

## Lost Property Procedure

### A. Guidelines

1. Deakin College reception will take responsibility for processing of all lost property enquires.
2. All queries regarding lost property are to be directed to reception staff.
3. Any keys or wallets with significant quantity of money will be taken to the Deakin Security before the close of business or the following business day.
4. Lost property will be kept at reception for approximately 6 weeks. During this time, Deakin College will undertake to dispose of uncollected items.

### B. Administration

1. All lost property is to be handed to reception.
2. The Lost Property Register will be completed by reception staff giving each property item a number.
  - a. Identification stickers to be placed on items with numbers matching paperwork.
  - b. If property has any identification – contact the owner to arrange collection.
  - c. Items will be stored in a secure location at reception.
3. All reports of lost property are to be recorded on a “Property Lost Form”
  - a. Record all student contact details and advise student that if property is handed in they will be contacted.
  - b. Deakin security office to be notified of significant lost items.
4. Disposal of lost property to comment the week following conclusion of each semester.
  - a. Clothing, umbrellas, bags and wallets to be sent to a second-hand shop (i.e Salvation Army)
  - b. Data disks, memory sticks, hard drives to be destroyed
  - c. Valuable equipment (calculators, mobile phones, mp3 players to be referred to the Director Quality and Development
  - d. Academic reference books to be sent to Deakin College Jakarta
  - e. General books and paper items to recycling
  - f. Glasses & sunglasses to be donated to any OPSM retail outlet for donation to I-Care where they will be checked and sent to third world countries. See website - <http://www.opsm.com/Pages/opsmcommunity.aspx>
  - g. General message to be placed on student portal periodically to remind students to check reception for lost property.

<b>Policy Title</b>	Lost Property Procedure	
<b>Policy Owners</b>	Administration Manager	
<b>Contact Persons</b>	Lesley Leonard	
<b>Key Stakeholders</b>	All students of Deakin College	
<b>Approval Body</b>	Deakin College Executive Committee	<b>Agenda item and meeting date approved</b> [Agenda item and meeting date approved]
<b>Relevant Legislation</b>	[Relevant Legislation]	
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