



Procedure: Compensation for loss or damage to personal property

Purpose

To inform staff as to the procedures involved in the compensation for loss or damage to personal property.

Procedure

1. Notwithstanding the procedures detailed below, the Vice-Chancellor may authorise an alternate process for managing this employment condition, which will be consistent with the policy applying to this condition, to suit individual circumstances.
2. Where loss or damage is caused to staff members' personal property that is held on University premises because this property contributes to the performance of their work, compensation may be paid by the University.

Consideration of applications for compensation

3. Applications for compensation for property loss or damage will be considered on a case-by-case basis and any ensuing payments will be made on an ex-gratia basis. The University may take into account any depreciation of the item when determining the amount of compensation payable.
4. Where the loss or damage is caused by a defect in the University's material or equipment, or is suffered by the staff member in protecting the University's property from loss or damage, the relevant Dean or Director will consider whether compensation is payable and advise on an appropriate level of compensation.
5. The Facilities & Services Division will determine whether compensation is payable and advise on the appropriate level of compensation for property damage or loss occurring on the grounds of the ANU campus or from a structural defect within or on the exterior of a campus building.

Payment arrangements

6. Where compensation has been approved by the relevant Dean or Director for property loss or damage on campus, the area concerned should contact [Finance and Business Services Division](#) to arrange for payment.

Document information

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