

POLICY		Responsible Department	Essential Services and Assets
		Original Adoption Date	29.01.2020
		Current Adoption Date	27.04.2022
		Date of Next Review	29.01.2024

Remotely Piloted Aircraft System Operations Policy	
Latest Review Changes	29.01.20 – New Policy 27.04.22 – Logo Change
Previous Council Reviews	N/A

Applicable Legislation:

<p><i>Civil Aviation Safety Authority (Commonwealth)</i></p> <p><i>Air Navigation Act 1958 (Commonwealth)</i></p> <p><i>The State Records Act 1997 (SA)</i></p>

Related Policies (alphabetical list):

<p>Privacy Policy</p> <p>General Complaints Policy</p>
--

Related Procedures:

<p>Procedure for Remotely Piloted Aircraft System Operations</p>
--

Reference Documents:

<p>Minutes of Council Meeting 25 September 2019</p>

Contents

1. PURPOSE	3
2. SCOPE	3
3. POLICY.....	3
4. FLYING DRONES FROM COUNCIL LAND	3
5. USE OF DRONE TECHNOLOGY - COUNCIL STAFF AND CONTRACTORS.....	3
6. DATA COLLECTION AND MANAGEMENT.....	3
7. ACCESS AND COMPLAINTS.....	3
8. LEGISLATIVE FRAMEWORK	4
9. REVIEW AND EVALUATION.....	4
10. AVAILABILITY OF POLICY	4

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. 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 System/s must adhere to the requirements of the Civil Aviation Safety Regulations.

4. FLYING DRONES FROM COUNCIL LAND

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

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 path 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.

The Group Manager Essential Services and Assets must authorise any drone operation. Once authorised, the proposed drone flight can be lodged with CASA.

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.roxydowns.com.au.