



Paroo Shire Council

Council Policy	
Policy Name:	Body Worn Camera
Policy Number:	GP-071
Version:	1.1
Commencement and Review:	This policy will commence from 18/08/2025 and will be reviewed 2 years from the commencement date.
Document Owner:	Director Community & Environmental Services
Approval Date:	18/08/2025
Meeting Resolution:	M25/306

1 Statement of Intent

The intent of the Paroo Shire Council (Council) Body Worn Camera Policy is to outline principles relating to the implementation and operation of Body Worn Cameras (BWC) used by Council officers. It aims to ensure that any audio/video data collected through the use of these devices will only be used, or provided to any third party, in accordance with Council policies, procedures and legislative requirements.

This policy does not apply to the administration and operation of fixed CCTV systems throughout the Paroo Shire.

2 Commencement and Review of Policy

This Policy will commence from 18/08/2025. It replaces all other Body Worn Camera Policies (whether written or not).

This Policy will be reviewed 2 years from the commencement date or earlier if deemed necessary through changes to legislation or business practice. Minor amendments that do not impact upon the intent of the Policy may be made in consultation with and approved by the Chief Executive Officer (CEO).

3 Application of Policy

3.1 Policy Statement

The purpose of Body Worn Cameras (BWC) is to protect staff and the public, discourage aggressive and abusive behaviour and provide evidence where required to investigate complaints. Audio/video data collected through the use of these devices will only be used, or provided to any third party, in accordance with Council policies, procedures and legislative requirements.

The policy sets out the purpose of using BWC, what information will be recorded, who will have access to this information and how this information will be stored and disposed of.

3.2 Scope

This policy applies to all personnel employed or otherwise engaged by Council who may use BWC devices and/or the Digital Evidence Management Software (DEMS) and the subsequent management of any images obtained.

Council may, at its sole discretion, on a case-by-case basis, alter the manner in which this policy or any associated procedure is implemented to ensure it suits the particular circumstances of the case.

This policy **does not** apply to the administration and operation of fixed CCTV systems throughout the Paroo Shire.

3.3 Principles

Authorised Officers, who as part of their normal duties, are responsible for engaging with individuals or entities for the purpose of compliance and enforcement activities, may utilise BWC. The use of these devices is intended to:

- Assist in the lawful collection of evidence for actual or suspected breaches of legislation, including Council local laws.
- Maintain and improve community safety.
- Mitigate identified risks to the health, safety and welfare of Council officers in the execution of their duties.
- Provide a record of the interaction between an officer and a potential complainant in situations that may result in an allegation of inappropriate behaviour or other complaint.
- Assist in the investigation of allegations of inappropriate conduct by officers.

The BWC will not be used as a tool to assist in the ad-hoc monitoring of officers.

3.4 Training

All operators will receive training in the use of BWC including:

- Practical use of equipment.
- Operational guidance, e.g. when to commence and cease recording.
- Legal implications of using such equipment.

3.5 Equipment Security

BWC will be held at a secure location when not in use and will be issued to individual officers, who will be responsible for the correct operation and security of the device whilst in their possession.

The loss or theft of any BWC is to be immediately reported to the relevant responsible officer so that an investigation can be mounted to minimise damage, especially regarding the loss of any Personal Data.

3.6 Use Protocol

BWC will only be used when wearing Council uniform or clearly displaying Council identification, whilst on duty.

BWC will be used in an overt manner and worn on a prominent location on the officer's body, uniform, or clothing, and in a manner that maximises the camera's ability to capture video footage of the officer's activities.

Officers may record while conducting duties. In so far as is practicable, officers should restrict recording to areas and persons necessary in order to obtain evidence and intelligence relevant to the duties or incident and should attempt to minimise collateral intrusion to those not involved.

For the purposes of this policy, an 'incident' is defined as:

- An engagement with a member of the public which in the opinion of the officer is, or may become, confrontational.
- The officer being approached by a member of the public in a manner perceived as aggressive or threatening.
- The officer is witnessing behaviour that they believe constitutes an offence as prescribed by Council's Local Laws or other applicable legislation.
- Any instance in which the officer feels they may be required to further substantiate their actions or decisions, or manner of interaction with a member of the public in a subsequent investigation.

Where practicable, officers will inform the individual (or group) that the BWC is switched on and recording. There may be occasions when to do so would escalate the incident or put the officer in danger if such a warning was given. However, in these cases, the officer may be required to justify such an action.

Recording should continue uninterrupted from the start of the recording until the conclusion of the incident. The officer should continue recording for a short period after any incident to clearly demonstrate that the incident has concluded. However, the nature of some incidents may make it necessary for the officer to consider the rationale for continuing to record throughout entire incidents.

If questioned, the officer must confirm to the enquirer that they are subject to recording and be prepared to answer questions as to the security of the data.

3.7 Data Management

Any recordings must not be deleted from the BWC by the officer in the field, and must be retained as per the instructions in this policy.

Any recordings which have been made will be downloaded from the BWC for storage on Council's DEMS as soon as practicable, and subsequently deleted from the relevant BWC. All data will initially be classified as 'non-evidential' and stored for a period of 180 days, before being permanently deleted. In doing so Council will reduce the personal information it maintains, greatly reducing the likelihood of misuse, loss and unauthorised access, modification or disclosure, as per Office of the Information Commissioner (OIC) guidelines.

If, at any time during the initial 180-day period, a recording is used as part of any internal or external investigation process or relates to the issuance of any form of compliance documentation, the relevant recording will be re-classified as per the Queensland State Archives Retention and Disposal Schedules and subsequently managed in accordance with Council's Record Management Policy.

BWC recordings will, upon request, be made accessible as soon as practicable to Queensland Police Service and other law enforcement agencies, if it is deemed 'reasonably necessary' for a law enforcement activity. In such circumstances, the relevant recording will be re-classified for longer-term retention as per above.

Any member of the public who has been identified as being recorded by BWC may request access to the footage, as per the Right to Information Act 2009 and Chapter 3 of the IP Act.

3.8 Authorised Officers

The following Council staff are authorised to approve the use and operation of BWC devices, and subsequently manage the records stored in Council's DEMS, including the delegation of applicable permissions to relevant operational personnel:

- Chief Executive Officer
- Director Community & Environmental Services
- Director Corporate Services
- Director Infrastructure Services

3.9 Responsibilities

3.9.1 Officers issued with a BWC

Only those appointed by the CEO, under Council's delegations, as authorised officers under Council's Local Laws, Animal Management or Stock Routes Management legislation may be issued with a BWC device

Responsibilities include:

- Only using the device whilst on duty.
- Ensuring that when a BWC is in use that it is positioned in a prominent location on the officer's body, uniform, or clothing, so that it can be seen by those individuals the officer is engaging with and worn in a manner that maximises the camera's ability to capture video footage and audio of the interaction and/or activity.
- Restrict recording to areas and persons necessary in order to obtain evidence and intelligence relevant to the duties or incident and attempt to minimise collateral intrusion to those not involved.
- At the Officers discretion, inform the individual (or group) that the BWC is switched on and recording. There may be occasions when informing an individual or group of recording activity may have potential to escalate the incident or put the officer in danger. In these circumstances, the information should not be provided; however, the officer may be required to justify the decision if asked to do so.
- Record uninterrupted prior to the start of an interaction or incident until the conclusion of the interaction or incident. The officer should continue recording for a short period after to clearly demonstrate that the matter has concluded. However, the nature of some interactions or incidents may make it necessary for the officer to consider the rationale for continuing to record throughout the entire period.
- At the Officers discretion, audio record only (no vision) where there is potential for the inside of an individual's home or motor vehicle to be captured to minimise the impacts on an individual's privacy.
- As far as practicable, ensure that children and minors aren't captured on video footage.
- Refrain from recording private conversations where the officer is not a party to the conversation.
- If questioned, confirm with the enquirer that they are subject to recording and be prepared to answer questions on the security of the data.
- Operating the device in accordance with training provided and ensuring the BWC is secure whilst in the officer's possession.
- Storing and managing the data collected in accordance with the business's requirements.
- Reporting the loss, damage or theft of a device.

3.9.2 Supervisors / Managers of Officers Issued with a BWC

Responsibilities include:

- Ensuring those issued with BWCs are instructed on correct use, operation, storage of the device & data collected and the legal implications of using the BWC.
- Making arrangements for the secure storage of BWC devices when not in use.
- Ensuring that Officers secure the data collected in accordance with requirements.
- Authorising the release of BWC data to law enforcement agencies.
- Investigating the loss or theft of any BWC to minimise damage, especially in respect to the loss of any third party's personal information.

- Liaising with Corporate Services regarding the storage, classification, retention and destruction of BWC data.

3.9.3 Records Officer/s

Responsibilities include:

- Working with relevant Supervisors / Managers in the storage, classification, retention and destruction of BWC data.
- Processing applications for access to BWC data under the *Information Privacy Act 2009* and *Right to Information Act 2009*.

4 Breach of Policy


A breach of this policy may result in disciplinary action which may lead to termination of employment.

5 Definitions

BWC	Means Body Worn Camera
Incident	Means: <ul style="list-style-type: none"> • an engagement with a member of the public which in the opinion of the officer is, or may become, confrontational • an officer being approached by a member of the public in a manner perceived as aggressive or threatening • the officer is witnessing behaviour that they consider constitutes an offence as prescribed by Council's Local Laws or other applicable legislation • any instance in which the officer feels they may be required to substantiate their actions or decisions, or manner of interaction with a member of the public in an investigation.

6 Relevant Links

- *Information Privacy Act 2009 (QLD)*
- *Right to Information Act 2009 (QLD)*
- *Public Records Act 2002 (QLD)*
- *Invasion of Privacy Act 1971 (QLD)*
- *Local Government Act 2009 (QLD)*
- Staff Code of Conduct
- Workplace Health and Safety Policies

Endorsed		Date: 18 / 08 / 2025
Name:	Martin Leech	
Title:	Chief Executive Officer, Paroo Shire Council	
Signature:		

Version Control

Date	Version	Meeting Resolution	Amendments / Comments
15/12/2020	1.0	M20/225	
18/08/2025	1.1	M25/306	Bi-annual review and update