

# Illawarra Shoalhaven Joint Organisation Management Protocol

Southern Region Illegal Dumping  
Program Surveillance Asset  
Registration Policy

An abstract graphic design featuring several overlapping, thick, colored lines that radiate from a central point towards the bottom right corner. The colors include orange, blue, green, purple, and black. The lines are of varying lengths and orientations, creating a dynamic, geometric composition.

## 1.0 Purpose

The purpose of this Surveillance Asset Registration Policy is to ensure the proper management, use and control of all surveillance assets used by participating Councils and the Regional Illegal Dumping (RID) Program Coordinator under the Southern Region Illegal dumping Program (the Program).

## 2.0 Objectives

The objectives of this policy are to:

- ensure that all surveillance assets purchased for and / or utilised by the Program are registered and that detailed information regarding their acquisition, specifications and financial attribution is recorded
- require that data is recorded accurately and updated regularly to reflect any changes including transfer, decommissioning, disposal and new acquisitions.

## 3.0 Scope

This policy applies to all Surveillance Asset purchased from RID program funding and Council Surveillance Asset made available for RID Program related purposes.

## 4.0 Registration Requirements

For each surveillance asset within the scope of this policy, the following information must be recorded in a surveillance asset register maintained by the RID coordinator (in the case of assets purchased by the Coordinator with program funds) and the Council RID officer (in the case of assets purchased with RID funds or made available by Council for RID related purposes):

1. **Date Purchased:** The exact date when the asset was acquired.
2. **Make and Model:** The manufacturer and model number of the asset.
3. **Serial Number:** The unique serial number of the asset.
4. **Funding Source:**
  - **RID Related:** If the asset was purchased under a specific RID (Regional illegal Dumping program) related budget.
  - **Council Budget:** If the assets were purchased under the general council budget.

## 5.0 Compliance

- **Accountability:** Department heads are responsible for ensuring compliance with this policy within their respective departments
- **Audits:** Regular audits (RID committee update) will be conducted to ensure that all surveillance assets are properly registered, and records are up to date.

Document Name:	Southern Region Illegal Dumping Program Surveillance Asset Registration Policy	Author:	James Vincent	Approved by:	Chief Executive Officer
Date:	30 June 2024	Review Date	30 June 2025 and annually from there on	Doc ID:	
Version:	1	Amendment notes:			

## 5.0 Review and Revision

This policy will be reviewed annually by the RID coordinator to ensure its effectiveness and relevance.

Revisions will be made as necessary to address any issues or changes in council operations or regulatory requirements.

IF PRINTED THIS MAY NOT BE THE CURRENT VERSION

See shared drive for the most recent copy of this document

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