



Perth Airport

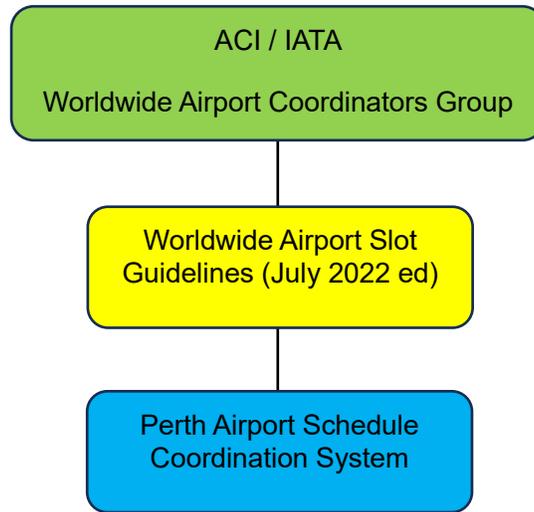
**PERTH AIRPORT**  
**SCHEDULE COORDINATION SYSTEM**

21 September 2023

**DOCUMENT CONTROL**

Version	2.0
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## DOCUMENT HIERARCHY



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## Authority

The Perth Airport Schedule Coordination System has been prepared in accordance with the Worldwide Airport Slot Guidelines (WASG) Edition 2, effective 1 July 2022.

Perth Airport's Schedule Coordination System has been developed in collaboration with Airport Coordination Australia to detail the requirements and provide guidance to industry participants wishing to apply for, or maintain current slots, at Perth Airport.

This document should be read in conjunction with Perth Airport's Airport Operating Protocol and Airport Operating Standard on Aircraft Scheduling & Facilities Allocation.

Approved by:



Name: Anthony Sewell  
Position: General Manager Operations  
Organisation: Perth Airport Pty Ltd

## **Purpose and overview**

During certain times of the day the demand for airfield infrastructure at Perth Airport significantly exceeds capacity. If unmanaged, this excess demand can result in congestion and delays at Perth Airport and feeder airports and/or airborne holding, all of which can increase costs to airport users.

This Schedule Coordination System seeks to promote efficient use of Perth Airport's airfield infrastructure by establishing a framework for managing the allocation of Perth Airport's airfield capacity.

Under the Schedule Coordination System, an airline or aircraft operator must have a slot allocated to it in accordance with the System before operating a flight into or out of Perth Airport. A slot is a permission given by Perth Airport in relation to a single aircraft for a planned operation to use (subject to the other relevant conditions of use) the full range of airfield infrastructure necessary to arrive at or depart from Perth Airport on a specific date and time. The total number of slots available to be allocated (coordination parameters) is set out in the System and will be periodically reviewed by Perth Airport, following consultation with Airservices Australia, and relevant airport stakeholders taking into account the delay acceptable to airlines and aircraft operators.

The allocation of slots is based on the slot allocation principles set out in the Worldwide Airport Slot Guidelines, with variations to take into account the unique circumstances of Perth Airport. Among other things, local rules have been designed to preserve contestability in the provision of closed charter services (thereby allowing, for example, companies in the resources sector to change airlines without risk of losing their departure and arrival times). Airport Coordination Australia (ACA) is contracted by Perth Airport to manage the allocation of slots. The Perth Airport Schedule Coordination System will be implemented over continual six month seasonal cycles, which align with the seasons identified in the Worldwide Airport Slot Guidelines. The cycles will run as follows:

## **Preliminary**

### ***Definitions and meanings of terms***

1. In this System:
  - 1.1 **ACA** means Airport Coordination Australia, ABN 16 082 075 901.
  - 1.2 **Aircraft Operator** means an aircraft operator that is not an Airline. For clarity, if an Aircraft Operator is a related body corporate to another Aircraft Operator or Airline and has its own IATA code, it will be treated as a separate Aircraft Operator for the purposes of the System.
  - 1.3 **Airline** means:
    - a) an airline which holds a valid air operator's certificate allowing it to operate at Perth Airport; or
    - b) a group of airlines which each hold a valid air operator's certificate allowing each of them to operate at Perth Airport, provided each airline operates flights under the same IATA code.

For clarity, if an Airline is a related body corporate to another Airline or Aircraft Operator and has its own IATA code, it will be treated as a separate Airline for the purposes of the System.

- 1.4 **Airservices Australia** means the body established by the *Air Services Act 1995* (Cth), being the air traffic control service provider for Perth Airport.
  - 1.5 **Calendar of Activities** means the intended calendar of activities associated with this schedule coordination system, found at Attachment A.
  - 1.6 **Closed Charter Service** means a service generally operated in accordance with a schedule other than an operation for which tickets are generally available for purchase by the public.
  - 1.7 **IATA** means the International Air Transport Association.
  - 1.8 **Local Rules** means the provisions of this document.
  - 1.9 **Non-RPT Operations** means operations other than RPT Operations.
  - 1.10 **PAPL** means Perth Airport Pty Limited, ABN 24 077 153 130.
  - 1.11 **RPT Operations** means operations by Airlines in accordance with a schedule and for which tickets are generally available for purchase by the public.
  - 1.12 **series of slots** means at least 5 slots requested for the same time on the same day-of-the-week, distributed regularly in the same season, and allocated in that way or, if that is not possible, allocated at approximately the same time.
  - 1.13 **slot** means a permission given by ACA in relation to a single aircraft for a planned operation to use the full range of airfield infrastructure necessary to arrive at or depart from Perth Airport on a specific date and time.
  - 1.14 **System** means this Perth Airport Schedule Coordination System, as amended by PAPL from time to time.
  - 1.15 **WASG** means the Worldwide Airport Slot Guidelines as amended from time to time.
2. Unless a contrary intention appears, other terms and abbreviations in this System have the same meaning as in the WASG as amended from time to time.
  3. For the purposes of this System, aircraft sizes will be considered in the following groupings (largest to smallest):
    - 3.1 A380, B777, A350, A340, A330;
    - 3.2 B767;
    - 3.3 A321;
    - 3.4 A320, A319, B737/8, B737/7;

- 3.5 B737/4;
- 3.6 B717/2, BAE 146/300, BAE 146 200, E190, F100; A220;
- 3.7 BAE 146/100, Q400, Q300.

### ***Roles of PAPL and ACA***

- 4. The System is established by PAPL. PAPL's roles are:
  - 4.1 developing and maintaining the System;
  - 4.2 determining, following consultation with Airservices Australia, relevant stakeholders and ACA, the coordination parameters at Perth Airport;
  - 4.3 engaging ACA in relation to the management of slot allocation under the System;
  - 4.4 giving consent in relation to permanent slot exchanges and transfers between Airlines and Aircraft Operators;
  - 4.5 monitoring and reviewing slot performance; and
  - 4.6 finally resolving any dispute arising under or pursuant to the System that cannot be resolved.

The contact details of PAPL for the purposes of the System are as follows:

**Street address** 2 George Wiencke Drive, Perth Airport WA 6105  
**Postal address** PO Box 6, Cloverdale, WA 6985  
**Phone** +61 8 9478 8888  
**Fax** +61 8 9478 8889  
**Email** [schedulecoordination@perthairport.com.au](mailto:schedulecoordination@perthairport.com.au)  
**Website** [www.perthairport.com.au](http://www.perthairport.com.au)

- 5. PAPL has appointed ACA to manage the allocation of slots. The contact details for ACA are as follows:

**Street address** Level 3 Suite 1297  
International Terminal (T1)  
Sydney International Airport NSW 2020  
**Postal address** PO Box 3047  
Sydney International Airport NSW 2020  
**Phone** +61 2 9313 5469  
**Email** [slots@airportcoordination.org](mailto:slots@airportcoordination.org)  
**Website** [www.airportcoordination.org/](http://www.airportcoordination.org/)

## **Adoption of Local Rules and Worldwide Airport Slot Guidelines**

6. The System comprises:
  - 6.1 the Local Rules; and
  - 6.2 except to the extent they are inconsistent with the Local Rules, and subject to paragraph 9 below, the principles of slot allocation and process set out in the most current version of the WASG
7. In applying the WASG for the purposes of the System:
  - 7.1 except in the provisions regarding 'New Entrants', and unless a contrary intention appears, the references in the WASG to 'airlines' are taken to be references to Airlines or Aircraft Operators;
  - 7.2 ACA will, subject to the System, perform the roles of the 'coordinator';
8. The slot allocation criteria set out in the Local Rules supplement and vary the primary and additional criteria for slot allocation at Perth Airport. If there is any inconsistency between the Local Rules and the WASG, the Local Rules prevail.

## **Slots**

9. Subject to paragraph 10 below, an Airline or Aircraft Operator must have a slot allocated to it in accordance with this System before using the airfield infrastructure at Perth Airport.
10. The System does not apply in respect of rotary flights that do not use the capacity constrained airfield infrastructure at Perth Airport.
11. Slots allocated in accordance with the System:
  - 11.1 are not owned by an Airline or Aircraft Operator; and
  - 11.2 do not create rights or obligations that are enforceable against any person including PAPL and ACA.
12. To confirm, local rules have been designed to cater for the unique operational environment at Perth Airport to preserve contestability in the provision of closed charter services (thereby allowing, for example, companies in the resources sector to change airlines without risk of losing their departure and arrival times).
13. For the avoidance of doubt, the allocation of a slot does not release an Airline or Aircraft Operator from complying with any other relevant conditions of use and does not constitute approval of a service or allocation of a specific bay. Airlines and Aircraft Operators wishing to use the common user terminals must separately apply for allocation of a bay in accordance with Perth Airport's Airport Operating Standard for Aircraft Scheduling & Facilities Allocation as amended from time to time.

## Coordination parameters for Perth Airport

13. As at the commencement of the System, and unless and until PAPL communicates a change to ACA, Airlines and Aircraft operators, the following coordination parameters apply at Perth Airport:

### *Total allocated slots*

13.1 There will be no more than [78] allocated slots in a 120-minute period. There will be:

- a) no more than [40] allocated slots in the first 60-minutes of the 120-minute period; and
- b) no more than [38] allocated slots in the second 60-minutes of the 120-minute period.

Each 60-minute period will be a 'rolling' period starting:

- a) on the hour (:00);
- b) at 15 minutes past the hour;
- c) at 30 minutes past the hour;
- d) at 45 minutes past the hour.

### *Total arrivals*

13.2 There will be no more than:

- a) [24] allocated arrival slots in any 60-minute period; and
- b) [6] allocated arrival slots in any 15-minute period.

### *Total departures*

13.3 There will be no more than [38] allocated departure slots in any 60-minute period.

14. PAPL will be taken to have communicated any change to the coordination parameters to ACA, Airlines and Aircraft Operators either by notice in writing and/or publication by PAPL on its official website.

## Additions and variations to WASG principles of slot allocation

### *Primary criteria for slot allocation*

15. Within each category (changes to historic slots, allocations to new entrants and other allocations from the slot pool), subject to operational constraints, a request for a slot to operate a larger aircraft (within the meaning of paragraph 3 above) should have priority over one to operate a smaller aircraft.

***Additional criteria for slot allocation***

16. When slots cannot be allocated using the primary criteria as set out in the WASG and paragraph 15 above, consideration should be given to the following factor (in addition to the additional criteria in the WASG):
  - 16.1 Except in the case of a last minute request, the length of time from the date a request for a slot was first made does not in itself imply higher priority for slot allocation.

***Eligibility for historic precedence***

17. Notwithstanding the WASG, for the purposes of assessing historic precedence, subject to paragraph 18 below, an Airline or Aircraft Operator is taken not to have operated a slot at Perth Airport where the aircraft used is smaller in size (within the meaning of paragraph 3 above) than the aircraft on the basis of which the slot allocation was made, unless the Airline or Aircraft Operator satisfies ACA that the change was due to circumstances beyond its control.

***Closed Charter Services***

18. Notwithstanding paragraph 17 above, an Airline or Aircraft Operator allocated a series of slots for a Closed Charter Service may reduce the size of the aircraft operating on a slot and still be taken to have operated that slot where the Closed Charter Service is to or from a production facility that is in operation at the time the Closed Charter Service is provided.
19. An Airline or Aircraft Operator seeking to rely on paragraph 18 above should contact ACA within 24 hours of the flight occurring to confirm that it will be treated as having operated on the slot.
20. If an Airline or Aircraft Operator was allocated a series of slots for a Closed Charter Service to be provided pursuant to a contractual or other binding arrangement with a third party, the Airline or Aircraft Operator must, immediately upon becoming aware that the contractual or other binding arrangement with the third party has ceased or will cease, advise ACA and return the slots to the slot pool with effect from no later than the first day on which the Closed Charter Service will no longer be provided by it. An Airline or Aircraft Operator is not permitted to retain the slots referred to in this paragraph to operate flights to or from the same, or any other, location.
21. A failure to return the slots to the pool contrary to paragraph 20 above for a period longer than 5 days after becoming aware that the contractual or other binding arrangement has ceased or will cease constitutes slot misuse and may result in a lower priority for future slot requests.
22. If an Airline or Aircraft Operator enters into a contractual or other binding arrangement with a third party to provide a Closed Charter Service previously provided by another operator, the Airline or Aircraft Operator must include the following in its slot request:
  - 22.1 a statement that it requests the slots for the provision of a Closed Charter Service;
  - 22.2 the name of the third party to whom it will provide the Closed Charter Service; and

22.3 the destination to which the Closed Charter Service will be provided.

***Non-scheduled flights***

23. For the avoidance of doubt, this System also applies to Airlines and Aircraft Operators operating flights that are not operated in accordance with a schedule.
24. Airlines and Aircraft Operators should make a request for a slot for any non-scheduled flights at the earliest opportunity.
25. Unless a non-scheduled flight meets the special requirements criteria as stated in the Aeronautical Information Package Australia (AIP ENR 1.1-82 to ENR 1.1-86), a last minute request for a slot for a non-scheduled flight will receive a lower priority for slot allocation than one for a scheduled flight.
26. Airlines and Aircraft Operators should not make repeated ad hoc requests for the same or similar slots for non-scheduled flights. A request for a series of slots must be submitted.
27. Making repeated ad hoc requests for the same or similar slots rather than submitting a request for a series of slots constitutes slot misuse and may result in a lower priority for future slot requests.

***Slot transfers and exchanges***

28. Notwithstanding the WASG, and except for the provision detailed in Parage 12 above, an Airline or Aircraft Operator is not permitted to:
  - 28.1 transfer a slot to another Airline or Aircraft Operator; or
  - 28.2 exchange a slot with another Airline or Aircraft Operator, on a permanent basis without the prior written consent of PAPL.
29. For the purposes of paragraph 28 above:
  - 29.1 a transfer or exchange is considered to be on a permanent basis if it occurs over 5 or more consecutive weeks or over more than 20% of the time during a season; and
  - 29.2 the circumstances in which PAPL may refuse to grant consent include (but are not limited to) the following:
    - a) the transfer or exchange is between RPT Operations and Non-RPT Operations;
    - b) the transfer or exchange would result in a smaller aircraft (within the meaning of paragraph 3) being operated on a slot, in circumstances where another Airline or Aircraft Operator had requested that slot to operate an aircraft of the same or larger size as the aircraft intended to be operated on the slot after the transfer or exchange; and/or
    - c) the transfer or exchange would otherwise result in a lessening of competition between Airlines and Aircraft Operators.

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30. Notwithstanding the WASG, no party may request or accept compensation or consideration for the transfer or exchange of slots.

### **Slot performance monitoring**

31. With the objective of improving punctuality and combating slot misuse, PAPL, in consultation with ACA, will:
- 31.1 monitor the operational performance of Airlines and Aircraft Operators compared with the slots allocated to them;
  - 31.2 communicate with Airlines and Aircraft Operators about their operational performance compared with the slots allocated to them, including any possible instances of intentional misuse of slots; and
  - 31.3 convene, from time to time, open forums to discuss operational performance of Airlines and Aircraft Operators compared with the slots allocated to them.
  - 31.4 Request Airservices Australia provide actual slot data to PAPL and ACA for performance monitoring purposes

### **Information gathering**

32. In performing its roles under the System, PAPL may request information and supporting documents from ACA, Airservices Australia and/or Airlines or Aircraft Operators from time to time.
33. Airlines and Aircraft Operators must provide the information requested by PAPL within a reasonable timeframe.

### **Dispute resolution**

34. In the event a dispute arising under or pursuant to this System cannot be resolved, the Chief Operating Officer of PAPL will:
- 34.1 following consultation with the Airlines and/or Aircraft Operators involved, finally resolve the matter; and
  - 34.2 provide written reasons for the decision to the Airlines and/or Aircraft Operators involved.

### **Amendment of the System**

35. PAPL may at any time amend or replace this System.
36. Any amendment or replacement of this System will become effective 30 days after the earlier of:
- 36.1 notice in writing given to Airlines; or
  - 36.2 publication of the amended or replaced System by PAPL on its official website.
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## Attachment A: Typical dates in calendar of activities

This calendar is included for convenience only and is not intended to be a definitive statement of the calendar of activities under the System. The actual dates for each season will be as published by ACA.

Activity	Typical dates
<b>Slot historic list deadline:</b> ACA informs Airlines and Aircraft Operators of the status of their historic slots	Slot conference -59 days
<b>Agreed historic deadline:</b> Date by which Airlines and Aircraft Operators must raise any disagreements with ACA's determination of historic	Slot conference -42 days
Confirmation of final coordination parameters and details of available capacity	Slot conference -42 days
<b>Slot request deadline:</b> Date by which Airlines and Aircraft Operators must submit their slot requests to ACA	Slot conference -35 days
<b>Results of initial coordination:</b> ACA informs Airlines and Aircraft Operators of the results of the initial coordination	Slot conference -14 days
<b>Slot conference</b>	Opens Thursday November (summer) and June (winter)
<b>Slot return deadline:</b> Date by which Airlines and Aircraft Operators must return any series of slots that they do not intend to operate	15 January (summer) and 15 August (winter)
<b>Historics baseline date:</b> Reference date used for the 80% usage calculation to determination historic precedence	31 January (summer) and 31 August (winter)
<b>Start of season</b>	Summer: Last Sunday in March Winter: Last Sunday in October

**Attachment B: Revision History**

Revisions to the Perth Airport Schedule Coordination System are dated and new version number assigned accordingly. In addition to documenting the date of change for each section or page of this manual, a summary of the changes made is also documented.

Version	Date	Chapter / Section / Paragraph	Details	Authorisation
V1	12Oct12	Original		
V2	21Sep23	Full Review	Complete review of the Policy	General Manager Operations Tony Sewell