

# State Library of NSW

Legislative Compliance Register

Updated: August 2023

## **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.

In addition to guiding staff in managing their responsibilities and delivering quality services, the Register provides assurance to the Library Council of NSW, the Audit and Risk Committee, the NSW Government and the people of NSW that the Library effectively manages its obligations and is committed to a high level of accountability in fulfilling its statutory role.

#### Introduction

This *Legislative Compliance Register* contains only significant legislation and major NSW Government policy and compliance requirements which impacts 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 a lead 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 NSW Government issued policies, circulars, guidelines and memoranda, and adopt relevant codes of best practice, guidelines, standards, strategies and protocols.

The major sources of these requirements are listed in Appendix 1.

### Monitoring

The Chief Operating Officer 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 and progress reported to the Audit and Risk Committee.

No.	Legislation	<b>Executive Member</b>
1.	Aboriginal Languages Act 2017	MLE
2.	Annual Reports (Statutory Bodies) Act 1984 and Annual Reports (Statutory Bodies) Regulation 2015	OPS
3.	Anti-Discrimination Act 1977	OPS
4.	Australian Charities and Not-for-profits Commission Act 2012 (Cth) and Australian Charities and Not-for-profits Commission Regulation 2013 (Cth)	OPS
5.	Charities Act 2013 (Cth)	OPS
6.	Charitable Fundraising Act 1991 and Charitable Fundraising Regulation 2021	OPS
7.	Child Protection (Working with Children) Act 2012 and Child Protection (Working with Children) Regulation 2013	LSD, MLE and OPS
8.	Classification (Publications, Films and Computer Games) Enforcement Act 1995	SL and LSD
9.	Copyright Act 1968 (Cth)	LSD, MLE and DXD
10.	Data Sharing (Government Sector) Act 2015	DXD and LSD
11.	Disability Discrimination Act 1992 (Cth)	OPS
12.	Disability Inclusion Act 2014 and Disability Inclusion Regulation 2014	OPS
13.	Firearms Act 1996 and Firearms Regulation 2017	LSD
14.	Government Advertising Act 2011 and Government Advertising Regulation 2018	MLE
15.	Government Information (Public Access) Act 2009 and Government Information (Public Access) Regulation 2018	DXD
16.	Government Sector Audit Act 1983 and Government Sector Audit Regulation 2021	OPS
17.	Government Sector Employment Act 2013, Government Sector Employment Regulation 2014 and Government Sector Employment (General) Rules 2014	SL and OPS
18.	Government Sector Finance Act 2018; Government Sector Finance Regulation 2018 and Treasurer's Directions	OPS and LSD
19.	Government Telecommunications Act 2018	DXD
20.	Health Records and Information Privacy Act 2002 and Health Records and Information Privacy Regulation 2022	OPS, DXD and LSD
21.	Heritage Act 1977 and Heritage Regulation 2012	OPS
22.	Income Tax Assessment Act 1997 (Cth)	OPS
23.	Independent Commission Against Corruption Act 1988	OPS
24.	Library Act 1939	SL, LSD and PLS*
25.	Library Regulation 2018	SL, LSD and PLS*
26.	Liquor Act 2007 and Liquor Regulation 2018	OPS
27.	Multicultural NSW Act 2000	LSD, MLE, OPS and PLS*
28.	NSW Connectivity Strategy	DXD and PLS*
29.	NSW Cyber Security Policy	DXD

No.	Legislation	<b>Executive Member</b>
30.	Ombudsman Act 1974	OPS and LSD
31.	Parking Space Levy Act 2009 and Parking Space Levy Regulation 2019	OPS
32.	Payment Card Industry Data Security Standard (PCI DSS)	DXD
33	Privacy and Personal Information Protection Act 1998 and Privacy and Personal Information Protection Regulation 2019	DXD, OPS and LSD
34.	Protection of Cultural Objects on Loan Act 2013 (Cth)	LSD and MLE
35	Protection of Movable Cultural Heritage Act 1986 (Cth)	LSD
36.	Public Interest Disclosures Act 1994 and Public Interest Disclosures Regulation 2011 / Public Interest Disclosures Act 2022	OPS and DXD
37.	Public Works and Procurement Act 1912	OPS
38.	Security Industry Act 1997 and Security Industry Regulation 2016	OPS
39.	Smoke-free Environment Act 2000 and Smoke-free Environment Regulation 2016	OPS
40	State Records Act 1998 and State Records Regulation 2015	SL and DXD
41.	Surveillance Devices Act 2007	DXD and OPS
42.	Work Health and Safety Act 2011 and Work Health and Safety Regulation 2017	SL and OPS
43.	Workers Compensation Act 1987, Workers Compensation Amendment Act 2015 and Workers Compensation Regulation 2016	SL and OPS
44.	Workplace Injury Management and Workers Compensation Act 1998	SL and OPS
45.	Workplace Surveillance Act 2005 and Workplace Surveillance Regulation 2022	DXD and OPS

#### Key:

- SL State Librarian
- LSD Executive Director, Library Services Division & Dixson Librarian
- MLE Mitchell Librarian & Director, Engagement
- DXD Director, Digital Experience & CIO
- OPS Chief Operating Officer
- PLS\* Head, Public Library Services (non-Executive Member)

# **Compliance Register**

No.	Legislation / Regulation	Key Requirements / Provisions	Governance Commentary / Actions taken to ensure Compliance	Executive Member
1.	Aboriginal Languages Act 2017	The Act seeks to promote, reawaken, nurture and grow Aboriginal languages across NSW. It establishes the Aboriginal Languages Trust and prescribes it to prepare a five-year strategic plan.	The Indigenous Collecting Strategy outlines the policy framework for collecting and managing the Library's extensive Aboriginal historical and Indigenous languages collections. The Indigenous Engagement Branch monitors implementation of the Act for opportunities to support and promote its objectives through the collections and services.	MLE
			The Guidelines for accessing sensitive collections and Access to Special Collections Policy include provisions for access to culturally sensitive Indigenous information.	
			The website contains information for engagement with services and the collections for and about Indigenous people and communities.	
			<ul> <li>In 2022 the Library:</li> <li>Partnered again with Create NSW to offer the First Nations Creative Fellowship, an award of \$30,000 for an Indigenous artist to work creatively and critically with the collections. Dr Bronwyn Bancroft received the first fellowship in 2021 and is working with the Branch in planning an exhibition and talk series. Ms Amala Groom was awarded the 2022 Fellowship to produce a cultural work that will challenge recorded histories of NSW through spoken Wiradyuri language.</li> <li>Created the Ginibi Room, a specialised viewing and consultation room for First Nations readers. The Room enables sensitive material to be viewed privately, and is a space for training, workshops and events.</li> <li>Contributed to establishing four regional Digitisation Hubs supporting First Nations communities to preserve, digitise and protect local history collections.</li> </ul>	

No.	Legislation / Regulation	Key Requirements / Provisions	Governance Commentary /	Executive
			Actions taken to ensure Compliance	Member
2.	Annual Reports (Statutory Bodies) Act 1984 Annual Reports (Statutory Bodies) Regulation 2015	<ul> <li>Library Council Annual Report to be submitted to the Minister within four months after financial year end for tabling in Parliament, and subsequently to be available to the public. Report to comprise: <ul> <li>Audited financial statements</li> <li>Report on operations for the financial year then ended</li> <li>Letter of submission to the appropriate Minister. The Regulation details specific requirements and compliance reports for inclusion in the Annual Report.</li> </ul> </li> <li>NSW Treasury provides guidance and details of specific reporting requirements.</li> <li>From FY2022/23 annual reporting will be prescribed under Part 7 of the Government Sector Finance Act 2018 (GSF Act). The Annual Reports Act and Regulation will then be repealed.</li> </ul>	The Library ensures the audited financial report forms part of the compliance components. The financial report includes the Financial Statements of the Library Council and the State Library of NSW Foundation (Foundation). The 2022/23 Annual Report will be prepared under the Government Sector Finance Act 2018 and follow NSW Treasury Annual Reporting Framework (February 2023). (https://www.treasury.nsw.gov.au/budget-financial- management/reform/government-sector-finance-act- 2018) The process will be managed by the officer responsible for collating the Annual Report. Compliance requirements are given to each content provider with a detailed delivery schedule and follow up, each with a rigorous signoff process to assure they are incorporated into the Annual Report. The President of Library Council signs the letter of submission to the Minister for tabling in Parliament by statutory deadline. Separate Financial Accounts and Annual Reports are also produced for the Foundation.	OPS

No.	Legislation / Regulation	Key Requirements / Provisions	Governance Commentary / Actions taken to ensure Compliance	Executive Member
3.	Anti-Discrimination Act 1977	<ul> <li>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:</li> <li>Race</li> <li>Sex</li> <li>Transgender status</li> <li>Marital or domestic status</li> <li>Disability status</li> <li>Person's responsibilities as a carer</li> <li>Homosexuality</li> <li>Age.</li> </ul>	The Code of Ethics and Conduct incorporates expected standards of conduct, behaviour and non- discrimination, and upholds the core values of the Ethical Framework for the Government Sector. A range of Library policies support the Act, including the Code of Conduct & Terms of Use for Interaction with SLNSW Forums specifies expectations for participation and interaction in online environments, including social media; the Grievance Policy and Procedure, and the Respectful, Inclusive and Fair Workplace Policy. The Accessibility Action Plan 2020-23 includes key activities that address the employment of staff with disability. The Multicultural Plan 2020-2024 includes strategies to promote and enhance the employment of staff from	OPS
4.	Australian Charities and Not-for-profits Commission Act 2012 (Cth) Australian Charities and Not-for-profits Commission Regulation 2013 (Cth)	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, record keeping, submission of the Annual Information Statement and annual financial reports. The Regulation provides more detailed requirements in relation to the ACNC Register, financial reporting and governance standards.	The Foundation is registered with the ACNC. The Foundation submits its Annual Information Statement and ensures that accountabilities and the fundraising framework are consistent with ACNC guidelines and requirements.	OPS

No.	Legislation / Regulation	Key Requirements / Provisions	Governance Commentary / Actions taken to ensure Compliance	Executive Member
5.	Charities Act 2013 (Cth)	The Charities Act introduces a statutory definition of charity and charitable purpose that sets out more clearly the common law meaning of charity and clarifies some areas of uncertainty.	The Foundation fundraising framework is consistent with the definitions in the Act. The Investment Policy sets the objectives and scope of investment of Foundation funds. Guidelines for major donors and sponsorships; the Donor Charter and the Policy on the Administration of Gifts to the Foundation provides a framework for administering gifts and assurance to donors and potential donors as to the Foundation's policies and procedures for the acceptance and management of funds. The Foundation Funding Request Procedure provides guidance to staff on projects the Foundation may consider	OPS
6.	Charitable Fundraising Act 1991 Charitable Fundraising Regulation 2021	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 return on fundraising appeals to the Minister for Fair Trading annual auditing of accounts. The Regulation informs fundraising processes and management.	for funding. The Foundation is managed by the State Library, governed by a Board which is established under a Trust Deed with the trust being safeguarded by trustees. The Foundation through the Library Council, Audit and Risk Committee and associated risk management framework and governance practices, prepares financial statements which are audited by the NSW Audit Office and included in the Library Council Annual Report and the Foundation Annual Report, which specifically highlights the Foundation's role, achievements and priorities and donor, sponsorship and scholarship programs. The Foundation fundraising framework complies with policies and management strategies- most particularly the Guidelines for major donors and sponsorships; the Donor Charter and the Policy for the Administration of Gifts to the SLNSW Foundation which provide assurance to donors	OPS

No.	Legislation / Regulation	Key Requirements / Provisions	Governance Commentary / Actions taken to ensure Compliance	Executive Member
			procedures for the acceptance and management of funds.	
			The Investment Policy sets the objectives and scope of investment of Foundation funds. The Library receipts donations in a timely fashion, acquits the funds according to the conditions of the gift and communicates effectively with the donor.	
7.	Child Protection (Working with Children) Act 2012	Employers must require and verify a working with children check for all workers involved in child related work, and report to the Children's	The Child Safe Policy confirms the Library's commitment to NSW's 10 Child Safe Standards and details our management of child safety, including working with children.	LSD MLE OPS
	Child Protection (Working with Children) Regulation 2013 Guardian details to have engaged involving children The Regulation p for notifications	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 to the Children's Guardian regarding breaches of child protection legislation.	The Code of Ethics and Conduct addresses requirements for staff who have direct contact with children. Role Descriptions for those roles directly involved with child related work require appropriate clearance. A Working with Children check is required for all staff employed in relevant roles at the time of appointment.	
			Information & Access staff meet this provision by ensuring that a teacher from a visiting school supervises all school visits and is in attendance at all times. Other I&A staff who occasionally work with children also ensure that a teacher is always present.	
			The Unattended Children Guidelines outlines parents', guardians' and carers' responsibilities regarding their child's use of the Library.The Children's Policy Guidelines for NSW Public Libraries also support the requirements of the Act.	
8.	Classification (Publications, Films and Computer Games) Enforcement Act 1995	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	The Reader and Visitor Code of Conduct and Internet Usage Policy detail the expected standards of behaviour from readers including complying with this Act.	SL LSD
		enforcement of classification decisions and prohibitions on publishing (including sale,	The Child Safe Policy details parent/carer responsibilities in complying with the Act. The Unattended Children	

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		exhibition, distribution and demonstration) of films, publications and computer games. Includes advertising and age restrictions.	Guidelines outlines parents', guardians' and carers' responsibilities re their child's use of the Library, including access to the collections and facilities.	
		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.	The Children's Policy Guidelines for NSW Public Libraries support the requirements of the Act. Collection material falling into this category is not on display and requests to view this material are controlled. Ensuring relevant catalogue records note classifications for collection material falling into this category is identified in the relevant branch work plan.	
9.	Copyright Act 1968 (Cth)	<ul> <li>Provisions include:</li> <li>Nature, ownership and duration of copyright by authors and creators</li> <li>Moral rights of performers, authors of literary, dramatic, musical or artistic works or cinematograph films</li> <li>Fair dealing and reproduction limits and procedures for libraries and archives, and by readers</li> <li>Copying provisions for preservation and use purposes</li> <li>Making of accessible format versions for people with disabilities</li> <li>Provide a fixed term of protection for unpublished works Infringements, offences and penalties</li> <li>Inspection rights of copyright holders.</li> <li>The NSW Government Intellectual Property Framework 2020 (C2021-11) provides guidance to public sector agencies on managing the IP</li> </ul>	The Copyright and the Library Collection Statement, and Interlibrary Lending Policy apply. The Australian Interlibrary Resource Sharing (ILRS) Code, which the Library implements, also supports the Act. The website provides comprehensive information on the Library's commitment to its copyright obligations and guidance to readers/users on their responsibilities regarding access, use and re-use of copyright material. The Reader and Visitor Code of Conduct; Internet Usage Policy, and Website Accessibility Statement (published on the website) describe the acceptable standards of behaviour from readers/ users including complying with the Act. Signs are visible in the Library about adhering to Copyright legislation and a process is in place for readers copying material in the Special Collection area. Other policies that the Library has in place to ensure compliance are: 1. Code of Ethics & Conduct	LSD MLE DXD

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		they create, own or use. (https://arp.nsw.gov.au/c2021-11-nsw- government-intellectual-property-framework/)	<ol> <li>All Collections related policies/ strategies/ procedures across the collection management life cycle and covering all collection formats</li> <li>Policy on the Use of State Library Information &amp; Communication Technologies</li> <li>Takedown Position Statement</li> <li>Digitisation strategy.</li> <li>The Library has an Intellectual Property and Copyright</li> </ol>	Wember
			<ul> <li>Committee, with a remit to:</li> <li>Review Library policy and procedures relating to intellectual property issues to ensure they are appropriate, provide a consistent experience for readers and are within the boundaries of legislation and/or reasonable risk.</li> <li>Review rights statements used in catalogue records and on the Library website to ensure consistency and transparency</li> </ul>	
			<ul> <li>Ensure that Indigenous intellectual and cultural property issues relating to the Library's collections are addressed.</li> <li>Establish guidelines for the implementation of 'acceptable risk' policies for intellectual property questions.</li> <li>Maintain awareness with staff and readers of</li> </ul>	
			<ul> <li>developments in copyright legislation and other intellectual property frameworks such as creative commons</li> <li>Provide guidance to Library projects where rights determinations are required</li> <li>Initiate and oversee the development of briefing papers for legal advice on complex copyright matters for approval by the State Librarian</li> </ul>	

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			The Library is also a member of the NSLA Copyright Committee, to align our practices with other state libraries and to keep abreast of emerging issues across the sector.	
			The Media Library is available for staff to access and manage corporate photography and audio-visual files. It has rights metadata labelling including creative commons licenses.	
10.	Data Sharing (Government Sector) Act 2015	Promotes and facilitates the sharing of government sector data with the government Data Analytics Centre and between other government sector agencies, and includes data sharing safeguards.	The Library recognises the requirements and provisions in the Act, and is provisioning better API access to our collection records and digital assets, while ensuring privacy and confidentiality requirements are met through the Privacy Management Plan.	DXD LSD
			The Digitisation Strategy sets the parameters and priorities for digitisation and sharing of collection materials.	
			Staff are trained on assessing and applying of Information Security labels to documents and data according to NSW Government Information Classification, Labelling and Handling Guidelines.	
11.	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 Accessibility Action Plan 2020-23 is a comprehensive strategy document that ensures actions are in place to meet the requirements of the Act. It is published on the website.	OPS

No.	Legislation / Regulation	Key Requirements / Provisions	Governance Commentary / Actions taken to ensure Compliance	Executive Member
12.	Disability Inclusion Act 2014 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 Regulation (Clause 5(c)) defines the Library Council of NSW as a "public authority" for the purposes of the Act (section 7 (1).	<ul> <li>The Accessibility Action Plan 2020-2023 comprises concrete actions consistent with the requirements of the Act and promotes inclusion and accessibility for staff, readers and remote users to the Library's facilities, collections and services. The Plan:</li> <li>was developed following consultation with the Library's Accessibility Advisory Committee as well as Library staff, readers and visitors with disability.</li> <li>is published on the Library website, listed on the NSW Disability Council webpage and registered with the Australian Human Rights Commission.</li> </ul>	OPS
13.	Firearms Act 1996 Firearms Regulation 2017	Requires holding of a licence or permit to possess or use firearms, and conditions of use only in accordance with the licence. The Regulation describes compliance requirements of government agencies, including collecting institutions, and management of licences and permits.	The firearms and other prohibited weapons held in the Library's collection are secured and managed appropriately and the relevant licences are current.	LSD
14.	Government Advertising Act 2011 Government Advertising Regulation 2018	Includes guidelines for government advertising campaigns, including prohibitions on political advertising and the requirement for peer review of campaigns in excess of \$50,000. The Regulation (clause 8(2)(m) exempts the State Library from restrictions on Government	The Library is part of a peer-review network through the Premier's Department, which sets financial limits for campaigns. Campaigns over \$50K in total spend are presented to peer review for endorsement.	MLE

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		advertising campaigns during pre-election periods.		
15.	Government Information (Public Access) Act 2009 Government Information (Public Access) Regulation 2018	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. 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. The Regulation includes agencies' reporting obligations. The Information and Privacy Commission provides a range of resources for agencies in managing information access and guidance on reporting requirements. (ipc.nsw.gov.au)	The Library is committed to providing and facilitating access to government information. The Right to Information section on the website contains the Agency Information Guide and other prescribed information; directs inquirers to the Right to Information Contact Officer details and forms to apply for access to information. The Code of Ethics and Conduct; Information Security Policy, Policy on the use of State Library Information & Communication Technologies; Guidelines for accessing sensitive collections; Request to produce documents: subpoenas, summons, statutory notices and orders; Venue Hire Policy and Guidelines, and Security Systems Surveillance Policy support implementation and management and the requirements. The Information Systems & Records Management Branch manages the Library's information management practice by ensuring information and cyber security compliance, providing record keeping services, and improving the efficient use of information assets and digital workflows. The Library submits a report annually to IPC listing all GIPA applications received and the Library's response to them, and includes a report in the Library Council Annual Report.	DXD
16.	Government Sector Audit Act 1983 Government Sector Audit Regulation 2021	Enables the Audit Office of NSW to conduct performance audits of agencies' activities, to assess that their activities are carried out effectively, economically, efficiently and in compliance with relevant laws.	The Library Council annual Financial Statements are prepared according to procedures and deadlines for auditing as require by the Government Sector Finance Act 2018. The Library fully supports and actively participates in	OPS
		Audit reports are presented to the Minister, the	performance audits by the Audit Office. The Library's	

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		Treasurer and tabled in Parliament. Agencies may provide a formal response to the audit outcomes that are included in the Auditor- General's report to Parliament. Includes provisions for preparation of annual financial statements for audit under the Government Sector Finance Act 2018	Internal Audit Plan details the activities, services or functions that will be subject to review each year. The annual Internal Audit Plan is provided to the Audit Office and negotiated to ensure audits are prioritised. Lead staff liaise with the audit team to ensure relevant and reliable findings and that the Library's responses to recommendations enable improved practices as appropriate.	
			The internal audit program and the Risk Management Policy and Framework and related procedures are managed under the Act and TPP20-08 to ensure compliance.	
			Monitoring of implementation is led by the Library Executive and overseen by the Audit and Risk Committee and the Library Council of NSW.	
			All internal Audit Reports, responses, mitigation strategies and progress on Implementation of audit recommendations are implemented by the responsible Library staff and progress reports submitted to the ARC.	
			<ul> <li>Internal Audits scheduled in 2022/23 were:</li> <li>Fraud and Corruption Prevention</li> <li>Work, Health and Safety (WHS)</li> <li>IT General Controls Audit</li> <li>Cyber Security.</li> </ul>	
17.	Government Sector Employment Act 2013	Provides the legislative basis for employment of NSW Public Service employees (including senior	The Library's employment framework and practices; Code of Ethics and Conduct; Human Resources and	SL OPS
	Government Sector Employment Regulation 2014	executives). Includes the ethical framework for the government sector; rules, entitlements and conditions of appointment, engagement and termination of agongy boads, conjurgement and	Administrative Delegations, and all related HR policies and procedures are an appropriate model to ensure the legislation is implemented.	
	Government Sector	termination of agency heads, senior executives and employees.	The Respectful, Inclusive and Fair Workplace Policy addresses issues related to sexual harassment, and the new	

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	Employment (General) Rules 2014	The Library Council of NSW Staff Agency is listed as a Public Service Agency in Part 2 of Schedule 1. The Public Service Commission publishes a range of tools to assist agencies implement the Act and guide employees on employment and behaviour standards. Recent Public Service Commissioner Directions require agencies to:	Actions taken to ensure Compliancepolicy will be developed according to the PSC timeframe.The Code of Ethics and Conduct will be reviewed to ensurethe Behaving Ethically standards are addressed as requiredby Direction 2 or 2022. The Fraud and CorruptionPrevention Policy is also under review.The Gifts and Benefits Policy and Procedure is under reviewto ensure compliance with PSC Direction 1 of 2022.	Member
		1 of 2023: Develop a workplace sexual harassment and prevention policy by 1 March 2024.		
		2 of 2022: Implement the Code of Conduct and Ethics for NSW government sector employees, require employees to comply, including with the Code in the PSC publication Behaving Ethically (section 22.2) from 1 November 2022. ( <u>https://www.psc.nsw.gov.au/culture-and-</u> inclusion/workplace-culture/behaving-ethically)		
		1 of 2022: Implement the Managing Gifts and Benefits: Minimum Standards in Behaving Ethically (section 2.1) from 1 November 2022.		
		The Regulation comprises general provisions relating to employment, leave, allowances and workforce diversity.		
		The Rules deal with additional operational and procedural employment matters and carry mandatory requirements around workforce management (performance management,		

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		misconduct, merit-based employment).		
18.	Government Sector Finance Act 2018 Government Sector Finance Regulation 2018 Documents available on NSW Treasury website (https://www.treasury.ns w.gov.au/documents- resources/documents- library): • Treasurer's Directions • Treasury Policy and Guidelines (TPG) • Treasury Policy Papers (TPP) • Treasury Circulars (TC)	Objects of the Act include to promote and support sound financial management, budgeting, performance, financial risk management, transparency and accountability in the government sector and by GSF agencies and government officers. Financial reporting has been signed off under the Act since FY2021/22 (replacing the Public Finance & Audit 1983). Annual reporting will be prepared under Part 7 of the Act from FY2022/23 (delayed due to the COVID-19 pandemic). Treasury Policy and Guidelines Paper (TPP20-08) Internal Audit and Risk Management Policy for the General Government Sector outlines the mandatory requirements for risk management, internal audit and Audit and Risk Committees (ARCs). Treasury Policy and Guidelines Paper (TPG23-03) Financial Reporting Code for NSW General Government Sector Entities sets out the financial reporting framework for NSW government entities. Treasury Policy and Guidelines Paper (TPP19-07) Asset Management Policy for the NSW Public Sector sets out the core management practices agencies should adopt to support capital planning and the management of non-financial assets to meet service delivery objectives in the most	Under the Act (s 2.4(1)(i)) the Library Council is a GSF agency classified as a statutory body. The Library Foundation is classified as a controlled entity (s 2.4(2)(a)). The accounting framework and procedures, including financial management priorities and processes are strictly managed under the Act, in particular the management of financial accounts and preparation of financial statements for auditing. The Library monitors Treasury policies and guidelines, including the accounting framework, which is subject to review as required by the Act; NSW Treasury Policy and Guideline TPG23-03 and Treasurer's Directions. Library policies, procedures and other documentation that provide the means for effective financial management and compliance with the Act and NSW Treasury policies are: • Business Continuity Management Policy • Financial Delegations Policy • Instrument of Financial Delegations and Release of Funds • Human Resources and Administrative Delegations • Purchasing Card Policy • Procurement and Contract Management Policy • Risk Management Policy and Framework • Audit and Risk Committee Charter • Internal Audit Charter • Emergency Management Plan • Investment Policy • Collection Development Policy • Collection Preservation Policy • Collection Preservation Policy	OPS LSD

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		efficient way. The Regulation and Treasurer's Directions detail the processes and requirements for financial management and reporting.	<ul> <li>Metadata Framework: Principles and standards for cataloguing (under review)</li> <li>The Collection Development Policy was significantly revised and the Collection Acquisitions Policy, Collection Donations Policy and Collection Retention and Withdrawal Policy were reviewed and combined into a single comprehensive guideline.</li> </ul>	
			All relevant policies are subject to ongoing review and updating with full implementation of the GSF Act.	
			The Library's Asset Management Plan meets the core requirements of TPP19-07. Core non-financial assets are included in the Asset Register and management and maintenance of buildings, collection and ICT assets are in accordance with the Policy and relevant heritage requirements.	
			The Library attests to compliance with TPP20-08 in the Annual Report and with TPP19-07 to NSW Treasury.	
			As part of the Reporting Code (TPG23-03) the Library reviews the effects of changes in accounting standards on our financial statements.	
19.	Government Telecommunications Act 2018	Requires agencies to join the government telecommunications network unless exempted	The State Library of NSW procures telecommunications services from the NSW Government approved panel contract – TPA (Telecommunication Purchasing Arrangements).	DXD

No.	Legislation / Regulation	Key Requirements / Provisions	Governance Commentary / Actions taken to ensure Compliance	Executive Member
20.	Health Records and Information Privacy Act 2002	Public sector agencies and other organisations must comply with the Health Privacy Principles to protect the privacy of an individual's health information.	The Code of Ethics and Conduct; the Privacy Management Plan (under review); Records and Information Management Policy; Guidelines for accessing sensitive collections and the Web Privacy Statement labelling of health information according to the NSW Government Information Classification, Labelling and Handling Guidelines ensures the Library's commitment to protecting health information in the collections and corporate records. The Privacy section on the website directs inquirers to privacy-related resources and details for contacting the	OPS DXD LSD
21.	Heritage Act 1977 Heritage Regulation 2012	Describes requirements and limitations on conservation, maintenance and repair of State heritage; establishes the State Heritage Register and the Heritage Council of NSW. The Regulation includes minimum standards of maintenance and repair of heritage.	<ul> <li>Privacy Contact Officer.</li> <li>The State Library of NSW is listed on the State Heritage Register.</li> <li>The Conservation Management Plan and supporting Heritage Asset Maintenance Strategy (with scheduled program of activities) meet the requirements of the Act and Regulation. The Naming Policy sets the naming conventions for the Library's physical assets.</li> <li>The Asset Management Plan takes heritage requirements into account.</li> </ul>	OPS
22.	Income Tax Assessment Act 1997 (Cth)	Prescribes the taxation responsibilities and entitlements of individuals and organisations.	The Finance team ensures that requirements are met through the appropriate management and oversight of taxation related matters.	OPS
23.	Independent Commission Against Corruption Act 1988	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 Library provides training and awareness of corruption prevention and monitors compliance through the Code of Ethics and Conduct; Library Council of NSW Code of Conduct; Risk Management Policy and Framework; Fraud and Corruption Prevention	OPS

No.	Legislation / Regulation	Key Requirements / Provisions	Governance Commentary / Actions taken to ensure Compliance	Executive Member
			Policy and Gifts and Benefits Policy and Procedures.	
			A Fraud Control Plan in line with the NSW Audit Office Fraud Control Improvement Kit, Managing your fraud control obligations (2015) is tabled annually to the Audit and Risk Committee for endorsement.	
24.	Library Act 1939	Establishes the Library Council of NSW, its	The Library's guiding legislation.	SL
		objects duties and powers: the State Library of	The key provisions are defined in the 'Introduction for new members of Library Council of NSW'.	PLS* LSD
		public libraries. Legislates local authority subsidy provided by the Minister and administered by the Library Council.	All of the Library's policies, guidelines and procedures relating to the collections, facilities and services, and provisions of access by readers comply and support the Act.	
		Department of Premier and Cabinet Circular, Deposit of NSW Government Publications (C2022-02) prescribes the deposit of NSW Government publications in all formats at the State Library (and NSW Parliamentary Library and Western Sydney University Library).	Provision of public library subsidies, grants, guidelines, compliance, and advice is directed by the Act. Public Library Services Branch provides comprehensive advice, guidelines and consultancy services to assist public libraries in the implementation of the Act and Regulation.	
		Premier's Memorandum (M2021-07) Appointments to NSW Government boards and committees prescribes the procedures for	All collection related policies and procedures are relevant to the management of the collection, the Library's core asset, as required by the Act.	
		appointment to bodies such as the Library Council of NSW and its related committees.	All service delivery and management policies and procedures ensure the requirements of the Act.	
			Arrangements and procedures have been implemented to ensure a range of NSW digital publications is being collected and preserved; and access is being provided to readers. The Digitisation Strategy details the policy and processes for digitisation decisions and management of digitised content.	
			Relevant collection development and management	

No.	Legislation / Regulation	Key Requirements / Provisions	Governance Commentary / Actions taken to ensure Compliance	Executive Member
			policies are updated to delete reference to the Copyright Act 1879.	
			The Collection Development Policy, Collection Acquisitions Policy (under review) and Digital Collecting Strategy include provisions for deposit of NSW Government publications, as specified by Premier's Circular C2022-02.	
25.	Library Regulation 2018	Enables the Library Council and public libraries to makes rules to regulate and establish conditions of use of their facilities, services and collections. Sets the level of per capita subsidy provided to local libraries and administered by the Library	Policies and procedures for readers and others using the collections, services or facilities are made within the provisions of the Regulation. Of particular relevance are the Access to Special Collections Policy; Reader and Visitor Code of Conduct; Unattended Children Guidelines; Work Health and Safety Policy; Terms and Conditions of Venue Hire and Website Disclaimer.	SL PLS* LSD
		Council.	The Policy on Exclusions and Directions to Leave covers the administration of the Regulation and management of breaches, including Part 3, Clause 17, 'Library users may be directed to leave'.	
			All collection related policies and procedures are relevant to the management of the collection, the Library's core asset, as required by the Regulation.	
			All service delivery and management policies and procedures ensure the requirements of the Regulation.	
			The Regulation also prescribes the per capita amount of subsidy to public libraries which the Library Council recommends annually to the Minister.	
			Library Council Guidelines for public libraries are published to provide guidance on aspects of the Act and Regulation.	

No.	Legislation / Regulation	Key Requirements / Provisions	Governance Commentary / Actions taken to ensure Compliance	Executive Member
26.	Liquor Act 2007 Liquor Regulation 2018	Regulate and control the sale, supply and consumption of liquor in a way that is consistent with the expectations, needs and aspirations of the community. The Act specifies the need to minimise harm associated with misuse and abuse of liquor (including harm arising from violence and other anti-social behaviour), the need to encourage responsible practices towards the promotion, sale, supply, service and consumption of liquor, and the need to ensure that the sale, supply and consumption of liquor, and the operation of licensed premises, contributes to, and does not detract from, the amenity of community life. The Regulation prescribes the requirements and	The Library Bar operates from 4pm to 10pm, Wednesday to Saturday. It is directed by a Plan of Management and House Policy documents which underline how the Bar is operated and follows direction from the Act. The Bar operates under the Library's Code of Ethics and Conduct; Work Health and Safety Policy; Security Systems Surveillance Policy, Smoke-Free Workplace Procedures. Library management ensures that the security staff allocated to the Library Bar, and access to the venue, have appropriate licence/s, and that bar staff have relevant accreditations.	OPS
27.	Multicultural NSW Act 2000	processes for administration of the Act. Includes multicultural principles that are NSW policy and are to be adopted by individuals and institutions in NSW. The Act specifies the need to respect and make provision for the culture, language and religion of others and for institutions to recognise and promote the linguistic and cultural assets of the NSW population as a valuable resource. Agencies are expected to ensure that interpreting services are provided when needed and translated materials are available.	The Multicultural Plan 2020-2024 outlines the Library's commitment to the multicultural principles and priorities for engagement with multicultural communities through the collections and services and through NSW public libraries. Interpreting and translation for readers/users are provided as necessary. Public Library Services Branch provides consultancy, training, loans and resources to support public library services for multicultural communities.	LSD MLE OPS PLS*
28.	NSW Connectivity Strategy	The NSW Telco Authority has developed the NSW Connectivity Strategy to align and optimise state-wide programs and opportunities to ensure availability of modern, high speech digital	The Library provides free high-speed internet access via our onsite wi-fi and reading room PCs. The Library's NSW.net Service supports free community access to high bandwidth internet including Wi-Fi in public	DXD PLS*

No.	Legislation / Regulation	Key Requirements / Provisions	Governance Commentary / Actions taken to ensure Compliance	Executive Member
		networks. NSW government sector agencies are encouraged to participate in and contribute to the Strategy.	libraries statewide.	
		A component of Digital.nsw, the NSW Government's digital strategy.		
		See also items 29 and 32.		
29.	NSW Cyber Security Policy	The Cyber Security Policy specifies mandatory requirements to ensure cyber security risks to their information and systems are appropriately managed: including annual compliance assessment, reporting on cyber security risks, specifying a list of critical systems and information, and attestation on cyber security in our Annual Report. A component of Digital.nsw, the NSW Government digital strategy. See also items 28 and 32.	The Library has an Information Security Management System which is independently audited annually to comply with this policy. This supports the State Librarian's attestation in the Annual Report. The audit informs our cyber security practice which includes an Information Security Policy, a ACSC Essential Eight implementation plan, Contract Management Guidelines, a governance framework, identified cyber security crown jewels, labelling of information according to the NSW Government Information Classification, Labelling and Handling Guidelines We have a Cyber Security Incident Response Plan which is reviewed annually to test its validity and identify opportunities for improvement, and an ongoing training and simulated phishing program, incident response tests, and mandatory reporting.	DXD
			The Information Security Policy; Internet Usage Policy; ICT Usage Policy and Procedures and Guidelines, and ICT Services Management Plan guide management of the Policy.	
30.	Ombudsman Act 1974	Establishes the Ombudsman and the public's right to complain about a public authority.	Requirements are addressed through the Code of Ethics and Conduct.	OPS LSD
		Includes processes and requirements for making a complaint, investigation and agencies'	The Library responds to complaints in accordance with the	

No.	Legislation / Regulation	Key Requirements / Provisions	Governance Commentary / Actions taken to ensure Compliance	Executive Member
		obligations to cooperate and provide information and documents.	Ombudsman guidelines.	
31.	Parking Space Levy Act 2009 Parking Space Levy Regulation 2019	The Act aims to discourage car use in leviable districts by imposing a levy on parking spaces and using the revenue to encourage public transport use. The Regulation details of the assessment of	The Library is located in a leviable district and has 16 car spaces. Staff who are entitled to use parking spaces pay the levy annually. The annual return is lodged with the Chief Commissioner as required by the Act.	OPS
32.	Payment Card Industry Data Security Standard (PCI DSS)	parking spaces and calculation of the levy. A component of Digital.nsw (specifically Government Technology Platforms) and part of the NSW Cyber Security Strategy. See also items 28 and 29.	Compliance with the PCI DSS security standard is mandatory for all NSW agencies who accept, process, store or transmit credit card information. Annual self-audit is required to be conducted and submitted to NSW Treasury.	DXD
			The Privacy Management Plan takes into account management of privacy information relating to personal credit information.	

No.	Legislation / Regulation	Key Requirements / Provisions	Governance Commentary /	Executive
			Actions taken to ensure Compliance	Member
33.	Privacy and Personal Information Protection Act 1998 Privacy and Personal Information Protection Regulation 2019 Privacy and Personal Information Protection Amendment Act 2022 (To commence 28.11.23)	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. Clause 5(a) of the Regulation confirms that information about an individual that is contained in a document kept in a library, art gallery or museum for the purposes of reference, study or exhibition is not personal information. The Amendment Act will introduce a mandatory notification of data breach scheme for public sector agencies to notify the Privacy Commissioner of data breaches.	The Library is committed to strict adherence to the Information Privacy Principles in the management of the collections and corporate information. The Privacy Management Plan (under review) meets the requirements of the Act. The Privacy section on the website directs readers 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; Policy on the Use of State Library Information and Communication Technologies; Guidelines for accessing sensitive collections; Internet Usage Policy; Social Media Policy and Guidelines and Web Privacy Statement address privacy issues. Reader contact policies and procedures also incorporate privacy matters as appropriate. The requirement for compliance with the Privacy Principles is included in the evaluation of systems procured by the Library. The Privacy Management Plan, and the Information Security Policy; ICT Usage Policy and Procedures and Guidelines, and ICT Services Management Plan guide management of the Policy will be revised to include the requirements of the Amendment Act.	DXD OPS LSD
34.	Protection of Cultural Objects on Loan Act 2013 (Cth)	Encourages international lenders to lend items for public exhibition in Australia. It limits circumstances in which the lender, exhibiting institution, exhibition facilitator and people working for them can lose ownership, possession, custody or control of an item through legal proceedings or seizure while the work is in Australia.	The Library is an approved borrowing institution under the Australian Government's Protection of Cultural Objects on Loan Scheme (PCOL). Guidelines on the operation of the Scheme and the Library's obligations are covered on the PCOL page on the Library website (https://www.sl.nsw.gov.au/about-library/protection- cultural-objects-loan). The Library must demonstrate that we hold the expertise,	LSD MLE

No.	Legislation / Regulation	Key Requirements / Provisions	Governance Commentary / Actions taken to ensure Compliance	Executive Member
		Protection is provided to institutions approved under the Act. The Protection of Cultural Objects on Loan Scheme provides legal protection for cultural objects on loan from overseas lenders for temporary public exhibition in Australia. It limits the circumstances in which lenders, exhibiting institutions, exhibition facilitators and people working for them can lose ownership, physical possession, custody or control of objects while on loan to an approved Australian institution.	rigour, capacity and resources to meet the responsibilities of the Scheme. This includes all aspects of Collection Management including Policies, procedures and guidelines for Acquisition, Withdrawal and Incoming Loans, as well as Governance and Risk Management. All loans are automatically protected for the duration of the loan. As part of the Library obligations for protected loans we must publish a list of the items on our website, at least one month prior to the arrival of the items into Australia and for the duration of the loan, and include mechanisms for feedback and claims. The Library is required to provide an annual report on protected loans, opted-out loans as well as any polices, procedures and guidelines updated during the period.	
35.	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 Outgoing Loans Policy (under review); Guidelines & Conditions for External Exhibition Loans, and the Incoming Loans Policy support the Act. The Library holds a General Permit and reports annually to the Federal Ministry of the Arts on collection items temporarily exported overseas for the purpose of loan for exhibition.	LSD
36.	Public Interest Disclosures Act 1994 Public Interest Disclosures Regulation 2011 Public Interest Disclosures Act 2022 (to commence 1.10.23)	The object of the Act is to encourage and facilitate the disclosure, in the public interest, of corrupt conduct, maladministration, serious and substantial waste, government information contravention by having procedures to facilitate the making of disclosures and protecting persons from reprisals because of a disclosure. Details requirements for agencies to manage, investigate, and report public interest disclosures including the need for a policy, to provide training and advice to	The Public Interest Disclosures Policy, Code of Ethics and Conduct, Fraud and Corruption Prevention Policy and Privacy Management Plan (under review by DXD) meet the requirements of the Act. A biannual compliance report is submitted to the NSW Ombudsman Office using its online reporting platform; results are included in the Annual Report and a report advising outcomes is reported to the Audit and Risk Committee and the Library Council of NSW. All reporting	OPS DXD

No.	Legislation / Regulation	Key Requirements / Provisions	Governance Commentary / Actions taken to ensure Compliance	Executive Member
		staff and protect staff from reprisals.	requirements are met.	
		Requires a compliance report to be included in the Annual Report.	Appropriate HR policies and procedures, and staff awareness raising are in place. Preparation for	
		The Regulation details the required information to be included in a biannual report to the Ombudsman.	implementation of the 2022 Act includes training, updating policies and procedures and increased staff awareness raising in anticipation of the Act commencing in October 2023.	
		The new Act has a commencement date of 1.10.23 to enable agencies to prepare.		
37.	Public Works and Procurement Act 1912	Establishes NSW government public works and procurement authorities, including the NSW Procurement Board. Part 11 sets the requirements for the procurement and services by NSW government agencies, with policy and directives established by the Board.	The Procurement and Contract Management Policy outlines the Library's procedures and requirements and provides guidance for staff in procurement and contract management. The Policy is consistent with the NSW Procurement Policy Framework principles and requirements.	OPS
		The Procurement Policy Framework applies to the procurement of goods and services of any kind, including construction.	When conducting ICT procurement, the Library follows NSW Procurement guidelines, including the use of whole-of- government contracts, use of ICT Services Scheme, and adopting Core& and MICTA/ICTA contracting frameworks and templates.	
38.	Security Industry Act 1997	Relates to the licensing of security guards and regulation of the security industry.	The Security Systems Surveillance Policy identifies the security systems in place and how they are used.	OPS
	Security Industry Regulation 2016	The Regulation includes licensing requirements and basic requirements for working hours and duties of security personnel.	The Regulation primarily relates to licensing requirements for the Library's in-house and contract Security Staff. All relevant staff are required to maintain an in-date 1AC licence and complete a First Aid refresher course every 3 years. The Library is fully compliant with all aspects of this Act.	

No.	Legislation / Regulation	Key Requirements / Provisions	Governance Commentary / Actions taken to ensure Compliance	Executive Member
39.	Smoke-free Environment Act 2000 Smoke-free Environment Regulation 2016	Defines smoke-free areas, exempt areas and prohibitions on smoking. The Regulation provides definitions and guidance to assist compliance.	The Smoke-Free Workplace Procedure complies and implementation of the requirements is closely monitored.	OPS
40.	State Records Act 1998 State Records Regulation 2015	Details agencies' records management and record keeping responsibilities; the compliance requirements of public offices and the powers and responsibilities of the State Records Office. Prescribes policies and procedures for management of state archives and government information, including digital retention and preservation. Section 10 commits the State Librarian to ensure compliance. The Act is administered by State Records Authority NSW (State Records NSW) and Museums of History NSW. The Regulation provides guidelines on normal administrative practice. NSW Department of Premier and Cabinet Circular C2021-15 Managing Records in NSW Government guides agencies in implementing recordkeeping requirements.	The Act classifies the Library Council as a State Collecting institution. The Records and Information Management Policy, Business Continuity Management Policy, Policy on the Use of State Library Information and Communication Technologies; Staff Loans Policy; Information Security Policy; Digitisation Strategy; Social Media Policy and Guidelines; Requests to produce documents: subpoenas, summons, statutory notices and orders, and the Code of Ethics and Conduct provide the framework for implementation. We have completed the annual self-assessment exercise for Records Management and submitted our 2023 RMAT (Records Management Assessment Tool) to State Records NSW.	SL DXD

No.	Legislation / Regulation	Key Requirements / Provisions	Governance Commentary / Actions taken to ensure Compliance	Executive Member
41.	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 ensures the Library implements the Act's requirements. The Library notifies visitors and staff that surveillance cameras are in use whilst onsite via signs situated throughout the building. Any requests to view recorded footage are supported by relevant paperwork; current policy only allows the NSW Police to submit such requests as per the Workplace Surveillance Act 2005 and Workplace Surveillance Regulation 2017.	DXD OPS
42.	Work Health and Safety Act 2011 Work Health and Safety Regulation 2017	<ul> <li>Duties relating to health and safety at work including elimination or minimisation of risks and provision of information, education and training.</li> <li>Responsibilities of employers and employees to provide a safe workplace.</li> <li>The Regulation details requirements for: <ul> <li>Managing risk to health and safety</li> <li>Implementing, maintaining and reviewing risk control measures</li> <li>Providing and maintaining facilities</li> <li>Providing information, training and instruction</li> <li>Hazard reduction and management.</li> </ul> </li> </ul>	The Library strives for continual improvement and progressively higher standards of work health and safety and is committed to the safety of all workers and visitors through the Safety Management System. It comprises Work Health and Safety Policy; Management Plan and procedural framework; 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 The System also includes a comprehensive suite of Safe Working Procedures in line with the Code of Practice, which cover both general procedures e.g. manual handling, use of mobile shelving units, and trolley management; and division 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. Other related policies are: Respectful, Inclusive and Fair Workplace Policy Risk Management Policy and Framework WHS Policy	SL OPS

No.	Legislation / Regulation	Key Requirements / Provisions	Governance Commentary / Actions taken to ensure Compliance	Executive Member
			<ul> <li>WHS Risk Management Procedure</li> <li>Injury Management and Recovery at Work Procedure</li> <li>Accident, Incident Reporting and Investigation Procedure</li> <li>WHS Right of Entry Procedure</li> <li>Business Continuity Management Policy</li> <li>Emergency Management Plan</li> <li>Terms and Conditions of Venue Hire.</li> <li>The Code of Ethics and Conduct also addresses WHS issues and responsibilities.</li> <li>The COVID-19 Safety Plan remains in place although Public Health Orders have been repealed.</li> </ul>	
43.	Workers Compensation Act 1987 Workers Compensation Amendment Act 2015 Workers Compensation Regulation 2016	Includes protection of injured workers, compensation and liabilities. The Regulation includes requirements of return- to- work plans and processes for claims management.	The Library maintains strict adherence to the requirements of the Act and focuses on a positive collaborative approach through the Injury Management and Recovery at Work Procedure, with the key aim of identifying suitable duties for injured staff.	SL OPS

No.	Legislation / Regulation	Key Requirements / Provisions	Governance Commentary /	Executive
			Actions taken to ensure Compliance	Member
44.	Management andworkers compensation system includingWorkers Compensationemployer obligations and development of anAct 1998Employer's Injury Management Plan and		The Safety Management System (specifically the Accident, Incident Reporting and Investigation Procedure) requires the senior WHS consultant to notify the Library's insurer within 48 hours of the occurrence of a work-related injury.	SL OPS
			The Injury Management and Recovery at Work Procedure requires staff to comply with this provision. The Risk Management Policy and Framework provides for a risk management approach to workplace injury management. The senior WHS Consultant maintains a register of injuries	
			and reports through the Annual Report.	
45.	Workplace Surveillance Act 2005 Workplace Surveillance Regulation 2017	Requirements and prohibitions on workplace surveillance of employees, including information to be made available, provisions and reporting. The Regulation provides templates for forms to	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	DXD OPS
		be used under the Act.	Records Act (1998) and the Library's Records and Information Management Policy.	

### Appendix 1 Additional Compliance Requirements

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

- Aboriginal Affairs NSW Plan and framework <u>http://www.aboriginalaffairs.nsw.gov.au</u>
- Audit Office of NSW <a href="http://www.audit.nsw.gov.au">http://www.audit.nsw.gov.au</a>
- Australian Accounting Standards Board https://www.aasb.gov.au
- Create NSW https://www.create.nsw.gov.au/
- Digital.NSW https://www.digital.nsw.gov.au/
- Information and Privacy Commission NSW <a href="http://www.ipc.nsw.gov.au">http://www.ipc.nsw.gov.au</a>
- NSW Cabinet Office https://www.nsw.gov.au/the-cabinet-office
- NSW Department of Customer Service <u>https://www.nsw.gov.au/customer-service</u>
- NSW Premier's Department https://www.nsw.gov.au/premiers-department
- NSW Ombudsman <a href="https://www.ombo.nsw.gov.au/">https://www.ombo.nsw.gov.au/</a>
- NSW Treasury <a href="https://www.treasury.nsw.gov.au/">https://www.treasury.nsw.gov.au/</a>
- Public Service Commission (NSW) https://www.psc.nsw.gov.au/
- State Records NSW staterecords.nsw.gov.au/

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

- Aboriginal & Torres Strait Islander Library & Information Resource Network Inc. (ATSILIRN) (atsilirn.aiatsis.gov.au)
- Australian Interlibrary Resource Sharing (ILRS) Code
- Australian Library and Information Association (ALIA) (www.alia.org.au)
- Building Code of Australia
- NSW Government Information Classification, Labelling and Handling Guidelines (https://data.nsw.gov.au/)
- International Federation of Library Associations and Institutions (IFLA) (www.ifla.org)
- International Organization for Standardization (ISO) (www.iso.org)
- National and State Libraries Australasia (NSLA) (www.nsla.org.au)

Version	Date approved	Approved by	Brief description
1.0	26 July 2022	Executive Committee	Annual review and updates.
2.0	11 August 2023	Executive Committee (via circular)	Annual review and updates.

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