Lost Property Policy

Curtin College

Policy Owner	Student Services Coordinator
Contact Officer:	Student Services Coordinator
Policy Number:	QBIPO014
Approved by:	Senior Management Group
Date Approved:	18 August 2010
Last Reviewed:	September 2014
Related Documents:	Police Act 1892 - 1984

1. Overview

1.1. The purpose of this policy is to ensure that all unclaimed items of lost property will be properly accounted for and disposed of by Curtin College ('the College').

2. Organisational Scope

2.1. This policy applies to all students and staff of Curtin College.

3. Definitions

3.1. **Lost Property**: Means any unattended, misplaced or forgotten item which is the property of a person or persons and which is found within the boundaries of the College by another person or persons and subsequently handed to the College pending the identification of the original owner or appropriate disposal.

3.2. **The College**: Refers to Curtin College.

4. Policy Principles

4.1. To ensure that unclaimed items of lost property are controlled and disposed of in an efficient and accountable manner.

4.2. To comply with the Police Act 1892 - 1984

5. Policy Content

5.1. Responsibility

Curtin College Student Services Officer is responsible for the receipt and disposal of all lost property found within the boundaries of the College.

Receipt and Disposal of Lost Property

5.1.1 Any person finding lost property within the boundaries of the College must hand over such property to the Student Services Officer at Reception.

5.1.2 The Student Services Officer is responsible for recording all items of unclaimed lost property and maintaining relevant documents with information being retained for a period of one year.

5.1.3 The Student Services Coordinator is the responsible officer for the control and administration of the College's policy on Lost Property.

5.2. Accountability

5.2.1 The Student Services Officer must account for all lost property which has been handed in to it by registering such property and issuing receipts when requested.

6. Procedure

6.1. Control and Disposal of Lost Property

6.1.1 Period of Retention

(i) Unclaimed lost property, excepting library books, will be retained by the Student Services Officer for two calendar months, or until claimed by the owner, whichever should occur first.

(ii) Library books will be returned to the University's Library or to the State Library as applicable.

6.2. Advice to Students

6.2.1 The Student Services Officer will contact students via the student email account or SMS, for items of unclaimed lost property that can be readily identified.

6.3. Identification of Owners

(i) Persons making claims for items of unclaimed lost property will be required to adequately identify themselves and describe the lost item(s).

(ii) Unless an accurate description of the lost article is given, the unclaimed lost property will be retained by the Student Services Office.

6.4. Registration of Lost Property

(i) Any item of lost property handed in to the Student Services Office will be registered upon receipt.

6.5. Disposal of Unclaimed Lost Property

(i) At the end of the second calendar month after an item of lost property has been handed in, all unclaimed items of lost property will be disposed of as follows:

(a) All monies will be donated to a nominated charity.

(b) All other items will be disposed of or donated charity organisations at the discretion of the College.

(ii) The lost property register will be annotated to indicate the date and method of disposal of all unclaimed items of lost property.

7. Administrative Procedures

7.1. This policy and any related documentation is accessible on the Curtin College website: www.curtincollege.edu.au

7.2. This policy and related procedures will be communicated to students and staff at orientation/ induction.

7.3. The policy on Lost Property will be reviewed every two years and the outcome of the review will be reported to the Senior Management Group.

Version	Last changes:
V1.2	• Updated definitions table • Update staff position titles