



Airport Demand Management Scheme (ADMS)

Aviation Services & Charges Agreement

Version 2.0

Effective Date: 21 December 2023



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Introduction

A. Background

Schedule Coordination (slot allocation) was introduced at the International Terminal in the early 1970s, at the Common User Domestic Terminal in April 2010, and to the entire Domestic Terminal on 1 January 2019 when it became a common user facility.

The increase in traffic at Brisbane Airport and delays in peak periods required the introduction of runway coordination commencing November 2012 (W12 season) – with data collection taking place from April 2012 (S12 season).

Schedule coordination was introduced for General Aviation following the commissioning of the new General Aviation Terminal in December 2016.

B. Airport slot coordination

From 31 August 2012, Airport Coordination Australia (**ACA**) commenced management of airport slot coordination for Brisbane Airport and continues to do so.

Contact details for ACA are as follows:

Street address	Level 3 Suite 1297 International Terminal Sydney Airport New South Wales 2020
Postal address	PO Box 3047 International Terminal Sydney Airport New South Wales 2020
Phone	+61 2 9313 5469
Fax	+61 2 9313 4210
Email	slots@airportcoordination.org

C. The Brisbane Airport scheme

This Scheme sets out the Schedule Coordination process that will be applied by ACA for Brisbane Airport. It has been introduced by BAC to optimise utilisation of available airport system capacity.

This Scheme is based on the Worldwide Airport Slot Guidelines Edition 2, Effective 1 July 2022 (**WASG**), but includes:

- a) a series of modifications to the WASG, which are set out in Part 2;
- b) a series of Local Guidelines, set out in Part 4, which ACA will apply while managing Schedule Coordination at Brisbane Airport. In addition, a separate document, "YBBN Slot Coordination Parameters - Capacity Declaration" (**Capacity Declaration**) sets out the parameters which are to be applied by ACA in managing this Scheme.

As noted in section 5.4.1 (refer Part 2.1 below), the coordination parameters are determined in consultation with the Coordination Committee prior to the commencement of each season as a review of the Capacity Declaration.

D. Status of slots

All operators will require a slot allocation by ACA before operating a flight into and out of Brisbane Airport. These slots:

- a) cannot be swapped or transferred or be used as part of a shared operation except in accordance with this Scheme (which requires the prior approval of the coordinator);
- b) are not owned by an operator, once allocated;
- c) do not create rights or obligations that are enforceable against any person, including BAC or ACA.

E. Runway maintenance

The runway system (Runway 01R/19L & 01L/19R) will be subject to twice-yearly closures for heavy maintenance purposes, routinely over the last weekend in March and October, and either runway may be closed at other times for ad hoc maintenance. BAC will provide timely notification of such maintenance periods to all airline operators.

This may result in changes to an operator's seasonal slot allocation during those periods.

F. Review of scheme & coordination parameters

BAC will review this Scheme prior to the end of each season, to determine whether any changes are required prior to the commencement of the following season. Airlines will be notified (through the Coordination Committee, and the Airline Operators Committee for Brisbane Airport) at least 90 days prior to the change coming into effect.

G. Version control

This is version 2.0 of the Scheme. The table below outlines the changes which have been made since the previous version, all of which took effect on the Effective Date noted on the cover page.

Section	Type of change	Details of change
All sections	Change from RDMS to ADMS	Reference/alignment to Edition 2 of WASG and text changes to reflect the change from RDMS to ADMS throughout including changing from 'Runway Slots' to 'Airport Slots'.
Part 3	Removal of ad hoc slot procedures	Ad hoc slot procedures removed as they were used to manage single runway demand and are no longer required.
2.2	Shared operations	Changes definition of, and process for, 'shared operations'.
Part 4	Addition of minor slot adjustments initiated by coordinator	<ul style="list-style-type: none"> • Provides coordinator with flexibility to adjust slots by 5 min if necessary to maximise availability of slots during peak demand. • Restriction on allocation of new slots during peak periods in the Domestic Terminal to only those operators using CUSS.

Part 1 Preliminary

1. Key information & definitions

1.1. Key information

- 1) Notwithstanding opening of the new runway and the resulting significant enhancement in the capacity of the runway system, Brisbane Airport remains subject to Level 3 slot coordination. This is for a range of reasons, including the following:
 - a) existing constraints in apron & terminal capacity mean that Brisbane Airport's terminals will need to continue to be subject to coordination by ACA. Maintaining slot coordination for the total airport system will ensure alignment and better harmonisation between the three key elements of airport infrastructure – aprons, terminals and runways.
 - b) BAC will continue to manage the effectiveness and appropriateness of the Local Guidelines in Part 4 of this Scheme, given the commercial and operational strategy to maximise the efficiency of the airport system infrastructure at Brisbane Airport. It is expected that the Local Guidelines may require amendment over time, taking account of demand from the various types of operation at Brisbane Airport and the importance of RPT operations to the growth of the airport.

1.2. Definitions for Scheme generally

- 1) In this Scheme, and for the purpose of interpreting and applying the WASG at Brisbane Airport:
 - a) **ACA** means Airport Co-ordination Australia Pty Ltd ACN 082 075 901, the coordinator for this Scheme.
 - b) **Airline** means:
 - (i) an airline which holds a valid air operator's certificate allowing it to operate at Brisbane Airport; or
 - (ii) a group of airlines which each hold a valid air operator's certificate allowing each of them to operate at Brisbane Airport, provided each airline operates flights under the same IATA code.

For clarity, if an airline is a subsidiary of another and has its own IATA code, it will be treated as a separate airline for the purposes of this Scheme.

- c) **BAC** means Brisbane Airport Corporation Pty Ltd ACN 076 870 650, the operator of Brisbane Airport, Queensland, Australia.
- d) **Common User Self Service** or **CUSS** means a system for checking in passengers and baggage which involves the use of both self-service kiosks and automatic bag drops (and not just one or the other).
- e) **Equivalent Season** means:
 - (i) for RPT Operations, consecutive summer seasons (two summers) or consecutive winter seasons (two winters) as opposed to two consecutive seasons (a summer and a winter season); and
 - (ii) for Non-RPT Operations, two consecutive seasons (a summer and a winter season).
- f) **Non-RPT Operations** means operations other than RPT Operations. It includes Scheduled Charter Operations, general aviation, freight, and ad hoc operations.
- g) **Peak Periods** means the hours of 0600-0900 daily and 1500-1800 daily at the Domestic Terminal, as varied by BAC from time to time by at least 30 days' prior written notice to Airlines.
- h) **RPT Operations** means operations by Airlines in accordance with a schedule and for which tickets are generally available for purchase by the public.



- i) **Scheduled Charter Operations** are Non-RPT Operations which are generally operated in accordance with a schedule.
 - j) **Scheme** means this Airport Demand Management Scheme, as amended by BAC from time to time.
 - k) **Worldwide Airport Slot Guidelines** or **WASG** means the document entitled "Worldwide Airport Slot Guidelines", published from time to time by the International Air Transport Association, Airports Council International and the Worldwide Airport Coordinator Group.
- 2) An expression used in this Scheme which is not specifically defined but is also used in the WASG has the same meaning as in the WASG.
- 3) All times expressed in this Scheme and in Schedule Coordination at Brisbane Airport are Universal Time Coordinated (or UTC) unless otherwise specified.

Part 2 Slot administration

2. Application of Worldwide Airport Slot Guidelines

The WASG apply to this Scheme, with the following qualifications and amendments:

2.1. Amendments to Part 1: Policy

Section	Amendment/qualification
Section 1	Introduction to Airport Coordination
1.4, 1.5	Brisbane Airport is taken to be a “Level 3” airport, for the purposes of clause 1.4 & 1.5 of the WASG. Refer to section 1.1 of this Scheme for further details.
1.6	For the purposes of clause 1.6, this Scheme applies to the use of the runways, aprons, and terminals at Brisbane Airport.
1.7.2(h)	Is deleted. This paragraph deals with the swap and transfer of slots between Airlines, which can only take place in accordance with the requirements of this Scheme.
Section 5	Level 3 Airports
5.2.1	For the purposes of section 5.2.1, the coordinator for Brisbane Airport is ACA.
5.4.1	Is deleted and replaced with the following: <i>The role of the airport managing body for Brisbane Airport (BAC) includes the following:</i> a) <i>establishing the coordination parameters, following consultation with the coordinator and the Coordination Committee;</i> b) <i>consulting with the coordinator in relation to slot swaps;</i> c) <i>consulting with the coordinator in relation to slot transfers;</i> d) <i>resolving matters, in accordance with section 5.6.10.</i>
5.6.4	Is deleted (along with all other references to the board of the Coordination Committee). There will be no board for the Coordination Committee.
5.6.10	A new section 5.6.10 is added as follows: <i>5.6.10 If a matter arising between and airline or other aircraft operator related to slot allocation or slot monitoring cannot be resolved by the Coordination Committee acting as a group, BAC will determine the matter, having regard to the issues and concerns raised by the Coordination Committee as well as the Scheme, any coordination parameters, and the Local Guidelines.</i> <i>For clarity, this section 5.6.10 applies to any function expressed in the WASG as a matter to be referred to, or resolved or mediated by, the Coordination Committee.</i>

Section	Amendment/qualification
Section 6	Demand and Capacity Management
6.1.4	<p>For the purposes of section 6.1.4, the demand and capacity analysis will be made available to:</p> <ul style="list-style-type: none"> • Qantas Airways Ltd (including its subsidiaries operating at Brisbane Airport); • Virgin Australia Airlines Pty Ltd (including its subsidiaries operating at Brisbane Airport); • the Airline Operators Committee (AOC) at Brisbane Airport; • Board of Airline Representatives Australia Inc (BARA); • members of the Coordination Committee; and • Airservices Australia.
6.2.2	Is deleted.
6.6	<p>Does not apply to this Scheme.</p> <p>This section deals with the removal of coordination. As noted in the Introduction section, any changes to the application of this Scheme will be subject to future industry and stakeholder engagement.</p>
6.8	<p>Does not apply to this Scheme.</p> <p>This section deals with notification of changes of level.</p>

2.2. Amendments to Part 2: Principles

Section	Amendment/qualification
Section 8	Principles of Slot Allocation
8.1.1(h)	<p>Is deleted.</p> <p>This paragraph deals with the swap and transfer of slots between Airlines, which can only take place in accordance with the requirements of this Scheme.</p>
8.4.1(h)	<p>For the purposes of section 8.4.1(h), BAC has developed Local Guidelines that apply at Brisbane Airport. Those Local Guidelines are set out in Part 4 of this Scheme.</p> <p>Under this Scheme, the Local Guidelines will form part of the primary criteria for slot allocation at Brisbane Airport and will not simply be “additional criteria”.</p> <p>If there is any inconsistency between the Local Guidelines and the WASG (in particular the principles outlined in Section 8), the Local Guidelines will prevail.</p>
8.11.1	<p>Is deleted and replaced with the following:</p> <p><i>8.11.1 The swapping of slots between Airlines is not encouraged and can only take place with the prior approval of the coordinator. Prior to requesting a swap of slots, Airlines must first seek preliminary advice from the coordinator about the effect of the proposed swap.</i></p>

Section	Amendment/qualification
<p>8.11.3</p> <p>8.11.4</p> <p>8.11.5</p>	<p>Are deleted and replaced with the following:</p> <p>8.11.3 <i>Upon receipt of a formal request for a slot swap, the coordinator will advise BAC, and the coordinator will, in consultation with BAC, consider the effect of the proposed swap on the declared operational capacity (coordination parameters) at Brisbane Airport.</i></p> <p>8.11.4 <i>If the coordinator approves the swap, the following details will be made available to interested parties if requested and published on the coordinator’s website for transparency purposes only:</i></p> <ul style="list-style-type: none"> a) <i>the names of the Airlines involved;</i> b) <i>the slot times swapped;</i> c) <i>the period of the swap (for example, the period of operation, seasons, permanent/temporary, etc.).</i> <p>8.11.5 <i>Airlines are not permitted to swap slots other than with the coordinator’s prior approval. Any attempt to do so will not be recognised by the coordinator and will be treated as an operation without a slot.</i></p> <p>8.11.6 <i>Neither an Airline nor the coordinator may request compensation or consideration for any swap of slots.</i></p>
<p>8.12.1</p>	<p>Is deleted and replaced with the following:</p> <p>8.12.1 <i>The transfer of slots between Airlines is not encouraged and can only take place with the prior approval of the coordinator. Prior to requesting a slot transfer, Airlines must first seek preliminary advice from the coordinator about the effect of the proposed transfer.</i></p>
<p>8.12.3</p> <p>8.12.4</p>	<p>Are deleted and replaced with the following:</p> <p>8.12.3 <i>Upon receipt of a formal request for a slot transfer, the coordinator will advise BAC, and the coordinator will, in consultation with BAC, consider the effect of the proposed transfer on the declared operational capacity (coordination parameters) at Brisbane Airport.</i></p> <p>8.12.4 <i>If the coordinator approves the transfer, the following details will be made available to interested parties if requested and published on the coordinator’s website for transparency purposes only:</i></p> <ul style="list-style-type: none"> a) <i>the names of the Airlines involved;</i> b) <i>the slot times transferred;</i> c) <i>the period of the transfer (for example, the period of operation, seasons, permanent/temporary etc.).</i> <p>8.12.5 <i>Airlines are not permitted to transfer slots other than with the coordinator’s prior approval. Any attempt to do so will not be recognised by the coordinator and will be treated as an operation without a slot.</i></p> <p>8.12.6 <i>Neither an Airline nor the coordinator may request compensation or consideration for any transfer of slots.</i></p>

Section	Amendment/qualification
8.13.1	Are deleted and replaced with the following:
8.13.2	<p><i>8.13.1 A shared operation involves slots held by one airline being used by another airline. Shared operations between airlines is not encouraged and can only take place with the prior approval of the coordinator. Prior to requesting a shared operation, airlines must first seek preliminary advice from the coordinator about the effect of the proposed shared operation.</i></p> <p><i>8.13.2 Upon receipt of a formal request for a shared operation, the coordinator will advise BAC, and the coordinator will, in consultation with BAC, consider the effect of the proposed shared operation on the declared operational capacity (coordination parameters) at Brisbane Airport.</i></p> <p><i>If the coordinator approves the shared operation, the following details will be made available to interested parties if requested and published on the coordinator’s website for transparency purposes only:</i></p> <ul style="list-style-type: none"> <i>a) the names of the airlines involved;</i> <i>b) the details of the slots involved (for example, operating flight number, the slot times);</i> <i>c) the period of the shared operation.</i>

2.3. Amendments to Part 3: Process

Section	Amendment/qualification
Section 10	Worldwide Coordination and Facilitation Process
10.3.1	For the purposes of section 10.3.1, the coordination parameters for the airport system at Brisbane Airport are set out in Part 3 of this Scheme and in the separate document entitled YBBN Slot Coordination Parameters - Capacity Declaration.
10.3.2	For the purposes of section 10.3.2, this Scheme applies to the runways, aprons, and terminals at Brisbane Airport.
10.11.2	For the purposes clarifying the intent of paragraph (c), the “fair and equal treatment” refers to the way in which the coordinator will engage with any Airline during the post SAL period. It does not override or otherwise affect the application of the Local Guidelines in Part 4 of this Scheme.



Part 3 Coordination parameters for Brisbane Airport

3. Coordination parameters

The general coordination parameters for Brisbane Airport appear in a separate document entitled “YBBN Slot Coordination Parameters - Capacity Declaration” (**Capacity Declaration**).

Part 4 Local Guidelines at Brisbane Airport

4. Local Guidelines

4.1. Applying for slots

- 1) When applying for slots, Airlines must advise the coordinator of the proposed route and aircraft type to be operated.
- 2) In considering whether to allocate slots within a particular 60-minute period, the coordinator will consider the proposed aircraft type, and will advise the applicant Airline if the aircraft type proposed will detrimentally affect capacity.
- 3) Following such consideration, the coordinator may require an Airline to make adjustments to the aircraft types it proposes to operate within a 60-minute period, in order to maintain the declared operational capacity (coordination parameters) of the airport system at Brisbane Airport.
- 4) For Airline operators at the Domestic Terminal, new slots during Peak Periods will only be issued to operators using CUSS.

4.2. Change of slot times by Airlines

The following rules will apply if an operator wishes to change the scheduled slot time for a particular movement:

- 1) change proposed after seasonal allocation (e.g. on day before/day of operation): a request for a change to an existing allocated slot (**Existing Slot**) which is more than 15 minutes before, or more than 30 minutes after, the scheduled slot time for that Existing Slot will be treated as a new slot request. If a new slot has been allocated:
 - a) the Existing Slot will be available for allocation by ACA to another operator;
 - b) the Existing Slot will be deemed to have been not operated by the operator (including for the purposes of applying the historical precedence rules in the next Equivalent Season).

4.3. Change of use of slots by Airlines

For the purposes of this Scheme, and notwithstanding section 8.11 of the WASG, an Airline is not permitted to swap slots between RPT Operations and Non-RPT Operations of that Airline.

4.4. Adjustment of slots by coordinator

Slots (including historic slots) may be adjusted by +/-5mins by the coordinator where necessary to maximise the availability of slots during peak periods.

4.5. Allocation of slots to Non-RPT Operations

- 1) Slots for Non-RPT Operations where the aircraft to be operated in a particular slot has fewer than 50 seats will only be allocated after the bi-annual IATA Slot Conference for each season.
- 2) Out of the pool of slots available following allocation for:
 - a) RPT Operations; and
 - b) Non-RPT Operations where the aircraft to be operated in a particular slot has 50 seats or more, the following criteria will apply:
 - c) Scheduled Charter Operations will have first priority;
 - d) as between Scheduled Charter Operations, priority will be given to the operator with higher frequency.
- 3) Notwithstanding anything in the WASG, Non-RPT Operations are only eligible for historic precedence where the aircraft to be operated in a particular slot has 50 seats or more.

4.6. Dealing with slots during the designated Christmas/New Year period

- 1) The following guideline applies to the treatment of slots during the designated Christmas/New Year holiday period, occurring in the Northern Winter Season (**NW Season**).
- 2) In this guideline:
 - e) “AHP” or “Australian Holiday Period” means the period that corresponds with the gazetted Christmas/New Year public school holidays in Queensland (generally mid-December to late January). The actual period will be notified by the coordinator in the Capacity Declaration for each year and will, where appropriate, also take account of the date on which the Australia Day public holiday is observed.
 - f) “BOS” means the balance of the NW Season, outside the AHP.
- 3) To take account of Airlines wanting to operate reduced schedules during the AHP, domestic & regional Airlines may split their requests for slots in the NW Season into the AHP and the BOS.
- 4) If an Airline wants to split its slot request, it must advise ACA prior to the Slot Return Deadline (as defined in the WASG), detailing those AHP slots which it proposes to return.
- 5) ACA will confirm the slots which have been returned by an Airline (**AHP Slots**).
- 6) Where an Airline has returned AHP Slots, the 80% ‘use-it-or-lose-it’ rule under the WASG will be applied separately to the AHP and the BOS.
- 7) To avoid doubt, if an Airline does not split its slot request in accordance with paragraph 3) above, the 80% ‘use-it-or-lose-it’ rule will be applied across the whole NW Season.
- 8) Once the return of AHP Slots has been confirmed by ACA, these slots will be available for ACA to allocate in accordance with the WASG.