

POLICY		Responsible Department	Essential Services & Assets
		Original Adoption Date	29.01.2020
		Current Adoption Date	25.09.2024
		Date of Next Review	25.09.2027

REMOTELY PILOTED AIRCRAFT SYSTEM OPERATIONS	
Latest Review Changes	Revised Policy in accordance to CASA regulations
Previous Council Reviews	29.01.20, 27.04.22

Applicable Legislation

Civil Aviation Safety Authority (Commonwealth)
Air Navigation Act 1958 (Commonwealth)
The State Records Act 1997 (SA)

Related Policies

Privacy Policy
 General Complaints Policy
 Surveillance Devices Policy
 Records Management Policy

Related Procedures

Drone Flight Operations

Reference Documents

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1. PURPOSE

The purpose of this policy is to ensure that all legislated and Council requirements for operating a drone (RPAS) on Council Land are adhered to by Council staff and Contractors. The intent of these requirements is to protect people, property and aircraft from injury or damage that could result from a collision. This policy also provides clear guidelines for the internal use of drone technology for Council's operations.

2. SCOPE

This policy only applies to drones operated by Council staff and contractors during the course of Council operations. Members of the public must comply with clause 9 of By-law No. 4 (Local Government Land) and seek permission when operating a drone on land owned by or under the care and control of Council.

3. DEFINITIONS

Definitions for the purpose of this policy.

Drone	An unmanned aircraft unmanned aerial vehicle (UAV) or unmanned aircraft system (UASe). A remotely piloted aircraft (RPA) is a drone flown for business or as part of your job – commercially. Essentially, a drone is a flying robot that can be remotely controlled or fly autonomously through software-controlled flight plans in their embedded systems, working in conjunction with on-board sensors and GPS.
CASA	Civil Aviation Authority
RPAS	Remotely Piloted Aircraft System
RPA	Remotely Piloted Aircraft
RePL	Remote Pilot License
UAV	Unmanned Aerial Vehicle
UASe	Unmanned Aircraft System

4. POLICY

The operation of drones, also referred to as Remote Piloted Aircraft Systems (RPAS), is governed by the Civil Aviation Safety Authority (CASA) and determined by the Civil Aviation Safety Regulations. Council Staff and Contractors operating Remotely Piloted Aircraft Systems must adhere to the requirements of the Civil Aviation Safety Regulations.

4.1. Drone Registration & Licensing

Any drone to be used for Council business needs to be registered with CASA and a copy of the registration supplied to Council.

Any person involved in conducting a drone flight operation must hold at a minimum an RPA Operators Accreditation and have supplied Council a copy of all certificates.

4.2. Drone Operation

Only staff who hold a current Aviation Reference Number and have completed RPA operator accreditation with CASA may fly a drone for Municipal Council of Roxby Downs. You do not need an operator accreditation if you hold a remote pilot licence (RePL).

Drone operation is also subject to:

- Submitting a flight authorisation & checklist form for approval by the Group Manager – Essential Services & Assets
- Conducting a safety assessment for each planned flight
- Maintaining a flight log, noting that CASA can ask to see records at any time
- Acceptable Council business use only at all times
- No personal or private use at any time

A remote pilot licence (RePL) is not required, unless there is a need to fly:

- a drone larger than 2 kg for commercial operations
- outside the drone safety rules (standard operating conditions)

Group Manager – Essential Service & assets approval is required for the above activities.

4.3. Drone Safety

You must comply with CASA regulation & procedures and any Council policy & procedure relevant to drone operations.

To protect yourself and the safety of other people & assets when you fly, you must follow the CASA's Standard Operating Conditions.

You must:

- a) only fly one drone at a time
- b) always fly the drone within visual line-of-sight — this means:
 - flying only during the day
 - avoid flying in cloud, fog or heavy rain
 - you can see your drone with your own eyes at all times — not by using binoculars or watching a video screen
 - not flying behind trees, buildings or anything else that stops you seeing your drone at all times.
 - Flying with a qualified spotter

You must not fly your drone:

- a) higher than 120m above ground level (please note Drone is automatically locked at 120m)
- b) closer than 30 m to people — other than those helping to fly or navigate your drone
- c) over or above people at any time or height
- d) in a way that creates a hazard to another person, aircraft or property
- e) near emergency situations, unless authorised by the controlling emergency service authority
- f) In prohibited or restricted airspace with authorisation from controlling authority
- g) closer than 5.5 km to a controlled aerodrome or airfield (usually those with a control tower).

You may operate the drone within 5.5 km of a non-controlled aerodrome or helicopter landing site only if:

- a) there are no manned aircraft (one or more people inside) flying to or from the aerodrome
- b) you land as soon as safely possible if you see any manned aircraft flying to or from the aerodrome
- c) you stay outside the airfield boundary
- d) you do not operate in approach or departure paths.

The above must be checked as current with CASA guidelines.

5. USE OF DRONE TECHNOLOGY - COUNCIL STAFF AND CONTRACTORS

The use of drone technology will only be approved when operational efficiencies or benefits are Identified and adherence to Civil Aviation Safety Authority (CASA) regulations is demonstrated. Flight information must be provided and where possible the drone should not operate over private property or alternatively the property owner's consent in writing should be obtained prior to approval.

Council Staff and Contractors must comply with any relevant CASA requirements and any conditions stipulated by Council before authorisation will be given for the operation of a drone.

The Group Manager Essential Services and Assets must authorise any drone operation.

6. DATA COLLECTION AND MANAGEMENT

All data collected or recorded by Council managed drones, including geospatial data, is owned by Council and is subject to Council's Privacy Policy and the State Records Act.

Data is collected only for a specific purpose in support of a Council function.

Data gathered will be stored in Council's Electronic Record Management System, enabling it to be used for operational and/or regulatory purposes.

7. ACCESS AND COMPLAINTS

Requests by the public to access Council collected drone data will be assessed and managed in line with Council's Privacy Policy and other relevant legislation.

Complaints regarding the use of drones by Council staff or contractors will be managed in accordance with Council's General Complaints Policy.

8. LEGISLATIVE FRAMEWORK

Civil Aviation Safety Regulations Part 101 (Commonwealth) outlines the rules governing all unmanned aeronautical activities into one body of legislation. It prescribes the rules for the use of unmanned remote piloted aircraft.

Air Navigation Act 1958 (Commonwealth) Outlines the Law providing for the Application of the Commonwealth Air Regulations to and in relation of Air Navigation within the State of South Australia.

The *State Records Act 1997* (SA) regulates the maintenance of 'official records'.

9. REVIEW AND EVALUATION

This policy will be reviewed and evaluated no less than once every two years or when there is a change in legislation.

10. AVAILABILITY OF POLICY

This Policy will be available for inspection at the Council office at 6 Richardson Place, Roxby Downs during ordinary business hours and is available to be downloaded, free of charge, from Council's website: www.roxbydowns.com.au.