



# CONTROLLER INFORMATION AND ATIS POLICY

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| <b>Version:</b>   | 5.2                 |
| <b>Effective:</b> | 13 October 2019     |
| <b>Review:</b>    | 13 October 2020     |
| <b>Authority:</b> | Director Operations |

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## **WARNING**

Information contained in this document is intended for flight simulation purposes and must not be used for any real world aviation use.

# 1 Preliminary

## 1.1 Purposes

1.1.1 The purposes of this policy are:

- (a) to identify the situations when an ATIS must be provided; and
- (b) to specify the requirements of the controller information; and
- (c) to specify the ATIS broadcast frequency.

## 2 *Policy owner and review schedule*

2.1 This policy is owned by the Director Operations.

2.2 This policy shall be reviewed annually and the most recent review date shall be displayed on the VATPAC website.

## 3 *Governing rules*

3.1 This policy implements the Global Controller/ATIS Information Policy (VATSIM Executive Committee).

## 4 *Definitions*

4.1 In this policy:

4.1.1 ATIS means meteorological and operational information about an airport; it can also refer to the text-form ATIS sent to pilots when the pilot uses the "Retrieve ATIS" function on an ATIS position;

4.1.2 Controller information means the information send pilots when the pilot uses the "Retrieve ATIS" function on a controller position, other than an ATIS position;

4.1.3 Director means the Director Operations.

## 5 *Controller Information*

5.1 Technical requirements for controller information

5.1.1 The controller information must comply with the following limitations:

- (a) each line must not exceed 76 characters; and
- (b) there must not be more than 4 lines.
- (c) Voice switching information, normally inserted automatically by controller client software, is not included in the line limit in subsection (b).

## 6 **Content of controller information**

### 6.1 Controller information MUST include, at a minimum:

#### 6.1.1 For a controller operating a Standard TMA control position

- (a) The details of any secondary aerodromes to which a top-down Tower service is being provided. Secondary aerodromes which are not specified in the controller information may be assumed to operate as non-controlled aerodromes. Top-down coverage being provided to the primary aerodrome of the TMA is not required to be detailed in the controller information.
- (b) If Tower services are not being provided by another controller at the primary aerodrome for the respective TMA. AND a top-down service to the primary aerodrome is NOT being provided by the TMA controller, a note stating so and the reason why.
- (d) Where Top-down coverage from an Enroute position to an underlying or adjacent unstaffed TMA is not being provided, a note stating so. Controllers are assumed to be providing Top-down coverage in compliance with Section 3.2 of the Controller Positions and Ratings Policy, where Enroute services are being provided to a normal sector above or adjacent to an unstaffed TMA.

#### 6.1.1.1 For a controller operating a standard Enroute control position, but not a FSS or Oceanic sector:

- (a) The three (3) letter sector identifier and frequency of any standard control position to which extended coverage is being provided, and
- (b) The four (4) letter ICAO identifier of any aerodrome to which a top-down Tower or Approach service is being provided. Aerodromes which are not specified in the controller information may be assumed to operate as uncontrolled aerodromes.
- (c) Example ML-SNO\_CTR: "Ext WOL 125.0, TBD 125.3, Top-Down YMML, YSCB, YSSY, YPAD."

#### 6.1.1.2 For a controller operating a non-standard control position, in addition to Subsection 6.1.1.2 (b):

- (a) The name of the authorising/supervising VATPAC staff member or Senior Controller, and the reason why the non-standard sector was activated, per the requirements listed in the Controller Positions and Ratings Policy (Eg. Authorised by (name) due event traffic).

#### 6.1.1.3 "ATC Feedback: ", followed by a link to the VATPAC website ATC feedback form, located [feedback.vatpac.org](https://feedback.vatpac.org)

- 6.2 Controller information MAY include, inter alia:
- 6.2.1 callsign; and
  - 6.2.2 expected log-off time; and
  - 6.2.3 relevant ATIS frequencies; and
  - 6.2.4 a link to the VATPAC pilot assist website; and
  - 6.2.5 other relevant operational information.
- 6.3 Controller information MUST NOT include:
- 6.3.1 controller's name or rating; or
  - 6.3.2 meteorological information.

## **7 ATIS**

### *7.1 When must an ATIS be provided?*

- 7.1.1 An ATIS must be provided for an aerodrome, if and only if, an air traffic control service is also being provided for that aerodrome.
- 7.1.2 Where top-down coverage is being provided an ATIS shall be provide for the primary aerodrome in that TMA or Sector except as provided in subsection 6.1.1.1 (b).
- 7.1.3 7.1.2 Notwithstanding subsection 7.1.1, a controller must not provide more than one ATIS.

### *7.2 Text form of ATIS*

- 7.2.1 When an ATIS is provided, it must be provided in both voice and text form. Both forms must contain the same substantial information.
- 7.2.2 The two forms contain the same substantial information if a person can obtain the same information regardless of which form is used. Non-informative parts of the ATIS may be excluded from the text ATIS to save space (e.g. "on first contact...").

### *7.3 When must an ATIS be updated?*

- 7.3.1 The Director shall publish revision criteria in the Manual of Air Traffic Services. (Section 2, subsection 2.1.2.7, , VATPAC MATS, Version 2.2 - 28/07/2017)
- 7.3.2 A controller providing an ATIS shall update the ATIS when the revision criteria in subsection 8.2.1 are met.

### *7.4 Items not permitted in an ATIS*

- 7.4.1 An ATIS shall not include:

- (a) raw METAR data;
- (b) anything that is not operationally relevant;
- (c) anything that is not flight information.

### 7.3 ATIS broadcast frequency

7.3.1 The ATIS shall be broadcast on the frequency determined by using subsection 8.4.2.

7.3.2 The broadcast frequency in subsection (1) is—

7.4.2 (a) the first ATIS frequency listed in En route Supplement Australia (ERSA) for that aerodrome that is within the range 118.0 MHz to 136.0 MHz; or:

7.4.2 (b) if there is no suitable frequency in clause (a), then 134.0 MHz.

### 7.4 Procedures for generating ATIS

7.4.1 The Director shall publish procedures relating to the generation of ATIS in the Manual of Air Traffic Services. (Section 2, VATPAC MATS, Version 2.2 - 28/07/2017)

## Endnotes

### References.

VATPAC Manual of Air Traffic Services, Version 2.2 – 28/07/2017

VATSIM Global Controller/ATIS Information Policy Effective 1 February 2015

### Table of Amendments

| Effective Date  | Changes   |
|-----------------|---|
| 8 February 2015 | Divorced procedure from policy text<br>Updated in line with new EC policy<br>redrafted policy numbering   |
| 19 June 2015    | Transferred policy into new template with paragraph and headings.<br>Renumbered various paragraphs.<br>Minor non-substantive editorial changes. |

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| 18 November 2015 | Reformatted and renumbered for new website.  |
| 28 May 2017      | significant restructure and formatting changes   |
| 13 December 2017 | Reformatted, deleted paragraph references, correlated to new section references.                                       |
| 14 October 2019  | Inclusion of frequency information for extended coverage of Enroute sectors for the implementation of Audio for VATSIM |