



BOGAN SHIRE COUNCIL

Late Report Ordinary Business Paper 25 September 2025

**Business not included in Council's Business Paper
proposed to be considered at Council Meeting – 25 September 2025**

Notes

Section 241 of the Local Government Regulations states that a Council must not transact business at a meeting unless due notice of the business has been given to all Councillors in writing at least 3 days before each meeting (Section 367 of the Local Government Act). A longer period may be determined by resolution of Council.

This provision does not apply in certain circumstances including when:

The business is a matter or topic put to the meeting by the chairperson who is entitled, by minute signed by the chairperson, to put to the meeting without notice any matter or topic that is within the jurisdiction of the council or of which the council has official knowledge.

Business may also be transacted by the Council if:

A motion is passed to have the business transacted at the meeting, and the business proposed to be brought forward is ruled by the chairperson to be of great urgency

	Item Description	Justification for inclusion
11.4	BOGAN SHIRE COUNCIL CODE FOR TAKING IMAGES OR VIDEOS OF CHILDREN WHILE PROVIDING EARLY EDUCATION AND CARE	Urgency to be proactive in adopting Childsafe Code

11. PEOPLE AND COMMUNITY SERVICES REPORTS

11.4 BOGAN SHIRE COUNCIL CODE FOR TAKING IMAGES OR VIDEOS OF CHILDREN WHILE PROVIDING EARLY EDUCATION AND CARE

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Justification for inclusion: Urgency to be proactive in adopting Childsafe Code

1. Introduction

The purpose of this report is for Council to adopt the Bogan Shire Council Code for Taking Images or Videos of Children while Providing Early Education and Care (Bogan Shire Early Learning Centre and Bogan Bush Mobile).

2. Background

The Australian Children's Education & Care Quality Authority (ACECQA), in partnership with all governments, has developed the National Model Code for Taking Images or Videos of Children while Providing Early Childhood Education and Care (National Model Code) to provide a child safe culture when it comes to taking, sharing and storing images or videos of children in early childhood education and care.

3. Discussion

Providers of centre-based Early Childhood Education and Care under the National Quality Framework (NQF), such as the Bogan Shire Early Learning Centre and Bogan Bush Mobile, are strongly encouraged to adopt the National Model Code as a further support to promote a child safe culture. The National Model Code is a voluntary, interim measure while future legislative reform is being considered by governments.

The National Model Code and associated Guidelines are intended to support early childhood educators, as champions of child safety, and complement relevant child safety activities and strategies already in place across the early childhood education and care sector.

They have been developed for use in centre-based early childhood education services approved to operate under the National Quality Framework, with a focus on long day care, preschools and kindergartens.

4. Attachments

1. Bogan Shire Council Code for Taking Images or Videos of Children while Providing Early Education and Care

5. Recommendation

That Council adopts the Bogan Shire Council Code for Taking Images or Videos of Children while Providing Early Education and Care (Bogan Shire Early Learning Centre and Bogan Bush Mobile).

BOGAN SHIRE COUNCIL CODE FOR TAKING IMAGES OR VIDEOS OF CHILDREN WHILE PROVIDING EARLY EDUCATION AND CARE

(Bogan Shire Early Learning Centre and Bogan Bush Mobile).

Part 1

Only service-issued electronic devices should be used when taking images or videos of children while providing education and care. The appropriate use of service-issued electronic devices for taking, sending and storing images or videos of children should be clearly outlined in policies and procedures.

Part 2

Personal electronic devices that can take images or videos (such as tablets, phones, digital cameras, and smart watches) and personal storage and file transfer media (such as SD cards, USB drives, hard drives and cloud storage) must not be in the possession of any person while providing education and care and working directly with children. Any exceptions to this should be for limited, essential purposes that are authorised in writing (or through another means if written authorisation is not reasonably practicable) by the approved provider of the service, and where that access does not impede the active supervision of children.

Part 3

Essential purposes for which use and / or possession of a personal electronic device may be authorised for purposes other than taking images or recording videos of children include:

- communication in an emergency situation involving a lost child, injury to child or staff member, or other serious incident, or in the case of a lockdown or evacuation of the service premises
- personal health requirements, e.g. heart or blood sugar level monitoring
- disability, e.g. where a personal electronic device is an essential means of communication for an educator or other staff member
- family necessity, e.g. a worker with an ill or dying family member
- technology failure, e.g. when a temporary outage of service-issued electronic devices has occurred
- local emergency event occurring, to receive emergency notifications through government warning systems, for example, bushfire evacuation text notification.

Part 4

Approved providers and their services should have strict controls in place for the appropriate storage and retention of images and videos of children