



Policy Title	Access to the NSW Roads and Maritime Service's Driver and Vehicle Information System (DRIVES)
Related Documentation	Roads and Maritime Service's DRIVES Terms of Access Agreement Code of Conduct
Responsible Officer	Manager City Standards and Compliance

Policy details may change prior to review date due to legislative changes, therefore this document is uncontrolled when printed.

Objectives

To ensure confidential information obtained as part of Council's Terms of Access Agreement with the New South Wales Roads and Maritime Services (RMS) on its Driver and Vehicle Information System (DRIVES) is used only for purposes authorised by the agreement.

Policy Statement

1. Only those staff authorised (authorised user) under the Terms of Access Agreement with the (RMS), shall access data from DRIVES.
2. Access to DRIVES information is only for those Council law enforcement purposes specified in the Terms of Access Agreement, which includes vehicle owner (registration and licence) details specified offences relating to the following legislation:
 - a) Road Rules 2014
 - b) *Protection of the Environment Operations Act 1997*
 - c) *Local Government Act 1993*
 - d) *Impounding Act 1993*
 - e) *Companion Animals Act 1998*
3. Staff requesting an authorised user to access DRIVES information for purposes other than those specified in (2) above will be deemed to have breached Council's Code of Conduct and will be subject to disciplinary action.
4. An authorised user who accesses DRIVES information for purposes other than those specified in (2) above will be deemed to have breached Council's Code of Conduct and will be subject to disciplinary action.
5. An authorised user who shares access details, passwords or user identification details for the DRIVES database will be deemed to have breached Council's Code of Conduct and will be subject to disciplinary action.
6. All information obtained from DRIVES is confidential and must only be used for the permitted purpose for which it is obtained. The use of this information for another purpose will constitute a breach of Council's Code of Conduct and the person(s) responsible will be subject to disciplinary action.

DATA AND DOCUMENT CONTROL

Division: City Development Section: City Standards and Compliance DocSet: 1555160	Adopted Date: 02/09/2003 Revised Date: 11/06/2019 Minute Number: 094 Review Date: 30/06/2021	Page: 1 of 2
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Scope

This Policy applies to all Council staff, however the main users of information obtained from the DRIVES system are staff from the City Standards and Compliance section.

Definitions

authorised user means the Council officer who is authorised to access information from the Roads and Maritime Service's Driver and Vehicle Information System.

Legislative Context

This Policy was first adopted by Council at its meeting on 2 September 2003. It is a condition of Council's Terms of Access Agreement with the Roads and Maritime Services (RMS) that Council has a policy that addresses the access, storage and use of records obtained under the licence agreement.

This policy is a mandatory requirement to maintain the Terms of Access Agreement with the RMS.

Principles

The main principle behind this policy is the confidential maintenance of personal information in order to maintain the access agreement with the RMS.

Responsibility

Staff from Council's City Standards and Compliance Section will access data via DRIVES and are therefore responsible for complying with this Policy.

Authorised Users are responsible for ensuring that requests for data are only made for matters covered by the Terms of Access Agreement.

Authorised Users are individually responsible to ensure that access to the system is only obtained for the purposes detailed in the Terms of Access Agreement and for the confidential maintenance of access details, passwords or user identification details.

The Manager City Standards and Compliance is Council's Security Administrator in accordance with the Terms of Access Agreement and as such is the authorised point of contact between Council and the RMS for the ongoing operation of the agreement. This position has the responsibility of authorising changes to the authorised users and supplying compliance audit certificates to the RMS as required under the Terms of Access Agreement.

Effectiveness of this Policy

As part of the Terms of Access Agreement with the RMS, Council is required to submit to the RMS an independent compliance audit certificate to confirm that Council has complied with the terms of the agreement. Therefore the effectiveness of this Policy will be demonstrated by the ongoing achievement of satisfactory annual and quarterly compliance audit results.

END OF POLICY STATEMENT