

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.

The use of a Body Worn Camera provides a method to document law enforcement activity through audio and visual recording of incidents as they are occurring. The purpose of using BWC's is to reduce aggression and complaints against compliance and regulatory officers, increase their safety and provide collaborating evidence for prosecutions.

Scope

Body Worn Cameras will 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 that is used to record interactions between local government officers and community members

Practice

Use of Body Worn Cameras by officers to assist in the administration of their duties and dealings with the public is to be authorised by the Chief Executive Officer.

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* COR 009, *Freedom of Information Act 1992*, *State Records Act 2000*, *Surveillance Devices Act 1998* and the *Evidence Act 1906*.

Authorised staff who use Body Worn Camera devices are to follow Shire procedures, to ensure the appropriate and proper use of BWC devices in performance of their duties and their dealing with the public, where the recordings are consistent with this policy and law.

BWC devices will be stored in a secure location when not in use. Loss or theft of any BWC is to be immediately reported.

BWC devices will only be used by on-duty officers wearing a Shire uniform or displaying formal identification.

BWC devices will be used in an overt manner, attached in a prominent location on the officer's body, uniform or clothing in a manner that maximises the cameras ability to capture video footage.

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 in the event that there is a

real or perceived danger to the officer or another person which precludes the giving of notice. A written record is to be created to justify that decision.

Recordings (data) must not be deleted from the BWC by an officer in the field. All BWC recordings captured must be retained for assessment and classification.

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Document Information

Responsible Position	Manager Waste & Environmental Health
Risk Rating	Medium

Referencing Documents

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

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