



Permit to Work Guide

Drone (RPA Flight)

This guide is intended for Curtin University's Contractors, Vendors, University Staff, Students, and Permit Managers*. The information contained in the guide is to assist Permit Applicants in successfully obtaining a permit by understanding Curtin's minimum requirements.

Permit Applicants will have control over the way work is undertaken and will be operating under their own safety management system. This includes the responsibility to put in place appropriate control measures to eliminate risks so far as is reasonably practicable, or, if it is not reasonably practicable to eliminate risks, to minimise health, safety, and operational risks, so far as is reasonably practicable.

**A Permit Manager is a person trained and authorised by Curtin University to approve permits.*

properties.curtin.edu.au/working-with-us

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BEFORE PERMIT APPLICATION

1.1 Permit information

Drone (Remotely Piloted Aerial Systems) Permit

To be issued for any activity that involves Drones or Remotely Piloted Aerial (RPA) systems to be flown over Curtin University lands or buildings.

Examples:

Survey for research purposes, aerial inspections, aerial photography.



Please note:

Permit to be submitted minimum **10 business days** prior to commencement of activity, a longer notice period is strongly encouraged.

1.2 Ensure:

Contractor Company Status is COMPLIANT on Rapid Global (where applicable).

Worker(s) have completed induction(s) for Curtin University (where applicable).

Contractor Company and worker(s) hold any required licences and competencies to do the task (where applicable).



1.3 Plan & Consult

Discuss with Curtin Chief Remote Pilot what the activity is and identify relevant stakeholders.

Engage with Curtin University stakeholders, building or impacted users to develop the Drone Flight Plan.

Use stakeholder feedback received to prepare required documents for permit application.

Consider if other permits are required, i.e Road Closure Permit.



Please note:

You can contact the Curtin Chief Remote Pilot at RPASOperations@curtin.edu.au.

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LODGING PERMIT APPLICATION

2.1 Submit Application

<https://properties.curtin.edu.au/working-with-us/permits/>

Flight Authorisation Form and Drone Flight Plan (including RA).

Remote Pilot Licence (RePL) issued by CASA.

CASA Drone Registration.



Please note:

External RPA Systems Providers / Pilots are expected to:

Operate under their own Remotely Piloted Aircraft Operator's Certificate (ReOC) and Operations Manual.

Provide a copy of their company's Chief Remote Pilot Authorisation Form for the activity in Permit application.

→ 2.2 Important

- No recreational drone flights are permitted over Curtin University lands and buildings.
- A ReOC does not allow a person to operate an RPA. To operate an RPA, the person must be a licensed remote pilot.
- The date and area of operation have to be booked with Curtin University prior to the activity via Resource Booker.



Please note:

Submission of permit does not constitute an approval. No works are to commence until approval notice email is received.

2.3 Issue Permit

Permit Manager approves permit when they are satisfied applicant has met all relevant requirements.

Activity may begin based on the documentation submitted with the application and in accordance with the conditions outlined in the issued permit.



AFTER PERMIT APPROVAL

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3.1 Conduct Works

Permit Holder will have control over the manner in which the activity is undertaken and will be operating under their own safety management system to effectively manage risks involved.

If any issues arise, stop the activity and escalate to Permit Manager (note: not SCC). Activity may only proceed once the issue is resolved.

AFTER WORKS ARE COMPLETED

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4.1 Close Permit

Permit Holder to notify Permit Manager once the activity pertaining to the permit is finished.

Where applicable, Permit Holder to send through relevant documentation to Permit Manager to close the permit.

→ Frequently Asked Questions (FAQ)

1. Can I fly a drone for recreational purposes over Curtin University's land and buildings?

No, recreational drone flights are prohibited over Curtin University's land and buildings.

2. Is a Remote Pilot Licence (RePL) required to apply for a Curtin University Drone Permit?

Yes, applicants must hold a valid Remote Pilot Licence (RePL) in order to operate a remotely piloted aircraft (RPA) under Curtin University's permit.

3. My drone is classified as 'excluded' by CASA. Can I fly it over Curtin University without a permit?

No, any drone or RPA activity conducted over Curtin University's land or buildings requires prior approval through the relevant Curtin University permit, regardless of classification.

