STANDARD PROCEDURE FOR DRONE (REMOTE PILOTED AIRCRAFT) FLIGHTS

Flights will be carried out by the authorised Remote Pilot in accordance with the instructions and conditions outlined on the Flight Authorisation form. Each drone will be operated in accordance to the manufacturer’s instructions.

Before a planned flight can be carried out a feasibility check must be performed to ensure it is within the scope of the Remote Pilot Operator Certificate. The following flowchart represents the process to be followed to determine if the planned flight may proceed.
If the planned flight is feasible, only then, can the following operational procedures be followed:
1. If a Council Department (or external business) would like a drone flight to take place they must complete a Drone Task Request form and task (or email) it to the Chief Pilot (GIS Officer) via ECM. The Chief Pilot will assign the flight to a licenced pilot. The Chief Pilot and the Business Systems Coordinator must approve all projects prior to the project being accepted, the GIS Officer will place a note on the task with proposed completion dates. (if possible allow 5-7 working days for planning and approval).

2. The task must now be validated by using the RPAS Task Feasibility Flowchart. If the flight is a specialised operation (refer CASA Operation Manual and Operational Procedures) that requires CASA authorisation? A Risk Assessment will be required. Once completed if the flight is safe then refer the request to CASA. Ensure a copy of the Risk Assessment has been registered in ECM.

3. Complete a "Job Safety Analysis" (JSA) form, ensuring that it has been validated in the field prior to operation. Once complete register in ECM.

**NOTE**
Specialised Operations: - Unless otherwise permitted by CASA, the Remote Pilot must ensure that the drone is not operated;

a. at night, in cloud, or in conditions other than day Visual Meteorological Conditions
b. Operations above 400ft Above Ground Level

c. Operations beyond visual line of sight

d. Operations over a populous area

e. Hazardous Operations to another aircraft, another person or property.

f. The Remote Pilot must ensure the RPA is not operated in restricted or prohibited airspace unless otherwise permitted by the authority controlling the airspace. All operations must be in accordance with any conditions imposed by the controlling authority.

The Chief Remote Pilot is responsible for ensuring that operations are not planned, or approved for such areas.

If required, contact property owners of land located within intended flight. Using IntraMaps, query properties within a 500m radius of the flight site, extract property owner mailing address and send letters using the public notification of intention letter template. If the flight is to take place on crown land where Council is Committee of Management, refer to the Third Party Property Contact Sheet for address details.


5. If required draft a media release (public notice) advising the community that a flight is taking place, this will allow for the inadvertent and unavoidable collection of personal information. Keep the public notice very general and avoid giving specific timeframes, task to the Communication Officer for action.

6. On flight day, set up the flight area by traffic markers around the perimeter and a drone sign in the most visible space.

7. Conduct a Pre-operational briefing with staff that are involved with the flight (spotters etc.).

8. Conduct and complete the flight using the RPA instruction manual for reference.

9. It is Council’s policy that flight paths should be determined so that RPA does not operate over private property, and where possible the pilot should avoid filming people and/or private property.

If it is unavoidable, the Consent form should be signed.

10. If an unplanned incident occurs whilst flying the drone:
  
a. the drone crashes on private property, the pilot must contact the property owner and request permission to enter the property to retrieve the drone. If the property owner refuses, the Pilot must contact the police to request assistance in retrieving the drone as the drone still legally belongs to Council.
  
b. for all emergencies refer to the Emergency Procedures guidelines.

11. Once the flight is complete, pack up equipment and clear the flight area.

12. Complete the Time in Service Log (CASA requirement)

13. Conduct a Post-operational briefing with staff that are involved with the flight (spotters etc.).

14. If required complete the Defect and Maintenance log.

15. Download drone data to an allocated server and appropriate folder as instructed by the Chief Pilot.

16. Review data for privacy breaches and pixelate where appropriate. Any and all data collected or recorded by the drone, including geospatial data, is owned by Council and subject to the
Privacy and Data Protection Act 2014 (PDA) and Council’s Information Privacy Policy. Recordings are subject to the legislated Information Privacy Principles (see PDA) that determines the storage and retention of data is considered and managed by:

- Collecting (or recording) only for a specific purpose in support of a Council function;
- Reviewed to redact inadvertently collected personal information;
- Edited to dispose of data that is not required.

17. Delete data captured from the drone flight.

16. Notify the requesting department (or external business) of completed task.

17. Complete a journal request (raise an invoice) for the task and email to the Management Accountant (Accounts Receivable Officer)