



Internal Investigation Recording Collection Notice

Notice

CN-22 | Internal Investigation Recording

Who we are and how to contact us

The Shire of Augusta Margaret River collects, holds and manages personal information through audio and video recordings made during interviews, meetings and proceedings conducted as part of internal investigations. This includes disciplinary processes, workplace investigations, complaint investigations and compliance reviews.

If you have questions about how your personal information is handled, or wish to request access to or correction of your personal information, please contact:

Privacy Officer

Shire of Augusta Margaret River

41 Wallcliffe Road, Margaret River WA 6285

Phone: (08) 9780 5255

Email: privacy@amrshire.wa.gov.au

Why we are collecting your information

We collect this information for the following purposes:

- maintaining an accurate record of interviews, statements and proceedings conducted as part of an investigation
- ensuring procedural fairness by providing a complete record of what was said during the investigation process
- supporting the Shire's decision-making in relation to the investigation outcome
- compliance with the Shire's obligations under applicable employment, workplace and local government legislation
- use in any legal, disciplinary or tribunal proceedings arising from the investigation

Where your information will be stored

Investigation recordings are held in the Shire's records management system with strictly restricted access. Only authorised officers directly involved in conducting or overseeing the investigation may access investigation recordings.

How your information may be disclosed

Your personal information may be used and disclosed for the purposes outlined above.

The Shire may disclose personal information to:

- authorised Shire officers directly involved in conducting or overseeing the investigation
- an independent investigator appointed to conduct or review the investigation

Information may also be disclosed where authorised or required by law.

Sensitive personal information

Investigation recordings are likely to capture sensitive personal information – including health information, allegations of conduct, personal relationships and circumstances. Access to investigation recordings is strictly restricted to authorised officers directly involved in the investigation. Recordings will not be disclosed without consent except as required or authorised by law or for the purposes of the investigation and any resulting proceedings.

How we're authorised to collect your information

We collect, use and disclose your personal information in accordance with applicable laws, including:

- Local Government Act 1995 (WA)
- Local Government (Administration) Regulations 1996 (WA)
- Public Sector Management Act 1994 (WA)
- Work Health and Safety (General) Regulations 2022 (WA)
- Fair Work Act 2009 (Cth) – where applicable to the employment relationship
- State Records Act 2000 (WA)

Consequences of not providing information

Participation in a recorded investigation interview may be required as part of your employment obligations or the applicable investigation process. If you have concerns about being recorded, you should raise them with the investigating officer before the interview commences. You may be entitled to have a support person present. The consequences of not participating in a required investigation process are governed by your employment agreement and applicable legislation.