## Policy Purpose

*Describe the overall intent and/or purpose of the policy.*

This policy sets the framework for how <OrganisationName> uses and operates Remotely Piloted Aircraft (RPA) and to ensure the appropriate rules and legal requirements are applied to RPA usage.

## Policy Scope

*Define who/what the policy will apply to. Add/Remove to the list below.*

This policy applies to

* Employees operating RPA
* Contractors operating RPA
* Data capture and privacy requirements

## Policy Statement

*Describe the objectives, goals of the policy and how you will use RPA technology to achieve this.*

<OrganisationName> is committed to utilising and accessing the latest technology to improve services, reduce risks, protect the environment, enhance safety and reduce costs. <OrganisationName> will leverage RPA technology in the following ways to achieve these goals,

* Geospatial mapping
* Disaster and crisis management
* Asset management inspections.
* Environmental management – e.g. documenting permitted beach nourishment works or vegetation clearing investigations.
* Pest and plant control – e.g. feral animal management, mosquito monitoring, detection of invasive plant species
* Range of maintenance activities – e.g. find sand in nearshore zone for back passing activities or channel for tidal access at boat ramps etc.
* Survey work ¬– e.g. waste/quarry site surveys, bath surveys etc.
* General aerial photography – e.g. project before and after updates.

<OrganisationName> is also committed to ensuring all RPA operations adhere to relevant Commonwealth, State and Local laws. If required additional documented processes and procedures will be developed to support the use of this policy.

## Roles and Responsibilities

*Define the roles which will oversee this policy and underpinning operation. Recommend at least an Executive Sponsor, Program Manager and Pilot role at a minimum.*

<ExecutiveSponsorRole> will have the following responsibilities under this policy

<ProgramManagerRole> will have the following responsibilities under this policy

<PilotRole> will have the following responsibilities under this policy

<AnotherRole> will have the following responsibilities under this policy

Below is a list of responsibilities which should be assigned to one of the roles above

* Ensuring all RPA used by <OrganisationName> are registered with CASA
* Ensuring a list of RPA used is maintained in an electronic management system
* Monitoring all employees to ensure compliant RPA operations
* Ensuring all flight records are recorded in an electronic management system
* Ensuring all employees operating RPA are suitably trained
* Monitoring of incident / accident reports and amending procedures to ensure safe operations
* Ensuring any reportable incidents are communicated to ATSB / CASA as required
* Reporting any incidents / accidents to <ProgramManagerRole>
* Ensuring all RPA remain serviceable including coordinating maintenance, repairs or replacement
* Ensuring any contractors using RPA meet the requirements of this policy

## Compliance with CASA Regulations

The use of RPA is governed by *Part 101 of the Civil Aviation Safety Regulation 1998 (CASR)* and by extension the *Manual of Standards to Part 101 (MOS)*. The CASR requires RPA operations to be carried out under the authority of an RPA Operators Certificate (ReOC). RPA used in this context are known as “Included RPA”.

The CASR also contains provisions to exempt some RPA operations from certain sections of the regulations. RPA permitted in this context are known as “Excluded RPA”.

<OrganisationName> policy position on the use of Included RPA and Excluded RPA by employees are described in 1.5.2 and 1.5.3 respectively.

Employee’s acting as RPA operators must make themselves aware of all their obligations and requirements under the CASR and MOS, as infringements are subject to strict liability (Strict liability has the effect of removing “not knowing the rules” as a defence).

## Employees Using RPA

### Included RPA Operations

*Decide if Included RPA operations will be permitted or not*

Employees of <OrganisationName> are <permitted/not permitted> to operate Included RPA.

*If permitted stipulate requirements. If not permitted remove this section*

All Included RPA will be performed under the authority of <OrganisationName> ReOC. Specific requirements are detailed in the relevant CASA approved Operations Manual.

### Excluded RPA Operations

*Decide if Excluded RPA operations will be permitted or not*

Employees of <OrganisationName> are <permitted/not permitted> to operate Excluded RPA.

*If permitted stipulate requirements. If not permitted remove this section*

Any employee performing Excluded RPA operations will adhere to the following requirements,

* Acknowledge and adhere to the contents of this policy
* Have a Remote Pilot’s Licence (RePL)
* Operator Accreditation as required by CASA

## Contractors Using RPA

*Decide if Contractors will be permitted or not*

Contractors to <OrganisationName> are <permitted/not permitted> to operate RPA.

*If permitted stipulate requirements. If not permitted remove this section*

All contractors engaged by <OrganisationName> using RPA are subject to the following requirements:

* Provide evidence they hold a current and valid RPA Operators Certificate (ReOC)
* Provide evidence of adequate and appropriate insurance coverage
* Agree to comply with all relevant commonwealth, state and local laws and regulations
* Agree to comply with all relevant organisational policies and procedures

## Record Keeping

<OrganisationName> must maintain records of use each time RPA are operated. This information will be recorded as evidence to support <OrganisationName> compliance with CASA regulations and privacy legislation. Records must meet the requirements of the *Manual of Standards to Part 101.*

Further monitoring of all data and information collected will be recorded to ensure the continued use and operation of RPA continues to meet <OrganisationName>’s strategic objectives and vision.

## Measurement of success

This policy will be measured by the following indicators,

* Number of RPA operated by <OrganisationName>
* Number of flights associated with each RPA
* Number of pilot non-compliance events
* Number of incidents and/or accidents reported

## Privacy and Data

While in most circumstances RPA will not collect personal information, there may be some instances where personal information is collected during the course of an RPA operation. Personal information collected during the use and operation of RPA will be handled in accordance with the <RelevantPrivacyAct> and <OrganisationName> privacy policy.

## Policy Review

This policy will be reviewed every 12 months after adoption by the <ExecutiveSponsorRole> to ensure it remains consistent with the strategic and resource priorities of the organisation.

Definitions

|  |  |
| --- | --- |
| Term | Definition |
| **Drone** | means a Remotely Piloted Aircraft (RPA) |
| **RPA** | means a remotely piloted aircraft, other than a balloon or a kite. |
| **CASA** | means the Civil Aviation Safety Authority (CASA) which is an independent statutory authority. Under section eight of the *Civil Aviation Act 1988*, CASA is a body corporate separate from the commonwealth. |
| **CASR** | Means *Civil Aviation Safety Regulations 1998* |
| **Excluded RPA** | RPA that may, under certain conditions, be operated without an explicit authorisation from CASA (refer to regulation 101.327). |
| **Personal information** | means information or an opinion, including information or an opinion forming part of a database, whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion |
|  |  |

Reference Documents

|  |  |
| --- | --- |
| Document type | Title |
| **Regulations** | Civil Aviation Safety Regulations 1998 |
| **Regulations** | Part 101 of the Civil Aviation Safety Regulations 1998 |
| **Regulations** | Manual of Standards to Part 101 of the CASR 1998 |
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Policy Version History

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| Version No. | Date | Parts / Sections | Details |
| <RevNumber> | <RevDate> | All | Initial Issue |
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