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1. Introduction

The purpose of this policy is to ensure that all legislated requirements for the use of Council owned, and managed drone technology are applied and adhered to by Council employees and that the management and use of data collected by the drone is consistent with relevant legislation and other Council policies.

Councils are required to comply with civil aviation and safety regulations. Drones must be kept within a visual line of sight and not fly higher than 120 metres or 400 feet above ground level.

2. Scope

This policy applies to all employees and Authorised Users of Council owned and managed drone technology.

3. Definitions

Nominated person - A person nominated by Senior Management Team to manage Council's drone as per the responsibilities.

Council - District Council of Cleve

Council Officer - A current member of Council staff with the authority to engage in activities on behalf of Council

Drone - 'Drone', in a technological context, is an unmanned aircraft. This term is used interchangeably with 'remote piloted aircraft'

CASA - Civil Aviation Safety Australia

Employee - persons engaged by Council, including all full-time, part-time and casual employees, labour hire agency staff, contractors and volunteers

4. Training

To fly the Council drone you must get a remotely piloted aircraft (RPA) operator accreditation to fly for business or as part of your job, if your drone weighs:

- 250 g or less (a micro RPA)
- more than 250 g but no more than 2 kg (a very small RPA)
- more than 2kg but no more than 25 kg and you only fly it over your own land (a small RPA).

Nominated person(s) must also complete any in-house training that the Council deems necessary to operate the drone.

4.1 Getting your operator accreditation

1. Create or use your Digital Identity to log into myCASA
2. You can use Digital Identity to login to the myCASA portal.
3. Select 'Apply for an individual ARN'
4. After you have logged in, navigate to 'Need an ARN?' and select 'Apply for aviation reference number (ARN)'.
5. You can link your existing ARN or apply for a new one. If you're operating on behalf of a business, you'll also need an organisation ARN.
6. Enter your personal details
7. Select 'Individual account' then select 'Drone accreditation'. Read the declaration carefully.
8. Follow the on-screen prompts to complete the accreditation quiz.
9. You will need to score 85% or higher to pass the quiz.

5. Operations

5.1 Drones

Drones can increase the efficiency of some of Council's corporate and operational activities across the municipality, particularly where physical access by officers to a specific location is restricted by factors such as distance, danger or difficult terrain.

This policy describes Council specific requirements for the use of drones, specifically the drone system (software platform), technology (equipment and hardware) and data.

The primary purpose of a Council owned drone, including any and all data collected, is to service Council's business needs, for example, inspection of Council assets, assisting with design/management of facilities and to take promotional footage.

All persons working under the authority of Council to operate Council's drone must report any accident, incident or near miss to the Work Health Safety and Risk Management Officer using Council Hazard and Incident Report form on [Skytrust](#).

Any and all data collected or recorded by the drone, including geospatial data, is owned by Council and subject to the *Privacy and Data Protection Act 2014*.

Flight paths are to be determined so that a drone does not operate over private property and where possible the nominated person should avoid filming people and/or private property. If it is unavoidable, the property owner's consent should be obtained beforehand.

5.2 Operating Instructions for DJI Mavic 3 Pro

5.2.1 Mounting the Battery:

Step 1: Slide in battery to the drone



Step 2: Push to click in battery unit



5.2.2 Removing the Battery:

Step 1: Click on side tabs and squeeze to release the battery



Step 2: Slide out battery



5.2.3 Attaching or Replacing the Propellers:

- Step 1: Place the drone horizontally and make sure that the drone's camera faces forwards
- Step 2: Attach the propellers with marks to the motors with marks. Press the propeller down and rotate in the direction marked on the propeller until it locks in place.
- Step 3: Attach the unmarked propellers to the motors without marks. Press the propeller down onto the motor and rotate in the direction marked on the propeller until it locks in place.

5.2.4 First Flight:

https://cn-videos.dji.net/video_trans/3ca6fe09a5c34745b8e438ebbd518c04/sd.mp4

5.2.5 Camera Modes:

- [FocusTrack](#) - includes Spotlight 2.0, Point of Interest 3.0, and ActiveTrack 5.0. This means that you can select a subject and the drone will automatically keep that subject in frame without pushing the control stick.
- [MasterShots](#) - When using MasterShots, one of three camera movement series will be automatically selected depending on if the subject is near or far away and whether it is a person. After shooting, Mavic 3 Pro also edits the footage automatically.
- [QuickShots](#) - QuickShots shooting modes include Dronie, Rocket, Circle, Helix, Boomerang, and Asteroid. The aircraft records according to the selected shooting mode and automatically generates a short video. The video can be viewed, edited, or shared to social media from playback.
- [Hyperlapse](#) - Hyperlapse shooting modes include Free, Circle, Course Lock, and Waypoint.
- [Night Mode](#) - When the Night mode is enabled, the footage appears to hold onto highlights and capture rich blacks with minimal noise when recording in low-light during a night flight.
- [Zooming](#) - DJI Mavic 3 Pro is equipped with three cameras, capable of switching freely between different focal lengths to adapt to the shooting composition of various scenes.

5.2.6 Storing Photos and Videos

Photos and videos can be stored to the microSD card on the aircraft, internal storage of the aircraft.

- Internal storage of the aircraft stores photos and videos captured by the aircraft.
- microSD card on the aircraft allows more storage and store photos and videos captured by the aircraft.

All drone footage is to be saved to Councils [X:\Pictures and Videos\Drone Footage](#) and in synergy in line with *State Records Act 1997 (SA)*.

5.3 Drone Safety

5.3.1 To protect yourself and the safety of other people when you fly, you must follow the CASA's Standard Operating Conditions.

You must:

- only fly one drone at a time
- always fly the drone within visual line-of-sight, this means:
 - flying only during the day
 - avoid flying in cloud, fog or heavy rain
 - you can see your drone with your own eyes at all times - not by using binoculars or watching a video screen
 - not flying behind trees, buildings or anything else that stops you seeing your drone at all times.

You must not fly your [drone](#):

- higher than 120m above ground level (please note Drone is automatically locked at 119m-120m)
- closer than 30 m to people — other than those helping to fly or navigate your drone
- over or above people at any time or height
- in a way that creates a hazard to another person, aircraft or property
- near emergency situations, unless authorised by the controlling emergency service authority
- in prohibited or restricted airspace
- closer than 5.5 km to a controlled aerodrome or airfield (usually those with a control tower).
- You may operate the drone within 5.5km of a non-controlled aerodrome or helicopter landing site only if:
 - there are no manned aircraft (one or more people inside) flying to or from the aerodrome
 - you land as soon as safely possible if you see any manned aircraft flying to or from the aerodrome
 - you stay outside the airfield boundary
 - you do not operate in approach or departure paths.

5.4 Security and Storage of Data

Council will ensure that access to equipment and data is secure to prevent unauthorised access.

6. Privacy and Complaints

6.1 Complaints

Council employees who use drones are required to act responsibly and in accordance with legislation. The reasonable expectations of the privacy of individuals is paramount.

Complaints regarding the use of drones by Council Officers will be managed in accordance with Council's Customer Complaints Policy. Where a complaint relates to

the conduct of a nominated person, the relevant Senior Manager will be the Chief Executive Officer.

If a member of the community believes that their privacy has been breached by images or footage captured by a drone, they are encouraged to contact Council or lodge a complaint through the Ombudsman Office (www.ombudsman.sa.gov.au).

6.2 Access to Footage

Any person who believes that personal information relating to them has been captured by a Council drone may contact Council and request to view the drone footage.

Requests to access or view recordings made by government law enforcement agencies must also contact Council.

The showing of recorded material to the public will be permitted only in accordance with the requirements of applicable legislation, including the *Privacy Act 1998*.

Access to recordings for the purposes of reviewing staff performance or to search for breaches of policy or legislation by staff is not permitted. However, where misconduct is alleged requests to access recordings for investigative purposes must be made in writing and be subject to review and approval by the Chief Executive Officer.

Where the recording suggests unacceptable work conduct or serious misconduct by employees, action will be in accordance with the Behavioural Standards for Employees and be dealt with in line with Council's Grievance and Disciplinary Policy.

7. Responsibilities

7.1 Chief Executive Officer

- Owner of this policy
- Customer Complaints Officer

7.2 Senior Management

- Be the primary point of contact for CASA
- Approve the use of Council's drone for internal business requirements only
- Monitor and maintain operational standards and supervise nominated persons who operate drones on behalf of Council
- Ensure that operations are conducted in compliance with the *Civil Aviation Act 1962* and the Regulations to operate under the Sub-2kg excluded category.

7.3 Nominated Person

The role and responsibilities of a nominated person are to:

- Facilitate operations of Council's drone in a safe and appropriate manner
- To report any damage or incidents to the Work Health Safety and Risk Management Officer.
- To save all drone footage taken to council's [X:\Pictures and Videos\Drone Footage](#).

8. Further Information

This policy will be available for inspection at the Council offices listed below during ordinary business hours and available to be downloaded, free of charge, from the council's website: www.cleve.sa.gov.au.

Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

Responsible Department/Officer	Chief Executive Officer
Applicable Legislation	<i>Work Health and Safety Act 2012</i> <i>Privacy Act 1998</i> <i>Civil Aviation Act 1962</i> <i>Privacy and Data Protection Act 2014</i> <i>State Records Act 1997 (SA)</i>
Related Policies	Nil
Related Procedures	Nil

9. Policy/Document Review

This Document will be reviewed by the District Council of Cleve at a minimum of 4 yearly.

10. Document History

Version	Adopted	Description of Change
1.0	20 August 2024	New Policy