

## ASS 025: INTERNAL DRONE (REMOTELY PILOTED AIRCRAFT) USE

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### Objective:

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' (RPA) technology, is applied and adhered to by shire staff, as well as the management and use of data collected by the RPA.

### Policy:

Remote Piloted Aircraft will increase the efficiency of Shires corporate and operational activity across the municipality. The below parameters are to be adhered to when operating a RPA for internal Shire use.

1. The primary purposes of a Shire owned RPA is to collect data of Shire owned assets, collect data relating to Asset Management projects and to collect data for Shire promotions and events. Any application of the RPA 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 RPA 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 RPA.
3. RPA flight paths should avoid transit over private property unless impractical.
4. Any and all data collected or recorded by the RPA, 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:
  - Collecting (or recording) only for a specific purpose in support of a Council function;
  - Reviewing to redact inadvertently collected personal data; and
  - Editing to dispose of data that is not required.

### Definitions:

CASA	Civil Aviation Safety Australia
CASR	Civil Aviation Safety Regulations
Drone	'Drone', in a technological context, is an unmanned aircraft. This term is used interchangeably with 'remotely piloted aircraft'.
Shire	Shire of Esperance
RPA	'Remotely piloted aircraft' is the common term used to reference an unmanned aircraft. This term is used interchangeably with 'drone'.

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