

POL 0067: Body Worn Camera

Purpose

The objective of this policy is to formalise the use of by Body Worn Cameras (BWC) and manage the records generated through their use.

The use of a Body Worn Camera provides a means to document law enforcement activity through contemporaneous audio and visual recording. The purpose of using a BWC is to reduce aggression and complaints against compliance and regulatory officers, increase officer safety and provide corroborating evidence to support prosecutions.

Scope

Body Worn Cameras are intended to be worn routinely by Rangers and compliance officers completing investigations, inspections, or assessments.

Definitions

Body Worn Camera - A wearable camera providing high definition and high-quality audio used to record interactions between local government officers and community members.

Recording – Any audio, visual, or audio-visual data captured by a Body Worn Camera, including associated metadata, that constitutes a record for the purposes of the *State Records Act 2000*, subject to access, disclosure, and evidentiary requirements.

Practice

1. Use of BWC by officers to assist in the administration of their duties and dealings with the public is to be authorised by the Chief Executive Officer or authorised delegate.
2. Visual and sound records captured by Body Worn Cameras will be stored, accessed and disposed of in accordance with the Shire's Records Management Policy, *Freedom of Information Act 1992*, *State Records Act 2000*, *Surveillance Devices Act 1998*, and the *Evidence Act 1906*.
3. Authorised staff who use BWC devices are to follow Shire procedures to ensure the appropriate and proper use of BWC devices in the performance of their duties and dealings with the public where recordings are consistent with this policy and the law.
4. BWC devices will be stored in a secure location when not in use. Loss or theft of any BWC is to be reported immediately.
5. BWC devices will only be used by on-duty officers wearing a Shire uniform or displaying formal identification.

6. BWC devices will be used in an overt manner and attached in a prominent location on the officer's body, uniform, or clothing in a manner that maximises the camera's ability to capture video footage.
7. Where reasonably practicable, officers will identify themselves to any person, or group of persons, likely to be captured in the field of view and give notice that the BWC is switched on and actively recording. Notice is not required where there is a real or perceived danger to the officer or another person that precludes the giving of notice. A written record is to be created to justify that decision.
8. Recordings (data) must not be deleted from the BWC by an officer in the field. All recordings captured must be retained for assessment and classification in accordance with Shire records management requirements.
9. Requests for access to, or copies of, BWC data will be assessed and managed in accordance with Shire Policy and applicable privacy and records legislation.

.....End.....

Document Information

Responsible Position	Manager Rangers and Emergency Services
Risk Rating	Medium

Referencing Documents

- *Local Government Act 1995,*
- *Evidence Act 1906,*
- *Freedom of Information Act 1992,*
- *State Records Act 2000,*
- *Surveillance Devices Act 1998,*
- Records Management Policy

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Feb 2023	1	D23/3062	New policy	O0223-028	Feb 2025
Feb 2024	2	D23/3062[v2]	Include definition and scope.	O0224-018	Feb 2026
Feb 2026	3	D23/3062[v3]	Added clause 9 to clarify record governance. Minor terminology, and reference updates for currency.	O0226-031	Feb 2028