1. Summary
The Library Council of New South Wales (incorporating the State Library of NSW, State Library of New South Wales Foundation and the Library Council of NSW Staff Agency) has adopted the Business Continuity Management (BCM) Framework articulated in this policy and endorsed by the Library’s Audit and Risk Committee. The BCM framework and associated plan and policy will be reviewed on an annual basis.

2. Policy statement
The Library Council of NSW and the State Library Executive recognises that Business Continuity Management is a core component of good governance and is an integral part of the Library's Enterprise Risk Management Framework.


Effective management of business continuity ensures that the Library is able to deliver essential and critical services following a disruptive event. Business continuity management supports the State Library’s strategic operational objectives and goals. Major business continuity risks that could potentially or actually disrupt core business activities or damage assets, will be identified, and preventative and responsive recovery strategies and plans will be developed and implemented to minimise business interruption.

The key elements of the Library’s BCM Plan in order of priority are:

- safety and welfare of people
- preservation of collections
- continuity of services
- reputation and compliance

The Library has implemented a two tier response structure, comprising of Red and Yellow Disaster Response teams, to take into account either partial or complete activation of the BCM plan due to the severity of the disruptive event. The BCM
Plan is hosted externally for accessibility purposes in the event of a major disruption.

This policy is applicable to Library Council, State Library Executive and all State Library staff.

3. Legislative and Policy Framework

Relevant legislation:
- Government Sector Employment Act 2013
- Library Act 1939
- Public Finance and Audit Act 1983
- State Records Act 1998

Related and/or relevant State Library and government policies
- State Library Business Continuity Management Plan
- State Library Code of Conduct (Staff and Library Council)
- State Library Enterprise Risk Management Framework and Policy
- State Library Information Security Policy
- State Library Preservation Policy
- State Records Authority of NSW Standard No. 4 – Standard on digital recordkeeping
- State Records Authority of NSW Standard No 6 – Standard on counter disaster strategies for records and recordkeeping systems
- State Records Authority of NSW Standard No. 11 – Standard on the physical storage of State Records.
- NSW Premier and Cabinet Circular C2003-17 Protecting the archival heritage of the State
- NSW Premier and Cabinet Memorandum M2007-15 Working Arrangements in an Influenza Pandemic
- NSW Premier and Cabinet Memorandum M2012-15 Digital Information Security
- NSW Treasurer’s Policy Papers TPP12-03 A, B & C Risk Management Toolkit for NSW Public Sector Agencies

Related Australian and International Standards
- ISO 9001 Quality Management
- AS 3745 – Planning for Emergencies in Facilities

4. Definitions and acronyms

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<tr>
<td>BCM</td>
<td>Business Continuity Management</td>
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<td>BCP</td>
<td>Business Continuity Planning</td>
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<td>DR</td>
<td>Disaster Response</td>
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5. Responsibilities

The Library Council of NSW is responsible for approval of the BCM Framework and Policy.
The Library’s Audit and Risk Committee is responsible for reviewing whether a sound and effective approach has been followed in establishing the State Library’s business continuity planning arrangements, including whether disaster recovery plans are in place and tested periodically.

The NSW State Librarian & Chief Executive is responsible for:

- ensuring that an effective BCM Program is established, implemented and maintained
- reviewing the BCM Framework and Policy prior to it being forwarded to the Library Council of NSW for approval
- ensuring that business continuity is integrated into the corporate planning and compliance processes of the Library
- delegating authority to the Director Operations & Chief Financial Officer and other officers as appropriate
- approving the Disaster Response Management Team Structure
- during a disaster:
  - act as the media spokesperson on behalf of the Library
  - brief Government and Library Council where necessary, on the circumstances and impact of the disaster on the Library.

The Director, Operations & Chief Financial Officer is responsible for:

- the development, maintenance and ongoing review of the BCM program
- conducting an annual review of the BCM Plan
- implementing periodic testing of the BCM Plan and reporting on test results and program improvement to the NSW State Librarian & Chief Executive and to the Audit and Risk Committee
- implementing a governance structure including a DR management team to oversee BCM operational activities
- communicating the BCM framework and policy throughout the Library
- providing support, resources and funding to ensure all relevant staff receive appropriate training
- ensuring a suitable and trained Director is appointed to act as a Deputy to the Director, Operations & Chief Financial Officer and to act in their stead in the absence of the Director
- when appropriate:
  - declare an event a “Disaster”
  - activate the BCM Plan
  - assume the role of the Red DR team Disaster Controller and provide overall management of all response and recovery activities on behalf of the Library

Divisional Directors are responsible for:

- overseeing the development of any divisional BCM sub-plans required as part of the overall BCM program
- updating and maintaining specific divisional BCM plans as appropriate
- participating in BCM tests and training workshops
- reviewing and reporting on the currency of divisional BCM plans and processes
- overseeing the annual review of the BCM Plan as it relates to their division
• establish appropriate sub-committees / working groups such as the Collection Services Counter Disaster Management Committee, to facilitate divisional counter disaster management activities
• ensuring a suitable and trained Manager is appointed to act as a Deputy to the Divisional Director and to act in their stead in the absence of the Director
• during a disaster:
  o assume the role of Divisional Team Leader and provide overall management of all response and recovery activities on behalf of the Division
  o report to the Red DR team Disaster Controller

The Manager, Facilities and Security is responsible for:
• coordinating all BCM tests and simulations on behalf of the Director Operations & Chief Financial Officer
• coordinating and implementing any BCM Plan revision or review
• during a disaster:
  o activate the Library’s Yellow Level BCM plan as relevant
  o act as the Yellow DR team Disaster Controller on behalf of the Library for all Yellow Level disaster events.

Managers and Supervisors are responsible for:
• implementing documented and approved BCM plans as directed by their Divisional Director
• participating in BCM tests and simulations
• providing feedback, improvement in relation to actual BCM performance post any test, simulation or actual event
• during a disaster
  o manage response and recovery activities within their areas of responsibility during a disaster.

Staff are responsible for assisting managers and supervisors with the implementation of the BCM Plan within their work areas and complying with the policy and framework requirements.

6. Recordkeeping
Full and accurate records of all disaster management activities are to be maintained securely and registered in the State Library’s recordkeeping systems in accordance with the Records Management Policy and the State Records Act 1998.

7. Reporting requirements
The BCM Plan shall be reviewed annually or often as changes require, with notification of changes to the Director, Operations & Chief Financial Officer. All major updates should be incorporated as soon as possible and not held to satisfy a pre-arranged schedule.

Reporting business continuity planning status and progress is a key element of creating an effective BCM program. The Director, Operations & Chief Financial Officer shall report the status and progress of the BCM program to the Audit and Risk Committee on an annual basis or after every BCM test.
8. Approval
This policy was approved by the Library Council of New South Wales on 20 October 2014 following endorsement by the Executive on 22 July 2014 and the Audit and Risk Committee 26 September 2014.

9. Implementation
This policy is implemented on 20 October 2014.

10. Prepared by:
Senior Project Officer, Planning and Manager, Enterprise Information Strategy 16 July 2014.

11. Document History and Version Control

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<td>Executive for Audit and Risk Committee endorsement</td>
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