Remotely piloted aircraft policy

Policy No. 3101.100.E.R

1 Purpose

The purpose of this policy is to ensure that the use and operation of Remotely Piloted Aircraft (RPA) by City of Darwin within the Darwin municipality complies with all relevant legislation, safety standards, and ethical practices. The policy aims to meet the obligations of City of Darwin's Remotely Piloted Aircraft Operators Certificate (ReOC) while prioritising safety, privacy, and compliance with legislation.

The objectives of this policy are to ensure that:

- City of Darwin 's operation of RPA is conducted in strict compliance with all relevant aviation laws and statutory requirements. All City of Darwin RPA operations are conducted under a valid ReOC.
- City of Darwin 's operation of RPA and the management of data derived from drone use align with *Information Act 2002* (NT), community expectations, and privacy best practice.

2 Scope

This policy applies to:

- the use of RPA by City of Darwin staff during the delivery of services or performance of City of Darwin activities
- RPA systems and technologies owned by City of Darwin
- data collected by City of Darwin, through RPA activity
- the operation of RPA on City of Darwin-owned land.

3 Policy statement

All use of RPA by City of Darwin staff will strictly adhere to City of Darwin Operations Manual and will require appropriate pilot licensing. City of Darwin will ensure that any required registrations with the Civil Aviation and Safety Authority (CASA) remain current.

The use of RPA must comply with all relevant legislation, including the *Civil Aviation Safety Regulations 1998* (*CASR 1998*), the *Information Act 2002* (NT) and the *Surveillance Devices Act 2007* (NT). City of Darwin will conduct Privacy Threshold Assessment as part of RPA usage planning. The collection of personal information through RPA usage must comply with City of Darwin's privacy obligations and policies regarding the collection, storage, processing and disclosure of personal information.

City of Darwin encourages the responsible use of drones in the Darwin municipality subject to CASA regulations, including avoiding flying near people or properties, respecting personal privacy, and adhering to restricted airspace guidelines. City of Darwin does not enforce rules and regulations

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regarding the use of RPA on City of Darwin controlled land, and any breaches must be reported directly to CASA.

Third parties seeking to operate drones on or over City of Darwin-owned land may need to obtain a letter of support from City of Darwin before CASA authorise such flights. These requests will be assessed on a case-by-case basis by the Chief Remote Pilot.

4 Definitions

Civil Aviation Safety Authority: The Commonwealth regulatory authority responsible for regulating aircraft operation in Australian airspace including RPA.

Remotely Piloted Aircraft: A drone operated under relevant licenses and approvals for specific City of Darwin purposes.

5 Legislative references

Civil Aviation Safety Regulations 1998

Information Act 2002 (NT)

Surveillance Devices Act 2007 (NT)

6 Procedures / related documents

0033.100.E.R Privacy Policy

3101.001.I.N City of Darwin Operations Manual

2530.001.I.R Privacy Threshold Assessment

7 Responsibility / application

In accordance with civil aviation regulations, City of Darwin's organisational structure of RPA operations is outlined in the CASA approved Operations Manual. Key responsibilities for specified positions are as below:

- The General Manager Corporate is responsible for ensuring that this policy is adhered to and understood.
- Chief Executive Officer (CEO): Accountable for safety and corporate compliance, ensuring necessary resources are provided for operations and maintenance. Responsible for maintaining the ReOC's currency and oversight of operations conducted on behalf of City of Darwin.
- Chief Remote Pilot: Responsible for ensuring safe maintenance and operation of departmental RPAs in compliance with the organisation's ReOC and the applicable CASR. Primary contact with CASA for operational, safety, and regulatory matters.

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- Maintenance Controller: Responsible for ensuring all RPAs operated under the organisation's ReOC are maintained in accordance with manufacturer and regulatory requirements.
- Remote Pilot in Command: Responsible for operating RPAs following the department's operations manual, drone policy and aviation regulations.
- This Policy will be reviewed once per term of Council or in response to significant changes in legislation or other circumstances which affect its effectiveness and validity.

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