



State Library of NSW
Legislative Compliance Register

Updated: 2 March 2017

Statement of Commitment

The State Library of NSW is committed to complying with its relevant legislative obligations. The State Librarian and the Executive Committee are responsible for ensuring compliance with legislation by all areas of the Library, with the Executive Members delegated the task of implementing the appropriate policies, procedures, guidelines, and/or actions to enable the Library to comply with the appropriate legislation. All staff and persons directly engaged by the Library are expected to comply with legislative requirements.

Introduction

This *Legislative Compliance Register* contains only significant legislation which impacts upon the Library's operations and is directly relevant to its policies, procedures and guidelines. It describes sources of legislation in alphabetical order, summarises what is required of the Library, provides a short description of actions taken by the Library to ensure compliance, and nominates an Executive Member. The Executive Member (or delegate) is responsible for reading and understanding the relevant Acts to ensure compliance, submitting reports and communicating requirements to staff and management.

All Acts listed are New South Wales legislation unless post-scripted "(Cth)" to denote Australian Commonwealth Acts.

Additional Compliance Requirements

The Library is also required to comply with government issued policies, circulars, guidelines and memoranda, and adopt relevant codes of best practice, guidelines, standards, strategies and protocols.

The sources of these requirements are listed in Appendix 1.

Monitoring

The Director, Operations and Infrastructure & CFO has lead responsibility for monitoring the Register to ensure it is current and accurate. Executive Members should monitor legislation for changes to provisions. The Register is reviewed and updated annually in June-July.

No	Act	Executive Member
1.	Annual Reports (Statutory Bodies) Act 1984	PLE
2.	Annual Reports (Statutory Bodies) Regulation 2015	PLE
3.	Anti-Discrimination Act 1977	OID
4.	Australian Charities and Not-for-profits Commission Act 2012 (Cth)	PLE
5.	Charities Act 2013 (Cth)	PLE
6.	Charitable Fundraising Act 1991	PLE
7.	Child Protection (Working with Children) Act 2012 and Child Protection (Working with Children) Regulation 2013	LIS, MES and OID
8.	Classification (Publications, Films and Computer Games) Enforcement Act 1995 and Classification (Publications, Films and Computer Games) Enforcement Amendment Act 2001	LIS and PLE
9.	Copyright Act 1879	LIS
10.	Copyright Act 1968 (Cth)	LIS and DXD
11.	Data Sharing (Government Sector) Act 2015	DXD
12.	Disability Discrimination Act 1992 (Cth)	LIS
13.	Disability Inclusion Act 2014 and Disability Inclusion Regulation 2014	LIS
14.	Firearms Act 1996	LIS
15.	Government Advertising Act 2011 and Government Adverting Regulation 2011	PLE
16.	Government Information (Public Access) Act 2009 and Regulation 2009	DXD
17.	Government Sector Employment Act 2013 and Government Sector Employment Legislation Amendment Act 2016	SL and OID
18.	Government Sector Employment Regulation 2014	SL and OID
19.	Government Sector Employment Rules 2014	SL and OID
20.	Health Records and Information Privacy Act 2002	OID and DXD
21.	Heritage Act 1977	OID
22.	Income Tax Assessment Act 1997 (Cth)	OID
23.	Independent Commission Against Corruption Act 1988 and Independent Commission Against Corruption Amendment Act 2016	OID
24.	Library Act 1939	SL and PLE
25.	Library Regulation 2010	SL and PLE
26.	Ombudsman Act 1974 and Ombudsman Regulation 2016	OID
27.	Privacy and Personal Information Protection Act 1998	DXD and OID
28.	Protection of Movable Cultural Heritage Act 1986 (Cth)	LIS

No	Act	Executive Member
29.	Public Authorities (Financial Arrangements) Act 1987	OID
30.	Public Finance and Audit Act 1983 and Treasurer's Directions	OID
31.	Public Interest Disclosures Act 1994 and Public Interest Disclosures Regulation 2011	OID
32.	Smoke-free Environment Act 2000 and Smoke-free Environment Regulation 2016	OID
33.	State Records Act 1998	DXD
34.	Surveillance Devices Act 2007	DXD and OID
35.	Work Health and Safety Act 2011	SL and OID
36.	Work Health and Safety Regulation 2011	SL and OID
37.	Workers Compensation Act 1987 and Workers Compensation Regulation 2016	SL and OID
38.	Workplace Injury Management and Workers Compensation Act 1998	SL and OID
39.	Workplace Surveillance Act 2005	DXD and OID

Key:

SL –State Librarian

PLE - Executive Director, Public Libraries & Engagement

LIS – Executive Director, Library & information Services & Dixson Librarian

MES – Mitchell Librarian & Director, Education & Scholarship

DXD – Director, Digital Experience & CIO

OID – Director, Operations & Infrastructure & CFO

Compliance Register

No	Legislation / Regulation	Key Requirements / Provisions	Governance Commentary / Actions taken to ensure Compliance	Executive Member
1.	Annual Reports (Statutory Bodies) Act 1984	Library Council Annual Report to be submitted to the Minister within four months after financial year end for tabling in Parliament. Report to comprise: <ul style="list-style-type: none"> • Audited financial statements • Report on operations for the financial year then ended • Letter of submission to the appropriate Minister • Reports to be available to the public. 	The Library complies and ensures the audited financial report forms part of the compliance components. Reporting compliance requirements are regularly reviewed and through a detailed signoff process assures these measures are incorporated into each Annual Report.	PLE
2.	Annual Reports (Statutory Bodies) Regulation 2015	Details specific requirements for inclusion in the Annual Report.	The Library complies. Compliance requirements are provided to each content provider with a detailed delivery schedule and follow up by the officer responsible for collating the Annual Report and submission to the Minister for tabling in Parliament by statutory deadline. The President of Library Council signs the letter of submission.	PLE
3.	Anti-Discrimination Act 1977	Prescribes that it is unlawful to discriminate in employment and certain other areas, such as provision of goods and services and education on the basis of: <ul style="list-style-type: none"> • Race • Sex • Transgender status • Marital or domestic status • Disability status • Person's responsibilities as a • Homosexuality • Age. 	The Code of Ethics and Conduct complies. The Grievance Handling and Dispute Resolution Policy, the Harassment and Bullying Free Policy and the Draft Cultural Diversity Strategy 2016 to 2019 support the Act.	OID
4.	Australian Charities and Not-for-profits Commission Act 2012 (Cth) and Australian Charities and	The Act sets out the objects and functions of the ACNC, as well as the framework for the registration and regulation of charities. The requirements include governance standards,	The State Library of NSW Foundation is registered with the ACNC. The Library complies with the Annual Statement	PLE

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	Not-for-profits Commission Regulation 2013 (Cth)	record keeping, submission of the Annual Information Statement and annual financial reports. The ACNS regulations provide more detailed requirements in relation to the ACNC Register, financial reporting and governance standards.	information and annual financial reports requirements as part of the fundraising framework.	
5.	Charities Act 2013	The Charities Act introduces a statutory definition of charity that sets out more clearly the common law meaning of charity and clarifies some areas of uncertainty. The Charities Act applies from 1 January 2014.	The State Library of NSW Foundation fundraising framework complies.	PLE
6.	Charitable Fundraising Act 1991	Details requirements for proper and efficient management and administration of charitable fundraising appeals including keeping and auditing of accounts and measures to prevent deception of the public who support fundraising. Requires periodic returns to the Minister for Innovation and Better Regulation and annual auditing of accounts.	The State Library of NSW Foundation fundraising framework complies. The Foundation is a controlled entity of the Library Council of NSW as a not-for-profit organisation. Its accounts are consolidated as part of the NSW total state sector accounts. The governance structure consists of a Foundation Board with a subset of Trustees. Both groups meet regularly to approve expenditure according to donations received and projects submitted by the Library. The Library accurately receipts donations in a timely fashion and acquits the funds according to the donor's wishes.	PLE
7.	Child Protection (Working with Children) Act 2012 and Child Protection (Working with Children) Regulation 2013	Employers must require and verify a working with children check for all workers involved in child related work, and report to the Children's Guardian details of any child-related worker found to have engaged in offences or misconduct involving children. The Regulation prescribes the process and format for notifications regarding breaches of child protection legislation to the Children's Guardian.	The Code of Ethics and Conduct complies. Role Descriptions for roles involved with child related work require appropriate clearance. A Working with Children check is required for all staff employed in these roles at the time of appointment.	LIS MES OID

No	Legislation / Regulation	Key Requirements / Provisions	Governance Commentary / Actions taken to ensure Compliance	Executive Member
8.	Classification (Publications, Films and Computer Games) Enforcement Act 1995 and Classification (Publications, Films and Computer Games) Enforcement Amendment Act 2001	<p>Gives effect to the national scheme for the classification of publications, films and computer games (National Classification Code) under the Commonwealth Act by providing for enforcement of classification decisions and prohibitions on publishing (including sale, exhibition, distribution and demonstration) of films, publications and computer games. Includes advertising and age restrictions.</p> <p>The 2001 Amendment Act adds provisions regarding access to content via on-line services (i.e. an Internet carriage service).</p> <p>Section 53 provides exemptions for the State Library of NSW and local libraries (within the Library Act 1939) to provide access to or loan MA classified material provided display and borrowing limitations are complied with.</p>	<p>Client Code of Conduct details the expected standards of behaviour from clients including complying with this Act.</p> <p>The Children’s Policy Guidelines for NSW Public Libraries support the requirements of the Act.</p>	LIS PLE
9.	Copyright Act 1879	<p>A copy of all books, maps, prints and engravings published in NSW must be deposited at the State Library, the University of Sydney Library and the Library of the NSW Parliament. Authorised officers of the libraries must acknowledge receipt upon delivery.</p>	<p>The Library complies. A person duly authorised to receive the item provides a receipt in writing.</p>	LIS
10.	Copyright Act 1968 (Cth)	<p>Provisions include:</p> <ul style="list-style-type: none"> • Nature, ownership and duration of copyright by authors and creators • Moral rights of performers, authors of literary, dramatic, musical or artistic works or cinematograph films • Fair dealing and reproduction limits and procedures for libraries and archives, and by clients • Copying provisions for preservation and use purposes • Infringements, offences and penalties • Inspection rights of copyright holders. 	<p>The Copyright Policy, Film/ Moving Image at the Library Policy, Publishing Items Policy, and InterLibrary Lending Policy comply. The Australia InterLibrary Resource Sharing (ILRS) Code also supports the Act.</p> <p>The Copyright Policy and additional information on the website make clear the Library’s commitment to its copyright obligations, and provides information to clients on their responsibilities regarding re-use.</p> <p>The Client Code of Conduct, Internet Usage Policy, and Website Registered Users Terms of Use describe the</p>	LIS DXD

No	Legislation / Regulation	Key Requirements / Provisions	Governance Commentary / Actions taken to ensure Compliance	Executive Member
			<p>acceptable standards of behaviour from clients including complying with the Act.</p> <p>The Copyright Policy, Internet Usage Policy, Publishing Items Policy, Website Registered Users Terms of Use and Client Code of Conduct are available on the intranet and website.</p> <p>Other policies and actions that the Library has taken to ensure compliance:</p> <ul style="list-style-type: none"> • Code of Ethics & Conduct • Collections policies/ strategies/ procedures • Digital Preservation Policy • Employee Use of ICT Policy • Staff Loans Policy • Takedown Policy. 	
11.	Data Sharing (Government Sector) Act 2015	Sharing of government sector data with a government data analytics centre and between other government sector agencies and includes data sharing safeguards.	<p>The Library complies.</p> <p>The Library has participated in the NSW Enabling Information Sharing Working Group since 2014 until its conclusion in Aug 2016.</p> <p>The Library recognises the requirements and provisions in the Act, but at present is only exploring 1) what data sets are proposed or required for sharing, and 2) what big data and data analytics projects are suitable for DAC or inter-agency collaboration.</p> <p>An EDRMS in use, a mature information management practice, and contemporary data capabilities discipline will support the Library's prompt response to data requests.</p>	DXD

No	Legislation / Regulation	Key Requirements / Provisions	Governance Commentary / Actions taken to ensure Compliance	Executive Member
12.	Disability Discrimination Act 1992 (Cth)	Provides protection to everyone in Australia against discrimination based on disability, in relation to all areas of life including employment, education, access to premises, provision of goods, services and facilities.	The Library complies through the Disability Inclusion Action Plan	LIS
13.	Disability Inclusion Act 2014 and Disability Inclusion Regulation 2014	Public authorities (including the Library Council of NSW) must have a disability inclusion action plan which details the authority's services and provisions for people with disability. Includes the preparation, consultation and reporting on the plan, including to the Minister.	The Disability Inclusion Action Plan 2016-2019: Providing accessible and inclusive collections and services complies. The plan: <ul style="list-style-type: none"> • Was developed following consultation with the NSW Disability Council, and a number of people with disabilities, including representatives of the Multicultural Disability Advocacy Association and Department of Premier and Cabinet • Was endorsed by Executive and provided to NSW Disability Council in January 2016 • Is published on the Library website and listed on the NSW Disability Council webpage. 	LIS
14.	Firearms Act 1996	Requires holding of a licence or permit to possess or use firearms, and conditions of use only in accordance with the licence.	The Library complies in relation to firearms held within the collection.	LIS
15.	Government Advertising Act 2011 and Government Advertising Regulation 2012	Includes guidelines for government advertising campaigns, including prohibitions on political advertising. The Regulation exempts the State Library from restrictions on Government advertising campaigns during pre-election periods.	The Library complies and is part of a peer-review network through the Department of Premier and Cabinet, which sets financials limits for campaigns. Campaigns over \$50K in total spend are presented to peer review for endorsement.	PLE
16.	Government Information (Public Access) Act 2009 and Government Information (Public Access) Regulation 2009	Prescribes agencies to proactively release government information to the public, giving the public an enforceable right to access government information and defining restrictions to such access.	The Right To Information section on the website contains the Agency Information Guide and other prescribed information; directs clients to Right To Information Contact Officer details and forms to apply for access to information.	DXD

No	Legislation / Regulation	Key Requirements / Provisions	Governance Commentary / Actions taken to ensure Compliance	Executive Member
		<p>Describes the types of government information to which agencies must provide access; what should be released; how the public may access information and rights of review.</p> <p>The Regulation includes agencies' reporting obligations.</p>	The Code of Ethics and Conduct, Information Security Policy, Employee Use of ICT Policy and Security Systems Surveillance Policy comply.	
17.	Government Sector Employment Act 2013 and Government Sector Employment Legislation Amendment Act 2016	<p>Provides the legislative basis for employment of NSW Public Service employees (including senior executives). Includes the ethical framework for the government sector; rules, entitlements and conditions of appointment, engagement and termination of agency heads, senior executives and employees.</p> <p>The Library Council of NSW Staff Agency is listed as a Public Service Agency in Part 2 of Schedule 1.</p>	The Library's employment framework and practices; Code of Ethics and Conduct; Human Resources and Administrative Delegations, and all related HR policies comply.	SL OID
18.	Government Sector Employment Regulation 2014	General provisions relating to employment, leave, allowances and workforce diversity.	The Library complies.	SL OID
19.	Government Sector Employment Rules 2014	The Rules deal with additional operational and procedural employment matters and carry mandatory requirements around workforce management (performance management, misconduct, merit-based employment).	The Library complies.	SL OID
20.	Health Records and Information Privacy Act 2002	Public sector agencies and other organisations and must comply with the Health Privacy Principles to protect the privacy of an individual's health information.	<p>The Code of Ethics and Conduct; the Privacy Management Plan and the Web Privacy Statement comply.</p> <p>The Privacy section on the website directs clients to privacy related resources and details for contacting the Privacy Contact Officers.</p>	OID DXD
21.	Heritage Act 1977	Describes requirements and limitations on conservation, maintenance and repair of State heritage; establishes the State Heritage Register and the Heritage Council of NSW.	<p>The State Library of NSW is listed on the State Heritage Register.</p> <p>The Conservation Management Plan and supporting Heritage Asset Maintenance Strategy (with scheduled program of activities) comply.</p>	OID

No	Legislation / Regulation	Key Requirements / Provisions	Governance Commentary / Actions taken to ensure Compliance	Executive Member
22.	Income Tax Assessment Act 1997 (Cth)	Prescribes the taxation responsibilities and entitlements t of individuals and organisations.	The Library complies.	OID
23.	Independent Commission Against Corruption Act 1988 and Independent Commission Against Corruption Amendment Act 2016	Defines corrupt conduct and the duties and requirements of agencies and staff to report and manage reported matters. Establishes the Independent Commission Against Corruption, its responsibilities, powers and processes.	The Code of Ethics and Conduct, Library Council of NSW Code of Conduct, Fraud and Corruption Prevention Policy, and Gifts and Benefits Policy and Procedure comply.	OID
24.	Library Act 1939	Establishes the Library Council of NSW, its objects, duties and powers; the State Library of NSW; the role of the State Librarian and provisions for local authorities regarding local public libraries. Legislates local authority subsidy provided by the Minister and administered by the Library Council.	The Library's guiding legislation. The key provisions are defined in the Library Council of NSW Terms of Reference. All policies, guidelines and procedures relating to the Library's collections, facilities and services and provisions of access by clients comply and support the Act. Provision of subsidies and grants, guidelines and other advice on and for public libraries also comply.	SL PLE
25.	Library Regulation 2010	Enables the Library Council and public libraries to makes rules to regulate and establish conditions of use of their facilities, services or collections. Sets the level of per capita subsidy provided to local libraries and administered by the Library Council.	Policies and procedures for clients and others using the collections, services or facilities comply. In particular, the Access to Original Material and Rare Printed Material Policy, Accessibility Policy, Client Code of Conduct, Register to use the Library Policy, Terms and Conditions of Venue Hire and Website Disclaimer comply. The Policy on the Use of the State Library Under the Library Regulation 2010 supports the administration of the Regulation including Part 3, Clause 17, 'Library users may be directed to leave'. The Regulation governs the provision of subsidies to public libraries which the Library Council recommends annually to	SL PLE

No	Legislation / Regulation	Key Requirements / Provisions	Governance Commentary / Actions taken to ensure Compliance	Executive Member
			the Minister. Library Council Guidelines for public libraries provide guidance on aspects of the Act and Regulations.	
26.	Ombudsman Act 1974 and Ombudsman Regulation 2016	Establishes the Ombudsman and the public's right to complain about a public authority. Includes processes and requirements for making a complaint, investigation and agencies' obligations to cooperate and provide information and documents.	The Code of Ethics and Conduct complies.	OID
27.	Privacy and Personal Information Protection Act 1998	Defines 'personal information' and the Information Protection Principles and requirements of agencies in the management and use of personal information in compliance with the Principles. Agencies must have a Privacy Management Plan detailing privacy policies and practices, internal review provisions and how privacy and personal information is protected. The Privacy Management Plan must be provided to the Information and Privacy Commissioner and privacy matters reported in the Annual Report.	The Privacy Management Plan complies. The Privacy section on the website directs clients to various resources, including the Privacy Management Plan, the Web Privacy Statement, and details for contacting the Privacy Contact Officer. The Code of Ethics and Conduct, Employee Use of ICT Policy and Web Privacy Statement comply.	DXD OID
28.	Protection of Movable Cultural Heritage Act 1986 (Cth)	Defines relevant objects on the National Cultural Heritage Control List and provides for permits and exemptions on the movement of cultural heritage by collecting institutions, including libraries. Includes provisions for loans of cultural heritage between collecting/ cultural institutions.	The Guidelines & Conditions for External Exhibition Loans and InterLibrary Lending Policy support the Act.	LIS
29.	Public Authorities (Financial Arrangements) Act 1987	Defines financial accommodation (borrowing or raising money), financial adjustment (e.g. options and futures) and joint financing arrangement (e.g. lease) including procedures, approvals and compliance requirements of public authorities.	The accounting framework and procedures comply.	OID
30.	Public Finance and Audit Act 1983 and Treasurer's Directions	Prescribes requirements for effective financial management, including systems of internal control over financial and related operations and effective internal audit. Includes	The Library Council of NSW is listed as a Statutory Body in Schedule 2. The accounting framework and procedures comply.	OID

No	Legislation / Regulation	Key Requirements / Provisions	Governance Commentary / Actions taken to ensure Compliance	Executive Member
		provisions for preparation and annual auditing of financial statements by the Auditor General.	The Financial Delegations Policy, Instrument of Financial Delegations and Release of Funds, Human Resources and Administrative Delegations, Collection Acquisitions Policy, Collection Development Policy, Collection Storage Access Policy, Collection Storage and Service Delivery Policy, Preservation Policy, Corporate Credit Card Policy, P-cards Policy, Post Overseas Travel Reporting Policy, Pricing and Discount Policy Library Shop, Procurement Policy and Treasury Risk Management Policies support the Act.	
31.	Public Interest Disclosures Act 1994 and Public Interest Disclosures Regulation 2011	Details requirements for agencies to manage, investigate, and report public interest disclosures including the need for a policy, to provide training and advice to staff and protect staff from reprisals. Requires a compliance report to be included in the Annual Report. The Regulation details the required information to be included in a biannual report to the Ombudsman.	The Public Interest Disclosures Policy and Procedures, Code of Ethics and Conduct and Privacy Management Plan comply. All reporting requirements are met.	OID
32.	Smoke-free Environment Act 2000 and Smoke-free Environment Regulation 2016	Defines smoke-free areas, exempt areas and prohibitions on smoking.	The Smoke-Free Workplace Policy complies.	OID
33.	State Records Act 1998	Details agencies' records management and record keeping responsibilities; the compliance requirements of public offices and the powers and responsibilities of the State Records Office.	The Library Council is listed as a State Collecting institution in the Act. The Records Management Policy, Electronic Document Management Policy, Employee Use of ICT Policy, Information Security Policy and Code of Ethics and Conduct, comply.	DXD
34.	Surveillance Devices Act 2007	Prescribes the prohibitions and procedures regarding the installation, use and maintenance of listening, optical and other surveillance devices and the use, communication or publication of protected information.	The Security Systems Surveillance Policy complies.	DXD OID

No	Legislation / Regulation	Key Requirements / Provisions	Governance Commentary / Actions taken to ensure Compliance	Executive Member
35.	Work Health and Safety Act 2011	Duties relating to health and safety at work including elimination or minimisation of risks and provision of information, education and training. Responsibilities of employers and employees to provide a safe workplace.	The Library is committed to the safety of all workers and visitors through the Safety Management System, which includes WHS Policy, Management Plan, and procedural framework. Other related policies are: Enterprise Risk Management Framework and Policy, Injury Management Policy and the Accident, Incident Reporting and Investigation Policy and Procedure and WHS Consultation Policy. The Library strives for continual improvement and progressively higher standards of work health and safety. The Code of Ethics and Conduct also complies.	SL OID
36.	Work Health and Safety Regulation 2011	Requirements for: <ul style="list-style-type: none"> • Managing risk to health and safety • Implementing, maintaining and reviewing risk control measures • Providing and maintaining facilities • Providing information, training and instruction • Hazard reduction and management. 	The Safety Management System includes Risk Management procedure, Risk Assessment guidelines, Hazard Information and Workplace Inspection guidelines; requirements for training, audits and inspections to be carried out to ensure compliance and a comprehensive suite of Safe Working Procedures in line with Code of Practice. These cover both general procedures e.g. manual handling, use of mobile shelving units, and trolley management and divisional specific procedures e.g. retrieval of maps, retrieve and return books to the Mitchell stacks, use of hazardous chemicals, operating the shrink binding machine and operating the guillotine.	SL OID
37.	Workers Compensation Act 1987 and Workers Compensation Regulation 2016	Includes protection of injured workers, compensation and liabilities.	The Library focuses on a positive collaborative approach through its Injury Management Policy and Return to Work Procedure, with the key aim of identifying suitable duties for injured staff.	SL OID
38.	Workplace Injury Management and Workers Compensation Act 1998	Establishes a workplace injury management and workers compensation system including employer obligations and	The Safety Management System (specifically the Accident, Incident Reporting and Investigation Policy and Procedure) requires the senior WHS consultant to notify the Library's	SL OID

No	Legislation / Regulation	Key Requirements / Provisions	Governance Commentary / Actions taken to ensure Compliance	Executive Member
		development of an Employer's Injury Management Plan and maintenance of register of injuries.	insurer within 48 hours of the occurrence of a work related injury. The Injury Management Policy requires staff to comply with this requirement. The senior WHS Consultant maintains a register of injuries.	
39.	Workplace Surveillance Act 2005	Requirements and prohibitions on workplace surveillance of employees, including information to be made available, provisions and reporting.	Procedures for managing video surveillance records are documented in the Security Systems Surveillance Policy. All staff involved in the storage, security and disposal of video surveillance records are governed by the State Records Act (1998) and the Library's Electronic Document Management Policy.	DXD OID

Version	Date approved	Approved by	Brief description
1.0		Executive Committee	

Policy No: TRIM File No:
Policy owner/sponsor: Director, Operations and Infrastructure & CFO
Branch contact: Planning and Program Officer, Operations
Approved by: Highest approval authority
Date approved: Dd/month 2016
Next review: Xxx 2017

Appendix 1

Additional Compliance Requirements

Sources of government issued policies, circulars, guidelines and memoranda:

- Audit Office of NSW
- Australian Accounting Standards Board
- NSW Aboriginal Affairs – Plan and framework
- NSW Department of Finance, Services and Innovation
- NSW Department of Industrial Relations
- NSW Department of Premier and Cabinet
- NSW ICT Strategy (NSW Department of Finance, Services and Innovation)
- NSW Office of the Information and Privacy Commissioner
- NSW Ombudsman
- NSW Public Service Commission
- NSW Treasury

Sources of codes of best practice, guidelines, standards, strategies and protocols

- Aboriginal & Torres Strait Islander Library & Information Resource Network (ATSILIRN)
- Australian Library and Information Association (ALIA)
- Building Code of Australia
- International Federation of Library Associations and Institutions (IFLA)
- International Organisation for Standardisation (ISO)
- National and State Libraries Australasia (NSLA)