



**City of Salisbury Values: Respectful, Accountable, Collaborative, Helpful**

## **Body Worn Camera Policy**

Adopted by:	City of Salisbury
Responsible Division:	City Infrastructure
First Issued/Adopted:	24 February 2025 (Resolution No. 0822/2025)
Last Reviewed:	N/A
Next Review Date:	24 February 2027

### **1. Purpose**

- 1.1. The purpose of this policy is to provide guidance and direction concerning the use of body worn cameras to capture work related interactions on audio and video as part of standard duties of Authorised Officers and Security Officers, including investigating customer requests, incident management review and performing legislative compliance and investigative functions, and as part of Work Health and Safety risk mitigation.
- 1.2. The policy provides a framework for the use of body worn cameras by officers and outlines the circumstances in which officers can use body worn cameras.

### **2. Scope**

- 2.1. This policy applies to Authorised Officer/Person or Security Officer positions where it has been determined that the use of body worn cameras will assist in;

- 2.1.1. providing a work health and safety risk mitigation strategy for undertaking identified legislative enforcement and compliance and identified security-related task or activity
- 2.1.2. the effective execution of officer duties and authority for the purposes of legislative authority and administration.

### 3. Legislative Requirements and Corporate Policy Context

#### 3.1. Legislative considerations

- Freedom of Information Act 1991
- State Records Act 1997
- Local Government Act 1999
- Summary Offences Act 1953
- Surveillance Devices Act 2016 (SA)
- Work Health and Safety Act 2012

#### 3.2. We will focus on our organisation's innovation and business development, by:

- delivering effective and efficient Council services, exceptional community experiences and quality outcomes
- making our organisation a great place to work
- engaging and connecting with our community

### 4. Interpretation/Definitions

- **Body Worn Camera** - means a camera designed to be worn/affixed by a person to make audio and/or video recordings.
- **Council** - is the City of Salisbury and includes delegates of the City of Salisbury
- **Officer** - is any worker of Council as defined under the Work, Health and Safety Act and Regulations 2012.
- **Official Record** - is a record made or received by the Council in the conduct of its business.

- **Authorised Officer or Authorised Person** - Refers to a Council officer authorised as prescribed under the Local Government Act 1999 or other legislation administered by Council that can include legislative enforcement and compliance.

## 5. Policy Statements and Procedure

5.1. Body worn cameras are an assistive tool that aim to provide a range of benefits during identified high risk tasks and specific enforcement activities including:

- promoting safety of staff and community members by encouraging safe and mutually respectful interactions.
- ensuring transparency in decision making and investigations involving Council officer interactions with members of the public where it is deemed appropriate to use.
- assisting in reducing, deterring, preventing, and monitoring anti-social behaviour and other behaviours of concern;
- assisting in the investigation of legislative offences and unlawful activities by obtaining supportive information for evidentiary purposes;
- reducing aggression and disruptive behaviour by members of the public towards Officers, and
- reducing inaccurate reports made against Officers.

5.2. This policy does not prevent authorised officers from taking notes, photographs and or video evidence as part of the expressed legislative authority whilst undertaking and exercising their powers during official duties, and this can be undertaken with a body worn camera or other video recording device.

5.3. Body worn cameras must not be activated when officers are only performing administrative duties or attending meetings and must be deactivated when entering City of Salisbury facilities covered by CCTV, or other City of Salisbury public facilities, unless they enter for an official capacity as part of an active incident or investigation.

- 5.4. Use of body worn cameras outside of normal working hours is only for identified and approved functions and tasks undertaken as part of rostered after hours or call out functions.

### ***Use of Body Worn Cameras***

- 5.5. Before leaving the worksite and body worn camera recharge workstation, the Officer will attach the body worn camera on their person and place it in standby mode.
- 5.6. Subject to the provisions below, the body worn camera may be activated to record at the discretion of an Officer.
  - 5.6.1. The body worn camera should be activated to record when it is observed that an offence is about to occur or when it becomes apparent that video needs to be taken of an offence occurring as required for an identified task or investigation. This does not negate the need for normal compliance procedures being carried out.
  - 5.6.2. The body worn camera should be activated to record as a safety measure when approaching or being approached by a person who is exhibiting anti-social behaviours or when a person becomes aggressive or disruptive or when the officer believes this may occur or the officer is expressing their due diligence to ensure their safety and record the interaction and the person must be advised as soon as practical that they are being recorded.
- 5.7. At the commencement of any recording the user is to make a verbal announcement to indicate why the recording has been activated. If possible, this should include:
  - 5.7.1. Confirmation, where practicable, to those present that the incident is now being recorded using both video and audio,
  - 5.7.2. Where practicable the officer will include a verbal recording of the Date, time, and location at the start of the interaction and recording or if not practical at the end of the interaction.

Notice Examples:

*(Scenario A) An officer is approached by an aggressive person, the officer should immediately initiate the record button, and advise the person promptly of the following: " I am wearing a camera and you are being filmed", and when practical include the date, time, and location*

*(Scenario B) Investigating a dog attack incident in a park patrol. If the recording has commenced prior to arrival at the scene of an incident because aggressive behaviour is observed on approach, or the officer believes it's important for their work health and safety, the officer shall record the date, time, and location and when approaching they should announce to the individuals present at the incident that actions and sounds are being recorded. Specific words for this announcement have not been prescribed, but users should use straightforward speech that can be easily understood by those present, such as, "I am wearing a camera and you are being filmed"*

5.7.3. Officers equipped with a body worn camera must ensure that the equipment is clearly visible to members of the public. No body worn camera, or any other personal recording device may be concealed by a Council Officer.

#### 5.8. Recording must be incident specific

5.8.1. Users should not indiscriminately record entire duties or patrols. If such recordings are made, all recordings will be downloaded upon return to office and reviewed by immediate Manager to determine if it to be stored as a record. All required recordings are subject to Storage of and access to data provisions in Policy.

#### 5.9. Private Premises / Dwellings

5.9.1. All recordings in a private premises or dwelling shall be with the occupant's permission, unless the recording is part of an active investigation and or incident, or the recording is being captured under the express powers and authority of an authorised officer as part of legislative administration. At the commencement of any recording the user is to make a verbal announcement to indicate why the recording has been activated. If possible, this should include:

- Confirmation, where practicable, to those present that the incident is now being recorded using both video and audio,
  - Where practicable include date, time, and location
- 5.9.2. If a person becomes excessively agitated, disruptive, or aggressive, the Officer should withdraw from the situation and report the matter to line manager and log incident onto the Council's Work Health and Safety management software.
- 5.9.3. Recording should continue until the Officer has safely exited the scene, i.e., When the Officer has returned to their vehicle, or is out of sight of the situation; is back in the office or at a location deemed by judgement as a place of safety.
- 5.10. Do not interrupt filming
- 5.10.1. Unless specific circumstances dictate, the recording must continue uninterrupted from commencement of recording until the conclusion of the incident.
- 5.11. Concluding filming.
- 5.11.1. Recording shall continue for a short period after the incident to clearly demonstrate to any subsequent viewer that the incident has concluded, and the user has resumed other duties or activities.
- 5.11.2. Prior to concluding the recording, the user should verbally announce they are ending the recording and state the reason, date, time, and location (where practicable) for concluding the recording.
- 5.12. If alleged criminal activity occurs, the incident should be reported to the South Australian Police (SAPOL).
- 5.13. Once a report is lodged and a SAPOL reference is provided to Council, the Officer is responsible for collating any Audio/Visual Recordings relevant to the alleged criminal activity and subject to approval by CEO or delegate, supplying the evidence to SAPOL.
- 5.14. Storage of and access to data

- 5.14.1. All footage recorded to the body worn camera will be downloaded at the end of the officer's shift.
- 5.14.2. Data must be downloaded onto the dedicated workstation in the presence of an independent person from either the Security team or the officers immediate Line Manager.
- 5.14.3. If no recordings were made, then officers should return the units to their storage location and put on charge.
- 5.14.4. Units are not to be taken home except for officers on rostered call out and or after-hours rosters and required for specified tasks or as identified for work health and safety requirements.
- 5.14.5. Once data is downloaded, it must not be altered or deleted by an Officer.
- 5.14.6. Data captured by a body worn camera is an official record for the purposes of the State Records Act and Council's Records Management Policy.
- 5.15. Data is subject to the Council's record keeping obligations and can only be disposed of in accordance with General Disposal Schedule (GDS) 40.
- 5.16. The Freedom of Information Act facilitates access by members of the public to records held by the Council. Under the Act, Council official records, including data captured by Council surveillance devices, may be accessible to an applicant.
- 5.17. Any loss of a body worn camera or data must be reported into the Council's Work Health and Safety management software and reported to the Manager People and Performance and General Manager Business Excellence.
- 5.18. All requests for data must be approved by the Chief Executive Officer (CEO) or Delegates and must follow the release of data procedures noting permitted access for authorised officers for the purpose of documenting evidence.

5.18.1. Recording captured by authorised officers in the exercise of their duties and under legislative authority to record images and video will be accessible for review of grievances and evidentiary purposes to all persons required to decide in any matter including, Team Leaders, and Manager. A copy of the recording captured can also be supplied in any brief to lawyers and/or in context of legal proceedings or appeals.

## 6. Related Policies and Procedures

- 6.1. Work Health and Safety Policy
- 6.2. Closed-Circuit Television (CCTV) Policy & Procedure
- 6.3. IT Acceptable Use policy
- 6.4. Records Management Policy
- 6.5. Code of Conduct

## 7. Approval and Change History

Version	Approval Date	Approval By
1	24 February 2025	Council

## 8. Availability

- 8.1. The Policy is available to be downloaded, free of charge, from Council's website [www.salisbury.sa.gov.au](http://www.salisbury.sa.gov.au)
- 8.2. The Procedure will be available for inspection without charge at the Civic Centre during ordinary business hours and a copy may be purchased at a fee as set annually by Council.

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## 9. Review

This Policy will be reviewed:

- If a new Policy - within 12 months of a Council election and thereafter as necessary; or
- The frequency dictated in legislation; or
- Earlier in the event of changes to legislation or related Policies and Procedures; or
- If deemed necessary by Council.

### Further Information

For further information on this Policy, please contact:

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