



ACT
Government

Chief Minister, Treasury and
Economic Development

Freedom of Information Publication Coversheet

The following information is provided pursuant to section 28 of the *Freedom of Information Act 2016*.

FOI Reference: CMTEDDFOI 2020-011

Information to be published	Status
1. Access application	Published
2. Decision notice	Published
3. Documents and schedule	Published
4. Additional information identified	No
5. Fees	Waived
6. Processing time (in working days)	35
7. Decision made by Ombudsman	N/A
8. Additional information identified by Ombudsman	N/A
9. Decision made by ACAT	N/A
10. Additional information identified by ACAT	N/A

From: [REDACTED]
To: [Hawkins, Andrew](#)
Cc: [CMTEDD FOI](#)
Subject: FOI Request - Venues Canberra Drone Operations Policy
Date: Tuesday, 28 January 2020 10:37:00 AM

Good Morning Mr Hawkins,

IN CONFIDENCE

Could you kindly advise who your FOI officer will be in relation to the Venues Canberra Drones Policy (**the policy**).

[REDACTED] is concerned with the number of discrepancies within the application process under the policy. A number of inconsistencies exist when compared with the current CASA regulations (*specifically CASR 1998 and associated documents*), and the Part 101 (Unmanned Aircraft and Rockets) Manual of Standards 2019.

[REDACTED] is seeking information under *The ACT Freedom Of Information ACT 2016 (the ACT)* about the Venues Canberra Drone Policy, specifically:

- Any and all correspondence between all parties in relation to the policy, including, but not limited to, The Asia-Pacific RPAS Consortium (ARC), Venues Canberra, (on behalf of the ACT Government), and The Civil Aviation Safety Authority (CASA).
- Any correspondence or evidence of industry consultation in relation to the policy, prior to and after implementation.
- Correspondence of any additional consultation completed by, or on behalf of, Venues Canberra.
- Any correspondence internally within Venues Canberra in relation to the applicability and enforceability of the policy for commercial RPA (drone) operations, specifically those which fall exclusively under Commonwealth law.
- Any information provided to Venues Canberra in relation to the applicability and enforceability of the policy for commercial RPA (drone) operations, specifically those which fall exclusively under Commonwealth law.
- Details of the process used to select appropriate individuals or organisations to develop the policy on behalf of Venues Canberra, both internally or externally, including:
 - Evidence those persons or organisations are appropriately licensed/qualified.
 - Evidence that those persons or organisations are appropriately licensed by CASA to operate a Remotely Piloted Aircraft (Drone).
- Details regarding the scope and pricing between Venues Canberra and any third party's in relation to the policy.
- A copy of the entire Venues Canberra Drone Policy, including but not limited to all forms, checklists, procedures, and amendment status.
- The implementation date of the policy.
- Details of any organisations who are excluded from compliance with the policy.

[REDACTED] seeks additional information showing:

- Details of any review period or renewal period.
- The procedure or policy governing how the policy is changed or reviewed.
- The procedure or policy showing how the policy will be amended when regulatory changes are implemented by CASA, ACMA or any other appropriate regulatory body.
- Evidence that persons currently implementing the policy on behalf of Venues Canberra are appropriately trained and qualified in relation to the current CASA Regulations, (*specifically CASR 1998 and associated documents*), and the Part 101 (Unmanned Aircraft and Rockets) Manual of Standards 2019.

Further, [REDACTED] seeks:

- Details of The Minister responsible for Venues Canberra.

I appreciate your assistance with this matter.

Thanks

[REDACTED]



On 28 Jan 2020, at 8:29 am, Hawkins, Andrew
<Andrew.Hawkins@act.gov.au> wrote:

Good Morning [REDACTED],

Please refrain from contacting external parties in relation to our policy and procedures. I was assured by [REDACTED] from the [REDACTED] this behaviour would cease.

Regards

Andrew Hawkins | Security Director | EPIC | GIO Stadium Canberra | Manuka Oval |
National Arboretum Canberra | Stromlo Forest Park |
Phone 02 6256 6714 | Mobile 0438 320 183 | Fax 02 6253 2085

Venues Canberra

EPIC | GIO Stadium Canberra | Manuka Oval | National Arboretum Canberra | Stromlo
Forest Park

Chief Minister, Treasury & Economic Development Directorate | ACT Government
www.exhibitionparkincanberra.com | www.giostadiumcanberra.com.au |
www.manukaoval.com.au | www.nationalarboretum.act.gov.au |
www.stromloforestpark.com.au



ACT
Government

Chief Minister, Treasury and
Economic Development

Our ref: CMTEDDFOI 2020-011



via email:



Dear



FREEDOM OF INFORMATION REQUEST

I refer to your application under section 30 of the *Freedom of Information Act 2016* (the Act), received by the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) on 28 January 2020, in which you sought access to:

- Any and all correspondence between all parties in relation to the policy, including, but not limited to, The Asia-Pacific RPAS Consortium (ARC), Venues Canberra, (on behalf of the ACT Government), and The Civil Aviation Safety Authority (CASA).
- Any correspondence or evidence of industry consultation in relation to the policy, prior to and after implementation.
- Correspondence of any additional consultation completed by, or on behalf of, Venues Canberra.
- Any correspondence internally within Venues Canberra in relation to the applicability and enforceability of the policy for commercial RPA (drone) operations, specifically those which fall exclusively under Commonwealth law.
- Any information provided to Venues Canberra in relation to the applicability and enforceability of the policy for commercial RPA (drone) operations, specifically those which fall exclusively under Commonwealth law.
- Details of the process used to select appropriate individuals or organisations to develop the policy on behalf of Venues Canberra, both internally or externally, including:
 - Evidence those persons or organisations are appropriately licensed/qualified.
 - Evidence that those persons or organisations are appropriately licensed by CASA to operate a Remotely Piloted Aircraft (Drone).
- Details regarding the scope and pricing between Venues Canberra and any third party's in relation to the policy.
- A copy of the entire Venues Canberra Drone Policy, including but not limited to all forms, checklists, procedures, and amendment status.
- The implementation date of the policy.
- Details of any organisations who are excluded from compliance with the policy.
- Details of any review period or renewal period.
- The procedure or policy governing how the policy is changed or reviewed.

- The procedure or policy showing how the policy will be amended when regulatory changes are implemented by CASA, ACMA or any other appropriate regulatory body.
- Evidence that persons currently implementing the policy on behalf of Venues Canberra are appropriately trained and qualified in relation to the current CASA Regulations, (*specifically CASR 1998 and associated documents*), and the Part 101 (Unmanned Aircraft and Rockets) Manual of Standards 2019.

Authority

As an appointed Information Officer under section 18 of the Act, I am authorised to make a decision on access or amendment to government information in the possession or control of CMTEDD.

Timeframes

In accordance with section 40 of the Act, CMTEDD was required to provide a decision on your access application by 25 February 2020, however, following on from third party consultation the due date was extended by 15 working days to 18 March 2020.

Decision on access

Searches were completed for relevant documents and eight documents were identified that fall within the scope of your request.

I have included as **Attachment A** to this decision the schedule of relevant documents. This provides a description of each document that falls within the scope of your request and the access decision for each of those documents.

I have decided to grant access in full to three documents and partial access to one document relevant to your request. I have decided to refuse access to four documents as I consider them to be:

- contrary to the public interest information under schedule 1; or
- information that would, on balance, be contrary to the public interest to disclose under the test set out in section 17 of the Act.

My access decisions are detailed further in the following statement of reasons and the documents released to you are provided as **Attachment B** to this letter.

In accordance with section 54(2) of the Act a statement of reasons outlining my decisions is below.

Statement of Reasons

In reaching my access decisions, I have taken the following into account:

- the Act;
- the content of the documents that fall within the scope of your request;
- third party submission; and
- the *Human Rights Act 2004*.

Exemption claimed

My reasons for deciding not to grant access to the identified documents and components of these documents are as follows:

Contrary to the public interest information under schedule 1 of the Act

Documents at reference number 3, 4 and 6 of the identified documents are entirely composed of or contain information that is considered to be contrary to the public interest under schedule 1 of the Act. The purpose of this exemption is to maintain the effectiveness of detecting, preventing and investigating potential threats and dangerous occurrences. Releasing this methodology could reasonably be expected, in this case, to prejudice the ability of venues to maintain public safety and potentially lead to prevention methods to be defeated.

1.14

Law enforcement or public safety information

- 1) Information the disclosure of which would, or could reasonably be expected to—
 - (f) prejudice the effectiveness of a lawful method or procedure for preventing, detecting, investigating or dealing with a contravention or possible contravention of the law; or
 - (g) prejudice the maintenance or enforcement of a lawful method or procedure for protecting public safety; or
 - (h) endanger the security of a building, structure or vehicle; or
 - (i) prejudice a system or procedure for the protection of people, property or the environment.

Information that would, on balance, be contrary to the public interest to disclose under the test set out in section 17 of the Act

Public Interest

The Act has a presumption in favour of disclosure. As a decision maker I am required to decide where, on balance, public interests lie. As part of this process I must consider factors favouring disclosure and non-disclosure.

In *Hogan v Hinch* (2011) 243 CLR 506, [31] French CJ stated that when ‘used in a statute, the term [public interest] derives its content from “the subject matter and the scope and purpose” of the enactment in which it appears’. Section 17(1) of the Act sets out the test, to be applied to determine whether disclosure of information would be contrary to the public interest. These factors are found in subsection 17(2) and Schedule 2 of the Act.

Taking into consideration the information contained in the documents found to be within the scope of your request, I have identified that the following public interest factors are relevant to determine if release of the information contained within these documents is within the ‘public interest’.

Factors favouring disclosure in the public interest:

(a) *disclosure of the information could reasonably be expected to do any of the following:*

(i) promote open discussion of public affairs and enhance the government's accountability.

Having considered the factor above, I consider that the release of these documents may promote open discussion of public affairs and enhance the government's accountability by allowing you to have a record of the guidelines and rules surrounding the responsibilities of a commercial operator of a drone service at ACT Venues. I am satisfied that this factor favouring disclosure carries some weight. However, this factor is to be balanced against the factors favouring non-disclosure.

Factors favouring nondisclosure in the public interest:

(a) disclosure of the information could reasonably be expected to do any of the following:

(ii) prejudice the protection of an individual's right to privacy or any other right under the Human Rights Act 2004; and

(xi) prejudice trade secrets, business affairs or research of an agency or person.

When considering the documents and factors in favour of non-disclosure, I have considered the personal information contained in the documents. I consider it unreasonable to release the personal information of the employees contained in the documents. I believe the release of this information may prejudice the protection of these individuals' right to privacy or any other right under the *Human Rights Act 2004*. I am satisfied that this factor favouring non-disclosure should be afforded significant weight as it relates to the individuals' privacy.

Having applied the test outlined in section 17 of the Act and deciding that release of personal information contained in the documents is not in the public interest to release, I have chosen to redact this specific information in accordance with section 50(2). Noting the pro-disclosure intent of the Act, I am satisfied that redacting only the information that I believe is not in the public interest to release will ensure that the intent of the Act is met and will provide you with access to the majority of the information held by CMTEDD within the scope of your request.

Documents at reference 7 and 8 of the identified documents contain information that I consider, on balance, to be contrary to the public interest to disclose under the test set out in section 17 of the Act or they contain information which is out of scope.

Charges

Pursuant to *Freedom of Information (Fees) Determination 2018* processing charges are applicable for this request because the total number of pages to be released to you exceeds the charging threshold of 50 pages. However, the charges have been waived in accordance with section 107(2)(b) of the Act.

Online publishing – Disclosure Log

Under section 28 of the Act, CMTEDD maintains an online record of access applications called a disclosure log. Your original access application, my decision and documents released to you in response to your access application will be published in the CMTEDD disclosure log after 18 March 2020. Your personal contact details will not be published.

You may view CMTEDD disclosure log at
<https://www.cmtedd.act.gov.au/functions/foi/disclosure-log>.

Ombudsman Review

My decision on your access request is a reviewable decision as identified in Schedule 3 of the Act. You have the right to seek Ombudsman review of this outcome under section 73 of the Act within 20 working days from the day that my decision is published in CMTEDD disclosure log, or a longer period allowed by the Ombudsman.

We recommend using this form [Applying for an Ombudsman Review](#) to ensure you provide all of the required information. Alternatively, you may write to the Ombudsman at:

The ACT Ombudsman
GPO Box 442
CANBERRA ACT 2601

Via email: actfoi@ombudsman.gov.au

ACT Civil and Administrative Tribunal (ACAT) Review

Under section 84 of the Act, if a decision is made under section 82(1) on an Ombudsman review, you may apply to the ACAT for review of the Ombudsman decision. Further information may be obtained from the ACAT at:

ACT Civil and Administrative Tribunal
Level 4, 1 Moore St
GPO Box 370
Canberra City ACT 2601
Telephone: (02) 6207 1740
<http://www.acat.act.gov.au/>

Should you have any queries in relation to your request please contact me by telephone on 6207 7754 or email CMTEDDFOI@act.gov.au.

Yours sincerely,



Philip Dachs
Information Officer
Information Access Team
Chief Minister, Treasury and Economic Development Directorate
18 March 2020



ACT
Government

Chief Minister, Treasury and
Economic Development

FREEDOM OF INFORMATION REQUEST SCHEDULE

WHAT ARE THE PARAMETERS OF THE REQUEST

Reference NO.

Any and all correspondence between all parties in relation to the policy, including, but not limited to, The Asia-Pacific RPAS Consortium (ARC), Venues Canberra, (on behalf of the ACT Government), and The Civil Aviation Safety Authority (CASA).

CMTEDDFOI 2020-011

Ref No	Page number	Description	Date	Status	Reason for Exemption	Online Release Status
1		RPA/ Drone Operators Application Form		Full release	N/A	Yes
2		RPA/Drone Pre-Flight Compliance Inspection Checklist		Full release	N/A	Yes
3		Remote Piloted Aircraft & Counter Drone Policy		Exempt	Sch 1 s1.14(1)(f) Sch 1 s1.14(1)(g) Sch 1 s1.14(1)(h) Sch 1 s1.14(1)(i)	Yes
4		Remote Piloted Aircraft & Drone Response Standard Operating Procedures		Exempt	Sch 1 s1.14(1)(f) Sch 1 s1.14(1)(g) Sch 1 s1.14(1)(h) Sch 1 s1.14(1)(i)	Yes
5		Drone Approval Standard Operating Procedure		Full release	N/A	Yes
6		Venues Canberra RPA/Drone Incident Report		Exempt	Sch 1 s1.14(1)(f) Sch 1 s1.14(1)(g) Sch 1 s1.14(1)(i)	Yes
7		Emails		Partial release	Sch 1 s1.14(1)(f) Sch 1 s1.14(1)(g) Sch 1 s1.14(1)(i) Sch 2 s2.2(a)(ii) Sch 2 s2.2(a)(xi)	Yes
8		Invoices		Partial release	Sch 2 s2.2(a)(xi)	Yes
Total No of Docs						
8						

Venues Canberra
RPA/Drone Operators Application Form

Remote Operator Details	
Company Name	
Company ABN/ACN	
Company Address	
ReOC Details	ReOC Number: _____ ReOC Expiry _____ ARN: _____
ReOC Certificate	Provide a copy of the ReOC certificate
ReOC Permissions and Exemptions	Provide a copy of the ReOC permissions and exemptions as issued by CASA
Type of operation to be conducted	(Eg. Media/Asset Inspection)
Regulatory Action	Provide details of any regulatory actions taken against the Remote Operator
Immediately Reportable Matter (IRM) or Routinely Reportable Matter (RRM)	Provide details on any (IRM) or (RRM) in the preceding 12 months

Chief Remote Pilot Details	
Name	
Address	
RePL Details	RPA/Drone Type: _____ RPA/Drone Category: _____ ARN: _____
Copy of RePL	Provide a copy of the RePL
PIC Total Time (TT)	_____ Hrs
PIC Total Time (TT) on RPA/Drone proposed for operation	_____ Hrs
PIC total time (TT) for type of operation proposed	_____ Hrs
Regulatory Action	Provide details of any regulatory actions taken against the Chief Remote Pilot

Insurance Details	
Insurance Company	
Insured Value	
Equipment Insured	

Proposed Operation	
Provide details of proposed operation	
CASA Permissions or Approvals	Do you require any CASA permission to perform planned operation? Y/N If yes, list them:
Job Safety Assessment (JSA)	Provide a copy of the Job Safety Assessment (JSA) including a MAP of the planned operations
Safe Work Method Statement (SWMS)	Provide a copy of the Safe Work Method Statement (SWMS)
Local Air Hazards	Provide a copy of local air hazard identification (if applicable) Are NOTAMs necessary / Granted / Valid
RF spectrum and GPS reliability	Provide a copy of a RF spectrum and GPS reliability assessment or ACMA compliance

Designated Flight Areas	
What designated flight areas do you seek to operate in?	

Remote Pilot Details	
Name	
Address	
RePL Details	RPA/Drone Type: _____ RPA/Drone Category: _____ ARN: _____
Copy of RePL	Provide a copy of the RePL
PIC total time (TT)	_____ Hrs
PIC total time (TT) on RPA/Drone proposed for operation	_____ Hrs
PIC total time (TT) for type of operation proposed	_____ Hrs
Regulatory Action	Provide details of any regulatory actions taken against the Remote Pilot

RPA/Drone Observer Details and Certification	
Name	
Address	
ARN	
Observer total time (TT)	_____ Hrs
Observer total time (TT) on type of proposed for operation	_____ Hrs
Trained & Certified	Provide certified evidence that the RPA/Drone Observer has been trained and certified as competent in the role by the ReOC holder

RPA/Drone Equipment Details	
RPA/Drone Details	Type: _____ Controller: _____
RPA/Drone Serial No.	Serial Number: _____
RPA/Drone Battery Capacity.	
RPA/Drone Maintenance	What date did the RPA/Drone last undergo a maintenance inspection? Date: _____ Provide evidence of this

Supporting Equipment	
Signage	List the signage you will use to secure the area
WHS	List the WHS equipment you will have onsite
Emergency Equipment	List the emergency equipment you will have onsite
Close proximity to airports and helipads (if applicable)	List the communication systems you will have to maintain separation with manned aircraft operations

Specialised Operations	
Night Operations	Provide copy of documented procedures
Tethered Operations	Provide copy of documented procedures
Within 3nm of towered aerodrome	Provide copy of documented procedures
Within 30mtrs of people	Provide copy of documented procedures and compliance with CASA guidelines for such operations.

Emergency Procedures	
Lost Data-Link	Provide copy of documented procedures
Engine Failure	Provide copy of documented procedures
Inadvertent Fly Away	Provide copy of documented procedures
Battery Fire (LiPo)	Provide copy of documented procedure and equipment on hand

Venues Canberra RPA/Drone Pre-Flight Compliance Inspection Checklist				
No	Item	Checked Y/N	Pass / Fail	Comment
Organisational				
1	ReOC Valid			
2	Required Permissions Validated			
3	View copy of JSA			
4	View copy of JSA map showing planned operations and confirm matches approval			
5	View copy of SWMS			
Crew				
6	Remote Pilot details match approval			
7	Observer details match approval			
Equipment				
8	RPA/Drone type matches approval			
9	RPA/Drone serial matches approval			
10	Required equipment present (e.g. Aviation Radios/Phone/Fire)			
WHS				
11	Crew in safety vests			
12	Operating area secured and clearly marked with signage and safety barriers (e.g. cones)			
13	Alternative landing area identified, secured, clearly marked with signage and safety cones.			
Designated Flight Area				
14	Crew clearly understand the designated flight area they are approved to operate in			
15	Evidence of approval to operate in Canberra CTA when within 3 miles of Canberra Airport (Manuka)			
Weather				
16	Weather suitable for operation			
Any Discrepancies Identified				
17	Where a discrepancy has been identified an RPA/Drone Incident Report is to be submitted			
18	RPA/Drone Incident Report Submitted			
Approval				
19	Approval to operate granted			
Details of the Venues Canberra personnel conducting inspection. Name: _____ Title: _____ Date: _____ This inspection to be filed in the relevant RPA/Drone Register.				



REMOTE PILOTED AIRCRAFT & DRONE RESPONSE STANDARD OPERATING PROCEDURES

Venues Canberra

Version Control

Version #	Approved	Date	Notes
1.0	M.Elkins	10/1/2020	

RPA/Drone Response Procedure

1 Purpose

This procedure provides the process for assessing and managing RPA/Drone incidents on and in the vicinity of Venues Canberra facilities.

2 Scope

The procedure provides details on the management of risk posed by RPA/Drones by:

- Providing situational awareness of the threats posed;
- Classifying risk as high and unknown;
- Providing details of the likely types of incidents that could present themselves;
- Documenting responses to those incidents; and
- Reporting and investigating incidents.

3 Key elements

- Situational Awareness;
- Responsibilities;
- Legislation;
- Risk Assessment Procedure;
- Risk Classification;
- Incident Response and Reporting; and
- Investigations.

4 Responsibilities

4.1 Venue Command Centre (VCC)

The Venue Command Centre (VCC) will be responsible for to manage all incidents in accordance with established incident and emergency management plans and the response procedures in this document. The VCC will ensure an RPA/Drone Incident Report is generated for all incidents and forwarded to the relevant Safety Compliance Officer, Venue Manager, or Security Director for investigation.

4.2 Safety Compliance Officer

The Safety Compliance Officer will investigate all incidents assigned to them and complete the 'investigation' section in the RPA/Drone Incident Report. Completed Investigations will be submitted to the Security Director for overview.

4.3 Venue Manager

The Venue Manager will investigate all incidents assigned to them and complete the 'investigation' section in the RPA/Drone Incident Report. They will submit completed investigations to the Security Director for overview. On non-event days, or stand-ups prior to an event, the Venue Manager will manage RPA/Drone incidents as opposed to the VCC.

4.4 Security Director

The Security Director will investigate all incidents assigned to them and complete the 'investigation' section in the RPA/Drone Incident Report. The Security Director will overview all investigations and

update the RPA/Drone Incident Report. The Security Director is responsible for review and update of this SOP.

5 Situational Awareness

The points below provide situational awareness on the challenges and risks associated with commercial off the shelf (COTS) RPA/Drone for Venues Canberra Facilities.

- RPA/Drone have been used for deliberate and inadvertent business disruptions with many such incidents reported worldwide.
- Depending on the RPA/Drone type, a collision with a person could cause death or injury or could damage property, and gain excessive reputational damage.
- The capability of standard commercial off the shelf RPA/Drones permits a controller to have up to a 7km standoff distance which aids them to avoid detection. They may be pre-programmed to fly autonomously.
- An RPA/Drone can bypass fixed security measures by flying over them.
- Terrorists have already used RPA/Drones to conduct weaponised attacks, conduct surveillance, and target crowded places (places of mass gatherings). This threat is likely to increase.
- There are cyber security concerns due to the capability of an RPA/Drone to be used for a cyber-attack and collect and transmit telemetry data which can include video and audio recordings of a facilities operations.
- The presence of RPA/Drone at a facility on non-event days could indicate surveillance is being undertaken to conduct any of the above mentioned circumstances.

6 Legislation

This section highlights some key pieces of legislation but is not an exhaustive list.

6.1 Civil Aviation Safety Regulations Part 101 (CASR)

All RPA/Drone operations must comply with the CASR and any specific approval or exemption granted by CASA. It is likely that deliberate illegal RPAS activities will be undertaken by non-licensed or certified operators and pilots.

6.2 Civil Aviation Act (CAA)

An RPA/Drone is an aircraft by definition under the CAA.

6.3 Damage by Aircraft Act 1999

As an RPA/Drones is an aircraft, all operations must adhere to the principles of the Damage by Aircraft Act.

7 Relevant Offences Likely to be committed by an RPA/Drone

Whilst it is the responsibility of the regulator to enforce RPA/Drone legislation, offences which may be committed by an RPA/Drone operated on Venue Canberra facilities are as follows:

- CASR Regulation 101.055 – Hazardous operation – relating to the aircraft being flown in a manner that creates a hazard to a person, property or another aircraft.
- CASR Regulation 101.073 – operation out of line of sight.
- CASR Regulation 101.090 – dropping or discharging anything from an unmanned aircraft in a way that creates a hazard to another aircraft, person or property.
- CASR Regulation 101.395(1) – flying over populous areas.

- CASR Regulation 101.395(2) – flying within 30 metres of a person not associated with the operation.

8 Risk vs Consequence

The **risk** posed by the presence of an RPA/Drone on Venue Canberra’s facilities can be grouped into strategic themes including; people, reputation, cost of property damage, and cost of business disruption.

The **consequence** of failing to respond to the presence of an RPA/Drone could result in the death, injury or distress to a person, loss or damage to property, reputational damage for the Australian Capital Territory Government, Venues Canberra and financial implications.

9 Risk Assessment Procedure

The reported presence of an RPA/Drone on or in the vicinity of any venue will require a risk assessment and the classification of that risk. Even when a venue is not hosting an activity, the presence of an RPA/Drone requires assessment as it could be conducting intelligence gathering for a future incident.

9.1 Risk Classification

An unauthorised RPA/Drones presence on or within 200 metres of Venue Canberra’s facility will be **classified** as either a **high risk** or an **unknown risk** depending on circumstances. An **unknown risk** incident may rapidly develop into a high risk incident as the situation develops.

9.1.1 High Risk

The existence of any one of the below incident types should be considered a **high risk** and an immediate response implemented.

Incident Type	RPA/Drone Actions
a) Drops payload /disperses substance	• RPA/Drone drops a payload or disperses a substance.
b) RPA/Drone is large, a fixed wing, or drops liquid dispersant.	• The RPA/Drone is not the type expected to be sighted at events such as a photography drone. The RPA/Drone is large, a fixed-wing or drops a liquid dispersant.
c) RPA/Drone Crashes into person/s	• RPA/Drone crashes into person/s and injuries are apparent.
d) Lands inside venue – suspicious payload	• RPA/Drone lands inside venue and has a suspicious or unknown object or device attached to it (weapon bypassing security).
e) Presence of multiple RPA/Drones	• Multiple (unanticipated) RPA/Drones are observed at the same time which could represent a drone swarm.

9.1.2 Unknown Risk

The existence of any of the incident types below, should be classified as an **‘unknown risk’**. An unknown risk requires continual monitoring, ongoing risk assessments, and a response. The RPA/Drone operator responsible for these types of incidents may be a true **threat** or one of the following categories: Ignorant, nuisance, hobbyist capturing imagery, or paparazzi capturing imagery.

Incident	RPA/Drone Actions
a) Proximity to a Venue	• The RPA/Drone is flying within 200mtrs of the venue boundary.
b) Above a Venue	• The RPA/Drone is flying above a venue.

<p>c) Lands or crashes inside the Venue</p>	<ul style="list-style-type: none"> • The RPA/Drone lands or crashes inside the venue. There is no suspicious device attached to it and injuries to persons are unknown.
<p>d) Business Disruption</p>	<ul style="list-style-type: none"> • The RPA/Drone is towing a flag or banner as part of a protest, or is low flying over the playing field, that may or may not have stopped or disrupted play.
<p>e) Size, speed & flight path poses risk to persons or property</p>	<ul style="list-style-type: none"> • The RPA/Drone size, speed, or flight path poses a unknown risk to persons or property.
<p>f) Suspicious Flight Behaviour</p>	<p>The RPA/Drone:</p> <ul style="list-style-type: none"> • Is flying above transport hubs, facilities or venue and city critical infrastructure, • Is flying the perimeter, • Is flying above security checkpoints, • Is doing anything else that amounts to a positive feeling of actual apprehension or mistrust, • Is flying at night with navigation lights off.
<p>g) Authorised RPA/Drone outside designated flight area, or a IRM/RRM has occurred</p>	<p>The authorised RPA/Drone is operating, or has flown, outside its designated flight area which may indicate a system malfunction or pilot error, or an IRM or RRM has occurred.</p>

10 Incident Response

This section provides advice on responding to high risk and unknown risk incidents and should be implemented in conjunction with existing incident and emergency management plans. Training and awareness briefings should be provided to response/security personnel. The below sections refer to the role of the VCC, but on non-event days, or stand-ups prior to an event, the Venue Manager will manage RPA/Drone incidents as opposed to the VCC.

10.1 In All Circumstances

If RPA/Drone presence is reported by a member of the public:

Deploy venue resources to confirm the RPA/Drone presence and actions.

If the RPA/Drone is sighted by venue personnel they will:

- Immediately notify the Venue Command Centre (VCC)
- Report the following to the VCC:
 - RPA/Drone Location - It is critical that visual contact with the Drone is maintained as far as possible,
 - RPA/Drone Actions,
 - RPA/Drone Type and Model (if known),
 - RPA/Drone Payload (if known), and
 - Location of Person(s) operating the Drone (if possible).
- Capture an image of the drone (e.g. on a phone camera)
- Monitor the RPA/Drone movements by:
 - Maintaining visual on the RPA/Drone, **(Priority above all else)**
 - Monitoring the flight path of RPA/Drone,
 - If the RPA/Drone departs the venue or event, report the last observed location and flight direction to VCC.
- Continually monitor RPA/Drone movements and provide SITREPS to the VCC,
 - Attempt to identify the type and make of Drone,
 - Attempt to identify the operator of the Drone,
 - If the Drone drops or delivers anything, monitor both the delivery site and the Drone.
- If a pilot or operator is located or sighted:
 - Take a photo of pilot, RPA/Drone, ground controlling device, and any associated vehicle or other potential associates.
 - Provide the information to the VCC who will relay to the police for investigation.

10.2 Venue Command Centre

On report of a drone's presence, the Venue Command Centre (VCC) will manage the incident in accordance with established incident and emergency management plans and the response advice provided in the following sections.

10.3 High Risk Incident

The below section relates to **high risk incidents** and provides response guidance to the VCC.

Incident Type	Response
<p>RPA/Drone drops a payload or disperses a substance</p>	<p>The VCC will:</p> <ul style="list-style-type: none"> a) Implement relevant Venue Emergency Management Plan b) Make a broadcast to all personnel (internal/external) c) Request venue personnel to maintain visual sight of RPA/Drone d) Request perimeter and external venue personnel to visually look for a pilot and associated persons e) Use CCTV cameras to attempt to locate the pilot which should include external systems to the venue such as car parks and surrounds f) Continually conduct risk and threat assessments g) Initial response may include: <ul style="list-style-type: none"> i. Stopping play and clearing the playing field ii. Implementing a venue lockdown iii. Directing persons to shelter in place iv. Evacuation v. Dispersing crowds vi. Establishing exclusion zones h) Seek Advice <ul style="list-style-type: none"> i. Seek advice from Fire & Emergency Services regarding any substance dispersed ii. Seek advice from Police Bomb Squad regarding payload i) If RPA/Drone crashes/Lands inside the venue: <ul style="list-style-type: none"> i. Disable flight capability (refer supporting procedures) ii. Secure and preserve the area iii. Establish exclusion zone based on advice from Police/Emergency services iv. Continually consider lockdown or evacuation j) If pilot located, refer to supporting procedures k) Complete RPA/Drone Incident Report

Incident Type	Response
<p>A large, fixed-wing, or liquid dispersant type RPA/Drones is sighted above the venue</p>	<p>The VCC will:</p> <ul style="list-style-type: none"> a) Implement Venue Emergency Management Plan b) Make a broadcast to all personnel (internal/external) c) Request venue personnel to maintain visual sight of RPA/Drone d) Request perimeter and external venue personnel to visually look for a pilot e) Use CCTV cameras to: <ul style="list-style-type: none"> i. Attempt to locate and track the RPA/Drone ii. Attempt to locate the pilot which should include external to the venue such as car parks and surrounds f) Continually conduct risk and threat assessments based on RPA/Drone actions and proximity to persons and property and wind direction (if dispersing) g) If RPA/Drone flies into the stadium area consider:

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	<ul style="list-style-type: none"> i. Stopping play and clearing the playing field ii. Directing persons to shelter in place, iii. Evacuation, iv. Dispersing crowds, v. Establishing exclusion zones, vi. Implementing a venue lockdown vii. Continually consider lockdown or evacuation <ul style="list-style-type: none"> h) If pilot located, refer to supporting procedures i) Complete RPA/Drone Incident Report
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Incident Type	Response
RPA/Drone crashes into person/s and injuries apparent	<p>The VCC will:</p> <ul style="list-style-type: none"> a) Implement: <ul style="list-style-type: none"> i. Event Medical Plan, and ii. Identification and Management of Suspicious Item SOP b) Make a broadcast to all personnel (internal/external) c) Request perimeter and external venue personnel to visually look for a pilot/s and associates d) Use CCTV cameras to attempt to locate the pilot which should include external to the venue such as car parks and surrounds e) RPA/Drone Specific: <ul style="list-style-type: none"> i. Disable RPA/Drone flight capability (refer supporting procedures) ii. Beware of potential RPA/Drone LiPo battery fire (refer supporting procedures) iii. Secure the RPA/Drone and hand to police for investigation and forensic examination f) If pilot located (refer supporting procedures) g) Complete RPA/Drone Incident Report

Incident Type	Response
RPA/Drone lands inside venue with suspicious payload	<p>The VCC will:</p> <ul style="list-style-type: none"> a) Implement: <ul style="list-style-type: none"> i. Emergency Management Plan, and ii. Identification and Management of Suspicious Item SOP b) Make a broadcast to all personnel (internal/external) c) Request perimeter and external venue personnel to visually look for a pilot/s d) Use CCTV cameras to attempt to locate the pilot which should include external to the venue such as car parks and surrounds e) RPA/Drone Specific: <ul style="list-style-type: none"> I. Disable RPA/Drone flight capability (refer supporting procedures) II. Establish exclusion zone f) If pilot located, refer to supporting procedures g) Complete RPA/Drone Incident Report

Incident Type	Response
Multiple RPA/Drones are observed (swarm)	<p>The VCC will:</p> <ul style="list-style-type: none"> a) Implement Venue Emergency Management Plan b) Make a broadcast to all personnel (internal/external) c) Request perimeter and external venue personnel to visually look for a pilot/s d) Conduct continual risk assessments e) Use CCTV cameras to: <ul style="list-style-type: none"> i. Attempt to locate and track the RPA/Drone ii. Attempt to locate the pilot which should include external to the venue such as car parks and surrounds f) Response may include: <ul style="list-style-type: none"> I. Stopping play and clearing the playing field II. Implementing a venue lockdown III. Directing persons to shelter in place IV. Evacuation V. Dispersing crowds VI. Establishing exclusion zones VII. Continually conduct risk and threat assessments g) If Pilot/s located, refer to supporting procedures h) Complete RPA/Drone Incident Report

10.3.1 Unknown Risk Incidents

Incident	Actions
An RPA/Drone is within 200mtrs of a venue	<p>The VCC will:</p> <ul style="list-style-type: none"> a) Make a broadcast to all personnel (internal/external) b) Request perimeter and external venue personnel to visually look for a pilot a) Request personnel: <ul style="list-style-type: none"> I. Maintain visual on RPA/Drone and report actions to VCC II. Provide advice as to whether the RPA/Drone is carrying anything (payload hanging below RPA/Drone) c) Conduct continual risk assessments d) Use CCTV cameras to: <ul style="list-style-type: none"> I. Attempt to locate and track the RPA/Drone II. Attempt to locate the pilot which should include external to the venue such as car parks and surrounds e) If Pilot located (refer supporting procedures) f) Complete RPA/Drone Incident Report

Incident	Actions
An RPA/Drone is observed above the Venue	<p>The VCC will:</p> <ul style="list-style-type: none"> b) Make a broadcast to all personnel (internal/external) c) Request perimeter and external venue personnel to visually look for a pilot or associates d) Request personnel:

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	<ul style="list-style-type: none"> I. Maintain visual on RPA/Drone and report actions to VCC II. Visually look for a pilot or associates III. Provide advice as to whether the RPA/Drone is carrying anything (payload hanging below RPA/Drone) <ul style="list-style-type: none"> e) Conduct continual risk assessments f) Use CCTV cameras to: <ul style="list-style-type: none"> I. Attempt to locate and track the RPA/Drone II. Attempt to locate the pilot which should include external to the venue such as car parks and surrounds g) If Pilot located, refer to supporting procedures h) Complete RPA/Drone Incident Report
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Incident	Actions
An RPA/Drone lands or crashes inside the venue (no suspicious payload and injury unknown)	<p>The VCC will:</p> <ul style="list-style-type: none"> a) Conduct a risk assessment b) Implement the Identification and Management of Suspicious Item SOP c) Make a broadcast to all personnel (internal/external) d) Request venue personnel to visually look for a pilot e) Use CCTV cameras to attempt to locate the pilot which should include external to the venue such as car parks and surrounds f) RPA/Drone Specific <ul style="list-style-type: none"> I. Deploy resources to the location II. Disable RPA/Drone flight capability (refer supporting procedures) g) Be mindful of a potential of LiPo Battery (refer supporting procedures) h) Secure for police investigation and forensic examination i) If pilot located, refer to supporting procedures j) Complete RPA/Drone Incident Report

Incident	Actions
An RPA/Drone is hovering above people on venue	<p>The VCC will:</p> <ul style="list-style-type: none"> a) Conduct a risk assessment b) May implement the Venue Emergency Management Plan c) Make a broadcast to all personnel (internal/external) i) Request venue personnel to: <ul style="list-style-type: none"> I. Visually look for a pilot and associates II. Provide advice as to whether the RPA/Drone is carrying anything (payload hanging below RPA/Drone) d) Use CCTV cameras to attempt to locate the pilot which should include external to the venue such as car parks and surrounds e) RPA/Drone Specific <ul style="list-style-type: none"> i. Deploy resources to the location ii. Establish a 30-metre exclusion zone below the RPA/Drone to protect persons from injury iii. Maintain the exclusion zone until risk mitigated f) If Pilot located, refer to supporting procedures g) Complete RPA/Drone Incident Report

Incident	Actions
Business Disruption – Towing flag/banner or low flying over playing field	The VCC will: a) Conduct a risk assessment b) Implement <i>Field of Play Procedures</i> for the safety and security of players and officials c) Make broadcast to all personnel (internal/external) d) Request venue personnel to visually look for a pilot e) Use CCTV cameras to attempt to locate the pilot which should include external to the venue such as car parks and surrounds f) Request Media not broadcast imagery of the protest g) RPA/Drone Specific i. Establish an exclusion zone around its area of operation ii. Maintain the exclusion zone until risk mitigated h) If Pilot located (refer supporting procedures) i) Complete RPA/Drone Incident Report

Incident	Actions
The RPA/Drone size, speed or flight path poses risk to persons or property	The VCC will: a) Conduct risk assessment b) Make broadcast to all personnel (internal/external) c) Request venue personnel to: I. Visually look for a pilot II. Provide advice as to whether the RPA/Drone is carrying anything (payload hanging below RPA/Drone) d) Use CCTV cameras to: I. Attempt to locate and track the RPA/Drone II. Attempt to locate the pilot which should include external to the venue such as car parks and surrounds e) Response may include: I. Stopping play and clearing the playing field II. Moving crowd to place of safety III. Directing persons to shelter in place IV. Implementing a venue lockdown V. Evacuation f) If Pilot located (refer supporting procedures) g) Complete RPA/Drone Incident Report

Incident	Actions
The RPA/Drone displays suspicious flight behaviour <ul style="list-style-type: none"> • Is flying above transport hubs, facilities or venue or city critical infrastructure, • Is flying the perimeter, • Is flying above security checkpoints, 	The VCC will: a) Conduct a risk assessment b) Make broadcast to all personnel (internal/external) c) Request venue personnel to: i. Provide advice as to whether the RPA/Drone is carrying anything (payload hanging below RPA/Drone) ii. Visually look for a pilot iii. Maintain visual on RPA/Drone and report actions to VCC d) Use CCTV cameras to: i. Attempt to locate and track the RPA/Drone ii. Attempt to locate the pilot which should include external to the venue such as car parks and surrounds

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<ul style="list-style-type: none"> • Is doing anything else that amounts to a positive feeling of actual apprehension or mistrust, • Is flying at night with navigation lights off. 	<ul style="list-style-type: none"> e) RPA/Drone Specific <ul style="list-style-type: none"> i. Establish an exclusion zone around its area of operation ii. Maintain the exclusion zone until risk mitigated f) Continually conduct risk assessment g) If Pilot located (refer supporting procedures) h) Complete RPA/Drone Incident Report
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Incident	Actions
<p>The authorised RPA/Drone flies outside of its approved area Or an IRM/RRM has occurred</p>	<p>The VCC will:</p> <ul style="list-style-type: none"> a) Immediately contact RPA/Drone Operator & seek clarification b) Make broadcast to all personnel (internal/external) c) If RPA/Drone Operator advises it is pilot error: <ul style="list-style-type: none"> i. Do not interfere with the crew's internal communication whilst they are attempting to rectify the situation. ii. When appropriate, request they move RPA/Drone back to authorised area iii. Consider directing the ceasing of all RPA/Drone Operations d) If the RPA/Drone Operator advises it is an RPA/Drone malfunction: <ul style="list-style-type: none"> i. Do not interfere with operator's emergency procedures and crew communication. ii. Ascertain and note the flight time remaining iii. Ascertain if the 'fail safe' can be safely engaged to return RPA/Drone to home point iv. If they advise they have no flight control: <ul style="list-style-type: none"> • Clear the area in flight path - Be mindful that RPA/Drone may flight into or out of the venue • If hovering, be mindful that it may auto-land when the battery is low or fall to the ground • Establish 30 metre exclusion zone below RPA/Drone and note the flight time remaining • Direct the RPA/Drone Operator to cease all operations e) Post incident: <ul style="list-style-type: none"> i. Complete the RPA/Drone Incident Report ii. If an IRM/RRM incident, request RPA/Drone Operator to provide a copy of the report they submitted to the ATSB

11 Supporting Procedures

The below procedures expand on some of the responses mentioned in the previous sections.

11.1 Disable RPA/Drone Flight Capability

Where an RPA/Drone lands or crashes in a venue, it should to be prevented from operating again or taking off. This is to prevent an RPA/Drone being repositioned by the pilot to cause more harm. When safe to do so, a piece of clothing, a fire blanket, or another suitable item should be placed over the RPA/Drone. Note that LiPo batteries, if ruptured or smoking may cause a significant fire risk (see para 11.2).

If time permits, the person placing the item over the RPA/Drone should conduct a quick risk assessment to determine if it poses a threat or otherwise. The risk assessment should consider determining if the RPA/Drone is carrying a suspicious object or something looks abnormal (eg smoke).

11.2 LiPo Battery Fire

Common RPA/Drones use lithium polymer batteries commonly called LiPo's. If an RPA/Drone was to crash inside a venue, the LiPo battery on-board could be damaged.

The damage to the battery may cause a chemical reaction which could result in excessive heat that could cause the breakdown of the plastic components used to construct the batteries, resulting in the release of the combustible organic electrolyte. As this progresses, the short circuit may result in the ignition of these components, which essentially then behaves as a flammable liquid/plastic fire. The smoke from the fire is hazardous and you must avoid exposure to it for a prolonged period. An unpleasant odour will likely persist, which 'may' warrant Fire and Emergency Services attending to monitor the air with detectors to declare safe.

To extinguish a fire, a standard dry chemical powder, foam or carbon dioxide fire extinguisher (ABC Class) should be used. Where a fire extinguisher is not available, water could be used as an alternative. Even when if the fire is extinguished, caution must be maintained, as significant energy may remain in the battery, which could reignite the fire.

In the event of an RPA/Drone crash and subsequent fire:

- Clear the immediately area,
- To extinguish the fire, deploy a ABC Class fire extinguisher,
- Avoid long or prolonged exposure to the hazardous smoke,
- If a fire extinguisher is unavailable, consider:
 - Using water,
 - Covering with sand or dirt,
- Once the fire is extinguished, the RPA/Drone and battery must be stored on a hard non-flammable surface in case the fire re-ignites.
- Consider the need for Fire and Emergency Services to monitor the air with detectors to declare safe.

11.3 If the pilot is located

When a pilot location is identified, the severity of the incident (i.e Terrorism vs Protest) will determine whether Police or security personnel respond and which of the following procedures are implemented.

If the Pilot is Located

- Deploy resources (Police/Security) to pilot location

- Request the pilot to land RPA/Drone in a safe place and avoid further over-flight of people
- If pilot refuses to land the RPA/Drone, request Police to attend (if not already in attendance)
- Venues Canberra personnel must not take control of RPA/Drone (Police may do so to prevent the continuation of offence)
- Pilot Identification: Take a photo of pilot, controller, drone, associated people and any vehicle
- Investigation: Request Police to attend. As them to submit a CASA incident report if any offences detected, and seize the RPA/Drone as evidence including for forensic examination
- If the pilot is located on venue, also consider enacting the Eviction SOP

12 Reporting and Investigating RPA/Drone Incidents

All incidents involving an RPA/Drone are to be reported and investigated.

12.1 Reporting

Any Venues Canberra employees or subcontractors who witness an RPA/Drone presence or incident are to report those to the VCC. All RPA/Drone incidents are to be reported on the RPA/Drone Incident Report (Annexure A).

On event days, RPA/Drone incidents are to report it to the VCC who will conduct a preliminary investigation to determine the severity of the incident. If the incident is a medium or high risk, the VCC may need to take immediate steps and low risk may be deferred for post event investigation. In all instances, the VCC will also ensure an RPA/Drone Incident Report is completed and submitted to the Safety Compliance Officer, Venue Manager or Security Director for investigation.

On non-event days, the person witnessing the incident is to complete the RPA/Drone Incident Report and send it to the relevant Safety Compliance Officer, Venue Manager or Security Director.

All approved RPA/Drone Operators are required to notify the VCC of any IMM or IMR matter immediately as per the RPA/Drone Agreement. (Refer RPA/Drone Approval SOP)

12.2 Investigation

Depending on the severity of the incident, immediate corrective action may be appropriate, and the matter investigated thoroughly post incident.

The Safety Compliance Officer, Venue Manager or Security Director will review all RPA/Drone Incident Reports to determine the risk posed, the consequences, the cause, and to identify any future mitigation strategies, or corrective actions.

Where the incident involves an approved RPA/Drone Operator, a review will be conducted to determine the severity of the incident. The severity may include safety, reputational, and financial risk. Based on the severity, the following corrective actions should be taken against the RPA Operator:

- A low risk = Written warning
- A medium risk = Meeting with the Chief Remote Pilot and a written warning issued
- A high risk = Exclusion from further operations at venues for 12 months

The Safety Compliance Officer, Venue Manager or Security Director will complete the investigation section of the RPA/Drone Incident Report and include recommendations to mitigate a repeat of the incident.

The Security Director will review all finalised investigations and determine what recommendations should be implemented.

13 Abbreviations

- AIP - Aeronautical Information Publication
- ARN – Aviation Reference Number
- ATSB – Australian Transport Safety Bureau
- CASA – Civil Aviation Safety Authority
- CASR – Civil Aviation Safety Regulations
- COTS – Commercial of the shelf
- CTA - A controlled airspace extending upwards from a limit above the earth.
- IRM —Immediate Reportable Matter
- LiPo - Lithium Polymer (Battery)
- RRM – Routine Reportable Matter
- SITREP — Situation Report
- SOP – Standard Operating Procedure
- VCC – Venue Command Centre

14 Definitions

- CTA - A controlled airspace extending upwards from a limit above the earth.
- Immediately Reportable Matter (IRM): Are accidents and serious incidents that affect the safety of aircraft. These include matters involving death, serious injury or destruction or damage to the aircraft or to other property caused by the aircraft. IRMs must be reported to a nominated official by a responsible person as soon as reasonably practical.
 - An example of an IRM may include:
 - a death or serious injury to a person caused by contact with an RPA/Drone or one of its components
 - The RPA/Drone has flown away and is missing
 - The RPA/Drone has been destroyed or caused/suffered serious damage
 - A breakdown of separation standards (vertical, lateral or longitudinal) in CTA.
- Routine Reportable Matter (RRM): Do not require immediate reporting. RRM are occurrences that have, or could have, affected safety, but the outcome was not serious. RRM would involve non-serious injuries, minor aircraft damage or structural failure that does not significantly affect structural integrity, performance or flight characteristics and does not require major repair or replacement of affected components.
 - An example of a RRM may include:
 - An injury, other than a serious injury, to a person
 - Remote Pilot becomes incapacitated while operating the RPA/Drone
 - RPA/Drone causes minor damage (to property)
 - An occurrence that results in difficulty controlling the RPA/Drone, including any of the following:
 - An aircraft system failure, including ground controlling and data link systems;
 - A weather phenomenon;
 - Fuel, battery or power source exhaustion;

- The RPA's supply power source becoming so low (whether or not as a result of fuel starvation or battery depletion) that the safety of the aircraft is compromised; or
 - The RPA/Drone suffers from lost link and the fail-safe engages in a dangerous way.
- Remote Pilot – The holder of a remote pilot licence
 - RPA – Remotely piloted aircraft

15 Supporting Documentation

- RPA/Drone Policy
- RPA/Drone Approval SOP

16 Procedure Amendment

Any amendment to this SOP requires the approval of the Security Director.

17 Annexure A – RPA/Drone Incident Report







Venues Canberra may reshape this report to suit its standard report layout, but the required content will remain.

RPA/Drone Incident Report

Reporting Person	
Name	
Role (e.g. Security)	
Contact Details	
How did you find out about this incident?	<ul style="list-style-type: none"> • Witnessed it • Reported to me by _____ • Other _____
Any additional witnesses?	
Date reported to Venues Canberra	

Incident Details	
Date	
Time	
Location	
Describe the Incident	(describe what happened)
Authorised Drone Incident	Did the incident involve an authorised RPA/Drone? Y/N (If yes, complete the Pilot and Operator details sections below)
Did you locate the RPA/Drone?	
Did you locate the pilot?	
Was anyone injured?	(If Yes, explain)
Was anything damaged?	(If Yes, explain)
Was the incident reported to the Police?	(If yes, provide reference number)

RPA/Drone Details: (Provide as much detail about the RPA/Drone as possible)	
Do you know the RPA/Drone make and model?	(If yes, complete below) Manufacture: _____ Model: _____
If the RPA/Drone details are unknown, what did it look like?	(See examples below)

DJI Phantom Series	DJI Inspire Series	DJI Mavic Series
		
Yuneec	Parrott	Fixed Wing
		

Remote Pilot Details	
Name	
Address	
RePL Details	RPA/Drone Type: _____ RPA/Drone Category: _____ ARN: _____

RPA/Drone Observer Details	
Company Name	
Company ABN/ACN	
Company Address	
REOC Details	ReOC Number: _____ ReOC Expiry: _____ ARN: _____
Type of operation to be conducted	(Eg. Media/Asset Inspection)

Photographic Evidence	
Where any photos taken off the pilot?	If yes, provide to the Game Day Security Manager
Where any photos taken off the drone?	If yes, provide to the Game Day Security Manager

Investigation <i>(This section is for the Safety Compliance Officer, Security Manager or Security Director)</i>	
Investigator Name	
Date Investigation completed	
Investigative Comments	
Recommendations	
Security Director Review	
Name	
Date	
Comments	
Recommendations	

Hawkins, Andrew

From: John Hildebrand <jhildebrand@ar-consortium.com>
Sent: Saturday, 25 January 2020 11:29 AM
To: [REDACTED]
Cc: 'Ron Bartsch'
Subject: RE: Venues Canberra Drone Operations Application

Morning [REDACTED]

Works undertaken for clients is commercial in confidence and as such it is not appropriate for the ARC to comment or discuss the contents of that work.

Any queries regarding Venues Canberra policy should be addressed with them directly.

Regards

John Hildebrand | Managing Director | Asia-Pacific RPAS Consortium
Suite 3, 7 Wongala Cr, Beecroft NSW 2119, Australia

M: +61 (0) 410 050 578



www.ar-consortium.com

From: [REDACTED]
Sent: Friday, 24 January 2020 7:42 PM
To: Ron Bartsch
Cc: John Hildebrand
Subject: Re: Venues Canberra Drone Operations Application

Hi John,

When possible, it would be great to have a quick chat about this form, and the policy's created.

Many thanks



On 23 Jan 2020, at 6:06 pm, Ron Bartsch <Rbartsch@ar-consortium.com> wrote:

Hello [REDACTED]

It was developed by ARC's MD John Hildebrand who I've cc'ed.

John should be able to assist.

Hope you are well.

Kind regards

Prof. Ron Bartsch | President | Asia-Pacific RPAS Consortium
Suite 6.13, 6 Middlemiss Street, Lavender Bay, NSW, Australia

T: + 61 2 9980 1787

M: +61 (0) 40 717 6631

<image001.jpg>

www.ar-consortium.com

From: [REDACTED]

Date: Friday, 24 January 2020 at 12:35 pm

To: <rbartsch@ar-consortium.com>

Subject: Venues Canberra Drone Operations Application

Hi Ron,

I was just provided this form from an industry representative, who advised it was developed by the Asia Pacific RPAS Consortium.

Would you be available to have a brief chat about this form when possible?

Many thanks

[REDACTED]

[REDACTED]

Hawkins, Andrew

From: John Hildebrand <jhildebrand@ar-consortium.com>
Sent: Friday, 24 January 2020 1:18 PM
To: Hawkins, Andrew
Subject: RE: Venues Canberra Drone Policy Draft V3 [SEC=UNCLASSIFIED]

Afternoon Andrew,

He has now contacted one of the ARC members wanting to talk about the application form.

I have no interest in discussing this with him, I'm too busy for time wasters like him.

Some people just don't want NO for an answer.

Regards

John Hildebrand | Managing Director | Asia-Pacific RPAS Consortium
Suite 3, 7 Wongala Cr, Beecroft NSW 2119, Australia

M: +61 (0) 410 050 578



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From: Hawkins, Andrew [mailto:Andrew.Hawkins@act.gov.au]
Sent: Friday, 24 January 2020 11:46 AM
To: John Hildebrand
Subject: RE: Venues Canberra Drone Policy Draft V3 [SEC=UNCLASSIFIED]

Exactly.

Thanks again.

Andrew

Andrew Hawkins | Security Director | *EPIC* | *GIO Stadium Canberra* | *Manuka Oval* | *National Arboretum Canberra* | *Stromlo Forest Park*
Phone 02 6256 6714 | Mobile 0438 320 183 | Fax 02 6253 2085

Venues Canberra

EPIC | *GIO Stadium Canberra* | *Manuka Oval* | *National Arboretum Canberra* | *Stromlo Forest Park*
Chief Minister, Treasury & Economic Development Directorate | ACT Government
www.exhibitionparkincanberra.com | www.giostadiumcanberra.com.au |
www.manukaoval.com.au | www.nationalarboretum.act.gov.au | www.stromloforestpark.com.au

From: John Hildebrand [mailto:jhildebrand@ar-consortium.com]
Sent: Friday, 24 January 2020 12:45 PM
To: Hawkins, Andrew <Andrew.Hawkins@act.gov.au>
Subject: RE: Venues Canberra Drone Policy Draft V3 [SEC=UNCLASSIFIED]

He may be on a reference group as an operator for CASA but gives him no special privileges or exemptions.

Your policy just sets out your expectations and if they don't like it, you don't want them.

Plenty of these guys have gone on unchallenged for years. He maybe a safe operator but if he wants to operate on your facility, he has to comply.

Regards

John Hildebrand | Managing Director | Asia-Pacific RPAS Consortium
Suite 3, 7 Wongala Cr, Beecroft NSW 2119, Australia

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www.ar-consortium.com

From: Hawkins, Andrew [<mailto:Andrew.Hawkins@act.gov.au>]
Sent: Friday, 24 January 2020 11:41 AM
To: John Hildebrand
Subject: RE: Venues Canberra Drone Policy Draft V3 [SEC=UNCLASSIFIED]

Claims he's an adviser to CASA

Andrew Hawkins | Security Director | *EPIC* | *GIO Stadium Canberra* | *Manuka Oval* | *National Arboretum Canberra* | *Stromlo Forest Park* |
Phone 02 6256 6714 | Mobile 0438 320 183 | Fax 02 6253 2085

Venues Canberra

EPIC | *GIO Stadium Canberra* | *Manuka Oval* | *National Arboretum Canberra* | *Stromlo Forest Park*
Chief Minister, Treasury & Economic Development Directorate | ACT Government
www.exhibitionparkincanberra.com | www.giostadiumcanberra.com.au |
www.manukaoval.com.au | www.nationalarboretum.act.gov.au | www.stromloforestpark.com.au

From: John Hildebrand [<mailto:jhildebrand@ar-consortium.com>]
Sent: Friday, 24 January 2020 12:38 PM
To: Hawkins, Andrew <Andrew.Hawkins@act.gov.au>
Subject: RE: Venues Canberra Drone Policy Draft V3 [SEC=UNCLASSIFIED]

Thanks funny Andrew,

He is just thinking as a drone pilot and not as the person responsible for the risk management of a facility.

One less drone operation at the venue that you have to worry about.

Regards

John Hildebrand | Managing Director | Asia-Pacific RPAS Consortium
Suite 3, 7 Wongala Cr, Beecroft NSW 2119, Australia

M: +61 (0) 410 050 578



www.ar-consortium.com

From: Hawkins, Andrew [<mailto:Andrew.Hawkins@act.gov.au>]
Sent: Friday, 24 January 2020 11:06 AM
To: John Hildebrand
Subject: FW: Venues Canberra Drone Policy Draft V3 [SEC=UNCLASSIFIED]

Hi John,

Just thought you may like some feedback from [REDACTED] who don't like our 'cumbersome and over the top process'. When I explained the process we went through to have them completed he stated we should have gone to someone that knows Australian drone laws not Asia Pacific. His name [REDACTED]

My blood pressure went through the roof talking to this guy.

Andrew

Andrew Hawkins | Security Director | EPIC | GIO Stadium Canberra | Manuka Oval | National Arboretum Canberra | Stromlo Forest Park |
Phone 02 6256 6714 | Mobile 0438 320 183 | Fax 02 6253 2085

Venues Canberra

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www.manukaoval.com.au | www.nationalarboretum.act.gov.au | www.stromloforestpark.com.au

From: Hawkins, Andrew
Sent: Wednesday, 4 December 2019 8:11 PM
To: John Hildebrand <jhildebrand@ar-consortium.com>
Subject: RE: Venues Canberra Drone Policy Draft V3 [SEC=UNCLASSIFIED]

Hi John,

Thanks again. Hopefully we can work on some mitigation in the near future.

Andrew

Andrew Hawkins | Security Director | EPIC | GIO Stadium Canberra | Manuka Oval | National Arboretum Canberra | Stromlo Forest Park |
Phone 02 6256 6714 | Mobile 0438 320 183 | Fax 02 6253 2085

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From: John Hildebrand [<mailto:jhildebrand@ar-consortium.com>]
Sent: Wednesday, 4 December 2019 5:19 PM

To: Hawkins, Andrew <Andrew.Hawkins@act.gov.au>
Subject: RE: Venues Canberra Drone Policy Draft V3 [SEC=UNCLASSIFIED]

Afternoon Andrew,

We are happy that you are happy.

I will send through the final invoice shortly.

Great working with you.

Regards

John Hildebrand | Managing Director | Asia-Pacific RPAS Consortium
Suite 3, 7 Wongala Cr, Beecroft NSW 2119, Australia

M: +61 (0) 410 050 578



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From: Hawkins, Andrew [<mailto:Andrew.Hawkins@act.gov.au>]
Sent: Wednesday, 4 December 2019 10:29 AM
To: John Hildebrand
Subject: RE: Venues Canberra Drone Policy Draft V3 [SEC=UNCLASSIFIED]

Hi John,

All looks good to me .

Thanks again
Andrew

Andrew Hawkins | Security Director | EPIC | GIO Stadium Canberra | Manuka Oval | National Arboretum Canberra | Stromlo Forest Park |
Phone 02 6256 6714 | Mobile 0438 320 183 | Fax 02 6253 2085

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From: John Hildebrand [<mailto:jhildebrand@ar-consortium.com>]
Sent: Tuesday, 3 December 2019 12:22 PM
To: Hawkins, Andrew <Andrew.Hawkins@act.gov.au>
Subject: RE: Venues Canberra Drone Policy Draft V3

Morning Andrew,

Version 3 of Policy document attached.

I have highlighted the areas that have been updated.

Please let me know your thoughts.

Regards

John Hildebrand | Managing Director | Asia-Pacific RPAS Consortium

Suite 3, 7 Wongala Cr, Beecroft NSW 2119, Australia

M: +61 (0) 410 050 578



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From: Hawkins, Andrew [<mailto:Andrew.Hawkins@act.gov.au>]

Sent: Monday, 2 December 2019 1:24 PM

To: John Hildebrand

Subject: RE: Venues Canberra Drone Policy Draft V1 21.10.19 [SEC=UNCLASSIFIED]

Hi John,

Thanks and yes it was only a suggestion by a venue manager. I will do some up for them.

Thanks
Andrew

Andrew Hawkins | Security Director | *EPIC | GIO Stadium Canberra | Manuka Oval | National Arboretum Canberra | Stromlo Forest Park* |

Phone 02 6256 6714 | Mobile 0438 320 183 | Fax 02 6253 2085

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www.manukaoval.com.au | www.nationalarboretum.act.gov.au | www.stromloforestpark.com.au

From: John Hildebrand [<mailto:jhildebrand@ar-consortium.com>]

Sent: Monday, 2 December 2019 1:39 PM

To: Hawkins, Andrew <Andrew.Hawkins@act.gov.au>

Subject: RE: Venues Canberra Drone Policy Draft V1 21.10.19 [SEC=UNCLASSIFIED]

Morning Andrew,

I will send and updated policy document through tomorrow.

I take it the flow charts are a suggestion only? These would take some time to develop and there would be many of them?

Regards

John Hildebrand | Managing Director | Asia-Pacific RPAS Consortium
Suite 3, 7 Wongala Cr, Beecroft NSW 2119, Australia

M: +61 (0) 410 050 578



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From: Hawkins, Andrew [<mailto:Andrew.Hawkins@act.gov.au>]
Sent: Friday, 29 November 2019 12:49 PM
To: John Hildebrand
Subject: RE: Venues Canberra Drone Policy Draft V1 21.10.19 [SEC=UNCLASSIFIED]

Hi John,

We are all good to go. The only additional suggestion was a flow chart in relation to Response SOP's.

Here is a definition for Venues Canberra also:

Venues Canberra A Territory department responsible for the management of GIO Stadium Canberra, Exhibition Park in Canberra (EPIC, Manuka Oval and Stromlo Forest Park).

Thanks
Andrew

Andrew Hawkins | Security Director | *EPIC | GIO Stadium Canberra | Manuka Oval | National Arboretum Canberra | Stromlo Forest Park* |
Phone 02 6256 6714 | Mobile 0438 320 183 | Fax 02 6253 2085

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www.manukaoval.com.au | www.nationalarboretum.act.gov.au | www.stromloforestpark.com.au

From: John Hildebrand [<mailto:jhildebrand@ar-consortium.com>]
Sent: Friday, 22 November 2019 3:33 PM
To: Hawkins, Andrew <Andrew.Hawkins@act.gov.au>
Subject: RE: Venues Canberra Drone Policy Draft V1 21.10.19 [SEC=UNCLASSIFIED]

Good Afternoon Andrew,

These are simple amendments for us.

How is he going with the other two documents?

Regards

John Hildebrand | Managing Director | Asia-Pacific RPAS Consortium
Suite 3, 7 Wongala Cr, Beecroft NSW 2119, Australia

M: +61 (0) 410 050 578



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From: Hawkins, Andrew [<mailto:Andrew.Hawkins@act.gov.au>]
Sent: Tuesday, 19 November 2019 5:05 PM
To: John Hildebrand
Subject: FW: Venues Canberra Drone Policy Draft V1 21.10.19 [SEC=UNCLASSIFIED]

Hi John,

My COO has provided some feedback. I will have to do a bit of work to come up with a definition for Venues Canberra.

Andrew

Andrew Hawkins | Security Director | EPIC | GIO Stadium Canberra | Manuka Oval | National Arboretum Canberra | Stromlo Forest Park |
Phone 02 6256 6714 | Mobile 0438 320 183 | Fax 02 6253 2085

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www.manukaoval.com.au | www.nationalarboretum.act.gov.au | www.stromloforestpark.com.au

From: Elkins, Matthew
Sent: Tuesday, 19 November 2019 8:53 AM
To: Hawkins, Andrew <Andrew.Hawkins@act.gov.au>
Subject: Venues Canberra Drone Policy Draft V1 21.10.19

Hi Andrew

Mark up attached next documents to follow.

Can we also put a document control cover sheet on this document?

Cheers

Matt

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Hawkins, Andrew

From: John Hildebrand <jhildebrand@ar-consortium.com>
Sent: Friday, 13 December 2019 2:19 PM
To: Hawkins, Andrew
Subject: Drone Signage

Good Afternoon Andrew,

CASA have developed standardised national drone safety signage.

<https://www.casa.gov.au/drones/rules/drone-signage>

Regards

John Hildebrand | Managing Director | Asia-Pacific RPAS Consortium
Suite 3, 7 Wongala Cr, Beecroft NSW 2119, Australia

M: +61 (0) 410 050 578



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Hawkins, Andrew

From: John Hildebrand <jhildebrand@ar-consortium.com>
Sent: Tuesday, 10 December 2019 7:26 AM
To: Hawkins, Andrew
Subject: RE: ARC Final Invoice - Policy and Procedure Development [SEC=UNCLASSIFIED]
Attachments: Venues Canberra Drone Policy - Final 3.12.19.docx

Morning Andrew,

Here is a clean policy document.

Do you need the other documents as well?

Regards

John Hildebrand | Managing Director | Asia-Pacific RPAS Consortium
Suite 3, 7 Wongala Cr, Beecroft NSW 2119, Australia

M: +61 (0) 410 050 578



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From: Hawkins, Andrew [mailto:Andrew.Hawkins@act.gov.au]
Sent: Friday, 6 December 2019 8:30 AM
To: John Hildebrand
Subject: RE: ARC Final Invoice - Policy and Procedure Development [SEC=UNCLASSIFIED]

Hi John,

Are you able to send through a clean document. Having trouble removing all the mark ups etc.

Andrew

Andrew Hawkins | Security Director | EPIC | GIO Stadium Canberra | Manuka Oval | National Arboretum Canberra | Stromlo Forest Park |
Phone 02 6256 6714 | Mobile 0438 320 183 | Fax 02 6253 2085

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www.manukaoval.com.au | www.nationalarboretum.act.gov.au | www.stromloforestpark.com.au

From: John Hildebrand [mailto:jhildebrand@ar-consortium.com]
Sent: Wednesday, 4 December 2019 5:22 PM
To: Hawkins, Andrew <Andrew.Hawkins@act.gov.au>
Subject: ARC Final Invoice - Policy and Procedure Development

Good Afternoon Andrew,

Please find our final invoice attached.

Thanks for the opportunity to work with Venues Canberra.

Regards

John Hildebrand | Managing Director | Asia-Pacific RPAS Consortium
Suite 3, 7 Wongala Cr, Beecroft NSW 2119, Australia

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Hawkins, Andrew

From: John Hildebrand <jhildebrand@ar-consortium.com>
Sent: Friday, 6 December 2019 4:27 PM
To: Hawkins, Andrew
Subject: RE: ARC Final Invoice - Policy and Procedure Development [SEC=UNCLASSIFIED]

Afternoon Andrew,

No worries. I will update and send through.

Have a good weekend.

Regards

John Hildebrand | Managing Director | Asia-Pacific RPAS Consortium
Suite 3, 7 Wongala Cr, Beecroft NSW 2119, Australia

M: +61 (0) 410 050 578



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From: Hawkins, Andrew [mailto:Andrew.Hawkins@act.gov.au]
Sent: Friday, 6 December 2019 8:30 AM
To: John Hildebrand
Subject: RE: ARC Final Invoice - Policy and Procedure Development [SEC=UNCLASSIFIED]

Hi John,

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Andrew

Andrew Hawkins | Security Director | *EPIC | GIO Stadium Canberra | Manuka Oval | National Arboretum Canberra | Stromlo Forest Park*
Phone 02 6256 6714 | Mobile 0438 320 183 | Fax 02 6253 2085

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To: Hawkins, Andrew <Andrew.Hawkins@act.gov.au>
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Thanks for the opportunity to work with Venues Canberra.

Regards

John Hildebrand | Managing Director | Asia-Pacific RPAS Consortium
Suite 3, 7 Wongala Cr, Beecroft NSW 2119, Australia

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Hawkins, Andrew

From: John Hildebrand <jhildebrand@ar-consortium.com>
Sent: Wednesday, 4 December 2019 5:22 PM
To: Hawkins, Andrew
Subject: ARC Final Invoice - Policy and Procedure Development
Attachments: ARC Invoice 1004.pdf

Good Afternoon Andrew,

Please find our final invoice attached.

Thanks for the opportunity to work with Venues Canberra.

Regards

John Hildebrand | Managing Director | Asia-Pacific RPAS Consortium
Suite 3, 7 Wongala Cr, Beecroft NSW 2119, Australia

M: +61 (0) 410 050 578



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Hawkins, Andrew

From: John Hildebrand <jhildebrand@ar-consortium.com>
Sent: Wednesday, 4 December 2019 5:19 PM
To: Hawkins, Andrew
Subject: RE: Venues Canberra Drone Policy Draft V3 [SEC=UNCLASSIFIED]

Afternoon Andrew,

We are happy that you are happy.

I will send through the final invoice shortly.

Great working with you.

Regards

John Hildebrand | Managing Director | Asia-Pacific RPAS Consortium
Suite 3, 7 Wongala Cr, Beecroft NSW 2119, Australia

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From: Hawkins, Andrew [mailto:Andrew.Hawkins@act.gov.au]
Sent: Wednesday, 4 December 2019 10:29 AM
To: John Hildebrand
Subject: RE: Venues Canberra Drone Policy Draft V3 [SEC=UNCLASSIFIED]

Hi John,

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Thanks again
Andrew

Andrew Hawkins | Security Director | *EPIC | GIO Stadium Canberra | Manuka Oval | National Arboretum Canberra | Stromlo Forest Park*
Phone 02 6256 6714 | Mobile 0438 320 183 | Fax 02 6253 2085

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From: John Hildebrand [mailto:jhildebrand@ar-consortium.com]
Sent: Tuesday, 3 December 2019 12:22 PM
To: Hawkins, Andrew <Andrew.Hawkins@act.gov.au>
Subject: RE: Venues Canberra Drone Policy Draft V3

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I have highlighted the areas that have been updated.

Please let me know your thoughts.

Regards

John Hildebrand | Managing Director | Asia-Pacific RPAS Consortium

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From: Hawkins, Andrew [<mailto:Andrew.Hawkins@act.gov.au>]

Sent: Monday, 2 December 2019 1:24 PM

To: John Hildebrand

Subject: RE: Venues Canberra Drone Policy Draft V1 21.10.19 [SEC=UNCLASSIFIED]

Hi John,

Thanks and yes it was only a suggestion by a venue manager. I will do some up for them.

Thanks

Andrew

Andrew Hawkins | Security Director | *EPIC | GIO Stadium Canberra | Manuka Oval | National Arboretum Canberra | Stromlo Forest Park* |

Phone 02 6256 6714 | Mobile 0438 320 183 | Fax 02 6253 2085

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From: John Hildebrand [<mailto:jhildebrand@ar-consortium.com>]

Sent: Monday, 2 December 2019 1:39 PM

To: Hawkins, Andrew <Andrew.Hawkins@act.gov.au>

Subject: RE: Venues Canberra Drone Policy Draft V1 21.10.19 [SEC=UNCLASSIFIED]

Morning Andrew,

I will send and updated policy document through tomorrow.

I take it the flow charts are a suggestion only? These would take some time to develop and there would be many of them?

Regards

John Hildebrand | Managing Director | Asia-Pacific RPAS Consortium
Suite 3, 7 Wongala Cr, Beecroft NSW 2119, Australia

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From: Hawkins, Andrew [<mailto:Andrew.Hawkins@act.gov.au>]
Sent: Friday, 29 November 2019 12:49 PM
To: John Hildebrand
Subject: RE: Venues Canberra Drone Policy Draft V1 21.10.19 [SEC=UNCLASSIFIED]

Hi John,

We are all good to go. The only additional suggestion was a flow chart in relation to Response SOP's.

Here is a definition for Venues Canberra also:

Venues Canberra A Territory department responsible for the management of GIO Stadium Canberra, Exhibition Park in Canberra (EPIC, Manuka Oval and Stromlo Forest Park.

Thanks
Andrew

Andrew Hawkins | Security Director | *EPIC | GIO Stadium Canberra | Manuka Oval | National Arboretum Canberra | Stromlo Forest Park* |
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From: John Hildebrand [<mailto:jhildebrand@ar-consortium.com>]
Sent: Friday, 22 November 2019 3:33 PM
To: Hawkins, Andrew <Andrew.Hawkins@act.gov.au>
Subject: RE: Venues Canberra Drone Policy Draft V1 21.10.19 [SEC=UNCLASSIFIED]

Good Afternoon Andrew,

These are simple amendments for us.

How is he going with the other two documents?

Regards

John Hildebrand | Managing Director | Asia-Pacific RPAS Consortium
Suite 3, 7 Wongala Cr, Beecroft NSW 2119, Australia

M: +61 (0) 410 050 578



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From: Hawkins, Andrew [<mailto:Andrew.Hawkins@act.gov.au>]
Sent: Tuesday, 19 November 2019 5:05 PM
To: John Hildebrand
Subject: FW: Venues Canberra Drone Policy Draft V1 21.10.19 [SEC=UNCLASSIFIED]

Hi John,

My COO has provided some feedback. I will have to do a bit of work to come up with a definition for Venues Canberra.

Andrew

Andrew Hawkins | Security Director | *EPIC* | *GIO Stadium Canberra* | *Manuka Oval* | *National Arboretum Canberra* | *Stromlo Forest Park* |
Phone 02 6256 6714 | Mobile 0438 320 183 | Fax 02 6253 2085

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From: Elkins, Matthew
Sent: Tuesday, 19 November 2019 8:53 AM
To: Hawkins, Andrew <Andrew.Hawkins@act.gov.au>
Subject: Venues Canberra Drone Policy Draft V1 21.10.19

Hi Andrew

Mark up attached | next documents to follow.

Can we also put a document control cover sheet on this document?

Cheers

Matt

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Hawkins, Andrew

From: John Hildebrand <jhildebrand@ar-consortium.com>
Sent: Thursday, 7 November 2019 8:42 AM
To: Hawkins, Andrew
Subject: RE: Follow-up [SEC=UNCLASSIFIED]

All good mate.

Just looking for some feedback.

Regards

John Hildebrand | Managing Director | Asia-Pacific RPAS Consortium
Suite 3, 7 Wongala Cr, Beecroft NSW 2119, Australia

M: +61 (0) 410 050 578



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From: Hawkins, Andrew [mailto:Andrew.Hawkins@act.gov.au]
Sent: Thursday, 7 November 2019 7:41 AM
To: John Hildebrand
Subject: RE: Follow-up [SEC=UNCLASSIFIED]

Hi John,

I'm sorry for the delay and frustration, I chased him up again yesterday.

Andrew

Andrew Hawkins | Security Director | EPIC | GIO Stadium Canberra | Manuka Oval | National Arboretum Canberra | Stromlo Forest Park |
Phone 02 6256 6714 | Mobile 0438 320 183 | Fax 02 6253 2085

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From: John Hildebrand [mailto:jhildebrand@ar-consortium.com]
Sent: Thursday, 7 November 2019 8:39 AM
To: Hawkins, Andrew <Andrew.Hawkins@act.gov.au>
Subject: RE: Follow-up [SEC=UNCLASSIFIED]

Morning Andrew,

Just following up on the last email.

Regards

John Hildebrand | Managing Director | Asia-Pacific RPAS Consortium
Suite 3, 7 Wongala Cr, Beecroft NSW 2119, Australia

M: +61 (0) 410 050 578



www.ar-consortium.com

From: Hawkins, Andrew [<mailto:Andrew.Hawkins@act.gov.au>]
Sent: Tuesday, 29 October 2019 6:48 AM
To: John Hildebrand
Subject: RE: Follow-up [SEC=UNCLASSIFIED]

Hi John,

Sorry I'm still waiting for him to get back to me. He was going to look over them last weekend but haven't had a chance to catch up with him yet.

Andrew

Andrew Hawkins | Security Director | *EPIC | GIO Stadium Canberra | Manuka Oval | National Arboretum Canberra | Stromlo Forest Park*
Phone 02 6256 6714 | Mobile 0438 320 183 | Fax 02 6253 2085

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www.manukaoval.com.au | www.nationalarboretum.act.gov.au | www.stromloforestpark.com.au

From: John Hildebrand [<mailto:jhildebrand@ar-consortium.com>]
Sent: Monday, 28 October 2019 10:03 AM
To: Hawkins, Andrew <Andrew.Hawkins@act.gov.au>
Subject: Follow-up

Good Morning Andrew,

Just following up on how the review the policy and procedures went and whether there is any feedback or amendments required? Was the CEO happy?

Regards

John Hildebrand | Managing Director | Asia-Pacific RPAS Consortium
Suite 3, 7 Wongala Cr, Beecroft NSW 2119, Australia

M: +61 (0) 410 050 578



Hawkins, Andrew

From: John Hildebrand <jhildebrand@ar-consortium.com>
Sent: Tuesday, 22 October 2019 9:38 AM
To: Hawkins, Andrew
Subject: RE: Policy and Procedures [SEC=UNCLASSIFIED]
Attachments: Venues Canberra Drone Response SOP Draft V2 22.10.19.docx; Venues Canberra Drone Approval SOP Draft V2 22.10.19.docx; Venues Canberra Drone Policy Draft V2 22.10.19.docx

Good Morning Andrew,

These are your documents and we are ready to make any changes that you require. Where you, or your team, identify specific wording changes, can you send through and we will insert. This will ensure the task is completed efficiently.

I have update all three documents based on our conversation and included comments for your review.

I have included comments below re Steve's points.

RPA Drone Application and Approval Procedure

- Point 5 and 11.5 The safety officer will maintain a list of all approved RPA/Drone service providers and thirty party operators (I assume this refers only to those who receive VC approval).
- **The document has been updated. Please review and advise.**
- Point 5 The safety officer.....responsible of the investigation of an RPA/Drone Incident that has been detailed to them from the Venue Manager or Security Director (the criteria for this is broad and can include failure to be approved eg 11.7 pre flight compliance – which will be our own process).
- **Section 5.1 is just stating that the Compliance Officer is responsible for any investigation detailed to them. I have update this to included self-initiated investigations. Please review and advise.**
- Point 7 flight requirements and specific operation restrictions could be shown in an 'approvals matrix', especially as any breaches or failure to provide information requires follow-up reporting and investigation.
- **The 'RPA/Drone Operator application form contains all of the required information**
- Would we want to manage approval for 'over flight areas' not under our direct control eg AIS there are also pedestrian access areas and emergency egress points outside of GIO.
- **This section could be removed if you wish. Please advise.**
- Point 9 Insurance cover documentation needs to indicate ourselves as an interested party (noting other venues are usually listed on drone operator's insurance).
- **The document has been updated to reflect this point. Please review and advise.**

RPA Drone Response Procedure

- Induction of the document to ECO roles supporting Venues Canberra on event days is not identified.
- **Do you want a section on this Andrew? I presume this is not done for other SOPs? I presume the event briefing would include this anyway? . Please advise.**
- Section 10 .3 and 10.3.1 could also indicate (with an asterisk?) those which are also offences against CASA regulations - as per the preceding list of offences "likely to be committed".

- **Does this complicate the document? Do you need to know what offence is being committed or just the need to manage the incident. The post incident investigation would identify the likely offence. Please advise.**
- The incident response tables refers to response actions by the VCC for each incident type, there is a definite possibility that some of these incidents could occur on non-event days or prior to operational stand up of the VCC on event days.
 - **I updated the role of Venue Manager on non-game days. For review.**
 - **Added a comment in section 10 that Venue Manage replaces VCC on non-games days. For Review.**
- The high risk incident response table doesn't differentiate between response actions and actual control measures.
- **Andrew, Im not sure what Steve wants here.**

Regards

John Hildebrand | Managing Director | Asia-Pacific RPAS Consortium
Suite 3, 7 Wongala Cr, Beecroft NSW 2119, Australia

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From: Hawkins, Andrew [mailto:Andrew.Hawkins@act.gov.au]
Sent: Tuesday, 22 October 2019 6:59 AM
To: John Hildebrand
Subject: FW: Policy and Procedures [SEC=UNCLASSIFIED]

Hi John,

I sent the documents to the Safety Compliance Officer who has the below feedback. Much of it I'm not sure what he is on about but thought you may.

Andrew

Andrew Hawkins | Security Director | *EPIC | GIO Stadium Canberra | Manuka Oval | National Arboretum Canberra | Stromlo Forest Park* |
Phone 02 6256 6714 | Mobile 0438 320 183 | Fax 02 6253 2085

Venues Canberra

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From: Marriage, Steve
Sent: Monday, 21 October 2019 5:23 PM

To: Hawkins, Andrew <Andrew.Hawkins@act.gov.au>
Subject: RE: Policy and Procedures [SEC=UNCLASSIFIED]

Thanks Andrew

I did note the following items and am generally happy to discuss further as needed.

RPA Drone Application and Approval Procedure

- Point 5 and 11.5 The safety officer will maintain a list of all approved RPA/Drone service providers and thirty party operators (I assume this refers only to those who receive VC approval). The document has been updated.
- Point 5 The safety officer.....responsible of the investigation of an RPA/Drone Incident that has been detailed to them from the Venue Manager or Security Director (the criteria for this is broad and can include failure to be approved eg 11.7 pre flight compliance – which will be our own process).
- Point 7 flight requirements and specific operation restrictions could be shown in an 'approvals matrix', especially as any breaches or failure to provide information requires follow-up reporting and investigation.
- Would we want to manage approval for 'over flight areas' not under our direct control eg AIS there are also pedestrian access areas and emergency egress points outside of GIO. This section can be removed.
- Point 9 Insurance cover documentation needs to indicate ourselves as an interested party (noting other venues are usually listed on drone operator's insurance). The document has been updated to reflect this.

Schedule 1 1.14

Cheers

Steve Marriage | Compliance and Safety Officer
Phone 02 6207 5078 | Fax 02 6207 0123 | steve.marriage@act.gov.au
venues Canberra
Exhibition Park in Canberra | GIO Stadium Canberra | Manuka Oval | Stromlo Forest Park
Chief Minister, Treasury and Economic Development Directorate | ACT Government

From: Hawkins, Andrew
Sent: Monday, 21 October 2019 10:10 AM
To: Marriage, Steve <Steve.Marriage@act.gov.au>
Subject: FW: Policy and Procedures [SEC=UNCLASSIFIED]

Hi Steve,

Please find the first draft of our new drone policy, response procedures and approval procedures.

Andrew

Andrew Hawkins | Security Director | EPIC | GIO Stadium Canberra | Manuka Oval | National Arboretum Canberra | Stromlo Forest Park |
Phone 02 6256 6714 | Mobile 0438 320 183 | Fax 02 6253 2085

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From: John Hildebrand [<mailto:office@counterdronesolutions.com.au>]

Sent: Monday, 21 October 2019 8:45 AM

To: Hawkins, Andrew <Andrew.Hawkins@act.gov.au>

Subject: Policy and Procedures

Morning Andrew,

Please find attached the below listed documents as 'draft v1'.



They obviously require a full review but I have also included some comments.

1. Policy
2. Approval SOP
3. Response SOP

We will continually modify them until they meet your needs which may include format.

Regards

John Hildebrand | Managing Director | **Counter Drone Solutions Pty Ltd**

Local PH: 07 5510 8587 | INTL PH: +61 7 5510 8587 | LinkedIn:  Skype: 

E: office@counterdronesolutions.com.au W: www.counterdronesolutions.com.au |

Our Vision: To be the preferred provider and advisor on counter drone solutions to the global market.



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Hawkins, Andrew

From: John Hildebrand <jhildebrand@ar-consortium.com>
Sent: Thursday, 17 October 2019 9:45 AM
To: Hawkins, Andrew
Subject: RE: Some Questions [SEC=UNCLASSIFIED]

Morning Andrew,

I should have a 'draft' version of the policy and procedures to you tomorrow.

Some additional questions.

1. If a photos were taken of the drone or pilot by say a security on his mobile phone, how would they get that image to the VCC on game day? Is there a standard email or duty mobile?
2. If *'the RPA/Drone size, speed or flight path poses risk to persons or property'* is there an existing SOP/Plan that you would implement to manage the risk?
3. If *'the RPA/Drone displays suspicious flight behaviour'*, is there an existing SOP/Plan that you would implement to manage the risk?

Regards

John Hildebrand | Managing Director | Asia-Pacific RPAS Consortium
Suite 3, 7 Wongala Cr, Beecroft NSW 2119, Australia

M: +61 (0) 410 050 578



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From: Hawkins, Andrew [mailto:Andrew.Hawkins@act.gov.au]
Sent: Tuesday, 15 October 2019 12:27 PM
To: John Hildebrand
Subject: RE: Some Questions [SEC=UNCLASSIFIED]

Hi John,

1. I would update the SOP (Security Director).
2. Yes there is and I would also assist in that role.
3. The Safety Compliance Officer.

Regards
Andrew

Andrew Hawkins | Security Director | EPIC | GIO Stadium Canberra | Manuka Oval | National Arboretum Canberra | Stromlo Forest Park |
Phone 02 6256 6714 | Mobile 0438 320 183 | Fax 02 6253 2085

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From: John Hildebrand [<mailto:jhildebrand@ar-consortium.com>]
Sent: Tuesday, 15 October 2019 1:24 PM
To: Hawkins, Andrew <Andrew.Hawkins@act.gov.au>
Subject: Some Questions

Good Morning Andrew.

Some additional questions.

1. Who would be responsible for updating the SOP?
2. Is there a compliance officer at every event?
3. Who would maintain a RPA/Drone Register than contains details of approved operators and approved activities? Relevant Compliance officer?

Regards

John Hildebrand | Managing Director | Asia-Pacific RPAS Consortium
Suite 3, 7 Wongala Cr, Beecroft NSW 2119, Australia

M: +61 (0) 410 050 578



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Hawkins, Andrew

From: John Hildebrand <jhildebrand@ar-consortium.com>
Sent: Tuesday, 8 October 2019 4:29 PM
To: Hawkins, Andrew
Subject: Update

Good Afternoon Andrew,

Just an update.

We are 70% through the development of 'draft' versions of the below documents. Once we reach 100%, it will go out for our 'interval' review. I will then send to you as 'Draft V1' for review and consultation and modify until we meet your requirements.

1. Policy
2. Application SOP
3. Response SOP

Regards

John Hildebrand | Managing Director | Asia-Pacific RPAS Consortium
Suite 3, 7 Wongala Cr, Beecroft NSW 2119, Australia

M: +61 (0) 410 050 578



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Hawkins, Andrew

From: John Hildebrand <jhildebrand@ar-consortium.com>
Sent: Tuesday, 8 October 2019 11:12 AM
To: Hawkins, Andrew
Subject: Invoice - 25% on being retained
Attachments: Invoice 1001 - ARC.PDF

Good Morning Andrew,

Please find our invoice attached for the initial 25%.

Is the invoice addressed correctly as 'Venues Canberra'?

Regards

John Hildebrand | Managing Director | Asia-Pacific RPAS Consortium
Suite 3, 7 Wongala Cr, Beecroft NSW 2119, Australia

M: +61 (0) 410 050 578



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Hawkins, Andrew

From: John Hildebrand <jhildebrand@ar-consortium.com>
Sent: Friday, 4 October 2019 10:52 AM
To: Hawkins, Andrew
Subject: RE: Some Questions [SEC=UNCLASSIFIED]

Good Morning Andrew,

Some more questions.

With any drone incident, there is likely to be an established SOP/emergency management plan that addresses the incident type but not related to a drone.

The SOP we develop would make reference to an existing SOP/emergency management plan and include a drone specific response.

For the below types of incidents, what is the name of your exiting SOP/emergency management plan?

Drone Incident Example	Existing SOP/emergency management plan
Drone drops and payload or disperses a substance	Emergency Management ?? Evacuation Plan etc. ??
A drone crashes into a person and injuries are apparent	Medical Treatment Plan??
A drone lands inside venue and has a suspicious payload attached	Suspicious Package ?????? Bomb?? CBRE???
Business Disruption – Towing a Protest flag or banner or low flying over playing field	Protester/Streaker type ??????

Regards

John Hildebrand | Managing Director | Asia-Pacific RPAS Consortium
Suite 3, 7 Wongala Cr, Beecroft NSW 2119, Australia

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From: Hawkins, Andrew [mailto:Andrew.Hawkins@act.gov.au]
Sent: Tuesday, 1 October 2019 6:36 PM

To: John Hildebrand
Subject: RE: Some Questions [SEC=UNCLASSIFIED]

Hi John,

Schedule 1 1.14

Andrew

Andrew Hawkins | Security Director | EPIC | GIO Stadium Canberra | Manuka Oval | National Arboretum Canberra | Stromlo Forest Park |
Phone 02 6256 6714 | Mobile 0438 320 183 | Fax 02 6253 2085

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From: John Hildebrand [<mailto:jhildebrand@ar-consortium.com>]
Sent: Tuesday, 1 October 2019 2:48 PM
To: Hawkins, Andrew <Andrew.Hawkins@act.gov.au>
Subject: RE: Some Questions [SEC=UNCLASSIFIED]

Thanks Andrew,

The challenge with standard CCTV is being able to keep track of a moving drone without a level of track automation.

Is the CCTV good quality and covers external carparks etc.?

Is it easy enough to have the CCTV controller in the VCC to review cameras and attempt to locate a pilot such as in the external carparks?

Regards

John Hildebrand | Managing Director | Asia-Pacific RPAS Consortium
Suite 3, 7 Wongala Cr, Beecroft NSW 2119, Australia

M: +61 (0) 410 050 578



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From: Hawkins, Andrew [<mailto:Andrew.Hawkins@act.gov.au>]
Sent: Tuesday, 1 October 2019 2:37 PM
To: John Hildebrand
Subject: RE: Some Questions [SEC=UNCLASSIFIED]

Hi John,

Excellent, a standard and short notice process would be ideal.

Schedule 1 1.14

Schedule 1 1.14

Andrew

Andrew Hawkins | Security Director | EPIC | GIO Stadium Canberra | Manuka Oval | National Arboretum Canberra | Stromlo Forest Park |

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From: John Hildebrand [<mailto:jhildebrand@ar-consortium.com>]

Sent: Tuesday, 1 October 2019 2:31 PM

To: Hawkins, Andrew <Andrew.Hawkins@act.gov.au>

Subject: RE: Some Questions [SEC=UNCLASSIFIED]

Thanks Andrew,

This is your policy and it will reflect your requirements and easy enough to incorporate a standard and short notice application process.

A few more questions.

Let's say a drone was sighted within 200mtrs of the stadium on game day:

Q. I presume you have security resources internal to the stadium. Do you also have them on the perimeter (inside the fence line?) Could they maintain eyes on the drone and report movements and possible location of a pilot?

Q. Do you have resources external to the Stadium who could observe the drone and visually look for a pilot? Is traffic control?

Regards

John Hildebrand | Managing Director | Asia-Pacific RPAS Consortium

Suite 3, 7 Wongala Cr, Beecroft NSW 2119, Australia

M: +61 (0) 410 050 578



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From: Hawkins, Andrew [<mailto:Andrew.Hawkins@act.gov.au>]

Sent: Tuesday, 1 October 2019 12:44 PM

To: John Hildebrand
Subject: RE: Some Questions [SEC=UNCLASSIFIED]

Hi John,

1. Ideally 21 days is a great idea however when we have finals etc we don't know until 5-7 days out. Could there be some sort of additional condition to allow for short notice events?
2. I could turn an approval round in 2 days.
3. I would say 2 days to resubmit.

Andrew

Andrew Hawkins | Security Director | EPIC | GIO Stadium Canberra | Manuka Oval | National Arboretum Canberra | Stromlo Forest Park |
Phone 02 6256 6714 | Mobile 0438 320 183 | Fax 02 6253 2085

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From: John Hildebrand [<mailto:jhildebrand@ar-consortium.com>]
Sent: Tuesday, 1 October 2019 10:28 AM
To: Hawkins, Andrew <Andrew.Hawkins@act.gov.au>
Subject: RE: Some Questions [SEC=UNCLASSIFIED]

Morning Andrew,

Some more questions for you.

1. How many days prior to a proposed drone operation do Venues Canberra want to receive an application from an Operator? You need to allow time for assessment and approval or assessment and request for additional information. Eg. 21 days prior?
2. How many days do you estimate it would take from receipt of application for Venues Canberra to make an assessment and approval or decline to occur? Eg. 7 days?
3. If you send an application back to the operator due to deficiencies, what is a minimum period the application has to be back prior to the event? ie 10 days prior to event or they have 2 working days to resubmit with required information?

Regards

John Hildebrand | Managing Director | Asia-Pacific RPAS Consortium
Suite 3, 7 Wongala Cr, Beecroft NSW 2119, Australia

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From: Hawkins, Andrew [<mailto:Andrew.Hawkins@act.gov.au>]
Sent: Monday, 30 September 2019 8:28 AM

To: John Hildebrand
Subject: RE: Some Questions [SEC=UNCLASSIFIED]

Hi John,

No we don't. I would suggest the Chief Operating Officer.

Andrew

Andrew Hawkins | Security Director | EPIC | GIO Stadium Canberra | Manuka Oval | National Arboretum Canberra | Stromlo Forest Park |
Phone 02 6256 6714 | Mobile 0438 320 183 | Fax 02 6253 2085

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From: John Hildebrand [<mailto:jhildebrand@ar-consortium.com>]
Sent: Monday, 30 September 2019 8:23 AM
To: Hawkins, Andrew <Andrew.Hawkins@act.gov.au>
Subject: RE: Some Questions [SEC=UNCLASSIFIED]

Morning Andrew,

With regards to insurance requirements, do Venues Canberra have an **Enterprise Risk Manager** or similar who should be consulted when determining the level of insurance required to address risk?

Regards

John Hildebrand | Managing Director | Asia-Pacific RPAS Consortium
Suite 3, 7 Wongala Cr, Beecroft NSW 2119, Australia

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From: Hawkins, Andrew [<mailto:Andrew.Hawkins@act.gov.au>]
Sent: Tuesday, 24 September 2019 7:59 AM
To: John Hildebrand
Subject: RE: Some Questions [SEC=UNCLASSIFIED]

Hi John,

1. Venue Command Centre (VCC)
2. Yes but not with RPA operators as they normally form part of a company agreement that we don't contract (eg Fox Sports are contracted to the NRL)
3. No, not as yet

Andrew

Andrew Hawkins | Security Director | EPIC | GIO Stadium Canberra | Manuka Oval | National Arboretum Canberra | Stromlo Forest Park |
Phone 02 6256 6714 | Mobile 0438 320 183 | Fax 02 6253 2085

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From: John Hildebrand [<mailto:jhildebrand@ar-consortium.com>]

Sent: Monday, 23 September 2019 4:04 PM

To: Hawkins, Andrew <Andrew.Hawkins@act.gov.au>

Subject: RE: Some Questions [SEC=UNCLASSIFIED]

Thanks Andrew,

A few more questions.

1. On the day of events, what do you call your venue command centre?
2. Do you have a form, such as a General Services Agreement, that you use when you engage contractors such as an RPA operator?
3. Does an RPA operator, say performing a media function, have to complete a formal application form?

Regards

John Hildebrand | Managing Director | Asia-Pacific RPAS Consortium
Suite 3, 7 Wongala Cr, Beecroft NSW 2119, Australia

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From: Hawkins, Andrew [<mailto:Andrew.Hawkins@act.gov.au>]

Sent: Thursday, 19 September 2019 3:50 PM

To: John Hildebrand

Subject: RE: Some Questions [SEC=UNCLASSIFIED]

Hi John,

1. Currently ACT Police, Media (Schedule 2.2(a)(ii)) etc), some hirers (for promo's)
2. Myself, venue manager and compliance officer
3. Venue Manager has sign off
4. Compliance officer, Venue Manager or Security Director
5. a. Drone Operator and any Venues Canberra staff member / contractor who observes it.
b. Security Director and / or Compliance Officer
6. Venue Manager, Compliance Officer and Security Director
7. There is an Information Privacy Policy for our Directorate which is available on the Intranet (I don't believe it's outward facing)

Andrew

Andrew Hawkins | Security Director | EPIC | GIO Stadium Canberra | Manuka Oval | National Arboretum Canberra | Stromlo Forest Park |

Phone 02 6256 6714 | Mobile 0438 320 183 | Fax 02 6253 2085

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From: John Hildebrand [<mailto:jhildebrand@ar-consortium.com>]

Sent: Thursday, 19 September 2019 1:56 PM

To: Hawkins, Andrew <Andrew.Hawkins@act.gov.au>

Subject: Some Questions

Good Afternoon Andrew,

Some questions for you.

1. What drone operations are currently approved or undertaken at Venues Canberra? Eg. Asset Inspections, Media/Television, Law Enforcement, Security and Surveillance???
2. Who is responsible for assessing applications for a drone to operate at your facilities?
3. Who is responsible for 'approving' an application?
4. Who would be responsible on the day of the event to perform a pre-flight compliance check of the drone operator?
5. If there was an drone incident:
 - a. Who would be responsible for reporting it to Venues Canberra? We would stipulate that the drone operator must advise you but if they didn't, and to ensure it gets reported, who would be responsible to report it?
 - b. Who would review and investigate the incident to assess risk to Venues Canberra?
6. Approved Flight Sectors. If we said that you need to establish approved flight sectors to control where drones are permitted to operate to manage risk (this would change depending on activity) whose responsibility would it be to establish these flight sectors?
7. Do you have a Privacy Policy? Is it located online?

Regards

John Hildebrand | Managing Director | Asia-Pacific RPAS Consortium

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Hawkins, Andrew

From: John Hildebrand <jhildebrand@ar-consortium.com>
Sent: Monday, 16 September 2019 2:52 PM
To: Hawkins, Andrew
Subject: RE: Legislation [SEC=UNCLASSIFIED]

Thanks Andrew

Regards

John Hildebrand | Managing Director | Asia-Pacific RPAS Consortium
Suite 3, 7 Wongala Cr, Beecroft NSW 2119, Australia

M: +61 (0) 498 530 672



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From: Hawkins, Andrew [mailto:Andrew.Hawkins@act.gov.au]
Sent: Monday, 16 September 2019 1:29 PM
To: John Hildebrand
Subject: RE: Legislation [SEC=UNCLASSIFIED]

Sorry and here is an SOP

Andrew Hawkins | Security Director | EPIC | GIO Stadium Canberra | Manuka Oval | National Arboretum Canberra | Stromlo Forest Park |

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From: John Hildebrand [mailto:jhildebrand@ar-consortium.com]
Sent: Monday, 16 September 2019 1:23 PM
To: Hawkins, Andrew <Andrew.Hawkins@act.gov.au>
Subject: RE: Legislation [SEC=UNCLASSIFIED]

Thanks Andrew,

We are changing banks so invoice will be next week sometime.

Can we have a copy of your policy and procedure templates?

We will start developing a draft structure later this week and as indicated the process will be spread across 6 weeks. Once we get a structure in place we will engage you for input and continual consultation and collaboration until the documents are finished.

Regards

John Hildebrand | Managing Director | Asia-Pacific RPAS Consortium
Suite 3, 7 Wongala Cr, Beecroft NSW 2119, Australia

M: +61 (0) 498 530 672



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From: Hawkins, Andrew [<mailto:Andrew.Hawkins@act.gov.au>]
Sent: Monday, 16 September 2019 10:14 AM
To: John Hildebrand
Subject: RE: Legislation [SEC=UNCLASSIFIED]

I just checked in relation to the purchasing order. We don't actually do them. My email last week was our acceptance of your proposal and if you send an invoice for the 25% upfront payment we will put that in motion.

Address the invoice to Venues Canberra.

Thanks
Andrew

Andrew Hawkins | Security Director | EPIC | GIO Stadium Canberra | Manuka Oval | National Arboretum Canberra | Stromlo Forest Park |
Phone 02 6256 6714 | Mobile 0438 320 183 | Fax 02 6253 2085

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www.manukaoval.com.au | www.nationalarboretum.act.gov.au | www.stromloforestpark.com.au

From: John Hildebrand [<mailto:jhildebrand@ar-consortium.com>]
Sent: Monday, 16 September 2019 9:56 AM
To: Hawkins, Andrew <Andrew.Hawkins@act.gov.au>
Subject: RE: Legislation [SEC=UNCLASSIFIED]

That's it mate.

Regards

John Hildebrand | Managing Director | Asia-Pacific RPAS Consortium
Suite 3, 7 Wongala Cr, Beecroft NSW 2119, Australia

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From: Hawkins, Andrew [<mailto:Andrew.Hawkins@act.gov.au>]
Sent: Monday, 16 September 2019 9:56 AM
To: John Hildebrand
Subject: RE: Legislation [SEC=UNCLASSIFIED]

Purchasing Order?

Andrew Hawkins | Security Director | *EPIC* | *GIO Stadium Canberra* | *Manuka Oval* | *National Arboretum Canberra* | *Stromlo Forest Park* |
Phone 02 6256 6714 | Mobile 0438 320 183 | Fax 02 6253 2085

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From: Hawkins, Andrew
Sent: Monday, 16 September 2019 9:55 AM
To: John Hildebrand <jhildebrand@ar-consortium.com>
Subject: RE: Legislation [SEC=UNCLASSIFIED]

Sorry mate, PO?

Andrew Hawkins | Security Director | *EPIC* | *GIO Stadium Canberra* | *Manuka Oval* | *National Arboretum Canberra* | *Stromlo Forest Park* |
Phone 02 6256 6714 | Mobile 0438 320 183 | Fax 02 6253 2085

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www.manukaoval.com.au | www.nationalarboretum.act.gov.au | www.stromloforestpark.com.au

From: John Hildebrand [<mailto:jhildebrand@ar-consortium.com>]
Sent: Monday, 16 September 2019 9:54 AM
To: Hawkins, Andrew <Andrew.Hawkins@act.gov.au>
Subject: RE: Legislation [SEC=UNCLASSIFIED]

Morning Andrew,

Will you provide us with a PO so we can commence document development?

Regards

John Hildebrand | Managing Director | Asia-Pacific RPAS Consortium
Suite 3, 7 Wongala Cr, Beecroft NSW 2119, Australia
M: +61 (0) 498 530 672



www.ar-consortium.com

From: Hawkins, Andrew [<mailto:Andrew.Hawkins@act.gov.au>]
Sent: Sunday, 15 September 2019 2:02 PM
To: John Hildebrand
Subject: RE: Legislation [SEC=UNCLASSIFIED]

Hi John,

Schedule 2.2(a)(ii)

Definitely going ahead with the policy and procedures. In relation to the surveillance I will have to get some further advice from the GSO. To me it doesn't look like we can but I will be guided by them.

Andrew

Andrew Hawkins | Security Manager | EPIC | GIO Stadium Canberra | Manuka Oval | National Arboretum Canberra | Stromlo Forest Park |
Phone 02 6256 6714 | Mobile 0438 320 183 | Fax 02 6253 2085

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www.manukaoval.com.au | www.nationalarboretum.act.gov.au | www.stromloforestpark.com.au

From: John Hildebrand [<mailto:jhildebrand@ar-consortium.com>]
Sent: Thursday, 12 September 2019 11:32 AM
To: Hawkins, Andrew <Andrew.Hawkins@act.gov.au>
Subject: RE: Legislation [SEC=UNCLASSIFIED]

Good Morning Andrew,

I'm just following up on our email.

Have you decided to proceed with the policy & procedure development?

What did you decided about the surveillance component?

Regards

John Hildebrand | Managing Director | Asia-Pacific RPAS Consortium
Suite 3, 7 Wongala Cr, Beecroft NSW 2119, Australia

M: +61 (0) 498 530 672



www.ar-consortium.com

From: Hawkins, Andrew [<mailto:Andrew.Hawkins@act.gov.au>]
Sent: Tuesday, 3 September 2019 10:41 AM

To: John Hildebrand
Subject: RE: Legislation [SEC=UNCLASSIFIED]

Thanks John

Andrew

Andrew Hawkins | Security Director | *EPIC* | *GIO Stadium Canberra* | *Manuka Oval* | *National Arboretum Canberra* | *Stromlo Forest Park* |
Phone 02 6256 6714 | Mobile 0438 320 183 | Fax 02 6253 2085

Venues Canberra

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www.manukaoval.com.au | www.nationalarboretum.act.gov.au | www.stromloforestpark.com.au

From: John Hildebrand [<mailto:jhildebrand@ar-consortium.com>]
Sent: Tuesday, 3 September 2019 10:14 AM
To: Hawkins, Andrew <Andrew.Hawkins@act.gov.au>
Subject: RE: Legislation [SEC=UNCLASSIFIED]

Morning Andrew,

Let me makes some enquires and come back to you.

Regards

John Hildebrand | Managing Director | Asia-Pacific RPAS Consortium
Suite 3, 7 Wongala Cr, Beecroft NSW 2119, Australia

M: +61 (0) 498 530 672



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From: Hawkins, Andrew [<mailto:Andrew.Hawkins@act.gov.au>]
Sent: Monday, 2 September 2019 1:29 PM
To: John Hildebrand
Subject: Legislation [SEC=UNCLASSIFIED]

Hi John,

I have attached the relevant ACT legislation for surveillance devices. It appears it only relates to law enforcement officers. We may not be able to do it but have a look.

Andrew

Andrew Hawkins | Security Director | *EPIC* | *GIO Stadium Canberra* | *Manuka Oval* | *National Arboretum Canberra* | *Stromlo Forest Park* |
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Hawkins, Andrew

From: John Hildebrand <jhildebrand@ar-consortium.com>
Sent: Wednesday, 4 September 2019 7:00 AM
To: Hawkins, Andrew
Subject: RE: Legislation [SEC=UNCLASSIFIED]

Good Afternoon Andrew,

It is complicated as highlighted in **RED**.

- **Surveillance device means**— (a) a data surveillance device, a listening device, an optical surveillance device or a **tracking device**; or (b) a device that is a combination of any 2 or more of the devices mentioned in paragraph (a); or (c) a device of a kind prescribed by regulation
- **Tracking device** means an electronic device capable of being used to work out or monitor the location of a person or an object or the status of an object. (You may be able to replace person and object with pilot and drone.)
- Under the Crimes (Surveillance Devices) Act 2010 (*Australian Capital Territory*) the use of a data surveillance device (*a device or program capable of being used to record or monitor the input of information into or the output of information from a computer*) requires a warrant to access the data held on a computer (*computer means an electronic device for storing or processing information*). It would be an argument for the lawyers if we were to consider the RPAS to be a *computer*.
- The Surveillance Devices Act 2004 (Cwth) is similarly worded and the issues would still abound. At a stretch it may be considered a tracking device but the exemptions around the use of such a device without warrant would still require the exemptions that are available to a law enforcement officer or authorised person.

Regards

John Hildebrand | Managing Director | Asia-Pacific RPAS Consortium
Suite 3, 7 Wongala Cr, Beecroft NSW 2119, Australia

M: +61 (0) 498 530 672



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From: Hawkins, Andrew [mailto:Andrew.Hawkins@act.gov.au]
Sent: Tuesday, 3 September 2019 10:41 AM
To: John Hildebrand
Subject: RE: Legislation [SEC=UNCLASSIFIED]

Thanks John

Andrew

Andrew Hawkins | Security Director | EPIC | GIO Stadium Canberra | Manuka Oval | National Arboretum Canberra | Stromlo Forest Park |
Phone 02 6256 6714 | Mobile 0438 320 183 | Fax 02 6253 2085

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From: John Hildebrand [<mailto:jhildebrand@ar-consortium.com>]
Sent: Tuesday, 3 September 2019 10:14 AM
To: Hawkins, Andrew <Andrew.Hawkins@act.gov.au>
Subject: RE: Legislation [SEC=UNCLASSIFIED]

Morning Andrew,

Let me makes some enquires and come back to you.

Regards

John Hildebrand | Managing Director | Asia-Pacific RPAS Consortium
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From: Hawkins, Andrew [<mailto:Andrew.Hawkins@act.gov.au>]
Sent: Monday, 2 September 2019 1:29 PM
To: John Hildebrand
Subject: Legislation [SEC=UNCLASSIFIED]

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Phone 02 6256 6714 | Mobile 0438 320 183 | Fax 02 6253 2085

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Hawkins, Andrew

From: John Hildebrand <jhildebrand@ar-consortium.com>
Sent: Monday, 2 September 2019 12:07 PM
To: Hawkins, Andrew
Subject: RE: Drone Surveillance, Drone Policy and Procedures [SEC=UNCLASSIFIED]

Morning Andrew,

Are you free now?

Regards

John Hildebrand | Managing Director | Asia-Pacific RPAS Consortium
Suite 3, 7 Wongala Cr, Beecroft NSW 2119, Australia

M: +61 (0) 498 530 672



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From: Hawkins, Andrew [mailto:Andrew.Hawkins@act.gov.au]
Sent: Monday, 2 September 2019 9:05 AM
To: John Hildebrand
Subject: RE: Drone Surveillance, Drone Policy and Procedures [SEC=UNCLASSIFIED]

Hi John,

I have been given the go ahead so I would like to advise you that we accept the proposal put forward by yourself for the Asia Pacific RPAS Consortium. Let me know a good time to have a chat about it.

Andrew

Andrew Hawkins | Security Director | EPIC | GIO Stadium Canberra | Manuka Oval | National Arboretum Canberra | Stromlo Forest Park |

Phone 02 6256 6714 | Mobile 0438 320 183 | Fax 02 6253 2085

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From: Hawkins, Andrew
Sent: Monday, 26 August 2019 1:08 PM
To: John Hildebrand <jhildebrand@ar-consortium.com>
Subject: RE: Drone Surveillance, Drone Policy and Procedures [SEC=UNCLASSIFIED]

Hi John,

I had a chat to my boss and looks like we will be good to go with the Drone Policy and Procedures component of the proposal. Unfortunately I can't go ahead with the surveillance component as I am having to utilise CT and Emergency Management Training funding. That funding is available from the 1st of September. I have to get approval from the Executive Branch Manager but won't be an issue.

Talk tomorrow.

Andrew

Andrew Hawkins | Security Director | *EPIC* | *GIO Stadium Canberra* | *Manuka Oval* | *National Arboretum Canberra* | *Stromlo Forest Park*
Phone 02 6256 6714 | Mobile 0438 320 183 | Fax 02 6253 2085

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From: John Hildebrand [<mailto:jhildebrand@ar-consortium.com>]
Sent: Wednesday, 24 July 2019 12:05 PM
To: Hawkins, Andrew <Andrew.Hawkins@act.gov.au>
Subject: Drone Surveillance, Drone Policy and Procedures

Good Morning Andrew,

Please find attached a proposal for Canberra Stadiums regarding drone surveillance, policy and procedure development.

The proposal includes:

1. Drone Surveillance Service
2. Policy Development
3. Procedure Development

The drone surveillance service is not mandatory but it provides clients with actual drone flight data around their assets which feeds into hazard identification and risk mitigation. If you don't want this component you can reduce the proposal cost by [Schedule 2.2\(a\)\(xi\)](#)

Let me know if you require any further information.

Regards

John Hildebrand | **Managing Director** | **Asia-Pacific RPAS Consortium**
Suite 3, 7 Wongala Cr, Beecroft NSW 2119, Australia

M: +61 (0) 498 530 672



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This email, and any attachments, may be confidential and also privileged. If you are not the intended

Hawkins, Andrew

From: Elkins, Matthew
Sent: Friday, 30 August 2019 3:11 PM
To: Hawkins, Andrew
Cc: Clarke, Liz
Subject: RE: Drone Surveillance, Drone Policy and Procedures [SEC=UNCLASSIFIED]

As discussed please go ahead

Regards

Matt

From: Hawkins, Andrew
Sent: Wednesday, 28 August 2019 9:11 AM
To: Elkins, Matthew <Matthew.Elkins@act.gov.au>
Cc: Clarke, Liz <Liz.Clarke@act.gov.au>
Subject: FW: Drone Surveillance, Drone Policy and Procedures [SEC=UNCLASSIFIED]

Hi Matt,

As discussed I'm seeking approval to accept the attached proposal for the development of Venues Canberra Drone Policy and Procedures by the Asia Pacific RPAS Consortium (ARC) as outlined below:

1. Surveillance Service – Hazard Identification Schedule 2.2(a)(xi)
 2. Policy and Procedure Development Schedule 2.2(a)(xi)
- The total cost for this project is Schedule 2.2(a)(xi)

I was initially inclined to only have Part 2 completed however after the seminar yesterday I believe Part 1 would be extremely beneficial also but happy to discuss.

In terms of funding I can utilise part of the Schedule 2.2(a)(xi) assigned for CT and Emergency Management Training as the consequences in terms of liability can be substantially mitigated with this approach.

Regards
Andrew

Andrew Hawkins | Security Manager | EPIC | GIO Stadium Canberra | Manuka Oval | National Arboretum Canberra | Stromlo Forest Park |
Phone 02 6256 6714 | Mobile 0438 320 183 | Fax 02 6253 2085

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From: John Hildebrand [<mailto:jhildebrand@ar-consortium.com>]
Sent: Wednesday, 24 July 2019 12:05 PM
To: Hawkins, Andrew <Andrew.Hawkins@act.gov.au>
Subject: Drone Surveillance, Drone Policy and Procedures

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Let me know if you require any further information.

Regards

John Hildebrand | Managing Director | Asia-Pacific RPAS Consortium
Suite 3, 7 Wongala Cr, Beecroft NSW 2119, Australia

M: +61 (0) 498 530 672



www.ar-consortium.com

Hawkins, Andrew

From: Clyde & Co Australia Events <events.australia@clydeco.com>
Sent: Friday, 23 August 2019 12:55 PM
To: Clyde & Co Australia Events
Subject: Event reminder | The drones have landed: Safeguarding our airspace, Tuesday 27 August 2019



Event Reminder | The drones have landed: Safeguarding our airspace



Thank you for accepting our invitation to join us for the Clyde & Co RPAS conference in Sydney. Please find below a reminder of the event details and agenda.

If your circumstances have changed and you are no longer able to attend, please reply to this email.

We look forward to welcoming you.

Event details

Date	Tuesday, 27 August 2019
Time	1:30pm Registration and lunch 2pm - 2.45pm Risk and liability challenges - Panel discussion <i>Panellists:</i> Luke Gumley , Branch Manager Remotely Piloted Aircraft Systems, CASA David Chitty , Manager Domestic Compliance, Qantas Airways James Cooper , Special Counsel, Clyde & Co <i>Moderated by Maurice Thompson, Partner, Clyde & Co</i>

	<p>2.45pm - 3.15pm RPAS Issues Paper - Keynote presentation Simon Moore, General Manager, Air Traffic Policy, Department of Infrastructure</p> <p><i>3.15pm - 3.30pm Break</i></p> <p>3.30pm - 4.45pm Managing the risks - Industry panel discussion</p> <p>Counter Drone Solutions John Hildebrand, Managing Director, Asia-Pacific RPAS Consortium</p> <p>Adelaide International Airport: An RPAS case study Ashley McDonald, Safety, Security & Emergency Planning Manager, Adelaide Airport</p> <p>An Operator's Perspective: Safe and responsible RPAS operations Andrew Chapman, Director, Australian UAV</p> <p><i>Moderated by Prof. Ron Bartsch, Senior Consultant RPAS/Aviation, Clyde & Co</i></p> <p>4.45pm Networking drinks</p>
<p>Venue</p>	<p>Clyde & Co Level 15, 333 George Street Sydney</p> <p>Please view map here</p>

Clyde & Co and its subsidiaries and affiliates practise law under the trading name Clyde & Co. Clyde & Co LLP is a limited liability partnership registered in England and Wales with its registered office at The St Botolph Building, 138 Houndsditch, London, EC3A 7AR, United Kingdom. Practice information for other Clyde & Co locations is set out on our website at www.clydeco.com/help/legal



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If our account details change, we will notify these to you by letter, telephone or face-to-face and never by email.

**OneSafe Integrated Risk Management Pty Ltd T/A
Asia Pacific RPAS Consortium**

Suite 6.13, 6 Middlemiss Street
Lavender Bay NSW 2060
+61 299801787
jhildebrand@ar-consortium.com
<https://ar-consortium.com/>
ABN 99150591781



Tax Invoice

INVOICE TO
Venues Canberra
Att: Mr Andrew Hawkins
Security Director

INVOICE
DATE
TERMS
DUE DATE

Schedule 2.2(a)(xi)

DATE	ACTIVITY	DESCRIPTION	GST	QTY	RATE	AMOUNT
08/10/2019	Consulting	25% payment on being retained for the development of drone policy and procedure.	GST			Schedule 2.2(a)(xi)

SUBTOTAL

GST TOTAL

TOTAL

BALANCE DUE

Schedule 2.2(a)(xi)

Please send payment using bank details below:

PAYMENT DETAILS

Schedule 2.2(a)(xi)

**OneSafe Integrated Risk Management Pty Ltd T/A
Asia Pacific RPAS Consortium**

Suite 6.13, 6 Middlemiss Street
Lavender Bay NSW 2060
+61 299801787
jhildebrand@ar-consortium.com
<https://ar-consortium.com/>
ABN 99150591781



Tax Invoice

INVOICE TO
Venues Canberra
Att: Mr Andrew Hawkins
Security Director

INVOICE
DATE
TERMS
DUE DATE

Schedule 2.2(a)(xi)

DATE	ACTIVITY	DESCRIPTION	GST	QTY	RATE	AMOUNT
30/11/2019	Consulting	Final payment for the development of drone policy and procedures.	GST		Schedule 2.2(a)(xi)	

SUBTOTAL

GST TOTAL

TOTAL

BALANCE DUE

Schedule 2.2(a)(xi)

Please send payment using bank details below:

PAYMENT DETAILS

Schedule 2.2(a)(xi)