



Personal Property Policy

1 Purpose

The insurance policies of Sunraysia Institute of TAFE cover Institute owned assets. The purpose of this policy is to define the responsibility for damage to or loss of, personal property on Institute premises.

2 Scope

This policy applies all staff, customers, contractors and visitors of the Institute on any premise that are owned, leased or otherwise occupied for official business purposes by Sunraysia Institute of TAFE.

3 Definitions

Acronym/Term	Definition
Legal guardian	A person lawfully invested with the power, and charged in the obligation, of taking care of and managing the property and rights of a person who, because of age, understanding, or self-control is considered incapable of administering his or her own affairs
Next of Kin	A named person nominated for the purpose of communication, where contact cannot be made with the primary person
Power of attorney	The authority to act on behalf of another person in specified or all legal or financial matters, and the subsequent legal document giving such authority to someone.

4 Policy

- 4.1** The Institute assumes no responsibility for loss or damage to personal property. This includes, but is not limited to, loss by fire, theft, water, and malfunction of electrical or mechanical systems.
- 4.2** Staff and students are encouraged to obtain insurance or extend insurance coverage for their personal property while on Institute premises.
- 4.3** In cases of theft or vandalism individuals will be encouraged by the Institute to report the incident to the police.
- 4.4** Notwithstanding items 3.1 to 3.3, the Institute accepts that there are occasional circumstances where there is a reasonable expectation for personal property to be secured on Institute premises. Types of situations where a reasonable expectation for personal property to be secured by the Institute may include but is not limited to;
 - a tenant of Student Residences is absent from the residences under exceptional circumstances such as admission to hospital.

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Under these circumstances, the Institute shall make all reasonable attempts to secure the property until such a time as arrangements can be made directly with the owner of the property, a legal guardian or other third party who can evidence power of attorney. The Institute shall not grant access to, or release any personal property to any person other than the owner, except where legal guardianship or power of attorney is demonstrated.

For the avoidance of doubt, the Next of Kin declaration on all Institute documentation serves only as a communication process, and therefore does not necessarily entitle a person nominated as 'Next of Kin' (or 'Emergency Contact') rights to access the personal property of another person.

4.5 Appropriate extracts of this policy are to be included on the Institute's website.

5 Legislative Context

- Nil.

6 Associated documents

6.1.1 Associated Policies

- Appropriate Workplace Behaviour Policy
- Student Code of Conduct Policy
- Residential Tenancy Policy

6.1.2 Associated Procedures

- Nil.

6.1.3 Associated Forms

- Nil.

6.1.4 Other associated documents

- Nil.

7 Responsibility

The General Manager, Operations is responsible for ensuring compliance with this policy, and its associated procedures and systems.

8 Review Frequency

This policy is to be reviewed every three (3) years, and remains in force as amended from time to time, until rescinded.

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Maintained by: General Manager, Operations
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