| Individual aircraft | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • notify the ATMD • notify the Line Leader (LL) • ensure staff awareness of procedures • liaise with: <ul style="list-style-type: none"> • Maintenance and Service • ARFFS LOM • Airport manager • NCC • check the tower complex for security and preparedness (e.g. windows, doors and secure loose objects where practical). |
| LL | <ul style="list-style-type: none"> • review staff availability and requirements |
| Tropical Cyclone Warning Initial declaration | |
| OCA | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • notify the ATMD • liaise with other areas as per Tropical Cyclone Watch • at YBMK and YBRK, coordinate use of portable transceivers with ARFFS LOM and Maintenance & Service (frequency 121.8) |
| LL | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none">• 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 | <ul style="list-style-type: none">• 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 a Red Alert and shut down of nav aids and tower. |
| LL | <ul style="list-style-type: none">• 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 | <ul style="list-style-type: none">• 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 warning sign at entry door to tower complex. |
| UTS | <ul style="list-style-type: none">• ensure the relevant NOTAM has been issued• Advise LL• 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 | <ul style="list-style-type: none"> • As soon as practicable, contact the UTS and provide details of personal situation and availability for duty. |
| UTS | <ul style="list-style-type: none"> • notify LL • obtain an assessment of damage to Airservices facilities • coordinate return to service of facilities • remove cyclone bolt from emergency exit (Karratha only) • liaise with: <ul style="list-style-type: none"> • Maintenance and Service • ARFFS LOM • Airport manager • notify ATMD for changes to NOTAM. |
| LL | <ul style="list-style-type: none"> • 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 |