



Property Services Aerial Drone Approval Guidelines

Category or Type	<i>Property Services</i>
Originally approved by, and date	<i>Property Services Director, 4 March 2016</i>
Date Policy will take effect	<i>4 March 2016</i>
Last approved revision	<i>1.0.0 4 March 2016</i>
Sponsor	<i>Operations Manager, Property Services</i>
Responsible Officer	<i>Building Compliance Manager, Property Services</i>
Review date	<i>4 March 2018</i>

Purpose

The purpose of this guideline is to establish clear internal processes for approval of the use of aerial drones on University property.

Organisational Scope

These procedures shall apply within the grounds of all University of Otago owned and leased property in New Zealand.

Definitions

Aerial Drone, or Drone - An unmanned aircraft that is piloted remotely by radio control or is computer controlled.

Content

1. Prior permission for any drone flight over University-owned land is required from the Property Services Director. Where necessary, such approval can cover multiple flights or general use, and can be subject to conditions;

2. A safety plan and demonstration of compliance with CAA requirements is to be provided with all applications;
3. Approval will not normally be given for sensitive locations - eg commercial or sensitive research, or where there are personal privacy issues - unless the purpose of the flight is to support their operation;
4. If images are taken of people, the requirements of the Privacy Act 1993 must be complied with;
5. The pilot must comply with all Civil Aviation Rules (in particular, Parts 101 and 102);
6. The campus is within 4km of the Dunedin Hospital helipad, which is an uncontrolled aerodrome, so flights must comply with Civil Aviation requirements for “shielded operation” (ie remain below the top of buildings) unless operated by a qualified person and with Southern DHB’s approval (obtained via the ‘Airshare’ website).
7. The University’s Marketing and Communications Division should be advised of any flights over campus by outside agencies, or where video gained could be useful for marketing purposes.

Related Policies, Procedures and Forms

Civil Aviation Rules Parts 101 and 102
Health and Safety in Employment Act 1992
University of Otago Health and Safety Policy

Contact for further information about this Policy

If you have any queries regarding the content of this policy or need further clarification, contact the Building Compliance Manager, Property Services Division.