

1 PURPOSE

The purpose of this policy is to ensure that the use and operation of Remotely Piloted Aircraft (RPA) within the City of Darwin (CoD) municipality complies with all relevant legislation and meets the obligations of CoD's Remotely Piloted Aircraft Operators Certificate (ReOC).

The objectives of this policy are to ensure that:

- CoD operation of RPA is conducted in a manner that is compliant with all relevant laws and statutory requirements in particular Part 101 of the *Civil Aviation Safety Regulations 1998* (CASR 1998).
- All CoD RPA operations are conducted under a current ReOC.
- CoD's operation of RPA, and the management of data derived from drone use, will comply with *Information Act 2002* (NT), Information Privacy Principles (IPPs), community expectations and privacy best practice.

2 SCOPE

This policy applies to:

- The use of RPA by CoD employees and contractors (collectively named CoD staff in this policy) during delivery of services or performance of certain CoD activities.
- RPA systems and technologies managed or owned by CoD.
- Data collected by RPA operated by CoD, and
- The flying of RPA on CoD land.

All Elected Members, staff and contractors must comply with this policy and associated procedures in the conduct of all business activities performed by or on behalf of CoD.

3 POLICY STATEMENT

3.1 Acceptable Use of RPA

All use of RPA by CoD staff will be conducted under CoD's ReOC and all pilots will be licensed appropriately. Where registration is required by the Civil Aviation and Safety Authority (CASA), CoD will ensure that such registration is kept up to date.

The use of RPA by CoD staff must comply with all legislation and must not breach any CoD policies. Relevant legislation includes the *Civil Aviation Safety Regulations 1998* (CASR 1998), the *Information Act 2002* (NT) and the *Surveillance Devices Act 2007* (NT). As part of RPA usage planning, CoD will undertake a Privacy Threshold Assessment to determine whether a Privacy Impact Assessment is required.

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CoD welcomes the use of drones in the Darwin municipality subject to CASA regulations, including not flying close to people/property, respecting personal privacy and not flying within restricted airspace. CoD does not enforce rules and regulations related to the use of RPA on CoD owned or controlled land and as such any breaches should be reported directly to CASA.

Third parties wishing to fly drones on or over CoD owned or controlled land may be required to obtain a letter of support from CoD before CASA provides authorisation to fly. Such requests will be assessed on a case by case basis by the Chief Remote Pilot.

3.2 Privacy

Project teams that develop and implement projects that collect personal information during the use of RPA will comply with CoD's privacy obligations and policies in regard to the collection and processing of personal information. In other words, where data collected by drones or RPA technologies is personal information, CoD shall collect, record, process, access and manage such data fairly and transparently in accordance with the IPPs and best privacy practices.

To achieve transparency, CoD will ensure that the Darwin community is well informed about CoD's use of RPA, the purpose(s) for the use of RPA, and how CoD will manage personal information collected by the use of RPA.

Freedom of Information requests to access CoD information collected from RPA devices will be assessed and managed in accordance with the *Information Act 2002* (NT)

4 DEFINITIONS

Civil Aviation Safety Authority is the Commonwealth regulatory authority for the operation of aircraft in Australian airspace. This includes RPA.

Remotely Piloted Aircraft is a drone flown under relevant licences and approvals for relevant CoD purposes.

5 LEGISLATIVE REFERENCES

Civil Aviation Safety Regulations 1998 (CASR 1998)

Information Act 2002 (NT)

Surveillance Devices Act 2007 (NT)

6 PROCEDURES AND RELATED DOCUMENTS

City of Darwin 0033.100.E.R Privacy Policy

7 RESPONSIBILITY AND APPLICATION

In accordance with civil aviation regulations, the organisational structure of CoD's RPA operations is outlined in the Civil Aviation Safety Authority (CASA) approved Operations Manual. The general responsibilities of specified positions are described below.

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Chief Executive Officer

The Chief Executive Officer (CEO) is accountable for safety and corporate compliance. The CEO will provide the necessary resources so that all operations and maintenance can be conducted to meet obligations, goals and objectives including finance and human resources. The CEO is accountable to ensure the currency of the ReOC and will ensure that any operation conducted on behalf of CoD is conducted under the control and authority of the Chief Remote Pilot and/or Maintenance Controller as identified on the ReOC.

Chief Remote Pilot

Appointment to this role must be approved by CASA. The Chief Remote Pilot is responsible for ensuring all departmental RPAs are maintained and operated safely in accordance with the organisation's ReOC and the applicable civil aviation safety regulations. They are the primary contact for CASA regarding all operational, safety and regulatory matters.

Maintenance Controller

Appointment to this role must be approved by CASA. The Maintenance Controller is responsible for ensuring all RPAs operated under the organisation's ReOC are maintained in accordance with the manufacturer and regulatory requirements.

Remote Pilot in Command

The Remote Pilot in Command is responsible for operating an RPA in accordance with the department's operations manual, drone policy and aviation regulations.

The Chief Financial Officer is responsible for this policy. This policy will be reviewed every two (2) years or at such other time as necessary.

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