



## LOST AND FOUND PROPERTY

Type:	Lost and Found Property Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Manager Community Relations		
Approval Date:	25/10/2024	Next Review:	25/10/2027
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Legislation Reference:			

### 1 PURPOSE

Council deals with items that are either found on Council owned and/or operated property or handed in to employees (found property). Generally, the ownership of these items is unknown to the finder of the item.

### 2 SCOPE

This policy applies to items of property handed to or found by Katherine Town Council Employees. This policy does not include abandoned vehicles or personal property as covered by Council's By-Laws.

### 3 DEFINITIONS

**Council Owned and/or Operated Property** – Includes Katherine Civic Centre, Library, Visitor Information Centre, Depot, Waste Management Facility, Civil Airport, Aquatic Centre, Sportsground, Showground, parks, roads and reserves within the Council area.

**Found Property Register** – A register used to record details of items found or handed in to Council employees including item details of the item, when and where it was found and disposal details.

**Found Property** – Items, including cash and other valuables which have been found on Council owned and/or operated property by a Council employee or handed to a Council employee by a member of the public.

**Lost Property** – Any item or personal belongings that have been reported to Council as having been lost or stolen.

**Employees** – Includes full-time, part-time and casual employees of Council as well as volunteers and contractors.

### 4 DETAILS

Council does not take responsibility for the safety and security of personal belongings left at Council premises. Members of the public bringing personal belongings into Council premises do so at their own risk.

Property found by employees on Council owned and/or operated property or land or handed to employees will be securely stored when it is in Council's possession.

On receipt of items, staff will record the items in Council's Found Property Register, including the date, time and location of where the item was found. Stored items will be identified with the number assigned in the Found Property Register.

Council will store goods for a 28-day period.

The following items will not be stored by Council and must be handed to the police.

- Passports or other documents of identification
- Valuable documents
- Expensive jewellery
- Cash over \$100
- Dangerous items
- Illegal items or substances
- Firearms or any item that can be used as a weapon

Council staff have the right not to accept items which may cause a danger to their immediate health and safety.

Items with an estimated value of more than \$250 will also be handed to the police.

All other items not claimed within the 28-day period may be given to charity, auctioned or disposed of. Any proceeds from auction will be donated to charity.

Electronic devices including mobile phones or USB/flash drives may be accessed by Council staff in order to ascertain the owner of the item. Access must be in alignment with Council's Computer, Email, Internet and Telephone Use Policy.

## **CUSTOMER ENQUIRIES REGARDING LOST OR FOUND PROPERTY**

Customer enquiries regarding lost or found property will be directed to Council's Customer Service team.

To claim property customers must be able to identify the following:

- What the item is, including any distinguishing features
- The approximate time it was lost
- The approximate area it was lost

Customers will also be required to show identification and provide contact details which will be recorded in the found property register.

## **PROPERTY COVERED BY COUNCIL BYLAWS**

The following items are not considered found property and may only be removed under Council's Bylaws by an Authorised Officer.

- Goods in public place – a person who stacks, or stores good or displays or exposes them, whether or not for sale without a permit. This includes personal goods of itinerant persons or rough sleepers and signs/placards.
- Vehicles.
- Camps and camping goods for the purpose of camping or sleeping. Can include items like a tent or an improvised shelter.
- Shopping trolleys.
- Animals.

## 5 ASSOCIATED POLICIES/DOCUMENTS

Policy – Computer, Email, Internet and Telephone Use Policy

Policy – Workplace Health and Safety

## 6 REFERENCES AND RELATED LEGISLATION

Katherine Town Council By-Laws

### Revision History

Version	Approval date	Details of change	Responsible officer
1	05/08/2015	Created	CEO
2	22/11/2016	Review	CEO
3	25/10/2024	Review	Manager of Community Relations