GUIDELINE

4.20 Abandoned Vehicles on Campus

Purpose

Security Services Officer will take all steps necessary to ensure the removal of abandoned vehicles from the Campus Grounds.

Guideline

If Security identify a vehicle they believe to be abandoned they will:

- Supply the vehicle details to the Control Centre Operator.

The Control Centre Operator must:

- Contact Eastwood Police on: 9858 9299.
- Have ready the registration number, make, model and colour of the vehicle.
- The police will advise you if the vehicle is stolen.
- If the vehicle is stolen, do not touch it.

If the vehicle is without registration plates the Control Centre Operator must:

- Call the Customer Service Line at Ryde Council: 9952 8222.
- Be ready to give details of the car: Make, model year, colour, engine/chassis number.
- Ensure that your actions and the results of your enquiries are entered in the Security Daily Events Log.

Contact Officer

Campus Security Manager

Date Approved

1 July 2012

Approval Authority

Director, Property

Related Policies, Procedures, Guidelines, Forms or Templates

Security Services Section – Standard Operating Procedures

Next Date of Review

1 July 2013.