

South Bank Corporation Procedure

Marketing

SUBJECT: Disposal of Found Property
DATE CREATED: March 2007
REVIEW DATE: March 2010

Policy

To dispose of unclaimed property after it has been held for a minimum of 3 months.

Procedure

- Each month the Back Room and C66 are to be cleared of any items which have been at the Visitor Information Centre longer than 3 months.
- Clothing etc. is to be disposed of, by removal to St Vincent de Pauls.
- Any ATM, credit cards etc should have been destroyed at the end of the day they were received, if the owner had not made contact with us.
- Licences should be destroyed in the event that we have been unable to contact the owner.
- Keys will be destroyed by Security.
- Items of value (eg mobile phones, watches, jewellery, cameras etc) to be kept aside until there is a quantity to auction.
- Where the finder has indicated that they would like to claim the item if unclaimed – they should be contacted once the three month holding period has elapsed.

Items for Auction

- Complete the "List of Items for Disposal by Public Auction" form – this can be found in the Master Copies Folder. Fill out the list of items for disposal – list quantity, model number, description, reference number and condition code.
- Contact Phil Buckley at the Public Trustee Auction Centre at Northgate, when items are ready to be collected. They will arrange for someone to collect the items.
- Public Trustee Phone Number: 0408 766 568.
- Deliver items with relevant paperwork.
- A cheque will be forwarded to the South Bank Corporation once the items have been sold. This cheque should be entered into Retail Manager and forwarded to Accounts.