Victoria/Tasmania Manual of Air Traffic Services Supplementary Procedures

Procedures

ATS-PROC-0001

Version 37

Effective 30 November 2023

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HQSRG SO2 STAND ANSP

ATTENTION
Temporary amendments may apply

Change summary

Victoria/Tasmania Manual of Air Traffic Services Supplementary Procedures Version 37: Effective 30 November 2023		
Location of change	**Change description**	**CRC**
Title Page	Amend Authorisers	30678
All	Amended restricted area/MOA naming	
2.3	Paragraphs reordered alphabetically	

This document was created using Air Traffic Services (ATS) Operational Document Template (C-TEMP0256) Version 7.

[View change summaries for the previous six months](#)

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1 Definitions

1.1 Abbreviations and acronyms

Abbreviation	Definition
ATMD	Air Traffic Management Director
FHQ	Fleet Headquarters
RCO	Range Control Officer
SM	Shift Manager
SS	Systems Supervisor

Note: *See also [Manual of Air Traffic Services (MATS) (NOS-SAF-2000)](#) Part 1 Definitions.*

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2 Operational context

2.1 Airspace administration

2.1.1 Purpose

This document:

a) describes airspace management procedures (including operating procedures and services provided to participating and non-participating aircraft); and

b) nominates the airspace Arbiter.

2.1.2 References

The primary references for airspace and air route information is the [Designated Airspace Handbook (DAH)](#).

2.1.3 Special Use Airspace (SUA) administration

All defence administered airspace and SUA area change proposals are centrally managed through the Joint Airspace Control Cell (JACC). The Control Authority, as per the Designated Airspace Handbook (e.g. FLTCDR 453SQN ESL FLT), is responsible for coordinating any changes to airspace for which they are responsible with the JACC.

Requests for the establishment of temporary Defence SUA areas are to be directed to the JACC. The JACC can be contacted via email [adf.airspace@defence](#).gov.au

Direct requests for temporary civil airspace to the OAR.

2.1.4 Primary User

The 'Primary User' is the Airspace Administrator and will establish a priority for the use of the airspace.

The Primary User must only provide access to other users if the administrator's commitments allow. This may mean the total exclusion of other airspace users.

Note:

1) *Due to the restrictive nature of this function, the role of Primary User is seldom applied by Airspace Administrators; and*

2) *As an Airspace Administrator, Airservices normally performs the role of 'Airspace Coordinator'.*

2.1.5   Airspace Coordinator

As Airspace Coordinator, the Airspace Administrator will:

a)   designate airspace for its own use;

b)   coordinate access to other airspace users in a manner which keeps overall inconvenience to a minimum and as far as practical will evenly spread inconvenience among all users;

c)   make every effort to accommodate activities and adjust procedures and facilities to achieve this; and

d)   consider the effect of airspace decisions on general and military aviation activities for which airspace is not specifically designated and provide for such activities within the airspace insofar as is practicable. Alternatively, activate airspace for periods which minimise the effect of such activation.

2.1.6   Arbiter

The arbiter provides services and day to day management of the airspace and will operate in accordance with the agreed procedures promulgated in Manual of Air Traffic Services ATS Supplementary Procedures (MATS Supps).

The various Airspace Administrators must reach agreement on the management of the designated airspace and operations within it.

The Arbiter does not need to be a direct employee of the Airspace Administrator.

2.2   Area of responsibility

The area of responsibility for airspace and airspace management covered by these procedures is defined as:

34º 00 00S 141º 00 00E, then clockwise via the VIC/NSW border to 37º 30 00S 149º 58 00E, 45º 00 00S 163º 00 00E, 45º 00 00S 141º 00 00E, 34º 00 00S 141º 00 00E.

A diagram of the VIC/TAS MATS Supp area of responsibility shown below:
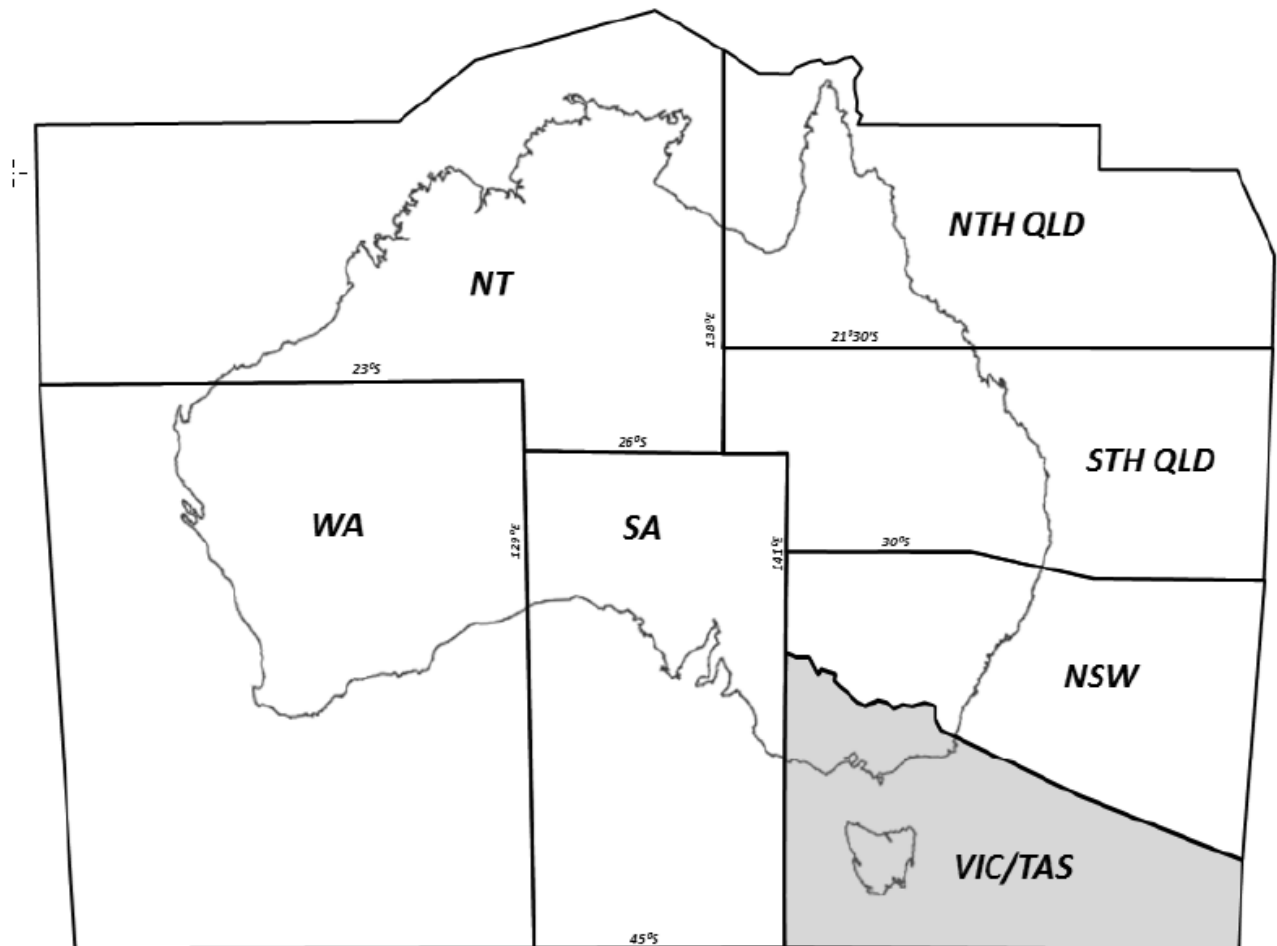
Figure 1 Area of responsibility

2.3 Airspace management and release responsibilities

2.3.1 M301A/B & R360A/B/C/D/E/F East Sale – Military Flying

Item	Details
Controlling authority and NOTAM responsibility	FLTCDR 453SQN East Sale (ESL ATC) (Primary User)
Activation	NOTAM

2.3.2 M331A/B Western Port – Military Flying/Non-Flying

Item	Details
Controlling authority and NOTAM responsibility	Navy (Primary User)
Activation	NOTAM Send the NOTAM request to the NOF. Where practical issue the NOTAM eight hours prior. If less than eight hours notice, consult with the ML SS.
Notification of amendments	Notify subsequent amendments to the activity programme via a separate NOTAM.
Ad hoc airspace release	If weather deviations are expected, ML ATC must contact West Head Gunnery Range to coordinate an ad hoc airspace release.
Frequency watch	Maintain a watch on the following frequencies during all firings and tracking: a) 135.0 MHz primary; b) 278.9 MHz secondary; c) VHF channel 16/69 dual scan; and d) Marine CB channel 72.
SSR code for activation period	Report any SSR returns other than code 5000 observed in the area during activation times to the RCO.

2.3.3 M334 Cape Schanck – Military Flying/Non-Flying

Item	Details
Controlling authority and NOTAM responsibility	Navy (Primary User)
Activation	NOTAM. Send the NOTAM request for the following week's activity to the NOF. Where practical issue the NOTAM eight hours prior. If less than eight hours notice, consult with the ML SS.

2.3.4   R327 A/B Serpentine

Item	Details
Controlling authority	Airservices Australia (Airspace Coordinator)
Activation	NOTAM

2.3.5   R330 A/B Point Cook

Item	Details
Controlling authority	Airfield Manager Point Cook
Activation	NOTAM

2.3.6   R332 Hanns Inlet

Item	Details
Controlling authority	Navy HMAS Cerberus (Primary User)
Activation	See DAH

2.3.7   R350A/B/R352 Puckapunyal – Military Flying/Non-Flying R351A/B/C Graytown – Military Non-Flying

Item	Details
Controlling authority and NOTAM responsibility	Army (Primary User). ATC services are not provided within R350/R351/R352 during military flying activities.
RCO responsibilities	H24 contact required.
ML SS responsibilities	H24 contact required. Coordinate ATC clearance and airspace release requests to the RCO. Coordinate any change in flying status or airspace release from RCO with ML Traffic Manager and ML Shift managers Enter all changes in the ML Centre Journal.
R350B airspace classification	R350B is: a) 'FLYING/NON-FLYING' from A050-A070; b) 'NON-FLYING' from A070-FL200; and c) subject to one hour notification requirement from RCO to notify ML SS by telephone when reclassified from the above.
ML Traffic Manager and Shift Managers responsibilities	Coordinate ATC clearance and airspace release requests to ML SS. Ensure that controllers are aware of the status of the Restricted Areas.
Melbourne TCU and ENR ATC responsibilities	Coordinate clearance and airspace release requests to Shift Manager or ML SS.

2.3.8 R362A/B Stony Head – Military Non-Flying

Item	Details
Controlling authority NOTAM responsibility	Army DOTAM VIC/TAS (Primary User). The RCO must send the NOTAM request and the Buffer Application Worksheet to the NOF. *Note:* *The NOF will check the buffers and issue the NOTAM.*
Coordination of firing activity at R362B	Do not exceed an activity height of 14 000 FT AGL (LUL FL165) for R362B.
Deactivation	When deactivation is significantly different from that published in the NOTAM, the RCO will contact the NOF to have the relevant NOTAM amended/cancelled.
Requests for clearances	Direct requests for clearances to the RCO.
Requirements to stop firing	AD TCU SM must contact the RCO when a temporary cessation of firing is required.

2.3.9 R363 Mulwala/R364 Benalla

Item	Details
Controlling authority	Thales (Primary User)
Activation	H24

2.3.10 R374 Swan Island

Item	Details
Controlling authority	Army RCO Swan Island (Primary User)
Activation	H24

2.3.11   R379 Buckland – Military Non-Flying

Item	Details
Controlling authority and NOTAM responsibility	Army DOTAM VIC/TAS (Primary User). The RCO must send the NOTAM request and the Buffer Application Worksheet to the NOF. *Note:* *The NOF will check the buffers and issue the NOTAM.*
Coordination of firing activity at R379	Do not exceed an activity height of 14 000 FT AGL (LUL FL170)
Deactivation	When deactivation is significantly different from that published in the NOTAM, the RCO will contact the NOF to have the relevant NOTAM amended/cancelled.
Requests for clearances	Direct requests for clearances to the RCO.
Requirement to stop firing	AD TCU SM must contact the RCO if a temporary cessation of firing is required.

2.3.12   R391A/B Dutson – Military Flying/Non-Flying

Item	Details
Controlling authority and NOTAM Responsibility	FLTCDR 453SQN East Sale (Primary User).
Coordination of flying activity 453SQN is on duty	The RCO/Range Supervisor/OIC Practise must contact ESL Tower and: a) prior to commencement, advise which areas are active and the contact number for check fire on the range; b) on completion, advise that the range practice is complete; and c) request cancellation of the NOTAM.
Coordination of flying activity 453 SQN is not on duty	The RCO/Range Supervisor/OIC Practise must contact the ML SS and: a) prior to commencement, advise which areas are active and the contact number for check fire of the range; b) on completion, advise that the range practice is complete; and c) request cancellation of the NOTAM.

2.3.13   Airwork maps

Email the following addresses when maps need to be distributed:

a)   ESL ATC – esl.atc@defence.gov.au; and

b)   SNO/OVN/HUO/WON/MIT/ELW/BLA – ML.SM2@airservicesaustralia.com.

c)   HBA/LTA – Tas.approach@airservicesaustralia.com

2.4   Air Mission Training Areas (AMTAs)

2.4.1   Aircraft based at East Sale

Aircraft involved in training flights in the following areas must:

a)   plan to a point in, or on the boundary of, the area; and

b)   annotate in field 18 of the flight plan the Area of Operation (AO) designator (e.g. AMTA1).

2.4.2   Area latitudes and longitudes

Area name	Area of operation	Area name	Area of operation
AMTA1 (COM)	S3700 E14800 S3700 E15000 S3600 E15000 S3613 E14800	**AMTA2 (MCO)**	S3700 E14800 S3700 E15000 S3800 E15000 S3736 E14800
AMTA3 **(MCO Coastal)**	S3850 E14800 S3850 E15300 S3700 E15300 S3700 E15000 S3800 E15000 S374814 E1485946	**AMTA4** **(DLQ East)**	S360951 E14500 then following the ML 90DME arc to S361603 E14532 S3500 E14655 S3500 E14500
AMTA5 **(DLQ West)**	S360949 E14500 then following the ML 90DME arc to S361036 E14433 S3500 E14322 S3500 E14500	**AMTA6** **(GTH)**	S3400 E14325 S3500 E14325 S3500 E14715 S3400 E14715
AMTA7 **(Bass Strait East)**	S3925 E14600 S3925 E14800 S4010 E14800 S4040 E14600	**AMTA8** **(Bass Strait West)**	S3925 E14400 S3925 E14600 S4040 E14600 S4040 E14400
AMTA9 **(FLI)**	S3850 E14800 S3850 E15024 S4130 E15045 S4130 E14845 S4030 E14830 S3940 E14800	**AMTA10** **(ML West)**	S3835 E14257 S3700 E14257 S3640 E14130 S3820 E14128

Area name	Area of operation	Area name	Area of operation
AMTA11 **(Explorer)**	S3910 E14640 S3910 E14300 S4020 E14300 S4120 E14430 S4120 E14520 S4050 E14530 S4049 E14640	**AMTA12** **(William)**	S3920 E14600 S4020 E14600 S4050 E14750 S4130 E14800 S4130 E15000 S3915 E15000 S3820 E14840
AMTA13 **(Holiday)**	S3740 E14900 S3830 E14900 S3830 E15130 S3739 E15220 S3645 E15220 S3645 E14949	**AMTA14** **(Strahan)**	S4100 E14300 S4300 E14300 S4300 E14530 S4100 E14437
AMTA15 **(Launceston)**	S4300 E14758 S4300 E15000 S4030 E15000 S4030 E14758 (Western Edge Bound By Coastline)		

2.4.3   Training area maps
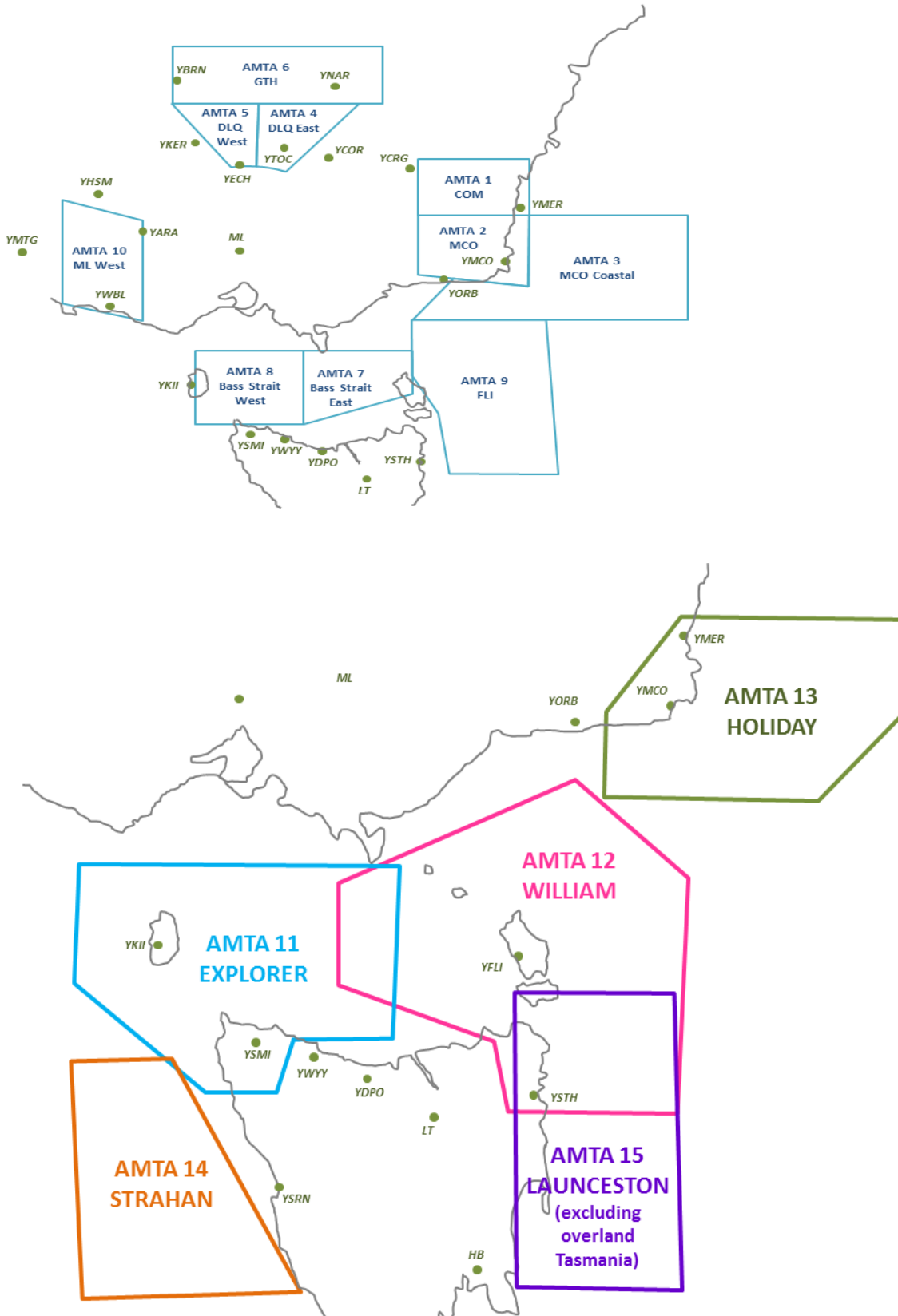
3 Coordination and control practices

3.1 M301A/B & R360A/B/C/D/E/F activation and deactivation procedures

3.1.1 Activation procedures

10 minutes prior to activation	Required action
ESL APP	Advise activation time and vertical limit to ELW, SNO and WON. Advise BLA when M301B will become active.
ENR Sectors	Coordinate known traffic.
SNO	Advise OVN, DOK and HUO.
ELW	Advise BLA.
WON	Advise MIT.

Before activation	Required action
ENR Sectors	Broadcast activation on the Class E and G frequencies.

At the activation time	Required action
ENR Sectors	Transfer relevant aircraft to the ESL APP frequency. Coordinate known traffic.
SNO	Request the SS/SM to change the ESL and WSL Dummy runways to '00'.

3.1.2   Amendment procedures

10 minutes prior to amendment to activation or as soon as practical	Required action
ESL APP	Advise ELW, SNO and WON of any changes. Advise BLA when M301B will become active.
ENR Sectors	Coordinate known traffic. Broadcast amendments to activation on Class E and G frequencies.
SNO	Advise OVN, DOK and HUO of the amendment.
WON	Advise MIT of the amendment.

At the time of amendment	Required action
ENR Sectors	Transfer relevant aircraft to the ESL APP frequency.
SNO	Request the SM/SS to change the RMAPs as required.

3.1.3   Deactivation procedures

5 minutes prior to deactivation	Required action
ESL APP	Advise deactivation time to ELW, SNO and WON. Advise deactivation time to BLA when M301B is active. Coordinate IFR traffic.
SNO	Advise OVN, DOK and HUO.
WON	Advise MIT.

At the time of deactivation	Required action
ESL APP	a) Transfer IFR traffic to the appropriate ENR frequency; and b) Instruct VFR traffic to squawk A6000 or A1200 as appropriate.
ENR	ENR Broadcast deactivation on Class E and G frequencies.
SNO	Advise the SM/SS.
SM/SS	a) Turn off the RMAP if required; and b) Change the ESL and WSL Dummy RWYs to '88'.

3.2   M301A/B & R360A/B/C/D/E/F – East Sale coordination

3.2.1   Coordination requirements

Consider ESL APP as a surveillance approach unit when conducting MATS coordination.

Conduct coordination to/from Class G airspace as per MATS Class G coordination except as varied below.

ESL APP will conduct taxi coordination for all aircraft entering ML Centre CTA. Taxi coordination is not required for aircraft proceeding into Class G.

3.2.1.1   IFR Departures to Class G

ESL will send an EST message at the point of TAXI. Voice coordination shall be conducted for any amended route, if an amended level is issued following the submission of an EST message, or the message cannot be electronically sent e.g. network outage or workload.

Due to messaging limitations, if the ETD is greater than 30 minutes different from the ATD, ESL must send a CHG or DLA message before the EST.

Uncoupled aircraft

If the SAR alarm goes off on an uncoupled track ML centre will conduct coordination with ESL for an update.

3.2.1.2   Standard assignable level for departures to CTA

ESL APP will assign a standard assignable level of FL200 to all aircraft departing R360/M301 with a flight planned level above FL200.

3.2.1.3   YBNS departures

After taxi coordination from SNO, ESL APP is responsible for maintaining SARWATCH for IFR aircraft departing YBNS, unless otherwise stated. Departure coordination from SNO is not required.

3.2.1.4   Aircraft transiting R360/M301 to Class G

For aircraft transiting R360/M301A, when previous coordination has been received from ML Centre, onwards coordination will only be provided by ESL APP when there has been a change of track or level.

Coordination for a change of level is not required if the aircraft is on descent into its flight planned destination.

For aircraft not already assigned its flight planned level and requesting a clearance to transit R360/M301A to Class G, ESL CEN/APP must issue the airways clearance and are only to coordinate any change from the track or level coordinated to ESL APP/CEN. Aircraft should call ML CEN 10NM prior to the R360/M301A boundary in order to receive IFR traffic information.

3.2.1.5 Departures via DUNNE

ESL APP will coordinate departures via DUNNE with WON/MIT/SNO in accordance with the relevant airspace steps. WON/MIT will conduct further coordination to ELW/DOK as required.

3.2.2 Verbal hand-off on hot-line

Complete a verbal hand-off using a hot-line, when available, between ESL APP and ML ENR controlled airspace at least:

a) 10 NM from the lateral boundary; or

b) 2000 FT from the vertical boundary.

3.2.3 Transfers from Class G

Unless otherwise coordinated, transfer aircraft from Class G airspace to ESL APP with no traffic restrictions for descent.

3.2.3.1 Transfers from controlled airspace (SNO, OVN and HUO)

Aircraft transferred to ESL APP from SNO, OVN and HUO, will have no restrictions for descent through underlying Class G airspace unless otherwise advised.

3.2.4 Aircraft identification

Provide the aircraft's SSR code during the conduct of initial coordination.

ESL APP will identify aircraft entering R360/M301 departing from YBNS.

3.2.5 Coordination channels

Coordinate using the SELCAL line (cold line).

3.2.5.1 Normal communications not available

Use the contact phone numbers for the relevant sectors listed in 5 Contact numbers when normal communications channels are not available.

3.2.6 Frequency transfer above FL200 – ESL APP to SNO

Transfer aircraft above FL200 departing from R360/M301 to the SNO Sector 50 NM frequency.

3.2.7 Frequency transfer – ML ENR to ESL APP

Transfer aircraft entering R360A/B to SALE APPROACH frequency 123.3.

Transfer aircraft entering R360C/D/E/F & M301A/B to SALE CENTRE frequency 135.8.

4   Business continuity

4.1   Melbourne Centre radar not available

4.1.1   Limited coverage

When ML ENR advises they have limited radar coverage:

a) coordinate departures at the earliest opportunity; and

b) advise the transfer of responsibility/transfer point.

4.1.1.1   No clean hand-offs

Hand–offs are not 'clean' in this mode of operation.

4.2   ESL radar not available

4.2.1   Entry and transit of the CTR/TRA

When ESL radar is not available, entry or transit of the CTR/CTA may be restricted.

4.2.2   Default airspace active

When ESL radar is not available and R360/M301 is active with the default airspace:

a) apply MATS coordination; and

b) specify transfer points.

4.2.3   CTR/TRA active

When ESL radar is not available and ESL APR is only operating within the CTR or a TRA:

a) ESL APR must:

    i)   provide MATS coordination for departures to ML ENR at the earliest opportunity; and

    ii)   transfer aircraft at the lateral or vertical boundary; and

b) ML ENR must:

    i)   provide to ESL APR an inbound estimate for ESL;

    ii)   inbound track and IAP intentions (if notified) at least 10 minutes prior to the boundary; and

    iii) transfer all aircraft 15 NM prior to the CTR boundary.

4.2.3.1   Circuit operations beyond ESL CTR

ESL must advise ML ENR when circuit operations of IFR aircraft (including IAP's of inbound aircraft) extend beyond ESL CTR.

Note: *This advice may be provided when acknowledging inbound coordination.*

4.3 ESL NDB failure

4.3.1 ESL ATC not provided

When the ESL NDB fails and ESL ATC services are not provided, the ML SS must:

a) notify the ESL Duty Technician; and

b) issue a NOTAM.

Once the RAAF restores the NDB, they must advise the ML SS.

4.3.2 East and West Sale AEP alerting

When ESL ATC services are not provided, contact the following agencies to activate the Aerodrome Emergency Procedures:

Location	Contact
East Sale	East Sale Fire Section (24 hrs)
West Sale	Victoria Police

4.4 ATS Civil Contingency

When an ATS contingency affects Airservices Australia administered airspace, the ATMD or Contingency Response Manager will forward a checklist appropriate to the contingency to the relevant Defence unit(s) by fax or email. Defence will use the checklist to respond to the ATS contingency.

5 Contact numbers

Contact	Phone number
Army	
R350/R352 Puckapunyal RCO	03 5735 7769
R351 Graytown RCO	03 5736 3010 or 0417 028 505 (after hours)
R362 Stony Head RCO	03 6382 1251 or 0429 999 889
R379 Buckland RCO	03 6257 5274 or 0429 999 889
Navy	
M331/M334 Officer in Charge, West Head Gunnery Range	Primary: 0412 843 939 Secondary: 0419 933 082
R332 Cerberus	Primary: 0409 038 714 Secondary: 0430 339 921
Deputy Officer in Charge	03 5931 6925 0430 201 112
RAAF East Sale	
Flight Commander	03 5169 9936 or 0427 338 475 Email 453SQNESLFLT.FLTCDR@defence.gov.au
Operations Commander	03 5169 7489 Email 453SQNESLFLT.OPSCDR@defence.gov.au
APP Supervisor	03 5146 7221 Email esl.atc@defence.gov.au
PLNR	03 5146 7224
TWR Supervisor	03 5146 7214
Duty Technician	0419 365 325 Email 453SQNESLFLT.MNTCDR@defence.gov.au
Military SUA Administration Joint Airspace Control Cell	(02) 6128 4852 or (02) 6128 4857 Email adf.airspace@defence.gov.au
32 Squadron Operations	03 5169 9946 Email ESL.32SQNOPS@defence.gov.au
Pilot Training Schools Operations	03 5169 9582 Email ESL.PTSOPS@defence.gov.au
Fire Section (H24)	03 5169 7060 or 0407 867 853

Contact	Phone number
Melbourne Centre	
SS	03 9235 7402
SM 2 **Note:** *Also Primary contact for OVN/DOK, HUO and BLA*	03 9235 7496
AD TCU SM **Note:** *Primary contact for LTA/HBA*	03 9235 2012
ML FDC	03 9235 2754