



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

UOW SAFE@WORK

SAFE USE OF REMOTELY PILOTED AIRCRAFT GUIDELINES

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1 Introduction

The steady rise of Remotely Piloted Aircraft (RPA), commonly known as drones or unmanned air vehicles or systems, in Australia, has resulted in an increase of their use in various environments including Universities for technical and artistic purposes. This upsurge has resulted in numerous injuries and privacy issues with risks of infringement. Both the Civil Aviation Safety Authority (CASA) and the Australian Safety Transport Bureau have administered strict regulations for RPA users to abide. Furthermore, these regulations are based off the Civil Aviation (Carriers' Liability) Act 1959, the Civil Aviation Act 1988, and The Privacy Act 1988. Therefore, the University of Wollongong has an obligation to maintain the safety of its students, staff and visitors and comply with the guidelines and Acts that have been established.

2 Purpose

The purpose of this guideline and associated procedures is to provide a safe environment for employees, students and visitors by establishing the correct handling of RPAs at all University of Wollongong campuses and facilities.

3 Definitions

The following definitions apply for the purpose of these guidelines:

Commercial	Flying an RPA for commercial benefit of any sort.
Recreational	Flying of an RPA as a hobby or pleasure.
Remotely Piloted Aircraft (RPA)	An RPA consists of the aircraft as well as all of the associated support equipment, control station, data links, telemetry, communications and navigation equipment.
University Premises	All land, property and any location/site whether on or off campus that may be under the control of the University or in use by the University for commercial, academic and/or research purposes, irrespective of whether the University is the owner, commercial occupier or simply a temporary user of the land, property or location/site.

4 Responsibilities

The University of Wollongong has the responsibility to address potential hazards that pose a risk to the safety of students, staff and visitors. The potential risk of RPAs are managed to ensure that any dangers are eliminated or minimised, so far as is reasonably practicable.

4.1 Managers and Supervisors

Managers and supervisors are required to:

- ensure staff, students and contractors are informed of these guidelines when using RPAs at or for the University.
- ensure complaints with regard to alleged breaches of these guidelines are dealt with quickly and effectively at the lowest possible level.

4.2 RPA Pilots

Pilots of an RPA are part of the aviation industry and therefore have a number of responsibilities. RPA pilots at the University:

- must cooperate with the requirements of these guidelines, governing legislation and Act in accordance with Campus Access and Order Rules.
- ensure that the safety and privacy of others is taken into consideration at all times on campus, when flying an RPA.

4.3 General

All members of staff have a responsibility and the authority to ensure that a safe work environment exists within the University. As such all persons at the University:

- must cooperate with the requirements of these guidelines, governing legislation and act in accordance with Campus Access and Order Rules.
- may politely request anyone not cooperating with these guidelines to cease handling of the RPA.

5 Requirements

5.1 Recreational

Recreational flying of RPAs is not to occur on University property.

5.2 Flying Commercially Under 2Kg

CASA regulations in regards to RPA (weighing less than 2kg) are as follows:

- Notify CASA five business days before flying using an aviation reference number
- You are not required to obtain an RPA's operators certificate (ReOC).
- You must only operate this aircraft in your line of sight in daylight. Don't let it get too far away from where you cannot see the aircraft.
- You must not fly your RPA referenced to a point on the ground at all times and not exceeding 120m or 400ft in altitude.
- You must fly the RPA at least 30m away from other people, not within the vicinity of prohibited/restricted areas and not in areas where failure could cause harm to property or people on the ground.
- You must not fly the RPA over or near an area affecting public safety or where an emergency operation is underway i.e. Search and rescue, police operations, firefighting efforts and traffic accidents.
- You can only fly one RPA at a time
- Do not operate on the approach or departure path, the movement area or create a hazard to aircraft within a 3nm (5.5km) radius of a uncontrolled aerodrome or helicopter landing site.

Further information on the requirements can be found here: <https://www.casa.gov.au/standard-page/commercial-unmanned-flight-remotely-piloted-aircraft-under-2kg>

5.3 Flying Commercially Over 2Kg

CASA regulations in regards to RPA's weighing more than 2kg require an RPA's operators certificate (ReOC) and a remote pilot licence (RePL).

Other requirements and authorisations are listed here: <https://www.casa.gov.au/aircraft/standard-page/commercial-unmanned-flight-gaining-your-remotely-piloted-aircraft-pilot>

5.4 Privacy Requirements

The Privacy Act 1988 does not specifically mention concerning privacy issues in regards to RPA. However, according to the Privacy Act – “... information or an opinion, and whether recorded in a material form or not, about an identified individual, or an individual who is reasonably identified”. Therefore, the footage taken from (RPA) could potentially be classified as “personal information” if someone can be identified or reasonably identified violating student or employee privacy. This means that the University is required to comply with the rules in the Privacy Act, regarding the collection of personal information. Furthermore, the University has a commitment to privacy in order to protect its students, staff and visitors. Thus, any footage taken from an RPA must not identify an individual without their prior consent.

6 Approval Procedure

The following procedure is required to be followed for the flying of RPA on any University campus:

- a risk assessment must be completed outlining the activity to be undertaken, hazards and control measures.
- completed risk assessments as well as licences, plus insurance details for commercial RPA, are to be sent to the Manager Security, Facilities Management Division for review and approval prior to operation.

Approval for flying of RPA by University staff or students off University Campus (e.g. research activity) is from the Head of School/Manager of Unit via the completion of a risk assessment. Permission to fly in a restricted/prohibited area is to be obtained from the authority controlling the area.

7 Program Evaluation

Conditions that might warrant a review of the guidelines on a more frequent basis would include:

- change in the relevant legislation or Australian Standards
- organisational needs or WHS Committee concern.

8 Related Documents

- [WHS Risk Management Guidelines](#)

9 References

- [Civil Aviation \(Carriers' Liability\) Act 1959](#)
- [Civil Aviation Act 1988](#)
- [Civil Aviation Safety Regulations 1998](#)
- [Privacy Act 1988](#)

10 Version Control Table

Version Control	Date Released	Approved By	Amendment
1	March 2017	Manager WHS	New document created.
2	May 2017	Manager WHS	Addition of recreational, commercial under 2Kg, and commercial over 2Kg requirements. Included definitions of commercial and recreational.