

Non-Scheduled Flights

Guide for Operations through Airports Subject to Slot Scheme and Ground Delay Programs

This guide is provided for itinerant or BIZJET operators of non-scheduled flights through Sydney, Brisbane and Perth Airports, which are all subject to Slot Schemes and Ground Delay Programs. It is a guide only and does not replace relevant documentation contained in AIP SUPs or the AIP book.

While domestic airlines have some form of airlines operations centres supporting and managing their flights (for ACA slots and ATFM COBTs), in the case of most itinerant or BIZJET operations, it is the pilot or ground handling agent who is responsible for organising and managing their flights with respect to ACA slots and COBTs, especially on the day of operations.

All operators and ground handling agents are requested to utilise the services of the NOC (National Operations Centre) to assist them in managing ACA slots and COBTs. Pilots/agents are encouraged to provide the NOC with a suitable contact mobile phone number and/or email address prior to commencing operations. The NOC contact details are:

Email: ATFMU@airservicesaustralia.com

Phone: 1800 020 626

Initial contact via email is preferable as future requests can be stored until the day before operations. The email should contain the following details:

ACID

Departure Aerodrome

Destination Aerodrome

Departure Time

Arrival Time

A/C type

Operators preferred method of contact and details (e.g. Email, mobile or both)

This guide covers three scenarios:

- **Flight known prior to day of operation, and before 1600L (EST/ EDST) pre day of operation**
- **Flight known prior to day of operation but after 1600L (EST/ EDST) pre day of operation**
- **Flight intention becomes known on the day of operation**

1. Flight known prior to day of operation, and before 1600L (EST/ EDST) pre day of operation

- Obtain ACA slot/s from ACA. Note that any ACA arrival slot obtained will on most occasions be varied by the ATFM System
- If arriving into a GDP airport, contact the NOC to advise them of flight and contact details (mobile phone no./and/or email address) and request the NOC to enter the preferred contact into the ATFM System. It is preferable this advice is provided to the NOC via email:

ATFMU@airservicesaustralia.com

- Input of contact details into the ATFM System by the NOC will enable automatic notification of COBTs (via SMS and/or email) when the GDP is implemented that evening, as well as automatic updates to COBTs on the day of operations in the event of a GDP revision
- **If a contact number has been provided to the NOC** and entered into the ATFM System, no further contact with the NOC is required re acquiring a COBT, unless the pilot wishes to amend the allocated COBT (due unable to meet allocated COBT)

NOTE: If operating into Sydney, the Sydney GDP is automatically revised at 0400L (EST or EDST) on the day of operations. If a contact number has been provided to the NOC, the ATFM System will automatically generate an SMS to the contact number at this time

- **If for any reason NO COBT has been provided to you automatically by the NOC**, contact the NOC after the GDPs have been implemented to obtain a COBT. GDPs are implemented (pre-day of operations) at the following times: SY and PH at 0900UTC. BN at 1000UTC.

Ensure the NOC is again contacted at least 1 hour prior to the allocated COBT to confirm the COBT is still valid (i.e. has not been altered due any GDP revision). Use domestic HF to check COBT if mobile phone coverage is not available

2. Flight known prior to day of operation but after 1600L (EST/ EDST) pre day of operation

- Contact the NOC to obtain ACA slot/s. Note that any ACA arrival slot obtained will on most occasions be varied by the ATFM System
- If arriving into a GDP airport, and contacting the NOC prior to the running of the relevant GDP (SY/PH 0900UTC, BN 1000UTC), advise the NOC of contact details (mobile phone no. and/or email address) and request the NOC to enter the preferred contact into the ATFM System. It is preferable this advice is provided to the NOC via email:

ATFMU@airservicesaustralia.com

- Input of contact details into the ATFM System by the NOC will enable automatic notification of COBTs (via SMS and/or email) when the GDP is implemented that evening, as well as automatic updates to COBTs on the day of operations in the event of a GDP revision
- If contact is made with the NOC after the running of the relevant GDP, the NOC will allocate the first available COBT to provide an ATFM landing slot as close as possible to the allocated ACA slot
 - **If for any reason NO COBT has been provided to you automatically by the NOC**, contact the NOC after the GDPs have been implemented to obtain a COBT. GDPs are implemented (pre-day of operations) at the following times: SY and PH at 0900UTC. BN at 1000UTC.

3. Flight intention becomes known on the day of operation

- Contact the NOC to obtain ACA slot/s
- If arriving into a GDP airport, the NOC will allocate the first available COBT to provide an ATFM landing slot which will be as close as possible to the ACA arrival slot
- Provide the NOC with a contact mobile number and/or email address and request it be entered into the ATFM system. This will enable automatic notification of any change to the allocated COBT in the event of a GDP revision via SMS and/or email.
 - **If for any reason NO COBT has been provided to you automatically by the NOC**, contact the NOC after the GDPs have been implemented to obtain a COBT. GDPs are implemented (pre-day of operations) at the following times: SY and PH at 0900UTC. BN at 1000UTC.