



27 January 2025

Margaret

By email: fyi-request-29506-dff37deb@requests.fyi.org.nz

Tēnā koe Margaret

Official information request for regarding lost property

I refer to your request for information under the Official Information Act 1982 (the Act) dated 10 December 2024:

- “- What is the process or policy for handling lost property at the University?*
- Does University security retain items instead of passing them to VUWSA? If so, what are the criteria and process for this?*
- What happens to unclaimed lost property held by the University? If items are sold, what is the procedure, and where do the proceeds go?*
- Why does the University fund VUWSA to manage lost property while also managing items itself?”*

The University does not have a defined policy in relation to lost property. VUSWA currently manages the lost property process on behalf of the University. On occasions when lost property is handed into the Security Team, the receiving officer records the lost property, location the property was found and other relevant information if available. If there is any identifiable information and time permits, the owner may be contacted by Security. Otherwise, all lost property is passed onto VUSWA on a regular basis.

Unclaimed items are retained by VUWSA for a minimum of three months. When VUWSA is unable to identify or track the owner of lost property, items may be donated or recycled or held in secure storage if they can be sold. VUWSA aims to run a sale of unclaimed goods once a year with all proceeds going to charity. In some cases items may be handed to police. If items are unclaimed and hold little or no financial value they may be disposed of in a secure fashion.

You have the right to seek an investigation and review by the Ombudsman of the decisions made regarding this request. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

If you wish to discuss this decision with us, please feel free to contact me at oiarequests@vuw.ac.nz.

Ngā mihi nui

Blair Doherty
Senior Advisor, Official Information and Privacy
Legal Services
Te Herenga Waka—Victoria University of Wellington