



Roads &
Maritime

Procedure for release of secure drawings

RDE-SOP-006

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About this document

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Contents

- 1. Purpose..... 4
- 2. Scope..... 4
- 3. Responsibilities 4
- 4. Procedure..... 5
 - 4.1. Request for plans 6
 - 4.2. Check security..... 6
 - 4.3. Seek approval 6
 - 4.4. Release of drawings..... 6
 - 4.5. Archiving documentation 7
- 5. More information 7
 - 5.1. Internal 7
 - 5.2. External..... 7
 - 5.3. Confidentiality Deed Poll 7
 - 5.4. GIPA Requests 8
- 6. References..... 8

1. Purpose

The purpose of this document is to show the approval process and procedure to release secured Roads and Maritime Services drawings.

2. Scope

This procedure applies to all Internal and External clients of Roads and Maritime Services who require the access to secured drawings.

Data owners are to follow the process in order for the drawings to become available to the requestor.

3. Responsibilities

Plan Management Centre is responsible for:

- Reading and reviewing of initial request for plans
- Identifying security
- Informing requestor of the process and Data Owner
- Releasing secure drawings.
- Archiving forms and other correspondence

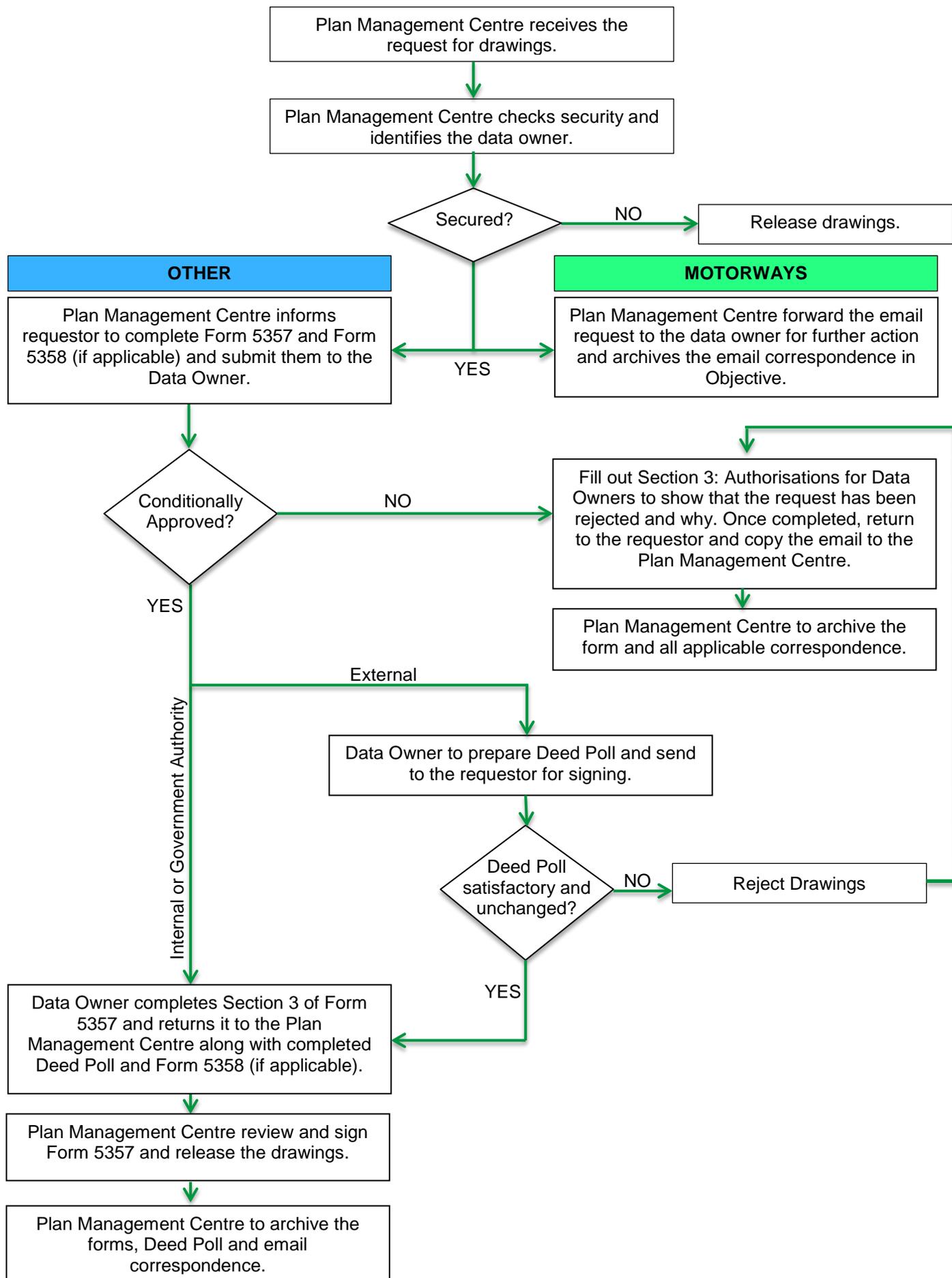
Data Owners are responsible for:

- Reviewing requests for secure drawings
- Providing and checking forms
- Providing and checking Confidentiality Deed Polls (if applicable)
- Completion and supply of required forms to Plan Management Centre

Requestors are responsible for:

- Accurately completing and supplying all forms as requested by the Data Owner

4. Procedure



4.1. Request for plans

Initial requests are sent to PlanManagementCentre@rms.nsw.gov.au

NOTE: Stewardship Contract requests for secured bridges need to be forwarded to the Plan Management Centre through Senior Management of the Contract Management Office.

All other requests for information for Roads and Maritime Service developments must be submitted through the relevant RMS Project Manager.

4.2. Check security

Plan Management Centre search Objective for the required drawings and check the security classification.

4.3. Seek approval

If the drawings are secured, Plan Management Centre staff will forward the request to the relevant data owner along with the 'Request for secure drawing release form'(5357), 'Request for adding additional staff to view RMS secure drawings form'(5358) and *Confidentiality Deed Poll*.

Infrastructure Type	Approving Officer
Roads	- General Manager Critical Infrastructure and Security - Principal Road Design
Cycleways	- General Manager Critical Infrastructure and Security
Bridges/Tunnels	- General Manager Critical Infrastructure and Security - Principal Bridge Engineer or delegate
Mechanical	- General Manager Critical Infrastructure and Security - Principal Bridge Engineer or delegate
Motorways/Tunnels	- General Manager Critical Infrastructure and Security - General Manager Motorway Management
Traffic Signals (CADD)	- Manager Traffic Signal Operations or delegate

Bridges

Contract Management Office is exempt from the requirements of the Technical Direction and shall have access to secure bridge plans, when necessary.

Various other positions outlined in the Technical Direction also have automatic access. These exemptions are detailed in Bridge Technical Direction BTD 2014/03 Rev 1. The Request for Secure Drawing Release Form must still be completed.

Motorways

Requests for secured Motorway drawings will be forwarded straight to the data owners. They will assess and release the information internally through their own processes.

4.4. Release of drawings

Once the Data Owner complete their approval process and return both forms and confidentiality deed signed from the requesting company, Plan Management staff will review the 'Request for Secure Drawing Release form' and sign the appropriate Authorisations section.

Drawings will be extracted from Objective and will be provided to the requestor as a PDF. If there are multiple recipients nominated on the 'Request for adding additional staff to view RMS Secure Drawings

form', then Plan Management staff will only provide them to the person nominated as first on the list. It is that person's responsibility to disseminate the drawings to the remainder.

Drawings can be sent to the customer using the following mediums:

- Email
- Accellion – Transport for NSW Secure File Sharing
- CD/DVD
- Hardcopy Prints

4.5. Archiving documentation

Plan Management Staff will archive

- Email requests for secure drawings from both internal and external customers
- Signed Form – 'Request for Secure Drawing Release'
- Signed Form – 'Request for adding additional staff to view RMS Secure Drawings' (if applicable)
- Signed Confidentiality Deed Poll returned from the data owner after approving or rejecting the release.

These records will be kept as scanned PDFs in the Corporate Records System. The Standard file with this information is titled '*Plan Management Centre Operation – Senior Management Approvals for Restricted Drawings*'.

5. More information

Data Owners will receive the request email from Plan Management Centre along with the forms and the current Confidentiality Deed Poll.

5.1. Internal

If the requestor is an employee of Roads and Maritime then the approving officer must review the information provided and fill out Section 3: Data Owner Authorisation area of 'Request for secure drawing release form' with their decision and reasoning.

5.2. External

If the requestor is a member of the public that is external to Roads and Maritime (this may include a consultant, sub-contractor or student), the approving officer must review all information provided by the customer and identify whether the release of these plans will be a risk to the organisation. If approved, then the Data Owner must prepare a Confidentiality Deed Poll that is to be signed by the requestor.

Form - *Request for adding additional staff to view RMS Secure Drawings* should also be provided to the external company so they can nominate all staff that are required to view the drawings.

5.3. Confidentiality Deed Poll

As a condition to the approval for an external requestor, the data owner must prepare a Confidentiality Deed Poll. The information that is captured on 'Request for secure drawing release' form will assist in populating the document.

The Deed Poll is to be sent to the requestor for acceptance and on return must be reviewed to ensure that no changes have been made to the content of the document and that it has been filled out correctly.

Data owner must also check that a signed undertaking has been received for each person nominated on 'Request for adding additional staff to view secure drawing form'.

If the document is correct and the approving officer is satisfied, then a scanned copy of the Deed Poll and all undertakings are to be forwarded to the Plan Management Centre along with both completed forms.

5.4. GIPA Requests

If a request is for secured drawings, a Deed Poll cannot be filled out as Roads and Maritime cannot make any conditions on GIPA requests unless there is a public interest reason against disclosure of that particular information.

The General Manager Critical Infrastructure and Security must agree to the information being released without a deed poll. If there is a public interest reason, then plans are to be reviewed and the issues to be discussed with the GIPA Manager. Plan Management Staff will archive

- Email requests for secure drawings from both internal and external customers
- Signed Form – ‘Request for Secure Drawing Release’
- Signed Form – ‘Request for adding additional staff to view RMS Secure Drawings’ (if applicable)
- Signed Confidentiality Deed Poll returned from the data owner after approving or rejecting the release.

These records will be kept as scanned PDFs in the Corporate Records System. The Standard file with this information is titled ‘*Plan Management Centre Operation – Senior Management Approvals for Restricted Drawings*’.

6. References

[Form - Request for Secure Drawing Release Form](#)

[Form – Request for adding additional staff to view Roads and Maritime Services Secure Drawings](#)

[Bridge Technical Direction BTD 2014/03 REV 1](#)

[Index of Template Contracts & Legal Templates](#)