

1. Purpose of the policy

TfNSW is certified by the Australian Civil Aviation Safety Authority (CASA) to use Remotely Piloted Aircraft Systems (RPAs), also known as drones.

TfNSW uses RPAs to monitor, gather and disseminate real-time intelligence of incidents leading to an increase in situational awareness and enhanced safety. RPAs are used in hazard and traffic management, incident management and pre-incident planning and training, asset inspections, surveying and gathering information for use in TfNSW media and communications channels.

The purpose of this policy is to ensure the legal, safe and consistent use of RPAs in TfNSW in accordance with relevant legislation and our certification requirements.

2. Who does it apply to?

This policy applies to permanent, temporary, and casual staff, staff seconded from another organisation, and contingent workers including labour hire, professional services contractors and consultants performing work for any of the following agencies:

Department of Transport	YES
Transport for NSW	YES
NSW Trains	NO
Sydney Trains	NO
Sydney Metro	NO
Sydney Ferries	NO
The Point to Point Transport Commissioner	YES

3. Principles and requirements

3.1 Principles

The use of RPAs in TfNSW is centrally managed by the TfNSW Chief remote Pilot to minimise the risk of illegal, unauthorised or unsafe operation.

3.2 Requirements

The following requirements give effect to this principle.

Staff must:

- Obtain approval from the Chief Remote Pilot prior to procuring new RPAs.
- Only operate RPAs if they are licenced and certified in accordance with the TfNSW's RPA Operator's Certificate. Staff who do not hold a Remote Pilot Licence must be authorised by the TfNSW Chief Remote Pilot and be inducted onto the TfNSW Operator's Certificate prior to using an RPA.

Policy number: CP23003	Effective date: 16/10/23
Policy owner: ED, Customer Journey Management	Review date: 16/10/26
Uncontrolled when printed	

Remotely Piloted Aircraft Policy

CP23003



- Undertake all necessary training and only operate an RPA in accordance with CASA requirements and instructions provided by the Chief Remote Pilot.

TfNSW must:

- Provide staff with all necessary training and assistance.
- Maintain open and transparent communications with partner agencies, regulators and industry bodies to identify, develop and implement best practice for the use of RPAs in TfNSW.
- Continuously improve our capabilities to optimise the safe and reliable delivery of services.
- Obtain RPA operation information from external contractors for review by TfNSW's Chief Remote Pilot. This is to make sure all flights are safe and compliant with CASA legislation.

4. Compliance and breach

You are required to comply with this policy and its related procedures and standards. If you do not do so, this may result in disciplinary action up to and including termination of your employment or contract.

Policy number: CP23003	Effective date: 16/10/23
Policy owner: ED, Customer Journey Management	Review date: 16/10/26
Uncontrolled when printed	

Appendix A:

5. Accountabilities and responsibilities

Who	
Secretary	Accountable for setting the strategic direction of RPA use in line with our organisational objectives and compliance obligations
Executive Director Customer Journey Management	Accountable for ensuring this policy continues to align with Transport's strategic direction, and that guidance and controls are in place to help business areas measure and monitor compliance with this policy and any related documents.
Chief Remote Pilot	Responsible for all RPA operational matters and Remote Pilot (RP) training affecting the safety of operations ensuring that operations are conducted in compliance with the Civil Aviation Act and the Regulations.
All staff to whom the policy applies	Responsible for complying with the principles and requirements in this policy and any related procedures or standards.

6. Related/supporting material

1. Civil Aviation Safety Regulation Part 101 (CASR 101)
2. Part 101 MOS
3. TfNSW ReOC Operations Manual and Library

7. Document control

7.1 Superseded documents

No policies are superseded by this document.

7.2 Document history

Date & Policy No	Document owner	Approved by	Amendment notes
16/10/2023 CP23003	ED, Customer Journey Management	Secretary	New document

Policy number: CP23003	Effective date: 16/10/23
Policy owner: ED, Customer Journey Management	Review date: 16/10/26
Uncontrolled when printed	

Remotely Piloted Aircraft Policy

CP23003



7.3 Feedback and help

For advice on interpreting or applying this document, please contact
drone.hub@transport.nsw.gov.au

Policy number: CP23003	Effective date: 16/10/23
Policy owner: ED, Customer Journey Management	Review date: 16/10/26
Uncontrolled when printed	