UC Policy Library

Drones Policy

Last Modified	June 2018
Review Date	September 2021
Approval Authority	Executive Director, Learning Resources
Contact Officer	Campus Services Manager – Learning Resources

Introduction

The University has chosen to limit the use of drones on campus, especially on the Ilam, Dovedale and Ilam Fields campuses.

Definitions

Campus – includes all University property, including vehicles, field stations, regional campuses and centres and applies to all activities under the general control of the University.

Drone – an unmanned aircraft that is piloted from a remote station; includes a radio controlled model aircraft, but not a control line model aircraft or a free flight model aircraft. Other terms to describe drones include 'Remotely Piloted Aircraft Systems' (RPAS); Unmanned Aircraft System' (UAS); 'Unmanned Aircraft Vehicle' (UAV).

Policy Statement

The flying of drones on campus is managed by the Manger, Campus Services. Only requests concerning official University activities including, research, or teaching from within the University will be considered for authorisation.

Requests to fly a drone on or over owned or leased buildings or property are to be emailed directly to *Manager, Campus Services (University Campus Services website). Require the authorisation from the Manager, Campus Services.*

For activities not on or over property leased or owned by the University, such as field trips and research activities, the drone operator must register their intentions to fly with the

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Manager, Campus Services and ensure that they comply with the relevant insurance, CAA and any other requirements.
Note: Registration and application documents are available from UC Security.

Further information about drones on campus and the application process is available from UC Security.

Reporting the Use of a Drone

Queries over the operation, use or presence of a drone on campus should be referred to the *Manager, Campus Services* or *UC Security (University Campus Services Website)* in the first instance. Any security concerns or incidents should be referred to the UC Security.

Any students or staff operating a drone outside of this policy, procedures or the relevant Code of Conduct, may be subject to disciplinary action.

Related Documents and Information

UC Policy Library

- Health and Safety Policy (PDF,233KB)
- Privacy Policy (PDF,534KB)
- Risk Management & Compliance Framework (PDF,888KB)
- Staff Code of Conduct (PDF,243KB)
- Student Code of Conduct (PDF,216KB)

UC website and intranet

- Campus Services (University Campus Services website)
- UC Security and Campus Community Support (University Campus Services Website)
- Field Facilities Centre (University Field Facilities Centre website)
- Health and Safety (University Human Resources Website)

External

- Airshare (Airshare website)
- Civil Aviation Authority of New Zealand (CAA) (CAA website)
- RPAS,UAC,UAS, Drones and Model Aircraft (CAA website)

Document History and Version Control Table			
Version	**Action**	**Approval Authority**	**Action Date**
For document history and versioning prior to 2013 contact ucpolicy@canterbury.ac.nz			

| 1.00 | Contact Officer policy development and creation | Executive Director – Learning Resources | June 2017 |
| 2.00 | Scheduled review, some changes to application process in policy statement section to reflect existing operational practice | Policy Unit | June 2018 |

This policy remains in force until it is updated.