



Lost and Found Property Policy

PCY190

Effective: March 2023

Version: 1.0

Note: this document is available in alternative formats upon request including electronic format, hard copy (standard and large print) or audio format.



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All policy and procedural statements contained within this document are lawful orders for the purposes of section 80(a) of the Public Sector Management Act 1994 (WA) and are therefore to be observed by all College employees.

Policy Statement

North Metropolitan TAFE (NMT) is committed to providing excellent customer service to both internal and external stakeholders. This includes the management of lost personal items on Campus and taking all reasonable steps to return the item to its rightful owner.

Scope

This policy applies to all NMT staff, students, visitors, contractors and all other persons that enter or use the TAFE's facilities and premises.

This policy outlines how lost and found property will be managed and procedures for:

- collection, retention and disposal requirements of found property, and
- reporting of lost property.

Principles

- An item left behind or found on the NMT premises is termed a "Lost and Found" item.
- There should be one dedicated location at each campus to receive lost and found items regardless of where it was found.
- The lost items must be secured in a locked safe or area that has restricted access.
- All items received to be recorded in a lost and found register.
- All items regardless of their value must be recorded on the Lost and Found register.
- Valuable items like Jewellery, mobiles, wallets, laptops, iPad etc. must be stored in a lockable safe or cabinet.
- All items will be appropriately disposed of after the retention period has passed.

Background

Nil.

Definitions and Acronyms

Nil.

Related Policies and Other Relevant Documents

- Lost and Found Procedure (P190A1)
- Lost and Found Property Register
- Online Lost Property Report Form

Review Date

March 2025

Contact Information

Director Client Services

Revision History

Version No.	Approved/ Amended/ Rescinded	Date	Approval Authority	Amendments
1.0	Approved	14/03/2023	Corpex and Endorsed by Governance Subcommittee	New policy and procedure separated