



## 2.7 DRONE OPERATIONS OVER PORT LANDS AND WATERS

### Table of Contents:

1.0	INTRODUCTION .....	1
1.1	Purpose.....	1
1.2	Scope.....	1
2.0	ROLE AND RESPONSIBILITIES .....	1
3.0	PROCEDURE.....	2
3.1	Approvals Process.....	2
3.2	Internal Notifications .....	3
3.3	Drone Restrictions .....	3
3.4	Operator's Licence.....	3
3.5	Drone Operations .....	3
4.0	ASSOCIATED DOCUMENTS .....	4
7.0	REFERENCES .....	4

### 1.0 INTRODUCTION

#### 1.1 Purpose

The purpose of this procedure is to guide the communications and approval process for the operation of drones over Port land and controlled waters.

The Mid West Port Authority (MWPA) has an obligation to maintain the integrity of the Port Security Zone in accordance with the Maritime Transport and Offshore Facilities Security Act 2003. To ensure we remain compliant with this condition of the Act, MWPA requires drone operators to apply for written consent to operate in a designated security restricted zone. For the purpose of this procedure written consent will be in the form of an approved Permit F4.1r.

It is also the intention of this procedure to ensure compliance with Civil Aviation Safety Authority (CASA) guidelines and the Civil Aviation Safety Regulations (CASR) 1998, Part 101.

#### 1.2 Scope

This procedure covers all commercial use of drones by MWPA Staff, contractors or others who intend to use drones for videography, photography or other purposes within Port lands or controlled waters.

This procedure DOES NOT cover private use of drones for any purposes over Port controlled waters or land – any unauthorised drones - will be considered suspicious and reported to Port Security.

### 2.0 ROLE AND RESPONSIBILITIES

**Drone Operator:** The drone operator will be responsible for the preparation of a risk assessment, flight plan, submission of permit application, and ensuring this and all other MWPA procedures and applicable legislation is complied with and an approved permit is obtained before commencing drone operations.

**Person in Charge (PIC):** A designated PIC will need to be in place who will manage the drone operator and ensure this and all other MWPA procedures and all applicable legislation is complied with and an approved permit is obtained before commencing drone operations.

**Port Security / Deputy Port Security Officer:** The Port Security Officer is responsible for reporting any unauthorised drone operations to OTS on the appropriate notification forms.

**Permit Staff/ Wharf Supervisors:** The Wharf Supervisors are responsible for distributing the permit to the approvals personnel and issuing authorisation to the applicant. They are also responsible for advising stakeholders through Daily Works Updates, Harbourmasters Office, HSEQ or other as appropriate.

**HSEQ Manager/OHS Officer -:** The HSEQ Manager/ **OHS Officer** is responsible for reviewing the project/task risk assessment and licences to ensure they are comprehensive and appropriate.

**Harbour Master Office:** The Harbour Master's Office is responsible for notifying ships agents of the intention to fly a drone to ensure vessel masters are aware prior to the operation. Any comments regarding interference with pilotage may also be communicated.

### 3.0 PROCEDURE

In line with CASA guidelines and the CASR 1998, Part 101 a drone also refers to Unmanned Aerial Vehicles (UAV) and Remotely Piloted Aircraft (RPA) as per various interpretations.

#### 3.1 Approvals Process

The applicant will be required to complete and submit F4.1r Drone Permit to the Permit Staff email address.

The permit will be assessed internally by the Port Security Officer, Harbour Masters Office and HSEQ Manager/OHS Officer to ensure the documentation and identified operation will not impact upon any other Port operations, is in line with relevant legislation and guidelines and adequate notification is made to stakeholders and external authorities as appropriate.

In order to assess the operation, the following information will be required:

- Identification of the area in which the drone will operate
- Estimated flight path
- Estimated flight times
- Identification of the purpose to operate (aerial photography etc.)
- Copies of Licences required to fly the drone (see licences below)
- Documented risk assessment for the operation.

The final approved permit will be issued by the Permit Staff and will need to be held with the operator at all times.

Please note that MWPA reserves the right to refuse its consent at its absolute discretion.

Please refer to Procedure 4.1 – Permit to Work Procedure for more information.

### 3.2 Internal Notifications

During the permit approvals process, the following notifications will be required:

- Permit staff will notify the Harbourmaster's Office, PSO and HSEQ for permit approvals.
- The Harbour Master's Office will need to notify shipping agents and the Pilots can comment on implications to Pilotage. Any issues are to be fed back through the approvals process to the Permit Staff.
- The PSO will notify OTS of the intent to fly a drone within the Port if and as required.

Once the Permit staff have approved the Permit the Wharf Supervisors will be required to notify:

- The CEO of the intent to fly a drone.
- Port users and stakeholders via the Daily Works Update, including the relevant details to ensure awareness of the operation prior to commencing.

### 3.3 Drone Restrictions

Drones will not be able to operate above 122 m (400 ft) unless CASA approval has been received to exceed this and has been sighted by MWPA. The Port site is located outside of the restricted 3 nautical miles around the Geraldton Regional Airport (so the provision relating to minimum distance from an airport does not apply) and the airspace is Class G (as per CASA website).

As per Procedure 1.18 Media Liaison, the CEO is the only appointed Media Liaison Officer and therefore any drone operations for media purposes will need written authorisation by the MWPA CEO.

### 3.4 Operator's Licence

All drones identified for operation, regardless of size or class, will be required to be operated in accordance with CASAs requirements for a Commercial drone >2 kg. For ease of management and to ensure adequate safety, the CASA guidelines for <2 kg drones will not be authorised for MWPA operations.

In order for drone operations to be approved, the applicant must ensure that the following licences are in place:

- Drones may only be operated by a person who holds a Remote Pilot Licence (RePL).
- The company that the operator works for must hold a Remotely Piloted Aircraft Operators Certificate (ReOC).

### 3.5 Drone Operations

Drone operations will require the following:

- A designated PIC is to be appointed (usually this would be who contracted the drone operator) and will be responsible for the overall management of the operation and the drone contractor onsite.
- The drone operator will be required to undertake the online Visitor's Induction and the Contractor Induction prior to commencing any works for MWPA.
- The drone must not be operated in such a way that poses a hazard or distraction to shipping activities, person or property. MWPA will require any identified risks to be documented in the initial risk assessment/methodology for the activity, with any new, or site specific risks to be documented and signed prior to the operation commencing.

- The drone must be maintained in good working order with no objects that drop or discharge that could cause risk to anything else.
- The drone must only be operated in good visibility and weather conditions (any other times will require additional specific approval). Line of sight by the operator must be maintained.
- In case of emergency (local bushfire, emergency situation at the Port/City) all drone operations will be suspended until an 'all clear' is received.

#### **4.0 ASSOCIATED DOCUMENTS**

F4.1r - Drone Operations Permit

Procedure 4.1 – Permit to Work Procedure

OHS-GUI-001 – Contractors and Workers Requirements Handbook

Procedure 1.18 Media Liaison

#### **7.0 REFERENCES**

Civil Aviation Safety Authority (CASA) Guidelines

Civil Aviation Safety Regulations (CASR) 1998

Occupational Health and Safety Act 1984

Port Authorities Act 1999

Maritime Transport and Offshore Facilities Security Act 2003

**CUSTODIAN:** HSEQ Manager

**APPROVED:** P Klein  
Chief Executive Officer  
14 February 2017