

**Question on notice no. 35**

**Portfolio question number: SQ24-000033**

**2023-24 Additional estimates**

**Rural and Regional Affairs and Transport Committee, Infrastructure,  
Transport, Regional Development, Communications and the Arts Portfolio**

**Senator Bridget McKenzie:** asked the Airservices Australia on 12 February 2024—

Senator McKENZIE: I understand that you provide CASA with weekly reports on monitored airspace interruption. Could you table those reports to this committee, please?

Mr Harfield: Yes, we can. I don't have them with me now, but we can provide them.

**Answer —**

Please find answer attached

**Rural and Regional Affairs and Transport**

**QUESTION ON NOTICE**

**Additional Estimates 2023 - 2024**

**Infrastructure, Transport, Regional Development, Communications and the Arts**

**Committee Question Number: 35**

**Departmental Question Number: SQ24-000033**

**Division/Agency Name: Agency - Airservices Australia**

**Hansard Reference: Spoken, Page No. 58 (12 February 2024)**

**Topic: Airservices – Monitored Airspace Interruption Reports**

**Senator Bridget McKenzie asked:**

Senator MCKENZIE: I understand that you provide CASA with weekly reports on monitored airspace interruption. Could you table those reports to this committee, please?

Mr Harfield: Yes, we can. I don't have them with me now, but we can provide them.

**Answer:**

Airservices Australia regularly engages with the Civil Aviation Safety Authority (CASA) and provides a range of information on safety and service-related matters. With regard to reports on or service variations, Airservices provides three specific types of reporting as outlined below.

<b>Reporting</b>	<b>Summary of information</b>	<b>Frequency</b>
ATS Service Provision - Findings Update (Please refer to <b><u>Attachment A</u></b> and <b><u>Attachment B</u></b> )	ATS staffing report relating to findings. Includes information such as group, current mature, current unavailable, planned available and Tower hour variation approvals.	Monthly
Safety and Service Performance Report (Please refer to <b><u>Attachment C</u></b> and <b><u>Attachment D</u></b> )	Prepared for CASA based on sections 4a), 4b), 4c), 4d), 4e) and 4f) of the minister's Expectations (SoE). Includes more detailed information than Airservices reports against these sections of the SoE in its quarterly report to the Minister.	Monthly
Contingency / Variation to ATS Service (Please refer to <b><u>Attachment E</u></b> )	Information relating to a variation of ATS service including ATS-FORM-0005 and NOTAMs.	Following any variation to published service

**Attachments**

- A: ATS Service Provision - Findings Update – January 2024
- B: ATS Service Provision - Findings Update – February 2024
- C: Safety and Service Performance Report – January 2024
- D: Safety and Service Performance Report – February 2024
- E: Contingency/Variation to ATS Service – emails sent 1 January to 15 March 2024

**From:** Regulatory Engagement  
**Sent:** Friday, 19 January 2024 2:03 PM  
**To:** Regulatory Engagement; [REDACTED]  
**Cc:** [REDACTED];  
**Subject:** SF 730712 & 730713 - Update January 2024  
**Attachments:** 202401 - CASA SF730712 730713 - Monthly WFP update.xlsx

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Good afternoon [REDACTED],

Please find attached January 2024 Workforce Planning update relating to SF730712 and SF 730713.

To support the ongoing collaboration and action plan for the related findings the monthly meeting is scheduled for Thursday 25 January 2024. To ensure all relevant information can be exchanged on the day and limit any queries to be taken on notice can you please raise any specific points regarding the update. We kindly ask to you raise these by COB Tuesday 23 January 2024.

Please also reference tab *Jan 2024 Att1* for updates on the following findings:

Audited Area	Surveillance Event	Inspector	Safety Finding	Group
Sydney TCU	24241	[REDACTED]	728350	Syd TCU TM
Karratha Tower	25955	[REDACTED]	731123	Karratha
Coral Approach - CS TCU	25964	[REDACTED]	729770	NQ TCU
Gold Coast Tower	24235	[REDACTED]	727296	Gold Coast
Avalon Tower	25966	[REDACTED]	730532	Avalon
Archerfield Tower	27450	[REDACTED]	731413	Archerfield Tower

Regards

[REDACTED]



[REDACTED]  
Senior Aviation Regulatory Specialist

M: [REDACTED]

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We acknowledge the Traditional Owners of Country throughout Australia and recognise

their continuing connection to land, waters and culture. We pay our respects to their Elders past, present and emerging.

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Group based on Oct 2023 data	Current Mature	Current Total	Current Available	Current Unavailable	Planned Available to meet Mature (Nov data)	OAR Service Variations	CASA Safety Finding - Approved Extension	Details	Changes to Available meet Mature date
Alice Springs	4FTE	4FTE	2FTE	1FTE - Medical/Non-Op subject to return to work program 1FTE - On-the-job training	Mar-2024	Variation application currently with CASA as at 31 Oct 23		Expected to reach 4 Available FTE by Mar 2024 based on 1 return from sick leave and 1 experienced ext endorsement	No change
Karratha	5FTE	5FTE	4FTE	1FTE - On-the-job training	Mar-2024	Variation in application by Ops	SF 731123 - 31/07/24	Based on two term transfer extensions and one abinitio expected to endorse, Karratha is expected to return to Mature as of March 2024. An addition 3FTE Experienced Externals/Internals to start training in 2024 to replace end of term transfers	No change
Parafield	10FTE (was 11FTE last month, reduction based on IRR)	11FTE	8FTE	1FTE - Medical/Non-Op 2FTE - on Conversion Course prior to On-the-job training	Apr-2024	Variation application currently with CASA as at 6 Nov 23		Expected to reach 11 Available FTE by April 2024 and based on two internal transfers gaining endorsement and the non-op individual returning	No change
Gold Coast	11.5FTE	13FTE	10FTE	1FTE - cross training 1FTE - Medical/Non-Op 1FTE - Long term Absence	Jul-2024	Variation application currently with CASA - As of 17/10/23 - additional information on weather events requested by CASA in progress	SF 727296 - 31/01/24	Expected to reach 13 Available FTE by Jul 2024, and 14FTE by Aug 2024 due in cross training complete and staff returning from Medical and LTA. An additional two internal transfers starting training in March 2024 and May 2024.	No change
Albury	5FTE	5.8FTE	4.8FTE	1FTE - Medical/Non-Op	Jul-2024		SF 731227 - 30/11/23	Expected to reach 4.8 Available FTE by December 2023 and 6.8 Available FTE by July 2024, based on cross training and internal transfers gaining endorsement	No change
Avalon	4FTE	2FTE	2FTE	Nil	Oct-2024	Variation application currently with CASA as at 17 Nov 23	SF 730532 - 30/04/24	Expected to reach 4 Available FTE by Oct 2024, 1FTE trained and available from Moorabbin pending release based on the abinitio backfill. and second inflow to be confirmed. Mature FTE pending decision on tower hour changes. Additional inflow in planning to allow for releases from Melbourne Tower, Moorabbin Tower and Essendon Tower into Avalon Tower.	No change
Byron	27FTE	31.5FTE	27.5	2FTE - cross training 1FTE - LSL 1FTE - Medical/Non-op	Nov-2023		SF 730585 - 30/11/23	Expected to reach 27.5 Available FTE by Nov 2023 with unavailable staff due to Long term unplanned sick leave, LSL and cross training. Further inflows of abinitios, internals and cross training planned throughout 2024 to have available above demand.	No change
BN TCU	39FTE	42.9FTE	36.9FTE	1FTE - Medical/Non-Op 1FTE - cross training 4FTE - On-the-job training	Oct-2024			Expected to reach 38.6 Available by June 2024 and increasing to 44 Available FTE by Oct 2024. This includes a plan of 8 FTE of Exp External and internal new endorsements within the group and also LSL, parental leave and retirements (2 yet to be confirmed) factored in. Will continue to work on further inflow in preparation for Ballina Approach.	No change
NQ TCU	21FTE (was 23FTE last month, reduction based on IRR)	21.8FTE	18.8FTE	1FTE - LSL 1FTE - Parental Leave 1FTE - On-the-job training	Apr-2024		SF 729770 - 31/07/24	Expected to reach 21.8 Available FTE by April 2024, and further increasing to 23.8FTE by Sep 2024 due to inflows of experienced externals and internals gaining endorsement.	No change
Syd TCU App	24FTE	25.2FTE	21.2FTE	1FTE - Long term Absence 3FTE - On-the-job training	Feb-2024			Expected to reach 24.9 Available FTE by Feb 2024 due to internal transfers gaining endorsement, and 1FTE returning from projects. Further inflow plans in place to support the transition program	No change
Syd TCU Dep	19FTE	22.75FTE	19.25FTE	0.5FTE - Projects 2FTE training 1FTE - on Conversion Course prior to On-the-job training	Mar-2024			Currently at Mature, will reach 21.25 Available FTE by March 2024 and planned to remain at that level while inflows are trained and cross training is required to facilitate the transition program.	No change
Syd TCU SM	5FTE	6FTE	4FTE	2FTE - On-the-job training in Melbourne	May-2024		SF 728350 - 30/11/23	Expected to reach 5.25FTE by May 2024 due to 2 Experienced Externals being trained up to backfill secondments ending. Delay due to further training support provided to the SM to train in Melbourne and also due to the unavailability of MLTCU shift managers that need to work on Flow.	No change
Melbourne and Canberra TCU	39FTE	39.6FTE	32.6FTE	2FTE - cross training 2FTE - On-the-job training 1FTE - LSL 1FTE - Parental Leave 1FTE - Medical/Non-Op	Jun-2024			Expected to reach 39 Available FTE by June 2024, targeting Experienced Externals to inflow into the group, also aiming to release staff from Adelaide TCU and TAS Approach to support Melbourne Canberra TCU	No change
West	22FTE	23FTE	19FTE	3FTE - Medical/Non-Op 1FTE - Trainee under review	May-2024			Expected to reach 22.6 Available FTE by May 2024 based on Abinitios gaining endorsement and three non-op staff returning to operations	Delayed by one month due to trainee under review
Archerfield Tower	8.5FTE	10FTE	7FTE	2FTE - cross training 1FTE - Non-op	Dec-2023			Expected to reach 9FTE by Dec 2023 and 10FTE from Apr 2024 once two inflows are trained up, cross training complete and a staff returns from leave.	No change

Group based on Oct 2023 data	Current Mature	Current Total	Current Available	Current Unavailable	Planned Available to meet Mature (Nov data)	OAR Service Variations	CASA Safety Finding - Approved Extension	Details	Changes to Available meet Mature date
Alice Springs	4FTE	4FTE	2FTE	1FTE - Medical/Non-Op 1FTE - On-the-job training	Feb-2025	Variation application currently with CASA as at 31 Oct 23		Expected to reach 3 Available FTE by Mar 2024 based on 1 experienced ext endorsement. EOI currently advertised, and will be seeking internal and abinitios options to backfill potentially starting training in July 2024.	Changes due to individual not getting their medical back and will be transferred to a full time non-op position from Jan 2024
Karratha	5FTE	5FTE	4FTE	1FTE - On-the-job training	Feb-2025	Variation in application by Ops	SF 731123 - 31/07/24	Expected to return to Mature as of Feb 2025 based on 3FTE Experienced Externals/Internals endorsing to replace current end of term transfers, and will be seeking internal and abinitios options to backfill potentially starting training in July 2024.	Delay due to term transfer extensions most likely not happening
Parafield	10FTE	11FTE	8FTE	2FTE - Medical/Non-Op 1FTE - On-the-job training	Nov-2024	Variation application currently with CASA as at 6 Nov 23		Expected to reach 10 Available FTE by Nov 2024 and based on one internal transfer gaining endorsement and a potential inflow either being an abinitio or an experienced external.	Delay due to one of the latest inflow now non-op
Gold Coast	11.5FTE	14FTE	11.5FTE	1FTE - Conversion course 0.5FTE - Medical/Non-Op 1FTE - Long term Absence	Jul-2024	Variation application currently with CASA - As of 17/10/23 - additional information on weather events requested by CASA in progress	SF 727296 - 31/01/24	Expected to reach 13 Available FTE by Jul 2024, and 14FTE by Aug 2024 due in cross training complete and staff returning from Medical and LTA. An additional three internal transfers starting training in March 2024 and May 2024.	No change
Albury	5FTE	5.8FTE	4.8FTE	1FTE - Medical/Non-Op	Jul-2024		SF 731227 - 30/11/23	At 4.8 Available FTE by December 2023 and expected to reach 6.8 Available FTE by July 2024, based on cross training and internal transfers gaining endorsement	No change
Avalon	4FTE	2FTE	2FTE	Nil	Oct-2024	Variation application currently with CASA as at 17 Nov 23	SF 730532 - 30/04/24	Expected to reach 4 Available FTE by Oct 2024, 1FTE trained and available from Moorabbin pending release based on the abinitio backfill and second inflow to be confirmed. Mature FTE pending decision on tower hour changes. Additional inflow in planning to allow for releases from Melbourne Tower, Moorabbin Tower and Essendon Tower into Avalon Tower.	No change
Byron	27FTE	31.5FTE	27.5FTE	2FTE - cross training 1FTE - Long Term Absence 1FTE - Medical/Non-op	Nov-2023		SF 730585 - 30/11/23	Expected to reach 27.5 Available FTE by Nov 2023 with unavailable staff due to Long term unplanned sick leave, LSL and cross training. Further inflows of abinitios, internals and cross training planned throughout 2024 to have available above demand.	No change
BN TCU	39FTE	42.8FTE	37.8FTE	1FTE - Medical/Non-Op 4FTE - On-the-job training	Oct-2024			Expected to reach 38.6 Available by June 2024 and increasing to 44 Available FTE by Oct 2024. This includes a plan of 8 FTE of Exp External and internal new endorsements within the group and also LSL, parental leave and retirements (2 yet to be confirmed) factored in. Will continue to work on further inflow in preparation for Ballina Approach.	No change
NQ TCU	21FTE (was 23FTE last month, reduction based on IRR)	22.8FTE	17.8FTE	1FTE - LSL 1FTE - Medical/Non-op 2FTE - Parental Leave 1FTE - On-the-job training	Apr-2024		SF 729770 - 31/07/24	Expected to reach 21.8 Available FTE by April 2024, and further increasing to 23.8FTE by Sep 2024 due to inflows of experienced externals and internals gaining endorsement.	No change
Syd TCU App	25FTE	25.2FTE 24.4FTE	21.2FTE 20.4FTE	1FTE - Long term Absence 3FTE - On-the-job training	Aug-2024			Expected to reach 25 Available FTE by Aug 2024 due to internal transfers gaining endorsement, and staff returning from long term leave. Further inflow plans in place to support the transition program	Delay due to staff released to support Syd TCU SM
Syd TCU Dep	19FTE	23.25FTE 23FTE	19.25FTE 19FTE	1FTE - on Conversion Course prior to On-the-job training	Jan-2024			Currently at Mature, expected to reach 20.25 Available FTE by Jan 2024 and planned to remain at that level while inflows are trained and cross training is required to facilitate the transition program.	Moved earlier due to staff returning from non-op
Syd TCU SM	5FTE 6FTE	6FTE	4FTE 5FTE	2FTE - On-the-job training in Melbourne	Dec-2024		SF 728350 - 30/11/23	Expected to reach 6FTE by Dec 2024 due to 2 Experienced Externals being trained up to backfill secondments ending. Change of date due to additional training support provided to the SM to train in Melbourne and also due to the unavailability of MLTCU shift managers that need to work on Flow.	Due to updated training requirements
Melbourne and Canberra TCU	39FTE	39.6FTE	33.6FTE	1FTE - cross training 2FTE - On-the-job training 1FTE - Parental Leave 2FTE - Medical/Non-Op	Oct-2024			Expected to reach 39 Available FTE by Oct 2024, targeting Experienced Externals to inflow into the group, also aiming to release staff from Adelaide TCU and TAS Approach to support Melbourne Canberra TCU	Delay due to Experienced External offer changes
West	22FTE	24.7FTE	19.7FTE	2FTE - Medical/Non-Op 1FTE - Trainee under review 2FTE - On-the job training	May-2024			Expected to reach 22.6 Available FTE by May 2024 based on Abinitios gaining endorsement and two non-op staff returning to operations	No change
Archerfield Tower	8.5FTE	10FTE	7FTE	2FTE - cross training 1FTE - Medical/Non-Op	Mar-2024			Expected to reach 9FTE by Dec 2023 and 10FTE from Apr 2024 once two inflows are trained up, cross training complete and a staff returns from leave.	Delay due to extended cross training

Group based on Jan 2024 data	Current Mature	Current Total	Current Available	Current Unavailable	Planned Available to meet Mature	OAR Service Variations	CASA Safety Finding - Approved Extension	Details	Changes to Available meet Mature date
Alice Springs	3FTE	3FTE	2FTE	1FTE - On-the-job training	Apr-2025	Approval received - until 21/01/24		Expected to reach 3 Available FTE by late Mar 2024 based on 1 experienced ext endorsement. EOI selection in process, will be seeking both internal and abinitios options to backfill potentially starting training as soon as July 2024. FIFO options being explored for leave relief.	Delayed by 2 months to factor in release time and training time.
Karratha	5FTE	5FTE	5FTE	Nil	Feb-2025		SF 731123 - 31/07/24	Expected to return to Mature as of Feb 2025 based on 3FTE Experienced Externals/Internals endorsing to replace current end of term transfers, and will be seeking internal and abinitios options to backfill potentially starting training in July 2024.	No change
Parafield	10FTE	11FTE	8FTE	2FTE - Medical/Non-Op 1FTE - On-the-job training	May-2025	Approval received - until 20/01/24		Current internal transfer expected to endorse in Mar 2024, an abinitio inflow to commence training in Feb 2024 and an Experienced External to commence training in Apr 2024. However due to further cross training and parental leave, Parafield is expected to reach 10 Available FTE by May 2025.	An ab and an External inflow confirmed, however delay due to parental leave and cross training updated
Gold Coast	11.5FTE	14FTE	11.5FTE	1FTE - Conversion course 0.5FTE - Medical/Non-Op 1FTE - Long term Absence	Jul-2024	Approval received - until 24/02/24	SF 727296 - 31/01/24	Expected to reach 12 Available FTE by Jul 2024, and 13FTE by Aug 2024 due in cross training complete and staff returning from Medical and LTA. 1FTE less than last month due to potential resignation. An additional three internal transfers starting training in Jan 2024, March 2024 and May 2024 and continuous cross training is planned.	No change
Albury	5FTE	7.8FTE	4.8FTE	1FTE - Medical/Non-Op 2FTE - On-the-job training	Jul-2024		SF 731227 - 30/11/23 - Acquittal Request Submitted 30/11/23 Further Evidence supplied 19/12/23	Expected to reach 6.8 Available FTE by July 2024, based on cross training and internal transfers gaining endorsement	No change
Avalon	4FTE	2FTE	2FTE	Nil	Oct-2024	Approval received - until 25/02/24	SF 730532 - 30/04/24	Expected to reach 4 Available FTE by Oct 2024, 1FTE trained and available from Moorabbin pending release based on the abinitio backfill and second inflow to be confirmed. Mature FTE pending decision on tower hour changes. Additional inflow in planning to allow for releases from Melbourne Tower, Moorabbin Tower and Essendon Tower into Avalon Tower.	No change
Byron	27FTE	32.25FTE	24.5FTE	3.75FTE - cross training 1FTE - Long Service Leave 3FTE - Medical/Non-op	Feb-2024		SF 730585 - 30/11/23 Acquittal Request Submitted 30/11/23 Further Evidence requested 15/12/23	Unplanned sick leave in January and cross training extended, expected to reach Mature by Feb 2024	Delayed by 1 month due to unplanned sick leave
BN TCU	39FTE	44.8FTE	36.8FTE	1FTE - Medical/Non-Op 2FTE - Conversion course 5FTE - On-the-job training	Oct-2024			Expected to reach 38.6 Available by June 2024 and increasing to 44 Available FTE by Oct 2024. This includes a plan of 8 FTE of Exp External and internal new endorsements within the group and also LSL, parental leave and retirements (2 yet to be confirmed) factored in. Will continue to work on further inflow in preparation for Ballina Approach.	No change
NQ TCU	21FTE	23.8FTE	20.8FTE	2FTE - Conversion course 1FTE - Parental Leave	May-2024		SF 729770 - 31/07/24	Expected to reach 21.8 Available FTE by May 2024, and further increasing to 23.8FTE by Sep 2024 due to inflows of experienced externals and internals gaining endorsement.	Delay by 1 month due to training update
Syd TCU App	25FTE	25.4FTE	22.4FTE	1FTE - Long term Absence 1FTE - Parental Leave 1FTE - Conversion Course	Aug-2024			Expected to reach 25 Available FTE by Aug 2024 due to internal transfers gaining endorsement, and staff returning from long term leave. Further inflow plans in place to support the transition program	No change
Syd TCU Dep	19FTE	23FTE	20FTE	3FTE - On-the-job training	Jan-2024			Planned to remain at that level while inflows are trained and cross training is required to facilitate the transition program.	No change
Syd TCU SM	6FTE	6FTE	5FTE	2FTE - On-the-job training in Melbourne	Dec-2024		SF 728350 - 22/09/23	Expected to reach 6FTE by Dec 2024 due to 2 Experienced Externals being trained up to backfill secondments ending. Change of date due to additional training support provided to the SM to train in Melbourne and also due to the unavailability of MLTCU shift managers that need to work on Flow.	No change
Melbourne and Canberra TCU	39FTE	40.6FTE	33.6FTE	1FTE - conversion course 1FTE - cross training 3FTE - On-the-job training 1FTE - Parental Leave 1FTE - Medical/Non-Op	Oct-2024			Expected to reach 39 Available FTE by Oct 2024, targeting Experienced Externals to inflow into the group, also aiming to release staff from Adelaide TCU and TAS Approach to support Melbourne Canberra TCU	No change
West	22FTE	24.7FTE	17.7FTE	1FTE - Parental Leave 3FTE - Medical/Non-Op 1FTE - Trainee under review 2FTE - On-the job training	Jul-2024			Expected to reach 22 Available FTE by Jul 2024 based on Abinitios gaining endorsement and two non-op staff returning to operations. Also staff from other Mel Enroute groups to cross train in West group to support	Delay by 2 months due to additional non-ops
Archerfield Tower	8.5FTE	10FTE	7FTE	2FTE - cross training 1FTE - Parental Leave	Mar-2024		SF 731413 - 19/01/24 Extension request submitted to CASA 19/01/24	Expected to reach 9FTE by Dec 2023 and 10FTE from Apr 2024 once two inflows are trained up, cross training complete and a staff returns from leave.	No change



Unit	Mature	Current Total FTE	Current Available FTE	Current Unavailable	Planned Available to meet Mature (Month)	Available FTE based on Oct 2023 GSR	Changes to Available meet Mature date
Adelaide TCU	20	25.1	22.1	2FTE on Long term leave & non-op 1FTE acting LL	Complete	Expected to reach and remain at 21.1 Available FTE from Nov 2023 ongoing. This Available FTE factors in releases to Melbourne TCU and Sydney Approach as soon as inflows are trained up to backfill	No changes
Bass	15	18.1	15.1	2FTE cross training 1FTE on Non-op	Complete	Currently at 15.1 Available FTE due to staff return, will temporarily drop to 14.1 Available FTE between Feb to May 2024 due to LSL and cross training, however Available expected to return to 15FTE in Jun 2024	No changes
Capricornia	Currently at 10.5 reducing to 10 in Dec 2023	11	10	1FTE - Abinitio Training	Complete	Adhoc support from Alpine also provided Currently at 11 Available FTE and remaining at 10.7FTE from Dec 2023	No changes
Central	19.5	22	18.2	1.8FTE- Non-Op/Medical 1FTE - cross training 1FTE- Long term absence	Feb-2024	Expected to reach 19.5 Available FTE by Jan 2024 as abinitios are trained up and staff return from long term absence.	Delayed by 1 month due to cross training extension
Fraser	17	20.6	17.8	1FTE - cross training 1FTE - Medical 1FTE - on Conversion Course prior to transfer	Feb-2024	Expected to reach and remain at 17 Available FTE by Feb 2024 once internal cross training is complete and staff on Long term leave return. Plans include further cross training in order to release to Gold Coast Tower and Brisbane System Supervisor.	Delayed by 3 months due to 1FTE on medical and cross training
Gwydir	Currently at 17 reducing to 16.6 in Jan 2024	20.6	17.8	1FTE - cross training 0.8FTE - LSL 1FTE - Projects	Complete	Expected to remain at 16.8 Available FTE ongoing with further cross training planned to address endorsement mix and abinitios planned to backfill releases to Brisbane TCU	Completed Earlier
Hastings	Currently at 17 reducing to 16.3 in Dec 2023	19.3	16.5	1FTE - Projects 0.8FTE - LSL 1FTE - Abinitio training	Feb-2024	Expected to remain at 17.4 Available FTE from Feb 2024 with endorsed abinitios and staff returning from LSL. The plan includes a release to Syd Departures	No changes
TAS App	Currently at 10 reducing to 8.3 in Jan 2024	10.8	8.8	1FTE - cross training 1FTE - on Conversion Course prior to transfer	Jan-2024	Currently at 8.8FTE ongoing, which the group will be at Mature once the reduction in Mature occurs. Continue to recruit inflow to Tas App to release Tas App staff to Adelaide TCU and Melbourne Canberra TCU	No changes
Reef	Currently at 14 reducing to 13 in Jan 2024	14.3	13.5	0.8FTE - Non-op	Complete	Currently at 14.3FTE temporary dropping to 13.6FTE during LSL and cross training periods	Due to 0.8FTE non-op
Southwest	Currently at 20 increasing to 20.5 in Jan 2024	20	18	1FTE - career break 1FTE - Medical	Aug-2024	Expected to reach 20.3FTE by Aug 2024. Working on a reassignment from other Melbourne and Brisbane Enroute groups if possible so Southwest can reach Mature quicker	No changes
Bankstown and Camden	Currently at 17 reducing to 16 in Dec 2023	15	14.5	0.5FTE - Projects	Oct-2024	Expected to reach at 15.5FTE by Jul 2024. Delay due to An Experienced External expected to start conversion course training in March 2024. Further Experienced External plans being worked on with an aimed start date of May 2024	No changes
Hamilton Mackay Tower	Currently at 8 reducing to 7 in Jan 2024	8	8	Nil	Complete	Expected to remain at 8 Available FTE	No changes
Rockhampton Tower	Currently at 5.5 reducing to 4 in Jan 2024	3.8	3.8	Nil	Oct-2024	Currently at 3.8FTE, Working on EOI merit pool to identify next inflow prior next Abinitio inflow in Jun 2024	No changes
Broome	6	7	6	1FTE - cross training	Complete	Expected to reach 6FTE by Nov 2023 with an Ab and an internal rating. Expected to reach 7Available FTE by Feb 2024	No changes
Coffs Harbour	4	4	4	Nil	Complete	Remaining at 4 Available FTE ongoing	No changes
Essendon	8	10	8	1FTE - Career break 1FTE - on the job training	Apr-2024	Currently remaining at 7FTE with the temp support provided by Melbourne Tower. Inflows of an Abinitio and an internal should backfill the temp transfer and have the Available FTE increase to 8FTE by Apr 2024. Further inflow plans in progress for 2024 to continue to build up numbers for future releases from Essendon.	No changes
Launceston	5	5	5	Nil	Complete	Expected to remain at 5 available FTE.	No changes
Port Hedland	2	2	2	Nil	Complete	External Ad currently advertised to identify new staff coming into the team	No changes
Canberra Tower	8	11	10	1FTE - cross training	Complete	Expected to remain at 10 Available FTE	No changes
Tamworth Tower	5	5	5	Nil	Complete	Remaining at 5 Available FTE ongoing	No changes
Perth TCU	22	23.6	22	1FTE - cross training 0.6FTE - Long term Absence	Complete	Currently at 22FTE and will gradually increase to 24FTE by Jan 2024 once staff return from Long term leave and an Exp External is trained up.	No changes

Unit	Mature	Current Total FTE	Current Available FTE	Current Unavailable	Planned Available to meet Mature (Month)	Available FTE based on Oct 2023 GSR	Changes to Available meet Mature date
Adelaide TCU	20	25.1	23.1	1FTE on Long term leave & non-op 1FTE acting LL	Complete	Expected to reach and remain at 21.1 Available FTE from Nov 2023 ongoing. This Available FTE factors in releases to Melbourne TCU and Sydney Approach as soon as inflows are trained up to backfill	No changes
Bass	15	16.6	14.6	1FTE cross training 1FTE on LSL	Complete	Currently at 15.1 Available FTE due to staff return, will temporarily drop to 14.1 Available FTE between Feb to May 2024 due to LSL and cross training, however Available expected to return to 15FTE in Jun 2024	No changes
Capricornia	10.5	11	10	1FTE - Abinitio Training	Complete	Adhoc support from Alpine also provided Currently at 11 Available FTE and remaining at 10.7FTE from Jan 2023	No changes
Central	19.5	23	18.2	1.8FTE- Non-Op/Medical 1FTE - cross training 1FTE- Long term absence 1FTE - Abinitio training	Mar-2024	Expected to reach 19.5 Available FTE by Mar 2024 as abinitios are trained up and staff return from long term absence.	Delayed by 1 month due to extended non-op
Fraser	17	19	15	3FTE - cross training 1FTE - on Conversion Course prior to transfer	Feb-2024	Expected to reach and remain at 17 Available FTE by Feb 2024 once internal cross training is complete and staff on Long term leave return. Plans include further cross training in order to release to Gold Coast Tower and Brisbane System Supervisor.	No changes
Gwydir	Currently at 17 reducing to 16.6 in Jan 2024	20.6	16.9	1FTE - cross training 0.8FTE - LSL 1FTE - Projects 1FTE - Non-Op	Complete	Expected to remain at 16.8 Available FTE ongoing with further cross training planned to address endorsement mix and abinitios planned to backfill releases to Brisbane TCU	No changes
Hastings	Currently at 17 reducing to 16.3 in Dec 2023	19.3	14.8	1FTE - Projects 1.75FTE - Non-Op/Medical 0.75FTE - LSL 1FTE - Abinitio training	Feb-2024	Expected to remain at 17.4 Available FTE from Feb 2024 with endorsed abinitios and staff returning from LSL. The plan includes a release to Syd Departures	No changes
TAS App	Currently at 10 reducing to 8.3 in Jan 2024	10.8	9.8	1FTE - cross training	Jan-2024	Currently at 8.8FTE ongoing, which the group will be at Mature once the reduction in Mature occurs. Continue to recruit inflow to Tas App to release Tas App staff to Adelaide TCU and Melbourne Canberra TCU	No changes
Reef	Currently at 14 reducing to 13 in Jan 2024	14.3	13.5	0.8FTE - Non-op	Complete	Currently at 14.3FTE temporary dropping to 13.6FTE during LSL and cross training periods	No changes
Southwest	Currently at 20 increasing to 20.5 in Jan 2024	20	19	1FTE - Medical	Nov-2024	Expected to reach 20.3FTE by Nov 2024. Working on a reassignment from other Melbourne and Brisbane Enroute groups if possible so Southwest can reach Mature quicker	No changes
Bankstown and Camden	Currently at 17 reducing to 16 in Dec 2023	15	14.5	0.5FTE - Projects	Oct-2024	Expected to reach at 15.5FTE by Jul 2024. Delay due to An Experienced External now expected to start conversion course training in March 2024. Further Experienced External and abinitio plans being worked on	No changes
Hamilton Mackay Tower	Currently at 8 reducing to 7 in Jan 2024	8	8	Nil	Complete	Expected to remain at 8 Available FTE	No changes
Rockhampton Tower	Currently at 5.5 reducing to 4 in Jan 2024	3.8	3.8	Nil	Oct-2024	Currently at 3.8FTE, Working on EOI merit pool to identify next inflow prior next Abinitio inflow in Jun 2024	No changes
Broome	6	7	6	1FTE - cross training	Complete	Expected to reach 6FTE by Nov 2023 with an Ab and an internal rating. Expected to reach 7Available FTE by Feb 2024	No changes
Coffs Harbour	4	4	4	Nil	Complete	Remaining at 4 Available FTE ongoing	No changes
Essendon	8	10	8	1FTE - Career break 1FTE - on the job training	Apr-2024	Currently remaining at 7FTE with the temp support provided by Melbourne Tower. Inflows of an Abinitio and an internal should backfill the temp transfer and have the Available FTE increase to 8FTE by Apr 2024. Further inflow plans in progress for 2024 to continue to build up numbers for future releases from Essendon.	No changes
Launceston	5	5	5	Nil	Complete	Expected to remain at 5 available FTE.	No changes
Port Hedland	2	2	2	Nil	Complete	External Ad currently advertised to identify new staff coming into the team	No changes
Canberra Tower	8	11	11	Nil	Complete	Expected to remain above mature while cross training occurs. An additional external is scheduled to start training in Feb 2024	No changes
Tamworth Tower	5	5	5	Nil	Complete	Remaining at 5 Available FTE ongoing	No changes
Perth TCU	22	23.6	23	0.6FTE - Long term Absence	Complete	Currently remaining at an average of 22FTE and will gradually increase to 23FTE by Jan 2024 once staff return from Long term leave and an Exp External is trained up.	No changes

Unit	Mature	Current Total FTE	Current Available FTE	Current Unavailable	Planned Available to meet Mature (Month)	Available FTE based on Jan 2024 GSR	Changes to Available meet Mature date
Adelaide TCU	20	24.1	19.2	2.9FTE non-op/Medical 1FTE acting LL 1FTE Parental Leave	Complete	Expected to reach and remain at 21.1 Available FTE from Nov 2023 ongoing. This Available FTE factors in releases to Melbourne TCU and Sydney Approach as soon as inflows are trained up to backfill	No changes
Bass	15	17.6	13.6	1FTE cross training 1FTE on LSL 2FTE Non-Op/Medical	Complete	Currently at 15.1 Available FTE due to staff return, will temporarily drop to average 14.1 Available FTE between Feb to May 2024 due to LSL and cross training, however Available expected to return to 15FTE in Jun 2024	No changes
						Adhoc support from Alpine also provided	
Capricornia	10.5	11	10	1FTE - Abinitio Training	Complete	Currently at 11 Available FTE and remaining at 10.7FTE from Jan 2023	No changes
Central	19.5	23	18.2	0.8FTE- Non-Op/Medical 2FTE - cross training 1FTE- Long term absence 1FTE - Trainee under review	Mar-2024	Expected to reach 19.5 Available FTE by Mar 2024 as abinitios are trained up and staff return from long term absence.	No changes
Fraser	17	20	16	4FTE - cross training	Feb-2024	Expected to reach and remain at 17 Available FTE by Feb 2024 once internal cross training is complete and staff on Long term leave return. Plans include further cross training in order to release to Gold Coast Tower and Brisbane System Supervisor.	No changes
Gwydir	17	20.6	16.9	1FTE - abinitio training 0.8FTE - LSL 1.9FTE - Projects	Complete	Expected to remain at 16.9 Available FTE ongoing with further cross training planned to address endorsement mix and abinitios planned to backfill releases to Brisbane TCU	No changes
Hastings	16.3	19.3	15.6	1FTE - Projects 1.75FTE - Non-Op/Medical 0.75FTE - LSL 1FTE - Parental Leave	Feb-2024	Expected to remain at 17.4 Available FTE from Feb 2024 with endorsed abinitios and staff returning from LSL. The plan includes a release to Syd Departures	No changes
TAS App	8.3	10.8	9.8	1FTE - cross training	Jan-2024	Currently at 8.8FTE ongoing, which the group will be at Mature once the reduction in Mature occurs. Continue to recruit inflow to Tas App to release Tas App staff to Adelaide TCU and Melbourne Canberra TCU	No changes
Reef	13	14.3	12.5	0.8FTE - Non-op 1FTE Long Service Leave	Complete	Currently at 14.3FTE temporary dropping to average 13.6FTE during LSL and cross training periods	No changes
Southwest	20	20	18	2FTE - Non-Op/Medical	Nov-2024	Expected to reach 20.3FTE by Nov 2024. Working on a reassignment from other Melbourne and Brisbane Enroute groups if possible so Southwest can reach Mature quicker	No changes
Bankstown and Camden	16	15	14.5	0.5FTE - Projects	Oct-2024	Expected to reach at 15.5FTE by Jul 2024. Delay due to An Experienced External now expected to start conversion course training in March 2024. Further Experienced External and abinitio plans being worked on	No changes
Hamilton Mackay Tower	7	8	8	Nil	Complete	Expected to remain at 8 Available FTE	No changes
Rockhampton Tower	4	3.8	3.8	Nil	Oct-2024	Currently at 3.8FTE, Working on EOI merit pool to identify next inflow prior next Abinitio inflow in Jun 2024	No changes
Broome	6	7	5	2FTE - cross training	Complete	Expected to reach 6FTE by Nov 2023 with an Ab and an internal rating. Expected to reach 7Available FTE by Feb 2024	No changes
Coffs Harbour	4	4	4	Nil	Complete	Remaining at 4 Available FTE ongoing	No changes
Essendon	8	10	7	1FTE - Career break 2FTE - on the job training	Apr-2024	Currently remaining at 7FTE with the temp support provided by Melbourne Tower. Inflows of an Abinitio and an internal should backfill the temp transfer and have the Available FTE increase to 8FTE by Apr 2024. Further inflow plans in progress for 2024 to continue to build up numbers for future releases from Essendon.	No changes
Launceston	5	5	5	Nil	Complete	Expected to remain at 5 available FTE.	No changes
Port Hedland	2	2	2	Nil	Complete	External Ad currently advertised to identify new staff coming into the team	No changes
Canberra Tower	8	11	11	Nil	Complete	Expected to remain above mature while cross training occurs. An additional external scheduled to start training in Feb 2024 and an abinitio scheduled to start training in June 2024	No changes
Tamworth Tower	5	5	5	Nil	Complete	Remaining at 5 Available FTE ongoing	No changes
Perth TCU	22	23.6	23	0.6FTE - Long term Absence	Complete	Currently remaining at an average of 22FTE and will gradually increase to 23FTE by Jan 2024 once staff return from Long term leave and an Exp External is trained up.	No changes

**From:** Regulatory Engagement  
**Sent:** Wednesday, 21 February 2024 5:31 PM  
**To:** [REDACTED]  
**Cc:** Regulatory Engagement; [REDACTED]  
**Subject:** SF 730712 & 730713 - Update February 2024  
**Attachments:** 202402 - CASA SF730712 730713 - Monthly WFP update.xlsx

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Good afternoon [REDACTED],

Please find attached February 2024 Workforce Planning update relating to SF730712 and SF 730713. Both Essendon Tower and Sydney Tower, subject to SF's, have been included on Att 1.

To support the ongoing collaboration for the related findings the monthly meeting is scheduled for Monday 26 February 2024. To ensure all relevant information can be exchanged on the day and limit any queries to be taken on notice can you please raise any specific points regarding the update. We kindly ask, as agreed in the email 07 February 2024, CASA raise these by COB Thursday 22 February 2024.

Please also reference tab *Feb 2024 Att1* for updates on the following findings:

Audited Area	Inspector	Safety Finding	Group
Sydney TCU	[REDACTED]	728350	Syd TCU TM
Byron	[REDACTED]	730585	Byron
Karratha Tower	[REDACTED]	731123	Karratha
Albury Tower	[REDACTED]	731227	Albury
Coral Approach - CS TCU	[REDACTED]	729770	NQ TCU
Gold Coast Tower	[REDACTED]	727296	Gold Coast
Avalon Tower	[REDACTED]	730532	Avalon
Archerfield Tower	[REDACTED]	731413	Archerfield Tower
Sydney Tower	[REDACTED]	731837	Sydney Tower
Essendon Tower	[REDACTED]	731838	Essendon Tower

Regards

[REDACTED]



[REDACTED]  
Senior Aviation Regulatory Specialist

M: [REDACTED]

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We acknowledge the Traditional Owners of Country throughout Australia and recognise their continuing connection to land, waters and culture. We pay our respects to their Elders past, present and emerging.

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Group based on Oct 2023 data	Current Mature	Current Total	Current Available	Current Unavailable	Planned Available to meet Mature (Nov data)	OAR Service Variations	CASA Safety Finding - Approved Extension	Details	Changes to Available meet Mature date
Alice Springs	4FTE	4FTE	2FTE	1FTE - Medical/Non-Op subject to return to work program 1FTE - On-the-job training	Mar-2024	Variation application currently with CASA as at 31 Oct 23		Expected to reach 4 Available FTE by Mar 2024 based on 1 return from sick leave and 1 experienced ext endorsement	No change
Karratha	5FTE	5FTE	4FTE	1FTE - On-the-job training	Mar-2024	Variation in application by Ops	SF 731123 - 31/07/24	Based on two term transfer extensions and one abinitio expected to endorse, Karratha is expected to return to Mature as of March 2024. An addition 3FTE Experienced Externals/Internals to start training in 2024 to replace end of term transfers	No change
Parafield	10FTE (was 11FTE last month, reduction based on IRR)	11FTE	8FTE	1FTE - Medical/Non-Op 2FTE - on Conversion Course prior to On-the-job training	Apr-2024	Variation application currently with CASA as at 6 Nov 23		Expected to reach 11 Available FTE by April 2024 and based on two internal transfers gaining endorsement and the non-op individual returning	No change
Gold Coast	11.5FTE	13FTE	10FTE	1FTE - cross training 1FTE - Medical/Non-Op 1FTE - Long term Absence	Jul-2024	Variation application currently with CASA - As of 17/10/23 - additional information on weather events requested by CASA in progress	SF 727296 - 31/01/24	Expected to reach 13 Available FTE by Jul 2024, and 14FTE by Aug 2024 due in cross training complete and staff returning from Medical and LTA. An additional two internal transfers starting training in March 2024 and May 2024.	No change
Albury	5FTE	5.8FTE	4.8FTE	1FTE - Medical/Non-Op	Jul-2024		SF 731227 - 30/11/23	Expected to reach 4.8 Available FTE by December 2023 and 6.8 Available FTE by July 2024, based on cross training and internal transfers gaining endorsement	No change
Avalon	4FTE	2FTE	2FTE	Nil	Oct-2024	Variation application currently with CASA as at 17 Nov 23	SF 730532 - 30/04/24	Expected to reach 4 Available FTE by Oct 2024, 1FTE trained and available from Moorabbin pending release based on the abinitio backfill. and second inflow to be confirmed. Mature FTE pending decision on tower hour changes. Additional inflow in planning to allow for releases from Melbourne Tower, Moorabbin Tower and Essendon Tower into Avalon Tower.	No change
Byron	27FTE	31.5FTE	27.5	2FTE - cross training 1FTE - LSL 1FTE - Medical/Non-op	Nov-2023		SF 730585 - 30/11/23	Expected to reach 27.5 Available FTE by Nov 2023 with unavailable staff due to Long term unplanned sick leave, LSL and cross training. Further inflows of abinitios, internals and cross training planned throughout 2024 to have available above demand.	No change
BN TCU	39FTE	42.9FTE	36.9FTE	1FTE - Medical/Non-Op 1FTE - cross training 4FTE - On-the-job training	Oct-2024			Expected to reach 38.6 Available by June 2024 and increasing to 44 Available FTE by Oct 2024. This includes a plan of 8 FTE of Exp External and internal new endorsements within the group and also LSL, parental leave and retirements (2 yet to be confirmed) factored in. Will continue to work on further inflow in preparation for Ballina Approach.	No change
NQ TCU	21FTE (was 23FTE last month, reduction based on IRR)	21.8FTE	18.8FTE	1FTE - LSL 1FTE - Parental Leave 1FTE - On-the-job training	Apr-2024		SF 729770 - 31/07/24	Expected to reach 21.8 Available FTE by April 2024, and further increasing to 23.8FTE by Sep 2024 due to inflows of experienced externals and internals gaining endorsement.	No change
Syd TCU App	24FTE	25.2FTE	21.2FTE	1FTE - Long term Absence 3FTE - On-the-job training	Feb-2024			Expected to reach 24.9 Available FTE by Feb 2024 due to internal transfers gaining endorsement, and 1FTE returning from projects. Further inflow plans in place to support the transition program	No change
Syd TCU Dep	19FTE	22.75FTE	19.25FTE	0.5FTE - Projects 2FTE training 1FTE - on Conversion Course prior to On-the-job training	Mar-2024			Currently at Mature, will reach 21.25 Available FTE by March 2024 and planned to remain at that level while inflows are trained and cross training is required to facilitate the transition program.	No change
Syd TCU SM	5FTE	6FTE	4FTE	2FTE - On-the-job training in Melbourne	May-2024		SF 728350 - 30/11/23	Expected to reach 5.25FTE by May 2024 due to 2 Experienced Externals being trained up to backfill secondments ending. Delay due to further training support provided to the SM to train in Melbourne and also due to the unavailability of MLTCU shift managers that need to work on Flow.	No change
Melbourne and Canberra TCU	39FTE	39.6FTE	32.6FTE	2FTE - cross training 2FTE - On-the-job training 1FTE - LSL 1FTE - Parental Leave 1FTE - Medical/Non-Op	Jun-2024			Expected to reach 39 Available FTE by June 2024, targeting Experienced Externals to inflow into the group, also aiming to release staff from Adelaide TCU and TAS Approach to support Melbourne Canberra TCU	No change
West	22FTE	23FTE	19FTE	3FTE - Medical/Non-Op 1FTE - Trainee under review	May-2024			Expected to reach 22.6 Available FTE by May 2024 based on Abinitios gaining endorsement and three non-op staff returning to operations	Delayed by one month due to trainee under review
Archerfield Tower	8.5FTE	10FTE	7FTE	2FTE - cross training 1FTE - Non-op	Dec-2023			Expected to reach 9FTE by Dec 2023 and 10FTE from Apr 2024 once two inflows are trained up, cross training complete and a staff returns from leave.	No change

Group based on Oct 2023 data	Current Mature	Current Total	Current Available	Current Unavailable	Planned Available to meet Mature (Nov data)	OAR Service Variations	CASA Safety Finding - Approved Extension	Details	Changes to Available meet Mature date
Alice Springs	4FTE	4FTE	2FTE	1FTE - Medical/Non-Op 1FTE - On-the-job training	Feb-2025	Variation application currently with CASA as at 31 Oct 23		Expected to reach 3 Available FTE by Mar 2024 based on 1 experienced ext endorsement. EOI currently advertised, and will be seeking internal and abinitios options to backfill potentially starting training in July 2024.	Changes due to individual not getting their medical back and will be transferred to a full time non-op position from Jan 2024
Karratha	5FTE	5FTE	4FTE	1FTE - On-the-job training	Feb-2025	Variation in application by Ops	SF 731123 - 31/07/24	Expected to return to Mature as of Feb 2025 based on 3FTE Experienced Externals/Internals endorsing to replace current end of term transfers, and will be seeking internal and abinitios options to backfill potentially starting training in July 2024.	Delay due to term transfer extensions most likely not happening
Parafield	10FTE	11FTE	8FTE	2FTE - Medical/Non-Op 1FTE - On-the-job training	Nov-2024	Variation application currently with CASA as at 6 Nov 23		Expected to reach 10 Available FTE by Nov 2024 and based on one internal transfer gaining endorsement and a potential inflow either being an abinitio or an experienced external.	Delay due to one of the latest inflow now non-op
Gold Coast	11.5FTE	14FTE	11.5FTE	1FTE - Conversion course 0.5FTE - Medical/Non-Op 1FTE - Long term Absence	Jul-2024	Variation application currently with CASA - As of 17/10/23 - additional information on weather events requested by CASA in progress	SF 727296 - 31/01/24	Expected to reach 13 Available FTE by Jul 2024, and 14FTE by Aug 2024 due in cross training complete and staff returning from Medical and LTA. An additional three internal transfers starting training in March 2024 and May 2024.	No change
Albury	5FTE	5.8FTE	4.8FTE	1FTE - Medical/Non-Op	Jul-2024		SF 731227 - 30/11/23	At 4.8 Available FTE by December 2023 and expected to reach 6.8 Available FTE by July 2024, based on cross training and internal transfers gaining endorsement	No change
Avalon	4FTE	2FTE	2FTE	Nil	Oct-2024	Variation application currently with CASA as at 17 Nov 23	SF 730532 - 30/04/24	Expected to reach 4 Available FTE by Oct 2024, 1FTE trained and available from Moorabbin pending release based on the abinitio backfill and second inflow to be confirmed. Mature FTE pending decision on tower hour changes. Additional inflow in planning to allow for releases from Melbourne Tower, Moorabbin Tower and Essendon Tower into Avalon Tower.	No change
Byron	27FTE	31.5FTE	27.5FTE	2FTE - cross training 1FTE - Long Term Absence 1FTE - Medical/Non-op	Nov-2023		SF 730585 - 30/11/23	Expected to reach 27.5 Available FTE by Nov 2023 with unavailable staff due to Long term unplanned sick leave, LSL and cross training. Further inflows of abinitios, internals and cross training planned throughout 2024 to have available above demand.	No change
BN TCU	39FTE	42.8FTE	37.8FTE	1FTE - Medical/Non-Op 4FTE - On-the-job training	Oct-2024			Expected to reach 38.6 Available by June 2024 and increasing to 44 Available FTE by Oct 2024. This includes a plan of 8 FTE of Exp External and internal new endorsements within the group and also LSL, parental leave and retirements (2 yet to be confirmed) factored in. Will continue to work on further inflow in preparation for Ballina Approach.	No change
NQ TCU	21FTE (was 23FTE last month, reduction based on IRR)	22.8FTE	17.8FTE	1FTE - LSL 1FTE - Medical/Non-op 2FTE - Parental Leave 1FTE - On-the-job training	Apr-2024		SF 729770 - 31/07/24	Expected to reach 21.8 Available FTE by April 2024, and further increasing to 23.8FTE by Sep 2024 due to inflows of experienced externals and internals gaining endorsement.	No change
Syd TCU App	25FTE	25.2FTE 24.4FTE	21.2FTE 20.4FTE	1FTE - Long term Absence 3FTE - On-the-job training	Aug-2024			Expected to reach 25 Available FTE by Aug 2024 due to internal transfers gaining endorsement, and staff returning from long term leave. Further inflow plans in place to support the transition program	Delay due to staff released to support Syd TCU SM
Syd TCU Dep	19FTE	23.25FTE 23FTE	19.25FTE 19FTE	1FTE - on Conversion Course prior to On-the-job training	Jan-2024			Currently at Mature, expected to reach 20.25 Available FTE by Jan 2024 and planned to remain at that level while inflows are trained and cross training is required to facilitate the transition program.	Moved earlier due to staff returning from non-op
Syd TCU SM	5FTE 6FTE	6FTE	4FTE 5FTE	2FTE - On-the-job training in Melbourne	Dec-2024		SF 728350 - 30/11/23	Expected to reach 6FTE by Dec 2024 due to 2 Experienced Externals being trained up to backfill secondments ending. Change of date due to additional training support provided to the SM to train in Melbourne and also due to the unavailability of MLTCU shift managers that need to work on Flow.	Due to updated training requirements
Melbourne and Canberra TCU	39FTE	39.6FTE	33.6FTE	1FTE - cross training 2FTE - On-the-job training 1FTE - Parental Leave 2FTE - Medical/Non-Op	Oct-2024			Expected to reach 39 Available FTE by Oct 2024, targeting Experienced Externals to inflow into the group, also aiming to release staff from Adelaide TCU and TAS Approach to support Melbourne Canberra TCU	Delay due to Experienced External offer changes
West	22FTE	24.7FTE	19.7FTE	2FTE - Medical/Non-Op 1FTE - Trainee under review 2FTE - On-the job training	May-2024			Expected to reach 22.6 Available FTE by May 2024 based on Abinitios gaining endorsement and two non-op staff returning to operations	No change
Archerfield Tower	8.5FTE	10FTE	7FTE	2FTE - cross training 1FTE - Medical/Non-Op	Mar-2024			Expected to reach 9FTE by Dec 2023 and 10FTE from Apr 2024 once two inflows are trained up, cross training complete and a staff returns from leave.	Delay due to extended cross training

Group based on Jan 2024 data	Current Mature	Current Total	Current Available	Current Unavailable	Planned Available to meet Mature	OAR Service Variations	CASA Safety Finding - Approved Extension	Details	Changes to Available meet Mature date
Alice Springs	3FTE	3FTE	2FTE	1FTE - On-the-job training	Apr-2025	Approval received - until 21/01/24		Expected to reach 3 Available FTE by late Mar 2024 based on 1 experienced ext endorsement. EOI selection in process, will be seeking both internal and abinitios options to backfill potentially starting training as soon as July 2024. FIFO options being explored for leave relief.	Delayed by 2 months to factor in release time and training time.
Karratha	5FTE	5FTE	5FTE	Nil	Feb-2025		SF 731123 - 31/07/24	Expected to return to Mature as of Feb 2025 based on 3FTE Experienced External/Internal endorsing to replace current end of term transfers, and will be seeking internal and abinitios options to backfill potentially starting training in July 2024.	No change
Parafield	10FTE	11FTE	8FTE	2FTE - Medical/Non-Op 1FTE - On-the-job training	May-2025	Approval received - until 20/01/24		Current internal transfer expected to endorse in Mar 2024, an abinitio inflow to commence training in Feb 2024 and an Experienced External to commence training in Apr 2024. However due to further cross training and parental leave, Parafield is expected to reach 10 Available FTE by May 2025.	An ab and an External inflow confirmed, however delay due to parental leave and cross training updated
Gold Coast	11.5FTE	14FTE	11.5FTE	1FTE - Conversion course 0.5FTE - Medical/Non-Op 1FTE - Long term Absence	Jul-2024	Approval received - until 24/02/24	SF 727296 - 31/01/24	Expected to reach 12 Available FTE by Jul 2024, and 13FTE by Aug 2024 due in cross training complete and staff returning from Medical and LTA. 1FTE less than last month due to potential resignation. An additional three internal transfers starting training in Jan 2024, March 2024 and May 2024 and continuous cross training is planned.	No change
Albury	5FTE	7.8FTE	4.8FTE	1FTE - Medical/Non-Op 2FTE - On-the-job training	Jul-2024		SF 731227 - 30/11/23	Expected to reach 6.8 Available FTE by July 2024, based on cross training and internal transfers gaining endorsement	No change
Avalon	4FTE	2FTE	2FTE	Nil	Oct-2024	Approval received - until 25/02/24	SF 730532 - 30/04/24	Expected to reach 4 Available FTE by Oct 2024, 1FTE trained and available from Moorabbin pending release based on the abinitio backfill and second inflow to be confirmed. Mature FTE pending decision on tower hour changes. Additional inflow in planning to allow for releases from Melbourne Tower, Moorabbin Tower and Essendon Tower into Avalon Tower.	No change
Byron	27FTE	32.25FTE	24.5FTE	3.75FTE - cross training 1FTE - Long Service Leave 3FTE - Medical/Non-op	Feb-2024		SF 730585 - 30/11/23	Unplanned sick leave in January and cross training extended, expected to reach Mature by Feb 2024	Delayed by 1 month due to unplanned sick leave
BN TCU	39FTE	44.8FTE	36.8FTE	1FTE - Medical/Non-Op 2FTE - Conversion course 5FTE - On-the-job training	Oct-2024			Expected to reach 38.6 Available by June 2024 and increasing to 44 Available FTE by Oct 2024. This includes a plan of 8 FTE of Exp External and internal new endorsements within the group and also LSL, parental leave and retirements (2 yet to be confirmed) factored in. Will continue to work on further inflow in preparation for Ballina Approach.	No change
NQ TCU	21FTE	23.8FTE	20.8FTE	2FTE - Conversion course 1FTE - Parental Leave	May-2024		SF 729770 - 31/07/24	Expected to reach 21.8 Available FTE by May 2024, and further increasing to 23.8FTE by Sep 2024 due to inflows of experienced externals and internals gaining endorsement.	Delay by 1 month due to training update
Syd TCU App	25FTE	25.4FTE	22.4FTE	1FTE - Long term Absence 1FTE - Parental Leave 1FTE - Conversion Course	Aug-2024			Expected to reach 25 Available FTE by Aug 2024 due to internal transfers gaining endorsement, and staff returning from long term leave. Further inflow plans in place to support the transition program	No change
Syd TCU Dep	19FTE	23FTE	20FTE	3FTE - On-the-job training	Jan-2024			Planned to remain at that level while inflows are trained and cross training is required to facilitate the transition program.	No change
Syd TCU SM	6FTE	6FTE	5FTE	2FTE - On-the-job training in Melbourne	Dec-2024		SF 728350 - 30/11/23	Expected to reach 6FTE by Dec 2024 due to 2 Experienced External being trained up to backfill secondments ending. Change of date due to additional training support provided to the SM to train in Melbourne and also due to the unavailability of MLTCU shift managers that need to work on Flow.	No change
Melbourne and Canberra TCU	39FTE	40.6FTE	33.6FTE	1FTE - conversion course 1FTE - cross training 3FTE - On-the-job training 1FTE - Parental Leave 1FTE - Medical/Non-Op	Oct-2024			Expected to reach 39 Available FTE by Oct 2024, targeting Experienced External to inflow into the group, also aiming to release staff from Adelaide TCU and TAS Approach to support Melbourne Canberra TCU	No change
West	22FTE	24.7FTE	17.7FTE	1FTE - Parental Leave 3FTE - Medical/Non-Op 1FTE - Trainee under review 2FTE - On-the job training	Jul-2024			Expected to reach 22 Available FTE by Jul 2024 based on Abinitios gaining endorsement and two non-op staff returning to operations. Also staff from other Mel Enroute groups to cross train in West group to support	Delay by 2 months due to additional non-ops
Archerfield Tower	8.5FTE	10FTE	7FTE	2FTE - cross training 1FTE - Parental Leave	Mar-2024			Expected to reach 9FTE by Dec 2023 and 10FTE from Apr 2024 once two inflows are trained up, cross training complete and a staff returns from leave.	No change



Group based on Feb 2024 data	Current Mature	Current Total	Current Available	Current Unavailable	Planned Available to meet Mature	OAR Service Variations	CASA Safety Finding - Approved Extension	Details	Changes to Available meet Mature date
Alice Springs	4FTE	3FTE	2FTE	1FTE - On-the-job training	Apr-2025	Existing approval expired 21/01/24 - updated application in progress		Expected to reach 3 Available FTE by late Mar 2024 based on 1 experienced ext endorsement. EOI selection in process, will be seeking both internal and abinitios options to backfill potentially starting training as soon as July 2024. FIFO options being explored for leave relief.	No change
Karratha	5FTE	5FTE	5FTE	Nil	Feb-2025		SF 731123 - 31/07/24	Expected to return to Mature as of Feb 2025 based on 3FTE Experienced Externals/Internals endorsing to replace current end of term transfers, and will be seeking internal and abinitios options to backfill potentially starting training in July 2024.	No change
Parafield	10FTE	13FTE	8FTE	2FTE - Medical/Non-Op 1FTE - On-the-job training 1FTE - Abinitio training	May-2025	Existing approval expired 20/01/24 - updated application in progress		Current internal transfer expected to endorse in Mar 2024, an abinitio inflow to commence training in Feb 2024 and an Experienced External to commence training in Apr 2024. However due to further cross training and parental leave, Parafield is expected to reach 10 Available FTE by May 2025.	No change
Gold Coast	11.5FTE	14FTE	10.5FTE	1FTE - Conversion course 0.5FTE - Medical/Non-Op 1FTE - Long term Absence 1FTE - Long Service Leave	Jul - 2024, however will reach ideal endorsement mix by Apr - 2025	Approval received - until 24/02/24	SF 727296 - 31/01/24 (further evidence for detailed action plan requested by CASA 13/02/24 - response due 28/02/24)	Expected to reach 12 Available FTE by Jul 2024, and 13FTE by Aug 2024 due in cross training complete and staff returning from Medical and LTA. An additional three internal transfers starting training in Jan 2024, March 2024 and May 2024 and continuous cross training is planned. However, due to one staff who failed ADC training and a potential resignation of an FEC, cross training plans have been adjusted, and Gold Coast Tower will not return to the ideal endorsement mix until April 2025	Headcount reaches Mature by July 2024 as per previous plan, however due to fail in cross training and potential resignation, cross training plans now updated. Ideal FEC endorsement mix wont be met until Apr 2025
Albury	5FTE	7.8FTE	4.8FTE	1FTE - Medical/Non-Op 2FTE - On-the-job training	Jul-2024		SF 731227 - 30/11/23 (further evidence requested by CASA - extension approved to provide response by 01/03/24)	Expected to reach 6.8 Available FTE by July 2024, based on cross training and internal transfers gaining endorsement	No change
Avalon	4FTE	2FTE	2FTE	Nil	Oct-2024	Approval received - until 25/02/24	SF 730532 - 30/04/24	Expected to reach 4 Available FTE by Oct 2024, 1FTE trained and available from Moorabbin pending release based on the abinitio backfill and second inflow to be confirmed. Mature FTE pending decision on tower hour changes. Additional inflow in planning to allow for releases from Melbourne Tower, Moorrabin Tower and Essendon Tower into Avalon Tower.	No change
Byron	27FTE	35.1FTE	27.1FTE	2FTE - cross training 1FTE - Abinitio training 1FTE - Long Service Leave 2FTE - Medical/Non-op 2FTE - Secondment	Feb-2024		SF 730585 - 30/11/23 (further evidence requested by CASA - extension requested to provide response by 01/03/24)	At Mature as of Feb 2024 and expected to remain above Mature moving forward	No change
BN TCU	39FTE	47.7FTE	36.7FTE	2FTE - Medical/Non-Op 1FTE - Conversion course 6FTE - On-the-job training 1FTE - Parental Leave 1FTE - Secondment	Nov-2024			Expected to reach 38.6 Available by June 2024 and increasing to 44 Available FTE by Nov 2024. This includes a plan of 8 FTE of Exp External and internal new endorsements within the group and also LSL, parental leave and retirements (2 yet to be confirmed) factored in. Will continue to work on further inflow in preparation for Ballina Approach.	Delay by 1 month due to parental leave
NQ TCU	21FTE	25.8FTE	21.8FTE	1FTE - Conversion course 2FTE - On the job training 1FTE - Secondment	Nov-2024		SF 729770 - 31/07/24	Expected to reach 21.8 Available FTE by Nov 2024 due to inflows of experienced externals and internals gaining endorsement. Delay is due to experienced externals training extensions and additional cross training planned	Delay due to additional training required for Experience Externals and cross training planned.
Syd TCU App	25FTE	26.4FTE	23.4FTE	1FTE - Parental Leave 2FTE - On-the-job training	Aug-2024			Expected to reach 25 Available FTE by Aug 2024 due to internal transfers gaining endorsement, and staff returning from long term leave. Further inflow plans in place to support the transition program	No change
Syd TCU Dep	19FTE	24FTE	20FTE	4FTE - On-the-job training	Jan-2024			Planned to remain at that level while inflows are trained and cross training is required to facilitate the transition program.	No change
Syd TCU SM	6FTE	6FTE	5FTE	2FTE - On-the-job training in Melbourne	Dec-2024		SF 728350 - 30/11/23 (additional response on external training provided to CASA on 25/01/24)	Expected to reach 6FTE by Dec 2024 due to 2 Experienced Externals being trained up to backfill secondments ending. Change of date due to additional training support provided to the SM to train in Melbourne and also due to the unavailability of MLTCU shift managers that need to work on Flow.	No change
Melbourne and Canberra TCU	39FTE	40FTE	33FTE	1FTE - conversion course 1FTE - cross training 3FTE - On-the-job training 1FTE - Parental Leave 1FTE - Medical/Non-Op 1FTE - Parental Leave	Oct-2024			Expected to reach 39 Available FTE by Oct 2024, targeting Experienced Externals to inflow into the group, also aiming to release staff from Adelaide TCU and TAS Approach to support Melbourne Canberra TCU	No change
West	22FTE	24.6FTE	17.6FTE	2FTE - Medical/Non-Op 1FTE - Trainee under review 1FTE - On-the job training 2FTE - Secondment	Jul-2024			Expected to reach 22 Available FTE by Jul 2024 based on Abinitios gaining endorsement and two non-op staff returning to operations. Also staff from other Mel Enroute groups to cross train in West group to support	No change
Archerfield Tower	8.5FTE	12FTE	8FTE	2FTE - cross training 1FTE - Parental Leave 1FTE - Secondment	Mar-2024		SF 731413 - 15/02/24 (Extension request to 31/03/24 submitted to CASA)	Expected to reach 9FTE by March 2024 and 10FTE from Jul 2024 once two inflows are trained up, cross training complete and a staff returns from leave.	No change
Sydney Tower	39FTE	34FTE	40FTE	3FTE - cross training 1FTE - Parental Leave 2FTE - Medical/Non-op	Aug-2024		SF 731837 - 31/07/24	Expected to reach 40FTE by Aug 2024 due to Experienced Externals endorsing and cross training, Further inflow plans of Experienced Externals	No change
Essendon Tower	8FTE	11FTE	6FTE	1FTE - Career break 2FTE - on the job training 1FTE - LSL 1FTE - secondment	Apr-2024		SF 731838 - 30/04/24	Currently remaining at 7FTE with the temp support provided by Melbourne Tower. Inflows of an Abinitio and an internal should backfill the temp transfer and have the Available FTE increase to 8FTE by Apr 2024. Further inflow plans in progress for 2024 to continue to build up numbers for future releases from Essendon.	No change

Unit	Mature	Current Total FTE	Current Available FTE	Current Unavailable	Planned Available to meet Mature (Month)	Available FTE based on Oct 2023 GSR	Changes to Available meet Mature date
Adelaide TCU	20	25.1	22.1	2FTE on Long term leave & non-op 1FTE acting LL	Complete	Expected to reach and remain at 21.1 Available FTE from Nov 2023 ongoing. This Available FTE factors in releases to Melbourne TCU and Sydney Approach as soon as inflows are trained up to backfill	No changes
Bass	15	18.1	15.1	2FTE cross training 1FTE on Non-op	Complete	Currently at 15.1 Available FTE due to staff return, will temporarily drop to 14.1 Available FTE between Feb to May 2024 due to LSL and cross training, however Available expected to return to 15FTE in Jun 2024	No changes
Capricornia	Currently at 10.5 reducing to 10 in Dec 2023	11	10	1FTE - Abinitio Training	Complete	Adhoc support from Alpine also provided Currently at 11 Available FTE and remaining at 10.7FTE from Dec 2023	No changes
Central	19.5	22	18.2	1.8FTE- Non-Op/Medical 1FTE - cross training 1FTE- Long term absence	Feb-2024	Expected to reach 19.5 Available FTE by Jan 2024 as abinitios are trained up and staff return from long term absence.	Delayed by 1 month due to cross training extension
Fraser	17	20.6	17.8	1FTE - cross training 1FTE - Medical 1FTE - on Conversion Course prior to transfer	Feb-2024	Expected to reach and remain at 17 Available FTE by Feb 2024 once internal cross training is complete and staff on Long term leave return. Plans include further cross training in order to release to Gold Coast Tower and Brisbane System Supervisor.	Delayed by 3 months due to 1FTE on medical and cross training
Gwydir	Currently at 17 reducing to 16.6 in Jan 2024	20.6	17.8	1FTE - cross training 0.8FTE - LSL 1FTE - Projects	Complete	Expected to remain at 16.8 Available FTE ongoing with further cross training planned to address endorsement mix and abinitios planned to backfill releases to Brisbane TCU	Completed Earlier
Hastings	Currently at 17 reducing to 16.3 in Dec 2023	19.3	16.5	1FTE - Projects 0.8FTE - LSL 1FTE - Abinitio training	Feb-2024	Expected to remain at 17.4 Available FTE from Feb 2024 with endorsed abinitios and staff returning from LSL. The plan includes a release to Syd Departures	No changes
TAS App	Currently at 10 reducing to 8.3 in Jan 2024	10.8	8.8	1FTE - cross training 1FTE - on Conversion Course prior to transfer	Jan-2024	Currently at 8.8FTE ongoing, which the group will be at Mature once the reduction in Mature occurs. Continue to recruit inflow to Tas App to release Tas App staff to Adelaide TCU and Melbourne Canberra TCU	No changes
Reef	Currently at 14 reducing to 13 in Jan 2024	14.3	13.5	0.8FTE - Non-op	Complete	Currently at 14.3FTE temporary dropping to 13.6FTE during LSL and cross training periods	Due to 0.8FTE non-op
Southwest	Currently at 20 increasing to 20.5 in Jan 2024	20	18	1FTE - career break 1FTE - Medical	Aug-2024	Expected to reach 20.3FTE by Aug 2024. Working on a reassignment from other Melbourne and Brisbane Enroute groups if possible so Southwest can reach Mature quicker	No changes
Bankstown and Camden	Currently at 17 reducing to 16 in Dec 2023	15	14.5	0.5FTE - Projects	Oct-2024	Expected to reach at 15.5FTE by Jul 2024. Delay due to An Experienced External expected to start conversion course training in March 2024. Further Experienced External plans being worked on with an aimed start date of May 2024	No changes
Hamilton Mackay Tower	Currently at 8 reducing to 7 in Jan 2024	8	8	Nil	Complete	Expected to remain at 8 Available FTE	No changes
Rockhampton Tower	Currently at 5.5 reducing to 4 in Jan 2024	3.8	3.8	Nil	Oct-2024	Currently at 3.8FTE, Working on EOI merit pool to identify next inflow prior next Abinitio inflow in Jun 2024	No changes
Broome	6	7	6	1FTE - cross training	Complete	Expected to reach 6FTE by Nov 2023 with an Ab and an internal rating. Expected to reach 7Available FTE by Feb 2024	No changes
Coffs Harbour	4	4	4	Nil	Complete	Remaining at 4 Available FTE ongoing	No changes
Essendon	8	10	8	1FTE - Career break 1FTE - on the job training	Apr-2024	Currently remaining at 7FTE with the temp support provided by Melbourne Tower. Inflows of an Abinitio and an internal should backfill the temp transfer and have the Available FTE increase to 8FTE by Apr 2024. Further inflow plans in progress for 2024 to continue to build up numbers for future releases from Essendon.	No changes
Launceston	5	5	5	Nil	Complete	Expected to remain at 5 available FTE.	No changes
Port Hedland	2	2	2	Nil	Complete	External Ad currently advertised to identify new staff coming into the team	No changes
Canberra Tower	8	11	10	1FTE - cross training	Complete	Expected to remain at 10 Available FTE	No changes
Tamworth Tower	5	5	5	Nil	Complete	Remaining at 5 Available FTE ongoing	No changes
Perth TCU	22	23.6	22	1FTE - cross training 0.6FTE - Long term Absence	Complete	Currently at 22FTE and will gradually increase to 24FTE by Jan 2024 once staff return from Long term leave and an Exp External is trained up.	No changes

Unit	Mature	Current Total FTE	Current Available FTE	Current Unavailable	Planned Available to meet Mature (Month)	Available FTE based on Oct 2023 GSR	Changes to Available meet Mature date
Adelaide TCU	20	25.1	23.1	1FTE on Long term leave & non-op 1FTE acting LL	Complete	Expected to reach and remain at 21.1 Available FTE from Nov 2023 ongoing. This Available FTE factors in releases to Melbourne TCU and Sydney Approach as soon as inflows are trained up to backfill	No changes
Bass	15	16.6	14.6	1FTE cross training 1FTE on LSL	Complete	Currently at 15.1 Available FTE due to staff return, will temporarily drop to 14.1 Available FTE between Feb to May 2024 due to LSL and cross training, however Available expected to return to 15FTE in Jun 2024 Adhoc support from Alpine also provided	No changes
Capricornia	10.5	11	10	1FTE - Abinitio Training	Complete	Currently at 11 Available FTE and remaining at 10.7FTE from Jan 2023	No changes
Central	19.5	23	18.2	1.8FTE- Non-Op/Medical 1FTE - cross training 1FTE- Long term absence 1FTE - Abinitio training	Mar-2024	Expected to reach 19.5 Available FTE by Mar 2024 as abinitios are trained up and staff return from long term absence.	Delayed by 1 month due to extended non-op
Fraser	17	19	15	3FTE - cross training 1FTE - on Conversion Course prior to transfer	Feb-2024	Expected to reach and remain at 17 Available FTE by Feb 2024 once internal cross training is complete and staff on Long term leave return. Plans include further cross training in order to release to Gold Coast Tower and Brisbane System Supervisor.	No changes
Gwydir	Currently at 17 reducing to 16.6 in Jan 2024	20.6	16.9	1FTE - cross training 0.8FTE - LSL 1FTE - Projects 1FTE - Non-Op	Complete	Expected to remain at 16.8 Available FTE ongoing with further cross training planned to address endorsement mix and abinitios planned to backfill releases to Brisbane TCU	No changes
Hastings	Currently at 17 reducing to 16.3 in Dec 2023	19.3	14.8	1FTE - Projects 1.75FTE - Non-Op/Medical 0.75FTE - LSL 1FTE - Abinitio training	Feb-2024	Expected to remain at 17.4 Available FTE from Feb 2024 with endorsed abinitios and staff returning from LSL. The plan includes a release to Syd Departures	No changes
TAS App	Currently at 10 reducing to 8.3 in Jan 2024	10.8	9.8	1FTE - cross training	Jan-2024	Currently at 8.8FTE ongoing, which the group will be at Mature once the reduction in Mature occurs. Continue to recruit inflow to Tas App to release Tas App staff to Adelaide TCU and Melbourne Canberra TCU	No changes
Reef	Currently at 14 reducing to 13 in Jan 2024	14.3	13.5	0.8FTE - Non-op	Complete	Currently at 14.3FTE temporary dropping to 13.6FTE during LSL and cross training periods	No changes
Southwest	Currently at 20 increasing to 20.5 in Jan 2024	20	19	1FTE - Medical	Nov-2024	Expected to reach 20.3FTE by Nov 2024. Working on a reassignment from other Melbourne and Brisbane Enroute groups if possible so Southwest can reach Mature quicker	No changes
Bankstown and Camden	Currently at 17 reducing to 16 in Dec 2023	15	14.5	0.5FTE - Projects	Oct-2024	Expected to reach at 15.5FTE by Jul 2024. Delay due to An Experienced External now expected to start conversion course training in March 2024. Further Experienced External and abinitio plans being worked on	No changes
Hamilton Mackay Tower	Currently at 8 reducing to 7 in Jan 2024	8	8	Nil	Complete	Expected to remain at 8 Available FTE	No changes
Rockhampton Tower	Currently at 5.5 reducing to 4 in Jan 2024	3.8	3.8	Nil	Oct-2024	Currently at 3.8FTE, Working on EOI merit pool to identify next inflow prior next Abinitio inflow in Jun 2024	No changes
Broome	6	7	6	1FTE - cross training	Complete	Expected to reach 6FTE by Nov 2023 with an Ab and an internal rating. Expected to reach 7Available FTE by Feb 2024	No changes
Coffs Harbour	4	4	4	Nil	Complete	Remaining at 4 Available FTE ongoing	No changes
Essendon	8	10	8	1FTE - Career break 1FTE - on the job training	Apr-2024	Currently remaining at 7FTE with the temp support provided by Melbourne Tower. Inflows of an Abinitio and an internal should backfill the temp transfer and have the Available FTE increase to 8FTE by Apr 2024. Further inflow plans in progress for 2024 to continue to build up numbers for future releases from Essendon.	No changes
Launceston	5	5	5	Nil	Complete	Expected to remain at 5 available FTE.	No changes
Port Hedland	2	2	2	Nil	Complete	External Ad currently advertised to identify new staff coming into the team	No changes
Canberra Tower	8	11	11	Nil	Complete	Expected to remain above mature while cross training occurs. An additional external is scheduled to start training in Feb 2024	No changes
Tamworth Tower	5	5	5	Nil	Complete	Remaining at 5 Available FTE ongoing	No changes
Perth TCU	22	23.6	23	0.6FTE - Long term Absence	Complete	Currently remaining at an average of 22FTE and will gradually increase to 23FTE by Jan 2024 once staff return from Long term leave and an Exp External is trained up.	No changes

Unit	Mature	Current Total FTE	Current Available FTE	Current Unavailable	Planned Available to meet Mature (Month)	Available FTE based on Jan 2024 GSR	Changes to Available meet Mature date
Adelaide TCU	20	24.1	19.2	2.9FTE non-op/Medical 1FTE acting LL 1FTE Parental Leave	Complete	Expected to reach and remain at 21.1 Available FTE from Nov 2023 ongoing. This Available FTE factors in releases to Melbourne TCU and Sydney Approach as soon as inflows are trained up to backfill	No changes
Bass	15	17.6	13.6	1FTE cross training 1FTE on LSL 2FTE Non-Op/Medical	Complete	Currently at 15.1 Available FTE due to staff return, will temporarily drop to average 14.1 Available FTE between Feb to May 2024 due to LSL and cross training, however Available expected to return to 15FTE in Jun 2024	No changes
						Adhoc support from Alpine also provided	
Capricornia	10.5	11	10	1FTE - Abinitio Training	Complete	Currently at 11 Available FTE and remaining at 10.7FTE from Jan 2023	No changes
Central	19.5	23	18.2	0.8FTE- Non-Op/Medical 2FTE - cross training 1FTE- Long term absence 1FTE - Trainee under review	Mar-2024	Expected to reach 19.5 Available FTE by Mar 2024 as abinitios are trained up and staff return from long term absence.	No changes
Fraser	17	20	16	4FTE - cross training	Feb-2024	Expected to reach and remain at 17 Available FTE by Feb 2024 once internal cross training is complete and staff on Long term leave return. Plans include further cross training in order to release to Gold Coast Tower and Brisbane System Supervisor.	No changes
Gwydir	17	20.6	16.9	1FTE - abinitio training 0.8FTE - LSL 1.9FTE - Projects	Complete	Expected to remain at 16.9 Available FTE ongoing with further cross training planned to address endorsement mix and abinitios planned to backfill releases to Brisbane TCU	No changes
Hastings	16.3	19.3	15.6	1FTE - Projects 1.75FTE - Non-Op/Medical 0.75FTE - LSL 1FTE - Parental Leave	Feb-2024	Expected to remain at 17.4 Available FTE from Feb 2024 with endorsed abinitios and staff returning from LSL. The plan includes a release to Syd Departures	No changes
TAS App	8.3	10.8	9.8	1FTE - cross training	Jan-2024	Currently at 8.8FTE ongoing, which the group will be at Mature once the reduction in Mature occurs. Continue to recruit inflow to Tas App to release Tas App staff to Adelaide TCU and Melbourne Canberra TCU	No changes
Reef	13	14.3	12.5	0.8FTE - Non-op 1FTE Long Service Leave	Complete	Currently at 14.3FTE temporary dropping to average 13.6FTE during LSL and cross training periods	No changes
Southwest	20	20	18	2FTE - Non-Op/Medical	Nov-2024	Expected to reach 20.3FTE by Nov 2024. Working on a reassignment from other Melbourne and Brisbane Enroute groups if possible so Southwest can reach Mature quicker	No changes
Bankstown and Camden	16	15	14.5	0.5FTE - Projects	Oct-2024	Expected to reach at 15.5FTE by Jul 2024. Delay due to An Experienced External now expected to start conversion course training in March 2024. Further Experienced External and abinitio plans being worked on	No changes
Hamilton Mackay Tower	7	8	8	Nil	Complete	Expected to remain at 8 Available FTE	No changes
Rockhampton Tower	4	3.8	3.8	Nil	Oct-2024	Currently at 3.8FTE, Working on EOI merit pool to identify next inflow prior next Abinitio inflow in Jun 2024	No changes
Broome	6	7	5	2FTE - cross training	Complete	Expected to reach 6FTE by Nov 2023 with an Ab and an internal rating. Expected to reach 7Available FTE by Feb 2024	No changes
Coffs Harbour	4	4	4	Nil	Complete	Remaining at 4 Available FTE ongoing	No changes
Essendon	8	10	7	1FTE - Career break 2FTE - on the job training	Apr-2024	Currently remaining at 7FTE with the temp support provided by Melbourne Tower. Inflows of an Abinitio and an internal should backfill the temp transfer and have the Available FTE increase to 8FTE by Apr 2024. Further inflow plans in progress for 2024 to continue to build up numbers for future releases from Essendon.	No changes
Launceston	5	5	5	Nil	Complete	Expected to remain at 5 available FTE.	No changes
Port Hedland	2	2	2	Nil	Complete	External Ad currently advertised to identify new staff coming into the team	No changes
Canberra Tower	8	11	11	Nil	Complete	Expected to remain above mature while cross training occurs. An additional external scheduled to start training in Feb 2024 and an abinitio scheduled to start training in June 2024	No changes
Tamworth Tower	5	5	5	Nil	Complete	Remaining at 5 Available FTE ongoing	No changes
Perth TCU	22	23.6	23	0.6FTE - Long term Absence	Complete	Currently remaining at an average of 22FTE and will gradually increase to 23FTE by Jan 2024 once staff return from Long term leave and an Exp External is trained up.	No changes

Unit	Mature	Current Total FTE	Current Available FTE	Current Unavailable	Planned Available to meet Mature (Month)	Available FTE based on Jan 2024 GSR	Changes to Available meet Mature date
Adelaide TCU	20	25.1	19.2	2.9FTE secondment 1FTE non-op/Medical 1FTE Parental Leave 1FTE - cross training	Complete	Expected to reach and remain at 21.1 Available FTE from Nov 2023 ongoing. This Available FTE factors in releases to Melbourne TCU and Sydney Approach as soon as inflows are trained up to backfill	No changes
Bass	15	17.1	13.6	1FTE cross training 0.6FTE on LSL 2FTE Non-Op/Medical	Complete	Currently at 15.1 Available FTE due to staff return, will temporarily drop to average 14.1 Available FTE between Feb to May 2024 due to LSL and cross training, however Available expected to return to 15FTE in Jun 2024  Adhoc support from Alpine also provided	No changes
Capricornia	10.5	11.7	10.7	1FTE - Abinitio Training	Complete	Currently at 11 Available FTE and remaining at 10.7FTE from Jan 2023	No changes
Central	19.5	23.4	18.6	0.8FTE- Non-Op/Medical 2FTE - cross training 1FTE- Long term absence 1FTE - secondment 1FTE - Trainee under review	Mar-2024	Expected to reach 19.5 Available FTE by Apr 2024 as abinitios are trained up and staff return from long term absence.	Delay by 1 month due to Non-op
Fraser	17	20	17	3FTE - cross training	Complete	Expected to reach and remain at 17 Available FTE by Feb 2024 once internal cross training is complete and staff on Long term leave return. Plans include further cross training in order to release to Gold Coast Tower and Brisbane System Supervisor.	No changes
Gwydir	17	20.6	16.9	1FTE - abinitio training 0.8FTE - LSL 1.9FTE - Projects	Complete	Expected to remain at 16.9 Available FTE ongoing with further cross training planned to address endorsement mix and abinitios planned to backfill releases to Brisbane TCU	No changes
Hastings	16.3	19.4	16.4	1FTE - cross training 1FTE - Non-Op/Medical 1FTE - Parental Leave	Complete	Expected to remain at 17.4 Available FTE from Feb 2024 with endorsed abinitios and staff returning from LSL. The plan includes a release to Syd Departures	No changes
TAS App	8.3	10.8	9.8	1FTE - cross training	Complete	Currently at 8.8FTE ongoing, which the group will be at Mature once the reduction in Mature occurs. Continue to recruit inflow to Tas App to release Tas App staff to Adelaide TCU and Melbourne Canberra TCU	No changes
Reef	13	14.8	11.8	1FTE - Non-op 1FTE - Parental Leave 1FTE - cross training	Jul-2024	Expected to reach 13FTE by Jul 2024 based on long term leave returning, cross training complete. Further abinitios planned for additional support	Delay due to non-op and long term leave
Southwest	20	22.2	18.5	1FTE - Non-Op/Medical 0.7FTE - cross training 1FTE - Long term Absence	Nov-2024	Expected to reach 20.3FTE by Nov 2024. Working on a reassignment from other Melbourne and Brisbane Enroute groups if possible so Southwest can reach Mature quicker	No changes
Bankstown and Camden	16	15	14.5	0.5FTE - Projects	Oct-2024	Expected to reach at 15.5FTE by Jul 2024. Delay due to An Experienced External now expected to start conversion course training in March 2024. Further Experienced External and abinitio plans being worked on	No changes
Hamilton Mackay Tower	7	9	7	1FTE - Long service Leave 1FTE - Non-Op/Medical	Complete	Expected to remain at 8 Available FTE, additional inflow planned to support endorsement mix	No changes
Rockhampton Tower	4	3.8	3.8	Nil	Oct-2024	Currently at 3.8FTE, Working on EOI merit pool to identify next inflow prior next Abinitio inflow in Jun 2024	No changes
Broome	6	7	5	2FTE - cross training	Complete	Expected to reach 6FTE by Nov 2023 with an Ab and an internal rating. Expected to reach 7Available FTE by Feb 2024	No changes
Coffs Harbour	4	4	4	Nil	Complete	Remaining at 4 Available FTE ongoing	No changes
Launceston	5	5	5	Nil	Complete	Expected to remain at 5 available FTE.	No changes
Port Hedland	2	2	2	Nil	Complete	External Ad currently advertised to identify new staff coming into the team	No changes
Canberra Tower	8	12	10	1FTE - cross training 1FTE - on the job training	Complete	Expected to remain above mature while cross training occurs. An additional external scheduled to start training in Feb 2024 and an abinitio scheduled to start training in June 2024	No changes
Tamworth Tower	5	5	5	Nil	Complete	Remaining at 5 Available FTE ongoing	No changes
Perth TCU	22	24.6	22	0.6FTE - Long term Absence 1FTE - under review 1FTE - secondment	Complete	Currently remaining at an average of 22FTE and will gradually increase to 23FTE by Jan 2024 once staff return from Long term leave and an Exp External is trained up.	No changes

# Safety and Service Performance Report

**Report for Civil Aviation Safety Authority**

January 2024

## Executive Summary

This report has been prepared for CASA based on the Minister's Expectations set out in sections 4a), 4b), 4c), 4d), 4e) and 4f), and includes more detailed information than Airservices reports on these sections in its quarterly report to the Minister.

After rapid recovery in the fourth quarter of 2023, international traffic has stabilised in early 2024. At the same time, domestic traffic has plateaued to just below pre-pandemic levels throughout this financial year. We are forecasting a normal rate of growth throughout 2024 facilitated by systemic capacity enhancements across the aviation industry.

Over the month we continued to deliver our services safely, maintaining zero significant attributable safety occurrences. We continue to see insignificant consequence occurrences in our operating environment, however these continue to be managed safely with existing controls. We continue to enhance safety performance at Metropolitan D locations with the long-term upward trend in insignificant consequences reversing, due in part to a reduction in activity and associated pilot errors. Recently there has been an increase in moderate occurrences due largely to conflicts on the runway attributed to Airservices, attributable to departure/arrival sequence management at various locations. Additional assurance and operational activity is currently being planned to address these risks. (**see page 3**).

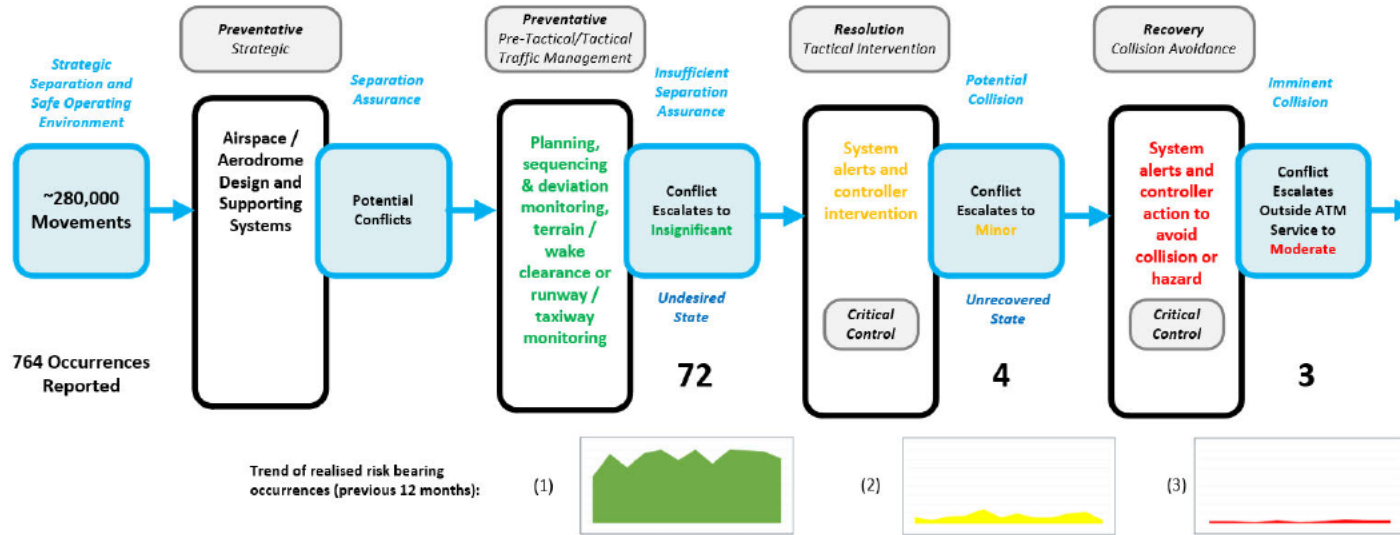
Our air traffic management operations delivered 83% of planned capacity in January, with cancellations attributable to Airservices were 5 and ground delay attributable to Airservices equated to 63 hours. This was a significant improvement as compared to December and reflected our air traffic management performance outcomes returning to an improving trend for this financial year to date. Importantly at Brisbane, the proportion of delays attributed to Airservices reduced by 50% from the previous month. Airservices program to minimise variation to our published services remains the key priority so as to deliver month-to-month improvement. (**see page 4**).

Overall for January we delivered 99.3% of published service hours for all airspace groups and aerodromes, with the remaining 0.7% attributable to unforeseeable contingency (**see page 5**).

Our Aviation Rescue Fire Fighters (ARFF) service availability exceeded 98.9% over the period. Our services continued to experience some insignificant and minor occurrences, primarily related to portable radio battery failure, however, this did not negatively impact the safety of our services or people. We current have a project underway to replace portable radio batteries to eliminate this risk (**see page 7**).

We continue to execute on our workforce plan with staffing levels expected to match activity levels by around August 2024. Year to date, 30 Air Traffic Controllers have been newly endorsed with a further 23 forecast before the end of June 2024, building staff resilience across our operational teams. We have also implemented and are progressing other initiatives to build service resilience over the next 12 months (**see page 12**).

# Air Traffic Management (ATM) Operational Safety Performance



KPI: Significant Attributable Safety Occurrences - ATM

0

FYTD Target = 0

YTD Result

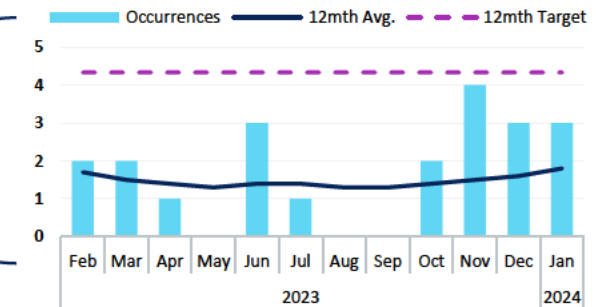
BPM: Moderate Safety Occurrences

1.8

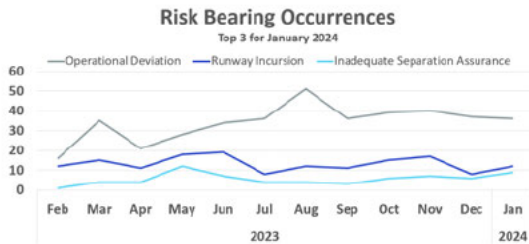
12M Avg Target < 4.3

R12M Avg

Moderate Consequence Safety Occurrences



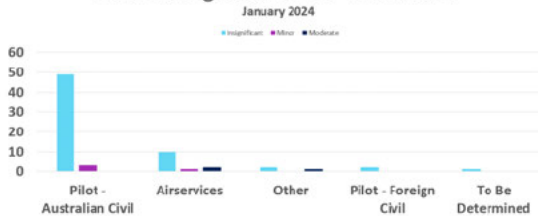
## Risk Bearing Occurrences Insight



## Risk Bearing Occurrences - Domains



## Risk Bearing Occurrences - Attribution



## Risk Bearing Operators (Top 6)



## Safety Performance Insights

- Overall, ATM critical controls are managing the risk bearing events in the operational environment.
- The long-term upward trend in insignificant consequence occurrences has reversed.
- Our efforts to improve safety performance at Moorabbin continues, with Service Delivery developing a traffic management plan in anticipation of further engagement with flying schools.
- During the month there were 3 moderate occurrences, one each in Brisbane, Bankstown, and Sydney. These are detailed in Attachment 1 with our associated learnings and actions.

## Assurance

- The average monthly moderate consequence occurrences in trending upwards, due largely to Airservices attributed conflicts on the runway, relating to departure/arrival sequence management at various locations. Additional assurance activity is currently being planned for and action plans implemented.
- A Radar C Towers Operational Risk Assessment (ORA) Assurance Review is nearly completion. The review has identified improvement opportunities for safety risk management practices which are to be delivered by the local Service Delivery leaders and reviewed periodically as part of our Line 2 Assurance Program.
- A Terminal Control Unit (TCU) ORA Assurance Review will commence this month.

Refer to Safety Occurrence on **Pages 9** and CASR Safety Findings on **Page 10**.

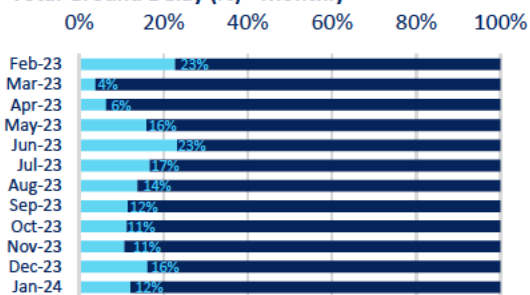


# Service Level Performance

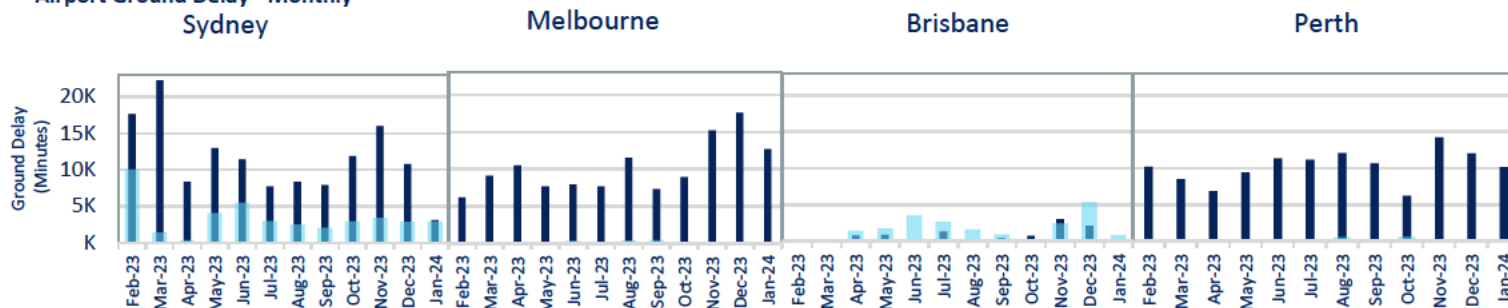
## Planned Capacity, Ground Delay and Cancellations

In January the Australian aviation network achieved 83% of the planned capacity, an improvement on last month. Cancellations and ground delay attributable to Airservices both reduced in January, to 5 and 63 hours respectively. Overall air traffic management outcomes improved from the previous month and returned to the average trend in this financial year to date, following further prioritised efforts to improve consistency of service levels. In Brisbane, 38% of ground delays were attributed to Airservices, an improvement from the previous two months, while weather and airport works contributed to 26% and 36% of ground delays.

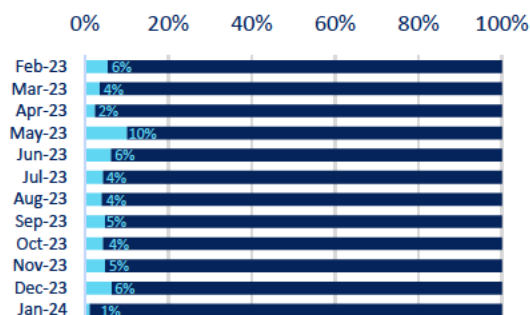
Total Ground Delay (%) - Monthly



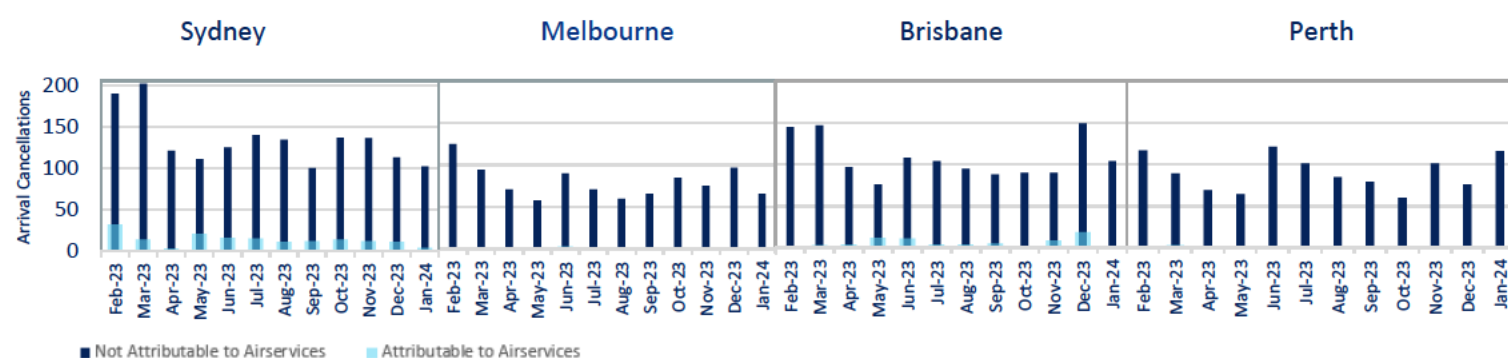
Airport Ground Delay - Monthly



Total Arrival Cancellations (%) - Monthly



Airport Arrival Cancellations - Monthly



Source: Airservices ODAS

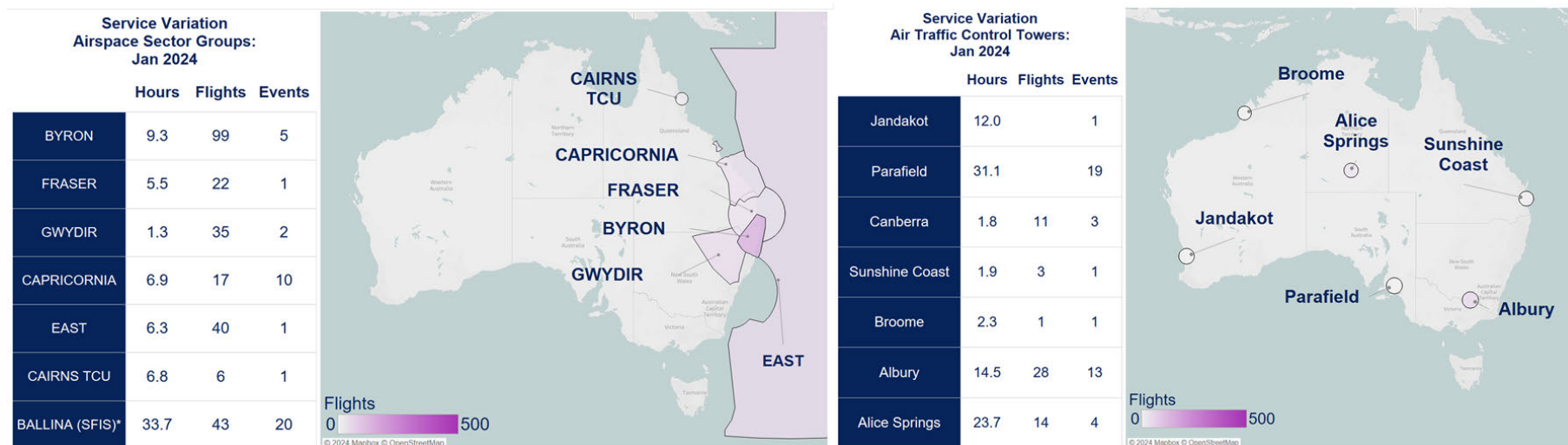
Airservices attributable ground delay and flight cancellations are only estimated for flights arriving at Sydney, Melbourne, Brisbane and Perth Airports, including measuring the flow-on effects into the subsequent hours at the arrival airport. Airservices is working with airlines, airports and stakeholders to refine the estimation method and identify complementary data to better understand causes of delays and cancellations.

As part of the actions to address the recommendations from the IATA review (published on Airservices website), the delay attribution and analysis methods are being reviewed in consultation with industry.

## Air Traffic Services

Service variations decreased this month, with concentrated efforts underway to bolster service resilience such as active cross-training, staff engagement and improving processes and systems. We provided 99.3% of published service hours for all airspace groups and aerodromes with the remaining 0.7% attributable to unforeseeable contingency.

General aviation movements are excluded from the below due to operating mainly under visual flight rules (VFR) and hence heavily weather dependent.



Source: Airservices ODAS. Service variation comprises of Traffic Information Broadcast Areas / Temporary Restricted Areas and tower closure periods.

During the periods of service variations at regional aerodromes, services in adjacent Class G airspace are generally unaffected (e.g. provision of flight, traffic information and safety alerting). Flights are estimated by historic airline, charter, cargo and medical flights that typically operate during the periods of service variations. General aviation, military and government flights are excluded

\*At Ballina, Airservices provides Surveillance Flight Information Service (SFIS) from Brisbane Air Traffic Services Centre while the airspace classification remains Class G (i.e. entry into the airspace does not require air traffic control clearance)

We are implementing location specific action plans at these locations that have had service variations as follows:

Sector Group/ Tower^	Demand Management Practices Due to Staff Availability or Competency*		
	Hours	Estimated Number of Flights	% Service Availability
Byron	9.3	99	98.8%
Albury	14.5	28	96.4%
Parafield	31.1	0	90.7%
Alice Springs	23.7	14	90.5%

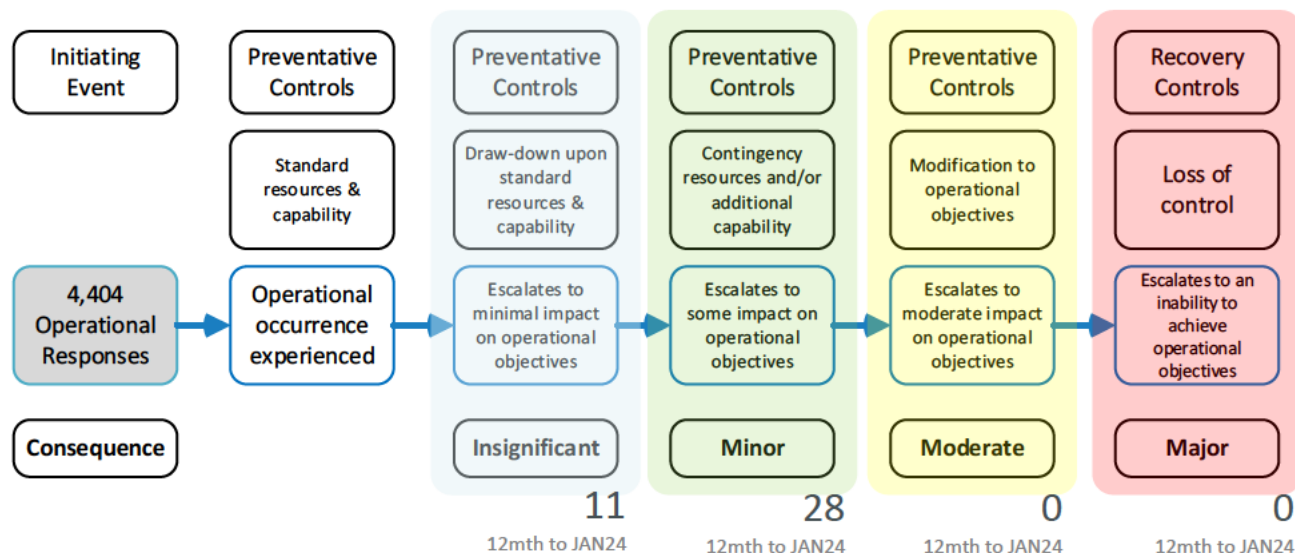
For details on our Workforce plan, please refer to **attachments 4a & 4b on pages 12-13**.

\*Number of hours during the quarter when air traffic services resulted in a service variation or tower closure, allowing for CASA approved temporary hour variations (1 January 2024 – 31 January 2024). Estimated number of flights operating where air traffic services varied from published levels (1 January 2024 – 31 January 2024). Location-based service availability is estimated, due to limited data availability, methodology is being reviewed and subject to change.

^ Sector Group/Tower included only where demand management practices are in place for locations where the % service availability is less than 99%.

# Aviation Rescue Fire Fighting (ARFF) Services

ARFFS Operational Margins of Safety Barrier Model (12mth)



Days between minor operation occurrences

36

Jan 2023 comparison = 41

R12M Average days



## Safety Performance Insights

### Operational safety trend

- 39 (0.009% of over 4,404 in total) responses reported operational occurrence of which 11 were insignificant and 28 were minor in impact. All were safely managed via the use of existing capability and/or contingency arrangements.

### Portable radios battery failures

- Portable radio battery failures continue to present operational occurrences. The radio replacement project is underway to replace portable, mobile and fixed radios used by ARFFS which will address these failures.

### Vehicle roof (primary attack) monitor failures

- We have two monitors on our vehicles – a roof monitor which is the primary; and a smaller bumper monitor at the front of the vehicle. In this reporting period, we had two roof monitor failures: one during an aircraft operation at Sunshine Coast and another at Coffs Harbour. These occurrences did not coincide with an operational response (identified during vehicle inspections) and have since been rectified. These two occurrences are being treated as isolated failures.



For ARFF CASR Safety Findings refer to Page 11.

Of flights serviced over the period, we provided ARFF services for more than 98.9%\*, with the remaining 1.1% experiencing unforeseeable contingency, as per the below. Further details pertaining to specific aircraft type affected can be found in **attachment 5 on pages 14-15**:

Service	ARFF Services Provided				Remediation Plan
	Flights serviced at a reduced category*		Total flights serviced	% Service Availability at Published Category	
	1 below assigned	2 or more below assigned			
Adelaide	10	0	6,718	99.9%	<p><b>Cairns</b> Following Tropical Cyclone Jasper in December, our Cairns operation continues to be negatively by the effects of the major flooding, resulting in service variations to industry. Service variations are likely to continue over the next few months as we progressively re-establish the full operation post this natural disaster.</p> <p><b>Increase response readiness.</b> We are enhancing our preparedness and staff availability through workforce optimisation, with a focus on:</p> <ul style="list-style-type: none"> <li>• Reducing reliance on overtime through flexible 24-hour rostering.</li> <li>• Reviewing roles and responsibilities relating to Line Leader involvement in incident responses.</li> <li>• Reducing team member time off the operational roster by implementing initiatives to reduce physical and mental injuries.</li> </ul> <p><b>Increased operational efficiency.</b> We are building service capability resilience via system upgrades, with a focus on:</p> <ul style="list-style-type: none"> <li>• Avoiding asset related reduction in category.</li> <li>• Reducing the frequency of category reduction due to operational responses including; transitioning fire alarm monitoring to third party providers, NOTAM refresher training package for all relevant staff (completed) to ensure accuracy of reporting category reductions and clarification/education to operational commanders regarding aerodrome vs non aerodrome responses.</li> </ul>
Gold Coast	0	10	4,274	99.8%	
Sunshine Coast	22	0	1,410	98.4%	
Gladstone	8	0	312	97.4%	
Hobart	70	0	2,182	96.8%	
Launceston	0	52	1,537	96.6%	
Port Hedland	16	2	480	96.3%	
Ballina	18	4	449	95.1%	
Cairns	450	274	4,229	82.9%	

\* Service availability for all services except at a reduced category due to staff and equipment availability within scheduled operating hours.

## Attachment 1 - ATM Safety Occurrence Summary (1 January 2024 – 31 January 2024)

Metric		Summary	Detail	Action / Learnings	
	<b>Significant Attributable Safety Occurrences</b>	0	Nil this reporting period	Nil Significant <sup>1</sup> attributable ATM safety occurrences have been recorded for FY2024.	N/A
	<b>Moderate Consequence Safety Occurrences</b>	3	Aircraft Confliction – Sydney TCU	On 11 January, an aircraft, operating west of Bankstown (VPN), was passed traffic on an inbound aircraft (FD212) and was advised to track South to clear the inbound track of FD212. VPN did not comply and tracked directly towards FD212. On first contact FD212 was passed traffic on VPN and shortly thereafter reported responding to a Traffic Collision Avoidance System resolution advisory (TCAS RA). The aircraft passed within 0.2NM and 100FT of each other.	Although the controller attempted to clear the arrivals path, only suggestions and not control instructions can be issued in a Class G environment. Pilot vigilance alongside timely traffic information are critical controls during see and avoid operations.  Discussions are in progress with the Royal Flying Doctor Service in an attempt to reduce the number of TCAS RA's the RFDS is experiencing.
			Inadequate Separation Assurance – Bankstown Tower	On 13 January, a helicopter (OPD) was inbound to Bankstown and was cleared to land at the main pad. The controller subsequently cleared MEDIA28 for take-off whilst OPD was on short final at 300FT.	The controller had a high workload during this occurrence and was tending to a pilot query at the time. This occurrence highlights the importance of workload management and managing distractions to ensure situational awareness is maintained.
			Loss of Separation – Brisbane tower	On 24 January, VOZ314 was lined up behind a preceding landing aircraft (JST562). JST562 did not make the expected rapid exit taxiway which led to a longer runway occupancy time. VOZ309 was on a 1NM final when VOZ314 was cleared for take-off. VOZ309 was only cleared to land when the aircraft crossed the threshold and VOZ314 was not yet airborne.	This occurrence highlights that early conflict assessment and decision making is critical. Consideration should be given to the fact that aircraft may not make a particular taxiway. The occurrence review highlights the ideal response would have been to hold the departure and send the arrival around.

<sup>1</sup> Defined as any loss of separation or runway incursion attributed to our ATM service delivery where the Risk Assessment Tool score is Category A.

## Attachment 2 - CASR Air Traffic Management Audit Findings (31 January 2024)

Current ATM finding status is as follows:

	Part 143 – Air Traffic Services Training Providers	Part 172 – Air Traffic Services	Part 173 – Instrument Flight Procedure Design	Part 175 – Aeronautical Information Management
Findings Issued in period		3		
Findings Closed in period		1		
Open Self-Reported Non-compliances		3		
Findings at Airservices for Action		23	1	1
Findings with CASA for Closure		6		

### Open Findings of Note

Non-compliance	Update
<b>Eleven findings related to insufficient available staff</b> – inability to provide/supervise the approved ATS.	Action Plans are in place to restore core available staffing numbers at all these locations. Regular updates on progress of all plans are being provided to CASA.
<b>Tower line of sight obstructions</b> (Eight non-compliances, one existing exemption and one withdrawn exemption (at Avalon due to Airshow obstructions) - Launceston, Hobart, Sunshine Coast, Hamilton Island, Albury, Archerfield, Essendon, and Brisbane.	The Visual Surveillance System project will address non-compliances. Proof of concept complete for Brisbane (Dec 2022) and Avalon (Mar 2023). Definition of project requirements for Visual Surveillance Systems is underway at other locations.
<b>Mobile Control Tower (MCT) does not meet all Part 172 service provision requirements at Hamilton Island</b> - A self-reported non-compliance relating to deployment of MCT after a tower fire.	The long-term plan to transition from the Mobile Control Tower (MCT) to a contemporary digital service capability to enhance our service, with the current proposed aerodrome service project phases and timings provided to CASA.

## Attachment 3 - CASR ARFF Audit Findings (31 January 2024)

Current ARFF finding status is as follows:

Findings Issued in period	0
Findings Closed in period	2
Open Self-Reported Non-compliances	1
Findings at Airservices for Action	14
Findings with CASA for Closure	17

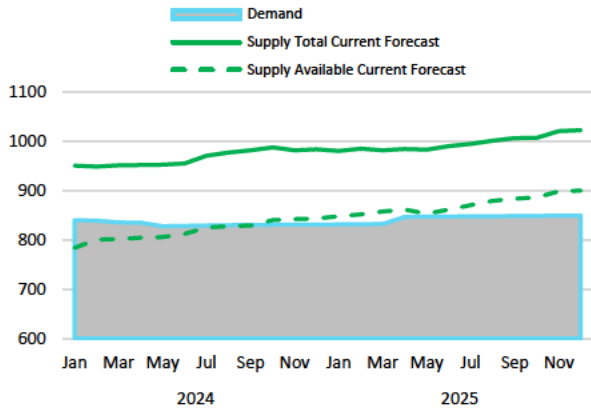
### Open Findings of Note

Non-compliance	Update
<b>Off-aerodrome non-aviation incident responses affecting availability of service provision for aircraft operations (four findings) – Perth, Darwin, Brisbane and ARFF headquarters (HQ).</b>	<p>A weekly process to review all responses to ensure the service is appropriate and aligned to our function continues. Any identified variance to service provision includes a continuous improvement approach with fire commanders/officers in charge (OIC) to further empower and enable appropriate prioritisation when responding to incidents, including those on/off-aerodrome and aviation/non-aviation.</p> <p>This is supported by continuous education and a decision support tool (form) that guides dispatch and decision making (currently under development). The operational response reporting system will capture more information regarding the OIC's decision process for analysis and performance improvement.</p> <p>A submission has also been made to CASA seeking regulatory clarification.</p>
<b>Required category of service not available to aircraft (Eight findings) – Proserpine, Cairns, Darwin, Broome, Sydney, ARFF HQ, Gladstone, and Hamilton Island.</b>	<p>Acquittal sought for locations above core staffing requirement based on review, currently with CASA for closure.</p> <p>We have also increased available full-time employees (FTE) at stations that fell below core numbers.</p> <p>Category availability improved across CY2023.</p>

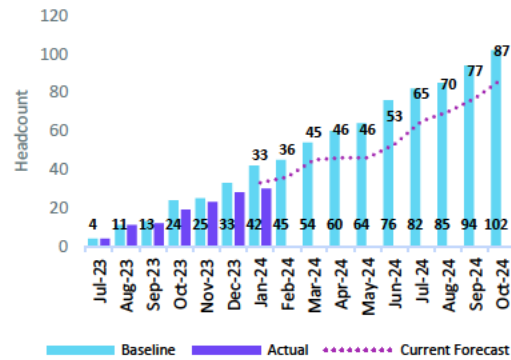


# Attachment 4A – Our Workforce Plan

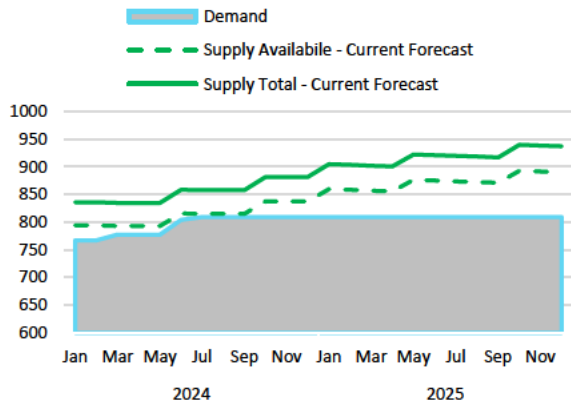
**ATC Workforce Forecast**  
(as at 31 December 2023)



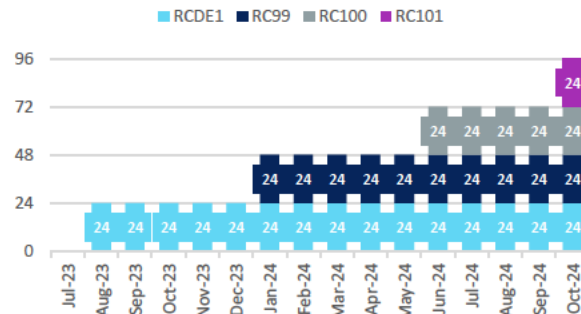
**ATC Forecast Cumulative Endorsements**



**ARFFS Workforce Forecast**  
(as at 31 December 2023)



**ARFFS Forecast Cumulative Firefighter Inflow**



## Workforce Planning Commentary:

We continue to execute on our workforce plan with staffing levels expected to match activity levels by around August 2024. Year to date, 30 Air Traffic Controllers have been newly endorsed with a further 23 forecast before the end of June 2024, building staff resilience across our operational teams. We have also implemented and are progressing other initiatives to build service resilience over the next 12 months including:

- Development of an enterprise solution for proactive and early intervention to address unplanned leave and return to work is underway.
- Our program to increase staffing and improve internal business processes continues to be executed nationally, with specific measures being deployed at our Brisbane Centre to address rostering and work-life balance challenges.

## Key milestones:

- Favourably we have seen higher pass rates of recently hired experienced ATCs, which is yielding a reduction in service variation across some sectors.
- Our labour agreement submission to support the hiring of international air traffic controllers was lodged to the Department of Home Affairs on 22 December 2023. Planning has commenced for the activation of this campaign once approval is received.
- The Aerodrome Services leadership team was restructured around a regional model to more closely aligning leaders with team members and activity. This structure was implemented effective 24 January 2024.
- The first Enroute Conditional Endorsement was issued in December. The training of ATM Director, Shift Manager, Shift Supervisor and Air Traffic Controller roles who will use the restricted Enroute Conditional Endorsement is on schedule.
  - Enroute Conditional Endorsement can be used to mitigate a service variation event for use for evening shifts during February.

## Attachment 4B – Monthly Workforce Plan Update by Location

The below table provides workforce plan details for locations in which current available FTE is below Mature levels, including the planned date in which this is to be met:

Sector Group / Tower	Mature FTE	Current Total FTE	Current Available FTE	Current Unavailable	Planned Available to meet Mature
Alice Springs	4FTE	3FTE	2FTE	1FTE – On-the-job-training	April 2025
Parafield	10FTE	11FTE	8FTE	2FTE – Medical/Non-op 1FTE – On-the-job-training	May 2025
Albury	5FTE	7.8FTE	4.8FTE	1FTE - Medical/Non-op 2FTE – On-the-job training	July 2024
Avalon	4 FTE	2FTE	2FTE	Nil	October 2024
Byron	27FTE	32.25FTE	24.5FTE	3.75FTE – Cross training 1FTE – Long Service Leave 3FTE – Medical/Non-op	February 2024
Brisbane TCU	39FTE	44.8FTE	36.8FTE	1FTE - Medical/Non-Op 2FTE - Conversion course 5FTE - On-the-job training	October 2024
North Queensland TCU	21FTE	23.8FTE	20.8FTE	2FTE - Conversion course 1FTE - Parental Leave	May 2024
Sydney TCU Approach	25FTE	25.4FTE	22.4FTE	1FTE - Long term Absence 1FTE - Parental Leave 1FTE - Conversion Course	August 2024
Sydney TCU SM	6FTE	6FTE	5FTE	2FTE - On-the-job training in Melbourne	December 2024
Melbourne and Canberra TCU	39FTE	40.6FTE	33.6FTE	1FTE - conversion course 1FTE - cross training 3FTE - On-the-job training 1FTE - Parental Leave 1FTE - Medical/Non-Op	October 2024
West	22FTE	24.7FTE	17.7FTE	1FTE - Parental Leave 3FTE - Medical/Non-Op 1FTE - Trainee under review 2FTE - On-the job training	July 2024
Archerfield Tower	8.5FTE	10FTE	7FTE	2FTE - cross training 1FTE - Parental Leave	March 2024
Central	19.5FTE	23FTE	18.2FTE	0.8FTE- Non-Op/Medical 2FTE - cross training 1FTE- Long term absence 1FTE - Trainee under review	March 2024
Fraser	17FTE	20FTE	16FTE	4FTE - cross training	Feb 2024
Hastings	16.3FTE	19.3FTE	15.6FTE	1FTE - Projects 1.75FTE - Non-Op/Medical 0.75FTE - LSL 1FTE - Parental Leave	Feb 2024
Southwest	20FTE	20FTE	18FTE	2FTE - Non-Op/Medical	November 2024
Bankstown and Camden	16FTE	15FTE	14.5FTE	0.5FTE - Projects	October 2024
Rockhampton Tower	4FTE	3.8FTE	3.8FTE	Nil	October 2024
Essendon	8FTE	10FTE	7FTE	1FTE - Career break 2FTE - on the job training	April 2024

## Attachment 5 – Service variations by Aircraft Type

Data for airspace is still being collated will send through next week.

Sector Group /	Mature FTE	Current Total FTE	Current Available FTE	Current Unavailable	Planned Available to meet
Alice Springs	4FTE	3FTE	2FTE	1FTE - On-the-job training	Apr-2025
Parafield	10FTE	11FTE	8FTE	2FTE - Medical/Non-Op 1FTE - On-the-job training	May-2025
Albury	5FTE	7.8FTE	4.8FTE	1FTE - Medical/Non-Op 2FTE - On-the-job training	Jul-2024
Avalon	4FTE	2FTE	2FTE	Nil	Oct-2024
Byron	27FTE	32.25FTE	24.5FTE	3.75FTE - cross training 1FTE - Long Service Leave 3FTE - Medical/Non-op	Feb-2024
BN TCU	39FTE	44.8FTE	36.8FTE	1FTE - Medical/Non-Op 2FTE - Conversion course 5FTE - On-the-job training	Oct-2024
NQ TCU	21FTE	23.8FTE	20.8FTE	2FTE - Conversion course 1FTE - Parental Leave	May-2024
Syd TCU App	25FTE	25.4FTE	22.4FTE	1FTE - Long term Absence 1FTE - Parental Leave 1FTE - Conversion Course	Aug-2024
Syd TCU SM	6FTE	6FTE	5FTE	2FTE - On-the-job training in Melbourne	Dec-2024
Melbourne and Canberra TCU	39FTE	40.6FTE	33.6FTE	1FTE - conversion course 1FTE - cross training 3FTE - On-the-job training 1FTE - Parental Leave 1FTE - Medical/Non-Op	Oct-2024
West	22FTE	24.7FTE	17.7FTE	1FTE - Parental Leave 3FTE - Medical/Non-Op 1FTE - Trainee under review 2FTE - On-the job training	Jul-2024
Archerfield Tower	8.5FTE	10FTE	7FTE	2FTE - cross training 1FTE - Parental Leave	Mar-2024
Central	19.5FTE	23FTE	18.2FTE	0.8FTE- Non-Op/Medical 2FTE - cross training 1FTE- Long term absence 1FTE - Trainee under review	Mar-2024
Fraser	17FTE	20FTE	16FTE	4FTE - cross training	Feb-2024
Hastings	16.3FTE	19.3FTE	15.6FTE	1FTE - Projects 1.75FTE - Non-Op/Medical 0.75FTE - LSL 1FTE - Parental Leave	Feb-2024
Southwest	20FTE	20FTE	18FTE	2FTE - Non-Op/Medical	Nov-2024
Bankstown and Camden	16FTE	15FTE	14.5FTE	0.5FTE - Projects	Oct-2024
Rockhampton Tower	4FTE	3.8FTE	3.8FTE	Nil	Oct-2024
Essendon	8FTE	10FTE	7FTE	1FTE - Career break 2FTE - on the job training	Apr-2024

# Safety and Service Performance Report

**Report for Civil Aviation Safety Authority**

February 2024

## Executive Summary

This report has been prepared for CASA based on the Minister's Expectations set out in sections 4a), 4b), 4c), 4d), 4e) and 4f), and includes more detailed information than Airservices reports on these sections in its quarterly report to the Minister.

We are continuing to see a gradual increase in flights, with 2% growth in February 2024 compared to the previous month. The increase in flights is also bringing improved connectivity and traffic volumes to regional Australia and international markets. Post-pandemic traffic growth continues to be leisure-driven, as shown by the surge in domestic traffic in late February coinciding with major entertainment events in Sydney and Melbourne versus the pre-pandemic business orientated traffic patterns.

Over the month we continued to deliver our services safely, maintaining zero significant attributable safety occurrences. While we continue to see insignificant consequence occurrences in our operating environment, however, our focus on enhancing safety performance at Metropolitan D locations to address insignificant consequences and the application of existing controls is reducing occurrences, delivering results. Moderate occurrences have increased over the past 6 months, including 2 during February. These occurrences are attributable to Airservices and pilots at Metropolitan D Locations and ineffective landing management at Radar C Tower locations. Additional assurance and operational activities are being finalised to address these risks, as well as, identifying opportunities for safety risk management practices. **(see page 3)**.

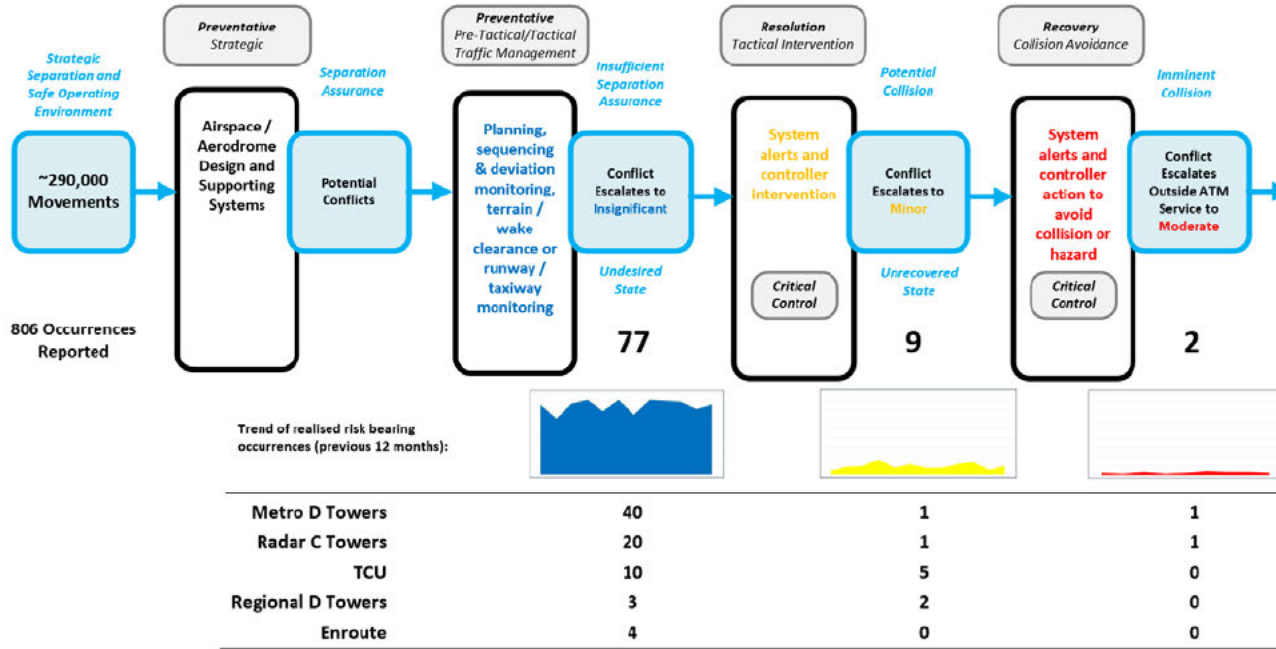
Our air traffic management operations delivered 85% of planned capacity in February, a continuation of the improvement from the last month and the highest reported since June 2022. Despite cancellations attributable to Airservices increasing over the month to 24, ground delay attributable to Airservices continued to reduce to 53 hours. Overall this translates into a continued improvement (building upon January) in our performance outcomes. Airservices program to minimise variation to our published services remains the key priority to deliver month-to-month improvement. **(see page 4)**.

Overall, for February we delivered 99.7% of published service hours for all airspace groups and aerodromes, with the remaining 0.3% attributable to unforeseeable contingency. This is the highest service level reported since November 2022 **(see page 5)**.

Our Aviation Rescue Fire Fighters (ARFF) service availability increased to 99.9% over the period. Our services continued to experience some insignificant and minor occurrences, primarily related to portable radio battery failure, however, this did not negatively impact the safety of our services or people **(see page 7)**.

We continue to execute on our workforce plan with staffing levels expected to reach maturity in quarter 2 of financial year 2024. As at 29 February 2024, 36 Air Traffic Controllers have been newly endorsed with a further 8 forecast (based on 31 January 2024 modelling) before the end of June 2024, building staff resilience across our operational teams. We have also implemented and are progressing other initiatives to build service resilience over the next 12 months **(see page 12 and 13)**.

# Air Traffic Management (ATM) Operational Safety Performance



KPI: Significant Attributable Safety Occurrences - ATM

0

FYTD Target = 0

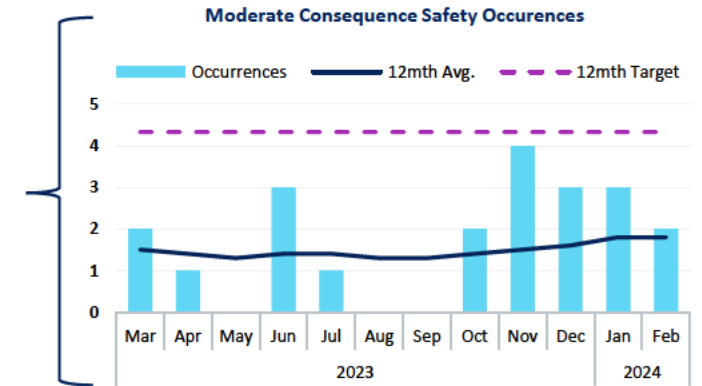
YTD Result

BPM: Moderate Safety Occurrences

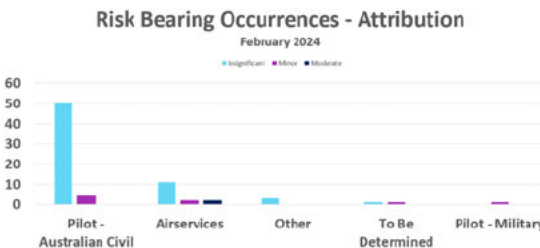
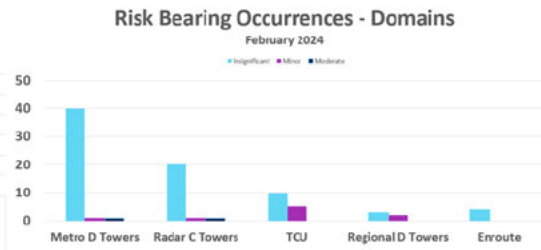
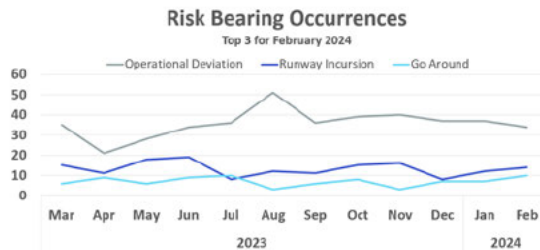
1.8

12M Avg Target < 4.3

R12M Avg



## Risk Bearing Occurrences Insight



## Safety Performance Insights

- Overall, ATM critical controls are managing the risk bearing events in the operational environment.
- Our initiatives to reduce and eliminate insignificant consequence occurrences is delivering results.
- Over the past 6 months there has been an increase in moderate consequence occurrences due to a mix of pilot and ATC attributed occurrences at Metro D locations and ineffective landing management at Radar C Tower locations. Additional assurance and operational activities are being finalised to address these risks as noted below. In February these moderate occurrences occurred in Brisbane, where an investigation is complete and actions implemented and Moorabbin, where the investigation is underway to understand lessons from the way this scenario was managed by the ATC system.

## Assurance Program

- A Radar C Towers Operational Risk Assessment (ORA) Assurance Review is being finalised with it identifying improvement opportunities for safety risk management practices. A Terminal Control Unit (TCU) ORA Assurance Review has now commenced.
- In response to ORA Assurance Review findings, Safety Improvement Initiatives are currently being developed to improve operational safety risk management capabilities, including additional support for our leaders. In addition, we continue to focus on the effectiveness of the operational safety risk process.

Refer to Safety Occurrence on **Pages 9** and CASR Safety Findings on **Page 10**.

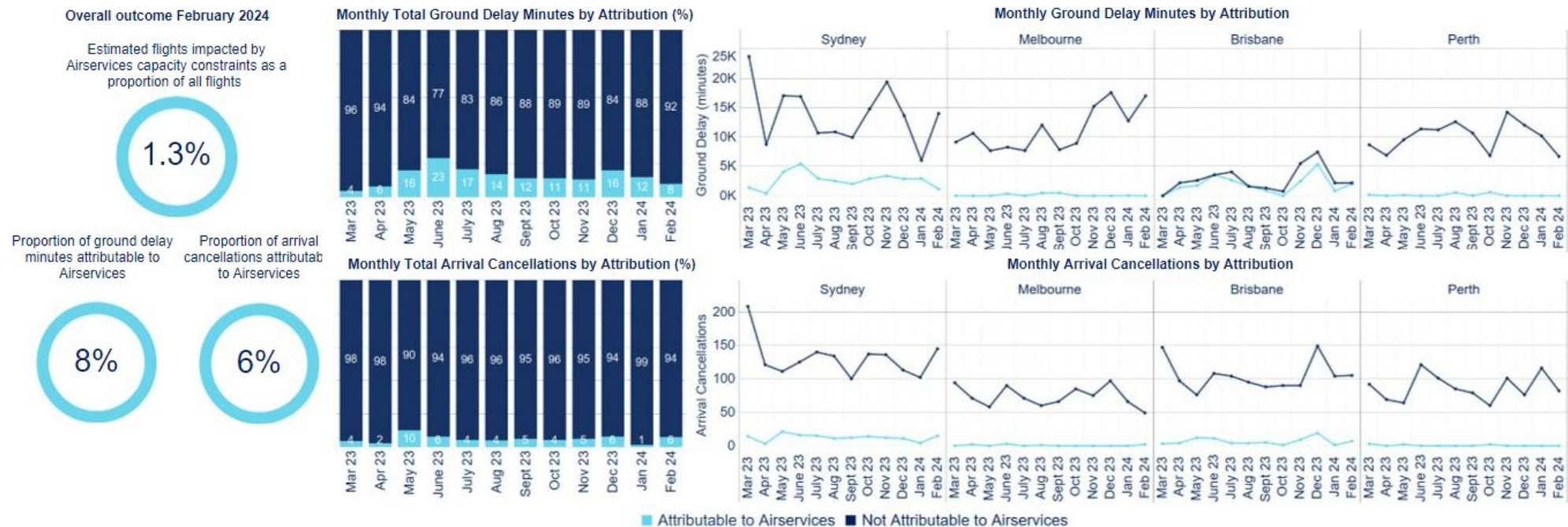
# Service Level Performance

## Planned Capacity, Ground Delay and Cancellations

In February the Australian aviation network achieved 85% of the planned capacity, a continuation of the improvement seen last month. Cancellations attributable to Airservices increased in February to 24, however ground delay attributable to Airservices further reduced to 53 hours. Overall air traffic management outcomes are continuing to improve consistent with expectations. In February approximately 1.3% all flights were impacted by Airservices capacity constraints. One in 13 ground delays were attributable to Airservices – the lowest level in 10 months. Weather disruptions remain the most significant constraint.

While Brisbane Airport has the lowest level of ground delays compared to other major airports, the majority of these ground delay are attributable to Airservices due to air traffic staffing availability challenges. Concentrated efforts, such as optimising rosters and refining traffic management processes, are continuing to minimise the network impact.

Figure 26. Air traffic management outcomes at major airports



Source: Airservices ODAS.

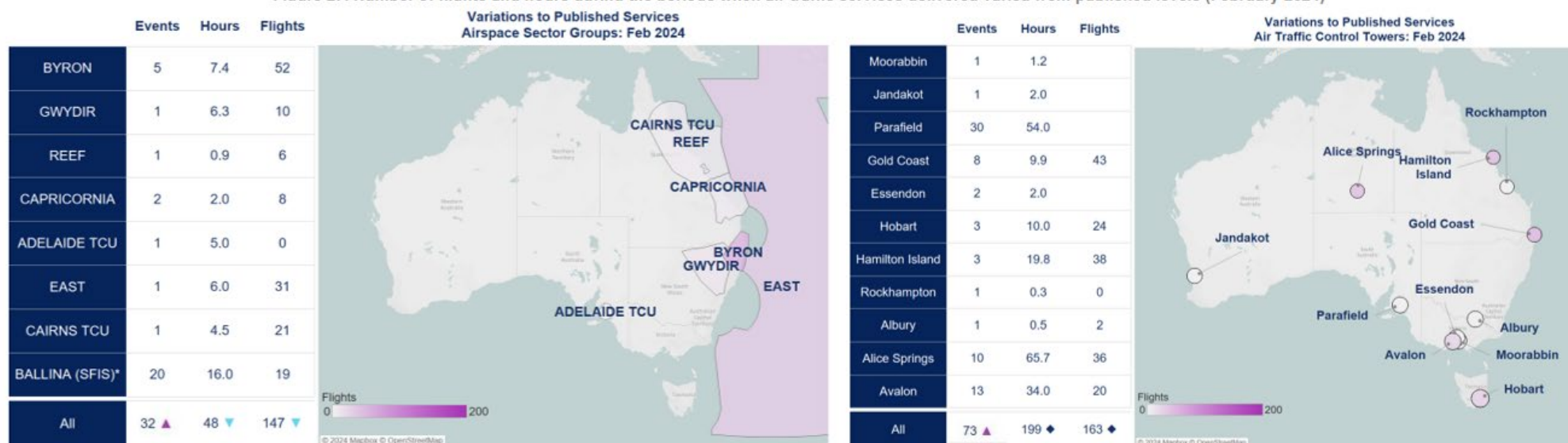
**Flights impacted** are estimated as scheduled to arrive at the four major airports during a period with slot reduction attributable to Airservices. **Ground delay and flight cancellations attributable to Airservices** are only estimated for flights arriving at Sydney, Melbourne, Brisbane and Perth Airports, including measuring the flow-on effects into the subsequent hours at the arrival airport. Airservices is working with airlines, airports and stakeholders to refine the estimation method and identify complementary data to better understand causes of delays and cancellations. As part of the actions to address the recommendations from the IATA review (published on [Airservices website](#)), the delay attribution and analysis methods are being reviewed in consultation with industry.

## Air Traffic Services

In February, our services in airspace sectors are overall more consistent in comparison to the average monthly trend seen through 2023. All steps are undertaken to minimise variations to published services, and limit those that cannot be avoided to shorter and low traffic periods. Additional layers of resilience and flexibility are being built into air traffic services operating model and business processes to drive further improvement month-on-month. This includes our recruitment program, training system improvements, refining traffic management processes and continual investment in our service culture.

Overall, we provided 99.7% of published service hours for all airspace groups and aerodromes with the remaining 0.3% attributable to unforeseeable contingency.

Figure 27. Number of flights and hours during the periods when air traffic services delivered varied from published levels (February 2024)



The current month's comparison with the last 12-month average trend. Legend: ◆ = steady trend ▲ = increasing trend ▼ = decreasing trend.

Source: Airservices ODAS. Variations to published services comprise of Temporary Restricted Areas and tower closure periods. During the periods of variations to published services at regional aerodromes, services in adjacent Class G airspace are generally unaffected (e.g. provision of flight, traffic information and safety alerting). Flights are estimated by historic airline, charter, cargo and medical flights that typically operate during the periods of variations to published services. General aviation, military and government flights are excluded.

\*At Ballina, Airservices provides Surveillance Flight Information Service (SFIS) from Brisbane Air Traffic Services Centre while the airspace classification remains Class G (i.e. entry into the airspace does not require air traffic control clearance)

\*\*At Canberra Tower during the periods of variations to our published services, the Canberra Approach service managed the airspace surrounding the airport to the ground. Instead of contacting the Tower, aircraft contacted Approach directly for instructions.

Note: General aviation movements are excluded from the below due to operating mainly under visual flight rules (VFR) and hence heavily weather dependent.



Our people regularly engage with CASA on a monthly basis and are implementing location specific action plans at the following locations that have had service variations:

Sector Group/ Tower <sup>^</sup>	Demand Management Practices Due to Staff Availability or Competency*		
	Hours	Estimated Number of Flights	% Service Availability
Byron	7.4	52	98.9%
Gold Coast	9.9	43	97.8%
Hamilton Island	19.8	38	89.5%
Avalon	34.0	20	87.1%
Parafield	54.0	-	83.7%
Alice Springs	65.7	36	77.3%

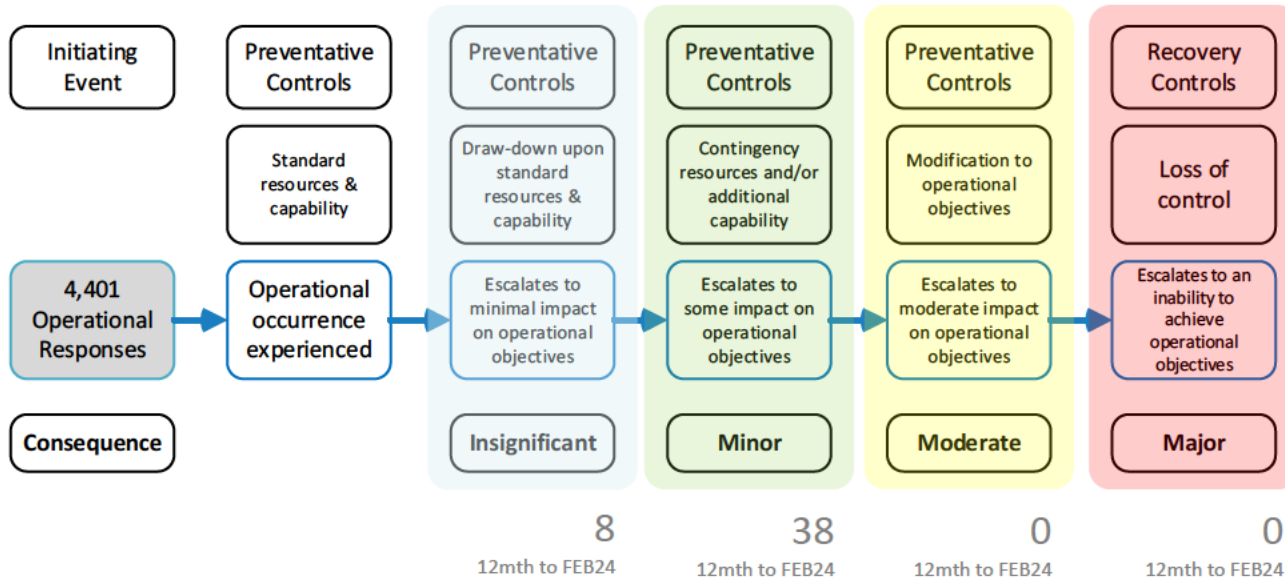
For details on our Workforce plan, please refer to **attachment 4A & 4B on page 12-13**.

\*Number of hours during the quarter when air traffic services resulted in a service variation or tower closure, allowing for CASA approved temporary hour variations (1 February 2024 – 29 February 2024). Estimated number of flights operating where air traffic services varied from published levels (1 February 2024 – 29 February 2024). Location-based service availability is estimated, due to limited data availability, methodology is being reviewed and subject to change.

<sup>^</sup> Sector Group/Tower included only where demand management practices are in place for locations where the % service availability is less than 99%.

# Aviation Rescue Fire Fighting (ARFF) Services

ARFFS Operational Margins of Safety Barrier Model (12mth)



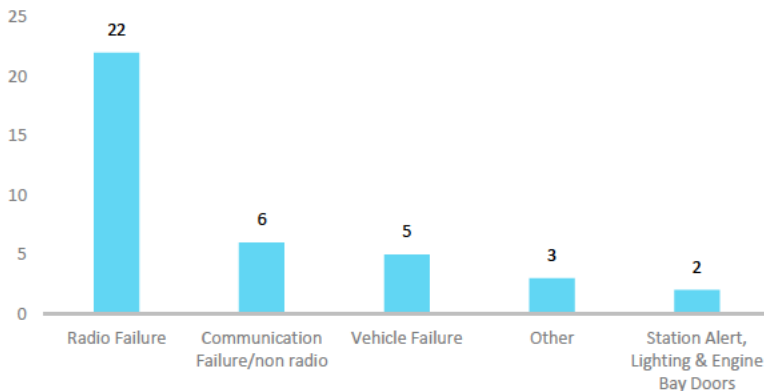
## Days between minor operation occurrences

27  
R12M Average days

Feb 2023 comparison = 41



Minor Consequence Safety Occurrences by Type (12 Months)



### Safety Performance Insights

#### Operational safety trend

- 46 responses (from a total of 4,401) occurred with a reported operational occurrence (including operational failure or limitation experienced during the operation) over the past 12 months. Of these 8 were insignificant and 38 were minor in impact, with all managed safely via the use of existing capability and/or contingency arrangements.

#### Portable Radio battery failures

- Portable radio battery failures continue to present the most significant operational occurrence over the past 12 months (accounting for 22 out of the 38 minor occurrences, 7 of which occurred in February 2024). A project is underway to replace portable, mobile and fixed radios used by ARFFS which will address these failures, which will be completed by Q4 2024.



For ARFF CASR Safety Findings refer to **Page 11**.

Of flights serviced in February greater than 99.9%\* was serviced as required, with the remaining 0.1% experiencing unforeseeable contingency, as per the below:

Service	ARFF Services Provided				Remediation Plan
	Flights serviced at a reduced category*		Total flights serviced	% Service Availability at Published Category	
	1 below assigned	2 or more below assigned			
Gold Coast	0	4	3,282	99.9%	<p><b>Cairns</b> Following Tropical Cyclone Jasper in December, our Cairns operation continues to be negatively impacted by the effects of the major flooding; operating in a limited capacity, resulting in service variations to industry. Service variations are likely to continue over the next few months as we progressively re-establish the full operation. A longer-term contingency location has been identified and is currently undergoing building works to provide ARFFS a more suitable operating base, whilst the longer-term fire station rebuild is underway.</p> <p><b>Increase response readiness.</b> We are enhancing our preparedness and staff availability through workforce optimisation, with a focus on:</p> <ul style="list-style-type: none"> <li>• Reducing reliance on overtime through flexible 24-hour rostering.</li> <li>• Reviewing roles and responsibilities relating to Line Leader involvement in incident responses.</li> <li>• Reducing team member time off the operational roster by implementing initiatives to reduce physical and mental injuries.</li> </ul> <p><b>Increased operational efficiency.</b> We are building service capability resilience via system upgrades, with a focus on:</p> <ul style="list-style-type: none"> <li>• Avoiding asset related reduction in category.</li> <li>• Reducing the frequency of category reduction due to operational responses including; transitioning fire alarm monitoring to third party providers, NOTAM refresher training package for all relevant staff (completed) to ensure accuracy of reporting category reductions and clarification/education to operational commanders regarding aerodrome vs non aerodrome responses.</li> </ul>
Adelaide	17	0	6,288	99.7%	
Townsville	7	3	1,758	99.4%	
Hamilton Island	2	0	296	99.3%	
Ballina	3	0	405	99.3%	
Sunshine Coast	27	7	1,094	96.9%	
Hobart	61	0	1,745	96.5%	
Gladstone	12	2	352	96.0%	
Alice Springs	22	14	424	91.5%	
Cairns	374	225	3,613	83.4%	

\* Service availability for all services except at a reduced category due to staff and equipment availability within scheduled operating hours.

## Attachment 1 - ATM Safety Occurrence Summary (1 February 2024 – 29 February 2024)

Metric		Summary	Detail	Lessons / Actions	
	<b>Significant Attributable Safety Occurrences</b>	0	Nil this reporting period	Nil Significant <sup>1</sup> attributable ATM safety occurrences have been recorded for FY2024.	N/A
	<b>Moderate Consequence Safety Occurrences</b>	2	Confliction – Moorabbin Tower	On 21 February, a C208 (FMX) was joining base with a C172 (EUE) on downwind operating dual (trainee and instructor). EUE was instructed to follow the C208 joining base with the student responding with their downwind call and the instructor just saying their callsign. There were multiple over transmissions with the controller then confirming if EUE had the C208 in sight. Following a negative response traffic was passed with urgency following which the C208 climbed and joined upwind. The aircraft passed each other 0.1nm apart at the same indicated altitude.	In this occurrence, the controller could have issued direct safety alerts to EUE and FMX as well as an instruction for FMX to join upwind and climb, rather than confirming EUE was visual with FMX.  We've initiated a Line 2 Investigation which will outline key findings and learnings to share across all Tower locations. The ATSB have requested data and may also investigate.
			Loss of Runway Separation – Brisbane Tower	On 22 February a F100 (VOZ611) was departing runway 01L with a DH8D (QLK379D) on final runway 01L. QLK379D crossed the threshold prior to VOZ611 becoming airborne resulting in a loss of runway separation standard.	Runway occupancy times vary between aircraft depending on aircraft type, company procedures, experience and weather as examples. The close monitoring of a departure plan is required when expectations of the minimum separation standard is likely to exist. This enables an alternative plan to be implemented should the initial one become unobtainable. The use of expedited line up clearances and immediate departure phraseology can assist in achieving the desired outcome when there is minimal spacing.

<sup>1</sup> Defined as any loss of separation or runway incursion attributed to our ATM service delivery where the Risk Assessment Tool score is Category A.

## Attachment 2 - CASR Air Traffic Management Audit Findings (29 February 2024)

Current ATM finding status is as follows:

	Part 143 – Air Traffic Services Training Providers	Part 172 – Air Traffic Services	Part 173 – Instrument Flight Procedure Design	Part 175 – Aeronautical Information Management
Findings Issued in period		0		
Findings Closed in period		0		
Open Self-Reported Non-compliances		3		
Open Findings at Airservices for Action		23	1	1
Open Findings at CASA for Closure		6		

### Open Findings of Note

Non-compliance	Update
<p><b>12 Related to insufficient available staff</b> – inability to provide/supervise the approved ATS.</p> <ul style="list-style-type: none"> <li>• Gold Coast (issued Oct 2021)</li> <li>• Sydney TCU (issued Aug 2022)</li> <li>• Coral Approach (issued Nov 2022)</li> <li>• Avalon (issued Apr 2023)</li> <li>• Byron Group (issued May 2023)</li> <li>• People Operations x 2 (issued Jun 2023)</li> <li>• Karratha Tower (issued Aug 2023)</li> <li>• Albury Tower (issued Aug 2023)</li> <li>• Archerfield Tower (issued Oct 2023)</li> <li>• Essendon Tower (issued Jan 2024)</li> <li>• Sydney Tower (issued Jan 2024)</li> </ul>	<p>Action Plans are in place to restore core available staffing numbers at all these locations. Aerodrome Services and Airspace Services are also reassessing root cause and actions to ensure ongoing appropriateness of plans to specifically address the national safety findings.</p> <p>Regular updates on progress of all plans are being provided to CASA.</p> <p>Additionally, CASA and Airservices will meet in March to discuss the plan for addressing service provision.</p>
<p><b>Tower line of sight obstructions</b> (Eight non-compliances, one existing exemption and one withdrawn exemption (at Avalon due to Airshow obstructions) - Launceston, Hobart, Sunshine Coast, Hamilton Island, Albury, Archerfield, Essendon, and Brisbane.</p>	<p>The Visual Surveillance System project will address non-compliances. Proof of concept complete for Brisbane (Dec 2022) and Avalon (Mar 2023).</p> <p>Definition of project requirements for Visual Surveillance Systems is underway at other locations.</p>
<p><b>Mobile Control Tower (MCT) does not meet all Part 172 service provision requirements at Hamilton Island</b> - A self-reported non-compliance relating to deployment of MCT after a tower fire.</p>	<p>The long-term plan to transition from the MCT to a contemporary digital service capability to enhance our service, with the current proposed aerodrome service project phases and timings provided to CASA.</p>

## Attachment 3 - CASR ARFF Audit Findings (29 February 2024)

Current ARFF finding status is as follows:

Findings Issued in period	0
Findings Closed in period	2
Open Self-Reported Non-compliances	2
Open Findings at Airservices for Action	17
Open Findings with CASA for Closure	13

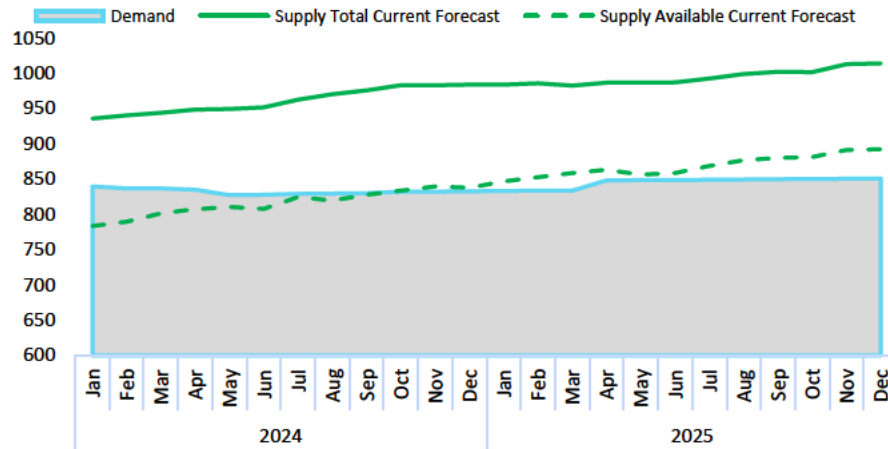
### Open Findings of Note

Non-compliance	Update
<b>Off-aerodrome non-aviation incident responses affecting availability of service provision for aircraft operations (four findings) – Perth, Darwin, Brisbane and ARFFS headquarters (HQ).</b>	<p>A weekly process to review all responses to ensure the service is appropriate and aligned to our function continues. Any identified variance to service provision includes a continuous improvement approach with fire commanders/officers in charge (OIC) to further empower and enable appropriate prioritisation when responding to incidents, including those on/off-aerodrome and aviation/non-aviation.</p> <p>This is supported by continuous education and a decision support tool (form) that guides dispatch and decision making (currently under development). The operational response reporting system will capture more information regarding the OIC's decision process for analysis and performance improvement.</p> <p>A submission has also been made to CASA seeking regulatory clarification.</p>
<b>Required category of service not available to aircraft (Eight findings) – Proserpine, Cairns, Darwin, Broome, Sydney, ARFF HQ, Gladstone, and Hamilton Island.</b>	<p>Acquittal sought for locations above core staffing requirement based on review, currently with CASA for closure.</p> <p>We are also increasing available full-time employees (FTE) at stations that fell below core numbers, with the large majority of these now above core requirement.</p> <p>Category availability improved across CY2023.</p>

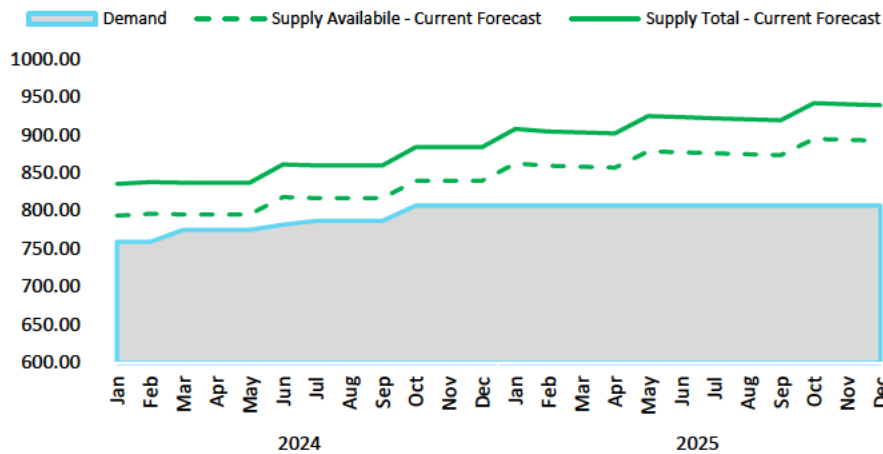
## Attachment 4A – Our Workforce Plan

As at 29 February 2024, 36 Air Traffic Controllers have been newly endorsed with a further 8 forecast (based on 31 January 2024 modelling) before the end of June 2024.

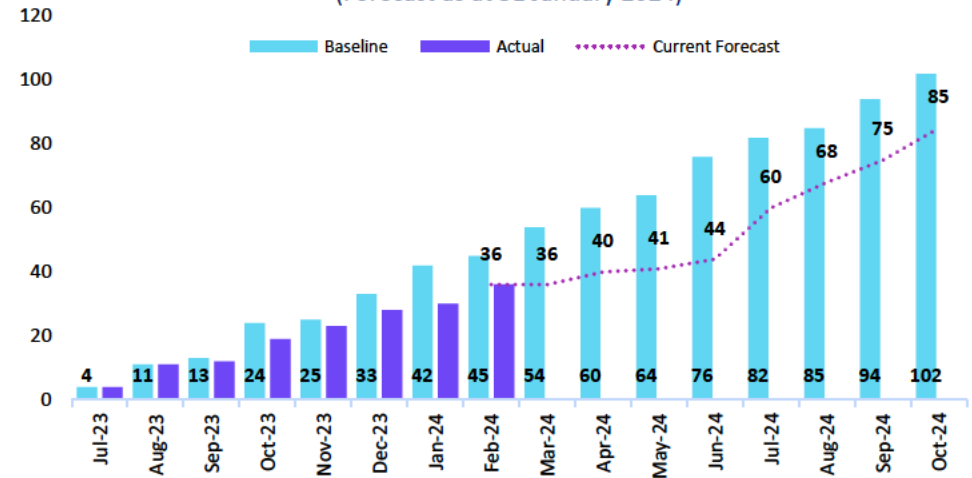
**ATC Workforce Forecast**  
(as at 31 January 2024)



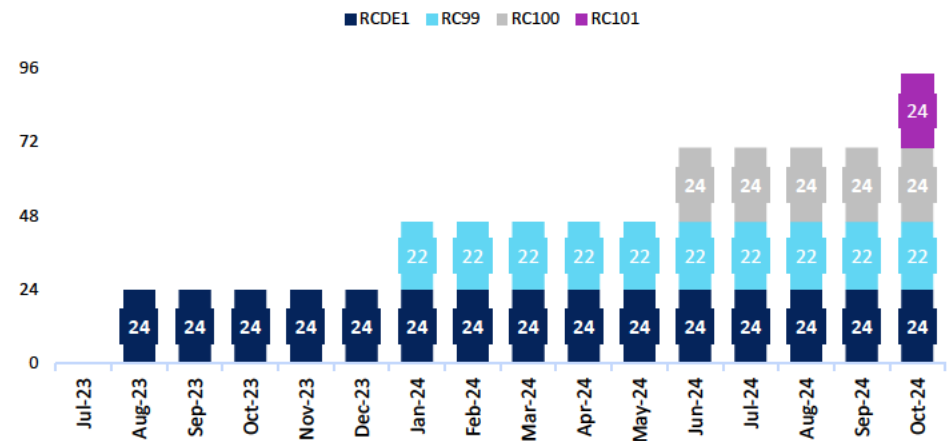
**ARFFS Workforce Forecast**  
(as at 31 January 2024)



**ATC Forecast Cumulative Endorsements**  
(Forecast as at 31 January 2024)



**ARFFS Forecast Cumulative Firefighter Inflow**  
(as at 31 January 2024)



## Attachment 4B – Monthly Workforce Plan Update by Location

The table below provides workforce plan details for locations in which current available FTE is below Mature levels, including the planned date in which this is to be met.

Sector Group / Tower	Mature FTE	Current Total FTE	Current Available FTE	Current Unavailable	Planned Available to meet Mature
Alice Springs	4FTE	3FTE	2FTE	1FTE - On-the-job training	Apr-2025
Parafield	10FTE	13FTE	8FTE	2FTE - Medical/Non-Op 1FTE - On-the-job training 1FTE - Abinitio training	May-2025
Gold Coast	11.5FTE	14FTE	10.5FTE	1FTE - Conversion course 0.5FTE - Medical/Non-Op 1FTE - Long term Absence 1FTE - Long Service Leave	Jul - 2024, however will reach ideal endorsement mix by Apr - 2025
Albury	5FTE	7.8FTE	4.8FTE	1FTE - Medical/Non-Op 2FTE - On-the-job training	Jul-2024
Avalon	4FTE	2FTE	2FTE	Nil	Oct-2024
Byron	27FTE	35.1FTE	27.1FTE	2FTE - cross training 1FTE - Abinitio training 1FTE - Long Service Leave 2FTE - Medical/Non-op 2FTE - Secondment	Feb-2024
BN TCU	39FTE	47.7FTE	36.7FTE	2FTE - Medical/Non-Op 1FTE - Conversion course 6FTE - On-the-job training 1FTE - Parental Leave 1FTE - Secondment	Nov-2024
NQ TCU	21FTE	25.8FTE	21.8FTE	1FTE - Conversion course 2FTE - On the job training 1FTE - Secondment	Nov-2024
Syd TCU App	25FTE	26.4FTE	23.4FTE	1FTE - Parental Leave 2FTE - On-the-job training	Aug-2024
Syd TCU SM	6FTE	6FTE	5FTE	2FTE - On-the-job training in Melbourne	Dec-2024
Melbourne and Canberra TCU	39FTE	40FTE	33FTE	1FTE - conversion course 1FTE - cross training 3FTE - On-the-job training 1FTE - Parental Leave 1FTE - Medical/Non-Op	Oct-2024
West	22FTE	24.6FTE	17.6FTE	1FTE - Parental Leave 2FTE - Medical/Non-Op 1FTE - Trainee under review 1FTE - On-the job training 2FTE - Secondment	Jul-2024
Archerfield Tower	8.5FTE	12FTE	8FTE	2FTE - cross training 1FTE - Parental Leave 1FTE - Secondment	Mar-2024
Central	19.5	23.4	18.6	0.8FTE - Non-Op/Medical 2FTE - cross training 1FTE - Long term absence 1FTE - secondment 1FTE - Trainee under review	Mar-2024
Reef	13	14.8	11.8	1FTE - Non-op 1FTE - Parental Leave 1FTE - cross training	Jul-2024
Southwest	20	22.2	18.5	1FTE - Non-Op/Medical 0.7FTE - cross training 1FTE - Long term Absence	Nov-2024
Bankstown and Camden	16	15	14.5	0.5FTE - Projects	Oct-2024
Rockhampton Tower	4	3.8	3.8	Nil	Oct-2024
Essendon	8FTE	11FTE	6FTE	1FTE - Career break 2FTE - on the job training 1FTE - LSL 1FTE - secondment	Apr-2024



## Attachment 5 – Service variations by Aircraft Type

Airspace	Aircraft Type	Flights Impacted
Byron	A21N	1
	A320	4
	A321	1
	B350	2
	B38M	3
	B737	2
	B738	6
Cairns TCU	A320	1
	A321	3
	B38M	2
	B738	7
	DH8A	2
	DH8D	3
	F100	1
	F70	1
	SF34	1
Capricornia	DH8D	1
	E190	1
	F100	1
East	A21N	1
	A332	5
	A339	1

A359	2
A35K	1
A388	1
B38M	2
B744	1
B77L	1
B77W	5
B789	12
<hr/>	
A320	2
B350	1
B738	2

Reef

Contingency Variation to ATS Service - emails sent 1 January to 15 March 2024

**From:** [REDACTED]  
**To:** [REDACTED]; [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Adelaide TCU (16 February 2024)  
**Date:** Monday, 19 February 2024 10:43:00 AM  
**Attachments:** [ATS-FORM-0005\\_Adelaide\\_TCU \(16Feb2024\).pdf](#)  
[NOTAM\\_Adelaide\\_TCU \(16Feb2024\).docx](#)  
[image001.png](#)  
[image002.png](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that effected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 02 16 1300 to 24 02 16 1800

Due to reduced staff availability services were not provided during the above timeframe.

Regards

[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)



## Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Forecast weather:

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

Other factors:

SM Recommendation:

ATMD Endorsement:

### Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
██████████	M	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	1145-0230
██████████		<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	0215-0515
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

**Decision**

CRM considered most suitable

Director Operations approval  Yes  No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-0203773

Entered by:

NOTAM Number:

AD C130 YMMM C280, B95

**What controls were implemented?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

**What controls did not work well?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)



NOTAM for YMMM approved by NOTAM Office with number C0280/24

Summary: AD TMA TRA TIBA

C0280/24 NOTAMN

Q) YMMM/QRTCA/IV/BO/W/000/245/3456S13831E050

A) YMMM

B) 2402161300 C) 2402161800

E) TEMPO RESTRICTED AREA ACT

IN CTA CLASS A AND C AIRSPACE INCLUDING CTR C. DESIGNATED AIRSPACE HANDBOOK (DAH) SECTOR VOLUME NAMES AFFECTED ARE: 'YMMM/ADELAIDE TMA'. INCLUDING CLASS A AND C AIRSPACE WITHIN 36NM OF ADELAIDE AND 50NM TO NORTH OF ADELAIDE.

ATS IN THIS AIRSPACE ARE SUBJECT TO CONTINGENCY DUE OPR RESTRICTIONS. RELEVANT APPROVAL FROM CONTROLLING AUTHORITY REQUIRED.

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 03 9235 2012

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 ADELAIDE WILL BE HELD BY ADELAIDE TOWER ON 120.5. FIS PROVIDED BY ADELAIDE TOWER ON 120.5 AND AVAILABLE ON REQUEST FROM HF AND MAY BE AVAILABLE FROM ADJ ATS UNITS. TRAFFIC INFO BROADCAST BY AIRCRAFT (TIBA) AS DETAILED IN AIP APPLY ON 118.2 MHZ.

CONTACT ADELAIDE TOWER ON 120.5 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) FL245

NOTAM for YPAD approved by NOTAM Office with number C0130/24

Summary: AD TMA TRA TIBA

C0130/24 NOTAMN

Q) YMMM/QRTCA/IV/BO/AW/000/245/3457S13832E050

A) YPAD

B) 2402161300 C) 2402161800

E) TEMPO RESTRICTED AREA ACT

IN CTA CLASS A AND C AIRSPACE INCLUDING CTR C.

DESIGNATED AIRSPACE HANDBOOK (DAH) SECTOR VOLUME NAMES AFFECTED ARE: 'YMMM/ADELAIDE TMA'. INCLUDING CLASS A AND C AIRSPACE WI 36NM OF ADELAIDE AND 50NM TO NORTH OF ADELAIDE.

ATS IN THIS AIRSPACE ARE SUBJ TO CONTINGENCY DUE OPR RESTRICTIONS. RELEVANT APPROVAL FM CONTROLLING AUTHORITY REQUIRED.

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

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

1. OBTAIN A BRIEFING ON CONTINGENCY PROCEDURES FM AIRSERVICES AUSTRALIA VIA TEL 03 9235 2012.

2. OBTAIN A LANDING, DEPARTURE OR TRANSIT TIME.

PILOTS-IN-COMMAND ARE SOLELY RESPONSIBLE FOR TERRAIN AND COLLISION

AVOIDANCE WI THE AFFECTED AIRSPACE.  
AUTHORISATION TO ENTER THIS TEMPO RESTRICTED AREA DOES NOT CONSTITUTE  
CLEARANCE TO ENTER ANY ADJ OR EMBEDDED RESTRICTED AREAS.  
SARWATCH FOR INBOUND IFR ACFT LANDING AT ADELAIDE WILL BE HELD BY  
ADELAIDE TWR ON FREQ 120.5.  
FIS PROVIDED BY ADELAIDE TWR ON FREQ 120.5 AND AVBL ON REQUEST FM HF  
AND MAY BE AVBL FM ADJ ATS UNITS.  
TFC INFO BCST BY ACFT (TIBA) AS DETAILED IN AIP APPLY ON 118.2MHZ.  
CTC ADELAIDE TWR ON FREQ 120.5 PRIOR TO JOINING OR APPROACHING THE  
CIRCUIT AREA.  
THESE PROCEDURES DO NOT APPLY TO OPS IN ACT MIL CTR AND RESTRICTED  
AREAS.  
F) SFC G) FL245

NOTAM for YMMM approved by NOTAM Office with number B0095/24

Summary: AD TMA CLASS G TIBA

B0095/24 NOTAMN  
Q) YMMM/QAEXX/IV/NBO/E/000/999/3457S13832E050  
A) YMMM  
B) 2402161300 C) 2402161800  
E) ATS IN THE MELBOURNE FIR SUBJ TO CONTINGENCY DUE OPR RESTRICTIONS  
VOLUME AFFECTED IS: 'ADELAIDE CENTRE 130.45'. APRX AREA CLASS G  
AIRSPACE WI 35NM RADIUS OF ADELAIDE AND 50NM TO THE NORTH OF  
ADELAIDE.  
DIRECTED TFC AND SURVEILLANCE INFO SER NOT AVBL IN CLASS G AIRSPACE.  
FIS MAY BE AVBL ON REQUEST FM ADJ ATS UNITS OR HF.  
PILOTS/OPERATORS OF IFR FLIGHTS CONSIDERING OPR IN CLASS G AIRSPACE  
SHALL CTC AIRSERVICES AUSTRALIA VIA TEL: 03 9235 2012.  
TFC INFO BCST BY ACFT PROC (TIBA) AS DETAILED IN AIP APPLY ON THE FLT  
INFO AREA (FIA) FREQ RELEVANT TO THE AREA OF OPR.  
COMMON TFC ADVISORY FREQ (CTAF) AND PROC REMAIN UNCHANGED.  
TWR, TERMINAL CONTROL UNIT (TCU) AND MIL AREAS WI THE ABV AIRSPACE  
CONT TO OPR PER EN ROUTE SUP AUSTRALIA (ERSA) UNLESS SPECIFIED  
OTHERWISE.  
MIL OPS MAY EXIST IN THIS AREA, CHECK PUBLISHED NOTAM FOR DETAILS.  
THESE PROCEDURES DO NOT APPLY TO OPS IN ACT MIL CTR AND RESTRICTED  
AREAS.  
SFC TO BASE OF CTA

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Albury Tower (18 January 2024)  
**Date:** Monday, 22 January 2024 4:42:00 PM  
**Attachments:** [image001.png](#)  
[ATS-FORM-0005 Albury TWR \(18Jan2024\).pdf](#)  
[NOTAM Albury TWR \(18Jan2024\).docx](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 01 18 2300 to 24 01 18 2345

24 01 19 0530 to 24 01 19 0615

Due to reduced staff availability services were not provided during the above timeframes.

Regards

[REDACTED]



[REDACTED]

Alan Woods Building, 25 Constitution Ave, Canberra ACT  
[www.airservicesaustralia.com](http://www.airservicesaustralia.com)

# Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
*(insert name and position)*

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
*(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)*

Forecast weather:

Possible agencies affected *(International agencies, other FDRG, Defence, HF, NCC etc)*

Other factors:

SM Recommendation:  ATMD Endorsement:

## Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

NR

Director Operations approval

Yes    No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-0203016

Entered by:

NOTAM Number:

B01/24, B34/24

**What controls were implemented?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

**What controls did not work well?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)



NOTAM for YMMM approved by NOTAM Office with number B0034/24

Summary: ALBURY TWR ATS NOT AVBL DUE OPR RESTRICTIONS

B0034/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/E/000/085/3604S14658E045

A) YMMM

B) 2401182300 C) 2401190615

D) 2401182300 TO 2401182345

2401190530 TO 2401190615

E) ALBURY TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

ALBURY CLASS C AND D AIRSPACE BECOMES CLASS G AS PER EN ROUTE

SUPPLEMENT AUSTRALIA ALBURY - ATS AIRSPACE - OUTSIDE TWR HR

FIS AVBL MELBOURNE CENTRE 125.2

COMMON TRAFFIC ADVISORY FREQUENCY 123.25

F) SFC G) 8500FT AMSL

NOTAM for YMAY approved by NOTAM Office with number B0001/24

Summary: TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

B0001/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/A/000/999/3604S14658E005

A) YMAY

B) 2401182300 C) 2401190615

D) 2401182300 TO 2401182345

2401190530 TO 2401190615

E) TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

ALBURY CLASS C AND D AIRSPACE BECOMES CLASS G AS PER EN ROUTE

SUPPLEMENT AUSTRALIA ALBURY - ATS AIRSPACE - OUTSIDE TWR HR

COMMON TRAFFIC ADVISORY FREQUENCY 123.25

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Albury Tower (23 January 2024)  
**Date:** Thursday, 25 January 2024 10:49:30 AM  
**Attachments:** [image001.png](#)  
[AY+TWR\\_23+JAN+ATS-FORM-0005.pdf](#)  
[YMAY+1+NOTAM+approved+for+MLOPSMGR\\_ATC\\_MLCONT.msg](#)  
[YMAY+NOTAM+approved+for+MLOPSMGR\\_ATC\\_MLCONT.msg](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)

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OFFICIAL

In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 01 22 2300 to 24 01 22 2345

24 01 23 0530 to 24 01 23 0615

Due to reduced staff availability services were not provided during the above timeframes.

Regards

[REDACTED]  
[REDACTED]  
[REDACTED]  
Level 7 Lisgar House, 32 Carrington Street,  
Sydney, NSW 2000



We acknowledge the Traditional Owners of Country throughout Australia and recognise their continuing connection to land, waters and culture. We pay our respects to their Elders past, present and emerging

OFFICIAL

# Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Forecast weather:

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

Other factors:

SM Recommendation:  ATMD Endorsement:

## Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

NR

Director Operations approval

Yes    No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-0203149

Entered by:

NOTAM Number:

B0003/24, B0046/24

**What controls were implemented?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

**What controls did not work well?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** YMAY NOTAM approved for MLOPSMGR/ATC\_MLCONT  
**Date:** Monday, 22 January 2024 10:13:45 PM

---

NOTAM for YMAY approved by NOTAM Office with number B0004/24

**Summary: TWR ATS OPERATING AT REDUCED CAPACITY**

B0004/24 NOTAMN  
Q) YMMM/QSTLT/IV/NBO/A/000/999/3604S14658E005  
A) YMAY  
B) 2401222145 C) 2401230530  
D) 2401222145 TO 2401222300  
2401222345 TO 2401230530  
E) TWR ATS OPERATING AT REDUCED CAPACITY  
DUE TO OPERATIONAL RESTRICTIONS.  
CIRCUIT OPS RESTR



**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** YMAY NOTAM approved for MLOPSMGR/ATC\_MLCONT  
**Date:** Monday, 22 January 2024 9:27:33 PM

---

NOTAM for YMAY approved by NOTAM Office with number B0003/24

**Summary: TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS**

B0003/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/A/000/999/3604S14658E005

A) YMAY

B) 2401222300 C) 2401230615

D) 2401222300 TO 2401222345

2401230530 TO 2401230615

E) TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

ALBURY CLASS C AND D AIRSPACE BECOMES CLASS G AS PER EN ROUTE

SUPPLEMENT AUSTRALIA ALBURY - ATS AIRSPACE - OUTSIDE TWR HR

COMMON TRAFFIC ADVISORY FREQUENCY FREQ 123.25

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Albury Tower (24 January 2024)  
**Date:** Thursday, 25 January 2024 11:04:33 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[AY+24JAN+ATS-FORM-0005.pdf](#)  
[YMAY NOTAM approved for MLOPSMGRATC\\_MLCONT.msg](#)

---

OFFICIAL

In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 01 23 2300 to 24 01 23 2345

24 01 24 0530 to 24 01 24 0615

Due to reduced staff availability services were not provided during the above timeframes.

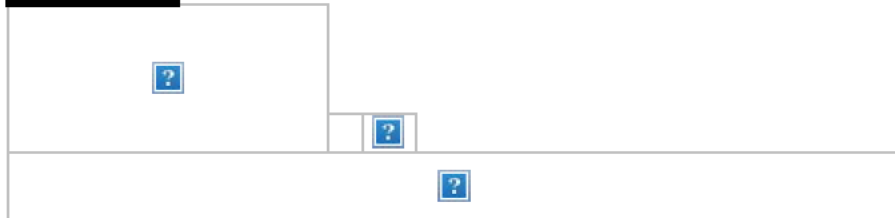
Regards

[REDACTED]

[REDACTED]

Level 7 Lisgar House, 32 Carrington Street,  
Sydney, NSW 2000

[REDACTED]



We acknowledge the Traditional Owners of Country throughout Australia and recognise their continuing connection to land, waters and culture. We pay our respects to their Elders past, present and emerging

OFFICIAL

**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** YMAY NOTAM approved for MLOPSMGR/ATC\_MLCONT  
**Date:** Tuesday, 23 January 2024 7:32:47 PM

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NOTAM for YMAY approved by NOTAM Office with number B0006/24

**Summary: TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS**

B0006/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/A/000/999/3604S14658E005

A) YMAY

B) 2401232300 C) 2401240615

D) 2401232300 TO 2401232345

2401240530 TO 2401240615

E) TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

ALBURY CLASS C AND D AIRSPACE BECOMES CLASS G AS PER EN ROUTE

SUPPLEMENT AUSTRALIA ALBURY - ATS AIRSPACE - OUTSIDE TWR HR

COMMON TRAFFIC ADVISORY FREQUENCY FREQ 123.25

# Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
*(insert name and position)*

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
*(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)*

Forecast weather:

Possible agencies affected *(International agencies, other FDRG, Defence, HF, NCC etc)*

Other factors:

SM Recommendation:

ATMD Endorsement:

### Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

#### Decision

CRM considered most suitable

Director Operations approval  Yes  No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-0203150

Entered by:

NOTAM Number:

B0006/24, B0049/24

**What controls were implemented?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

**What controls did not work well?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)



**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Albury Tower (25 January 2024)  
**Date:** Monday, 29 January 2024 10:06:00 AM  
**Attachments:** [AY 25JAN ATS-FORM-0005.pdf](#)  
[image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[YMAY+NOTAM+approved+for+MLOPSMGR\\_ATC\\_MLCONT\(2\).msg](#)

---

In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 01 24 2300 to 24 01 24 2345

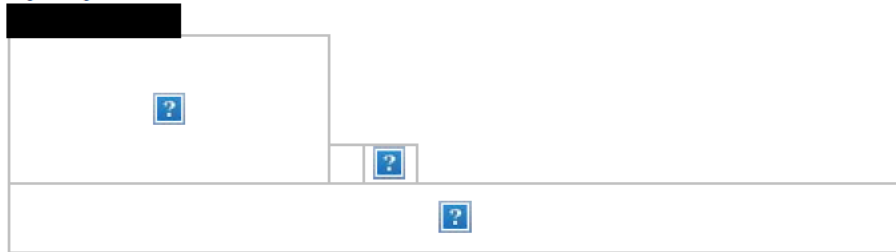
24 01 25 0530 to 24 01 25 0615

Due to reduced staff availability services were not provided during the above timeframes.

Regards

[REDACTED]

Level 7 Lisgar House, 32 Carrington Street,  
Sydney, NSW 2000



We acknowledge the Traditional Owners of Country throughout Australia and recognise their continuing connection to land, waters and culture. We pay our respects to their Elders past, present and emerging

**OFFICIAL**

# Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Forecast weather:

ALBURY (YMAY)  
TAF YMAY 240520Z 2406/2418  
33010KT 9999 SHOWERS OF LIGHT RAIN NSC  
FM240900 VRB04KT CAVOK  
PROB30 INTER 2406/2409 VRB25G35KT 3000 THUNDERSTORMS WITH MODERATE  
RAIN SCT110CB  
RMK  
T 31 29 25 23 Q 1008 1008 1008 1007

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

Other factors:

SM Recommendation:

ATMD Endorsement:

### Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

#### Decision

CRM considered most suitable

Director Operations approval  Yes  No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-0203214

Entered by:

NOTAM Number:

B0008/24, B0052/24

**What controls were implemented?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

**What controls did not work well?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** YMAY NOTAM approved for MLOPSMGR/ATC\_MLCONT  
**Date:** Wednesday, 24 January 2024 5:43:39 PM

---

NOTAM for YMAY approved by NOTAM Office with number B0008/24

**Summary: TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS**

B0008/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/A/000/999/3604S14658E005

A) YMAY

B) 2401242300 C) 2401250615

D) 2401242300 TO 2401242345

2401250530 TO 2401250615

E) TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

ALBURY CLASS C AND D AIRSPACE BECOMES CLASS G AS PER EN ROUTE

SUPPLEMENT AUSTRALIA ALBURY - ATS AIRSPACE - OUTSIDE TWR HR

COMMON TRAFFIC ADVISORY FREQUENCY FREQ 123.25

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Albury Tower (28 January 2024)  
**Date:** Monday, 29 January 2024 11:15:00 AM  
**Attachments:** [image005.png](#)  
[image006.png](#)  
[ATS-FORM-0005\\_Albury\\_TWR\\_\(28Jan2024\).pdf](#)  
[NOTAM\\_Albury\\_TWR\\_\(28Jan2024\).docx](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

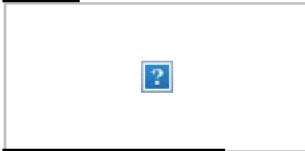
**Variation (UTC)**

24 01 28 0400 to 24 01 28 0930

Due to reduced staff availability services were not provided during the above timeframe.

Regards

[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)





## Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
*(insert name and position)*

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
*(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)*

Forecast weather:

TAF YMAY 262311Z 2700/2712  
26010KT CAVOK  
FM270200 26015G25KT CAVOK  
FM270700 25010KT CAVOK  
RMK  
T 22 26 27 24 Q 1008 1006 1005 1006

Possible agencies affected *(International agencies, other FDRG, Defence, HF, NCC etc)*

Other factors:

SM Recommendation:

ATMD Endorsement:

### Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

Director Operations approval  Yes  No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions**

**Consequences**

**Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:  Entered by:

NOTAM Number:

**What controls were implemented?**

- Traffic Metering
- Diversion routes
- TIBA
- TRA
- Additional staffing
- Additional supervision
- Other

**What controls did not work well?**

- Traffic Metering
- Diversion routes
- TIBA
- TRA
- Additional staffing
- Additional supervision
- Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

NOTAM for YMAY approved by NOTAM Office with number B0010/24

Summary: TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

B0010/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/A/000/999/3604S14658E005

A) YMAY

B) 2401280400 C) 2401280930

E) TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

ALBURY CLASS C AND D AIRSPACE BECOMES CLASS G AS PER EN ROUTE

SUPPLEMENT AUSTRALIA ALBURY - ATS AIRSPACE - OUTSIDE TWR HR

COMMON TRAFFIC ADVISORY FREQUENCY FREQ 123.25

NOTAM for YMMM approved by NOTAM Office with number B0054/24

Summary: ALBURY TWR ATS NOT AVBL DUE OPR RESTRICTIONS

B0054/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/E/000/085/3604S14658E045

A) YMMM

B) 2401280400 C) 2401280930

E) ALBURY TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

ALBURY CLASS C AND D AIRSPACE BECOMES CLASS G AS PER EN ROUTE

SUPPLEMENT AUSTRALIA ALBURY - ATS AIRSPACE - OUTSIDE TWR HR

FIS AVBL MELBOURNE CENTRE 125.2

COMMON TRAFFIC ADVISORY FREQUENCY 123.25

F) SFC G) 8500FT AMSL

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Albury Tower (30-31 Jan 2024)  
**Date:** Friday, 2 February 2024 2:51:34 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[AY+30\\_31JAN+ATS-FORM-0005.pdf](#)  
[YMAY NOTAM approved for MLOPSMGRATC\\_MLCONT.msg](#)

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OFFICIAL

In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 01 29 2300 TO 24 01 29 2345 AND 24 01 30 0530 TO 24 01 30 0615  
24 01 30 2300 TO 24 01 30 2345 AND 24 02 31 0530 TO 24 01 31 0615

Due to reduced staff availability services were not provided during the above timeframe.

Regards

[REDACTED]  
[REDACTED]  
Level 7 Lisgar House, 32 Carrington Street,  
Sydney, NSW 2000



We acknowledge the Traditional Owners of Country throughout Australia and recognise their continuing connection to land, waters and culture. We pay our respects to their Elders past, present and emerging

OFFICIAL

# Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
*(insert name and position)*

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
*(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)*

Forecast weather:

Possible agencies affected *(International agencies, other FDRG, Defence, HF, NCC etc)*

Other factors:

SM Recommendation:  ATMD Endorsement:



## Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

NR

Director Operations approval

Yes    No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-0203361

Entered by:

NOTAM Number:

B11/24, B59/24

**What controls were implemented?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

**What controls did not work well?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** YMAY NOTAM approved for MLOPSMGR/ATC\_MLCONT  
**Date:** Monday, 29 January 2024 5:37:02 PM

---

NOTAM for YMAY approved by NOTAM Office with number B0011/24

**Summary: TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS**

B0011/24 NOTAMN  
Q) YMMM/QSTLC/IV/NBO/A/000/999/3604S14658E005  
A) YMAY  
B) 2401292300 C) 2401310615  
D) DAILY 2300-2345 0530-0615  
E) TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS  
ALBURY CLASS C AND D AIRSPACE BECOMES CLASS G AS PER EN ROUTE  
SUPPLEMENT AUSTRALIA ALBURY - ATS AIRSPACE - OUTSIDE TWR HR  
COMMON TRAFFIC ADVISORY FREQUENCY FREQ 123.25

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Albury Tower (1 Feb 2024)  
**Date:** Friday, 2 February 2024 2:41:46 PM  
**Attachments:** [ATS-FORM-0005+\(1\).pdf](#)  
[YMAY NOTAM approved for MLOPSMGRATC\\_MLCONT.msg](#)  
[image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[YMMM NOTAM approved for MLOPSMGRATC\\_MLCONT.msg](#)

---

OFFICIAL

In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

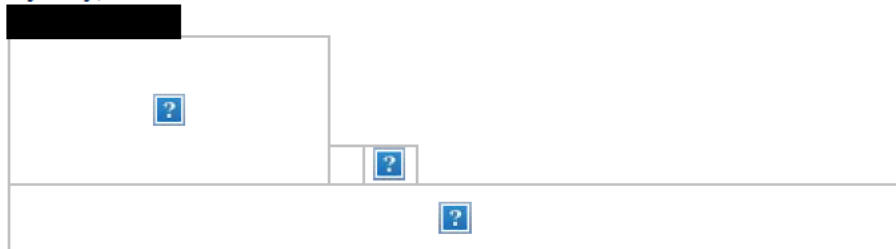
**Variation (UTC)**

24 02 01 1915 TO 24 02 01 1945

Due to reduced staff availability services were not provided during the above timeframe.

Regards

[REDACTED]  
[REDACTED]  
[REDACTED]  
Level 7 Lisgar House, 32 Carrington Street,  
Sydney, NSW 2000



We acknowledge the Traditional Owners of Country throughout Australia and recognise their continuing connection to land, waters and culture. We pay our respects to their Elders past, present and emerging

OFFICIAL

# Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected (Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Forecast weather:

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

Other factors:

SM Recommendation:  ATMD Endorsement:

## Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

NR

Director Operations approval

Yes    No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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



Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-0203359

Entered by:

NOTAM Number:

B65, B14

**What controls were implemented?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

**What controls did not work well?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** YMMM NOTAM approved for MLOPSMGR/ATC\_MLCONT  
**Date:** Friday, 2 February 2024 6:41:07 AM

---

NOTAM for YMMM approved by NOTAM Office with number B0065/24

**Summary: ALBURY TWR ATS NOT AVBL DUE OPR RESTRICTIONS**

B0065/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/E/000/085/3604S14658E045

A) YMMM

B) 2402011940 C) 2402011945 EST

E) ALBURY TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

ALBURY CLASS C AND D AIRSPACE BECOMES CLASS G AS PER EN ROUTE

SUPPLEMENT AUSTRALIA ALBURY - ATS AIRSPACE - OUTSIDE TWR HR

FIS AVBL MELBOURNE CENTRE 125.2

COMMON TRAFFIC ADVISORY FREQUENCY 123.25

F) SFC G) 8500FT AMSL

**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** YMAY NOTAM approved for MLOPSMGR/ATC\_MLCONT  
**Date:** Friday, 2 February 2024 6:40:08 AM

---

NOTAM for YMAY approved by NOTAM Office with number B0014/24

**Summary: TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS**

B0014/24 NOTAMN  
Q) YMMM/QSTLC/IV/NBO/A/000/999/3604S14658E005  
A) YMAY  
B) 2402011939 C) 2402011945 EST  
E) TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS  
ALBURY CLASS C AND D AIRSPACE BECOMES CLASS G AS PER EN ROUTE  
SUPPLEMENT AUSTRALIA ALBURY - ATS AIRSPACE - OUTSIDE TWR HR  
COMMON TRAFFIC ADVISORY FREQUENCY FREQ 123.25

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Albury Tower (6 March 2024)  
**Date:** Friday, 8 March 2024 10:55:00 AM  
**Attachments:** [ATS-FORM-0005\\_Albury\\_TWR \(6Mar2024\).pdf](#)  
[NOTAM\\_Albury\\_TWR \(6Mar2024\).docx](#)  
[image001.png](#)  
[image002.png](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

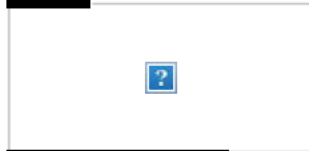
24 03 05 2300 to 24 03 05 2345

24 03 06 0500 to 24 03 06 0545

Due to reduced staff availability services were not provided during the above timeframes.

Regards

[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)



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# Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected (Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Forecast weather:

TAF YMAY 042251Z 0500/0512  
07004KT CAVOK  
FM050600 13004KT CAVOK  
RMK

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

Other factors:

SM Recommendation:  ATMD Endorsement:

## Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

NR

Director Operations approval

Yes    No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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



Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-0204289

Entered by:

NOTAM Number:

B16, B132

**What controls were implemented?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

**What controls did not work well?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

NOTAM for YMMM approved by NOTAM Office with number B0132/24

Summary: ALBURY TWR ATS NOT AVBL DUE OPR RESTRICTIONS

B0132/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/E/000/085/3604S14658E045

A) YMMM

B) 2403052300 C) 2403060545

D) 2403052300 TO 2403052345

2403060500 TO 2403060545

E) ALBURY TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

ALBURY CLASS C AND D AIRSPACE BECOMES CLASS G AS PER EN ROUTE

SUPPLEMENT AUSTRALIA ALBURY - ATS AIRSPACE - OUTSIDE TWR HR

FIS AVBL MELBOURNE CENTRE 125.2

COMMON TRAFFIC ADVISORY FREQUENCY 123.25

F) SFC G) 8500FT AMSL

NOTAM for YMAY approved by NOTAM Office with number B0016/24

Summary: TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

B0016/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/A/000/999/3604S14658E005

A) YMAY

B) 2403052300 C) 2403060545

D) 2403052300 TO 2403052345

2403060500 TO 2403060545

E) TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

ALBURY CLASS C AND D AIRSPACE BECOMES CLASS G AS PER EN ROUTE

SUPPLEMENT AUSTRALIA ALBURY - ATS AIRSPACE - OUTSIDE TWR HR

COMMON TRAFFIC ADVISORY FREQUENCY 123.25

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Albury Tower (13 March 2024)  
**Date:** Friday, 15 March 2024 9:42:00 AM  
**Attachments:** [image005.png](#)  
[image006.png](#)  
[ATS-FORM-0005\\_Albury\\_TWR\\_\(13Mar2024\).pdf](#)  
[NOTAM\\_Albury\\_TWR\\_\(13Mar2024\).docx](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 03 13 0530 to 24 03 13 0930

Due to reduced staff availability services were not provided during the above timeframe.

Regards

[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)



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# Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

QLK385D QFA VHLQJ YBBN 13/0320 13/0320 13/0320 -- L13/0327 -- YMAY - L13/0541 --- L13/0545 -- Y -  
QLK386D QFA VHLQJ YMAY 13/0610 13/0610 13/0610 -- L13/0613 - GOMOL YBBN - L13/0822 - 19L - L13/0825 -- Y -  
RXA6783 RXA VHZLW FYSSY 13/0715 13/0715 13/0715 -- L13/0720 - ZZZZ YMAY - L13/0836 --- L13/0840 -- Y -  
QLK209D QFA VHQOE YSSY 13/0730 13/0730 13/0730 -- L13/0733 - ZZZZ YMAY - L13/0841 --- L13/0845 -- Y -

Forecast weather:

ALBURY (YMAY)  
TAF YMAY 112307Z 1200/1212  
15005KT CAVOK  
FM120900 VRB03KT CAVOK  
RMK  
T 29 34 35 30 Q 1019 1016 1014 1015

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

RDFS, RAAF

Other factors:

SM Recommendation:

OM Endorsement:

### Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

#### Decision

CRM considered most suitable

Director Operations approval  Yes  No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				



**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-0204498

Entered by:

NOTAM Number:

B18/24 B153/24

**What controls were implemented?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

**What controls did not work well?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to OM
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

NOTAM for YMMM approved by NOTAM Office with number B0153/24

Summary: ALBURY TWR ATS NOT AVBL DUE OPR RESTRICTIONS

B0153/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/E/000/085/3604S14658E045

A) YMMM

B) 2403130530 C) 2403130930

E) ALBURY TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

ALBURY CLASS C AND D AIRSPACE BECOMES CLASS G AS PER EN ROUTE

SUPPLEMENT AUSTRALIA ALBURY - ATS AIRSPACE - OUTSIDE TWR HR

FIS AVBL MELBOURNE CENTRE 125.2

COMMON TRAFFIC ADVISORY FREQUENCY 123.25

F) SFC G) 8500FT AMSL

NOTAM for YMAY approved by NOTAM Office with number B0018/24

Summary: TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

B0018/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/A/000/999/3604S14658E005

A) YMAY

B) 2403130530 C) 2403130930

E) TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

ALBURY CLASS C AND D AIRSPACE BECOMES CLASS G AS PER EN ROUTE

SUPPLEMENT AUSTRALIA ALBURY - ATS AIRSPACE - OUTSIDE TWR HR

COMMON TRAFFIC ADVISORY FREQUENCY 123.25

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Albury Tower (14 March 2024)  
**Date:** Friday, 15 March 2024 10:47:00 AM  
**Attachments:** [image005.png](#)  
[image006.png](#)  
[ATS-FORM-0005\\_Albury\\_TWR\\_\(14Mar2024\).pdf](#)  
[NOTAM\\_Albury\\_TWR\\_\(14Mar2024\).docx](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 03 14 0530 to 24 03 14 0930

Due to reduced staff availability services were not provided during the above timeframe.

Regards

[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)



**OFFICIAL**

# Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

QLK385D VHLQJ YBBN P13/0327 YMAY P13/0530  
BNZ565 VHUIK YBSU P13/0350 YMAY P13/0541  
QLK208D VHLQK YMAY L13/0528 YSSY L13/0625  
RXA6783 VHZLX YSSY P13/0719 YMAY P13/0817  
QLK386D VHLQJ YMAY L13/0613 YBBN L13/0822  
BNZ566 VHUIK YMAY P13/0643 YBSU P13/0825  
QLK209D VHQOB YSSY L13/0739 YMAY L13/0841

Forecast weather:  
ALBURY (YMAY)  
TAF YMAY 122305Z 1300/1312  
06005KT CAVOK  
FM130400 18008KT CAVOK  
FM131000 VRB03KT CAVOK  
RMK

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

Other factors:

SM Recommendation:

OM Endorsement:

### Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

Nil

Director Operations approval

Yes  No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				



**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-0204515

Entered by:

NOTAM Number:

B159/24, B20/24

**What controls were implemented?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

**What controls did not work well?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to OM
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

NOTAM for YMMM approved by NOTAM Office with number B0159/24

Summary: ALBURY TWR ATS NOT AVBL DUE OPR RESTRICTIONS

B0159/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/E/000/085/3604S14658E045

A) YMMM

B) 2403140530 C) 2403140930

E) ALBURY TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

ALBURY CLASS C AND D AIRSPACE BECOMES CLASS G AS PER EN ROUTE

SUPPLEMENT AUSTRALIA ALBURY - ATS AIRSPACE - OUTSIDE TWR HR

FIS AVBL MELBOURNE CENTRE 125.2

COMMON TRAFFIC ADVISORY FREQUENCY 123.25

F) SFC G) 8500FT AMSL

NOTAM for YMAY approved by NOTAM Office with number B0020/24

Summary: TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

B0020/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/A/000/999/3604S14658E005

A) YMAY

B) 2403140530 C) 2403140930

E) TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

ALBURY CLASS C AND D AIRSPACE BECOMES CLASS G AS PER EN ROUTE

SUPPLEMENT AUSTRALIA ALBURY - ATS AIRSPACE - OUTSIDE TWR HR

COMMON TRAFFIC ADVISORY FREQUENCY 123.25

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Alice Springs Tower (19 January 2024)  
**Date:** Monday, 22 January 2024 4:26:00 PM  
**Attachments:** [image001.png](#)  
[ATS-FORM-0005\\_Alice\\_Springs\\_TWR\\_\(19Jan2024\).pdf](#)  
[NOTAM\\_Alice\\_Springs\\_TWR\\_\(19Jan2024\).docx](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 01 19 0030 to 24 01 19 0130

24 01 19 0550 to 24 01 19 0830

Due to reduced staff availability services were not provided during the above timeframes.

Regards

[REDACTED]



[REDACTED]

Alan Woods Building, 25 Constitution Ave, Canberra ACT  
[www.airservicesaustralia.com](http://www.airservicesaustralia.com)

## Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Forecast weather:

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

Other factors:

SM Recommendation:  ATMD Endorsement:

## Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

NR

Director Operations approval

Yes    No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-0203014

Entered by:

NOTAM Number:

B03/24, B35/24

**What controls were implemented?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

**What controls did not work well?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:



## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

NOTAM for YMMM approved by NOTAM Office with number B0035/24

Summary: YBAS TWR NOT AVBL DUE OPERATIONAL RESTRICTIONS

B0035/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/E/000/125/2349S13354E005

A) YMMM

B) 2401190030 C) 2401190830

D) 2401190030 TO 2401190130

2401190550 TO 2401190830

E) ALICE SPRINGS (YBAS) TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

ALICE SPRINGS CLASS C AND CLASS D AIRSPACE BELOW FL125 BECOMES CLASS

G AIRSPACE - CLASS C AIRSPACE FL125 TO FL245 BECOMES CLASS E

AIRSPACE - AS PER EN ROUTE SUPPLEMENT AUSTRALIA ALICE SPRINGS -

ATS AIRSPACE - OUTSIDE TWR HR.

FIS AVBL MELBOURNE CENTRE 119.8

COMMON TFC ADVISORY FREQ (CTAF) 118.3

F) SFC G) FL125

NOTAM for YBAS approved by NOTAM Office with number B0003/24

Summary: YBAS TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

B0003/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/A/000/999/2349S13354E005

A) YBAS

B) 2401190030 C) 2401190830

D) 2401190030 TO 2401190130

2401190550 TO 2401190830

E) YBAS TWR ATS NOT AVBL

DUE TO OPERATIONAL RESTRICTIONS

ALICE SPRINGS CLASS C AND CLASS D AIRSPACE BELOW FL125 BECOMES CLASS

G AIRSPACE - CLASS C AIRSPACE FL125 TO FL245 BECOMES CLASS E AIRSPACE

AS PER EN ROUTE SUPPLEMENT AUSTRALIA ALICE SPRINGS -

ATS AIRSPACE - OUTSIDE TOWER HR

COMMON TRAFFIC ADVISORY FREQUENCY 118.3

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Alice Springs Tower (27 & 28 January 2024)  
**Date:** Monday, 29 January 2024 11:07:00 AM  
**Attachments:** [ATS-FORM-0005\\_Alice\\_Springs\\_TWR\\_\(27&28\\_Jan2024\).pdf](#)  
[NOTAM\\_Alice\\_Springs\\_TWR\\_\(27&28\\_Jan2024\).docx](#)  
[image002.png](#)  
[image003.png](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 01 26 2230 to 24 01 28 0830

DAILY 2230-0830

Due to reduced staff availability services were not provided during the above timeframes.

Regards

[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)



## Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected (Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Mixture of RPT and GA. RPT schedule as follows:

```

Local time acid movement_type aircraft_type flight_type adep ades
27/01/2024 8:25 QFA1954 ARR E190 Scheduled YPAD YBAS
27/01/2024 9:05 QFA1955 DEP E190 Scheduled YBAS YPAD
27/01/2024 9:40 QFA1970 ARR E190 Scheduled YBBN YBAS
27/01/2024 9:54 FD803 DEP PC24 General Aviation YBAS YPDN
27/01/2024 10:20 QFA1971 DEP E190 Scheduled YBAS YBBN
27/01/2024 11:45 QFA796 ARR B738 Scheduled YMML YBAS
27/01/2024 12:35 QFA797 DEP B738 Scheduled YBAS YMML
27/01/2024 16:13 FD803 ARR PC24 General Aviation YTNK YBAS
27/01/2024 18:00 QFA1960 ARR E190 Scheduled YPDN YBAS

Local time acid movement_type aircraft_type flight_type adep ades
28/01/2024 9:52 FD865 DEP PC12 General Aviation YBAS YBKS
28/01/2024 11:10 QFA790 ARR B738 Scheduled YSSY YBAS
28/01/2024 11:19 JVB ARR C441 Non-scheduled YPDN YBAS
28/01/2024 11:50 QFA791 DEP B738 Scheduled YBAS YSSY
28/01/2024 12:17 FD803 DEP PC24 General Aviation YBAS YTNK
28/01/2024 13:54 FD865 ARR PC12 General Aviation YBKS YBAS
28/01/2024 14:17 FD803 ARR PC24 General Aviation YTNK YBAS
    
```

28/01/2024 14:25 FD874 DEP PC12 General Aviation YBAS YPAY  
 28/01/2024 17:24 JVB DEP C441 Non-scheduled YBAS YPDN  
 28/01/2024 17:25 FD509 ARR PC24 General Aviation YPAG YBAS  
 28/01/2024 17:40 QFA1956 ARR E190 Scheduled YPAD YBAS  
 28/01/2024 17:42 FD874 ARR PC12 General Aviation YPAY YBAS  
 28/01/2024 17:54 FD509 DEP PC24 General Aviation YBAS YPDN  
 28/01/2024 18:00 QFA1960 ARR E190 Scheduled YPDN YBAS

Forecast weather:

Too far in advance to predict. Generally CAVOK.

Possible agencies affected (*International agencies, other FDRG, Defence, HF, NCC etc*)

Central Group Melbourne Centre, ARFF, Alice Springs Airport - notified by ATC

Other factors:

SM Recommendation:

ATMD Endorsement:

### Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

**Decision**

CRM considered most suitable

Director Operations approval

 Yes  No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:  Entered by:

NOTAM Number:

**What controls were implemented?**

Traffic Metering     Diversion routes     TIBA     TRA     Additional staffing     Additional supervision     Other

**What controls did not work well?**

Traffic Metering     Diversion routes     TIBA     TRA     Additional staffing     Additional supervision     Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:



## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

NOTAM for YBAS approved by NOTAM Office with number B0004/24

Summary: YBAS TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

B0004/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/A/000/999/2349S13354E005

A) YBAS

B) 2401262230 C) 2401280830

D) DAILY 2230-0830

E) YBAS TWR ATS NOT AVBL

DUE OPERATIONAL RESTRICTIONS

ALICE SPRINGS CLASS C AND CLASS D AIRSPACE BELOW FL125 BECOMES CLASS G AIRSPACE - CLASS C AIRSPACE FL125 TO FL245 BECOMES CLASS E AIRSPACE

AS PER EN ROUTE SUPPLEMENT AUSTRALIA ALICE SPRINGS -

ATS AIRSPACE - OUTSIDE TOWER HR

COMMON TRAFFIC ADVISORY FREQUENCY 118.3

NOTAM for YMMM approved by NOTAM Office with number B0044/24

Summary: YBAS TWR NOT AVBL DUE OPERATIONAL RESTRICTIONS

B0044/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/E/000/125/2349S13354E010

A) YMMM

B) 2401262230 C) 2401280830

D) DAILY 2230-0830

E) ALICE SPRINGS (YBAS) TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

ALICE SPRINGS CLASS C AND CLASS D AIRSPACE BELOW FL125 BECOMES CLASS G AIRSPACE - CLASS C AIRSPACE FL125 TO FL245 BECOMES CLASS E

AIRSPACE - AS PER EN ROUTE SUPPLEMENT AUSTRALIA ALICE SPRINGS -

ATS AIRSPACE - OUTSIDE TWR HR.

FIS AVBL MELBOURNE CENTRE 119.8

COMMON TFC ADVISORY FREQ (CTAF) 118.3

F) SFC G) FL125

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Alice Springs Tower (3-4 February 2024)  
**Date:** Monday, 5 February 2024 11:56:00 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[ATS-FORM-0005\\_Alice\\_Springs\\_TWR\\_\(3-4\\_Feb2024\).pdf](#)  
[NOTAM\\_Alice\\_Springs\\_TWR\\_\(3-4\\_Feb2024\).docx](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 02 02 2230 to 24 02 04 0830

DAILY 2230-0830

Due to reduced staff availability services were not provided during the above timeframes.

Regards

[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)



## Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Mixture of RPT and GA. RPT schedule as follows:

Saturday 03 February

QF1954 ETA 8:25  
QF1958 ETA 8:35  
QF1970 ETA 9:40  
QF796 ETA 11:45  
AB1079 ETA 18:55

QF1955 ETD 09:05  
QF1959 ETD 09:15  
QF1971 ETD 10:20  
QF797 ETD 12:35  
AB1080 ETD 19:40

Sunday 04 February

QF790 ETA 11:10  
QF1956 ETA 17:40

QF1960 ETA 18:00

QF791 ETD 11:50  
QF1957 ETD 18:20  
QF1961 ETD 18:40

Forecast weather:

negligible

Possible agencies affected (*International agencies, other FDRG, Defence, HF, NCC etc*)

Central Group Melbourne Centre, ARFF, Alice Springs Airport - notified by ATC

Other factors:

SM Recommendation:

ATMD Endorsement:

### Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

NR

Director Operations approval

Yes  No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-0203438

Entered by:

NOTAM Number:

B7, B67

**What controls were implemented?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

**What controls did not work well?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:



## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

NOTAM for YMMM approved by NOTAM Office with number B0067/24

Summary: YBAS TWR NOT AVBL DUE OPERATIONAL RESTRICTIONS

B0067/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/E/000/125/2349S13354E005

A) YMMM

B) 2402022230 C) 2402040830

D) DAILY 2230-0830

E) ALICE SPRINGS (YBAS) TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS  
ALICE SPRINGS CLASS C AND CLASS D AIRSPACE BELOW FL125 BECOMES CLASS  
G AIRSPACE - CLASS C AIRSPACE FL125 TO FL245 BECOMES CLASS E  
AIRSPACE - AS PER EN ROUTE SUPPLEMENT AUSTRALIA ALICE SPRINGS -  
ATS AIRSPACE - OUTSIDE TWR HR.

FIS AVBL MELBOURNE CENTRE 119.8

COMMON TFC ADVISORY FREQ (CTAF) 118.3

F) SFC G) FL125

NOTAM for YBAS approved by NOTAM Office with number B0007/24

Summary: YBAS TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

B0007/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/A/000/999/2349S13354E005

A) YBAS

B) 2402022230 C) 2402040830

D) DAILY 2230-0830

E) YBAS TWR ATS NOT AVBL

DUE TO OPERATIONAL RESTRICTIONS

ALICE SPRINGS CLASS C AND CLASS D AIRSPACE BELOW FL125 BECOMES CLASS  
G AIRSPACE - CLASS C AIRSPACE FL125 TO FL245 BECOMES CLASS E AIRSPACE  
AS PER EN ROUTE SUPPLEMENT AUSTRALIA ALICE SPRINGS -  
ATS AIRSPACE - OUTSIDE TOWER HR

COMMON TRAFFIC ADVISORY FREQUENCY 118.3

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Alice Springs Tower (10 & 11 February 2024)  
**Date:** Monday, 12 February 2024 10:04:00 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[ATS-FORM-0005 Alice Springs TWR \(10 & 11 Feb2024\).pdf](#)  
[NOTAM Alice Springs TWR \(10 & 11 Feb2024\).docx](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 02 09 2230 to 24 02 11 0830

DAILY 2230-0830

Due to reduced staff availability services were not provided during the above timeframes.

Regards

[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)



## Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Mixture of RPT and GA. RPT schedule as follows:

Saturday 10 February

QF1954 ETA 8:25  
QF1958 ETA 8:35  
QF1970 ETA 9:40  
QF796 ETA 11:45  
AB1079 ETA 18:55

QF1955 ETD 09:05  
QF1959 ETD 09:15  
QF1971 ETD 10:20  
QF797 ETD 12:35  
AB1080 ETD 19:40

Sunday 11 February

QF790 ETA 11:10  
QF1956 ETA 17:40

QF1960 ETA 18:00

QF791 ETD 11:50  
QF1957 ETD 18:20  
QF1961 ETD 18:40

Forecast weather:

negligible

Possible agencies affected (*International agencies, other FDRG, Defence, HF, NCC etc*)

Central Group Melbourne Centre, ARFF, Alice Springs Airport - notified by ATC

Other factors:

SM Recommendation:

ATMD Endorsement:

### Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

Director Operations approval

Yes  No

CRM appointed

Not required

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:  Entered by:

NOTAM Number:

**What controls were implemented?**

Traffic Metering     Diversion routes     TIBA     TRA     Additional staffing     Additional supervision     Other

**What controls did not work well?**

Traffic Metering     Diversion routes     TIBA     TRA     Additional staffing     Additional supervision     Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:



## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

NOTAM for YBAS approved by NOTAM Office with number B0008/24

Summary: YBAS TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

B0008/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/A/000/999/2349S13354E005

A) YBAS

B) 2402092230 C) 2402110830

D) DAILY 2230-0830

E) YBAS TWR ATS NOT AVBL

DUE TO OPERATIONAL RESTRICTIONS

ALICE SPRINGS CLASS C AND CLASS D AIRSPACE BELOW FL125 BECOMES CLASS G AIRSPACE - CLASS C AIRSPACE FL125 TO FL245 BECOMES CLASS E AIRSPACE

AS PER EN ROUTE SUPPLEMENT AUSTRALIA ALICE SPRINGS -

ATS AIRSPACE - OUTSIDE TOWER HR

COMMON TRAFFIC ADVISORY FREQUENCY 118.3

NOTAM for YMMM approved by NOTAM Office with number B0081/24

Summary: YBAS TWR NOT AVBL DUE OPERATIONAL RESTRICTIONS

B0081/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/E/000/125/2349S13354E045

A) YMMM

B) 2402092230 C) 2402110830

D) DAILY 2230-0830

E) ALICE SPRINGS (YBAS) TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

ALICE SPRINGS CLASS C AND CLASS D AIRSPACE BELOW FL125 BECOMES CLASS G AIRSPACE - CLASS C AIRSPACE FL125 TO FL245 BECOMES CLASS E

AIRSPACE - AS PER EN ROUTE SUPPLEMENT AUSTRALIA ALICE SPRINGS -

ATS AIRSPACE - OUTSIDE TWR HR.

FIS AVBL MELBOURNE CENTRE 119.8

COMMON TFC ADVISORY FREQ (CTAF) 118.3

F) SFC G) FL125

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Alice Springs Tower (16 February 2024)  
**Date:** Monday, 19 February 2024 10:48:00 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[ATS-FORM-0005\\_Alice\\_Springs\\_TWR\\_\(16Feb2024\).pdf](#)  
[NOTAM\\_Alice\\_Springs\\_TWR\\_\(16Feb2024\).docx](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

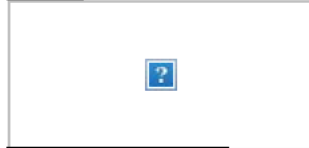
**Variation (UTC)**

24 02 16 0430 to 24 02 16 0530

Due to reduced staff availability services were not provided during the above timeframe.

Regards

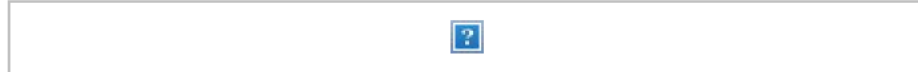
[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)



## Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Forecast weather:

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

Other factors:

SM Recommendation:  ATMD Endorsement:

## Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

NR

Director Operations approval

Yes    No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-0203774

Entered by:

NOTAM Number:

B94, B10

**What controls were implemented?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

**What controls did not work well?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)



NOTAM for YBAS approved by NOTAM Office with number B0010/24

Summary: YBAS TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

B0010/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/A/000/999/2349S13354E005

A) YBAS

B) 2402160430 C) 2402160530

E) YBAS TWR ATS NOT AVBL

DUE TO OPERATIONAL RESTRICTIONS

ALICE SPRINGS CLASS C AND CLASS D AIRSPACE BELOW FL125 BECOMES CLASS

G AIRSPACE - CLASS C AIRSPACE FL125 TO FL245 BECOMES CLASS E AIRSPACE

AS PER EN ROUTE SUPPLEMENT AUSTRALIA ALICE SPRINGS -

ATS AIRSPACE - OUTSIDE TOWER HR

COMMON TRAFFIC ADVISORY FREQUENCY 118.3

NOTAM for YMMM approved by NOTAM Office with number B0094/24

Summary: YBAS TWR NOT AVBL DUE OPERATIONAL RESTRICTIONS

B0094/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/E/000/125/2349S13354E005

A) YMMM

B) 2402160430 C) 2402160530

E) ALICE SPRINGS (YBAS) TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

ALICE SPRINGS CLASS C AND CLASS D AIRSPACE BELOW FL125 BECOMES CLASS

G AIRSPACE - CLASS C AIRSPACE FL125 TO FL245 BECOMES CLASS E

AIRSPACE - AS PER EN ROUTE SUPPLEMENT AUSTRALIA ALICE SPRINGS -

ATS AIRSPACE - OUTSIDE TWR HR.

FIS AVBL MELBOURNE CENTRE 119.8

COMMON TFC ADVISORY FREQ (CTAF) 118.3

F) SFC G) FL125

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Alice Springs Tower (17-18 February 2024)  
**Date:** Monday, 19 February 2024 12:05:00 PM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[ATS-FORM-0005\\_Alice\\_Springs\\_TWR\\_\(17-18\\_Feb2024\).pdf](#)  
[NOTAM\\_Alice\\_Springs\\_TWR\\_\(17-18\\_Feb2024\).docx](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

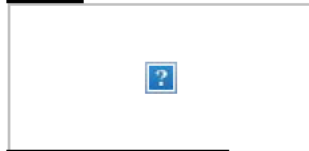
24 02 16 2230 to 24 02 18 0830

DAILY 2230-0830

Due to reduced staff availability services were not provided during the above timeframes.

Regards

[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)



## Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Mixture of RPT and GA. RPT schedule as follows:

Saturday 17 February

QF1954 ETA 8:25  
QF1958 ETA 8:35  
QF1970 ETA 9:40  
QF796 ETA 11:45  
AB1079 ETA 18:55

QF1955 ETD 09:05  
QF1959 ETD 09:15  
QF1971 ETD 10:20  
QF797 ETD 12:35  
AB1080 ETD 19:40

Sunday 18 February

QF790 ETA 11:10  
QF1956 ETA 17:40

QF1960 ETA 18:00

QF791 ETD 11:50  
QF1957 ETD 18:20  
QF1961 ETD 18:40

Forecast weather:

negligible

Possible agencies affected (*International agencies, other FDRG, Defence, HF, NCC etc*)

Central Group Melbourne Centre, ARFF, Alice Springs Airport - notified by ATC

Other factors:

SM Recommendation:

ATMD Endorsement:

### Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

NR

Director Operations approval

Yes  No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-0203814

Entered by:

NOTAM Number:

YBAS B9 YMMM B92

**What controls were implemented?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

**What controls did not work well?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)



NOTAM for YBAS approved by NOTAM Office with number B0009/24

Summary: YBAS TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

B0009/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/A/000/999/2349S13354E005

A) YBAS

B) 2402162230 C) 2402180830

D) DAILY 2230-0830

E) YBAS TWR ATS NOT AVBL

DUE TO OPERATIONAL RESTRICTIONS

ALICE SPRINGS CLASS C AND CLASS D AIRSPACE BELOW FL125 BECOMES CLASS G AIRSPACE - CLASS C AIRSPACE FL125 TO FL245 BECOMES CLASS E AIRSPACE

AS PER EN ROUTE SUPPLEMENT AUSTRALIA ALICE SPRINGS -

ATS AIRSPACE - OUTSIDE TOWER HR

COMMON TRAFFIC ADVISORY FREQUENCY 118.3

NOTAM for YMMM approved by NOTAM Office with number B0092/24

Summary: YBAS TWR NOT AVBL DUE OPERATIONAL RESTRICTIONS

B0092/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/E/000/125/2348S13354E045

A) YMMM

B) 2402162230 C) 2402180830

D) DAILY 2230-0830

E) ALICE SPRINGS (YBAS) TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

ALICE SPRINGS CLASS C AND CLASS D AIRSPACE BELOW FL125 BECOMES CLASS G AIRSPACE - CLASS C AIRSPACE FL125 TO FL245 BECOMES CLASS E

AIRSPACE - AS PER EN ROUTE SUPPLEMENT AUSTRALIA ALICE SPRINGS -

ATS AIRSPACE - OUTSIDE TWR HR.

FIS AVBL MELBOURNE CENTRE 119.8

COMMON TFC ADVISORY FREQ (CTAF) 118.3

F) SFC G) FL125

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Alice Springs Tower (19 February 2024)  
**Date:** Wednesday, 21 February 2024 10:25:00 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[ATS-FORM-0005\\_Alice\\_Springs\\_TWR\\_\(19Feb2024\).pdf](#)  
[NOTAM\\_Alice\\_Springs\\_TWR\\_\(19Feb2024\).docx](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

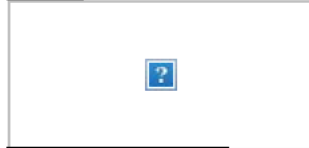
**Variation (UTC)**

[24 02 19 0030 to 24 02 19 0130](#)

[Due to reduced staff availability services were not provided during the above timeframe.](#)

Regards

[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)



## Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Forecast weather:

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

Other factors:

SM Recommendation:  ATMD Endorsement:

## Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

NR

Director Operations approval

Yes    No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
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<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
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<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions**

**Consequences**

**Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:  Entered by:

NOTAM Number:

**What controls were implemented?**

- Traffic Metering
- Diversion routes
- TIBA
- TRA
- Additional staffing
- Additional supervision
- Other

**What controls did not work well?**

- Traffic Metering
- Diversion routes
- TIBA
- TRA
- Additional staffing
- Additional supervision
- Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

NOTAM for YMMM approved by NOTAM Office with number B0097/24

Summary: YBAS TWR NOT AVBL DUE OPR RESTRICTIONS

B0097/24 NOTAMN

Q) YMMM/QSTXX/IV/BO/E/000/125/2349S13354E005

A) YMMM

B) 2402190030 C) 2402190130

E) ALICE SPRINGS (YBAS) TWR ATS NOT AVBL DUE OPR RESTRICTIONS  
ALICE SPRINGS CLASS C AND CLASS D AIRSPACE BELOW FL125 BECOMES CLASS  
G AIRSPACE - CLASS C AIRSPACE FL125 TO FL245 BECOMES CLASS E  
AIRSPACE - AS PER EN ROUTE SUPPLEMENT AUSTRALIA ALICE SPRINGS -  
ATS AIRSPACE - OUTSIDE TWR HR.

FIS AVBL MELBOURNE CENTRE 119.8

COMMON TFC ADVISORY FREQ (CTAF) 118.3

F) SFC G) FL125

NOTAM for YBAS approved by NOTAM Office with number B0011/24

Summary: TWR ATS NOT AVBL DUE OPR RESTRICTIONS

B0011/24 NOTAMN

Q) YMMM/QSTXX/IV/BO/A/000/999/2349S13354E005

A) YBAS

B) 2402190030 C) 2402190130

E) TWR ATS NOT AVBL

DUE OPR RESTRICTIONS

ALICE SPRINGS CLASS C AND CLASS D AIRSPACE BELOW FL125 BECOMES CLASS  
G AIRSPACE - CLASS C AIRSPACE FL125 TO FL245 BECOMES CLASS E AIRSPACE  
AS PER EN ROUTE SUPPLEMENT AUSTRALIA ALICE SPRINGS -  
ATS AIRSPACE - OUTSIDE TOWER HR

COMMON TRAFFIC ADVISORY FREQUENCY 118.3



**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Alice Springs Tower (22 February 2024)  
**Date:** Monday, 26 February 2024 9:36:00 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[ATS-FORM-0005\\_Alice\\_Springs\\_TWR\\_\(22Feb2024\).pdf](#)  
[NOTAM\\_Alice\\_Springs\\_TWR\\_\(22Feb2024\).docx](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

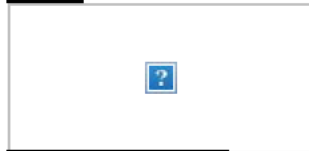
**Variation (UTC)**

24 02 22 0030 to 24 02 22 0830  
DAILY 0030-0130 0550-0830

Due to reduced staff availability services were not provided during the above timeframes.

Regards

[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)



## Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:

Service affected  
(Class of Airspace, Level  
of Service)

Expected duration of ATS Service Variation (UTC)

Commencement

Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):

(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Forecast weather:

Possible agencies affected (*International agencies, other FDRG, Defence, HF, NCC etc*)

Other factors:

SM Recommendation:

ATMD Endorsement:

### Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

Director Operations approval

 Yes  No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions**

**Consequences**

**Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:  Entered by:

NOTAM Number:

**What controls were implemented?**

- Traffic Metering
- Diversion routes
- TIBA
- TRA
- Additional staffing
- Additional supervision
- Other

**What controls did not work well?**

- Traffic Metering
- Diversion routes
- TIBA
- TRA
- Additional staffing
- Additional supervision
- Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

NOTAM for YMMM approved by NOTAM Office with number B0103/24

Summary: YBAS TWR NOT AVBL DUE OPERATIONAL RESTRICTIONS

B0103/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/E/000/125/2349S13354E005

A) YMMM

B) 2402220030 C) 2402220830

D) DAILY 0030-0130 0550-0830

E) ALICE SPRINGS (YBAS) TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS  
ALICE SPRINGS CLASS C AND CLASS D AIRSPACE BELOW FL125 BECOMES CLASS  
G AIRSPACE - CLASS C AIRSPACE FL125 TO FL245 BECOMES CLASS E  
AIRSPACE - AS PER EN ROUTE SUPPLEMENT AUSTRALIA ALICE SPRINGS -  
ATS AIRSPACE - OUTSIDE TWR HR.

FIS AVBL MELBOURNE CENTRE 119.8

COMMON TFC ADVISORY FREQ (CTAF) 118.3

F) SFC G) FL125

NOTAM for YBAS approved by NOTAM Office with number B0012/24

Summary: YBAS TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

B0012/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/A/000/999/2349S13354E005

A) YBAS

B) 2402220030 C) 2402220830

D) DAILY 0030-0130 0550-0830

E) YBAS TWR ATS NOT AVBL

DUE TO OPERATIONAL RESTRICTIONS

ALICE SPRINGS CLASS C AND CLASS D AIRSPACE BELOW FL125 BECOMES CLASS  
G AIRSPACE - CLASS C AIRSPACE FL125 TO FL245 BECOMES CLASS E AIRSPACE  
AS PER EN ROUTE SUPPLEMENT AUSTRALIA ALICE SPRINGS -  
ATS AIRSPACE - OUTSIDE TOWER HR

COMMON TRAFFIC ADVISORY FREQUENCY 118.3



**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Alice Springs Tower (24 & 25 February 2024)  
**Date:** Monday, 26 February 2024 11:42:00 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[ATS-FORM-0005\\_Alice\\_Springs\\_TWR\\_\(24&25\\_Feb2024\).pdf](#)  
[NOTAM\\_Alice\\_Springs\\_TWR\\_\(24&25\\_Feb2024\).docx](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 02 23 2230 to 24 02 25 0830

DAILY 2230-0830

Due to reduced staff availability services were not provided during the above timeframes.

Regards

[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)



## Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Forecast weather:

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

Other factors:

SM Recommendation:  ATMD Endorsement:

## Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

NR

Director Operations approval

Yes    No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-0203995

Entered by:

NOTAM Number:

AS B13 YMMM B109

**What controls were implemented?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

**What controls did not work well?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

NOTAM for YBAS approved by NOTAM Office with number B0013/24

Summary: YBAS TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

B0013/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/A/000/999/2349S13354E005

A) YBAS

B) 2402232230 C) 2402250830

D) DAILY 2230-0830

E) TWR ATS NOT AVBL

DUE TO OPERATIONAL RESTRICTIONS

ALICE SPRINGS CLASS C AND CLASS D AIRSPACE BELOW FL125 BECOMES CLASS G AIRSPACE - CLASS C AIRSPACE FL125 TO FL245 BECOMES CLASS E AIRSPACE

AS PER EN ROUTE SUPPLEMENT AUSTRALIA ALICE SPRINGS -

ATS AIRSPACE - OUTSIDE TOWER HR

COMMON TRAFFIC ADVISORY FREQUENCY 118.3

NOTAM for YMMM approved by NOTAM Office with number B0109/24

Summary: YBAS TWR NOT AVBL DUE OPERATIONAL RESTRICTIONS

B0109/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/E/000/125/2348S13354E015

A) YMMM

B) 2402232230 C) 2402250830

D) DAILY 2230-0830

E) ALICE SPRINGS (YBAS) TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

ALICE SPRINGS CLASS C AND CLASS D AIRSPACE BELOW FL125 BECOMES CLASS G AIRSPACE - CLASS C AIRSPACE FL125 TO FL245 BECOMES CLASS E

AIRSPACE - AS PER EN ROUTE SUPPLEMENT AUSTRALIA ALICE SPRINGS -

ATS AIRSPACE - OUTSIDE TWR HR.

FIS AVBL MELBOURNE CENTRE 119.8

COMMON TFC ADVISORY FREQ (CTAF) 118.3

F) SFC G) FL125

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Alice Springs Tower (2 & 3 March 2024)  
**Date:** Monday, 4 March 2024 9:38:00 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[ATS-FORM-0005\\_Alice\\_Springs\\_TWR\\_\(2-3Mar2024\).pdf](#)  
[NOTAM\\_Alice\\_Springs\\_TWR\\_\(2-3Mar2024\).docx](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 03 01 2230 to 24 03 03 0830

DAILY 2230-0830

Due to reduced staff availability services were not provided during the above timeframes.

Regards

[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)





## Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Forecast weather:

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

Other factors:

SM Recommendation:  ATMD Endorsement:

## Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

NR

Director Operations approval

Yes    No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
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<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
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<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-0204216

Entered by:

NOTAM Number:

B111, B14

**What controls were implemented?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

**What controls did not work well?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

NOTAM for YMMM approved by NOTAM Office with number B0111/24

Summary: YBAS TWR NOT AVBL DUE OPERATIONAL RESTRICTIONS

B0111/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/E/000/125/2349S13354E005

A) YMMM

B) 2403012230 C) 2403030830

D) DAILY 2230-0830

E) ALICE SPRINGS (YBAS) TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS  
ALICE SPRINGS CLASS C AND CLASS D AIRSPACE BELOW FL125 BECOMES CLASS  
G AIRSPACE - CLASS C AIRSPACE FL125 TO FL245 BECOMES CLASS E  
AIRSPACE - AS PER EN ROUTE SUPPLEMENT AUSTRALIA ALICE SPRINGS -  
ATS AIRSPACE - OUTSIDE TWR HR.

FIS AVBL MELBOURNE CENTRE 119.8

COMMON TFC ADVISORY FREQ (CTAF) 118.3

F) SFC G) FL125

NOTAM for YBAS approved by NOTAM Office with number B0014/24

Summary: YBAS TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

B0014/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/A/000/999/2349S13354E005

A) YBAS

B) 2403012230 C) 2403030830

D) DAILY 2230-0830

E) TWR ATS NOT AVBL

DUE TO OPERATIONAL RESTRICTIONS

ALICE SPRINGS CLASS C AND CLASS D AIRSPACE BELOW FL125 BECOMES CLASS  
G AIRSPACE - CLASS C AIRSPACE FL125 TO FL245 BECOMES CLASS E AIRSPACE  
AS PER EN ROUTE SUPPLEMENT AUSTRALIA ALICE SPRINGS -  
ATS AIRSPACE - OUTSIDE TOWER HR

COMMON TRAFFIC ADVISORY FREQUENCY 118.3

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Alice Springs Tower (8-10 March 2024)  
**Date:** Tuesday, 12 March 2024 11:43:00 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[ATS-FORM-0005\\_Alice\\_Springs\\_TWR\\_\(8-10\\_Mar2024\).pdf](#)  
[NOTAM\\_Alice\\_Springs\\_TWR\\_\(8-10\\_Mar2024\).docx](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 03 08 2230 to 24 03 10 0830

DAILY 2230-0830

Due to reduced staff availability services were not provided during the above timeframes.

Regards

[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)



## Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Forecast weather:

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

Other factors:

SM Recommendation:  ATMD Endorsement:



## Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

Not required

Director Operations approval

Yes    No

CRM appointed

CRM to attend by

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- CRM management responsibilities have been acquitted for this stage of the contingency
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Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
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<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-0204432

Entered by:

NOTAM Number:

B15/24 B133/24

**What controls were implemented?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

**What controls did not work well?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

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Operational Staff debrief comments:

## Notification Checklist

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- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

B0015/24 NOTAMN

- A) YBAS
- B) 2403082230 C) 2403100830
- D) DAILY 2230-0830
- E) YBAS TWR ATS NOT AVBL

DUE TO OPERATIONAL RESTRICTIONS

ALICE SPRINGS CLASS C AND CLASS D AIRSPACE BELOW FL125 BECOMES CLASS G AIRSPACE - CLASS C AIRSPACE FL125 TO FL245 BECOMES CLASS E AIRSPACE AS PER EN ROUTE SUPPLEMENT AUSTRALIA ALICE SPRINGS -  
ATS AIRSPACE - OUTSIDE TOWER HR  
COMMON TRAFFIC ADVISORY FREQUENCY 118.3

B0133/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/E/000/125/2349S13354E045

- A) YMMM
- B) 2403082230 C) 2403100830
- D) DAILY 2230-0830
- E) ALICE SPRINGS (YBAS) TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS  
ALICE SPRINGS CLASS C AND CLASS D AIRSPACE BELOW FL125 BECOMES CLASS G AIRSPACE - CLASS C AIRSPACE FL125 TO FL245 BECOMES CLASS E AIRSPACE - AS PER EN ROUTE SUPPLEMENT AUSTRALIA ALICE SPRINGS -  
ATS AIRSPACE - OUTSIDE TWR HR.  
FIS AVBL MELBOURNE CENTRE 119.8  
COMMON TFC ADVISORY FREQ (CTAF) 118.3
- F) SFC G) FL125

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Alice Springs Tower (13 March 2024)  
**Date:** Friday, 15 March 2024 9:36:00 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[ATS-FORM-0005\\_Alice\\_Springs\\_TWR\\_\(13Mar2024\).pdf](#)  
[NOTAM\\_Alice\\_Springs\\_TWR\\_\(13Mar2024\).docx](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 03 13 0100 to 24 03 13 0200

24 03 13 0550 to 24 03 13 0830

Due to reduced staff availability services were not provided during the above timeframes.

Regards

[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)



# Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Forecast weather:

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

Other factors:

SM Recommendation:

ATMD Endorsement:

## Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

NR

Director Operations approval

Yes    No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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



Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-0204496

Entered by:

NOTAM Number:

AS B18, YMMM B152

**What controls were implemented?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

**What controls did not work well?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

NOTAM for YBAS approved by NOTAM Office with number B0018/24

Summary: YBAS TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

B0018/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/A/000/999/2349S13354E005

A) YBAS

B) 2403130100 C) 2403130830

D) 2403130100 TO 2403130200

2403130550 TO 2403130830

E) YBAS TWR ATS NOT AVBL

DUE TO OPERATIONAL RESTRICTIONS

ALICE SPRINGS CLASS C AND CLASS D AIRSPACE BELOW FL125 BECOMES CLASS G AIRSPACE - CLASS C AIRSPACE FL125 TO FL245 BECOMES CLASS E AIRSPACE

AS PER EN ROUTE SUPPLEMENT AUSTRALIA ALICE SPRINGS -

ATS AIRSPACE - OUTSIDE TOWER HR

COMMON TRAFFIC ADVISORY FREQUENCY 118.3

NOTAM for YMMM approved by NOTAM Office with number B0152/24

Summary: YBAS TWR NOT AVBL DUE OPERATIONAL RESTRICTIONS

B0152/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/E/000/125/2349S13354E005

A) YMMM

B) 2403130100 C) 2403130830

D) 2403130100 TO 2403130200

2403130550 TO 2403130830

E) ALICE SPRINGS (YBAS) TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

ALICE SPRINGS CLASS C AND CLASS D AIRSPACE BELOW FL125 BECOMES CLASS

G AIRSPACE - CLASS C AIRSPACE FL125 TO FL245 BECOMES CLASS E

AIRSPACE - AS PER EN ROUTE SUPPLEMENT AUSTRALIA ALICE SPRINGS -

ATS AIRSPACE - OUTSIDE TWR HR.

FIS AVBL MELBOURNE CENTRE 119.8

COMMON TFC ADVISORY FREQ (CTAF) 118.3

F) SFC G) FL125

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation – Avalon Tower (26 February - 3 March 2024)  
**Date:** Monday, 4 March 2024 9:45:00 AM  
**Attachments:** [ATS-FORM-0005\\_Avalon\\_TWR \(26Feb - 03Mar2024\).pdf](#)  
[NOTAM\\_Avalon\\_TWR \(26Feb - 03Mar2024\).docx](#)  
[image002.png](#)  
[image003.png](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 02 25 2000 to 24 03 03 1200

DAILY 2000-2200 0100-0200 0700-1200

Due to reduced staff availability services were not provided during the above timeframes.

Regards

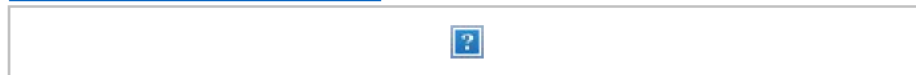
[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)



## Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:

Service affected  
(Class of Airspace, Level  
of Service)

Expected duration of ATS Service Variation (UTC)

Commencement

Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):

(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Jetstar and Bonza are the only RPT aircraft that operate into and out of YMAV. Tableau data was accessed and provided the following daily movement totals:

26/02 - 5 RPT ARR, 6 RPT DEP, 1 GA ARR and 1 GA DEP (8 out of 13 flights captured);  
27/02 - 6 RPT ARR, 7 RPT DEP, 2 GA ARR and 1 GA DEP (11 out of 16 flights captured);  
28/02 - 5 RPT ARR, 6 RPT DEP, 1 GA ARR; 1 Military ARR and 1 Military DEP (8 out of 14 flights captured);  
29/02 - 7 RPT ARR, 8 RPT DEP, 2 GA ARR and 2 GA DEP (11 out of 19 flights captured);  
01/03 - 6 RPT ARR, 7 RPT DEP, 3 GA ARR and 2 GA DEP (10 out of 18 flights captured);  
02/03 - 7 RPT ARR, 8 RPT DEP, 1 GA ARR and 1 GA DEP (12 out of 17 flights captured);  
03/03 - 5 RPT ARR, 6 RPT DEP, 1 GA ARR and 1 GA DEP (8 out of 13 flights captured).

Forecast weather:

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

Other factors:

SM Recommendation: As per current amended HOC - Endorse

ATMD Endorsement:

### Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
ML TFC MGR if required		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

#### Decision

CRM considered most suitable

Not required - non continuous tower. Normal ML TFC MGR duties remain extant.

Director Operations approval

Yes  No

CRM appointed

N/A

CRM to attend by

N/A

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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



Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-0204217

Entered by:

NOTAM Number:

AV B001/24 YMMM B107/24

**What controls were implemented?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

**What controls did not work well?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

NOTAM for YMAV approved by NOTAM Office with number B0001/24

Summary: TWR ATS NOT AVBL DUE TO OPERATIONAL RESTRICTIONS

B0001/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/A/000/999/3802S14428E005

A) YMAV

B) 2402252000 C) 2403031200

D) DAILY 2000-2200 0100-0200 0700-1200

E) TWR ATS NOT AVBL

DUE TO OPERATIONAL RESTRICTIONS

PROCEDURES IN ENROUTE SUPPLEMENT AUSTRALIA (ERSA), FAC, AVALON

OPERATIONS OUTSIDE TWR HR APPLY

NOTAM for YMMM approved by NOTAM Office with number B0107/24

Summary: AVALON (YMAV) TWR ATS NOT AVBL

B0107/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/E/000/025/3802S14428E005

A) YMMM

B) 2402252000 C) 2403031200

D) DAILY 2000-2200 0100-0200 0700-1200

E) AVALON TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

AVALON CLASS D AIRSPACE BECOMES CLASS G FROM SFC TO 700FT AND

CLASS E FROM 700FT TO 2500FT AS PER EN ROUTE SUP AUSTRALIA (ERSA)

AVALON - ATS AIRSPACE - OUTSIDE TWR HR

FIS AVBL MELBOURNE CENTRE 135.70

COMMON TFC ADVISORY FREQ (CTAF) 120.1

F) SFC G) 2500FT AMSL

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation – Avalon Tower (4-10 March 2024)  
**Date:** Tuesday, 12 March 2024 11:58:00 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[ATS-FORM-0005\\_Avalon\\_TWR \(4-10\\_Mar2024\).pdf](#)  
[NOTAM\\_Avalon\\_TWR \(4-10\\_Mar2024\).docx](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 03 03 2000 to 24 03 10 1200  
DAILY 2000-2200 0100-0200 0700-1200

Due to reduced staff availability services were not provided during the above timeframes.

Regards

[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)



## Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected (Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Jetstar and Bonza are the only RPT aircraft that operate into and out of YMAV. Tableau data was accessed and provided the following daily movement totals:

04/03 - 5 RPT ARR, 6 RPT DEP (6 out of 11 flights captured);  
05/03 - 6 RPT ARR, 7 RPT DEP (10 out of 13 flights captured);  
06/03 - 4 RPT ARR, 5 RPT DEP (6 out of 9 flights captured);  
07/03 - 6 RPT ARR, 9 RPT DEP (10 out of 15 flights captured);  
08/03 - 6 RPT ARR, 7 RPT DEP (6 out of 13 flights captured);  
09/03 - 7 RPT ARR, 8 RPT DEP (10 out of 15 flights captured);  
10/03 - 5 RPT ARR, 6 RPT DEP (6 out of 11 flights captured).

Forecast weather:

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

Other factors:

Awaiting Customer Engagement feedback before processing a temporary hours change.

SM Recommendation: As per current amended HOC - Endorse

ATMD Endorsement:

### Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
ML TFC MGR if required		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

Not required - non continuous tower. Normal ML TFC MGR duties remain extant.

Director Operations approval

Yes  No

CRM appointed

N/A

CRM to attend by

N/A

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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



Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-0204433

Entered by:

NOTAM Number:

B5,B 131, B129, B3

**What controls were implemented?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

**What controls did not work well?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

NOTAM for YMAV approved by NOTAM Office with number B0005/24

Summary: TWR ATS NOT AVBL DUE TO OPERATIONAL RESTRICTIONS

B0005/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/A/000/999/3802S14428E005

A) YMAV

B) 2403052000 C) 2403101200

D) DAILY 2000-2200 0100-0200 0700-1200

E) TWR ATS NOT AVBL

DUE TO OPERATIONAL RESTRICTIONS

PROCEDURES IN ENROUTE SUPPLEMENT AUSTRALIA (ERSA), FAC, AVALON  
OPERATIONS OUTSIDE TWR HR APPLY

NOTAM for YMMM approved by NOTAM Office with number B0131/24

Summary: AVALON (YMAV) TWR ATS NOT AVBL

B0131/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/E/000/025/3802S14428E015

A) YMMM

B) 2403052000 C) 2403101200

D) DAILY 2000-2200 0100-0200 0700-1200

E) AVALON TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

AVALON CLASS D AIRSPACE BECOMES CLASS G FROM SFC TO 700FT AND

CLASS E FROM 700FT TO 2500FT AS PER EN ROUTE SUP AUSTRALIA (ERSA)

AVALON - ATS AIRSPACE - OUTSIDE TWR HR

FIS AVBL MELBOURNE CENTRE 135.70

COMMON TFC ADVISORY FREQ (CTAF) 120.1

F) SFC G) 2500FT AMSL

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation – Avalon Tower (5 March 2024)  
**Date:** Tuesday, 12 March 2024 12:10:00 PM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[ATS-FORM-0005\\_Avalon\\_TWR\\_\(5Mar2024\).pdf](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 03 05 0900 to 24 03 05 0930

24 03 05 1730 to 24 03 05 1800

Due to reduced staff availability services were not provided during the above timeframes.

Regards

[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)



## Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

[REDACTED]

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Late Tower Opening 09:30 am (LT) vice 09:00 (LT) and early closure 17:30 (LT) vice 18:00 (LT) compared to already shortened Tower Hours. requires amending week long Contingency. To include 0100-0200 break.

Airspace affected:

Service affected  
(Class of Airspace, Level  
of Service)

Expected duration of ATS Service Variation (UTC)

Commencement

Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Forecast weather:

TAF YMAV 031710Z 0318/0418  
17014KT 9999 BKN040  
FM040100 16015KT 9999 SCT040  
FM040400 14013KT CAVOK  
FM041300 27005KT CAVOK  
T 13 14 17 19 Q 1023 1025 1025 1024

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

Other factors:

SM Recommendation:

ATMD Endorsement:

### Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

Director Operations approval  Yes  No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				



**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-0204279

Entered by:

NOTAM Number:

B4, B130

**What controls were implemented?**
 Traffic Metering  
 Diversion routes  
 TIBA  
 TRA  
 Additional staffing  
 Additional supervision  
 Other

**What controls did not work well?**
 Traffic Metering  
 Diversion routes  
 TIBA  
 TRA  
 Additional staffing  
 Additional supervision  
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Byron (2 January 2024)  
**Date:** Monday, 8 January 2024 10:17:00 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[ATS-FORM-005\\_Byron\\_\(02Jan2024\).pdf](#)  
[NOTAM\\_Byron\\_\(02Jan2024\).docx](#)

---

In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

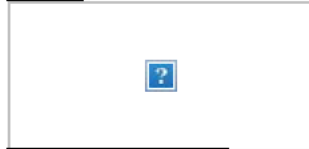
24 01 01 2200 to 24 01 01 2235

24 01 02 0030 to 24 01 02 0105

Due to reduced staff availability services were not provided during the above timeframes.

Regards

[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)



# Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

### Forecast weather:

TAF AMD YBBN 012008Z 0121/0300  
17010KT 8000 SHRA SCT008 BKN015  
FM020300 13014KT 9999 -SHRA SCT015 BKN020  
FM020900 17010KT 9999 -SHRA SCT018 BKN025  
TEMPO 0121/0206 12015G25KT 2000 +SHRA BKN008 SCT018TCU  
INTER 0206/0300 3000 SHRA BKN012  
PROB30 TEMPO 0121/0202 11020G35KT 1000 TSRA BKN008 SCT018CB  
RMK

TAF AMD YBCG 012008Z 0121/0218  
15010KT 8000 SHRA SCT008 BKN015  
FM020200 14014KT 9999 -SHRA SCT015 BKN025  
FM020900 17010KT 9999 -SHRA SCT015 BKN025  
TEMPO 0121/0206 11018G28KT 2000 +SHRA BKN008 SCT018TCU  
INTER 0206/0218 3000 SHRA BKN012  
PROB30 TEMPO 0121/0202 VRB20G35KT 0800 TSRA BKN008 SCT018CB

RMK

Possible agencies affected (*International agencies, other FDRG, Defence, HF, NCC etc*)

HF, Defence, NCC

Other factors:

Nil

SM Recommendation:

ATMD Endorsement:

### Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
[REDACTED]		<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	On Shift
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable [REDACTED]

Director Operations approval  Yes  No

CRM appointed [REDACTED]

CRM to attend by On shift

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
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<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
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<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions**

**Consequences**

**Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:  Entered by:

NOTAM Number:

**What controls were implemented?**

- Traffic Metering
- Diversion routes
- TIBA
- TRA
- Additional staffing
- Additional supervision
- Other

**What controls did not work well?**

- Traffic Metering
- Diversion routes
- TIBA
- TRA
- Additional staffing
- Additional supervision
- Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

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Operational Staff debrief comments:



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- Copy of form sent to Regulatory Engagement

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C0004/24 NOTAMR C0002/24

Q) YBBB/QRTCA/IV/BO/W/065/600/2811S15316E045

A) YBBB

B) 2401012200 C) 2401020105

D) 2401012200 TO 2401012235  
2401020030 TO 2401020105

E) TEMPO RESTRICTED AREA ACT

ATS SUBJ TO CONTINGENCY DUE OPR RESTR, TIBA PROCEDURES APPLY IN THE  
FLW CTA CLASS A, C, D AND E AIRSPACE

DESIGNATED AIRSPACE HANDBOOK (DAH) GOLD COAST A, B, C, D, E, F.

SERVICE VARIATION MAP (LISTED UNDER GOLD COAST IN THE BRISBANE FIR)

AVBL AT [HTTP://WWW.AIRSERVICESAUSTRALIA.COM/NOTAMMAPS/INDEX.ASP](http://www.airservicesaustralia.com/notammaps/index.asp)

THE CARRIAGE AND USE OF TWO RADIOS IS RQ FOR ENTRY TO THE TEMPO  
RESTRICTED AREA.

RELEVANT APPROVAL FM CONTROLLING AUTHORITY RQ.

PILOTS OR AIRLINE OPS REQUESTING OPS IN CLASS A, C OR E AIRSPACE MUST  
CTC BRISBANE CENTRE VIA +617 3866 3798 FOR ACCESS APPROVAL.

EMERG AND MEDEVAC PRIORITY ACFT MAY REQ AUTH FM ADJ SECTOR.

AUTH TO ENTER TEMPO RESTRICTED AREA DOES NOT CONSTITUTE CLR TO ENTER  
ANY ADJ OR EMBEDDED RESTRICTED AREAS.

ATC SER NOT AVBL IN CLASS A, C, D AND E AIRSPACE

FIS EXC TRAFFIC INFORMATION AVBL ON REQ FM HF AND MAY BE AVBL FM ADJ  
ATS SECTORS.

PRIOR TO ENTERING THE TEMPO RESTRICTED AREA ACFT WILL BE PROVIDED HF  
FOR FIS AND SAR ALERTING AND VHF FOR ONWARDS CLR.

PILOTS ARE SOLELY RESPONSIBLE FOR TERRAIN AND COLLISION AVOIDANCE WI  
AFFECTED AIRSPACE.

TWR, TERMINAL CONTROL UNITS AND MIL AREAS WI ABV AIRSPACE CONTINUE TO  
OPR PER EN ROUTE SUP AUSTRALIA (ERSA) UNLESS SPECIFIED OTHERWISE.

ADS-C/CPDLC LOGON: YBBB SER NOT AVBL WI THIS AIRSPACE. ACFT MAY  
REMAIN LOGGED ON BUT PSN REPORTS MUST BE BCST ON THE APPROPRIATE  
FREQ.

TIBA FREQ: AT OR ABOVE FL200 128.95 MHZ. BELOW FL200 126.35 MHZ  
BN CEN FREQ MNT IN CASE OF EMERG.

CLASS G AIRSPACE UNDER THE ABV AIRSPACE DOES NOT FORM PART OF THE  
RESTRICTED AREA.

TIBA PROCEDURES APPLY ON PUBLISHED FIA FREQUENCIES.

FIS NOT AVBL IN THE CLASS G AIRSPACE.

IFR ACFT MAY CTC BRISBANE CENTRE VIA +617 3866 3798 FOR FURTHER INFO  
IF RQ.

TCAS AND TRANSPONDER EQPT MUST BE SELECTED ON AT ALL TIMES.

F) 6500FT AMSL G) FL600

C0005/24 NOTAMR C0003/24

Q) YBBB/QRTCA/IV/BO/W/125/600/2940S15230E050

A) YBBB

B) 2401012200 C) 2401020105

D) 2401012200 TO 2401012235  
2401020030 TO 2401020105

E) TEMPO RESTRICTED AREA ACT

ATS SUBJ TO CONTINGENCY DUE OPR RESTR, TIBA PROCEDURES APPLY IN THE  
FLW CTA CLASS A, C, D AND E AIRSPACE

DESIGNATED AIRSPACE HANDBOOK (DAH) INVERELL A, B, C.

SERVICE VARIATION MAP (LISTED UNDER INVERELL IN THE BRISBANE FIR)

AVBL AT [HTTP://WWW.AIRSERVICESAUSTRALIA.COM/NOTAMMAPS/INDEX.ASP](http://www.airservicesaustralia.com/notammaps/index.asp)

THE CARRIAGE AND USE OF TWO RADIOS IS RQ FOR ENTRY TO THE TEMPO  
RESTRICTED AREA.

RELEVANT APPROVAL FM CONTROLLING AUTHORITY RQ.

PILOTS OR AIRLINE OPS REQUESTING OPS IN CLASS A, C OR E AIRSPACE MUST  
CTC BRISBANE CENTRE VIA +617 3866 3798 FOR ACCESS APPROVAL.

EMERG AND MEDEVAC PRIORITY ACFT MAY REQ AUTH FM ADJ SECTOR.

AUTH TO ENTER TEMPO RESTRICTED AREA DOES NOT CONSTITUTE CLR TO ENTER  
ANY ADJ OR EMBEDDED RESTRICTED AREAS.

ATC SER NOT AVBL IN CLASS A, C, D AND E AIRSPACE

FIS EXC TRAFFIC INFORMATION AVBL ON REQ FM HF AND MAY BE AVBL FM ADJ  
ATS SECTORS.

PRIOR TO ENTERING THE TEMPO RESTRICTED AREA ACFT WILL BE PROVIDED HF  
FOR FIS AND SAR ALERTING AND VHF FOR ONWARDS CLR.

PILOTS ARE SOLELY RESPONSIBLE FOR TERRAIN AND COLLISION AVOIDANCE WI  
AFFECTED AIRSPACE.

TWR, TERMINAL CONTROL UNITS AND MIL AREAS WI ABV AIRSPACE CONTINUE TO  
OPR PER EN ROUTE SUP AUSTRALIA (ERSA) UNLESS SPECIFIED OTHERWISE.

ADS-C/CPDLC LOGON: YBBB SER NOT AVBL WI THIS AIRSPACE. ACFT MAY  
REMAIN LOGGED ON BUT PSN REPORTS MUST BE BCST ON THE APPROPRIATE  
FREQ.

TIBA FREQ: AT OR ABOVE FL200 128.95 MHZ. BELOW FL200 126.35 MHZ  
BN CEN FREQ MNT IN CASE OF EMERG.

CLASS G AIRSPACE UNDER THE ABV AIRSPACE DOES NOT FORM PART OF THE  
RESTRICTED AREA.

TIBA PROCEDURES APPLY ON PUBLISHED FIA FREQUENCIES.

FIS NOT AVBL IN THE CLASS G AIRSPACE.

IFR ACFT MAY CTC BRISBANE CENTRE VIA +617 3866 3798 FOR FURTHER INFO  
IF RQ.

TCAS AND TRANSPONDER EQPT MUST BE SELECTED ON AT ALL TIMES.

F) FL125 G) FL600

B0009/24 NOTAMN

Q) YBBB/QARXX/IV/NBO/E/000/999/2852S15302E090

A) YBBB

B) 2401012200 C) 2401020105

D) 2401012200 TO 2401012235

2401020030 TO 2401020105

E) TRA TIBA ACT GOLD COAST AND INVERELL SECTOR YBBN SUGGESTED ROUTE PLANNING

YBBN-YSSY BN GUMKI VIRGE BONEY SIFRA MISLY BISAB UQ489 NONID N774

TESAT BN GUMKI VIRGE BONEY SIFRA BANDA J70 IGDAM H12 TESAT

YBBN-YSCB BN WACKO V250 LEBIT V412 ROM SGE NIPIN CWR W137 CB BN GUMKI

VIRGE BONEY SIFRA BANDA J70 COOPA Q78 OLTIN W180 TESAT V169 CB

YBBN-YMML BN WACKO V250 LEBIT V412 ROM NIPIN Q923 CANTY H119 ML BN

WACKO V250 LEBIT PANPU MOR NIPIN Q923 CANTY H119 ML

YBBN-YPAD "BN WACKO V250 LEBIT V412 ROM LOSPI Q53 WOONA Q60 BLACK

YBBN-YPPH BN WACKO V250 LEBIT V412 ROM SAPNO MACLA T33 LEC J141 KG

Q41 HAMTN Q158 PH BN WACKO V250 LEBIT PANPU SAPNO MACLA T33 LEC J141

KG Q41 HAMTN Q158 PH

YBBN-YWLM BN WACKO V250 LEBIT V412 ROM ROKUU H12 VIREN SANAD W606

WLM BN GUMKI VIRGE BONEY SIFRA BANDA TRINA WLM

YBBN-YWLM (NON-JET) BN Q484 RUDEY W369 OK W207 IVL W606 WLM BN Q484

RUDEY W369 OK W207 IVL W606 WLM

YBBN-YMHB BN WACKO V250 LEBIT V412 ROM ROKUU H12 TESAT H65 WOL H20

MOTRA W407 TASUM BN WACKO V250 LEBIT PANPU AKOGO H12 TESAT H65 WOL

H20 MOTRA W407 TASUM

ALL OTHER YBBN DEPARTURES EAST/SOUTH-EAST TO PLAN VIA BN GUMKI VIRGE

BONEY BN GUMKI VIRGE BONEY

ALL OTHER YBBN DEPARTURES SOUTH TO PLAN VIA BN WACKO V250 LEBIT V412

ROM BN WACKO V250 LEBIT PANPU

ALL NON-JET AIRCRAFT DEPARTING YBBN SOUTH TO PLAN VIA BN Q484 RUDEY

W369 OK BN Q484 RUDEY W369 OK

YBCG-YSSY GOMOL DEWEY NETTY SIFRA MISLY BISAB UQ489 NONID N774

TESAT GOMOL DEWEY NETTY SIFRA BANDA J70 IGDAM H12 BOREE

YBCG-YMML GOMOL DEWEY NETTY SIFRA MISLY BISAB UQ489 NONID N774 TESAT

H65 RAZZI Q29 ML GOMOL DEWEY NETTY SIFRA BANDA TW NIPIN Q923 CANTY

H119 ML

YBCG-YPAD GOMOL DEWEY KATEB Y258 LEBIT V412 ROM LOSPI Q53 WOONA Q60

BLACK H309 AD

GOMOL DEWEY NETTY SIFRA BANDA TW LOSPI Q53 WOONA Q60

BLACK H309 AD

YBSU-YSSY SU MOOLO GUMKI VIRGE BONEY SIFRA MISLY BISAB UQ489 NONID

N774 TESAT SU MOOLO GUMKI VIRGE BONEY SIFRA BANDA JOKER J70 IGDAM H12

TESAT

YBSU-YSCB SU TAPET LOAFA COOLA ROM NIPIN CWR W137 CB SU TAPET LOAFA

COOLA ROM NIPIN CWR W137 CB

YBSU-YPAD SU TAPET LOAFA COOLA ROM SAPNO VENEL Q53 WOONA Q60 BLACK

OFFICIAL

H309 AD SU TAPET LOAFA COOLA ROM SAPNO VENEL Q53 WOONA Q60 BLACK H309  
AD

YBSU-YWLM SU TAPET LOAFA COOLA ROM ROKUU H12 VIREN SANAD W606 WLM SU  
MOOLO GUMKI VIRGE BONEY SIFRA BANDA TRINA WLM

YBSU-YMAV SU TAPET LOAFA COOLA ROM NIPIN Q923 CANTY H119 ML W15 AV SU  
TAPET LOAFA COOLA ROM NIPIN Q923 CANTY H119 ML W15 AV

YBSU-YMML SU TAPET LOAFA COOLA ROM NIPIN Q923 CANTY H119 ML SU TAPET  
LOAFA COOLA ROM NIPIN Q923 CANTY H119 ML

ALL OTHER YBSU DEPARTURES SOUTH-WEST TO PLAN VIA SU TAPET LOAFA COOLA  
ROM SU TAPET LOAFA COOLA ROM

YSSY-YBCG TESAT G595 ATNAT MISLY SIFRA LAMSI CG TESAT G595 ATNAT  
MISLY LAMSI CG

YSSY-YBBN TESAT G595 ATNAT MISLY DUBUD GATER SAVER UGTUG BN TESAT  
G595 ATNAT MISLY SIFRA GATER SAVER UGTUG BN

YSSY-YBSU TESAT G595 ATNAT MISLY DUBUD GATER ITIDE SU TESAT G595  
ATNAT MISLY SIFRA GATER ITIDE SU

YMML-YBCG ML H129 DOSEL Y59 TESAT G595 ATNAT MISLY SIFRA LAMSI CG ML  
H129 DOSEL Y59 TESAT G595 ATNAT MISLY LAMSI CG

YMML-YBBN ML H66 MUDGI H105 NBR RACHL SUKTU Y465 EDPEG PARRY ENLIP  
BN ML H66 MUDGI H105 NBR RACHL SUKTU Y465 EDPEG PARRY ENLIP BN

YMML-YBSU ML H66 MUDGI H19 ROM SUSGI SEBVA SU ML H66 MUDGI H19 ROM  
SUSGI SEBVA SU

YPAD-YBCG AD SEDAN Y465 EDPEG PARRY BN Y177 GOMOL CG AD SEDAN Y465  
EDPEG PARRY BN Y177 GOMOL CG

YPAD-YBSU AD SEDAN Y465 GUMAP ROM SUSGI SEBVA SU AD SEDAN Y465 GUMAP  
ROM SUSGI SEBVA SU

YPAD-YBBN AD SEDAN Y465 EDPEG PARRY ENLIP BN AD SEDAN Y465 EDPEG  
PARRY ENLIP BN

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Byron (12 Jan 2024)  
**Date:** Monday, 15 January 2024 2:53:17 PM  
**Attachments:** [ATS-FORM-005+BYRON+12+Jan.pdf](#)  
[NOTAM.docx](#)  
[image001.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)

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OFFICIAL

In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

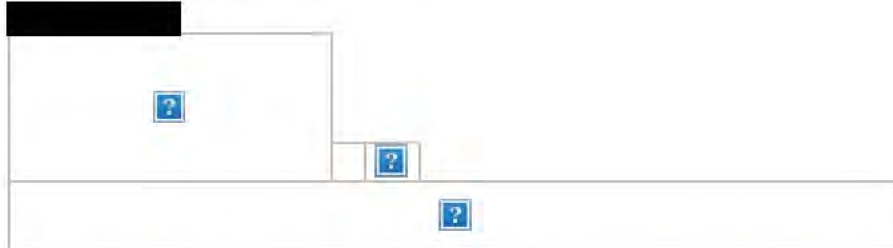
24 01 12 1245 to 24 01 12 1925

Due to reduced staff availability services were not provided during the above timeframe.

Regards

[REDACTED]

Level 7 Lisgar House, 32 Carrington Street,  
Sydney, NSW 2000



We acknowledge the Traditional Owners of Country throughout Australia and recognise their continuing connection to land, waters and culture. We pay our respects to their Elders past, present and emerging

OFFICIAL

# Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Forecast weather:

TAF YBNA 112328Z 1200/1212  
14016KT 9999 -SHRA BKN025  
FM120900 12010KT 9999 -SHRA BKN020  
INTER 1200/1212 4000 SHRA BKN015  
  
TAF YBBN 112301Z 1200/1306  
13014KT 9999 -SHRA SCT025  
FM121100 17008KT 9999 -SHRA SCT015 BKN030  
FM130000 13014KT 9999 -SHRA SCT025  
INTER 1200/1300 13015G25KT 4000 SHRA BKN012  
INTER 1300/1306 13015G25KT 2000 SHRA BKN008 SCT025TCU

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

Other factors:

Nil

SM Recommendation:

ATMD Endorsement:

### Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
[REDACTED]	NIL	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	2200L
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

[REDACTED]

Director Operations approval

Yes  No

CRM appointed

[REDACTED]

CRM to attend by

2200L



Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
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<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
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<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions**

**Consequences**

**Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:  Entered by:

NOTAM Number:

**What controls were implemented?**

- Traffic Metering
- Diversion routes
- TIBA
- TRA
- Additional staffing
- Additional supervision
- Other

**What controls did not work well?**

- Traffic Metering
- Diversion routes
- TIBA
- TRA
- Additional staffing
- Additional supervision
- Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

C0079/24 NOTAMN

Q) YBBB/QRTCA/IV/BO/W/065/600/2908S15301E120

A) YBBB

B) 2401121245 C) 2401121925

E) TEMPO RESTRICTED AREA ACT

ATS SUBJ TO CONTINGENCY DUE OPR RESTR, TIBA PROCEDURES APPLY IN THE  
FLW CTA CLASS A, C, D AND E AIRSPACE

DESIGNATED AIRSPACE HANDBOOK (DAH) GRAFTON A, B, C, D, E, F, G,  
NEWELL A, B, C, D, SANDON A, B, C, INVERELL A, B, C AND GOLD COAST A,  
B, C, D, E, F.

SERVICE VARIATION MAP (LISTED UNDER SANDON/NEWELL, INVERELL AND GOLD  
COAST IN THE BRISBANE FIR) AVBL AT

[HTTP://WWW.AIRSERVICESAUSTRALIA.COM/NOTAMMAPS/INDEX.ASP](http://www.airservicesaustralia.com/notammaps/index.asp)

THE CARRIAGE AND USE OF TWO RADIOS IS RQ FOR ENTRY TO THE TEMPO  
RESTRICTED AREA.

RELEVANT APPROVAL FM CONTROLLING AUTHORITY RQ.

PILOTS OR AIRLINE OPS REQUESTING OPS IN CLASS A, C OR E AIRSPACE MUST  
CTC BRISBANE CENTRE VIA +617 3866 3798 FOR ACCESS APPROVAL.

EMERG AND MEDEVAC PRIORITY ACFT MAY REQ AUTH FM ADJ SECTOR.

AUTH TO ENTER TEMPO RESTRICTED AREA DOES NOT CONSTITUTE CLR TO ENTER  
ANY ADJ OR EMBEDDED RESTRICTED AREAS.

ATC SER NOT AVBL IN CLASS A, C, D AND E AIRSPACE

FIS EXC TRAFFIC INFORMATION AVBL ON REQ FM HF AND MAY BE AVBL FM ADJ  
ATS SECTORS.

PRIOR TO ENTERING THE TEMPO RESTRICTED AREA ACFT WILL BE PROVIDED HF  
FOR FIS AND SAR ALERTING AND VHF FOR ONWARDS CLR.

PILOTS ARE SOLELY RESPONSIBLE FOR TERRAIN AND COLLISION AVOIDANCE WI  
AFFECTED AIRSPACE.

APRX AREA GRN, SON, NEL: NORTHEAST NEW SOUTH WALES OUTSIDE 45NM YSSY  
EXC YSTW CTA STEPS BLW A065 WHEN ACTIVE AND YCFS CLASS D STEPS WHEN  
ACTIVE AND YBNA SFIS BA WHEN ACTIVE.

VERTICAL LIMITS: A065 - FL245

APRX AREA INL: AN ARC AT 50DME YBCG SOUTH TO YCFS, SOUTHWEST TO YARM,  
NORTHWEST TO YIVL AND NORTHEAST TO POSN 27NM NORTHEAST YSPE.

APRX AREA GOL A: 30NM RADIUS SOUTHWEST COUNTER CLOCKWISE TO EAST OF  
YBCG.

VERTICAL LIMITS: FL125 - FL600

APRX AREA GOL B: 30NM RADIUS SOUTHWEST OF YBBN COUNTERCLOCKWISE TO  
SOUTHEAST OF YBBN

VERTICAL LIMITS: FL180 - FL600

APRX AREA GOL C: BTN 30NM AND 50NM RADIUS SOUTH OF YBBN COUNTER  
CLOCKWISE TO 30NM EAST OF YBCG

VERTICAL LIMITS: A075 - FL600

APRX AREA GOL D: FM WAYPOINTS VONDO TO PERSA COUNTER CLOCKWISE TO  
WAYPOINT VELKA BETWEEN 30NM TO 66NM OF YBBN

VERTICAL LIMITS: BCTA - FL600

APRX AREA GOL E: BTN 30NM AND 35NM RADIUS NORTHEAST OF YBCG

VERTICAL LIMITS: BCTA - FL600

APRX AREA GOL F: BTN 30NM AND 50NM RADIUS SOUTHWEST COUNTER CLOCKWISE TO SOUTHEAST OF YBCG

VERTICAL LIMITS: FL125 - FL600

TWR, TERMINAL CONTROL UNITS AND MIL AREAS WI ABV AIRSPACE CONTINUE TO OPR PER EN ROUTE SUP AUSTRALIA (ERSA) UNLESS SPECIFIED OTHERWISE.

ADS-C/CPDLC LOGON: YBBB SER NOT AVBL WI THIS AIRSPACE. ACFT MAY REMAIN LOGGED ON BUT PSN REPORTS MUST BE BCST ON THE APPROPRIATE FREQ.

TIBA FREQ: AT OR ABOVE FL200 128.95 MHZ. BELOW FL200 126.35 MHZ  
BN CEN FREQ MNT IN CASE OF EMERG.

CLASS G AIRSPACE UNDER THE ABV AIRSPACE DOES NOT FORM PART OF THE RESTRICTED AREA.

TIBA PROCEDURES APPLY ON PUBLISHED FIA FREQUENCIES.

FIS NOT AVBL IN THE CLASS G AIRSPACE.

IFR ACFT MAY CTC BRISBANE CENTRE VIA +617 3866 3798 FOR FURTHER INFO IF RQ.

TCAS AND TRANSPONDER EQPT MUST BE SELECTED ON AT ALL TIMES.

SUGGESTED DIVERSION ROUTES:

YBBN-YSSY BN GUMKI VIRGE BONEY SIFRA BANDA J70 IGDAM H652 TESAT

YBBN-YSCB BN GUMKI VIRGE BONEY SIFRA BANDA J70 COOPA Q78 OLTIN W786  
TESAT V169 CB

YBBN-YMML BN WACKO V250 LEBIT PANPU MOR AKPAL Q35 CANTY H119  
ML

YBBN-YPAD BN WACKO V250 LEBIT PANPU MOR LOSPI Q16 MIA VOR Q4 WOONA  
Q60 BLACK H309 AD

YBBN-YPPH BN WACKO V250 LEBIT PANPU SAPNO MACLA T33 LEC J141 KG Q41  
HAMTN Q158 PH

YBBN-YWLM BN GUMKI VIRGE BONEY SIFRA BANDA LAXUM WLM

YBBN-YWLM (NON-JET) BN Q484 RUDEY W369 OK W207 IVL V179 SANAD LAXUM  
WLM

YSSY-YBBN TESAT G595 ATNAT MISLY SIFRA GATER SAVER UGTUG BN

YMML-YBBN ML H66 MUDGI NBR RACHL SUKTU Y27 EDPEG PARRY ENLIP BN

YPAD-YBBN AD SEDAN Y27 EDPEG PARRY ENLIP BN

YPPH-YBBN PH Y31 LAKIR Y69 BOSLI Y67 KG J141 LEC T33 ANROM Y62 IGDIT  
Y27 EDPEG PARRY ENLIP

YSCB-YBBN CB W137 AVBEG W184 MUDGI NBR RACHL SUKTU Y27 EDPEG PARRY  
ENLIP BN

F) 6500FT AMSL G) FL600

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Byron (13 January 2024)  
**Date:** Monday, 15 January 2024 3:06:10 PM  
**Attachments:** [GOL+INV\\_ATS-FORM-0005+\(9\).pdf](#)  
[NOTAM+Summary.docx](#)  
[image001.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 01 12 2200 to 24 01 12 2245

24 01 13 0045 to 24 01 13 0130

[Due to reduced staff availability services were not provided during the above timeframes.](#)

Regards

[REDACTED]  
[REDACTED]  
[REDACTED]  
Level 7 Lisgar House, 32 Carrington Street,  
Sydney, NSW 2000



We acknowledge the Traditional Owners of Country throughout Australia and recognise their continuing connection to land, waters and culture. We pay our respects to their Elders past, present and emerging

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# Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Forecast weather:

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

Other factors:

SM Recommendation:  ATMD Endorsement:



## Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
██████████	none	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	2200
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

Director Operations approval

 Yes    No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-0202839

Entered by:

NOTAM Number:

C85/24, C86/24 C83/24

**What controls were implemented?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

**What controls did not work well?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

**Summary:** TRA TIBA ACT GOLD COAST SECTOR

**Item A):** YBBB

**Item B):** 24 01 12 2200

**Item C):** 24 01 13 0130

**Item D):** 24 01 12 2200 - 24 01 12 2245  
24 01 13 0045 - 24 01 13 0130

**Item E):**

**Subject:** TEMPO RESTRICTED AREA

**Status:** ACT

ATS SUBJ TO CONTINGENCY DUE OPR RESTR, TIBA PROCEDURES APPLY IN THE FLW CTA CLASS A, C, D AND E AIRSPACE  
DESIGNATED AIRSPACE HANDBOOK (DAH) GOLD COAST A, B, C, D, E, F.  
SERVICE VARIATION MAP (LISTED UNDER GOLD COAST IN THE BRISBANE FIR)  
AVBL AT [HTTP://WWW.AIRSERVICESAUSTRALIA.COM/NOTAMMAPS/INDEX.ASP](http://www.airservicesaustralia.com/notammaps/index.asp)  
THE CARRIAGE AND USE OF TWO RADIOS IS RQ FOR ENTRY TO THE TEMPO RESTRICTED AREA.  
RELEVANT APPROVAL FM CONTROLLING AUTHORITY RQ.  
PILOTS OR AIRLINE OPS REQUESTING OPS IN CLASS A, C OR E AIRSPACE MUST CTC BRISBANE CENTRE VIA +617 3866 3798 FOR ACCESS APPROVAL.  
EMERG AND MEDEVAC PRIORITY ACFT MAY REQ AUTH FM ADJ SECTOR.  
AUTH TO ENTER TEMPO RESTRICTED AREA DOES NOT CONSTITUTE CLR TO ENTER ANY ADJ OR EMBEDDED RESTRICTED AREAS.

**Text:**

ATC SER NOT AVBL IN CLASS A, C, D AND E AIRSPACE  
FIS EXC TRAFFIC INFORMATION AVBL ON REQ FM HF AND MAY BE AVBL FM ADJ ATS SECTORS.  
PRIOR TO ENTERING THE TEMPO RESTRICTED AREA ACFT WILL BE PROVIDED HF FOR FIS AND SAR ALERTING AND VHF FOR ONWARDS CLR.  
PILOTS ARE SOLELY RESPONSIBLE FOR TERRAIN AND COLLISION AVOIDANCE WI AFFECTED AIRSPACE.  
TWR, TERMINAL CONTROL UNITS AND MIL AREAS WI ABV AIRSPACE CONTINUE TO OPR PER EN ROUTE SUP AUSTRALIA (ERSA) UNLESS SPECIFIED OTHERWISE.  
ADS-C/CPDLC LOGON: YBBB SER NOT AVBL WI THIS AIRSPACE. ACFT MAY REMAIN LOGGED ON BUT PSN REPORTS MUST BE BCST ON THE APPROPRIATE FREQ.  
TIBA FREQ: AT OR ABOVE FL200 128.95 MHZ. BELOW FL200 126.35 MHZ  
BN CEN FREQ MNT IN CASE OF EMERG.

CLASS G AIRSPACE UNDER THE ABV AIRSPACE DOES NOT FORM PART OF THE RESTRICTED AREA.

TIBA PROCEDURES APPLY ON PUBLISHED FIA FREQUENCIES.

FIS NOT AVBL IN THE CLASS G AIRSPACE.

IFR ACFT MAY CTC BRISBANE CENTRE VIA +617 3866 3798 FOR FURTHER INFO IF RQ.

TCAS AND TRANSPONDER EQPT MUST BE SELECTED ON AT ALL TIMES.

**Item F):** 6500 FT AMSL

**Item G):** 600 FL

**Summary:** TRA TIBA ACT INVERELL SECTOR

**Item A):** YBBB

**Item B):** 24 01 12 2200

**Item C):** 24 01 13 0130

**Item D):** 24 01 12 2200 - 24 01 12 2245  
24 01 13 0045 - 24 01 13 0130

**Item E):**

**Subject:** TEMPO RESTRICTED AREA

**Status:** ACT

ATS SUBJ TO CONTINGENCY DUE OPR RESTR, TIBA PROCEDURES APPLY IN THE FLW CTA CLASS A, C, D AND E AIRSPACE DESIGNATED AIRSPACE HANDBOOK (DAH) INVERELL A, B, C. SERVICE VARIATION MAP (LISTED UNDER INVERELL IN THE BRISBANE FIR) AVBL AT [HTTP://WWW.AIRSERVICESAUSTRALIA.COM/NOTAMMAPS/INDEX.ASP](http://www.airservicesaustralia.com/notammaps/index.asp) THE CARRIAGE AND USE OF TWO RADIOS IS RQ FOR ENTRY TO THE TEMPO RESTRICTED AREA. RELEVANT APPROVAL FM CONTROLLING AUTHORITY RQ. PILOTS OR AIRLINE OPS REQUESTING OPS IN CLASS A, C OR E AIRSPACE MUST CTC BRISBANE CENTRE VIA +617 3866 3798 FOR ACCESS APPROVAL. EMERG AND MEDEVAC PRIORITY ACFT MAY REQ AUTH FM ADJ SECTOR. AUTH TO ENTER TEMPO RESTRICTED AREA DOES NOT CONSTITUTE CLR TO ENTER ANY ADJ OR EMBEDDED RESTRICTED AREAS.

**Text:**

ATC SER NOT AVBL IN CLASS A, C, D AND E AIRSPACE FIS EXC TRAFFIC INFORMATION AVBL ON REQ FM HF AND MAY BE AVBL FM ADJ ATS SECTORS. PRIOR TO ENTERING THE TEMPO RESTRICTED AREA ACFT WILL BE PROVIDED HF FOR FIS AND SAR ALERTING AND VHF FOR ONWARDS CLR. PILOTS ARE SOLELY RESPONSIBLE FOR TERRAIN AND COLLISION AVOIDANCE WI AFFECTED AIRSPACE. TWR, TERMINAL CONTROL UNITS AND MIL AREAS WI ABV AIRSPACE CONTINUE TO OPR PER EN ROUTE SUP AUSTRALIA (ERSA) UNLESS SPECIFIED OTHERWISE. ADS-C/CPDLC LOGON: YBBB SER NOT AVBL WI THIS AIRSPACE. ACFT MAY REMAIN LOGGED ON BUT PSN REPORTS MUST BE BCST ON THE APPROPRIATE FREQ. TIBA FREQ: AT OR ABOVE FL200 128.95 MHZ. BELOW FL200 126.35 MHZ BN CEN FREQ MNT IN CASE OF EMERG.

CLASS G AIRSPACE UNDER THE ABV AIRSPACE DOES NOT FORM PART OF THE RESTRICTED AREA.

TIBA PROCEDURES APPLY ON PUBLISHED FIA FREQUENCIES.

FIS NOT AVBL IN THE CLASS G AIRSPACE.

IFR ACFT MAY CTC BRISBANE CENTRE VIA +617 3866 3798 FOR FURTHER INFO IF RQ.

TCAS AND TRANSPONDER EQPT MUST BE SELECTED ON AT ALL TIMES.

**Item F):** 125 FL

**Item G):** 600 FL



Summary:TRA TIBA ACT GOLD COAST AND INVERALL SECTOR

Item A):YBBB

Item B):24 01 12 2200

Item C):24 01 13 0130

Item D):24 01 12 2200 - 24 01 12 2245  
24 01 13 0045 - 24 01 13 0130

Item E):

Subject:

TRA TIBA ACT GOLD COAST AND INVERELL SECTOR YBBN

Status:

SUGGESTED ROUTE PLANNING

Text:

YBBN-YSSY BN GUMKI VIRGE BONEY SIFRA MISLY BISAB UQ489 NONID N774

TESAT BN GUMKI VIRGE BONEY SIFRA BANDA J70 IGDAM H12 TESAT

YBBN-YSCBBN WACKO V250 LEBIT V412 ROM SGE NIPIN CWR W137 CB BN GUMKI

VIRGE BONEY SIFRA BANDA J70 COOPA Q78 OLTIN W180 TESAT V169 CB

YBBN-YMML BN WACKO V250 LEBIT V412 ROM NIPIN Q923 CANTY H119 ML BN

WACKO V250 LEBIT PANPU MOR NIPIN Q923 CANTY H119 ML

YBBN-YPAD "BN WACKO V250 LEBIT V412 ROM LOSPI Q53 WOONA Q60 BLACK

YBBN-YPPH BN WACKO V250 LEBIT V412 ROM SAPNO MACLA T33 LEC J141 KG

Q41 HAMTN Q158 PH BN WACKO V250 LEBIT PANPU SAPNO MACLA T33 LEC J141

KG Q41 HAMTN Q158 PH

YBBN-YWLM BN WACKO V250 LEBIT V412 ROM ROKUU H12 VIREN SANAD W606

WLM BN GUMKI VIRGE BONEY SIFRA BANDA TRINA WLM

YBBN-YWLM (NON-JET) BN Q484 RUDEY W369 OK W207 IVL W606 WLM BN Q484

RUDEY W369 OK W207 IVL W606 WLM

YBBN-YMHB BN WACKO V250 LEBIT V412 ROM ROKUU H12 TESAT H65 WOL H20

MOTRA W407 TASUM BN WACKO V250 LEBIT PANPU AKOGO H12 TESAT H65 WOL

H20 MOTRA W407 TASUM

ALL OTHER YBBN DEPARTURES EAST/SOUTH-EAST TO PLAN VIA BN GUMKI VIRGE

BONEY BN GUMKI VIRGE BONEY

ALL OTHER YBBN DEPARTURES SOUTH TO PLAN VIA BN WACKO V250 LEBIT V412

ROM BN WACKO V250 LEBIT PANPU

ALL NON-JET AIRCRAFT DEPARTING YBBN SOUTH TO PLAN VIA BN Q484 RUDEY

W369 OK BN Q484 RUDEY W369 OK

YBCG-YSSY GOMOL DEWEY NETTY SIFRA MISLY BISAB UQ489 NONID N774

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TESAT GOMOL DEWEY NETTY SIFRA BANDA J70 IGDAM H12 BOREE  
YBCG-YMML GOMOL DEWEY NETTY SIFRA MISLY BISAB UQ489 NONID N774 TESAT  
H65 RAZZI Q29 ML GOMOL DEWEY NETTY SIFRA BANDA TW NIPIN Q923 CANTY  
H119 ML  
YBCG-YPAD GOMOL DEWEY KATEB Y258 LEBIT V412 ROM LOSPI Q53 WOONA Q60  
BLACK H309 AD GOMOL DEWEY NETTY SIFRA BANDA TW LOSPI Q53 WOONA Q60  
BLACK H309 AD

YBSU-YSSY SU MOOLO GUMKI VIRGE BONEY SIFRA MISLY BISAB UQ489 NONID  
N774 TESAT SU MOOLO GUMKI VIRGE BONEY SIFRA BANDA JOKER J70 IGDAM H12  
TESAT  
YBSU-YSCB SU TAPET LOAFA COOLA ROM NIPIN CWR W137 CB SU TAPET LOAFA  
COOLA ROM NIPIN CWR W137 CB  
YBSU-YPAD SU TAPET LOAFA COOLA ROM SAPNO VENEL Q53 WOONA Q60 BLACK  
H309 AD SU TAPET LOAFA COOLA ROM SAPNO VENEL Q53 WOONA Q60 BLACK H309  
AD  
YBSU-YWLM SU TAPET LOAFA COOLA ROM ROKUU H12 VIREN SANAD W606 WLM SU  
MOOLO GUMKI VIRGE BONEY SIFRA BANDA TRINA WLM  
YBSU-YMAV SU TAPET LOAFA COOLA ROM NIPIN Q923 CANTY H119 ML W15 AVSU  
TAPET LOAFA COOLA ROM NIPIN Q923 CANTY H119 ML W15 AV  
YBSU-YMML SU TAPET LOAFA COOLA ROM NIPIN Q923 CANTY H119 ML SU TAPET  
LOAFA COOLA ROM NIPIN Q923 CANTY H119 ML  
ALL OTHER YBSU DEPARTURES SOUTH-WEST TO PLAN VIA SU TAPET LOAFA COOLA  
ROM SU TAPET LOAFA COOLA ROM

YSSY-YBCG TESAT G595 ATNAT MISLY SIFRA LAMSI CG TESAT G595 ATNAT  
MISLY LAMSI CG  
YSSY-YBBN TESAT G595 ATNAT MISLY DUBUD GATER SAVER UGTUG BN TESAT  
G595 ATNAT MISLY SIFRA GATER SAVER UGTUG BN  
YSSY-YBSU TESAT G595 ATNAT MISLY DUBUD GATER ITIDE SU TESAT G595  
ATNAT MISLY SIFRA GATER ITIDE SU

YMML-YBCG ML H129 DOSEL Y59 TESAT G595 ATNAT MISLY SIFRA LAMSI CG ML  
H129 DOSEL Y59 TESAT G595 ATNAT MISLY LAMSI CG  
YMML-YBBN ML H66 MUDGI H105 NBR RACHL SUKTU Y465 EDPEG PARRY ENLIP  
BN ML H66 MUDGI H105 NBR RACHL SUKTU Y465 EDPEG PARRY ENLIP BN  
YMML-YBSU ML H66 MUDGI H19 ROM SUSGI SEBVA SU ML H66 MUDGI H19 ROM  
SUSGI SEBVA SU

YPAD-YBCG AD SEDAN Y465 EDPEG PARRY BN Y177 GOMOL CG AD SEDAN Y465  
EDPEG PARRY BN Y177 GOMOL CG

OFFICIAL

YPAD-YBSU            AD SEDAN Y465 GUMAP ROM SUSGI SEBVA SU            AD SEDAN Y465 GUMAP  
ROM SUSGI SEBVA SU  
YPAD-YBBN            AD SEDAN Y465 EDPEG PARRY ENLIP BN            AD SEDAN Y465 EDPEG  
PARRY ENLIP BN  
Item F):6500 FT AMSLItem G):600 FL

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Byron (24 February 2024)  
**Date:** Monday, 26 February 2024 11:53:00 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[ATS-FORM-0005\\_Byron \(24Feb2024\).pdf](#)  
[NOTAM\\_Byron \(24Feb2024\).docx](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 02 24 0600 to 24 02 24 0630

24 02 24 0830 to 24 02 24 0900

24 02 24 1045 to 24 02 24 1100

Due to reduced staff availability services were not provided during the above timeframes.

Regards

[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)



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# Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected (Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Forecast weather:

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

Other factors:

SM Recommendation:  ATMD Endorsement:

## Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

Director Operations approval

Yes    No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions**

**Consequences**

**Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:  Entered by:

NOTAM Number:

**What controls were implemented?**

Traffic Metering     Diversion routes     TIBA     TRA     Additional staffing     Additional supervision     Other

**What controls did not work well?**

Traffic Metering     Diversion routes     TIBA     TRA     Additional staffing     Additional supervision     Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:



## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
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A copy of this form must be placed in the Contingency Activation File (RMU File)

**C377/24**

TEMPO RESTRICTED AREA ACT

ATS SUBJ TO CONTINGENCY DUE OPR RESTR, TIBA PROCEDURES APPLY IN THE  
FLW CTA CLASS A, C, D AND E AIRSPACE

DESIGNATED AIRSPACE HANDBOOK (DAH) GOLD COAST A, B, C, D, E, F.

SERVICE VARIATION MAP (LISTED UNDER GOLD COAST IN THE BRISBANE FIR)

AVBL AT [HTTP://WWW.AIRSERVICESAUSTRALIA.COM/NOTAMMAPS/INDEX.ASP](http://WWW.AIRSERVICESAUSTRALIA.COM/NOTAMMAPS/INDEX.ASP)

THE CARRIAGE AND USE OF TWO RADIOS IS RQ FOR ENTRY TO THE TEMPO  
RESTRICTED AREA.

RELEVANT APPROVAL FM CONTROLLING AUTHORITY RQ.

PILOTS OR AIRLINE OPS REQUESTING OPS IN CLASS A, C OR E AIRSPACE MUST  
CTC BRISBANE CENTRE VIA +617 3866 3798 FOR ACCESS APPROVAL.

EMERG AND MEDEVAC PRIORITY ACFT MAY REQ AUTH FM ADJ SECTOR.

AUTH TO ENTER TEMPO RESTRICTED AREA DOES NOT CONSTITUTE CLR TO ENTER  
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ATC SER NOT AVBL IN CLASS A, C, D AND E AIRSPACE

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PRIOR TO ENTERING THE TEMPO RESTRICTED AREA ACFT WILL BE PROVIDED HF  
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PILOTS ARE SOLELY RESPONSIBLE FOR TERRAIN AND COLLISION AVOIDANCE WI  
AFFECTED AIRSPACE.

TWR, TERMINAL CONTROL UNITS AND MIL AREAS WI ABV AIRSPACE CONTINUE TO  
OPR PER EN ROUTE SUP AUSTRALIA (ERSA) UNLESS SPECIFIED OTHERWISE.

ADS-C/CPDLC LOGON: YBBB SER NOT AVBL WI THIS AIRSPACE. ACFT MAY  
REMAIN LOGGED ON BUT PSN REPORTS MUST BE BCST ON THE APPROPRIATE  
FREQ.

TIBA FREQ: AT OR ABOVE FL200 128.95MHZ. BELOW FL200 126.35MHZ

BN CEN FREQ MNT IN CASE OF EMERG.

CLASS G AIRSPACE UNDER THE ABV AIRSPACE DOES NOT FORM PART OF THE  
RESTRICTED AREA.

TIBA PROCEDURES APPLY ON PUBLISHED FIA FREQUENCIES.

FIS NOT AVBL IN THE CLASS G AIRSPACE.

IFR ACFT MAY CTC BRISBANE CENTRE VIA +617 3866 3798 FOR FURTHER INFO  
IF RQ.

SUGGESTED DIVERSION ROUTES:

YBBN-YSSY BN GUMKI VIRGE BONEY SIFRA BANDA J70 IGDAM H652 TESAT

YBBN-YSCB BN GUMKI VIRGE BONEY SIFRA BANDA J70 COOPA Q78 OLTIN W786  
TESAT V169 CB

YBBN-YMML BN WACKO V250 LEBIT PANPU MOR AKPAL Q35 CANTY H119 ML

YBBN-YPAD BN WACKO V250 LEBIT PANPU MOR LOSPI Q16 MIA VOR Q4 WOONA  
Q60 BLACK H309 AD

YBBN-YPPH BN WACKO V250 LEBIT PANPU SAPNO MACLA T33 LEC J141 KG Q41  
HAMTN Q158 PH

YBBN-YWLM BN GUMKI VIRGE BONEY SIFRA BANDA LAXUM WLM

YBBN-YWLM (NON-JET) BN Q484 RUDEY W369 OK W207 IVL V179 SANAD LAXUM  
WLM

YSSY-YBBN TESAT G595 ATNAT MISLY SIFRA GATER SAVER UGTUG BN

YMML-YBBN ML H66 MUDGI NBR RACHL SUKTU Y27 EDPEG PARRY ENLIP BN

YPAD-YBBN AD SEDAN Y27 EDPEG PARRY ENLIP BN

YPPH-YBBN PH Y31 LAKIR Y69 BOSLI Y67 KG J141 LEC T33 ANROM Y62 IGDIT  
Y27 EDPEG PARRY ENLIP

YSCB-YBBN CB W137 AVBEG W184 MUDGI NBR RACHL SUKTU Y27 EDPEG PARRY  
ENLIP BN

6500FT AMSL TO FL600

FROM 02 240600 TO 02 240630

**C378/24**

TEMPO RESTRICTED AREA ACT

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SUGGESTED DIVERSION ROUTES

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TESAT V169 CB

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YBBN-YPAD BN WACKO V250 LEBIT PANPU MOR LOSPI Q16 MIA VOR Q4 WOONA

Q60 BLACK H309 AD

YBBN-YPPH BN WACKO V250 LEBIT PANPU SAPNO MACLA T33 LEC J141 KG Q41

HAMTN Q158 PH

YBBN-YWLM BN GUMKI VIRGE BONEY SIFRA BANDA LAXUM WLM

YBBN-YWLM (NON-JET) BN Q484 RUDEY W369 OK W207 IVL V179 SANAD LAXUM

WLM

YSSY-YBBN TESAT G595 ATNAT MISLY SIFRA GATER SAVER UGTUG BN

YMML-YBBN ML H66 MUDGI NBR RACHL SUKTU Y27 EDPEG PARRY ENLIP BN

YPAD-YBBN AD SEDAN Y27 EDPEG PARRY ENLIP BN

YPPH-YBBN PH Y31 LAKIR Y69 BOSLI Y67 KG J141 LEC T33 ANROM Y62 IGDIT

Y27 EDPEG PARRY ENLIP

YSCB-YBBN CB W137 AVBEG W184 MUDGI NBR RACHL SUKTU Y27 EDPEG PARRY

ENLIP BN

6500FT AMSL TO FL600

FROM 02 240830 TO 02 240900

C384/24

TEMPO RESTRICTED AREA ACT

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Y27 EDPEG PARRY ENLIP

YSCB-YBBN CB W137 AVBEG W184 MUDGI NBR RACHL SUKTU Y27 EDPEG PARRY

ENLIP BN

6500FT AMSL TO FL600

FROM 02 241045 TO 02 241100

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Byron (25 February 2024)  
**Date:** Monday, 26 February 2024 3:37:00 PM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[ATS-FORM-0005\\_Byron \(25Feb2024\).pdf](#)  
[NOTAM\\_Byron \(25Feb2024\).docx](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 02 24 2200 to 24 02 24 2240

Due to reduced staff availability services were not provided during the above timeframe.

Regards

[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)



**OFFICIAL**



## Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Forecast weather:

YBBN TAF AMD YBBN 242007Z 2420/2600 18006KT 9999 light rain FEW005 SCT020  
BECMG 2501/2502 12012KT 9999 showers OF light rain SCT025 FM251100  
19006KT 9999 NSW FEW020 INTER 2420/2500 4000 showers OF moderate rain  
BKN008 INTER 2504/2512 3000 showers OF moderate rain BKN010 RMK T 23  
25 27 28 Q 1013 1014 1013 1011 TAF3  
YBCG TAF AMD YBCG 242009Z 2420/2518 23005KT 9999 light rain SCT015 SCT025  
FM250000 18014KT 9999 showers OF light rain SCT018 BKN025 FM251100  
17008KT 9999 NSW SCT015 INTER 2420/2500 4000 showers OF moderate rain  
BKN008 INTER 2504/2511 3000 showers OF moderate rain BKN012 RMK T 23  
26 28 28 Q 1013 1014 1013 1011 TAF3

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

Other factors:

SM Recommendation: TIBA/TRA

ATMD Endorsement:

### Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
██████████		<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

Director Operations approval

Yes  No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
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<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions**

**Consequences**

**Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:  Entered by:

NOTAM Number:

**What controls were implemented?**

- Traffic Metering
- Diversion routes
- TIBA
- TRA
- Additional staffing
- Additional supervision
- Other

**What controls did not work well?**

- Traffic Metering
- Diversion routes
- TIBA
- TRA
- Additional staffing
- Additional supervision
- Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

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- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

C0385/24 NOTAMN

Q) YBBB/QRTCA/IV/BO/W/065/600/2809S15330E050

A) YBBB

B) 2402242200 C) 2402242240

E) TEMPO RESTRICTED AREA ACT

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HAMTN Q158 PH

YBBN-YWLM BN GUMKI VIRGE BONEY SIFRA BANDA LAXUM WLM

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Y27 EDPEG PARRY ENLIP

YSCB-YBBN CB W137 AVBEG W184 MUDGI NBR RACHL SUKTU Y27 EDPEG PARRY

ENLIP BN

F) 6500FT AMSL G) FL600



**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Byron (27 February 2024)  
**Date:** Monday, 4 March 2024 10:13:00 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[ATS-FORM-0005\\_Byron \(27Feb2024\).pdf](#)  
[NOTAM\\_Byron \(27Feb2024\).docx](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

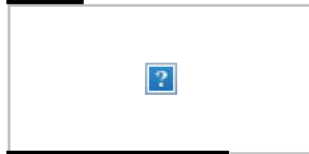
**Variation (UTC)**

24 02 27 1400 to 24 02 27 1930

Due to reduced staff availability services were not provided during the above timeframe.

Regards

[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)



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## Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Forecast weather:

TAF YBBN 270510Z 2706/2812  
09010KT 9999 -SHRA SCT030  
FM271000 15008KT 9999 NSW FEW025  
FM271400 19006KT 9999 SCT020  
FM272300 12010KT 9999 -SHRA SCT030  
FM280300 08010KT 9999 NSW FEW035  
TAF YBCG 270513Z 2706/2806  
14013KT 9999 SCT030  
FM270800 15009KT 9999 SCT025  
FM271200 21006KT 9999 SCT030  
FM272200 18008KT 9999 -SHRA SCT035  
FM280100 12013KT 9999 NSW FEW040

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

Other factors:

SM Recommendation: TIBA/TRA

ATMD Endorsement:

### Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
██████████		<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	1130pm
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

Director Operations approval

Yes  No

CRM appointed

CRM to attend by

1130pmL

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions**

**Consequences**

**Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRIIS Number:  Entered by:

NOTAM Number:

**What controls were implemented?**

- Traffic Metering
- Diversion routes
- TIBA
- TRA
- Additional staffing
- Additional supervision
- Other

**What controls did not work well?**

- Traffic Metering
- Diversion routes
- TIBA
- TRA
- Additional staffing
- Additional supervision
- Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

C0408/24 NOTAMR C0407/24

Q) YBBB/QRTCA/IV/BO/W/000/245/3053S15132E160

A) YBBB

B) 2402271400 C) 2402271930

E) TEMPO RESTRICTED AREA ACT

ATS SUBJ TO CONTINGENCY DUE OPR RESTR, TIBA PROCEDURES APPLY IN THE  
FLW CTA CLASS A, C, D AND E AIRSPACE

DESIGNATED AIRSPACE HANDBOOK (DAH) GRAFTON A, B, C, D, E, F, G,  
NEWELL A, B, C, D, SANDON A, B, C.

SERVICE VARIATION MAP (LISTED UNDER GRAFTON AND SANDON/NEWELL IN THE  
BRISBANE FIR) AVBL AT

[HTTP://WWW.AIRSERVICESAUSTRALIA.COM/NOTAMMAPS/INDEX.ASP](http://www.airservicesaustralia.com/notammaps/index.asp)

THE CARRIAGE AND USE OF TWO RADIOS IS RQ FOR ENTRY TO THE TEMPO  
RESTRICTED AREA.

RELEVANT APPROVAL FM CONTROLLING AUTHORITY RQ.

PILOTS OR AIRLINE OPS REQUESTING OPS IN CLASS A, C OR E AIRSPACE MUST  
CTC BRISBANE CENTRE VIA +617 3866 3798 FOR ACCESS APPROVAL.

EMERG AND MEDEVAC PRIORITY ACFT MAY REQ AUTH FM ADJ SECTOR.

AUTH TO ENTER TEMPO RESTRICTED AREA DOES NOT CONSTITUTE CLR TO ENTER  
ANY ADJ OR EMBEDDED RESTRICTED AREAS.

ATC SER NOT AVBL IN CLASS A, C, D AND E AIRSPACE

FIS EXC TRAFFIC INFORMATION AVBL ON REQ FM HF AND MAY BE AVBL FM ADJ  
ATS SECTORS.

PRIOR TO ENTERING THE TEMPO RESTRICTED AREA ACFT WILL BE PROVIDED HF  
FOR FIS AND SAR ALERTING AND VHF FOR ONWARDS CLR.

PILOTS ARE SOLELY RESPONSIBLE FOR TERRAIN AND COLLISION AVOIDANCE WI  
AFFECTED AIRSPACE.

TWR, TERMINAL CONTROL UNITS AND MIL AREAS WI ABV AIRSPACE CONTINUE TO  
OPR PER EN ROUTE SUP AUSTRALIA (ERSA) UNLESS SPECIFIED OTHERWISE.

ADS-C/CPDLC LOGON: YBBB SER NOT AVBL WI THIS AIRSPACE. ACFT MAY  
REMAIN LOGGED ON BUT PSN REPORTS MUST BE BCST ON THE APPROPRIATE  
FREQ.

TIBA FREQ: AT OR ABOVE FL200 128.95 MHZ. BELOW FL200 126.35 MHZ  
BN CEN FREQ MNT IN CASE OF EMERG.

CLASS G AIRSPACE UNDER THE ABV AIRSPACE DOES NOT FORM PART OF THE  
RESTRICTED AREA.

TIBA PROCEDURES APPLY ON PUBLISHED FIA FREQUENCIES.

FIS NOT AVBL IN THE CLASS G AIRSPACE.

IFR ACFT MAY CTC BRISBANE CENTRE VIA +617 3866 3798 FOR FURTHER INFO  
IF RQ.

TCAS AND TRANSPONDER EQPT MUST BE SELECTED ON AT ALL TIMES.

F) SFC G) FL245



**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Byron (9 March 2024)  
**Date:** Tuesday, 12 March 2024 11:37:00 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[ATS-FORM-0005\\_Byron \(9Mar2024\).pdf](#)  
[NOTAM\\_Byron \(9Mar2024\).pdf](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

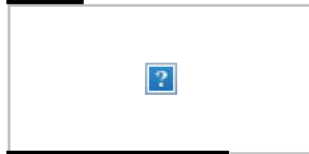
**Variation (UTC)**

24 03 09 1250 to 24 03 09 1915

Due to reduced staff availability services were not provided during the above timeframe.

Regards

[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)



**OFFICIAL**

# Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

## Forecast weather:

BALLINA/BYRON GATEWAY (YBNA)  
TAF AMD YBNA 082310Z 0823/0912  
12010KT 9999 SHOWERS OF LIGHT RAIN SCT025  
FM090300 12014KT 9999 NSW SCT025  
INTER 0823/0903 4000 SHOWERS OF MODERATE RAIN BKN010  
RMK  
T 22 26 26 25 Q 1024 1022 1021 1022

GRAFTON (YGFN)  
TAF YGFN 090100Z 0902/0914  
16010KT 9999 SCT030  
INTER 0902/0908 4000 SHOWERS OF MODERATE RAIN BKN012  
RMK  
T 25 25 24 21 Q 1023 1023 1023 1025

TAMWORTH (YSTW)

TAF YSTW 082300Z 0900/0918  
 11008KT CAVOK  
 FM090300 09014KT CAVOK  
 FM091200 12006KT CAVOK  
 RMK  
 T 27 31 30 23 Q 1026 1023 1022 1023

Possible agencies affected (*International agencies, other FDRG, Defence, HF, NCC etc*)

Other factors:

SM Recommendation:

ATMD Endorsement:

### Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
██████████	Nil	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	1215
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

Director Operations approval

Yes  No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-0204387

Entered by:

NOTAM Number:

C530/24

**What controls were implemented?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

**What controls did not work well?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

**Summary:**TRA TIBA ACT GRAFTON/NEWELL/SANDON

**Item A):**YBBB

**Item B):**24 03 09 1250

**Item C):**24 03 09 1915

**Subject:**

TEMPO RESTRICTED AREA

**Status:**

ACT

**Text:**

ATS SUBJ TO CONTINGENCY DUE OPR RESTR, TIBA PROCEDURES APPLY IN THE  
FLW CTA CLASS A, C, D AND E AIRSPACE

DESIGNATED AIRSPACE HANDBOOK (DAH) GRAFTON A, B, C, D, E ,F ,G,  
NEWELL A, B, C, D, SANDON A, B, C.

SERVICE VARIATION MAP (LISTED UNDER GRAFTON AND SANDON/NEWELL IN THE  
BRISBANE FIR) AVBL AT

[HTTP://WWW.AIRSERVICESAUSTRALIA.COM/NOTAMMAPS/INDEX.ASP](http://www.airservicesaustralia.com/notammmaps/index.asp)

THE CARRIAGE AND USE OF TWO RADIOS IS RQ FOR ENTRY TO THE TEMPO  
RESTRICTED AREA.

RELEVANT APPROVAL FM CONTROLLING AUTHORITY RQ.

PILOTS OR AIRLINE OPS REQUESTING OPS IN CLASS A, C OR E AIRSPACE MUST  
CTC BRISBANE CENTRE VIA +617 3866 3798 FOR ACCESS APPROVAL.

EMERG AND MEDEVAC PRIORITY ACFT MAY REQ AUTH FM ADJ SECTOR.

AUTH TO ENTER TEMPO RESTRICTED AREA DOES NOT CONSTITUTE CLR TO ENTER  
ANY ADJ OR EMBEDDED RESTRICTED AREAS.

ATC SER NOT AVBL IN CLASS A, C, D AND E AIRSPACE

FIS EXC TRAFFIC INFORMATION AVBL ON REQ FM HF AND MAY BE AVBL FM ADJ  
ATS SECTORS.

PRIOR TO ENTERING THE TEMPO RESTRICTED AREA ACFT WILL BE PROVIDED HF  
FOR FIS AND SAR ALERTING AND VHF FOR ONWARDS CLR.

PILOTS ARE SOLELY RESPONSIBLE FOR TERRAIN AND COLLISION AVOIDANCE WI  
AFFECTED AIRSPACE.



TWR, TERMINAL CONTROL UNITS AND MIL AREAS WI ABV AIRSPACE CONTINUE TO  
OPR PER EN ROUTE SUP AUSTRALIA (ERSA) UNLESS SPECIFIED OTHERWISE.  
ADS-C/CPDLC LOGON: YBBB SER NOT AVBL WI THIS AIRSPACE. ACFT MAY  
REMAIN LOGGED ON BUT PSN REPORTS MUST BE BCST ON THE APPROPRIATE  
FREQ.

TIBA FREQ: AT OR ABOVE FL200 128.95 MHZ. BELOW FL200 126.35 MHZ  
BN CEN FREQ MNT IN CASE OF EMERG.

CLASS G AIRSPACE UNDER THE ABV AIRSPACE DOES NOT FORM PART OF THE  
RESTRICTED AREA.

TIBA PROCEDURES APPLY ON PUBLISHED FIA FREQUENCIES.

FIS NOT AVBL IN THE CLASS G AIRSPACE.

IFR ACFT MAY CTC BRISBANE CENTRE VIA +617 3866 3798 FOR FURTHER INFO  
IF RQ.

TCAS AND TRANSPONDER EQPT MUST BE SELECTED ON AT ALL TIMES.

**Item F):**SFC

**Item G):**245 FL

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Byron (12 March 2024)  
**Date:** Wednesday, 13 March 2024 11:31:00 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[ATS-FORM-0005\\_Byron \(12Mar2024\).pdf](#)  
[NOTAM\\_Byron \(12Mar2024\).docx](#)

---

In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 03 12 1245 to 24 03 12 1930

Due to reduced staff availability services were not provided during the above timeframe.

Regards

[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)



**OFFICIAL**

## Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Forecast weather:

BALLINA/BYRON GATEWAY (YBNA)  
TAF YBNA 112310Z 1200/1212  
13012KT 9999 SHOWERS OF LIGHT RAIN SCT030  
FM120900 12007KT 9999 NSW SCT025  
RMK  
T 27 27 26 24 Q 1019 1017 1015 1016

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

Other factors:

SM Recommendation:

ATMD Endorsement:

### Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
██████████	Nil	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	12:30
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

Director Operations approval  Yes  No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-0204462

Entered by:

NOTAM Number:

C557/24

**What controls were implemented?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

**What controls did not work well?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

BRISBANE FIR (YBBB)

C557/24 NOTAMN BRISBANE FIR

B) 2403121245 C) 2403121930

SUMMARY: TRA TIBA ALL BYRON

ISSUED AT: 2403120405

CROSS-REF: D1543/24

C0557/24 NOTAMN

Q) YBBB/QRTCA/IV/BO/W/065/600/2908S15301E120

A) YBBB

B) 2403121245 C) 2403121930

E) TEMPO RESTRICTED AREA ACT

ATS SUBJ TO CONTINGENCY DUE OPR RESTR, TIBA PROCEDURES APPLY IN THE  
FLW CTA CLASS A, C, D AND E AIRSPACE

DESIGNATED AIRSPACE HANDBOOK (DAH) GRAFTON A, B, C, D, E, F, G,  
NEWELL A, B, C, D, SANDON A, B, C, INVERELL A, B, C AND GOLD COAST A,  
B, C, D, E, F.

SERVICE VARIATION MAP (LISTED UNDER SANDON/NEWELL, INVERELL AND  
GOLD

COAST IN THE BRISBANE FIR) AVBL AT

[HTTP://WWW.AIRSERVICESAUSTRALIA.COM/NOTAMMAPS/INDEX.ASP](http://www.airservicesaustralia.com/notammaps/index.asp)

THE CARRIAGE AND USE OF TWO RADIOS IS RQ FOR ENTRY TO THE TEMPO  
RESTRICTED AREA.

RELEVANT APPROVAL FM CONTROLLING AUTHORITY RQ.

PILOTS OR AIRLINE OPS REQUESTING OPS IN CLASS A, C OR E AIRSPACE MUST  
CTC BRISBANE CENTRE VIA +617 3866 3798 FOR ACCESS APPROVAL.

EMERG AND MEDEVAC PRIORITY ACFT MAY REQ AUTH FM ADJ SECTOR.

AUTH TO ENTER TEMPO RESTRICTED AREA DOES NOT CONSTITUTE CLR TO  
ENTER

ANY ADJ OR EMBEDDED RESTRICTED AREAS.

ATC SER NOT AVBL IN CLASS A, C, D AND E AIRSPACE

FIS EXC TRAFFIC INFORMATION AVBL ON REQ FM HF AND MAY BE AVBL FM  
ADJ

ATS SECTORS.

PRIOR TO ENTERING THE TEMPO RESTRICTED AREA ACFT WILL BE PROVIDED  
HF

FOR FIS AND SAR ALERTING AND VHF FOR ONWARDS CLR.

PILOTS ARE SOLELY RESPONSIBLE FOR TERRAIN AND COLLISION AVOIDANCE  
WI



AFFECTED AIRSPACE.

APRX AREA GRN, SON, NEL: NORTHEAST NEW SOUTH WALES OUTSIDE 45NM  
YSSY

EXC YSTW CTA STEPS BLW A065 WHEN ACTIVE AND YCFS CLASS D STEPS WHEN  
ACTIVE AND YBNA SFIS BA WHEN ACTIVE.

VERTICAL LIMITS: A065 - FL245

APRX AREA INL: AN ARC AT 50DME YBCG SOUTH TO YCFS, SOUTHWEST TO  
YARM,

NORTHWEST TO YIVL AND NORTHEAST TO POSN 27NM NORTHEAST YSPE.

APRX AREA GOL A: 30NM RADIUS SOUTHWEST COUNTER CLOCKWISE TO EAST  
OF

YBCG.

VERTICAL LIMITS: FL125 - FL600

APRX AREA GOL B: 30NM RADIUS SOUTHWEST OF YBBN COUNTERCLOCKWISE  
TO

SOUTHEAST OF YBBN

VERTICAL LIMITS: FL180 - FL600

APRX AREA GOL C: BTN 30NM AND 50NM RADIUS SOUTH OF YBBN COUNTER  
CLOCKWISE TO 30NM EAST OF YBCG

VERTICAL LIMITS: A075 - FL600

APRX AREA GOL D: FM WAYPOINTS VONDO TO PERSA COUNTER CLOCKWISE  
TO

WAYPOINT VELKA BETWEEN 30NM TO 66NM OF YBBN

VERTICAL LIMITS: BCTA - FL600

APRX AREA GOL E: BTN 30NM AND 35NM RADIUS NORTHEAST OF YBCG

VERTICAL LIMITS: BCTA - FL600

APRX AREA GOL F: BTN 30NM AND 50NM RADIUS SOUTHWEST COUNTER  
CLOCKWISE

TO SOUTHEAST OF YBCG

VERTICAL LIMITS: FL125 - FL600

TWR, TERMINAL CONTROL UNITS AND MIL AREAS WI ABV AIRSPACE  
CONTINUE TO

OPR PER EN ROUTE SUP AUSTRALIA (ERSA) UNLESS SPECIFIED OTHERWISE.

ADS-C/CPDLC LOGON: YBBB SER NOT AVBL WI THIS AIRSPACE. ACFT MAY  
REMAIN LOGGED ON BUT PSN REPORTS MUST BE BCST ON THE APPROPRIATE  
FREQ.

TIBA FREQ: AT OR ABOVE FL200 128.95 MHZ. BELOW FL200 126.35 MHZ

BN CEN FREQ MNT IN CASE OF EMERG.

CLASS G AIRSPACE UNDER THE ABV AIRSPACE DOES NOT FORM PART OF THE  
RESTRICTED AREA.

TIBA PROCEDURES APPLY ON PUBLISHED FIA FREQUENCIES.

FIS NOT AVBL IN THE CLASS G AIRSPACE.

IFR ACFT MAY CTC BRISBANE CENTRE VIA +617 3866 3798 FOR FURTHER INFO  
IF RQ.

TCAS AND TRANSPONDER EQPT MUST BE SELECTED ON AT ALL TIMES.

F) 6500FT AMSL G) FL600

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Canberra Tower (11 January 2024)  
**Date:** Friday, 12 January 2024 10:46:00 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[ATS-FORM-0005\\_Canberra\\_TWR\\_\(11Jan2024\).pdf](#)  
[NOTAM\\_Canberra\\_TWR\\_\(11Jan2024\).docx](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 01 11 0320 to 24 01 11 0350

Due to reduced staff availability services were not provided during the above timeframe.

Regards

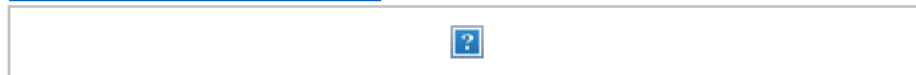
[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)



OFFICIAL

# Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected (Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Forecast weather:

TAF YSCB 110201Z 1103/1200  
05010KT 9999 BKN035  
FM110600 09014KT 9999 SCT030  
BECMG 1109/1110 10008KT 9999 BKN020  
BECMG 1121/1122 05006KT 9999 SCT020  
TEMPO 1116/1121 9999 BKN015  
RMK

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

Other factors:

SM Recommendation:

ATMD Endorsement:

### Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

Director Operations approval  Yes  No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-0202775

Entered by:

NOTAM Number:

YSCB B1/24 YMMM B14/24

**What controls were implemented?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

**What controls did not work well?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)



NOTAM for YSCB approved by NOTAM Office with number B0001/24

Summary: YSCB TCU AVBL/TWR NAVBL

B0001/24 NOTAMN

Q) YMMM/QACLC/IV/NBO/AE/000/999/3518S14912E005

A) YSCB

B) 2401110320 C) 2401110350

E) ATS AT YSCB AERODROME ARE SUBJECT TO CONTINGENCY DUE OPR RESTRICTIONS

AERODROME CTL SER NOT AVBL.

MANDATORY BROADCAST PROC AS DETAILED IN AIP APPLY ON 118.7

APP [AND DEP] CTL SER PROVIDED TO SFC ON 125.9. ALL AIRCRAFT

REQUESTING CLEARANCE INTO THE AIRSPACE MUST CONTACT 125.9. 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 +61 3 9235 7337

2. OBTAIN A LANDING OR DEPARTURE TIME

3. IF DEPARTING, OBTAIN AN AIRWAYS CLEARANCE ON 125.9

PRIOR TO ENTERING THE RWY FOR DEPARTURE, PILOTS MUST:

1. REPORT READY ON 125.9

2. OBTAIN DEPARTURE INSTRUCTIONS AND REPORT AIRBORNE WITHIN THREE MINUTES.

AFTER LANDING, REPORT CLEAR OF THE RWY ON 125.9

NOTAM for YMMM approved by NOTAM Office with number B0014/24

Summary: YSCB TCU AVBL / TWR NOT AVBL

B0014/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/E/000/999/3518S14912E010

A) YMMM

B) 2401110320 C) 2401110350

E) ATS AT CANBERRA AD (YSCB) ARE SUBJECT TO CONTINGENCY DUE OPR RESTRICTIONS

AERODROME CTL SER NOT AVBL.

MANDATORY BROADCAST PROC AS DETAILED IN AIP APPLY ON 118.7

APP (AND DEP) CTL SER PROVIDED TO SFC ON 125.9. ALL AIRCRAFT

REQUESTING CLEARANCE INTO THE AIRSPACE MUST CONTACT 125.9. 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 +61 3 9235 7337

2. OBTAIN A LANDING OR DEPARTURE TIME

3. IF DEPARTING, OBTAIN AN AIRWAYS CLEARANCE ON 125.9

PRIOR TO ENTERING THE RWY FOR DEPARTURE, PILOTS MUST:

1. REPORT READY ON 125.9

2. OBTAIN DEPARTURE INSTRUCTIONS AND REPORT AIRBORNE WITHIN THREE MINUTES.

AFTER LANDING, REPORT CLEAR OF THE RWY ON 125.9

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Canberra Tower (16 January 2024)  
**Date:** Monday, 22 January 2024 5:48:00 PM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[ATS-FORM-0005\\_Canberra\\_TWR\\_\(16Jan2024\).pdf](#)  
[NOTAM\\_Canberra\\_TWR\\_\(16Jan2024\).docx](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 01 16 1145 to 24 01 16 1230

Due to reduced staff availability services were not provided during the above timeframe.

Regards

[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)



OFFICIAL

# Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected (Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Forecast weather:

TAF AMD YSCB 160532Z 1606/1706  
07008KT 9999 -SHRA BKN030  
BECMG 1610/1612 10005KT 9999 -SHRA BKN015  
BECMG 1622/1700 35005KT 9999 -SHRA BKN025  
INTER 1606/1608 5000 SHRA BKN020  
TEMPO 1612/1622 9999 BKN010  
TEMPO 1622/1706 5000 RA BKN010 BKN030  
PROB30 TEMPO 1702/1706 1000 TSRA BKN008 SCT050CB  
RMK

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

Other factors:

SM Recommendation:

ATMD Endorsement:

### Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

NR

Director Operations approval

Yes  No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-0202936

Entered by:

NOTAM Number:

YSCB B2 YMMM B30

**What controls were implemented?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

**What controls did not work well?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)



NOTAM for YMMM approved by NOTAM Office with number B0030/24

Summary: YSCB TWR NOT AVBL. TCU AVBL

B0030/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/E/000/999/3518S14911E009

A) YMMM

B) 2401161145 C) 2401161230

E) ATS AT YSCB AERODROME ARE SUBJECT TO CONTINGENCY DUE OPR RESTRICTIONS

AERODROME CTL SER NOT AVBL.

MANDATORY BROADCAST PROC AS DETAILED IN AIP APPLY ON FREQ 118.7

APP [AND DEP] CTL SER PROVIDED TO SFC ON FREQ 125.9. ALL AIRCRAFT REQUESTING CLEARANCE INTO THE AIRSPACE MUST CONTACT FREQ 125.9. 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 +61 3 9235 7337

2. OBTAIN A LANDING OR DEPARTURE TIME

3. IF DEPARTING, OBTAIN AN AIRWAYS CLEARANCE ON FREQ 125.9

PRIOR TO ENTERING THE RWY FOR DEPARTURE, PILOTS MUST:

1. REPORT READY ON FREQ 125.9

2. OBTAIN DEPARTURE INSTRUCTIONS AND REPORT AIRBORNE WITHIN THREE MINUTES.

AFTER LANDING, REPORT CLEAR OF THE RWY ON FREQ 125.9

NOTAM for YSCB approved by NOTAM Office with number B0002/24

Summary: YSCB TWR NOT AVBL. TCU AVBL

B0002/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/A/000/999/3518S14912E005

A) YSCB

B) 2401161145 C) 2401161230

E) ATS AT YSCB AERODROME ARE SUBJECT TO CONTINGENCY DUE OPR RESTRICTIONS

AERODROME CTL SER NOT AVBL.

MANDATORY BROADCAST PROC AS DETAILED IN AIP APPLY ON FREQ 118.7

APP [AND DEP] CTL SER PROVIDED TO SFC ON FREQ 125.9. ALL AIRCRAFT REQUESTING CLEARANCE INTO THE AIRSPACE MUST CONTACT FREQ 125.9. 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 +61 3 9235 7337

2. OBTAIN A LANDING OR DEPARTURE TIME

3. IF DEPARTING, OBTAIN AN AIRWAYS CLEARANCE ON FREQ 125.9

PRIOR TO ENTERING THE RWY FOR DEPARTURE, PILOTS MUST:

1. REPORT READY ON FREQ 125.9

2. OBTAIN DEPARTURE INSTRUCTIONS AND REPORT AIRBORNE WITHIN THREE MINUTES.

AFTER LANDING, REPORT CLEAR OF THE RWY ON FREQ 125.9

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Canberra Tower (29 January 2024)  
**Date:** Tuesday, 30 January 2024 11:31:51 AM  
**Attachments:** [CB TWR\\_29 Jan\\_ATS-FORM-0005 \(11\).pdf](#)  
[YSCB+NOTAM+approved+for+MLOPSMGR\\_ATC\\_MLCONT.msg](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 01 29 0830 to 24 01 29 0900

[Due to reduced staff availability services were not provided during the above timeframe.](#)

Regards

[REDACTED]  
[REDACTED]  
[REDACTED]  
Level 7 Lisgar House, 32 Carrington Street,  
Sydney, NSW 2000



We acknowledge the Traditional Owners of Country throughout Australia and recognise their continuing connection to land, waters and culture. We pay our respects to their Elders past, present and emerging

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## Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Forecast weather:

TAF YSCB 282325Z 2900/3000  
32010KT CAVOK  
FM291000 10010KT CAVOK  
FM291300 14008KT CAVOK  
FM292000 13008KT 9999 SCT020  
TEMPO 2920/2923 9999 BKN020  
RMK  
T 24 29 31 27 Q 1014 1012 1011 1012

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

Other factors:

SM Recommendation:

ATMD Endorsement:

### Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

NR

Director Operations approval

Yes  No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-0203273

Entered by:

NOTAM Number:

B0058/24, B0005/24

**What controls were implemented?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

TCU to SFC

**What controls did not work well?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)



[REDACTED]

---

**From:** [REDACTED]  
**Sent:** Monday, 29 January 2024 12:53 PM  
**To:** [REDACTED]  
**Subject:** YSCB NOTAM approved for MLOPSMGR/ATC\_MLCONT

NOTAM for YSCB approved by NOTAM Office with number B0005/24

Summary: YSCB TCU AVBL. YSCB TWR NOT AVBL

B0005/24 NOTAMN

Q) YMMM/QAEXX/IV/NBO/AE/000/999/3518S14912E015

A) YSCB

B) 2401290830 C) 2401290900

E) ATS AT YSCB AERODROME SUBJ TO CONTINGENCY

DUE OPR RESTRICTIONS.

AERODROME CTL SER NOT AVBL.

MANDATORY BROADCAST PROC AS DETAILED IN AIP APPLY ON 118.7

APP AND DEP CTL SER PROVIDED TO SFC ON 125.9. ALL AIRCRAFT REQUESTING

CLEARANCE INTO THE AIRSPACE MUST CONTACT 125.9. 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 +61 3 9235 7337

2. OBTAIN A LANDING OR DEPARTURE TIME

3. IF DEPARTING, OBTAIN AN AIRWAYS CLEARANCE ON 125.9

PRIOR TO ENTERING THE RWY FOR DEPARTURE, PILOTS MUST:

1. REPORT READY ON 125.9

2. OBTAIN DEPARTURE INSTRUCTIONS AND REPORT AIRBORNE WITHIN THREE

MINUTES.

AFTER LANDING, REPORT CLEAR OF THE RWY ON 125.9

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - East (1 January 2024)  
**Date:** Monday, 8 January 2024 9:56:00 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[ATS-FORM-0005\\_East \(01Jan2024\).pdf](#)  
[NOTAM\\_East \(01Jan2024\).docx](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 01 01 1230 to 24 01 01 1845

Due to reduced staff availability services were not provided during the above timeframe.

Regards

[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)



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# Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Forecast weather:

LORD HOWE ISLAND (YLHI)  
TAF YLHI 010527Z 0106/0206  
10012KT 9999 SCT030  
FM011200 10010KT 9999 BKN040  
FM020300 09014KT 9999 SHOWERS OF LIGHT RAIN BKN025

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

Other factors:

SM Recommendation:  ATMD Endorsement:

## Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
██████████		<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

Director Operations approval    Yes    No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input checked="" type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input checked="" type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				One extra doggo West group
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions**

**Consequences**

**Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:  Entered by:

NOTAM Number:

**What controls were implemented?**

- Traffic Metering
- Diversion routes
- TIBA
- TRA
- Additional staffing
- Additional supervision
- Other

**What controls did not work well?**

- Traffic Metering
- Diversion routes
- TIBA
- TRA
- Additional staffing
- Additional supervision
- Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

NOTAM for AGGG approved by NOTAM Office with number C0001/24

Summary: TIBA HONIARA FIR CLASS A AIRSPACE

C0001/24 NOTAMN

Q) AGGG/QAFXX/IV/NBO/E/245/600/0925S16002E430

A) AGGG

B) 2401011230 C) 2401011845

E) ATS IN THE AGGG FIR SUBJ TO CONTINGENCY DUE OPERATIONAL RESTRICTIONS

TIBA PROCEDURES APPLY IN THE HONIARA FIR FLW CLASS A AIRSPACE SERVICE VARIATION MAP (LISTED UNDER HONIARA/NAURU IN THE BRISBANE FIR) AVBL AT [HTTP://WWW.AIRSERVICESAUSTRALIA.COM/NOTAMMAPS/INDEX.ASP](http://www.airservicesaustralia.com/notammaps/index.asp) ATC SER NOT AVBL IN CLASS A AIRSPACE

MIL AREAS WI ABV AIRSPACE CONTINUE TO OPR PER EN ROUTE SUP AUSTRALIA (ERSA) UNLESS SPECIFIED OTHERWISE.

ADS-C/CPDLC LOGON: SER NOT AVBL WI THIS AIRSPACE. ACFT MAY REMAIN LOGGED ON BUT PSN REPORTS MUST BE BCST ON THE APPROPRIATE FREQ.

TIBA FREQ: 128.95MHZ

BRISBANE CENTRE FREQ MNT IN CASE OF EMERG.

TIBA PROCEDURES APPLY ON PUBLISHED FIA FREQUENCIES.

IFR ACFT MAY CTC CENTRE VIA +61 7 3866 3798 FOR FURTHER INFO IF RQ.

TCAS AND TRANSPONDER EQPT MUST BE SELECTED ON AT ALL TIMES.

F) FL245 G) FL600

NOTAM for ANAU approved by NOTAM Office with number C0001/24

Summary: NAURU FIR CLASS A AIRSPACE TIBA

C0001/24 NOTAMN

Q) ANAU/QAFXX/IV/NBO/E/245/600/0315S16501E520

A) ANAU

B) 2401011230 C) 2401011845

E) ATS IN THE ANAU FIR SUBJ TO CONTINGENCY DUE OPERATIONAL RESTRICTIONS

TIBA PROCEDURES APPLY IN THE NAURU FIR FLW CLASS A AIRSPACE SERVICE VARIATION MAP (LISTED UNDER HONIARA/NAURU IN THE BRISBANE FIR) AVBL AT [HTTP://WWW.AIRSERVICESAUSTRALIA.COM/NOTAMMAPS/INDEX.ASP](http://www.airservicesaustralia.com/notammaps/index.asp) ATC SER NOT AVBL IN CLASS A AIRSPACE

MIL AREAS WI ABV AIRSPACE CONTINUE TO OPR PER EN ROUTE SUP AUSTRALIA (ERSA) UNLESS SPECIFIED OTHERWISE.

ADS-C/CPDLC LOGON: SER NOT AVBL WI THIS AIRSPACE. ACFT MAY REMAIN LOGGED ON BUT PSN REPORTS MUST BE BCST ON THE APPROPRIATE FREQ.

TIBA FREQ: 128.95MHZ

BRISBANE CENTRE FREQ MNT IN CASE OF EMERG.

TIBA PROCEDURES APPLY ON PUBLISHED FIA FREQUENCIES.

IFR ACFT MAY CTC CENTRE VIA +61 7 3866 3798 FOR FURTHER INFO IF RQ.

TCAS AND TRANSPONDER EQPT MUST BE SELECTED ON AT ALL TIMES.

F) FL245 G) FL600

NOTAM for YBBB approved by NOTAM Office with number B0002/24

Summary: TIBA CORAL/FLINDERS/LORD HOWE/TASMAN SECTORS

B0002/24 NOTAMR B0001/24

Q) YBBB/QAOXX/IV/NBO/E/000/600/2830S15443E999



A) YBBB  
B) 2401011230 C) 2401011845  
E) ATS IN THE YBBB FIR SUBJ TO CONTINGENCY TEMPO RESTRICTED AREA ACT  
TIBA PROCEDURES APPLY IN THE FLW OCEANIC CTA (OCA A)  
DESIGNATED AIRSPACE HANDBOOK (DAH) SECTOR VOLUME NAMES 'CORAL,'  
'FLINDERS,' 'LORD HOWE,' AND 'TASMAN'  
SERVICE VARIATION MAP (LISTED UNDER CORAL/FLINDERS AND HOWE/TASMAN IN  
THE BRISBANE FIR) AVBL AT  
[HTTP://WWW.AIRSERVICESAUSTRALIA.COM/NOTAMMAPS/INDEX.ASP](http://www.airservicesaustralia.com/notammaps/index.asp)  
ATC SER NOT AVBL IN CLASS A AIRSPACE  
FIS EXC TRAFFIC INFORMATION AVBL ON REQ FM HF AND MAY BE AVBL FM ADJ  
ATS SECTORS.  
RELEVANT APPROVAL FM CONTROLLING AUTHORITY RQ.  
PILOTS ARE SOLELY RESPONSIBLE FOR TERRAIN AND COLLISION AVOIDANCE WI  
AFFECTED AIRSPACE.  
MIL AREAS WI ABV AIRSPACE CONTINUE TO OPR PER EN ROUTE SUP AUSTRALIA  
(ERSA) UNLESS SPECIFIED OTHERWISE  
ADS-C/CPDLC LOGON: YBBB SER NOT AVBL WI THIS AIRSPACE. ACFT MAY  
REMAIN LOGGED ON BUT PSN REPORTS MUST BE BCST ON THE APPROPRIATE  
FREQ.  
TIBA FREQ: AT OR ABOVE FL200 128.95MHZ. BELOW FL200 126.35MHZ, EXCEPT  
IN DOMESTIC CLASS G AIRSPACE WHERE THE FLIGHT INFO AREA (FIA)  
FREQUENCY SHALL BE USED  
BRISBANE CENTRE FREQ MNT IN CASE OF EMERG.  
TIBA PROCEDURES APPLY ON PUBLISHED FIA FREQUENCIES.  
FIS NOT AVBL IN THE CLASS G AIRSPACE.  
IFR ACFT MAY CTC BRISBANE CENTRE VIA +61 7 3866 3798 FOR FURTHER INFO  
IF RQ.  
TCAS AND TRANSPONDER EQPT MUST BE SELECTED ON AT ALL TIMES.  
F) SFC G) FL600

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - East (2 February 2024)  
**Date:** Monday, 5 February 2024 11:38:00 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[ATS-FORM-0005\\_East \(02Feb2024\).pdf](#)  
[NOTAM\\_East \(02Feb2024\).docx](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 02 02 1230 to 24 02 02 1830

Due to reduced staff availability services were not provided during the above timeframe.

Regards

[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)



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## Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:

Service affected  
(Class of Airspace, Level  
of Service)

Expected duration of ATS Service Variation (UTC)

Commencement

Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):

(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

At original time of analysis, no flight data records were filed or available. Normal flight records indicate moderate levels of RPT traffic would transit the airspace.

1044 UTC: The following list was provided by QF group. These flights intend on transiting the TRA

QFA16 LAX-BNE – already departed will transit TIBA

QFA15 BNE-LAX – will operate on sched and transit TIBA (with awareness of possible traffic previously sent)

QFA95 MEL-LAX – can avoid to the south

QFA74 SFO-SYD – already departed will transit TIBA

QFA8 DFW-SYD – already departed will transit TIBA

QFA12 LAX-SYD – already departed will transit TIBA

Forecast weather:

Sectors affected cover a very large area and no TAFs or area forecasts are relevant.

No significant weather identified such as Tropical Cyclones.

2 sigmets current. YBBB I01 for TS near NWWW and YBBB F03 for turbulence in the TSN sector.

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

HF, NCC, airlines, foreign ANSPs, BN and ML ATSCs, customer engagement.

Other factors:

SM Recommendation:

ATMD Endorsement:

### Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
Adam Watkin	Nil	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	09:45 UTC
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

Director Operations approval

Yes  No

CRM appointed

CRM to attend by

09:45

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input checked="" type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)	Increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures	Delays in clearance		Increased staffing for West group
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				

<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				
Potential Disruptions		Consequences		Controls	
<input type="checkbox"/>	Other				
<input type="checkbox"/>	Other				

### Post Contingency Review

CIRRIIS Number:

ATS-0203402

Entered by:



NOTAM Number:

BB B237 ANAU C5 AGGG C3

#### What controls were implemented?

Traffic Metering  
  Diversion routes  
  TIBA  
  TRA  
  Additional staffing  
  Additional supervision  
  Other

#### What controls did not work well?

Traffic Metering  
  Diversion routes  
  TIBA  
  TRA  
  Additional staffing  
  Additional supervision  
  Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)



**B0237/24 NOTAMN**

Q) YBBB/QAOXX/IV/NBO/E/000/600/2830S15443E999

A) **YBBB**

B) 2402021230 C) 2402021830

E) ATS IN THE YBBB FIR SUBJ TO CONTINGENCY TEMPO RESTRICTED AREA ACT

DUE OPR RESTR, TIBA PROCEDURES APPLY IN THE FLW OCEANIC CTA (OCA A)

DESIGNATED AIRSPACE HANDBOOK (DAH) SECTOR VOLUME NAMES 'CORAL,'

'FLINDERS,' 'LORD HOWE,' AND 'TASMAN'

SERVICE VARIATION MAP (LISTED UNDER CORAL/FLINDERS AND HOWE/TASMAN IN

THE BRISBANE FIR) AVBL AT

[HTTP://WWW.AIRSERVICESAUSTRALIA.COM/NOTAMMAPS/INDEX.ASP](http://www.airservicesaustralia.com/notammaps/index.asp)

ATC SER NOT AVBL IN CLASS A AIRSPACE

FIS EXC TRAFFIC INFORMATION AVBL ON REQ FM HF AND MAY BE AVBL FM ADJ

ATS SECTORS.

RELEVANT APPROVAL FM CONTROLLING AUTHORITY RQ.

PILOTS ARE SOLELY RESPONSIBLE FOR TERRAIN AND COLLISION AVOIDANCE WI

AFFECTED AIRSPACE.

MIL AREAS WI ABV AIRSPACE CONTINUE TO OPR PER EN ROUTE SUP AUSTRALIA

(ERSA) UNLESS SPECIFIED OTHERWISE

ADS-C/CPDLC LOGON: YBBB SER NOT AVBL WI THIS AIRSPACE. ACFT MAY

REMAIN LOGGED ON BUT PSN REPORTS MUST BE BCST ON THE APPROPRIATE

FREQ.

TIBA FREQ: AT OR ABOVE FL200 128.95MHZ. BELOW FL200 126.35MHZ, EXCEPT

IN DOMESTIC CLASS G AIRSPACE WHERE THE FLIGHT INFO AREA (FIA) FREQUENCY SHALL BE USED

BRISBANE CENTRE FREQ MNT IN CASE OF EMERG.

TIBA PROCEDURES APPLY ON PUBLISHED FIA FREQUENCIES.

FIS NOT AVBL IN THE CLASS G AIRSPACE.

IFR ACFT MAY CTC BRISBANE CENTRE VIA +617 3866 3325 FOR FURTHER INFO

IF RQ.

TCAS AND TRANSPONDER EQPT MUST BE SELECTED ON AT ALL TIMES.

F) SFC G) FL600

**C0005/24 NOTAMN**

Q) ANAU/QAEXX/IV/NBO/E/245/600/0032S16655E700

A) **ANAU**

B) 2402021230 C) 2402021830

E) ATS IN THE ANAU FIR SUBJ TO CONTINGENCY DUE OPR  
RESTRICTIONS

TIBA PROCEDURES APPLY IN THE NAURU FIR FLW CLASS A AIRSPACE  
SERVICE VARIATION MAP (LISTED UNDER HONIARA/NAURU IN THE  
BRISBANE

FIR) AVBL AT

[HTTP://WWW.AIRSERVICESAUSTRALIA.COM/NOTAMMAPS/INDEX.ASP](http://www.airservicesaustralia.com/notammaps/index.asp)

ATC SER NOT AVBL IN CLASS A AIRSPACE

MIL AREAS WI ABV AIRSPACE CONTINUE TO OPR PER EN ROUTE SUP  
AUSTRALIA

(ERSA) UNLESS SPECIFIED OTHERWISE.

ADS-C/CPDLC LOGON: SER NOT AVBL WI THIS AIRSPACE. ACFT MAY  
REMAIN

LOGGED ON BUT PSN REPORTS MUST BE BCST ON THE APPROPRIATE  
FREQ.

TIBA FREQ: 128.95MHZ

BRISBANE CENTRE FREQ MNT IN CASE OF EMERG.

TIBA PROCEDURES APPLY ON PUBLISHED FIA FREQUENCIES.

IFR ACFT MAY CTC CENTRE VIA +61 7 3866 3325 FOR FURTHER INFO  
IF RQ.

TCAS AND TRANSPONDER EQPT MUST BE SELECTED ON AT ALL TIMES.

F) FL245 G) FL600

**C0003/24 NOTAMN**

Q) AGGG/QAEXX/IV/NBO/E/245/600/0925S16002E500

A) **AGGG**

B) 2402021230 C) 2402021830

E) ATS IN THE AGGG FIR SUBJ TO CONTINGENCY DUE OPR  
RESTRICTIONS

TIBA PROCEDURES APPLY IN THE HONIARA FIR FLW CLASS A AIRSPACE  
SERVICE VARIATION MAP (LISTED UNDER HONIARA/NAURU IN THE  
BRISBANE

FIR) AVBL AT

[HTTP://WWW.AIRSERVICESAUSTRALIA.COM/NOTAMMAPS/INDEX.ASP](http://www.airservicesaustralia.com/notammaps/index.asp)

ATC SER NOT AVBL IN CLASS A AIRSPACE

MIL AREAS WI ABV AIRSPACE CONTINUE TO OPR PER EN ROUTE SUP  
AUSTRALIA

(ERSA) UNLESS SPECIFIED OTHERWISE.

ADS-C/CPDLC LOGON: SER NOT AVBL WI THIS AIRSPACE. ACFT MAY  
REMAIN

LOGGED ON BUT PSN REPORTS MUST BE BCST ON THE APPROPRIATE  
FREQ.

TIBA FREQ: 128.95MHZ

BRISBANE CENTRE FREQ MNT IN CASE OF EMERG.

TIBA PROCEDURES APPLY ON PUBLISHED FIA FREQUENCIES.

IFR ACFT MAY CTC CENTRE VIA +61 7 3866 3325 FOR FURTHER INFO  
IF RQ.

TCAS AND TRANSPONDER EQPT MUST BE SELECTED ON AT ALL TIMES.

F) FL245 G) FL600

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Essendon Tower (19 February 2024)  
**Date:** Wednesday, 21 February 2024 10:20:00 AM  
**Attachments:** [image001.png](#)  
[image003.png](#)  
[ATS-FORM-0005\\_Essendon\\_TWR\\_\(19Feb2024\).pdf](#)  
[NOTAM\\_Essendon\\_TWR\\_\(19Feb2024\).docx](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 02 19 1900 to 24 02 19 2015

Due to reduced staff availability services were not provided during the above timeframe.

Regards

[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)



## Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:

Service affected  
(Class of Airspace, Level  
of Service)

Expected duration of ATS Service Variation (UTC)

Commencement

Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):

(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Forecast weather:

TAF YMEN 190537Z 1906/1918  
18014KT 9999 FEW025  
FM191100 20008KT 9999 SCT015 BKN020  
BECMG 1912/1914 25006KT 9999 SCT010 BKN015  
FM191600 27005KT 9999 SCT007 BKN010  
TEMPO 1916/1918 9999 BKN008  
T 22 19 17 16 Q 1018 1019 1019 1017

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

Other factors:

SM Recommendation:

ATMD Endorsement:

### Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

Director Operations approval  Yes  No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-0203868

Entered by:

NOTAM Number:

B18/24

**What controls were implemented?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

**What controls did not work well?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:



## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

NOTAM for YMEN approved by NOTAM Office with number B0018/24

Summary: TWR ATS NOT AVBL DUE OPR RESTRICTIONS

B0018/24 NOTAMN

Q) YMMM/QSTXX/IV/BO/A/000/999/3744S14454E005

A) YMEN

B) 2402191900 C) 2402192015

E) TWR ATS NOT AVBL DUE TO OPERATIONAL RESTRICTIONS

PROCEDURES AS PER ENROUTE SUPPLEMENT AUSTRALIA (ERSA), FAC,  
MELBOURNE/ESSENDON, FLIGHT PROCEDURES - OPERATION OUTSIDE TWR HR  
APPLY

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

ANY OTHER ARRIVALS OR DEPARTURES REQUIRE APPROVAL 60MIN PRIOR TO  
ETA/ETD. CALL 03 9235 7337 FOR APPROVAL.

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Essendon Tower (25 February 2024)  
**Date:** Monday, 26 February 2024 2:22:00 PM  
**Attachments:** [image001.png](#)  
[image003.png](#)  
[ATS-FORM-0005\\_Essendon\\_TWR\\_\(25Feb2024\).pdf](#)  
[NOTAM\\_Essendon\\_TWR\\_\(25Feb2024\).docx](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 02 25 2130 to 24 02 25 2215

Due to reduced staff availability services were not provided during the above timeframe.

Regards

[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)



## Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Forecast weather:

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

Other factors:

SM Recommendation:

ATMD Endorsement:

### Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

Director Operations approval  Yes  No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-0204036

Entered by:

NOTAM Number:

B19/24

**What controls were implemented?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

OOH procedures

**What controls did not work well?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)



NOTAM for YMEN approved by NOTAM Office with number B0019/24

Summary: TWR ATS NOT AVBL DUE OPR RESTRICTIONS

B0019/24 NOTAMN

Q) YMMM/QSTXX/IV/BO/A/000/999/3744S14454E005

A) YMEN

B) 2402252130 C) 2402252215

E) TWR ATS NOT AVBL DUE TO OPERATIONAL RESTRICTIONS

PROCEDURES AS PER ENROUTE SUPPLEMENT AUSTRALIA (ERSA), FAC,  
MELBOURNE/ESSENDON, FLIGHT PROCEDURES - OPERATION OUTSIDE TWR HR  
APPLY

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

ANY OTHER ARRIVALS OR DEPARTURES REQUIRE APPROVAL 60MIN PRIOR TO  
ETA/ETD. CALL 03 9235 7337 FOR APPROVAL.

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Fraser (25 January 2024)  
**Date:** Monday, 29 January 2024 9:55:00 AM  
**Attachments:** [image001.png](#)  
[Fraser+25+Jan+24+ATS-FORM-0005.pdf](#)  
[Fraser+Contingency+NOTAM+25+Jan+24.docx](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 01 25 1345 to 24 01 25 1915

[Due to reduced staff availability services were not provided during the above timeframe.](#)

Regards

[REDACTED]

Level 7 Lisgar House, 32 Carrington Street,  
Sydney, NSW 2000

[REDACTED]



We acknowledge the Traditional Owners of Country throughout Australia and recognise their continuing connection to land, waters and culture. We pay our respects to their Elders past, present and emerging

# Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Forecast weather:

TAF YBSU 242307Z 2500/2600  
07012KT 9999 SCT030  
FM251000 04010KT 9999 SCT025  
RMK  
T 29 29 29 27 Q 1013 1012 1011 1012

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

Other factors:

SM Recommendation:  ATMD Endorsement:

## Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
██████████		<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	1300
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

Director Operations approval

Yes    No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-0203183

Entered by:

NOTAM Number:

C180/24

**What controls were implemented?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

**What controls did not work well?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

C180/24

TEMPO RESTRICTED AREA ACT

ATS SUBJ TO CONTINGENCY DUE OPR RESTR, TIBA PROCEDURES APPLY IN THE

FLW CTA CLASS A, C AND E AIRSPACE

DESIGNATED AIRSPACE HANDBOOK (DAH) DOWNS A, D, BUNYA, STRADDY A, B,

NOOSA A, B, C, BURNETT A, B, C, D, AND NAMBOUR.

SERVICE VARIATION MAP (LISTED UNDER NOOSA, DOWNS, STRADDY AND BURNETT

IN THE BRISBANE FIR) AVBL AT

[HTTP://WWW.AIRSERVICESAUSTRALIA.COM/NOTAMMAPS/INDEX.ASP](http://www.airservicesaustralia.com/notammmaps/index.asp)

THE CARRIAGE AND USE OF TWO RADIOS IS RQ FOR ENTRY TO THE TEMPO

RESTRICTED AREA.

RELEVANT APPROVAL FM CONTROLLING AUTHORITY RQ.

PILOTS OR AIRLINE OPS REQUESTING OPS IN CLASS A, C OR E AIRSPACE MUST

CTC BRISBANE CENTRE VIA +617 3866 3798 FOR ACCESS APPROVAL.

EMERG AND MEDEVAC PRIORITY ACFT MAY REQ AUTH FM ADJ SECTOR.

AUTH TO ENTER TEMPO RESTRICTED AREA DOES NOT CONSTITUTE CLR TO ENTER

ANY ADJ OR EMBEDDED RESTRICTED AREAS.

ATC SER NOT AVBL IN CLASS A, C AND E AIRSPACE

FIS EXC TRAFFIC INFORMATION AVBL ON REQ FM HF AND MAY BE AVBL FM ADJ

ATS SECTORS.

PRIOR TO ENTERING THE TEMPO RESTRICTED AREA ACFT WILL BE PROVIDED HF

FOR FIS AND SAR ALERTING AND VHF FOR ONWARDS CLR.

PILOTS ARE SOLELY RESPONSIBLE FOR TERRAIN AND COLLISION AVOIDANCE WI

AFFECTED AIRSPACE.

TWR, TERMINAL CONTROL UNITS AND MIL AREAS WI ABV AIRSPACE CONTINUE TO

OPR PER EN ROUTE SUP AUSTRALIA (ERSA) UNLESS SPECIFIED OTHERWISE.

ADS-C/CPDLC LOGON: YBBB SER NOT AVBL WI THIS AIRSPACE. ACFT MAY

REMAIN LOGGED ON BUT PSN REPORTS MUST BE BCST ON THE APPROPRIATE

FREQ.

TIBA FREQ: AT OR ABOVE FL200 128.95 MHZ. BELOW FL200 126.35 MHZ

BN CEN FREQ MNT IN CASE OF EMERG.

CLASS G AIRSPACE UNDER THE ABV AIRSPACE DOES NOT FORM PART OF THE

RESTRICTED AREA.

TIBA PROCEDURES APPLY ON PUBLISHED FIA FREQUENCIES.

FIS NOT AVBL IN THE CLASS G AIRSPACE.

IFR ACFT MAY CTC BRISBANE CENTRE VIA +617 3866 3798 FOR FURTHER INFO

IF RQ.



TCAS AND TRANSPONDER EQPT MUST BE SELECTED ON AT ALL TIMES.

SUGGESTED DIVERSION AIR ROUTES:

DEPARTURES

FROM BN TO THE EAST: H91 SANEG APAGI CBULA DUBUD (THEN WAYPOINT ON REQUESTED ROUTE)

FROM BN TO THE NORTH: H91 SANEG APAGI CBULA DUBUD HARVS LEEAM (THEN WAYPOINT ON REQUESTED ROUTE)

FROM BN TO THE NORTH: H91 SANEG APAGI ISKIM AVBOS SGE (THEN WAYPOINT ON REQUESTED ROUTE)

FROM BN TO THE WEST: H91 SANEG APAGI ISKIM AVBOS SGE (THEN WAYPOINT ON REQUESTED ROUTE)

FROM CG: VIA APAGI THEN AS PER ABOVE

ARRIVALS

FROM THE NORTH TO BN: LEEAM HARVS DUBUD CBULA GOMOL BN

FROM THE NORTH TO CG: LEEAM HARVS DUBUD CBULA BERNI CG

FROM THE NORTH TO SU: LEEAM HARVS DUBUD CBULA GOMOL Q69 SU

FROM THE EAST: PREFERRED ROUTE TO DUBUD THEN AS ABOVE

FROM THE WEST TO BN: SGE AVBOS PEBDO H66 BLAKA BN

FROM THE WEST TO CG: SGE AVBOS OLRIP Y54 BERNI CG

SFC TO FL600

FROM 01 251345 TO 01 251915

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Gold Coast Tower (2 January 2024)  
**Date:** Monday, 8 January 2024 9:49:00 AM  
**Attachments:** [image001.png](#)  
[ATS-FORM-0005\\_Gold Coast TWR \(02Jan2024\).pdf](#)  
[NOTAM\\_Gold Coast TWR \(02Jan2024\).docx](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 01 02 0420 to 24 01 02 0440

Due to reduced staff availability services were not provided during the above timeframe.

Regards

[REDACTED]



[REDACTED]

Alan Woods Building, 25 Constitution Ave, Canberra ACT  
[www.airservicesaustralia.com](http://www.airservicesaustralia.com)

# Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Forecast weather:

TAF YBCG 012309Z 0200/0300  
14014KT 9999 -SHRA SCT015 BKN025  
FM020900 17010KT 9999 -SHRA SCT015 BKN025  
FM022300 15014KT 9999 NSW SCT025  
TEMPO 0200/0206 11018G28KT 2000 +SHRA BKN008 SCT018TCU  
INTER 0206/0223 3000 SHRA BKN012  
PROB30 TEMPO 0200/0202 VRB20G35KT 0800 TSRA BKN008 SCT018CB

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

Other factors:

SM Recommendation:

OOH procedures

OM Endorsement:

OOH procedures

## Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

## Decision

CRM considered most suitable

NR

Director Operations approval

 Yes  No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-0202579

Entered by:

NOTAM Number:

YBCG B4/24 YBBB B11

**What controls were implemented?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

**What controls did not work well?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to OM
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

NOTAM for YBCG approved by NOTAM Office with number B0004/24

Summary: GOLD COAST CLASS C AIRSPACE RECLASSIFIED CLASS G

B0004/24 NOTAMN

Q) YBBB/QSTLC/IV/NBO/A/000/035/2810S15330E005

A) YBCG

B) 2401020420 C) 2401020440

E) TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

GOLD COAST CLASS C AIRSPACE BELOW 3500FT BECOMES CLASS G

FIS AVBL BRISBANE CENTRE FREQ 119.5

COMMON TFC ADVISORY FREQ (CTAF) 118.7

ENR SUP AUSTRALIA (ERSA) - OUTSIDE TWR HOURS - REFERS

F) SFC G) 3500FT AMSL

NOTAM for YBBB approved by NOTAM Office with number B0011/24

Summary: GOLD COAST CLASS C AIRSPACE RECLASSIFIED CLASS G

B0011/24 NOTAMN

Q) YBBB/QSTLC/IV/NBO/E/000/035/2810S15330E007

A) YBBB

B) 2401020420 C) 2401020440

E) TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

GOLD COAST CLASS C AIRSPACE BELOW 3500FT BECOMES CLASS G

FIS AVBL BRISBANE CENTRE FREQ 119.5

COMMON TFC ADVISORY FREQ (CTAF) 118.7

ENR SUP AUSTRALIA (ERSA) - OUTSIDE TWR HOURS - REFERS

F) SFC G) 3500FT AMSL



**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Gold Coast Tower (2 February 2024)  
**Date:** Monday, 5 February 2024 10:28:00 AM  
**Attachments:** [image001.png](#)  
[ATS-FORM-0005\\_Gold Coast TWR \(02Feb2024\).pdf](#)  
[NOTAM\\_Gold Coast TWR \(02Feb2024\).docx](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 02 02 0855 to 24 02 02 0920

Due to reduced staff availability services were not provided during the above timeframe.

Regards

[REDACTED]



[REDACTED]

Alan Woods Building, 25 Constitution Ave, Canberra ACT  
[www.airservicesaustralia.com](http://www.airservicesaustralia.com)

## Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Forecast weather:

GOLD COAST (YBCG)  
TAF YBCG 012325Z 0200/0300  
01012KT CAVOK  
FM021000 33006KT CAVOK  
FM021600 19005KT 9999 SCT020  
FM022300 12012KT 9999 SCT030  
RMK  
T 28 30 29 26 Q 1008 1006 1005 1006  
TAF3

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

Other factors:

nil

SM Recommendation:

OM Endorsement:

### Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

TBA

Director Operations approval

Yes  No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-0203394

Entered by:

NOTAM Number:

B11, B233

**What controls were implemented?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

**What controls did not work well?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to OM
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

NOTAM for YBCG approved by NOTAM Office with number B0011/24

Summary: TWR ATS NOT AVBL DUE OPR RESTRICTIONS

B0011/24 NOTAMN

Q) YBBB/QSTLC/IV/NBO/A/000/999/2810S15330E005

A) YBCG

B) 2402020855 C) 2402020920

E) TWR ATS NOT AVBL

ATS AT YBCG AERODROME ARE SUBJECT TO CONTINGENCY DUE OPR RESTRICTIONS.

AERODROME CTL SER NOT AVBL.

MANDATORY BROADCAST PROC AS DETAILED IN AIP GEN APPLY ON 118.7

APP [AND DEP] CTL SER PROVIDED TO SFC ON 123.5. ALL AIRCRAFT REQUESTING CLEARANCE INTO THE AIRSPACE MUST CONTACT 123.5. 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 +61 7 3866 3798
2. OBTAIN A LANDING OR DEPARTURE TIME
3. IF DEPARTING, OBTAIN AN AIRWAYS CLEARANCE ON 123.5

PRIOR TO ENTERING THE RWY FOR DEPARTURE, PILOTS MUST:

4. REPORT READY ON 123.5
5. OBTAIN DEPARTURE INSTRUCTIONS AND REPORT AIRBORNE WITHIN THREE MINUTES.

AFTER LANDING, REPORT CLEAR OF THE RWY ON 123.5

NOTAM for YBBB approved by NOTAM Office with number B0233/24

Summary: GOLD COAST TWR ATS NOT AVBL

B0233/24 NOTAMN

Q) YBBB/QSTLC/IV/NBO/E/000/999/2810S15330E005

A) YBBB

B) 2402020855 C) 2402020920

E) GOLD COAST TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

ATS AT YBCG AERODROME ARE SUBJECT TO CONTINGENCY DUE OPR RESTRICTIONS.

AERODROME CTL SER NOT AVBL.

MANDATORY BROADCAST PROC AS DETAILED IN AIP GEN APPLY ON 118.7

APP [AND DEP] CTL SER PROVIDED TO SFC ON 123.5. ALL AIRCRAFT REQUESTING CLEARANCE INTO THE AIRSPACE MUST CONTACT 123.5. 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 +61 7 3866 3798
2. OBTAIN A LANDING OR DEPARTURE TIME
3. IF DEPARTING, OBTAIN AN AIRWAYS CLEARANCE ON 123.5

PRIOR TO ENTERING THE RWY FOR DEPARTURE, PILOTS MUST:



4. REPORT READY ON 123.5

5. OBTAIN DEPARTURE INSTRUCTIONS AND REPORT AIRBORNE WITHIN THREE MINUTES.

AFTER LANDING, REPORT CLEAR OF THE RWY ON 123.5

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Gold Coast Tower (3 February 2024)  
**Date:** Tuesday, 6 February 2024 11:55:00 AM  
**Attachments:** [ATS-FORM-0005\\_Gold Coast TWR \(03Feb2024\).pdf](#)  
[NOTAM\\_Gold Coast TWR \(03Feb2024\).docx](#)  
[image002.png](#)  
[image003.png](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 02 03 1030 to 24 02 03 1130

Due to reduced staff availability services were not provided during the above timeframe.

Regards

[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)



# Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Forecast weather:

TAF YBCG 022015Z 0221/0318  
20004KT 9999 SCT025  
FM022300 12012KT 9999 SCT030  
FM030900 08006KT 9999 -SHRA SCT015  
RMK

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

Other factors:

SM Recommendation:  OM Endorsement:

## Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

Director Operations approval

Yes    No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS 0203468

Entered by:

NOTAM Number:

YBCG B12 YBBB B254

**What controls were implemented?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

**What controls did not work well?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to OM
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

NOTAM for YBCG approved by NOTAM Office with number B0012/24

Summary: GOLD COAST CLASS C AIRSPACE RECLASSIFIED CLASS G

B0012/24 NOTAMN

Q) YBBB/QSTLC/IV/NBO/A/000/035/2810S15330E005

A) YBCG

B) 2402031030 C) 2402031130

E) TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

GOLD COAST CLASS C AIRSPACE BELOW 3500FT BECOMES CLASS G

FIS AVBL BRISBANE CENTRE FREQ 119.5

COMMON TFC ADVISORY FREQ (CTAF) 118.7

ENR SUP AUSTRALIA (ERSA) - OUTSIDE TWR HOURS - REFERS

F) SFC G) 3500FT AMSL

NOTAM for YBBB approved by NOTAM Office with number B0254/24

Summary: GOLD COAST CLASS C AIRSPACE RECLASSIFIED CLASS G

B0254/24 NOTAMN

Q) YBBB/QSTLC/IV/NBO/E/000/035/2810S15330E015

A) YBBB

B) 2402031030 C) 2402031130

E) TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

GOLD COAST CLASS C AIRSPACE BELOW 3500FT BECOMES CLASS G

FIS AVBL BRISBANE CENTRE FREQ 119.5

COMMON TFC ADVISORY FREQ (CTAF) 118.7

ENR SUP AUSTRALIA (ERSA) - OUTSIDE TWR HOURS - REFERS

F) SFC G) 3500FT AMSL



**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Gold Coast Tower (25 February 2024)  
**Date:** Monday, 26 February 2024 2:17:00 PM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[ATS-FORM-0005\\_Gold Coast TWR \(25Feb2024\).pdf](#)  
[NOTAM\\_Gold Coast TWR \(25Feb2024\).docx](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

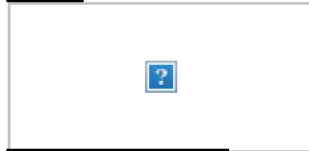
**Variation (UTC)**

24 02 25 1130 to 24 02 25 1300

Due to reduced staff availability services were not provided during the above timeframe.

Regards

[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)



# Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Nil RPT flight impacted based on schedule provided by GCAL

Forecast weather:

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

Other factors:

SM Recommendation:  ATMD Endorsement:

## Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

NR

Director Operations approval

Yes    No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-0204023

Entered by:

NOTAM Number:

B15, B461

**What controls were implemented?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

**What controls did not work well?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

NOTAM for YBCG approved by NOTAM Office with number B0015/24

Summary: TWR ATS NOT AVBL DUE OPR RESTRICTIONS

B0015/24 NOTAMN

Q) YBBB/QSTLC/IV/NBO/A/000/999/2810S15330E005

A) YBCG

B) 2402251130 C) 2402251300

E) TWR ATS NOT AVBL DUE OPR RESTRICTIONS

GOLD COAST CLASS C AIRSPACE 3500FT AND BLW BECOMES CLASS G AIRSPACE

AS PER EN ROUTE SUPPLEMENT AUSTRALIA (ERSA) YBCG OUTSIDE TWR HR

COMMON TRAFFIC ADVISORY FREQUENCY (CTAF) 118.7

NOTAM for YBBB approved by NOTAM Office with number B0461/24

Summary: YBCG TWR ATS NOT AVBL DUE OPR RESTRICTIONS

B0461/24 NOTAMN

Q) YBBB/QSTLC/IV/NBO/E/000/999/2810S15330E007

A) YBBB

B) 2402251130 C) 2402251300

E) YBCG TWR ATS NOT AVBL DUE TO OPR RESTRICTIONS

GOLD COAST CLASS C AIRSPACE 3500FT AND BLW BECOMES CLASS G AIRSPACE

AS PER EN ROUTE SUPPLEMENT AUSTRALIA (ERSA) YBCG OUTSIDE TWR HR

COMMON TRAFFIC ADVISORY FREQUENCY (CTAF) 118.7

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Gwydir (20 January 2024)  
**Date:** Monday, 22 January 2024 4:59:00 PM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[ATS-FORM-0005\\_Gwydir\\_\(20Jan2024\).pdf](#)  
[NOTAM\\_Gwydir\\_\(20Jan2024\).docx](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

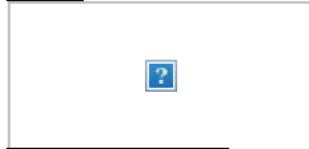
24 01 20 0700 to 24 01 20 0735

24 01 20 0900 to 24 01 20 0940

Due to reduced staff availability services were not provided during the above timeframe.

Regards

[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)





# Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

## Forecast weather:

MUDGEY (YMDG)  
TAF YMDG 200104Z 2002/2014  
02005KT CAVOK  
FM200800 08005KT CAVOK

SYDNEY (YSSY)  
TAF YSSY 192306Z 2000/2106  
04014KT 9999 SCT030  
BECMG 2002/2003 04020KT 9999 SCT035  
FM201000 02012KT 9999 FEW020  
FM201400 30006KT 9999 FEW010  
BECMG 2023/2101 30010KT 9999 FEW020  
FM210200 01016KT CAVOK

Possible agencies affected (*International agencies, other FDRG, Defence, HF, NCC etc*)

Other factors:

Initial plan was for 2 periods of All Gwydir contingency (V1), change in assessment by PM SM meant that (V2) 1st period would only be ARL and CNK contingent, 2nd period would be All

SM Recommendation:

ATMD Endorsement:

### Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
██████████		<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	
██████████		<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	
██████████		<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	
██████████		<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
██████████		<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

Director Operations approval

Yes  No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:  Entered by:

NOTAM Number:

**What controls were implemented?**

Traffic Metering     Diversion routes     TIBA     TRA     Additional staffing     Additional supervision     Other

**What controls did not work well?**

Traffic Metering     Diversion routes     TIBA     TRA     Additional staffing     Additional supervision     Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

BRISBANE FIR (YBBB)

C152/24

TEMPO RESTRICTED AREA ACT

ATS SUBJ TO CONTINGENCY DUE OPR RESTR, TIBA PROCEDURES APPLY IN THE

FLW CTA CLASS A, C AND E AIRSPACE

DESIGNATED AIRSPACE HANDBOOK (DAH) ARMIDALE.

SERVICE VARIATION MAP (LISTED UNDER ARMIDALE IN THE BRISBANE FIR)

AVBL AT [HTTP://WWW.AIRSERVICESAUSTRALIA.COM/NOTAMMAPS/INDEX.ASP](http://www.airservicesaustralia.com/notammaps/index.asp)

THE CARRIAGE AND USE OF TWO RADIOS IS RQ FOR ENTRY TO THE TEMPO

RESTRICTED AREA.

RELEVANT APPROVAL FM CONTROLLING AUTHORITY RQ.

PILOTS OR AIRLINE OPS REQUESTING OPS IN CLASS A, C OR E AIRSPACE MUST

CTC BRISBANE CENTRE VIA +617 3866 3798 FOR ACCESS APPROVAL.

EMERG AND MEDEVAC PRIORITY ACFT MAY REQ AUTH FM ADJ SECTOR.

AUTH TO ENTER TEMPO RESTRICTED AREA DOES NOT CONSTITUTE CLR TO ENTER

ANY ADJ OR EMBEDDED RESTRICTED AREAS.

FIS EXC TRAFFIC INFORMATION AVBL ON REQ FM HF AND MAY BE AVBL FM ADJ

ATS SECTORS.

PRIOR TO ENTERING THE TEMPO RESTRICTED AREA ACFT WILL BE PROVIDED HF

FOR FIS AND SAR ALERTING AND VHF FOR ONWARDS CLR.

PILOTS ARE SOLELY RESPONSIBLE FOR TERRAIN AND COLLISION AVOIDANCE WI

AFFECTED AIRSPACE.

MIL AREAS WI ABV AIRSPACE CONTINUE TO OPR PER EN ROUTE SUP AUSTRALIA

(ERSA) UNLESS SPECIFIED OTHERWISE.

ADS-C/CPDLC LOGON: YBBB SER NOT AVBL WI THIS AIRSPACE. ACFT MAY

REMAIN LOGGED ON BUT PSN REPORTS MUST BE BCST ON THE APPROPRIATE

FREQ.

TIBA FREQ: AT OR ABOVE FL200 128.95 MHZ. BELOW FL200 126.35 MHZ

BN CEN FREQ MNT IN CASE OF EMERG.

TCAS AND TRANSPONDER EQPT MUST BE SELECTED ON AT ALL TIMES.

SUGGESTED DIVERSION ROUTES

YBBN SCOTT LAMSI BEADS GUTIV RIKNI N774 TESAT

YBSU MOOLO GUMKI VIRGE BEADS GUTIV RIKNI N774 TESAT

YBCG LAMSI BEADS RIKNI N774 TESAT

FL245 TO FL600

FROM 01 200700 TO 01 200735

C151/24

TEMPO RESTRICTED AREA ACT

ATS SUBJ TO CONTINGENCY DUE OPR RESTR, TIBA PROCEDURES APPLY IN THE

FLW CTA CLASS A, C AND E AIRSPACE

DESIGNATED AIRSPACE HANDBOOK (DAH) CESSNOCK AND CESSNOCK/SYDNEY CAP.

SERVICE VARIATION MAP (LISTED UNDER CESSNOCK IN THE BRISBANE FIR)

AVBL AT [HTTP://WWW.AIRSERVICESAUSTRALIA.COM/NOTAMMAPS/INDEX.ASP](http://WWW.AIRSERVICESAUSTRALIA.COM/NOTAMMAPS/INDEX.ASP)

THE CARRIAGE AND USE OF TWO RADIOS IS RQ FOR ENTRY TO THE TEMPO

RESTRICTED AREA.

RELEVANT APPROVAL FM CONTROLLING AUTHORITY RQ.

PILOTS OR AIRLINE OPS REQUESTING OPS IN CLASS A, C OR E AIRSPACE MUST

CTC BRISBANE CENTRE VIA +617 3866 3798 FOR ACCESS APPROVAL.

EMERG AND MEDEVAC PRIORITY ACFT MAY REQ AUTH FM ADJ SECTOR.

AUTH TO ENTER TEMPO RESTRICTED AREA DOES NOT CONSTITUTE CLR TO ENTER

ANY ADJ OR EMBEDDED RESTRICTED AREAS.

FIS EXC TRAFFIC INFORMATION AVBL ON REQ FM HF AND MAY BE AVBL FM ADJ

ATS SECTORS.

PRIOR TO ENTERING THE TEMPO RESTRICTED AREA ACFT WILL BE PROVIDED HF

FOR FIS AND SAR ALERTING AND VHF FOR ONWARDS CLR.

PILOTS ARE SOLELY RESPONSIBLE FOR TERRAIN AND COLLISION AVOIDANCE WI

AFFECTED AIRSPACE.

TWR, TERMINAL CONTROL UNITS AND MIL AREAS WI ABV AIRSPACE CONTINUE TO

OPR PER EN ROUTE SUP AUSTRALIA (ERSA) UNLESS SPECIFIED OTHERWISE.

ADS-C/CPDLC LOGON: YBBB SER NOT AVBL WI THIS AIRSPACE. ACFT MAY

REMAIN LOGGED ON BUT PSN REPORTS MUST BE BCST ON THE APPROPRIATE

FREQ.

TIBA FREQ: AT OR ABOVE FL200 128.95 MHZ. BELOW FL200 126.35 MHZ

BN CEN FREQ MNT IN CASE OF EMERG.

TCAS AND TRANSPONDER EQPT MUST BE SELECTED ON AT ALL TIMES.

SUGGESTED DIVERSION ROUTES

YBBN, YBSU AND YBCG DEPARTURES FOR YSSY PLAN:

YBBN SCOTT LAMSI BEADS GUTIV RIKNI N774 TESAT

YBSU MOOLO GUMKI VIRGE BEADS GUTIV RIKNI N774 TESAT

YBCG LAMSI BEADS RIKNI N774 TESAT

8500FT AMSL TO FL600

FROM 01 200700 TO 01 200735



C153/24 REVIEW C150/24

TEMPO RESTRICTED AREA ACT

ATS SUBJ TO CONTINGENCY DUE OPR RESTR, TIBA PROCEDURES APPLY IN THE

FLW CTA CLASS A, C AND E AIRSPACE

DESIGNATED AIRSPACE HANDBOOK (DAH) ARMIDALE, CESSNOCK,

CESSNOCK/SYDNEY CAP, MUDGEE A, B, C SY/DME, D, AND MUDGEE/SYDNEY CAP.

SERVICE VARIATION MAP (LISTED UNDER MUDGEE/ARMIDALE/CESSNOCK IN THE

BRISBANE FIR) AVBL AT

[HTTP://WWW.AIRSERVICESAUSTRALIA.COM/NOTAMMAPS/INDEX.ASP](http://www.airservicesaustralia.com/notammaps/index.asp)

THE CARRIAGE AND USE OF TWO RADIOS IS RQ FOR ENTRY TO THE TEMPO

RESTRICTED AREA.

RELEVANT APPROVAL FM CONTROLLING AUTHORITY RQ.

PILOTS OR AIRLINE OPS REQUESTING OPS IN CLASS A, C OR E AIRSPACE MUST

CTC BRISBANE CENTRE VIA +617 3866 3798 FOR ACCESS APPROVAL.

EMERG AND MEDEVAC PRIORITY ACFT MAY REQ AUTH FM ADJ SECTOR.

AUTH TO ENTER TEMPO RESTRICTED AREA DOES NOT CONSTITUTE CLR TO ENTER

ANY ADJ OR EMBEDDED RESTRICTED AREAS.

FIS EXC TRAFFIC INFORMATION AVBL ON REQ FM HF AND MAY BE AVBL FM ADJ

ATS SECTORS.

PRIOR TO ENTERING THE TEMPO RESTRICTED AREA ACFT WILL BE PROVIDED HF

FOR FIS AND SAR ALERTING AND VHF FOR ONWARDS CLR.

PILOTS ARE SOLELY RESPONSIBLE FOR TERRAIN AND COLLISION AVOIDANCE WI

AFFECTED AIRSPACE.

MIL AREAS WI ABV AIRSPACE CONTINUE TO OPR PER EN ROUTE SUP AUSTRALIA

(ERSA) UNLESS SPECIFIED OTHERWISE.

ADS-C/CPDLC LOGON: YBBB SER NOT AVBL WI THIS AIRSPACE. ACFT MAY

REMAIN LOGGED ON BUT PSN REPORTS MUST BE BCST ON THE APPROPRIATE

FREQ.

TIBA FREQ: AT OR ABOVE FL200 128.95 MHZ. BELOW FL200 126.35 MHZ

BN CEN FREQ MNT IN CASE OF EMERG.

TCAS AND TRANSPONDER EQPT MUST BE SELECTED ON AT ALL TIMES.

SUGGESTED ROUTES TO AVOID TRA/TIBA AIRSPACE:

YSSY SCOTT LAMSI BEADS GUTIV RIKNI N774 TESAT

YMML BN WACKO V250 LEBIT V412 ROM SAPNO Y33 BORLI UQ346 POLSO Q35

CANTY H119 ML

YSCB BN WACKO V250 LEBIT V412 ROM SAPNO PKS CWR W137 CB

YSCB FL240 OR BLW DCT BN H91 SANEG Q35 PKS W703 CWR W137 CB DCT

YWLM SCOTT LAMSI 30S154E CBULA WLM

YMHB SCOTT LAMSI BEADS RIKNI OMLAV WOL H20 MOTRA W407 TASUM

YMLT SCOTT LAMSI BEADS RIKNI OMLAV WOL H20 OTKED J22 LT

PH, AD, ML - PLANNED ROUTE AVAILABLE AT FL240 OR BELOW

YSSY LAMSI BEADS RIKNI N774 TESAT

YMML LAMSI BEADS OMLAV WOL H65 RAZZI Q29 ML

YSCB LAMSI BEADS OMLAV WOL H65 CB

YWLM LAMSI 30S154E CBULA WLM

YSSY MOOLO GUMKI VIRGE BEADS GUTIV RIKNI N774 TESAT

YMML TAPET LOAFA UNVAT ROM SAPNO Y33 BORLI UQ346 POLSO Q35 CANTY

H119 ML

YPAD TAPET LOAFA UNVAT ROM SAPNO VENEL Q16 MIA Q4 WOONA Q60 BLACK

H309 AD

FLIGHTS USUALLY VIA H530 KADOM W386 BTH W535 ENPAG ENPAG ISBAD H530

NON JET FLIGHTS VIA H76 REMAIN CLEAR OF CLASS C AND A AIRSPACE

OUTSIDE 40NM YSSY

FLIGHTS USUALLY YBCS KADOM W386 BTH W535 ENPAG ENPAG IPRAM PORIV Q76

NONUM J64 CS

8500FT AMSL TO FL600

FROM 01 200900 TO 01 200940

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Gwydir (23 February 2024)  
**Date:** Wednesday, 28 February 2024 10:31:00 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[ATS-FORM-0005\\_Gwydir \(23Feb2024\).pdf](#)  
[NOTAM\\_Gwydir \(23Feb2024\).docx](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 02 23 1300 to 24 02 23 1915

Due to reduced staff availability services were not provided during the above timeframe.

Regards

[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)



## Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:

Service affected  
(Class of Airspace, Level  
of Service)

Expected duration of ATS Service Variation (UTC)

Commencement

Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):

(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Forecast weather:

TAF AMD YMDG 230423Z 2304/2314  
27012KT 9999 SHOWERS OF LIGHT RAIN NSC  
FM231300 VRB03KT 9999 SHOWERS OF LIGHT RAIN NSC  
TEMPO 2304/2306 VRB20G45KT 2000 THUNDERSTORMS WITH MODERATE RAIN  
SCT050 SCT075CB  
PROB30 TEMPO 2306/2314 VRB20G40KT 2000 THUNDERSTORMS WITH MODERATE  
RAIN SCT050 SCT075CB  
RMK

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

Other factors:

SM Recommendation:

ATMD Endorsement:

### Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

#### Decision

CRM considered most suitable

Director Operations approval  Yes  No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions**

**Consequences**

**Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:  Entered by:

NOTAM Number:

**What controls were implemented?**

- Traffic Metering
- Diversion routes
- TIBA
- TRA
- Additional staffing
- Additional supervision
- Other

**What controls did not work well?**

- Traffic Metering
- Diversion routes
- TIBA
- TRA
- Additional staffing
- Additional supervision
- Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)



C376/24 REVIEW C375/24

TEMPO RESTRICTED AREA ACT

ATS SUBJ TO CONTINGENCY DUE OPR RESTR, TIBA PROCEDURES APPLY IN THE

FLW CTA CLASS A, C AND E AIRSPACE

DESIGNATED AIRSPACE HANDBOOK (DAH) ARMIDALE, CESSNOCK,

CESSNOCK/SYDNEY CAP, MUDGEE A, B, C SY/DME, D, AND MUDGEE/SYDNEY CAP.

SERVICE VARIATION MAP (LISTED UNDER MUDGEE/ARMIDALE/CESSNOCK IN THE

BRISBANE FIR) AVBL AT

[HTTP://WWW.AIRSERVICESAUSTRALIA.COM/NOTAMMAPS/INDEX.ASP](http://www.airservicesaustralia.com/notammaps/index.asp)

THE CARRIAGE AND USE OF TWO RADIOS IS RQ FOR ENTRY TO THE TEMPO

RESTRICTED AREA.

RELEVANT APPROVAL FM CONTROLLING AUTHORITY RQ.

PILOTS OR AIRLINE OPS REQUESTING OPS IN CLASS A, C OR E AIRSPACE MUST

CTC BRISBANE CENTRE VIA +617 3866 3798 FOR ACCESS APPROVAL.

EMERG AND MEDEVAC PRIORITY ACFT MAY REQ AUTH FM ADJ SECTOR.

AUTH TO ENTER TEMPO RESTRICTED AREA DOES NOT CONSTITUTE CLR TO ENTER

ANY ADJ OR EMBEDDED RESTRICTED AREAS.

FIS EXC TRAFFIC INFORMATION AVBL ON REQ FM HF AND MAY BE AVBL FM ADJ

ATS SECTORS.

PRIOR TO ENTERING THE TEMPO RESTRICTED AREA ACFT WILL BE PROVIDED HF

FOR FIS AND SAR ALERTING AND VHF FOR ONWARDS CLR.

PILOTS ARE SOLELY RESPONSIBLE FOR TERRAIN AND COLLISION AVOIDANCE WI

AFFECTED AIRSPACE.

MIL AREAS WI ABV AIRSPACE CONTINUE TO OPR PER EN ROUTE SUP AUSTRALIA

(ERSA) UNLESS SPECIFIED OTHERWISE.

ADS-C/CPDLC LOGON: YBBB SER NOT AVBL WI THIS AIRSPACE. ACFT MAY

REMAIN LOGGED ON BUT PSN REPORTS MUST BE BCST ON THE APPROPRIATE

FREQ.

TIBA FREQ: AT OR ABOVE FL200 128.95MHZ. BLW FL200 126.35MHZ

BN CEN FREQ MNT IN CASE OF EMERG.

TCAS AND TRANSPONDER EQPT MUST BE SELECTED ON AT ALL TIMES.

SUGGESTED DIVERSION ROUTES:

DEP YBBN TO

YSSY SCOTT LAMSI BEADS GUTIV RIKNI N774 TESAT

YMML BN WACKO V250 LEBIT V412 ROM SAPNO Y33 BORLI UQ346 POLSO Q35

CANTY H119 ML

YSCB BN WACKO V250 LEBIT V412 ROM SAPNO PKS CWR W137 CB  
YSCB FL240 OR BLW DCT BN H91 SANEG Q35 PKS W703 CWR W137 CB DCT  
YWLM SCOTT LAMSI 30S154E CBULA WLM  
YMHB SCOTT LAMSI BEADS RIKNI OMLAV WOL H20 MOTRA W407 TASUM  
YMLT SCOTT LAMSI BEADS RIKNI OMLAV WOL H20 OTKED J22 LT  
YPAD BN WACKO V250 LEBIT V412 ROM SAPNO VENEL Q16 MIA Q4 WOONA  
Q60 BLACK H309 AD  
YPPH BN WACKO V250 LEBIT V412 ROM SAPNO IPRAM T33 LEC J141 KG  
Q41 HAMTN Q158 PH  
PH, AD, ML - PLANNED ROUTE AVAILABLE AT FL240 OR BLW

DEP YBCG TO

YSSY LAMSI BEADS RIKNI N774 TESAT  
YMML LAMSI BEADS OMLAV WOL H65 RAZZI Q29 ML  
YSCB LAMSI BEADS OMLAV WOL H65 CB  
YWLM LAMSI 30S154E CBULA WLM  
YPAD Q47 IDRAS Y258 LEBIT ROM SAPNO VENEL Q16 MIA Q4 WOONA Q60  
BLACK H309 AD  
YPPH Q47 IDRAS Y258 LEBIT ROM SAPNO IPRAM T33 LEC J141 KG Q41  
HAMTN Q158 PH

YBSU TO

YSSY MOOLO GUMKI VIRGE BEADS GUTIV RIKNI N774 TESAT  
YMML TAPET LOAFA UNVAT ROM SAPNO Y33 BORLI UQ346 POLSO Q35 CANTY  
H119 ML  
YPAD TAPET LOAFA UNVAT ROM SAPNO VENEL Q16 MIA Q4 WOONA Q60 BLACK  
H309 AD

DEP YSSY

FLT USUALLY VIA H530 KADOM W386 BTH W535 ENPAG ENPAG ISBAD  
H530  
NON-JET FLT VIA H76 REMAIN CLEAR OF CLASS C AND A AIRSPACE  
OUTSIDE 40NM YSSY  
FLT TO NORTH QUEENSLAND KADOM W386 BTH W535 ENPAG IPRAM PORIV  
Q76 NONUM J64 CS

ARRIVALS INTO YSSY PLANNED VIA:

VIA Y161 NOMEL VEPAP Y105 TARAL Y59 RIVET

VIA Y173 DOLIB SAPNO VELGI Y105 TARAL Y59 RIVET

VIA H652 OVRON EML MIMIB SAPNO VELGI Y105 TARAL Y59 RIVET

INBOUND YBBN VIA:

T33 (DEP PH) J141 LEC Y94 GUSNI ENLIP BN

Y46 (DEP AD) Y27 ISGEL AROLI Y94 GUSNI ENLIP BN

H66 (DEP ML/LT/HB) ML DOSEL Y59 TESAT OLSEM Y193 BANDA H252 BN

INBOUND YBCG VIA:

Y54 (DEP AD/PH) AD H247 CULIN Y59 TESAT OLSEM Y193 BANDA Y43

GOMOL

H66 (DEP ML/LT/HB) ML DOSEL Y59 TESAT OLSEM Y193 BANDA Y43 GOMOL

INBOUND YBSU VIA:

H66 (DEP ML/LT/HB) ML DOSEL Y59 TESAT OLSEM Y193 BANDA H252 GOMOL

Q69 SU

8500FT AMSL TO FL600

FROM 02 231300 TO 02 231915

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Hamilton Island Tower (4 March 2024)  
**Date:** Thursday, 7 March 2024 10:10:00 AM  
**Attachments:** [image001.png](#)  
[image003.png](#)  
[ATS-FORM-0005\\_Hamilton\\_Island\\_TWR\\_\(3Mar2024\).pdf](#)  
[NOTAM\\_Hamilton\\_Island\\_TWR\\_\(4Mar2024\).docx](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation**

24 03 03 2330 to 24 03 04 0545

Due to reduced staff availability services were not provided during the above timeframe.

Regards

[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)



OFFICIAL: Sensitive

# Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Forecast weather:

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

Other factors:

SM Recommendation:  ATMD Endorsement:

## Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

NR

Director Operations approval

Yes    No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-0204268

Entered by:

NOTAM Number:

B537, B16

**What controls were implemented?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

**What controls did not work well?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:



## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

NOTAM for YBHM approved by NOTAM Office with number B0016/24

Summary: HAMILTON ISLAND CLASS D TO CLASS G AIRSPACE

B0016/24 NOTAMN

Q) YBBB/QSTLC/IV/NBO/A/000/999/2022S14857E005

A) YBHM

B) 2403032330 C) 2403040545

E) TWR ATS NOT AVBL DUE OPR RESTRICTIONS

HAMILTON ISLAND TWR CLASS D AIRSPACE BECOMES CLASS G AS PER EN ROUTE  
SUPPLEMENT AUSTRALIA (ERSA) HAMILTON ISLAND TWR (YBHM) ATS AIRSPACE -  
OUTSIDE TWR HR

COMMON TRAFFIC ADVISORY FREQUENCY (CTAF) 127.85

NOTAM for YBBB approved by NOTAM Office with number B0537/24

Summary: HAMILTON ISLAND CLASS D TO CLASS G AIRSPACE

B0537/24 NOTAMN

Q) YBBB/QSTLC/IV/NBO/E/000/999/2021S14857E005

A) YBBB

B) 2403032330 C) 2403040545

E) HAMILTON ISLAND TWR ATS NOT AVBL DUE OPR RESTRICTIONS

HAMILTON ISLAND TWR CLASS D AIRSPACE BECOMES CLASS G AS PER EN ROUTE  
SUPPLEMENT AUSTRALIA (ERSA) HAMILTON ISLAND TWR - ATS AIRSPACE -  
OUTSIDE TWR HR

FIS AVBL BRISBANE CENTRE 135.5 OR 133.2

COMMON TRAFFIC ADVISORY FREQUENCY (CTAF) 127.85

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Hastings (2 March 2024)  
**Date:** Monday, 4 March 2024 9:33:00 AM  
**Attachments:** [image005.png](#)  
[image006.png](#)  
[ATS-FORM-0005\\_Hastings \(02Mar2024\).pdf](#)  
[NOTAM\\_Hastings \(02Mar2024\).pdf](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 03 02 1350 to 24 03 02 1915

Due to reduced staff availability services were not provided during the above timeframe.

Regards

[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)



OFFICIAL  
OFFICIAL

# Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Forecast weather:

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

Other factors:

SM Recommendation:  ATMD Endorsement:

## Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
██████████	High	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

Director Operations approval

 Yes    No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-0204200

Entered by:

NOTAM Number:

C444/24

**What controls were implemented?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

**What controls did not work well?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)



**Summary:** TRA MAITLAND/MANNING/NAMBUCCA/MYALL/OCEAN SECTORS

**Item A):** YBBB

**Item B):** 24 03 02 1350

**Item C):** 24 03 02 1915

**Subject:** TEMPO RESTRICTED AREA

**Status:** ACT

ATS SUBJ TO CONTINGENCY DUE OPR RESTR, TIBA PROCEDURES APPLY IN THE  
FLW CTA CLASS A, C AND E AIRSPACE  
DESIGNATED AIRSPACE HANDBOOK (DAH) MYALL A, B, MAITLAND,  
MAITLAND/SYDNEY CAP, MANNING, NAMBUCCA, OCEAN AND OCEAN/SYDNEY CAP.  
SERVICE VARIATION MAP (LISTED UNDER  
MAITLAND/MANNING/NAMBUCCA/MYALL/OCEAN IN THE BRISBANE FIR) AVBL AT  
[HTTP://WWW.AIRSERVICESAUSTRALIA.COM/NOTAMMAPS/INDEX.ASP](http://www.airservicesaustralia.com/notammaps/index.asp)  
THE CARRIAGE AND USE OF TWO RADIOS IS RQ FOR ENTRY TO THE TEMPO  
RESTRICTED AREA.  
RELEVANT APPROVAL FM CONTROLLING AUTHORITY RQ.

**Text:** PILOTS OR AIRLINE OPS REQUESTING OPS IN CLASS A, C OR E AIRSPACE MUST  
CTC BRISBANE CENTRE VIA +61 7 3866 3798 FOR ACCESS APPROVAL.  
EMERG AND MEDEVAC PRIORITY ACFT MAY REQ AUTH FM ADJ SECTOR.  
AUTH TO ENTER TEMPO RESTRICTED AREA DOES NOT CONSTITUTE CLR TO ENTER  
ANY ADJ OR EMBEDDED RESTRICTED AREAS.

ATC SER NOT AVBL IN CLASS A, C AND E AIRSPACE  
FIS EXC TRAFFIC INFORMATION AVBL ON REQ FM HF AND MAY BE AVBL FM ADJ  
ATS SECTORS.  
PRIOR TO ENTERING THE TEMPO RESTRICTED AREA ACFT WILL BE PROVIDED HF  
FOR FIS AND SAR ALERTING AND VHF FOR ONWARDS CLR.

PILOTS ARE SOLELY RESPONSIBLE FOR TERRAIN AND COLLISION AVOIDANCE WI  
AFFECTED AIRSPACE.

TWR, TERMINAL CONTROL UNITS AND MIL AREAS WI ABV AIRSPACE CONTINUE TO  
OPR PER EN ROUTE SUP AUSTRALIA (ERSA) UNLESS SPECIFIED OTHERWISE.

ADS-C/CPDLC LOGON: YBBB SER NOT AVBL WI THIS AIRSPACE. ACFT MAY  
REMAIN LOGGED ON BUT PSN REPORTS MUST BE BCST ON THE APPROPRIATE  
FREQ.

TIBA FREQ: AT OR ABOVE FL200 128.95 MHZ. BELOW FL200 126.35 MHZ  
BN CEN FREQ MNT IN CASE OF EMERG.

CLASS G AIRSPACE UNDER THE ABV AIRSPACE DOES NOT FORM PART OF THE  
RESTRICTED AREA.

TIBA PROCEDURES APPLY ON PUBLISHED FIA FREQUENCIES.

FIS NOT AVBL IN THE CLASS G AIRSPACE.

IFR ACFT MAY CTC BRISBANE CENTRE VIA +61 7 3866 3798 FOR FURTHER INFO  
IF RQ.

TCAS AND TRANSPONDER EQPT MUST BE SELECTED ON AT ALL TIMES.

SUGGESTED DIVERSION ROUTES:

NON-JETS FROM THE NORTH INTO SY, CB:

TW SCO IGDAM MONDO W786 TESAT

NON-JETS FROM THE NORTH INTO BK:

TW SCO Q155 BK

INTERNATIONAL FLIGHTS INBOUND TO SY FROM THE NE:

VIA BN THEN ERSR ROUTE BN-SY

INTERNATIONAL FLIGHTS INBOUND TO SY FROM NZO:

MER W643 CB W423 CULIN Y59 TESAT

SYDNEY DEPARTURES NORTH:

JETS - TESAT H76 OVMIN YSTW H66 YBBN

NON-JETS - TESAT H76 OVMIN YSTW

**Item F):** SFC

**Item G):** 600 FL



**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Hobart Tower (24 February 2024)  
**Date:** Monday, 26 February 2024 11:37:00 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[ATS-FORM-0005\\_Hobart\\_TWR\\_\(24Feb2024\).pdf](#)  
[NOTAM\\_Hobart\\_TWR\\_\(24Feb2024\).docx](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

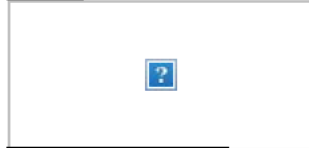
**Variation (UTC)**

[24 02 24 0545 to 24 02 24 0645](#)

[Due to reduced staff availability services were not provided during the above timeframe.](#)

Regards

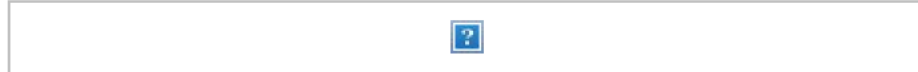
[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)



# Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Forecast weather:

TAF YMHB 232336Z 2400/2500  
20010KT CAVOK  
FM240900 06008KT CAVOK  
FM241200 35008KT CAVOK  
RMK  
T 18 21 21 17 Q 1018 1017 1016 1017  
TAF3

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

Other factors:

SM Recommendation:

ATMD Endorsement:

### Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

Director Operations approval  Yes  No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:  Entered by:

NOTAM Number:

**What controls were implemented?**

Traffic Metering    Diversion routes    TIBA    TRA    Additional staffing    Additional supervision    Other

**What controls did not work well?**

Traffic Metering    Diversion routes    TIBA    TRA    Additional staffing    Additional supervision    Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:



## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

NOTAM for YMHB approved by NOTAM Office with number B0006/24

Summary: ATS CONTINGENCY TWR NAVBL/TCU AVBL

B0006/24 NOTAMR B0005/24

Q) YMMM/QACXX/IV/NBO/AE/000/999/4250S14731E010

A) YMHB

B) 2402240545 C) 2402240645

E) ATS AT YMHB AERODROME ARE SUBJECT TO CONTINGENCY DUE OPERATIONAL RESTRICTIONS

AERODROME CTL SER NOT AVBL

MANDATORY BROADCASTS PROCEDURES PER AIP APPLY ON TWR FREQ 118.1

APP (AND DEP) CTL SER PROVIDED TO SFC ON 125.55

ALL AIRCRAFT REQUESTING CLEARANCE INTO THE AIRSPACE MUST CONTACT 125.55

NO LANDING OR TAKE OFF CLEARANCES WILL BE ISSUED

PILOTS-IN-COMMAND ARE SOLELY RESPONSIBLE FOR COLLISION AVOIDANCE ON THE MOVEMENT AREAS AT YMHB

PRIOR TO OPERATING ON THE MANOEUVRING AREA PILOTS MUST:

1. OBTAIN A BRIEFING ON CONTINGENCY PROCEDURES FROM AIRSERVICES AUSTRALIA ON +613 9235 2012

2. OBTAIN A LANDING OR DEPARTURE TIME

3. IF DEPARTING, OBTAIN AN AIRWAYS CLEARANCE ON 125.55

PRIOR TO ENTERING THE RWY FOR DEPARTURE, PILOTS MUST:

1. REPORT READY ON 125.55

2. OBTAIN DEPARTURE INSTRUCTIONS AND REPORT AIRBORNE WITHIN FIVE MINUTES

AFTER LANDING, REPORT CLEAR OF THE RWY ON FREQUENCY 125.55

CIRCUITS AT YMHB NOT AVAILABLE

AIRWORK REQUESTS INSIDE CONTROLLED AIRSPACE NOT AVAILABLE

VFR CLEARANCES WILL BE SUBJECT TO ATC WORKLOAD

ARRIVALS AND DEPARTURES EXPECT DELAYS

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Hobart Tower (28 February 2024)  
**Date:** Friday, 1 March 2024 4:09:00 PM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[ATS-FORM-0005\\_Hobart\\_TWR\\_\(28Feb2024\).pdf](#)  
[NOTAM\\_Hobart\\_TWR\\_\(28Feb2024\).docx](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 02 28 0700 to 24 02 28 0815

Due to reduced staff availability services were not provided during the above timeframe.

Regards

[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)



# Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected (Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

- Departures
  - o 0730 - VOZ1603 - YMHB-YMAD
  - o 0800 - SH188 - YMHB-YMLT (freighter)
- Arrivals
  - o 0750 - JST725 - YSSY-YMHB

Forecast weather:

TAF AMD YMHB 272317Z 2800/2900  
34008KT CAVOK  
FM280300 14012KT CAVOK  
FM280600 36014KT CAVOK  
FM280900 02014KT 9999 -SHRA NSC  
FM281500 35014KT 9999 -SHRA NSC  
FM281800 33014KT 9999 NSW SCT030 BKN040  
PROB30 INTER 2809/2813 VRB20G35KT 7000 TSRA FEW100CB  
RMK FM281100 MOD TURB BLW 5000FT TL281200  
FM281200 SEV TURB BLW 5000FT TL281800  
FM281800 MOD TURB BLW 5000FT  
T 24 29 28 24 Q 1012 1010 1006 1005  
TAF3

Possible agencies affected (*International agencies, other FDRG, Defence, HF, NCC etc*)

Other factors:

SM Recommendation:

ATMD Endorsement:

### Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

Director Operations approval

Yes  No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
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<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
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<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-0204109

Entered by:

NOTAM Number:

B8/24

**What controls were implemented?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

**What controls did not work well?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:



## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
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- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

OFFICIAL

B0008/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/A/000/999/4250S14731E005

A) YMHB

B) 2402280700 C) 2402280815

E) ATS AT YMHB AERODROME ARE SUBJECT TO CONTINGENCY DUE OPERATIONAL RESTRICTONS

AERODROME CTL SER NOT AVBL.

MANDATORY BROADCASTS PROCEDURES PER AIP APPLY ON TWR FREQ 118.1.

APP AND DEP CTL SER PROVIDED TO SFC ON 125.55. ALL AIRCRAFT

REQUESTING CLEARANCE INTO THE AIRSPACE MUST CONTACT 125.55 MHZ. NO LANDING OR TAKE OFF CLEARANCES WILL BE ISSUED.

PILOTS-IN-COMMAND ARE SOLELY RESPONSIBLE FOR COLLISION AVOIDANCE ON THE MOVEMENT AREAS AT YMHB

PRIOR TO OPERATING ON THE MANOEUVRING AREA PILOTS MUST:

1. OBTAIN A BRIEFING ON CONTINGENCY PROCEDURES FROM AIRSERVICES AUSTRALIA ON (PLUS)613 9235 7420.

2. OBTAIN A LANDING OR DEPARTURE TIME

3. IF DEPARTING, OBTAIN AN AIRWAYS CLEARANCE ON 125.55

PRIOR TO ENTERING THE RWY FOR DEPARTURE, PILOTS MUST:

1. REPORT READY ON 125.55

2. OBTAIN DEPARTURE INSTRUCTIONS AND REPORT AIRBORNE WITHIN FIVE MINUTES.

AFTER LANDING, REPORT CLEAR OF THE RWY ON FREQUENCY 125.55 MHZ.

CIRCUITS AT YMHB NOT AVAILABLE

AIRWORK REQUESTS INSIDE CONTROLLED AIRSPACE NOT AVAILABLE

VFR CLEARANCES WILL BE SUBJECT TO ATC WORKLOAD

ARRIVALS AND DEPARTURES EXPECT DELAYS

OFFICIAL

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Hobart Tower (14 March 2024)  
**Date:** Friday, 15 March 2024 10:42:00 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[ATS-FORM-0005\\_Hobart\\_TWR\\_\(14Mar2024\).pdf](#)  
[NOTAM\\_Hobart\\_TWR\\_\(14Mar2024\).docx](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

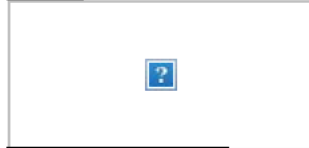
**Variation (UTC)**

24 03 14 0945 to 24 03 14 1110

Due to reduced staff availability services were not provided during the above timeframe.

Regards

[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)



# Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Forecast weather:

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

Other factors:

SM Recommendation:

ATMD Endorsement:

### Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

Director Operations approval  Yes  No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-0204516

Entered by:

NOTAM Number:

B10/24

**What controls were implemented?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

**What controls did not work well?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)



NOTAM for YMHB approved by NOTAM Office with number B0010/24

Summary: ATS CONTINGENCY TWR NOT AVBL / TCU AVBL

B0010/24 NOTAMN

Q) YMMM/QACXX/IV/NBO/AE/000/999/4250S14731E010

A) YMHB

B) 2403140945 C) 2403141110

E) ATS SUBJECT TO CONTINGENCY DUE OPERATIONAL RESTRICTIONS  
AD CTL SER NOT AVBL

MANDATORY BROADCAST PROCEDURES PER AIP APPLY ON TWR FREQ 118.1  
APP (AND DEP) CTL SER PROVIDED TO SFC ON 125.55. ALL AIRCRAFT  
REQUESTING CLEARANCE INTO THE AIRSPACE MUST CONTACT 125.55. NO  
LANDING OR TAKE OFF CLEARANCES WILL BE ISSUED.

PILOTS-IN-COMMAND ARE SOLELY RESPONSIBLE FOR COLLISION AVOIDANCE ON  
THE MOVEMENT AREAS AT YMHB

PRIOR TO OPERATING ON THE MANOEUVRING AREA PILOTS MUST:

1. OBTAIN A BRIEFING ON CONTINGENCY PROCEDURES FROM AIRSERVICES  
AUSTRALIA ON +613 9235 7420

2. OBTAIN A LANDING OR DEPARTURE TIME

3. IF DEPARTING, OBTAIN AN AIRWAYS CLEARANCE ON 125.55

PRIOR TO ENTERING THE RWY FOR DEPARTURE, PILOTS MUST:

1. REPORT READY ON 125.55

2. OBTAIN DEPARTURE INSTRUCTIONS AND REPORT AIRBORNE WITHIN FIVE  
MINUTES

AFTER LANDING, REPORT CLEAR OF THE RWY ON FREQ 125.55

CIRCUITS NOT AVBL

AIRWORK REQUESTS INSIDE CONTROLLED AIRSPACE NOT AVBL

VFR CLEARANCES WILL BE SUBJECT TO ATC WORKLOAD

ARRIVALS AND DEPARTURES EXPECT DELAYS

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Jandakot Tower (08 February 2024)  
**Date:** Friday, 9 February 2024 10:45:00 AM  
**Attachments:** [ATS-FORM-0005\\_Jandakot\\_TWR \(08Feb2024\).pdf](#)  
[NOTAM\\_Jandakot\\_TWR \(08Feb2024\).docx](#)  
[image001.png](#)  
[image003.png](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that effected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 02 08 1100 to 24 02 08 1300

Due to reduced staff availability services were not provided during the above timeframe.

Regards

[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)



# Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected (Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Forecast weather:

JANDAKOT (YPJT)  
TAF AMD YPJT 072302Z 0800/0818  
06010KT CAVOK  
FM080600 23018KT CAVOK  
FM081000 18008KT CAVOK  
FM081600 11005KT CAVOK  
RMK  
T 28 35 37 34 Q 1017 1017 1015 1015

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

Other factors:

SM Recommendation:

ATMD Endorsement:

### Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

#### Decision

CRM considered most suitable

Director Operations approval  Yes  No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-0203562

Entered by:

NOTAM Number:

B31/24, B79/24

**What controls were implemented?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

**What controls did not work well?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

NOTAM for YMMM approved by NOTAM Office with number B0079/24

Summary: JANDAKOT (YPJT) TWR ATS NOT AVBL

B0079/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/E/000/999/3206S11553E005

A) YMMM

B) 2402081100 C) 2402081300

E) JANDAKOT TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS  
JANDAKOT CLASS D AIRSPACE BECOMES CLASS G AS PER EN ROUTE SUPPLEMENT  
AUSTRALIA JANDAKOT - ATS AIRSPACE - OUTSIDE TWR HR  
FIS AVBL PERTH CENTRE 135.25  
COMMON TFC ADVISORY FREQ 118.1

NOTAM for YPJT approved by NOTAM Office with number B0031/24

Summary: TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

B0031/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/A/000/999/3206S11553E005

A) YPJT

B) 2402081100 C) 2402081300

E) TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS  
JANDAKOT CLASS D AIRSPACE BECOMES CLASS G AS PER EN ROUTE SUPPLEMENT  
AUSTRALIA JANDAKOT - ATS AIRSPACE - OUTSIDE TWR HR  
COMMON TFC ADVISORY FREQ 118.1



**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Mackay Tower (25 January 2024)  
**Date:** Monday, 29 January 2024 9:18:00 AM  
**Attachments:** [MK+TWR\\_25+Jan\\_Form0005.pdf](#)  
[YBMK NOTAM approved for MLOPSMGRATC\\_BNCONT.msg](#)  
[image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that effected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

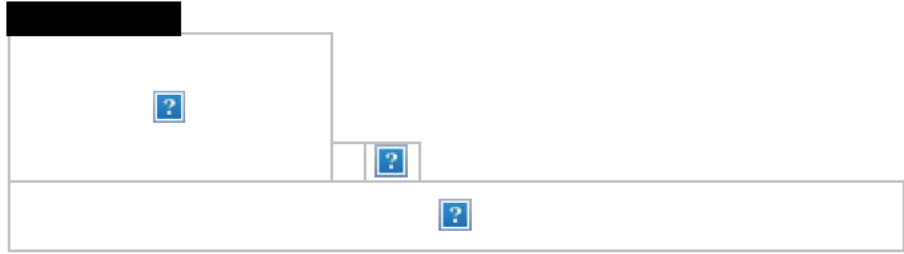
24 01 24 2020 to 24 01 25 1020

Due to natural disaster (Cyclone Kirrily) services were not provided during the above timeframe.

Regards

[REDACTED]

Level 7 Lisgar House, 32 Carrington Street,  
Sydney, NSW 2000



We acknowledge the Traditional Owners of Country throughout Australia and recognise their continuing connection to land, waters and culture. We pay our respects to their Elders past, present and emerging

# Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected (Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Forecast weather:

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

Other factors:

SM Recommendation:  ATMD Endorsement:

## Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
MK APP ATC		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

MK APP ATC

Director Operations approval

Yes  No

CRM appointed

MK APP ATC

CRM to attend by

usual rostered hours.

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-0203175

Entered by:

NOTAM Number:

B0157/24, B0005/24

**What controls were implemented?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

TCU to SFC.

**What controls did not work well?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

[REDACTED]

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**From:** NAIPS Subscriber Service [REDACTED]  
**Sent:** Wednesday, 24 January 2024 11:20 PM  
**To:** [REDACTED]  
**Subject:** YBMK NOTAM approved for MLOPSMGR/ATC\_BNCONT

NOTAM for YBMK approved by NOTAM Office with number B0005/24

Summary: ATS AT MACKAY AERODROME ARE SUBJECT TO CONTINGENCY

B0005/24 NOTAMN

Q) YBBB/QSTLT/IV/NBO/A/000/999/2110S14911E005

A) YBMK

B) 2401242020 C) 2401251020

E) ATS AT MACKAY AERODROME SUBJECT TO CONTINGENCY  
AERODROME CTL SER NOT AVBL.

MANDATORY BROADCAST PROC ON 124.5

APP [AND DEP] CTL SER PROVIDED TO SFC ON 125.65 MHZ. ALL AIRCRAFT  
REQUESTING CLEARANCE INTO THE AIRSPACE MUST CONTACT 125.65 MHZ. 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 CONTACT  
AIRSERVICES AUSTRALIA ON +61 7 3866 3306 IN ORDER TO:

1. OBTAIN A BRIEFING ON CONTINGENCY PROCEDURES.
2. OBTAIN A LANDING OR DEPARTURE TIME
3. IF DEPARTING, OBTAIN AN AIRWAYS CLEARANCE ON FREQUENCY 125.65 MHZ.  
PRIOR TO ENTERING THE RWY FOR DEPARTURE, PILOTS MUST:
4. REPORT READY ON 125.65 MHZ.
5. OBTAIN DEPARTURE INSTRUCTIONS AND REPORT AIRBORNE WITHIN THREE  
MINUTES.

AFTER LANDING, REPORT CLEAR OF THE RWY ON FREQUENCY 125.65 MHZ.

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Moorabbin Tower (23 February 2024)  
**Date:** Monday, 26 February 2024 11:27:00 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[ATS-FORM\\_0005\\_Moorabbin\\_TWR\\_\(23Feb2024\).pdf](#)  
[NOTAM\\_Moorabbin\\_TWR\\_\(23Feb2024\).docx](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 02 22 0716 to 24 02 22 0738

Services were not provided during the above timeframe due to Moorabbin tower being evacuated as a result of a fire alarm.

Please note: On the attached NOTAM the end time of 0830z was an estimated time only until the Fires arrived on site to assess the situation. The NOTAMs were cancelled at approx. 0738z when services were resumed by MB Tower.

Regards

[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)





## Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Forecast weather:

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

Other factors:

SM Recommendation:  ATMD Endorsement:

## Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
ML TFC MGR if required		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

Not required - non continuous tower.

Director Operations approval

Yes  No

CRM appointed

N/A

CRM to attend by

N/A

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-0203956

Entered by:

NOTAM Number:

B02/24, B105/24

**What controls were implemented?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

**What controls did not work well?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

NOTAM for YMMM approved by NOTAM Office with number B0105/24

Summary: MOORABBIN (YMMB) TWR ATS NOT AVBL

B0105/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/E/000/999/3758S14506E005

A) YMMM

B) 2402220718 C) 2402220830

E) MOORABBIN (YMMB) TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS  
MOORABBIN CLASS D AIRSPACE 2500FT AND BLW REVERTS TO CLASS G  
AIRSPACE. FIS AVBL MELBOURNE CENTRE 135.7. COMMON TFC ADVISORY FREQ  
(CTAF) 118.1. ENR SUP AUSTRALIA (ERSA) - OUTSIDE TWR HR - REFERS  
TOWER EVACUATED DUE FIRE ALARM

NOTAM for YMMB approved by NOTAM Office with number B0002/24

Summary: TWR ATS NOT AVBL DUE OPR RESTRICTIONS

B0002/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/A/000/999/3759S14506E005

A) YMMB

B) 2402220716 C) 2402220830

E) TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS  
MOORABBIN CLASS D AIRSPACE 2500FT AND BLW REVERTS TO CLASS G AIRSPACE  
COMMON TFC ADVISORY FREQ (CTAF) 118.1. ENR SUP AUSTRALIA (ERSA) -  
OUTSIDE TWR HR - REFERS  
TOWER EVACUATED DUE FIRE ALARM

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - North QLD TCU (3 January 2024)  
**Date:** Monday, 8 January 2024 11:07:00 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[ATS-FORM-0005\\_Nth QLD TCU \(3Jan2024\).pdf](#)  
[NOTAM\\_Nth QLD TCU \(3Jan2024\).docx](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 01 03 1200 to 24 01 03 1845

Due to reduced staff availability services were not provided during the above timeframe.

Regards

[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)



**OFFICIAL**

# Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected (Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Forecast weather:

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

Other factors:

SM Recommendation:  ATMD Endorsement:



## Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
██████████		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
██████████		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

Director Operations approval

 Yes  No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input checked="" type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)	Increased complexity and workload of traffic processing.	Holding or sequencing increased.	Ability to split surrounding sectors due workload. Traffic delays with consultation of OM.	Heightened vigilance of workload by staff and supervisors.
<input checked="" type="checkbox"/>	Staff not familiar with published contingency procedures	Delay to information provided due unfamiliarity.	Delay for information.	Briefing papers provided to the CRM with all relevant information an phraseology.	Existing is sufficient.
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input checked="" type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace	Possible confliction between aircraft. Delays in aircraft access to TRA.	May cause issues with access to TRA.	NOTAM and procedures in AIP.	Existing is sufficient.
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				

<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				
Potential Disruptions		Consequences		Controls	
<input type="checkbox"/>	Other				
<input type="checkbox"/>	Other				

### Post Contingency Review

CIRRIIS Number:  Entered by:

NOTAM Number:

#### What controls were implemented?

Traffic Metering  
 Diversion routes  
 TIBA  
 TRA  
 Additional staffing  
 Additional supervision  
 Other

#### What controls did not work well?

Traffic Metering  
 Diversion routes  
 TIBA  
 TRA  
 Additional staffing  
 Additional supervision  
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

NOTAM for YBBB approved by NOTAM Office with number B0014/24

Summary: CAIRNS APPROACH SVC CLASS G NOT AVBL/TWR AVBL

B0014/24 NOTAMN

Q) YBBB/QAFCH/IV/NBO/E/000/999/1653S14545E036

A) YBBB

B) 2401031200 C) 2401031845

E) ATS IN THE BRISBANE FIR SUBJ TO CONTINGENCY DUE OPR RESTRICTIONS  
VOLUME AFFECTED IS: CAIRNS APPROACH 126.1

APRX AREA: CLASS G AIRSPACE WI 36NM RADIUS OF CAIRNS VOR/DME

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

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

CONTINGENCY MAP (LISTED UNDER CAIRNS IN THE BN FIR) IS AVBL AT

[HTTP://WWW.AIRSERVICESAUSTRALIA.COM/NOTAMMAPS/INDEX.ASP](http://www.airservicesaustralia.com/notammaps/index.asp)

PILOTS/OPERATORS OF IFR FLIGHTS CONSIDERING OPR IN CLASS G AIRSPACE

SHALL CTC AIRSERVICES AUSTRALIA ON TEL: +61 7 3866 3798.

TFC INFO BCST BY ACFT PROC (TIBA) ON THE FLT INFO AREA (FIA) FREQ

126.1

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

MILITARY AREAS WI THE ABV AIRSPACE CONTINUE TO OPR AS PER ENR SUP

AUSTRALIA (ERSA) UNLESS SPECIFIED OTHERWISE.

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

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

SFC TO BASE OF CTA

NOTAM for YBBB approved by NOTAM Office with number C0016/24

Summary: TRA CAIRNS TCU CLASS C SER NOT AVBL/TWR AVBL

C0016/24 NOTAMN

Q) YBBB/QRTCA/IV/BO/W/000/180/1653S14545E036

A) YBBB

B) 2401031200 C) 2401031845

E) TEMPO RESTRICTED AREA ACT

IN CLASS C AIRSPACE INCLUDING CTR C. DESIGNATED AIRSPACE HANDBOOK

(DAH) SECTOR VOLUME NAMES AFFECTED ARE: CAIRNS APPROACH.

INCLUDES CLASS C AIRSPACE WI 36NM OF CAIRNS VOR/DME FM SFC TO FL180

CONTINGENCY MAP (LISTED UNDER CAIRNS IN THE BN FIR) AVBL AT

[HTTP://WWW.AIRSERVICESAUSTRALIA.COM/NOTAMMAPS/INDEX.ASP](http://www.airservicesaustralia.com/notammaps/index.asp)

ATS IN THIS AIRSPACE IS SUBJ CONTINGENCY DUE OPR RESTRICTIONS.

RELEVANT APPROVAL FM CONTROLLING AUTHORITY REQUIRED.

APCH CTL SER NOT AVBL. AD CTL SER AVBL ON MANOEUVRING AREA.

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

1. OBTAIN A BRIEFING ON CONTINGENCY PROCEDURES FM AIRSERVICES

AUSTRALIA ON +61 7 3866 3798

2. OBTAIN A LANDING, DEPARTURE OR TRANSIT TIME

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

AUTHORISATION TO ENTER THIS TEMPO RESTRICTED AREA DOES NOT CONSTITUTE

CLEARANCE TO ENTER ANY ADJ OR EMBEDDED RESTRICTED AREAS.

SARWATCH FOR INBOUND IFR ACFT LANDING AT CAIRNS WILL BE HELD BY

CAIRNS TWR ON ADC FREQ 124.9 MHZ.

FIS PROVIDED BY CAIRNS TWR ON ADC FREQ 124.9 MHZ AND MAY BE AVBL FM

ADJ ATS UNITS.

TFC INFO BCST BY ACFT (TIBA) AND MANDATORY BCST PROC ON FREQ 118.4 MHZ.  
CTC CAIRNS TWR ON 124.9 MHZ PRIOR TO JOINING OR APPROACHING CIRCUIT AREA.  
THESE PROCEDURES DO NOT APPLY TO OPS IN ACTIVE MIL CTR AND RESTRICTED AREAS.  
F) SFC G) FL180

NOTAM for YBCS approved by NOTAM Office with number C0009/24

Summary: TEMPO RESTR AREA ACT IN CLASS C AIRSPACE

C0009/24 NOTAMN

Q) YBBB/QRTCA/IV/BO/AW/000/180/1653S14545E036

A) YBCS

B) 2401031200 C) 2401031845

E) TEMPO RESTRICTED AREA ACT

IN CLASS C AIRSPACE INCLUDING CTR C. DESIGNATED AIRSPACE HANDBOOK (DAH) SECTOR VOLUME NAMES AFFECTED ARE: CAIRNS APPROACH. INCLUDES CLASS C AIRSPACE WI 36NM OF CAIRNS VOR/DME FM SFC TO FL180. CONTINGENCY MAP (LISTED UNDER CAIRNS IN THE BN FIR) AVBL AT [HTTP://WWW.AIRSERVICESAUSTRALIA.COM/NOTAMMAPS/INDEX.ASP](http://www.airservicesaustralia.com/notammaps/index.asp) ATS IN THIS AIRSPACE IS SUBJ TO CONTINGENCY DUE OPR RESTRICTIONS. RELEVANT APPROVAL FM CONTROLLING AUTHORITY REQUIRED. APCH CTL SER NOT AVBL. AD CTL SER AVBL ON MANOEUVRING AREA. CAIRNS TWR WILL ISSUE LANDING AND TAKEOFF CLEARANCE ON 124.9 MHZ. CTC CAIRNS TWR ON 124.9 MHZ PRIOR TO JOINING OR APPROACHING CIRCUIT AREA.

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

1. OBTAIN A BRIEFING ON CONTINGENCY PROCEDURES FM AIRSERVICES AUSTRALIA ON +61 7 3866 3798
2. OBTAIN A LANDING, DEPARTURE OR TRANSIT TIME.

PILOTS-IN-COMMAND ARE SOLELY RESPONSIBLE FOR TERRAIN AND COLLISION AVOIDANCE WI THE AFFECTED AIRSPACE.  
AUTHORISATION TO ENTER THIS TEMPO RESTRICTED AREA DOES NOT CONSTITUTE CLEARANCE TO ENTER ANY ADJ OR EMBEDDED RESTRICTED AREAS.  
SARWATCH FOR INBOUND IFR ACFT LANDING AT CAIRNS WILL BE HELD BY CAIRNS TWR ON ADC FREQ 124.9 MHZ.  
FIS PROVIDED BY CAIRNS TWR ON ADC FREQ 124.9 MHZ AND MAY BE AVBL FM ADJ ATS UNITS OR HF.  
TFC INFO BCST BY ACFT AND MANDATORY BCST PROC ON FREQ 118.4 MHZ.  
THESE PROCEDURES DO NOT APPLY TO OPS IN ACTIVE MIL CTR AND RESTRICTED AREAS.  
F) SFC G) FL180

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - North QLD TCU (MK APP) (5 January 2024)  
**Date:** Friday, 12 January 2024 11:11:00 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[ATS-FORM-0005\\_Nth QLD TCU \(05Jan2024\).pdf](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 01 05 0300 to 24 01 05 0345

Due to reduced staff availability services were not provided during the above timeframe.

Regards

[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)



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# Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

ARR (1): VOZ607 YBBN-YBMK ETA 0328  
DEP (1): JST887 YBMK-YBBN ETD 0340

Forecast weather:

YBMK TAF YBMK 042303Z 0500/0512 11008KT 9999 SCT020 FM050100 08012KT 9999  
FEW035 FM050900 08008KT 9999 SCT020 RMK T 30 31 31 28 Q 1013 1011  
1010 1011  
YBMK METAR YBMK 050200Z AUTO 08010KT 9999 // SCT027 31/23 Q1012 RMK  
RF00.0/000.0

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

JST VOZ RFDS Defence

Other factors:



SM Recommendation:

ATMD Endorsement:

### Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
Not required under TLI procedures.		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

Director Operations approval

 Yes  No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input checked="" type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)	Increased complexity and workload of traffic processing.	Holding or sequencing increased.	Ability to split surrounding sectors due workload. Traffic delays with consultation of OM.	Heightened vigilance of workload by staff and supervisors.
<input checked="" type="checkbox"/>	Staff not familiar with published contingency procedures	Delay to information provided due unfamiliarity.	Delay for information.	Briefing papers provided to the CRM with all relevant information an phraseology.	Existing is sufficient.
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input checked="" type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace	Possible confliction between aircraft. Delays in aircraft access to TRA.	May cause issues with access to TRA.	NOTAM and procedures in AIP.	Existing is sufficient.
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				

<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				
Potential Disruptions		Consequences		Controls	
<input type="checkbox"/>	Other				
<input type="checkbox"/>	Other				

### Post Contingency Review

CIRRIS Number:  Entered by:

NOTAM Number:

#### What controls were implemented?

Traffic Metering    Diversion routes    TIBA    TRA    Additional staffing    Additional supervision    Other

#### What controls did not work well?

Traffic Metering    Diversion routes    TIBA    TRA    Additional staffing    Additional supervision    Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - RK/MK Approach (12 January 2024)  
**Date:** Monday, 15 January 2024 3:12:22 PM  
**Attachments:** [YBBB NOTAM approved for MLOPSMGRATC\\_BNCONT.msg](#)  
[240112+NOTCU+ATS-FORM-0005.pdf](#)  
[image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

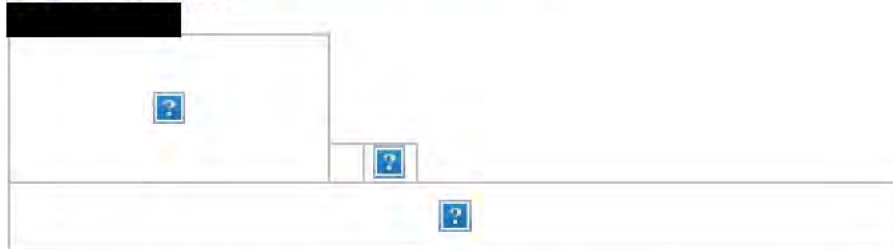
24 01 12 0800 to 24 01 12 0845

[Due to reduced staff availability services were not provided during the above timeframes.](#)

Regards

[REDACTED]

Level 7 Lisgar House, 32 Carrington Street,  
Sydney, NSW 2000



We acknowledge the Traditional Owners of Country throughout Australia and recognise their continuing connection to land, waters and culture. We pay our respects to their Elders past, present and emerging

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# Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected (Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

YBMK ARR: QFA 1870 (YBBN) ETA 0830  
YBMK DEP: NIL  
YBRK ARR: QLK357D (YBMK) ETD 0825  
YBRK DEP: NIL

Forecast weather:

YBMK TAF YBMK 112310Z 1200/1212 10017KT 9999 SCT035 FM120800 13012KT 9999  
BKN018 INTER 1210/1212 09018KT 3000 showers OF moderate rain BKN012  
BKN020 RMK T 30 30 29 27 Q 1010 1009 1008 1009  
  
YBRK TAF YBRK 112318Z 1200/1300 10012KT 9999 SCT040 FM120900 14006KT 9999  
SCT020 FM122300 11012KT 9999 SCT040 INTER 1203/1212 4000 showers OF  
moderate rain BKN012 SCT040TCU RMK T 29 31 30 27 Q 1012 1010 1009  
1010

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

Airlines, RFDS, Defence, Towers

Other factors:

SM Recommendation:

ATMD Endorsement:

### Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
No CRM required as per TLI_23_0158		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

Director Operations approval

Yes  No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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



Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input checked="" type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)	Increased complexity and workload of traffic processing.	Holding or sequencing increased.	Ability to split surrounding sectors due workload. Traffic delays with consultation of OM.	Heightened vigilance of workload by staff and supervisors.
<input checked="" type="checkbox"/>	Staff not familiar with published contingency procedures	Delay to information provided due unfamiliarity.	Delay for information.	Briefing papers provided to the CRM with all relevant information an phraseology.	Existing is sufficient.
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input checked="" type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace	Possible confliction between aircraft. Delays in aircraft access to TRA.	May cause issues with access to TRA.	NOTAM and procedures in AIP.	Existing is sufficient.
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				

<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				
Potential Disruptions		Consequences		Controls	
<input type="checkbox"/>	Other				
<input type="checkbox"/>	Other				

### Post Contingency Review

CIRRS Number:  Entered by:

NOTAM Number:

#### What controls were implemented?

Traffic Metering    Diversion routes    TIBA    TRA    Additional staffing    Additional supervision    Other

#### What controls did not work well?

Traffic Metering    Diversion routes    TIBA    TRA    Additional staffing    Additional supervision    Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

**From:** [REDACTED]  
**Sent:** Friday, 12 January 2024 3:33 PM  
**To:** [REDACTED]  
**Subject:** YBBB NOTAM approved for MLOPSMGR/ATC\_BNCONT

NOTAM for YBBB approved by NOTAM Office with number C0082/24

Summary: MK TRIAL PROC - APP NOT AVAILABLE, TWR AVAILABLE

C0082/24 NOTAMN

Q) YBBB/QRTCA/IV/BO/W/010/045/2110S14911E022

A) YBBB

B) 2401120800 C) 2401120845

E) TEMPO RESTRICTED AREA ACT

IN CTA CLASS D AIRSPACE. DESIGNATED AIRSPACE HANDBOOK (DAH) SECTOR VOLUME NAMES AFFECTED ARE: 'MACKAY CTA D1' (EXCLUDING THAT PORTION COINCIDENT WITH THE LATERAL LIMITS OF 'MACKAY CONTROL ZONE D' 1000FT AMSL TO 2500FT AMSL), 'MACKAY CTA D2', 'MACKAY CTA D3'.

ATS IN THIS AIRSPACE ARE SUBJECT TO CONTINGENCY DUE OPR RESTRICTIONS. AUTH FM CONTROLLING AUTHORITY RQ.

APP CTL SER NOT AVBL. CLASS G SER PROVIDED IN TEMPO RESTRICTED AREA BY MACKAY TWR ON FREQ 124.5MHZ. CLASS D SER PROVIDED WI THE LATERAL LIMITS OF 'MACKAY CONTROL ZONE D' SFC TO 2500FT AMSL BY MACKAY TWR ON FREQ 124.5MHZ. CLASS C CTA ABV 4500FT AMSL TO FL150 CONTROLLED BY BRISBANE CEN ON FREQ 135.5MHZ OR AS DIRECTED BY ATC.

PRIOR TO OPERATING IN THE TEMPO RESTRICTED AREA, PILOTS/OPERATORS MUST OBTAIN AUTHORISATION FM MACKAY TWR ON FREQ 124.5MHZ IF APPROACHING FROM ADJ CLASS G AIRSPACE OR DEPARTING MACKAY, OR FM BRISBANE CENTRE IF APPROACHING FROM CTA.

PILOTS-IN-COMMAND ARE RESPONSIBLE FOR TERRAIN AND COLLISION AVOIDANCE WI THE AFFECTED AIRSPACE. AUTHORISATION TO ENTER THIS TEMPO RESTRICTED AREA DOES NOT CONSTITUTE CLEARANCE TO ENTER ANY ADJ OR EMBEDDED RESTRICTED AREAS. THESE PROCEDURES DO NOT APPLY TO OPS IN ACTIVE MILITARY CTR AND RESTRICTED AREAS.

FOR FURTHER INFO INCLUDING MAPS OF AFFECTED AIRSPACE SEE AIC H35/23 OR CTC AIRSERVICES AUSTRALIA ON TEL +61 7 4951 8431  
F) 1000FT AMSL G) 4500FT AMSL

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation – Parafield Tower (6 January 2024)  
**Date:** Monday, 8 January 2024 11:35:00 AM  
**Attachments:** [ATS-FORM-0005\\_Parafield\\_TWR \(06Jan2024\).pdf](#)  
[NOTAM\\_Parafield\\_TWR \(6Jan2024\).docx](#)  
[image002.png](#)  
[image003.png](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 01 05 2330 to 24 01 06 0730

DAILY 2330-0045 0300-0415 0630-0730

Due to reduced staff availability services were not provided during the above timeframes.

Regards

[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)



# Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected (Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Forecast weather:

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

Other factors:

SM Recommendation:

ATMD Endorsement:

### Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

Director Operations approval  Yes  No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				



**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-0202678

Entered by:

NOTAM Number:

B5/24, B1/24

**What controls were implemented?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

**What controls did not work well?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

NOTAM for YMMM approved by NOTAM Office with number B0005/24

Summary: PARAFIELD (YPPF) TWR ATS NOT AVBL

B0005/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/E/000/999/3447S13838E005

A) YMMM

B) 2401052330 C) 2401060730

D) DAILY 2330-0045 0300-0415 0630-0730

E) PARAFIELD TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS  
PARAFIELD CLASS D AIRSPACE 1500FT AND BLW REVERTS TO CLASS G  
AIRSPACE. FIS AVBL CENTRE 130.45.

COMMON TFC ADVISORY FREQ (CTAF) 118.7

ENR SUP AUSTRALIA (ERSA) - OUTSIDE TWR HR - REFERS

NOTAM for YPPF approved by NOTAM Office with number B0001/24

Summary: TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

B0001/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/A/000/999/3448S13838E005

A) YPPF

B) 2401052330 C) 2401060730

D) DAILY 2330-0045 0300-0415 0630-0730

E) TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS  
PARAFIELD CLASS D AIRSPACE 1500FT AND BLW REVERTS TO CLASS G  
AIRSPACE. COMMON TFC ADVISORY FREQ 118.7

ENR SUP AUSTRALIA - OUTSIDE TWR HR - REFERS

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation – Parafield Tower (14 January 2024)  
**Date:** Monday, 15 January 2024 3:19:49 PM  
**Attachments:** [ATS-FORM-0005 \(1\).pdf](#)  
[B002724 NOTAMN.msg](#)  
[B000324 NOTAMN.msg](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 01 13 2330 to 24 01 14 0045

24 01 14 0300 to 24 01 14 0415

24 01 14 0630 to 24 01 14 0730

[Due to reduced staff availability services were not provided during the above timeframes.](#)

Regards

[REDACTED]  
[REDACTED]  
[REDACTED]  
Level 7 Lisgar House, 32 Carrington Street,  
Sydney, NSW 2000



We acknowledge the Traditional Owners of Country throughout Australia and recognise their continuing connection to land, waters and culture. We pay our respects to their Elders past, present and emerging

OFFICIAL

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** Sunday, 14 January 2024 10:10 AM  
**To:** [REDACTED]  
**Subject:** B0027/24 NOTAMN

**Importance:** Low

GG YMMLATMD  
132310 YBBBZEX  
B0027/24 NOTAMN  
Q) YMMM/QSTLC/IV/NBO/E/000/999/3447S13837E005  
A) YMMM  
B) 2401132330 C) 2401140730  
D) 2401132330 TO 2401140045  
2401140300 TO 2401140415  
2401140630 TO 2401140730  
E) PARAFIELD TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS PARAFIELD CLASS D AIRSPACE 1500FT AND BLW  
REVERTS TO CLASS G AIRSPACE. FIS AVBL CENTRE 130.45.  
COMMON TFC ADVISORY FREQ (CTAF) 118.7  
ENR SUP AUSTRALIA (ERSA) - OUTSIDE TWR HR - REFERS

[REDACTED]

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**From:** [REDACTED]  
**Sent:** Sunday, 14 January 2024 10:10 AM  
**To:** [REDACTED]  
**Subject:** B0003/24 NOTAMN

**Importance:** Low

GG YMMLATMD  
132310 YBBBZEZX  
B0003/24 NOTAMN  
Q) YMMM/QSTLC/IV/NBO/A/000/999/3448S13838E005  
A) YPPF  
B) 2401132330 C) 2401140730  
D) 2401132330 TO 2401140045  
2401140300 TO 2401140415  
2401140630 TO 2401140730  
E) TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS PARAFIELD CLASS D AIRSPACE 1500FT AND BLW REVERTS  
TO CLASS G AIRSPACE. COMMON TFC ADVISORY FREQ 118.7 ENR SUP AUSTRALIA - OUTSIDE TWR HR - REFERS

# Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
*(insert name and position)*

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
*(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)*

Forecast weather:

TAF AMD YPAD 132011Z 1321/1500  
14014KT 9999 FEW025  
FM140300 15015G25KT CAVOK  
FM140800 15014KT CAVOK  
RMK FM132100 MOD TURB BLW 3000FT TL140100  
FM140900 MOD TURB BLW 3000FT TL142200  
T 18 22 25 27 Q 1018 1019 1017 1015

Possible agencies affected *(International agencies, other FDRG, Defence, HF, NCC etc)*

Other factors:

SM Recommendation:

ATMD Endorsement:

### Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

Director Operations approval  Yes  No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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



Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-0202861

Entered by:

NOTAM Number:

B3/24, B27/24

**What controls were implemented?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

**What controls did not work well?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** Service Variation – Parafield Tower (19 January 2024)  
**Date:** Monday, 22 January 2024 4:37:00 PM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[ATS-FORM-0005\\_Parafield\\_TWR \(19Jan2024\).pdf](#)  
[NOTAM\\_Parafield\\_TWR \(19Jan2024\).docx](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 01 18 2215 to 24 01 19 0000

24 01 19 0200 to 24 01 19 0330

24 01 19 0530 to 24 01 19 0830

Due to reduced staff availability services were not provided during the above timeframes.

Regards

[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)



# Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
*(insert name and position)*

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
*(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)*

Forecast weather:

Possible agencies affected *(International agencies, other FDRG, Defence, HF, NCC etc)*

Other factors:

SM Recommendation:  OM Endorsement:

## Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

NR

Director Operations approval

Yes  No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-0203017

Entered by:

NOTAM Number:

B0037/24, B0006/24

**What controls were implemented?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

**What controls did not work well?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:



## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to OM
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

NOTAM for YMMM approved by NOTAM Office with number B0037/24

Summary: PARAFIELD (YPPF) TWR ATS NOT AVBL

B0037/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/E/000/999/3447S13837E005

A) YMMM

B) 2401182215 C) 2401190830

D) 2401182215 TO 2401190000

2401190200 TO 2401190330

2401190530 TO 2401190830

E) PARAFIELD TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS  
PARAFIELD CLASS D AIRSPACE 1500FT AND BLW REVERTS TO CLASS G  
AIRSPACE. FIS AVBL CENTRE 130.45.

COMMON TFC ADVISORY FREQ (CTAF) 118.7

ENR SUP AUSTRALIA (ERSA) - OUTSIDE TWR HR - REFERS

NOTAM for YPPF approved by NOTAM Office with number B0006/24

Summary: TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

B0006/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/A/000/999/3448S13838E005

A) YPPF

B) 2401182215 C) 2401190830

D) 2401182215 TO 2401190000

2401190200 TO 2401190330

2401190530 TO 2401190830

E) TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS  
PARAFIELD CLASS D AIRSPACE 1500FT AND BLW REVERTS TO CLASS G  
AIRSPACE. COMMON TFC ADVISORY FREQ 118.7

ENR SUP AUSTRALIA - OUTSIDE TWR HR - REFERS

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation – Parafield Tower (22-26 January 2024)  
**Date:** Monday, 29 January 2024 10:17:31 AM  
**Attachments:** [YPPF+NOTAM+approved+for+MLOPSMGR\\_ATC\\_MLCONT.msg](#)  
[PF\\_TWR\\_Jan\\_22-26\\_ATS-FORM-0005.pdf](#)  
[image001.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)

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OFFICIAL

In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

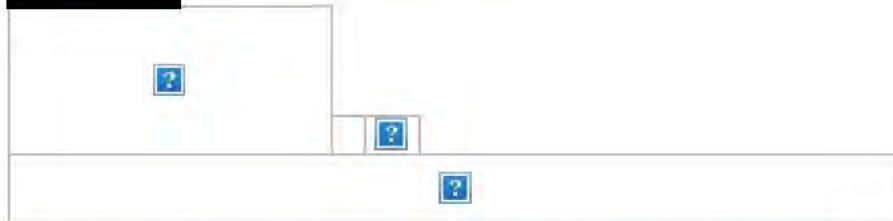
**Variation (UTC)**

24 01 22 0630 to 24 01 22 0830  
24 01 23 0630 to 24 01 23 0830  
24 01 24 0630 to 24 01 24 0830  
24 01 25 0630 to 24 01 25 0830  
24 01 26 0630 to 24 01 26 0830

[Due to reduced staff availability services were not provided during the above timeframes.](#)

Regards

[REDACTED]  
[REDACTED]  
[REDACTED]  
Level 7 Lisgar House, 32 Carrington Street,  
Sydney, NSW 2000  
[REDACTED]



We acknowledge the Traditional Owners of Country throughout Australia and recognise their continuing connection to land, waters and culture. We pay our respects to their Elders past, present and emerging

OFFICIAL

## Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Forecast weather:

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

Other factors:

SM Recommendation:  ATMD Endorsement:

## Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

NR

Director Operations approval

Yes    No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-0203216

Entered by:

NOTAM Number:

B10/24, B40/24

**What controls were implemented?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

**What controls did not work well?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)



[REDACTED]

---

**From:** [REDACTED]  
**Sent:** Friday, 19 January 2024 4:08 PM  
**To:** [REDACTED]  
**Subject:** YPPF NOTAM approved for MLOPSMGR/ATC\_MLCONT

NOTAM for YPPF approved by NOTAM Office with number B0010/24

Summary: TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

B0010/24 NOTAMN  
Q) YMMM/QSTLC/IV/NBO/A/000/999/3448S13838E005  
A) YPPF  
B) 2401220630 C) 2401260830  
D) DAILY 0630-0830  
E) TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS  
PARAFIELD CLASS D AIRSPACE 1500FT AND BLW REVERTS TO CLASS G  
AIRSPACE. COMMON TFC ADVISORY FREQ 118.7  
ENR SUP AUSTRALIA - OUTSIDE TWR HR - REFERS

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation – Parafield Tower (29 January - 2 February 2024)  
**Date:** Monday, 5 February 2024 10:33:00 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[ATS-FORM-0005\\_Parafield TWR \(29 Jan-2 Feb 2024\).pdf](#)  
[NOTAM\\_Parafield TWR \(29 Jan-2 Feb 2024\).docx](#)

---

In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 01 29 0630 to 24 02 02 0830

DAILY 0630-0830

Due to reduced staff availability services were not provided during the above timeframes.

Regards

[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)



# Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
*(insert name and position)*

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
*(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)*

Forecast weather:

Possible agencies affected *(International agencies, other FDRG, Defence, HF, NCC etc)*

Other factors:

SM Recommendation:

ATMD Endorsement:

## Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

NR

Director Operations approval

Yes    No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-0203397

Entered by:

NOTAM Number:

B0056/24, B0011/24

**What controls were implemented?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

**What controls did not work well?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

NOTAM for YMMM approved by NOTAM Office with number B0056/24

Summary: PARAFIELD TWR ATS NOT AVBL DUE OPR RESTRICTIONS

B0056/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/E/000/999/3448S13838E005

A) YMMM

B) 2401290630 C) 2402020830

D) DAILY 0630-0830

E) PARAFIELD TWR ATS NOT AVBL DUE OPR RESTRICTIONS

PARAFIELD CLASS D AIRSPACE 1500FT AND BLW REVERTS TO CLASS G AIRSPACE. FIS AVBL CENTRE 130.45.

COMMON TFC ADVISORY FREQ (CTAF) 118.7

ENR SUP AUSTRALIA (ERSA) - OUTSIDE TWR HR - REFERS

NOTAM for YPPF approved by NOTAM Office with number B0011/24

Summary: TWR ATS NOT AVBL DUE OPR RESTRICTIONS

B0011/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/A/000/999/3448S13838E005

A) YPPF

B) 2401290630 C) 2402020830

D) DAILY 0630-0830

E) TWR ATS NOT AVBL DUE OPR RESTRICTIONS

PARAFIELD CLASS D AIRSPACE 1500FT AND BLW REVERTS TO CLASS G AIRSPACE. COMMON TFC ADVISORY FREQ 118.7

ENR SUP AUSTRALIA - OUTSIDE TWR HR - REFERS



**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation – Parafield Tower (5-9 February 2024)  
**Date:** Monday, 12 February 2024 9:51:00 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[ATS-FORM-0005\\_Parafield TWR \(5-9 Feb 2024\).pdf](#)  
[NOTAM\\_Parafield TWR \(5-9 Feb 2024\).docx](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

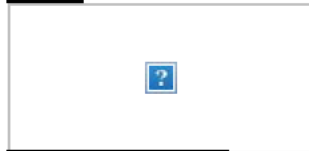
24 02 05 0630 to 24 02 09 0830

DAILY 0630-0830

Due to reduced staff availability services were not provided during the above timeframes.

Regards

[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)



# Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
*(insert name and position)*

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
*(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)*

Forecast weather:

Possible agencies affected *(International agencies, other FDRG, Defence, HF, NCC etc)*

Other factors:

SM Recommendation:  ATMD Endorsement:

## Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

Director Operations approval

Yes    No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions**

**Consequences**

**Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:  Entered by:

NOTAM Number:

**What controls were implemented?**

- Traffic Metering
- Diversion routes
- TIBA
- TRA
- Additional staffing
- Additional supervision
- Other

**What controls did not work well?**

- Traffic Metering
- Diversion routes
- TIBA
- TRA
- Additional staffing
- Additional supervision
- Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
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- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

NOTAM for YMMM approved by NOTAM Office with number B0069/24

Summary: PARAFIELD TWR ATS NOT AVBL

B0069/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/E/000/999/3448S13838E005

A) YMMM

B) 2402050630 C) 2402090830

D) DAILY 0630-0830

E) PARAFIELD TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS  
PARAFIELD CLASS D AIRSPACE 1500FT AND BLW REVERTS TO CLASS G  
AIRSPACE. FIS AVBL CENTRE 130.45.

COMMON TFC ADVISORY FREQ (CTAF) 118.7

ENR SUP AUSTRALIA (ERSA) - OUTSIDE TWR HR - REFERS

NOTAM for YPPF approved by NOTAM Office with number B0012/24

Summary: TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

B0012/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/A/000/999/3448S13838E005

A) YPPF

B) 2402050630 C) 2402090830

D) DAILY 0630-0830

E) TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS  
PARAFIELD CLASS D AIRSPACE 1500FT AND BLW REVERTS TO CLASS G  
AIRSPACE. COMMON TFC ADVISORY FREQ 118.7

ENR SUP AUSTRALIA - OUTSIDE TWR HR - REFERS

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation – Parafield Tower (11 February 2024)  
**Date:** Wednesday, 14 February 2024 10:09:00 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[ATS-FORM-0005\\_Parafield TWR \(11Feb2024\).pdf](#)  
[NOTAM\\_Parafield TWR \(11Feb2024\).docx](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

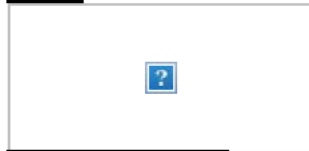
24 02 11 0000 to 24 02 11 0500  
DAILY 0000-0130 0330-0500

24 02 11 0251 to 24 02 11 0730  
DAILY 0251-0500 0715-0730

Due to reduced staff availability services were not provided during the above timeframes.

Regards

[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)





## Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Forecast weather:

TAF YPPF 102319Z 1100/1112  
23006KT CAVOK  
FM110300 23014KT CAVOK  
FM111000 14005KT CAVOK  
RMK  
T 29 33 33 30 Q 1017 1016 1013 101

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

Other factors:

SM Recommendation:

ATMD Endorsement:

### Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

Director Operations approval  Yes  No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
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<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
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<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
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<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-020363

Entered by:

NOTAM Number:

B84, B13

**What controls were implemented?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

**What controls did not work well?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

NOTAM for YMMM approved by NOTAM Office with number B0084/24

Summary: PARAFIELD TWR ATS NOT AVBL

B0084/24 NOTAMN  
Q) YMMM/QSTXX/IV/BO/E/000/999/3448S13838E005  
A) YMMM  
B) 2402110000 C) 2402110500  
D) DAILY 0000-0130 0330-0500  
E) PARAFIELD TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS  
PARAFIELD CLASS D AIRSPACE 1500FT AND BLW REVERTS TO CLASS G  
AIRSPACE. FIS AVBL CENTRE 130.45.  
COMMON TFC ADVISORY FREQ (CTAF) 118.7  
ENR SUP AUSTRALIA (ERSA) - OUTSIDE TWR HR - REFERS

NOTAM for YMMM approved by NOTAM Office with number B0086/24

Summary: PARAFIELD TWR ATS NOT AVBL

B0086/24 NOTAMR B0084/24  
Q) YMMM/QSTXX/IV/BO/E/000/999/3448S13838E005  
A) YMMM  
B) 2402110251 C) 2402110730  
D) DAILY 0251-0500 0715-0730  
E) PARAFIELD TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS  
PARAFIELD CLASS D AIRSPACE 1500FT AND BLW REVERTS TO CLASS G  
AIRSPACE. FIS AVBL CENTRE 130.45.  
COMMON TFC ADVISORY FREQ (CTAF) 118.7  
ENR SUP AUSTRALIA (ERSA) - OUTSIDE TWR HR - REFERS

NOTAM for YPPF approved by NOTAM Office with number B0013/24

Summary: TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

B0013/24 NOTAMN  
Q) YMMM/QSTXX/IV/BO/A/000/999/3448S13838E005  
A) YPPF  
B) 2402110000 C) 2402110500  
D) DAILY 0000-0130 0330-0500  
E) TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS  
PARAFIELD CLASS D AIRSPACE 1500FT AND BLW REVERTS TO CLASS G  
AIRSPACE. COMMON TFC ADVISORY FREQ 118.7  
ENR SUP AUSTRALIA - OUTSIDE TWR HR - REFERS

NOTAM for YPPF approved by NOTAM Office with number B0014/24

Summary: TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

B0014/24 NOTAMR B0013/24  
Q) YMMM/QSTXX/IV/BO/A/000/999/3448S13838E005  
A) YPPF  
B) 2402110248 C) 2402110730  
D) DAILY 0248-0500 0715-0730

OFFICIAL

E) TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS  
PARAFIELD CLASS D AIRSPACE 1500FT AND BLW REVERTS TO CLASS G  
AIRSPACE. COMMON TFC ADVISORY FREQ 118.7  
ENR SUP AUSTRALIA - OUTSIDE TWR HR - REFERS

OFFICIAL

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation – Parafield Tower (12 February 2024)  
**Date:** Friday, 16 February 2024 11:23:00 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[ATS-FORM-0005\\_Parafiled\\_TWR \(12Feb2024\).pdf](#)  
[NOTAM\\_Parafield\\_TWR \(12Feb2024\).docx](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

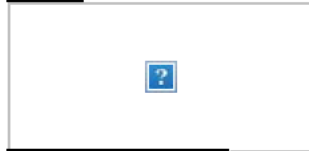
**Variation (UTC)**

24 02 12 0630 to 24 02 12 0830

Due to reduced staff availability services were not provided during the above timeframe.

Regards

[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)





## Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Forecast weather:

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

Other factors:

SM Recommendation:  ATMD Endorsement:

## Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

NR

Director Operations approval

Yes    No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-0203666

Entered by:

NOTAM Number:

B88/24, B15/24

**What controls were implemented?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

**What controls did not work well?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

NOTAM for YPPF approved by NOTAM Office with number B0015/24

Summary: TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

B0015/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/A/000/999/3448S13838E005

A) YPPF

B) 2402120658 C) 2402120830

E) TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

PARAFIELD CLASS D AIRSPACE 1500FT AND BLW REVERTS TO CLASS G AIRSPACE. COMMON TFC ADVISORY FREQ 118.7

ENR SUP AUSTRALIA - OUTSIDE TWR HR - REFERS

NOTAM for YMMM approved by NOTAM Office with number B0088/24

Summary: PARAFIELD TWR ATS NOT AVBL

B0088/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/E/000/999/3447S13837E005

A) YMMM

B) 2402120658 C) 2402120830

E) PARAFIELD TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

PARAFIELD CLASS D AIRSPACE 1500FT AND BLW REVERTS TO CLASS G AIRSPACE. FIS AVBL CENTRE 130.45.

COMMON TFC ADVISORY FREQ (CTAF) 118.7

ENR SUP AUSTRALIA (ERSA) - OUTSIDE TWR HR - REFERS

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation – Parafield Tower (13-16 February 2024)  
**Date:** Monday, 19 February 2024 10:53:00 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[ATS-FORM-0005\\_Parafield TWR \(13-16 Feb2024\).pdf](#)  
[NOTAM\\_Parafield TWR \(13-16 Feb2024\).docx](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 02 13 0630 to 24 02 16 0830

DAILY 0630-0830

Due to reduced staff availability services were not provided during the above timeframes.

Regards

[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)



# Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
*(insert name and position)*

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
*(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)*

Forecast weather:

Possible agencies affected *(International agencies, other FDRG, Defence, HF, NCC etc)*

Other factors:

SM Recommendation:  ATMD Endorsement:



## Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
Not Required		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

NR

Director Operations approval

Yes  No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-0203775

Entered by:

NOTAM Number:

YPPF B16, YMMM B90

**What controls were implemented?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

**What controls did not work well?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

NOTAM for YPPF approved by NOTAM Office with number B0016/24

Summary: TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

B0016/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/A/000/999/3448S13838E005

A) YPPF

B) 2402130630 C) 2402160830

D) DAILY 0630-0830

E) TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

PARAFIELD CLASS D AIRSPACE 1500FT AND BLW REVERTS TO CLASS G

AIRSPACE. COMMON TFC ADVISORY FREQ 118.7

ENR SUP AUSTRALIA - OUTSIDE TWR HR - REFERS

NOTAM for YMMM approved by NOTAM Office with number B0090/24

Summary: PARAFIELD TWR ATS NOT AVBL

B0090/24 NOTAMN

Q) YMMM/QSTLT/IV/NBO/E/000/999/3448S13838E005

A) YMMM

B) 2402130630 C) 2402160830

D) DAILY 0630-0830

E) PARAFIELD TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

PARAFIELD CLASS D AIRSPACE 1500FT AND BLW REVERTS TO CLASS G

AIRSPACE. FIS AVBL CENTRE 130.45. COMMON TFC ADVISORY FREQ (CTAF)

118.7

ENR SUP AUSTRALIA (ERSA) - OUTSIDE TWR HR - REFERS

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation – Parafield Tower (17 February 2024)  
**Date:** Monday, 19 February 2024 12:13:00 PM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[ATS-FORM-0005\\_Parafield\\_TWR \(17Feb2024\).pdf](#)  
[NOTAM\\_Parafield\\_TWR \(17Feb2024\).docx](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 02 17 2330 to 24 02 18 0045

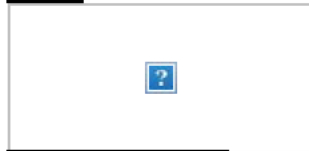
24 02 18 0300 to 24 02 18 0415

24 02 18 0630 to 24 02 18 0730

Due to reduced staff availability services were not provided during the above timeframes.

Regards

[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)



# Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
*(insert name and position)*

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
*(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)*

Forecast weather:

Possible agencies affected *(International agencies, other FDRG, Defence, HF, NCC etc)*

Other factors:

SM Recommendation:  ATMD Endorsement:

## Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

Director Operations approval

Yes    No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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



Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions**

**Consequences**

**Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-0203815

Entered by:

[Redacted]

NOTAM Number:

B99/24 B19/24

**What controls were implemented?**

- Traffic Metering  
 Diversion routes  
 TIBA  
 TRA  
 Additional staffing  
 Additional supervision  
 Other

Class G

**What controls did not work well?**

- Traffic Metering  
 Diversion routes  
 TIBA  
 TRA  
 Additional staffing  
 Additional supervision  
 Other

Why?

[Empty text box]

What was the impact of the controls on surrounding Air Traffic Services?

[Empty text box]

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

[Empty text box]

What other controls could have been implemented to enhance the outcome?

[Empty text box]

Operational Staff debrief comments:

[Empty text box]

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

NOTAM for YPPF approved by NOTAM Office with number B0019/24

Summary: TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

B0019/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/A/000/999/3448S13838E005

A) YPPF

B) 2402172330 C) 2402180730

D) 2402172330 TO 2402180045

2402180300 TO 2402180415

2402180630 TO 2402180730

E) TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

PARAFIELD CLASS D AIRSPACE 1500FT AND BLW REVERTS TO CLASS G

AIRSPACE. COMMON TFC ADVISORY FREQ 118.7

ENR SUP AUSTRALIA - OUTSIDE TWR HR - REFERS

NOTAM for YMMM approved by NOTAM Office with number B0099/24

Summary: PARAFIELD TWR ATS NOT AVBL

B0099/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/E/000/999/3448S13938E005

A) YMMM

B) 2402172330 C) 2402180730

D) 2402172330 TO 2402180045

2402180300 TO 2402180415

2402180630 TO 2402180730

E) PARAFIELD TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

PARAFIELD CLASS D AIRSPACE 1500FT AND BLW REVERTS TO CLASS G

AIRSPACE. FIS AVBL CENTRE 130.45.

COMMON TFC ADVISORY FREQ (CTAF) 118.7

ENR SUP AUSTRALIA (ERSA) - OUTSIDE TWR HR - REFERS

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation – Parafield Tower (19-23 February 2024)  
**Date:** Monday, 26 February 2024 11:31:00 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[ATS-FORM-0005\\_Parafield TWR \(19-23 Feb2024\).pdf](#)  
[NOTAM\\_Parafield TWR \(19-23 Feb2024\).docx](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 02 19 0630 to 24 02 23 0830

DAILY 0630-0830

Due to reduced staff availability services were not provided during the above timeframes.

Regards

[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)



## Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Forecast weather:

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

Other factors:

SM Recommendation:  ATMD Endorsement:

## Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

Director Operations approval

Yes    No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				



**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-0203987

Entered by:

NOTAM Number:

YPPF B17, YMMM B93

**What controls were implemented?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

**What controls did not work well?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

NOTAM for YPPF approved by NOTAM Office with number B0017/24

Summary: TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

B0017/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/A/000/999/3448S13838E005

A) YPPF

B) 2402190630 C) 2402230830

D) DAILY 0630-0830

E) TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

PARAFIELD CLASS D AIRSPACE 1500FT AND BLW REVERTS TO CLASS G

AIRSPACE. COMMON TFC ADVISORY FREQ 118.7

ENR SUP AUSTRALIA - OUTSIDE TWR HR - REFERS

NOTAM for YMMM approved by NOTAM Office with number B0093/24

Summary: PARAFIELD TWR ATS NOT AVBL

B0093/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/E/000/999/3448S13838E005

A) YMMM

B) 2402190630 C) 2402230830

D) DAILY 0630-0830

E) PARAFIELD TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

PARAFIELD CLASS D AIRSPACE 1500FT AND BLW REVERTS TO CLASS G

AIRSPACE. FIS AVBL CENTRE 130.45.

COMMON TFC ADVISORY FREQ (CTAF) 118.7

ENR SUP AUSTRALIA (ERSA) - OUTSIDE TWR HR - REFERS

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation – Parafield Tower (26 February - 01 March 2024)  
**Date:** Monday, 4 March 2024 9:22:00 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[ATS-FORM-0005\\_Parafield TWR \(26Feb - 01Mar 2024\).pdf](#)  
[NOTAM\\_Parafield TWR \(26Feb - 01 Mar 2024\).docx](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 02 26 0630 to 24 03 01 0830

DAILY 0630-0830

Due to reduced staff availability services were not provided during the above timeframes.

Regards

[REDACTED]



[REDACTED]

Business & Stakeholder Partnering Coordinator  
Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)



## Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Forecast weather:

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

Other factors:

SM Recommendation:  ATMD Endorsement:

## Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

NR

Director Operations approval

Yes    No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions**

**Consequences**

**Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:  Entered by:

NOTAM Number:

**What controls were implemented?**

- Traffic Metering
- Diversion routes
- TIBA
- TRA
- Additional staffing
- Additional supervision
- Other

**What controls did not work well?**

- Traffic Metering
- Diversion routes
- TIBA
- TRA
- Additional staffing
- Additional supervision
- Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:



## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

NOTAM for YPPF approved by NOTAM Office with number B0020/24

Summary: TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

B0020/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/A/000/999/3448S13838E005

A) YPPF

B) 2402260630 C) 2403010830

D) DAILY 0630-0830

E) TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

PARAFIELD CLASS D AIRSPACE 1500FT AND BLW REVERTS TO CLASS G

AIRSPACE. COMMON TFC ADVISORY FREQ 118.7

ENR SUP AUSTRALIA - OUTSIDE TWR HR - REFERS

NOTAM for YMMM approved by NOTAM Office with number B0108/24

Summary: PARAFIELD TWR ATS NOT AVBL

B0108/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/E/000/999/3448S13838E005

A) YMMM

B) 2402260630 C) 2403010830

D) DAILY 0630-0830

E) PARAFIELD TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

PARAFIELD CLASS D AIRSPACE 1500FT AND BLW REVERTS TO CLASS G

AIRSPACE. FIS AVBL CENTRE 130.45.

COMMON TFC ADVISORY FREQ (CTAF) 118.7

ENR SUP AUSTRALIA (ERSA) - OUTSIDE TWR HR - REFERS

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation – Parafield Tower (4-8 March 2024)  
**Date:** Tuesday, 12 March 2024 9:51:00 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[ATS-FORM-0005\\_Parafield\\_TWR \(4-8 Mar2024\).pdf](#)  
[NOTAM\\_Parafield\\_TWR \(4-8 Mar 2024\).docx](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that affected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 03 04 0630 to 24 03 08 0830

DAILY 0630-0830

Due to reduced staff availability services were not provided during the above timeframes.

Regards

[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)



# Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
*(insert name and position)*

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
*(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)*

Forecast weather:

Possible agencies affected *(International agencies, other FDRG, Defence, HF, NCC etc)*

Other factors:

SM Recommendation:

ATMD Endorsement:

## Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

NR

Director Operations approval

Yes    No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-0204380

Entered by:

NOTAM Number:

B24, B0115

**What controls were implemented?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

**What controls did not work well?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)



NOTAM for YMMM approved by NOTAM Office with number B0113/24

Summary: PARAFIELD TWR ATS NOT AVBL

B0113/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/E/000/999/3448S13838E005

A) YMMM

B) 2403040630 C) 2403080830

D) DAILY 0630-0830

E) PARAFIELD TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS  
PARAFIELD CLASS D AIRSPACE 1500FT AND BLW REVERTS TO CLASS G  
AIRSPACE. FIS AVBL CENTRE 130.45.

COMMON TFC ADVISORY FREQ (CTAF) 118.7

ENR SUP AUSTRALIA (ERSA) - OUTSIDE TWR HR - REFERS

NOTAM for YPPF approved by NOTAM Office with number B0023/24

Summary: TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

B0023/24 NOTAMN

Q) YMMM/QSTLC/IV/NBO/A/000/999/3448S13838E005

A) YPPF

B) 2403040630 C) 2403080830

D) DAILY 0630-0830

E) TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS  
PARAFIELD CLASS D AIRSPACE 1500FT AND BLW REVERTS TO CLASS G  
AIRSPACE. COMMON TFC ADVISORY FREQ 118.7

ENR SUP AUSTRALIA - OUTSIDE TWR HR - REFERS

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Rockhampton Tower (27 February 2024)  
**Date:** Thursday, 29 February 2024 11:47:00 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[ATS-FORM-0005\\_Rockhampton\\_TWR \(27Feb2024\).pdf](#)  
[NOTAM\\_Rockhampton\\_TWR \(27Feb2024\).docx](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that effected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 02 27 2030 to 24 02 27 2045

Due to reduced staff availability services were not provided during the above timeframe.

Regards

[REDACTED]



[REDACTED]

Business & Stakeholder Partnering Coordinator  
Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)



# Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected (Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Forecast weather:

ROCKHAMPTON (YBRK)  
TAF YBRK 271718Z 2718/2818  
16006KT 9999 SCT030  
FM272200 13008KT 9999 SCT035  
FM280200 08012KT 9999 FEW050  
FM280800 09008KT 9999 FEW030  
FM281200 16006KT 9999 SCT030  
RMK  
T 24 25 30 32 Q 1014 1016 1016 1014

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

Other factors:

SM Recommendation:

ATMD Endorsement:

### Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

Director Operations approval

Yes  No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions**

**Consequences**

**Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:  Entered by:

NOTAM Number:

**What controls were implemented?**

- Traffic Metering
- Diversion routes
- TIBA
- TRA
- Additional staffing
- Additional supervision
- Other

**What controls did not work well?**

- Traffic Metering
- Diversion routes
- TIBA
- TRA
- Additional staffing
- Additional supervision
- Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)



NOTAM for YBRK approved by NOTAM Office with number B0010/24

Summary: ATS SUBJECT TO CONTINGENCY

B0010/24 NOTAMN

Q) YBBB/QSTXX/IV/BO/A/000/999/2323S15028E005

A) YBRK

B) 2402272030 C) 2402272045

E) ATS SUBJECT TO CONTINGENCY

AERODROME CTL SER NOT AVBL.

MANDATORY BROADCAST PROC ON 118.1

APP [AND DEP] CTL SER PROVIDED TO SFC ON 123.75 MHZ. ALL AIRCRAFT REQUESTING CLEARANCE INTO THE AIRSPACE MUST CONTACT 123.75 MHZ. 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 CONTACT AIRSERVICES AUSTRALIA ON +61 7 3866 3315 IN ORDER TO:

1. OBTAIN A BRIEFING ON CONTINGENCY PROCEDURES.
2. OBTAIN A LANDING OR DEPARTURE TIME.
3. IF DEPARTING, OBTAIN AN AIRWAYS CLEARANCE ON FREQUENCY 123.75 MHZ. PRIOR TO ENTERING THE RWY FOR DEPARTURE, PILOTS MUST:

4. REPORT READY ON 123.75 MHZ.

5. OBTAIN DEPARTURE INSTRUCTIONS AND REPORT AIRBORNE WITHIN THREE MINUTES.

AFTER LANDING, REPORT CLEAR OF THE RWY ON FREQUENCY 123.75 MHZ.

NOTAM for YBBB approved by NOTAM Office with number B0483/24

Summary: ATS AT ROCKHAMPTON AD SUBJECT TO CONTINGENCY

B0483/24 NOTAMN

Q) YBBB/QAEXX/IV/NBO/E/000/999/2322S15028E005

A) YBBB

B) 2402272030 C) 2402272045

E) ATS AT ROCKHAMPTON AERODROME SUBJECT TO CONTINGENCY

AERODROME CTL SER NOT AVBL.

MANDATORY BROADCAST PROC ON 118.1

APP [AND DEP] CTL SER PROVIDED TO SFC ON 123.75 MHZ. ALL AIRCRAFT REQUESTING CLEARANCE INTO THE AIRSPACE MUST CONTACT 123.75 MHZ. 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 +61 7 3866 3315.
2. OBTAIN A LANDING OR DEPARTURE TIME
3. IF DEPARTING, OBTAIN AN AIRWAYS CLEARANCE ON FREQUENCY 123.75 MHZ.

PRIOR TO ENTERING THE RWY FOR DEPARTURE, PILOTS MUST:

4. REPORT READY ON 123.75 MHZ.

5. OBTAIN DEPARTURE INSTRUCTIONS AND REPORT AIRBORNE WITHIN THREE MINUTES.

AFTER LANDING, REPORT CLEAR OF THE RWY ON FREQUENCY 123.75 MHZ.

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation – Sunshine Coast Tower (5 January 2024)  
**Date:** Monday, 8 January 2024 11:13:00 AM  
**Attachments:** [ATS-FORM-0005\\_Sunshine\\_Coast\\_TWR\\_\(05Jan2024\).pdf](#)  
[NOTAM\\_Sunshine\\_Coast\\_TWR\\_\(05Jan2024\).docx](#)  
[image002.png](#)  
[image003.png](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that effected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 01 05 0745 to 24 01 05 0940

Due to reduced staff availability services were not provided during the above timeframe.

Regards

[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)



# Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected  
(Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

Forecast weather:

Possible agencies affected (International agencies, other FDRG, Defence, HF, NCC etc)

Other factors:

SM Recommendation:  ATMD Endorsement:

## Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

NR

Director Operations approval

Yes    No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-0202664

Entered by:

NOTAM Number:

SU B001/24, YBBB B20/24

**What controls were implemented?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

**What controls did not work well?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)

NOTAM for YBSU approved by NOTAM Office with number B0001/24

Summary: TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

B0001/24 NOTAMN

Q) YBBB/QSTLC/IV/NBO/A/000/999/2636S15306E005

A) YBSU

B) 2401050745 C) 2401050940

E) TWR ATS NOT AVBL DUE OPERATIONAL RESTRICTIONS

SUNSHINE COAST CLASS D AIRSPACE BECOMES CLASS G 4500FT AND BLW AS PER  
ENROUTE SUPPLEMENT AUSTRALIA (ERSA) SUNSHINE COAST OUTSIDE TWR HR  
COMMON TRAFFIC ADVISORY FREQUENCY (CTAF) 124.4

NOTAM for YBBB approved by NOTAM Office with number B0020/24

Summary: YBSU TWR ATS NOT AVBL DUE TO OPR RESTRICTIONS

B0020/24 NOTAMN

Q) YBBB/QSTLC/IV/NBO/E/000/999/2636S15306E020

A) YBBB

B) 2401050745 C) 2401050940

E) SUNSHINE COAST (YBSU) TWR ATS NOT AVBL DUE TO OPR RESTRICTIONS

SUNSHINE COAST CLASS D AIRSPACE BECOMES CLASS G 4500FT AND BLW AS PER  
ENROUTE SUPPLEMENT AUSTRALIA (ERSA) SUNSHINE COAST OUTSIDE TWR HR.  
FIS AVBL BRISBANE CENTRE 129.0. COMMON TRAFFIC ADVISORY FREQUENCY  
(CTAF) 124.4



**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Service Variation - Sydney TCU (18 February 2024)  
**Date:** Monday, 19 February 2024 11:58:00 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[ATS-FORM-0005\\_Sydney\\_TCU\\_\(18Feb2024\).pdf](#)

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In accordance with the Civil Aviation Safety Regulation 1998, Part 172.185 Airservices advises that during the following period, circumstances existed that effected Airservices capacity to provide the published air traffic service in the detailed airspace.

**Variation (UTC)**

24 02 18 0730 to 24 02 18 0800

Due to staff evacuation as a result of fire warning alert being triggered, services were not provided during the above timeframe.

At time 0725z the amber fire warning was activated in B237. It was confirmed that there was a strong plastic/chemical smell in the TWR cab and at time 0730 the decision was made to evacuate. The red automatic evacuation alert was also triggered. TCU resumed normal operations at approximately 0800.

Regards

[REDACTED]



[REDACTED]

Canberra ACT, Australia

[www.airservicesaustralia.com](http://www.airservicesaustralia.com)



# Variation to Published Services: Operational Hazard Assessment

Date  Unit

Analysis conducted by:  
(insert name and position)

Reason for variation to Published Services  Natural disaster  Staff Availability  Facility failure (infrastructure)  Equipment failure (System)  Other

If other, please specify

Airspace affected:  Service affected (Class of Airspace, Level of Service)

Expected duration of ATS Service Variation (UTC)  Commencement  Cessation

Expected Traffic Level (actual traffic recorded in 'TIBA Log of Affected Aircraft'):  
(Consider traffic volume, planned levels of operation, traffic complexity, internationals, itinerant aircraft etc)

VOZ853  
QFA539  
QFA470  
QLK107D  
QLK208D  
QTR908  
QFA104  
VOZ1282  
UPS34  
QLK31D  
VOZ867  
RXA6437  
RXA6472  
QFA545  
VOZ962  
QFA1989  
VOZ869  
QLK413D  
RXA152  
QLK43D  
QFA474

QFA472  
QJE1506  
QFA547  
VOZ431

Forecast weather:

TAF YSSY 180802Z 1809/1912  
04008KT 9999 FEW030  
FM181200 18010KT 9999 -SHRA BKN015  
FM190000 15012KT 9999 -SHRA BKN020  
FM190900 13008KT 9999 -SHRA BKN015  
TEMPO 1812/1820 9999 BKN012  
TEMPO 1820/1901 2000 SHRA BKN008 SCT015TCU  
INTER 1901/1908 2000 SHRA BKN010 SCT020TCU  
TEMPO 1908/1912 2000 SHRA BKN008 SCT015TCU  
PROB30 TEMPO 1820/1900 VRB20G35KT 0500 +TSRA BKN006 SCT020CB  
RMK  
T 25 24

Possible agencies affected (*International agencies, other FDRG, Defence, HF, NCC etc*)

NCC, RAAF Richmond, Air Ambulance YSSY, NSW Police Air Wing YSBK, SACL

Other factors:

SM Recommendation:  ATMD Endorsement:

### Contingency Response Manager Selection Worksheet

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

Potential CRMs	FRMS Fatigue Level	Previous CRM Experience	HMI Capable (see note below)	When Available
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

### Decision

CRM considered most suitable

NR

Director Operations approval

Yes  No

CRM appointed

CRM to attend by

Note: 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 license with a current endorsement
- The CRM has experience entering operational data into the system used by that ATC function e.g. TCU, En route, INTAS

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

Potential Disruptions		Consequences		Controls	
Tick as applicable		Effect on ATS <i>(increased likelihood of a safety critical event, increased complexity in traffic processing, incorrect application of procedures etc)</i>	Effect on External Agencies <i>(Aircraft/Other Agencies) (Delays in clearance, accepting coordination, progressing, holding etc)</i>	Existing <i>(Minimum staffing levels, National Contingency Plan, Local Contingency Plan etc)</i>	Proposed <i>(Traffic management, metering, diversion routes, additional staffing, other etc)</i>
<input type="checkbox"/>	Scheduled system upgrade to software, hardware or communications etc				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the TRA				
<input type="checkbox"/>	Scheduled maintenance or facility failure within the surrounding airspace				
<input type="checkbox"/>	Flex Tracks/User Preferred Routes in the TRA or surrounding sectors				
<input type="checkbox"/>	Surrounding sector staffing levels insufficient to accept additional workload (of diversions and metering)				
<input type="checkbox"/>	Staff not familiar with published contingency procedures				
<input type="checkbox"/>	Diversion Routes - breakdown in coordination due to unfamiliar contingency procedures				
<input type="checkbox"/>	VCA - Pilots not calling for clearance from within TRA or Class G airspace 15 min prior to entering controlled airspace				
<input type="checkbox"/>	MILEX/Active Restricted and Danger areas				
<input type="checkbox"/>	Communication system unavailability with 'downstream' ANSP				
<input type="checkbox"/>	Direct communication system unavailability with 'downstream' unit				
<input type="checkbox"/>	Non-operational personnel currently present or scheduled to visit to Ops Room				

**Potential Disruptions****Consequences****Controls**

<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

**Post Contingency Review**

CIRRS Number:

ATS-0203809

Entered by:

SY TM

NOTAM Number:

**What controls were implemented?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other
**What controls did not work well?**
 Traffic Metering   
 Diversion routes   
 TIBA   
 TRA   
 Additional staffing   
 Additional supervision   
 Other

Why?

What was the impact of the controls on surrounding Air Traffic Services?

Did the controls impact negatively on External Agencies to the extent that there will be feedback to Airservices? (e.g. Airlines and ANSP)

What other controls could have been implemented to enhance the outcome?

Operational Staff debrief comments:

## Notification Checklist

- NOTAM attached
- Copy of form and other required information provided to the Director Operations for PAR
- Copy of form and other required information provided to ATMD
- Copy of form provided to the [ATMSL](#)
- Compliance notification email sent to [Regulatory Engagement](#)
- Copy of form sent to Regulatory Engagement

A copy of this form must be placed in the Contingency Activation File (RMU File)