

POL 0084: Internal Drone (Remotely Piloted Aircraft System) Use

Purpose

The purpose of this policy is to ensure that all legislated requirements for the use of Shire of Esperance owned and/or managed drone technology, which is also referred to as 'remotely piloted aircraft system' (RPAS) technology, is applied and adhered to by Shire staff, as well as the management and use of data collected by the RPA.

Scope

This policy applies to all Shire owned and/or managed drone technology.

Definitions

CASA: Civil Aviation Safety Australia

CASR: Civil Aviation Safety Regulations

Drone: in a technological context, is an unmanned aircraft. This term is used interchangeably with 'remotely piloted aircraft system'.

RPAS: 'Remotely piloted aircraft system' is the common term used to reference an unmanned aircraft. This term is used interchangeably with drone.

Shire: Shire of Esperance

Practice

Remote Piloted Aircraft System will increase the efficiency of Shires corporate and operational activity across the municipality. The below parameters are to be adhered to when operating a RPAS.

1. The primary purposes of a Shire owned RPAS is to -
 - a. Collect data of Shire owned assets
 - b. Collect data relating to Asset Management projects
 - c. To assist with emergency services operations at the request of the emergency services Incident Controller
 - d. To collect data for Shire promotions and events.

Any application of the RPAS outside of these purposes will require written authorisation from the CEO or if relevant, the private property owner. This will occur only where a clear benefit to Council or the community can be demonstrated.

2. The operation of the RPAS is controlled by the Shires RPAS Operation Manual, is governed by the Civil Aviation Safety Authority (CASA) and determined by the Civil Aviation Safety Regulations Part 101 (CASR101). All CASA regulations and guidelines are to be adhered to at all times when piloting an RPAS.
3. RPAS flight paths should avoid transit over private property unless impractical.

4. Any and all data collected or recorded by the RPAS, including geospatial data is owned by Council and subject to the *Privacy Act 1988*, *Surveillance Devices Act 1988* and Shire of Esperance Code of Conduct. Recordings are subject to the legislated Information Privacy Principles that determine the storage and retention of data.
5. Data is considered and managed by -
 - a. Collecting (or recording) only for a specific purpose in support of a Council function;
 - b. Reviewing to redact inadvertently collected personal data; and
 - c. Editing to dispose of data that is not required.
6. During assistance with emergency services operations, the RPAS operations are directed by the emergency services Incident Controller and the requirements stipulated in section 2.

.....End.....

Document Information

Responsible Position	Director Asset Management
Risk Rating	Medium

Referencing Documents

- *Local Government Act 1995*
- *Privacy Act 1988*
- *Surveillance Devices Act 1988*
- Shire of Esperance Code of Conduct
- Civil Aviation Safety Regulations

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Sept 2017	1	D17/25903	New policy.	O0917-228	Sept 2019
Aug 2018	2	D17/25903[v2]	No change.	O0818-091	Aug 2020
Dec 2019	3	D17/25903[v3]	No change to wording	O1219-268	Dec 2021
Oct 2020	4	D17/25903[v4]	Change to name of policy for consistency with the Operation Manual. Update to include provisions around emergency service operations.	O1020-317	Oct 2022
Mar 2022	5	D17/25903[v5]	No change	O0322-062	Mar 2024
Mar 2024	6	D17/25903[v6]	Biennial review, no change	O0324-023	Mar 2026