

LOST & FOUND PROPERTY POLICY



TITLE: LOST & FOUND PROPERTY POLICY

ADOPTED BY: COUNCIL

RESPONSIBILITY: CHIEF EXECUTIVE OFFICER

NEXT REVIEW DATE: 23/11/2017

Version	Decision Number	Adoption Date	History
1	1	05/08/2015	DRAFT
2	2	22/11/2016	
3			
4			

LOST & FOUND PROPERTY POLICY

1. LOST & FOUND PROPERTY POLICY

- 1.1 The Lost & Found Property Policy ('Policy') relates to Katherine Town Council ('Katherine Town Council').

2. COMMENCEMENT OF POLICY

- 2.1 This Policy will commence from 23/11/2016. It replaces all other policies, if any, relating to lost property (whether written or not).

3. SCOPE

- 3.1 The Policy relates to all full-time, part-time and casual employees of Katherine Town Council ('Katherine Town Council Employees'), as well as Elected Members, contractors, temporaries and subcontractors working for or on behalf of either a company or any associated companies in the Katherine Town Council workplace ('Katherine Town Council Contractors').
- 3.2 The Policy does not form part of any contract of employment with Katherine Town Council. Nor does it form part of any contract for service with Katherine Town Council.

4. DEFINITIONS

- 4.1 In this Policy:
- a) **Found Property** – Found property refers to items, including cash and other valuables that have been found on Katherine Town Council premises and reported to Council.
 - b) **Found Property (Travellers)** – Found property (travellers) refers to items, including personal possessions (camping equipment, blankets, clothing, etc), rubbish, cash and other items that have been found by Council's Authorised officers in the execution of their duties.
 - c) **Lost Property** – Lost property refers to items, including cash and other valuables that have been reported as lost on Katherine Town Council premises.
 - d) **Claimed Property** – Claimed property is defined as items of found property which have been claimed either by the owner or the finder.

5. GENERAL

- 5.1 Katherine Town Council will only manage property found within the organisation's owned or operated facilities. Katherine Town Council has no legal right or obligation to manage property found outside its facilities.
- 5.2 All property entrusted to Katherine Town Council will be safeguarded and all reasonable attempts will be made to return items of found property to its rightful owners excluding found property (travellers). Katherine Town Council recognises finders will acquire legal claim to items of found property in the event the rightful owner is not identified. Individual Katherine Town Council staff and elected members will not be able to claim items.
- 5.3 All found property (travellers) by Authorised Officers in the execution of their duties is to be stored at Council's Depot for one (1) week prior to disposal. No record is required. Refer to Council's By-Law 90 Good in Public Place. However, all Authorised Officers are responsible for the safe custody of items of significant/high value (e.g. wallets, jewellery, cameras, etc) and individual sums of money found. These items of significant/high value are to be recorded as found property.
- 5.4 All full-time, part-time and casual employees of Katherine Town Council ('Katherine Town Council Employees'), as well as Elected Members, contractors, temporaries and subcontractors working for Council are responsible for the receipt and registration of found property from visitors, patrons and staff for the safe custody of items of low value (e.g. books, umbrellas', etc). All Managers/Supervisors are responsible for the safe custody of items of significant/high value (e.g. wallets, jewellery, cameras, etc), and individual sums of money found.
- 5.5 All found items, excluding found property (travellers), will be registered in the Lost Property Register along with details of the finder. Items will be tagged for identification purposes and information regarding the storage, claims and disposal maintained.
- 5.5 All items determined to be of significant/high value will be conveyed to the police for management and disposal. Items of low value will be stored within the Lost Property and disposed of in accordance with standard procedures (see Lost and Found Property Procedures).
- 5.6 Any dangerous goods received will be immediately conveyed to an appropriate authority.

- 5.7 When a claim is made for lost property, the claimant will be required to provide evidence of ownership (i.e. identification) and to describe the item in question. Decisions to release items to claimants will be made by the relevant Manager/Supervisor. Details of claimants and staff authorising the release of property will be recorded and items will only be released upon signature of the claimant.
- 5.8 When a claim is made for an item of significant/high value that has been conveyed to the police, the claimant will be referred directly to the police who will make a decision regarding the release of the item.
- 5.9 Unclaimed property held by Katherine Town Council will be retained for a period of three (3) months. Items deemed to be of nil value may be disposed of immediately in a manner appropriate (see Lost and Found Property Procedures). Under no circumstances will unclaimed property of nil or low value be appropriated by staff for their personal use. Retention and disposal of high value items referred to the police will be determined by the police.

6. CONSEQUENCES OF BREACHING THE LOST & FOUND PROPERTY POLICY

- 6.1 Any breach of the Policy may result in disciplinary action, including, but not limited to, issue of a warning, demotion, suspension or termination of employment (or, for Katherine Town Council Contractors, the termination or non-renewal of their contract for service and Elected Members disciplinary action in accordance with the Local Government Act).

7. KATHERINE TOWN COUNCIL CONTACT

- 7.1 Any questions about this Policy should be directed to Chief Executive Officer 8972 5500.

VARIATIONS

Katherine Town Council reserves the right to vary, replace or terminate this Policy from time to time.

ASSOCIATED DOCUMENTS

- Katherine Town Council By Laws
- Code of Conduct
- Customer Service Charter

POLICY VERSION AND REVISION INFORMATION

Policy Authorised by: Robert Jennings

Original issue: 04/08/2015

Title: Chief Executive Officer

Policy Maintained by: Sophie Henderson

Current version: 2

Title: Community Services Executive
Manager

Review date: 23/11/2017