



TMA

ATS Contingency Plan

ATS-CP-0085

Version 4

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Authorised

Service Standards - Robyn Leece

Change summary

Version	Date	Change description
4	29 July 2022	<ul style="list-style-type: none"> includes the BAC and Gold Coast Tower frequencies which were inadvertently removed from previous versions 3.3 inclusion of Class D airspace which can be subject to a TRA A.1 inclusion of ATS_TLI_0128 YMHB and YMLT limited service NOTAM A.2.1 NOTAM updated A.2.2 NOTAM update for FIS ON REQUEST FROM HF B.2 and B.6 Tower holds SARWATCH Appendix B remove mandatory broadcast Correct CASR reference

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1 Immediate response

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	<ul style="list-style-type: none"> • Contact the relevant DO to report the loss of service and determine next steps • Advise the NCC.
Complete checklist	<ul style="list-style-type: none"> • Complete the remainder of 0 • Checklist/index

1.3 Checklist/index

The duty Operations Manager (OM) 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	Designate Contingency Response Manager (CRM)	<input type="checkbox"/>
		2.5	Brief NCC	<input type="checkbox"/>
		2.6	CASA approval for service variation	<input type="checkbox"/>
		2.7	Publish NOTAM	<input type="checkbox"/>
		2.8	Brief affected areas	<input type="checkbox"/>
		2.9	Broadcast to affected aircraft	<input type="checkbox"/>
3	During contingency	3.1	Reduced service	
		3.2	Loss of service	
		3.3	Airspace/aerodrome procedures	
		3.4	TIBA procedures	
4	Resumption	4.1	Service resumption	
		4.2	Staff debrief	
5	Reporting	5.1	Enter CIRRIIS	<input type="checkbox"/>
6	Review	6.1	Activation review	
		6.2	Document review and testing	
Appendix A	NOTAM	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	Checklists - Tropical cyclone preparations

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 OM 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 Determine extent of response

Determine the extent of the response required, 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.

2.2.3 Tropical cyclone preparation

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

2.2.4 Extended disruption

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

2.3 Determine service provision

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 ATS cannot be provided, a CRM is required.

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.

2.3.1 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 [3.1 Reduced service](#).

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

2.4 Designate Contingency Response Manager (CRM)

If a CRM is required, the duty OM 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.

2.4.1 CRM eligibility

The order of appointment is:

- 1) OM, SM/SYTM or SS, but not the duty OM, SM/SYTM 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.

2.4.2 FIR OCA during contingency

The duty OM continues to maintain OCA for the FIR.

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 CASA approval for service variation

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

2.7 Publish NOTAM

The duty OM 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/OM determines that contingency routes are required and nominates the routes, they may be published by NOTAM.

2.8 Brief affected areas

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

For a reduction in service, the content of briefings depends on the situation. Use your best judgement to determine the extent of briefings required. Brief ATS personnel on the severity of, and responses to, the operational restrictions. Ensure controllers are aware of their responsibility to advise of potential overloading and when restrictions may be eased.

2.8.2 Notification checklist

This checklist is provided as a general reference.

Notification to:	✓
Duty OM (adjacent FIR)	
Responsible line leader	
UTS	
JRCC Australia	
HQJOC	
Airport Operations Centre	
Airline Operations (through NCC)	
Towers involved in start clearances	

Notification to:	✓
Adjacent domestic civil ATS units	
Adjacent and embedded military ATS units	
HF	
TOC	

2.9 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

Suggested phraseology is contained in the briefings in Appendixes B, C, D and E.

3 During contingency

3.1 Reduced service

3.1.1 Traffic management options

Traffic management responses may 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.

3.1.2 Location specific restrictions

Apply the following location specific restrictions in response to staffing below the minimum published in Local Instructions.

3.1.2.1 Adelaide TCU

3.1.2.1.1 Reduction from 5 to 4

With four controllers configure the TCU to AFL and three ECs (2xFEC, 1xAAE). Consider the following:

- Restricting Training and Airwork flights at YPAD
- Restricting YPED traffic
- Transferring SM to a control position if suitably endorsed, current and recent and
- Limiting the availability of FIS.

3.1.2.1.2 Reduction from 5 to 3

With three controllers configure the TCU to AFL and two ECs (1xFEC, 1xAAE).

Implement the following as required:

- Training and Airwork flights at YPAD not available
- Transit of the AD TCU airspace not available
- Holding fuel (up to 10 minutes during peak periods) and start approvals required
- Restricting YPED traffic and
- Limiting the availability of FIS.

3.1.2.1.3 Reduction from 5 to 2

With two controllers configure the TCU to AFL and one EC (AAW/AAE). In this configuration the target is to maintain 20 movements per hour.

Implement the following as required to meet actual traffic levels:

- Training and Airwork flights at YPAD not available
- Restricting YPED traffic
- Transit of the AD TCU airspace not available
- Issue Airborne Traffic Delay NOTAM as required (between 10 and 20 minutes)
- Start approval for departing traffic. These approvals to be managed by the tower so that departing aircraft are sequenced at the agreed rate
- Limiting the availability of FIS.

3.1.2.1.4 Reduction from 5 to 1

With one controller configure the TCU to one EC (AAW/AAE). In this configuration the target is to maintain 15 movements per hour.

Implement:

- training and Airwork flights at YPAD not available
- transit of the AD TCU airspace not available
- Airborne Traffic Delay NOTAM (20 minutes)

- start approvals for departing traffic. These approvals to be managed by the tower so that departing aircraft are sequenced at the agreed rate
- SIS not available
- restricting YPED traffic (consider releasing R265 A and B to RAAF)
- ENR responsible for sequencing traffic into AD TCU airspace at the agreed rate.

3.1.2.2 Cairns TCU

3.1.2.2.1 Reduction to two

With two controllers configure the TCU to CS1, Flow. Consider:

- a target movement rate of 20 per hour
- achieving breaks by consolidating positions as traffic allows
- repetitive ILS/IAL training and AWK flights involving an overshoot at YBCS or transit of the Cairns TMA may not be available
- issuing an Airborne Traffic Delay NOTAM and requiring start clearances
- SIS may not be available.

3.1.2.2.2 Reduction to one

With one controller configure the TCU to CS1.

Subject to the actual traffic movement numbers, consider implementing the following:

- A target movement rate of 15 per hour
- Repetitive ILS/IAL training and AWK flights involving an overshoot at YBCS or transit of the Cairns TMA may not be available
- Issuing an Airborne Traffic Delay NOTAM and requiring start clearances
- SIS may not be available, restricted airspace
- Coordinate breaks with the SM/OM.

3.1.2.3 Canberra TCU

SM, or if no SM then the OM, actions:

- Notify Canberra Tower
- Consider implementing any of the following:
 - Limit AWK, PILS and VFR flights
 - Decrease landing rates
 - Issuing an Airborne Traffic Delay NOTAM
 - Short break procedure
 - SIS not available - Issue NOTAM advising that SIS and flight following procedures are not available and TIBA in Class G airspace
 - Start clearances required for aircraft departing other ports for YSCB
 - Slot times required
 - No transits except priority flights.

3.1.2.4 Melbourne TCU

3.1.2.4.1 No SM available

- MFL assumes OCA
- MFL to limit AWK and VFR flights
- MFL to consider reducing Maestro landing rates
- FEC to operate MPL and manage staff breaks
- In consultation with the OM notify NCC to:
 - re-run GDP at reduced rates if required; and
 - if no SM, advise that NOR will not be completed.

3.1.2.4.2 No SM or MFL available

MAE controller assumes OCA in consultation with the OM:

- Reduce Maestro landing rates as required
- Notify NCC to:
 - re-run GDP at reduced rates if required; and
 - if no SM, advise that NOR will not be completed.
- Issue a NOTAM updating the Airborne Traffic Delay
- Limit AWK or PILS in TCU
- Limit VFR flights.

3.1.2.4.3 One staff below required

- Combine positions depending on runway configuration, traffic and weather. Manage staff to open all positions for busy periods
- Consider limiting AWK, PILS and VFR flights
- Decrease Maestro landing rates as required.

3.1.2.4.4 Two staff below required

- Combine positions depending on runway configuration, traffic and weather. Manage staff to open an extra position for busy periods
- Issue an operational restrictions NOTAM
- Decrease Maestro landing rate and issue a NOTAM updating the Airborne Traffic Delay
- Limit AWK, PILS and VFR flights.

3.1.2.4.5 Three staff below required

- Only three positions open depending on runway configuration, traffic and weather. Manage staff to open an extra position for busy periods
- Issue an operational restrictions NOTAM
- Decrease Maestro landing rate and issue a NOTAM updating the Airborne Traffic Delay
- Limit AWK, PILS and VFR flights

- Consider making SIS not available. Issue NOTAM advising that SIS and flight following procedures are not available
- Consider start clearances
- Notify NCC and re-run GDP at reduced rate if required.

3.1.2.4.6 Four staff below required

- Only two positions open MPL/MFL and MAE with MDS/MDN/MAW/MAV combined. Manage staff to open an extra position during busy periods if able
- Issue an operational restrictions NOTAM
- Decrease Maestro landing rates and issue a NOTAM updating the Airborne Traffic Delay
- Limit AWK, PILS and VFR flights
- SIS not available. Issue NOTAM advising that SIS and flight following procedures are not available
- Minimum 4 minutes between YMML departures
- Start clearances required at YMEN, YMMB and YMAV
- Slot times required at YMEN. Issue NOTAM for EN SLOT SCHEME
- Notify NCC and re-run GDP at reduced rate if required.

3.1.2.4.7 Five staff below required

- Only two positions open MPL/MFL and MAE with MDS/MDN/MAW/MAV combined
- SM/OCA or relevant DO to issue operational restrictions NOTAM with TCU airspace closure times to permit breaks
- Decrease Maestro rates and issue a NOTAM updating the Airborne Traffic Delay
- Slot times required YMEN. Issue NOTAM for EN SLOT SCHEME
- Notify NCC and re-run GDP at reduced rate if required
- Limit AWK, PILS and VFR flights
- SIS not available. Issue NOTAM advising that SIS and flight following procedures are not available
- Minimum 4 minutes between YMML departures
- Start clearance required at YMEN, YMMB and YMAV
- No transits except priority flights i.e. MEDEVAC.

3.1.2.4.8 Six staff below required

- Only one position open MAE with MDS/MDN/MAW/MAV combined
- SM/OCA or relevant DO to issue operational restrictions NOTAM with TCU airspace closure times to permit breaks
- Maestro landing rate to be 10 per hour
- Slot times required YMEN, YMMB and YMAV. Duty SM/OCA or relevant DO to supervise
- Notify NCC and re-run GDP at reduced rate if required
- Minimum 6 minutes between YMML departures
- Start clearances three per hour at YMEN, YMMB and YMAV

- Limit AWK, PILS and VFR flights
- No transits except priority flights i.e. MEDEVAC
- SIS not available. Issue NOTAM advising that SIS and flight following procedures are not available.

3.1.2.4.9 Only one staff available (night shift operations)

- Only one position open MAE with all positions combined
- Maestro landing rate to be set at an appropriate rate after considering weather and traffic
- SM/OCA or relevant DO to organise staff to minimise the period of one person operations
- When single person operations will exceed five hours, SM/OCA to:
 - issue operational restrictions NOTAM
 - issue Airborne Traffic Delay NOTAM
 - adopt short break procedures

These NOTAM are to include TCU airspace closure times to permit breaks of at least 20 minutes

- During a programmed break the TCU controller:
 - will notify SM/OCA of their location and be contactable
 - may be recalled for priority traffic and a later break programmed
- The SM/OCA must designate appropriate staff to monitor TCU frequencies during breaks.

3.1.2.5 Perth TCU

3.1.2.5.1 Reduction from 6 to 5

With five controllers the Perth TCU first line of continuity is to adjust the seating plan to ensure console coverage while allowing controller breaks.

3.1.2.5.2 Reduction from 5 to 4

With four controllers, the Perth TCU should normally be restricted to flow, SIS, approach and departures.

Review the seating plan. If no spare capacity then consider restricting:

- IFR training flights
- VFR airwork flights at Perth
- transit flights of CTR/CTA
- the availability of SIS.

3.1.2.5.3 Reduction from 5 to 3

With three controllers, the Perth TCU should normally be restricted to flow/SIS, approach and departures.

Implement the following, subject to the actual traffic movement numbers:

- IFR training and airwork flights at Perth are not available

- VFR airwork flights are not available
- transit of the Perth TCU airspace not available, including YPJT or YPEA IFR departures
- issue a Airborne Traffic Delay NOTAM (up to 40 minutes during peak periods) and require start approvals
- consider assigning SIS responsibility to departures
- limit the availability of SIS.

3.1.2.5.4 Reduction from 5 to 2

With two controllers, the Perth TCU should normally be restricted to flow/SIS and approach/departures.

Implement the following:

- Training and airwork flights at Perth are not available
- Transit of the Perth TCU airspace is not available, including YPJT or YPEA IFR departures
- Issue an Airborne Traffic Delay NOTAM as required
- Start approvals for departing traffic. These approvals to be managed by the Tower so that departing aircraft are sequenced at the agreed rate
- In this configuration the target should be to maintain a movement rate of 20 per hour
- Limit the availability of SIS.

Adjust these restrictions to match actual and projected traffic levels.

3.1.2.5.5 Reduction from 5 to 1

With one controller, the Perth TCU should normally be restricted to approach/departures.

Implement the following:

- Training and airwork flights at Perth are not available
- Transit of the Perth TCU airspace is not available including YPJT or YPEA IFR departures
- Issue an Airborne Traffic Delay NOTAM (40 minutes)
- Start approvals for departing traffic. These approvals to be managed by the Tower so that departing aircraft are sequenced at the agreed rate
- SIS not available
- Restrict military traffic in TCU airspace
- ENR responsible for sequencing traffic into Perth TCU airspace at the agreed rate
- In this configuration the target should be to maintain a movement rate of 15 per hour.

Activate Loss of Service procedures as per [2.3 Determine service provision](#) to provide rest breaks when operating with one controller for an extended period.

3.1.2.6 Sydney TCU

3.1.2.6.1 SYTM not available

In the event that the SYTM is absent, the controller holding OCA notifies:

- Director Operations
- Sydney Tower
- Noise Complaints and information service (NCIS)
- SY OM
- BN and ML OM
- NCC.

3.1.2.6.2 SFL available

Use the following rates as a guide and increase or decrease as necessary:

Configuration	Three staff RWY 16/34	Two staff RWY 16/34
IVA	36/38	30/32
DVA	34/36	28/30
Note: ILS	32/34	28/30

Staff are any combination of SYA/SYF endorsement holders.

SFL coordinates any adjustment to the rates with SYTM prior to implementation. SYTM will enter in the journal the acceptance rate and the justification.

3.1.2.6.3 SFL not available

The SYTM will enter the acceptance rate and runway configuration as required.

If an opposite direction runway change is required the SYTM will ensure the minimum time interval on Maestro between the last arrival and the first arrival to the new runway is seven minutes.

Use the following rates as a guide and increase or decrease as necessary:

Configuration	Four staff RWY 16/34	Three staff RWY 16/34	Two staff RWY 16/34	One staff
Note: IVA	38/40	34/36	30/32	16
DVA	36/38	32/34	28/30	16
ILS	34	32/34	28/30	16

Staff are any combination of SYA/SYF endorsement holders.

3.1.2.6.4 SFL and Maestro not available

Apply metering rates as per [LoA 120](#) degraded modes.

When the SFL is absent for extended periods the SYTM coordinates with BN and ML OMs to institute traffic management strategies for aircraft inbound to YSSY.

Use parallel runway modes for arriving aircraft unless weather conditions dictate otherwise.

The application of Metered Flow will be based on timed acceptance rates. During the use of Metered Flow, the Approach controller is responsible for sequencing.

LVP rates will be as per the agreement with Sydney Tower.

3.1.2.7 Sydney Tower

The following table is intended as a guide and may be adjusted based on operational factors and endorsement mix available:

6 positions	5 positions	4 positions	3 positions	2 or 1 position(s)
ADC East	ADC East	Combined ADC	Combined ADC	ADC (single Runway) and Combined SMC and Combined ACD COORD
ADC West	ADC West	Combined SMC	Combined SMC	
SMC East	Combined SMC	ACD/COORD combined	Combined ACD COORD, TSM	
SMC West	ACD/COORD combined	TSM		
ACD/COORD combined	TSM			
TSM				

3.2 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.

3.2.1 Approve access to TRA

The CRM approves access to the TRA. Consider the following when deciding to approve 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.

3.2.2 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 TCO qualification
- The CRM has experience in entering operational data into the system used by that ATS function e.g. TMA, En route, INTAS.

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

3.3 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

3.4 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 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.

3.4.1 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 OM must submit a CIRRIS occurrence:

- a) for situations resulting in TIBA or TRA declaration,
- b) off schedule reversion of non-continuous airspace to Out of Hours configuration, or
- c) 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.

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 NAIPS templates

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

Reduced service templates are issued at OM discretion.

Adelaide	NOTAM
Reduced service	
Start approvals	YPAD 48
Restricted training	YPAD 49
Nil training	YPAD 50
Holding	YPAD 55
Limited SIS	YPAD 88
Loss of service	
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
Reduced service	
Limited SIS	YBBB 582
BN APP/Brisbane and Gold Coast limited service	YBBB 591
BN APP/Gold Coast limited service	YBBB 592
BN APP/Brisbane limited service	YBBB 759
BN TWR limited service	YBBN 62
Loss of service	
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
Reduced service	
Start approvals	YBCS 9
Restricted training	YBCS 14
Nil training	YBCS 10
Holding	YBCS 38
CS APP limited service	YBCS 31
Loss of service	
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
Reduced service	
Start approvals	YSCB 76
Restricted training	YSCB 77
Nil training	YSCB 78
Tower relocated	YSCB 79
Loss of service	
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
Reduced service	YMEN 17 – reduced services YMEN 22 – staff availability
Loss of service	YMEN 10

Hobart	NOTAM
Reduced service	
Start approvals	YMHB 81

Restricted training	YMHB 82
Nil training	YMHB 83
Holding	YMHB 84
HB APP limited service	YMHB 85
HB TWR limited service	YMHB 14
Loss of service	
TCU AVBL/TWR NAVBL	YMHB 87
TCU NAVBL/TWR NAVBL – TRA	YMHB 88

Launceston	NOTAM
Reduced service	
Start approvals	YMLT 84
Restricted training	YMLT 85
Nil training	YMLT 86
Holding	YMLT 87
LT APP limited service	YMLT 88
LT TWR limited service	YMLT 9
Loss of service	
TCU AVBL/TWR NAVBL	YMLT 90
TCU NAVBL/TWR NAVBL – TRA	YMLT 91

Mackay	NOTAM
Reduced service	
Start approvals	YBMK 41
Restricted training	YBMK 42
Nil training	YBMK 43
Holding	YBMK 44
Loss of service	
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
Reduced service	
ACD combined on SMC	YMML 4
No MLA	YMML 5
Loss of service	
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
Reduced service	
Start approvals	YPPH 12
Restricted training	YPPH 13
Nil training	YPPH 14
Holding	YPPH 15
Loss of service	
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
Reduced service	
Start approvals	YBRK 55
Restricted training	YBRK 56
Nil training	YBRK 57
Holding	YBRK 58
Loss of service	

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
Reduced service	
Start approvals	YSSY 219
Combined ACD and COORD	YSSY 220
Combined SMC	YSSY 222
Combined ADC	YSSY 223
Combined SMC and ADC	YSSY 224
Combined SMC, ADC, ACD and COORD	YSSY 225
Tower relocated	YSSY 226
Loss of service	
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

These are the standard templates when providing a reduced service. Details must be aligned to the relevant contingency NOTAM.

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 ARE SUBJECT TO CONTINGENCY DUE OPR RESTRICTIONS.

APPROACH CTL SER NOT AVBL. AERODROME CTL SER AVBL ON MANOEUVRING AREA.

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

1. OBTAIN A BRIEFING ON CONTINGENCY PROCEDURES FROM AIRSERVICES AUSTRALIA ON *[telephone number(s)]*.
2. OBTAIN A LANDING, DEPARTURE OR TRANSIT TIME.

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

AUTHORISATION TO ENTER THIS TEMPO RESTRICTED AREA DOES NOT CONSTITUTE CLEARANCE TO ENTER ANY ADJ OR EMBEDDED RESTRICTED AREAS.

SARWATCH FOR INBOUND IFR ACFT LANDING AT *[aerodrome]* WILL BE HELD BY *[aerodrome]* TOWER ON *[primary ADC freq]*. FIS PROVIDED BY *[aerodrome]* TOWER ON *[primary ADC freq]* AND AVAILABLE ON REQUEST FROM HF AND MAY BE AVAILABLE FROM ADJ ATS UNITS.

TRAFFIC INFO BROADCAST BY AIRCRAFT (TIBA) AS DETAILED IN AIP GEN 3.3 APPLY ON [FREQUENCY] *[single nominated APP frequency]*.

CONTACT *[aerodrome]* TOWER ON *[primary ADC freq]* PRIOR TO JOINING OR APPROACHING THE CIRCUIT AREA.

THESE PROCEDURES DO NOT APPLY TO OPS IN ACTIVE MILITARY 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 ARE SUBJECT TO CONTINGENCY DUE TO OPR RESTRICTIONS.

APPROACH AND AERODROME CTL SER NOT AVBL.

PRIOR TO OPERATING ON THE MANOEUVRING AREA OR IN THE TEMPO RESTRICTED AREA PILOTS/OPERATORS MUST:

1. OBTAIN A BRIEFING ON CONTINGENCY PROCEDURES FROM AIRSERVICES AUSTRALIA ON *[telephone number(s)]*
2. OBTAIN A LANDING, DEPARTURE OR TRANSIT TIME.

PILOTS-IN-COMMAND ARE SOLELY RESPONSIBLE FOR TERRAIN AND COLLISION AVOIDANCE WITHIN THE TERMINAL AIRSPACE.

MILITARY 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 AREAS.

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

TRAFFIC INFO BROADCAST BY AIRCRAFT (TIBA) AND MANDATORY BROADCAST PROC AS DETAILED IN AIP GEN 3.3 APPLY ON (FREQUENCY XXX.XX MHZ *[single nominated APP frequency]*).

THESE PROCEDURES DO NOT APPLY TO OPS IN ACTIVE MILITARY 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 FREQUENCY (CTAF) [FREQUENCY]

A.2.3.2 FIR NOTAM

Template [YMMM or YBBB] [number]

A) [YMMM or YBBB] FIR (ATS) [DTG]

E) [LOCATION] TWR AND APP 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 [AREA FREQUENCY]

COMMON TRAFFIC ADVISORY FREQUENCY (CTAF) [FREQUENCY]

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 TRAFFIC AND SURVEILLANCE INFO SERVICE NOT AVBL IN CLASS G AIRSPACE.

FIS MAY BE AVAILABLE 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 ON *[telephone number(s)]*.

TRAFFIC INFO BROADCAST BY AIRCRAFT PROC (TIBA) AS DETAILED IN AIP GEN 3.3 APPLY ON [FREQUENCY]

COMMON TFC ADVISORY FREQ (CTAF) AND PROC REMAIN UNCHANGED.

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

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

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

F) SFC

G) *[base of CTA]*

A.2.5 TCU available, TWR not available

Template <location> <number>

A) YMMM/YBBB *[as required]* (ATS) DTG

E) ATS AT [LOCATION] AERODROME ARE SUBJECT TO CONTINGENCY DUE OPR RESTRICTIONS.

AERODROME CTL SER NOT AVBL.

MANDATORY BROADCAST PROC AS DETAILED IN AIP GEN 3.3 APPLY ON [FREQUENCY]

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

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

PRIOR TO OPERATING ON THE MANOEUVRING AREA PILOTS MUST:

1. OBTAIN A BRIEFING ON CONTINGENCY PROCEDURES FROM AIRSERVICES AUSTRALIA ON *[telephone number(s)]*
2. OBTAIN A LANDING OR DEPARTURE TIME
3. IF DEPARTING, OBTAIN AN AIRWAYS CLEARANCE ON [FREQUENCY] *[nominated APP frequency]*.

PRIOR TO ENTERING THE RWY FOR DEPARTURE, PILOTS MUST:

4. REPORT READY ON [FREQUENCY]
5. OBTAIN DEPARTURE INSTRUCTIONS AND REPORT AIRBORNE WITHIN THREE MINUTES.

AFTER LANDING, REPORT CLEAR OF THE RWY ON (FREQUENCY XXX.XX MHZ *[nominated APP frequency]*).

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/SYTM/SS/OM in undertaking the above responsibilities.

B.1.1 CRM duty of care

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.

However, 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 (CASR 65.045(1)).

A defence to this prohibition is that the appropriate action the CRM takes to address the unsafe situation was, in the circumstances, reasonable in the interests of the safety of air navigation (CASR 65.054(4)). However this is **not** automatic and would not prevent the person involved from being charged with a breach of the Regulation and having to provide evidence to establish the defence.

In this context, the reasonableness of a conclusion that an unsafe environment exists or the action to take to address the risk will depend greatly on the particular circumstances, and would be driven by professional judgement including assessing the likelihood of the event occurring and the potential severity of the outcome.

B.1.2 Checklist

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

Section	Ref	Item	Done
Pre contingency	0	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"/>
	0	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 OM.

Notification to:	✓
Duty OM (adjacent FIR)	
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 OM 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:

- a) Airspace affected;
- b) Type of variation; and
- c) UTC date/time of commencement and cessation of variation.

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

B.1.7 ^{Note:} 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 within 28 days of activation. The DO will review the report and forward to ANSOSM@airservicesaustralia.com.

B.2 Adjacent sectors

- Airspace normally controlled by TCU or Tower 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 approvals 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 NORMALLY 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).
Broadcast 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	If the aircraft will communicate with Airservices ATC on exit from the TRA: <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. Inhibit the FDR if all of the following apply: <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	
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 RXXX (embedded or adjacent military restricted 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 (see table above) • 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	Make a general broadcast at the start of the contingency. Make directed transmissions to aircraft that will be operating in the contingency airspace.
Suggested phraseology	
Broadcast	<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)

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>
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 RXXX (embedded or adjacent military restricted 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 (see table above) • 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, ATS NORMALLY PROVIDED BY (TCU callsign) ON (frequency) WILL NOT BE AVAILABLE FROM (time). ACCESS TO CLASS A, C AND D AIRSPACE WILL BE RESTRICTED. TIBA PROCEDURES WILL APPLY. REFER TO NOTAM XXX (domestic or international NOTAM number as appropriate).

ATIS	Update ATIS with relevant information and include: 'APPROACH CONTROL SERVICES ON (frequencies) ARE NOT AVAILABLE. CONTINGENCY PROCEDURES APPLY. ACCESS TO AIRSPACE IS RESTRICTED. CONTACT AIRSERVICES (<i>telephone as per NOTAM</i>) FOR FURTHER INFORMATION'.
Notification	Notify: <ul style="list-style-type: none"> • Airport operator • UTS • ARFFS.

Transmit	Make a general broadcast at the start of the contingency.
Suggested phraseology	
Broadcast at start of contingency	<ul style="list-style-type: none"> • ALL STATIONS, TIBA PROCEDURES NOW APPLY IN TMA VOLUME. ACCESS TO AIRSPACE IS RESTRICTED. REFER TO NOTAM XXX (domestic or international NOTAM number as appropriate)

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="469 510 1102 562">Airspace</th> <th data-bbox="1107 510 1442 562">TIBA frequency</th> </tr> </thead> <tbody> <tr> <td data-bbox="469 568 1102 1070">TMA</td> <td data-bbox="1107 568 1442 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="469 1077 1102 1126">Domestic Class G airspace</td> <td data-bbox="1107 1077 1442 1126">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				
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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="469 1189 1102 1240">Unit</th> <th data-bbox="1107 1189 1442 1240">Frequency</th> </tr> </thead> <tbody> <tr> <td data-bbox="469 1247 1102 1299"></td> <td data-bbox="1107 1247 1442 1299"></td> </tr> <tr> <td data-bbox="469 1305 1102 1357"></td> <td data-bbox="1107 1305 1442 1357"></td> </tr> <tr> <td data-bbox="469 1364 1102 1415"></td> <td data-bbox="1107 1364 1442 1415"></td> </tr> <tr> <td data-bbox="469 1422 1102 1460"></td> <td data-bbox="1107 1422 1442 1460"></td> </tr> </tbody> </table>		Unit	Frequency								
Unit	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 RXXX (embedded or adjacent military restricted 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	Update ATIS with relevant information.
Broadcast	Broadcast to advise that TIBA procedures will terminate and normal services will resume.
Suggested phraseology	
Resumption of published services	TIBA PROCEDURES TERMINATED, PUBLISHED SERVICES HAVE RESUMED.

B.5 Military

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

B.5.1 Pre contingency

Suggested phraseology	
Hazard alert	ALL STATIONS, ATS NORMALLY PROVIDED BY (TCU callsign) WILL NOT BE AVAILABLE FROM <i>time</i> . ACCESS TO CLASS A, C and D AIRSPACE IS RESTRICTED. TIBA PROCEDURES APPLY. REFER TO NOTAM <i>number</i>
At start of contingency	<ul style="list-style-type: none"> • ALL STATIONS, TIBA PROCEDURES NOW APPLY IN (TCU callsign) AIRSPACE. ACCESS IS RESTRICTED. REFER TO NOTAM <i>number</i> • 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 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, contact instructions (as applicable)	<ul style="list-style-type: none"> <i>callsign</i>, AUTHORISED TO OPERATE WITHIN THE TEMPORARY RESTRICTED AREA AS DESCRIBED IN NOTAM XXX

	<ul style="list-style-type: none"> • AUTHORISATION TO OPERATE WITHIN THE TRA DOES NOT CONSTITUTE A CLEARANCE THROUGH Rxxx • 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.
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B.5.3 Resumption of service

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

I

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 and C 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 TMA. 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/SYTM/SS/OM in undertaking the above responsibilities.

C.1.1 CRM duty of care

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.

However, 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 (CASR 65.045(1)).

A defence to this prohibition is that the appropriate action the CRM takes to address the unsafe situation was, in the circumstances, reasonable in the interests of the safety of air navigation (CASR 65.045(4)). However this is **not** automatic and would not prevent the person involved from being charged with a breach of the Regulation and having to provide evidence to establish the defence.

In this context, the reasonableness of a conclusion that an unsafe environment exists or the action to take to address the risk will depend greatly on the particular circumstances, and would be driven by professional judgement including assessing the likelihood of the event occurring and the potential severity of the outcome.

C.1.2 Checklist

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

Section	Ref	Item	Done
Pre contingency	0	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"/>
	0	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 OM.

Notification to:	✓
Duty OM (adjacent FIR)	
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 OM 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:

- a) Airspace affected;
- b) Type of variation; and
- c) UTC date/time of commencement and cessation of variation.

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

C.1.7^{Note:} 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 within 28 days of activation. The DO will review the report and forward to ANSOSM@airservicesaustralia.com.

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 NORMALLY 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

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.

However, 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 (CASR 65.045(1)).

A defence to this prohibition is that the appropriate action the controller takes to address the unsafe situation was, in the circumstances, reasonable in the interests of the safety of air navigation (CASR 65.045(4)). However this is **not** automatic and would not prevent the person involved from being charged with a breach of the Regulation and having to provide evidence to establish the defence.

In this context, the reasonableness of a conclusion that an unsafe environment exists or the action to take to address the risk will depend greatly on the particular circumstances, and would be driven by professional judgement including assessing the likelihood of the event occurring and the potential severity of the outcome.

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).
Broadcast 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	<table border="1"> <thead> <tr> <th data-bbox="454 459 1086 506">Area of Responsibility</th> <th data-bbox="1086 459 1422 506">Frequency</th> </tr> </thead> <tbody> <tr> <td data-bbox="454 512 1086 996">Tower</td> <td data-bbox="1086 512 1422 996"> Adelaide: 120.5 Brisbane: 120.5 Cairns: 124.9 Canberra: 118.7 Gold Coast: 118.7 Hobart. 118.1 Launceston. 118.7 Mackay. 124.5 Melbourne: 120.5 Perth: 127.4 Rockhampton. 118.1 Sydney: 120.5 </td> </tr> </tbody> </table>		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
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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 • LIMITED 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
- **Deactivate** Stopbars
- **Set** aerodrome/runway lighting
- **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 contingency procedures will apply.
Suggested phraseology	
Hazard alert	AERODROME CONTROL SERVICES ON (frequencies) WILL NOT BE AVAILABLE FROM (time). MANDATORY BROADCAST PROCEDURES APPLY ON (frequency). CONTACT APPROACH ON (frequency) FOR AIRWAYS CLEARANCE AND (telephone number) FOR PILOT BRIEFING. REFER TO NOTAM XXX (domestic or international NOTAM number as appropriate).
ATIS	Update ATIS with relevant information and include: 'FROM (time) AERODROME CONTROL SERVICES ON (frequencies) ARE NOT AVAILABLE. MANDATORY BROADCAST PROCEDURES APPLY. CONTACT APPROACH ON (see table below) FOR AIRWAYS CLEARANCE AND (telephone number) FOR PILOT BRIEFING.'
Notification	Notify: <ul style="list-style-type: none"> • Airport operator • UTS • ARFFS.
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	
Broadcast at start of contingency	AERODROME CONTROL SERVICES ON (frequencies) ARE NOT AVAILABLE. MANDATORY BROADCAST PROCEDURES APPLY ON (frequency). CONTACT APPROACH ON (frequency) FOR AIRWAYS CLEARANCE AND (telephone number) FOR PILOT BRIEFING. REFER TO NOTAM XXX (domestic or international NOTAM number as appropriate)

Transmit	<p>Make a general broadcast at the start of the contingency. Make directed transmissions to aircraft that will be departing the aerodrome during contingency.</p>
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.

Mandatory Broadcast frequency	<table border="1" style="width: 100%;"> <thead> <tr> <th data-bbox="453 575 1086 629">Area of Responsibility</th> <th data-bbox="1086 575 1426 629">Frequency</th> </tr> </thead> <tbody> <tr> <td data-bbox="453 629 1086 1137">Tower</td> <td data-bbox="1086 629 1426 1137"> Adelaide: 120.5 Brisbane: 120.5 Cairns: 124.9 Canberra: 118.7 Gold Coast: 118.7 Hobart. 118.1 Launceston. 118.7 Mackay. 124.5 Melbourne: 120.5 Perth: 127.4 Rockhampton. 118.1 Sydney: 120.5 </td> </tr> </tbody> </table>		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					
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Position	Frequency										

C.4.2 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	Update ATIS with relevant information and include: 'CONTROL SERVICES ARE CURRENTLY UNAVAILABLE. FROM (time) AERODROME CONTROL SERVICES INCLUDING ADC ON (frequency), SMC ON (frequency) AND CLEARANCE DELIVERY ON (frequency) WILL BE AVAILABLE. MANDATORY BROADCAST PROCEDURES APPLY UNTIL (time).'
Aerodrome	Activate stopbars Check aerodrome/runway lighting
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 GEN 3.3
- 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/SYTM/SS/OM in undertaking the above responsibilities.

D.1.1 CRM duty of care

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.

However, 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 (CASR 65.045(1)).

A defence to this prohibition is that the appropriate action the CRM takes to address the unsafe situation was, in the circumstances, reasonable in the interests of the safety of air navigation (CASR 65.045(4)). However this is **not** automatic and would not prevent the person involved from being charged with a breach of the Regulation and having to provide evidence to establish the defence.

In this context, the reasonableness of a conclusion that an unsafe environment exists or the action to take to address the risk will depend greatly on the particular circumstances, and would be driven by professional judgement including assessing the likelihood of the event occurring and the potential severity of the outcome.

D.1.2 Checklist

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

Section	Ref	Item	Done
Pre contingency	0	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"/>
	0	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 OM.

Notification to:	✓
Duty OM (adjacent FIR)	
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 OM 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:

- d) Airspace affected;
- e) Type of variation; and
- f) UTC date/time of commencement and cessation of variation.

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

D.1.7 ^{Note:} 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 within 28 days of activation. The DO will review the report and forward to ANSOSM@airservicesaustralia.com.

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 approvals 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

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.

However, 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 (CASR 65.045(1)).

A defence to this prohibition is that the appropriate action the controller takes to address the unsafe situation was, in the circumstances, reasonable in the interests of the safety of air navigation (CASR 65.045(4)). However, this is **not** automatic and would not prevent the person involved from being charged with a breach of the Regulation and having to provide evidence to establish the defence.

In this context, the reasonableness of a conclusion that an unsafe environment exists or the action to take to address the risk will depend greatly on the particular circumstances and would be driven by professional judgement including assessing the likelihood of the event occurring and the potential severity of the outcome.

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).

Broadcast 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)
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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	<table border="1"> <thead> <tr> <th data-bbox="464 1178 1102 1229">Airspace</th> <th data-bbox="1102 1178 1442 1229">TIBA frequency</th> </tr> </thead> <tbody> <tr> <td data-bbox="464 1229 1102 1738">TMA</td> <td data-bbox="1102 1229 1442 1738"> 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="464 1738 1102 1792">Class G airspace</td> <td data-bbox="1102 1738 1442 1792">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	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						
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 RXXX (embedded or adjacent military restricted 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 RXXX (embedded or adjacent military restricted 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
- **Deactivate** Stopbars
- **Set** aerodrome/runway lighting
- **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, ATS NORMALLY PROVIDED BY (TCU callsign) AND (tower callsign) WILL NOT BE AVAILABLE FROM (time). ACCESS TO CLASS A AND C AIRSPACE WILL BE RESTRICTED. TIBA AND MANDATORY BROADCAST PROCEDURES WILL APPLY. REFER TO NOTAM XXX (domestic or international NOTAM number as appropriate).
ATIS	Update ATIS with relevant information and include: 'FROM (time) APPROACH CONTROL SERVICES ON (frequencies) ARE NOT AVAILABLE. AERODROME CONTROL SERVICES INCLUDING ADC ON (frequency), SMC ON (frequency) AND CLEARANCE DELIVERY ON (frequency) ARE NOT AVAILABLE. ACCESS TO AIRSPACE IS RESTRICTED. MANDATORY BROADCAST PROCEDURES APPLY. CONTACT (telephone number) FOR FURTHER INFORMATION.'
Notification	Notify: <ul style="list-style-type: none"> • Airport operator • UTS • ARFFS.
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	
Broadcast at start of contingency	ALL STATIONS, TIBA AND MANDATORY BROADCAST PROCEDURES APPLY IN TMA VOLUME. ACCESS TO AIRSPACE IS RESTRICTED. AERODROME CONTROL SERVICES ON (frequencies) ARE NOT AVAILABLE. 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 RXXX (embedded or adjacent military restricted 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.
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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.4.2 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	Update ATIS with relevant information and include: 'CONTROL SERVICES ARE CURRENTLY UNAVAILABLE. FROM (time) APPROACH CONTROL SERVICES ON (frequencies) WILL BE AVAILABLE. AERODROME CONTROL SERVICES INCLUDING ADC ON (frequency), SMC ON (frequency) AND CLEARANCE DELIVERY ON (frequency) WILL BE AVAILABLE. MANDATORY BROADCAST PROCEDURES APPLY UNTIL (time).'
Aerodrome	Activate Stopbars Check aerodrome/runway lighting
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 <i>number</i>
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 <i>number</i> • LIMITED FIS – OTHER THAN TRAFFIC INFORMATION – 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)	<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"> <i>callsign</i>, AUTHORISED TO OPERATE WITHIN THE TEMPORARY RESTRICTED AREA AS DESCRIBED IN NOTAM XXX

contact instructions (as applicable)	<ul style="list-style-type: none"> • AUTHORISATION TO OPERATE WITHIN THE TRA DOES NOT CONSTITUTE A CLEARANCE THROUGH Rxxx • 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.
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D.5.3 Resumption of service

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

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/OM in undertaking the above responsibilities.

E.1.1 CRM duty of care

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.

However, 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 (CASR 65.045(1)).

A defence to this prohibition is that the appropriate action the CRM takes to address the unsafe situation was, in the circumstances, reasonable in the interests of the safety of air navigation (CASR 65.045(4)). However, this is **not** automatic and would not prevent the person involved from being charged with a breach of the Regulation and having to provide evidence to establish the defence.

In this context, the reasonableness of a conclusion that an unsafe environment exists or the action to take to address the risk will depend greatly on the particular circumstances and would be driven by professional judgement including assessing the likelihood of the event occurring and the potential severity of the outcome.

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 OM or Tower OCA.

Notification to:	✓
Duty OM (adjacent FIR)	
Responsible line leader	
UTS	
JRCC Australia	
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 OM 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:

- g) Airspace affected;
- h) Type of variation; and
- i) 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 within 28 days of activation. The DO will review the report and forward to ANSOSM@airservicesaustralia.com.

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 OM	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	CONTINGENCY PROCEDURES TERMINATED, 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	CONTINGENCY PROCEDURES AT (location) TERMINATED, 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 duty OM • notify the Line Leader (LL) • review staff availability and requirements • 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).
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 duty OM • 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) • 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"> • release all non-essential personnel • confirm location of off duty staff • brief all tower staff to check in after 'ALL CLEAR' is given • 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. • Port Hedland only - liaise with duty OM to issue closure NOTAM
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 duty OM 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"> • account for all Airservices staff • determine any assistance that staff may require • obtain an assessment of damage to Airservices facilities • coordinate return to service of facilities • liaise with the tower staff with respect to return to duty and recommencement of tower service • remove cyclone bolt from emergency exit (Karratha only) • liaise with: <ul style="list-style-type: none"> • Maintenance and Service • ARFFS LOM • Airport manager • notify LL and duty OM for changes to NOTAM.