**Lost Property Policy and Procedures**

Approved by: Management Committee

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Last Reviewed: 17.02.21

**1. Overview**

1.1. The purpose of this policy is to ensure that all unclaimed items of lost property will be properly

accounted for and disposed of by Origins Centre (Incorporated Society) Inc.

**2. Organisational Scope**

2.1. This policy applies to all visitors, residents and committee of Origins Centre

**3. Definitions**

3.1. Lost Property: Means any unattended, misplaced or forgotten item which is the property of a

person or persons and which is found within the boundaries of the Origins Centre by another person or

persons and subsequently handed to Origins Centre pending the identification of the original owner or

appropriate disposal.

3.2. Origins Centre: Refers to the Origins Centre (Incorporated Society) Inc

**4. Policy Principles**

4.1. To ensure that unclaimed items of lost property are controlled and disposed of in an efficient and

accountable manner.

4.2. To comply with the Police Act 1892 - 1984

**5. Policy Content**

5.1. Responsibility

The Origins Centre Management Committee is responsible for the receipt and disposal of all lost property found within the boundaries of the Origins Centre.

Receipt and Disposal of Lost Property

5.1.1 Any person finding lost property within the boundaries of the Origins Centre must hand over such

property to the managers, duty manager, or secretary. If none of these people are on site, property should be taken to the office, the Found Property Register completed, and the managers or secretary notified by text or email.

5.1.2 The secretary is responsible for recording all items of unclaimed lost property

and maintaining relevant documents with information being retained for a period of one year.

5.1.3 The Management Committee is responsible for the control and administration of the Origins Centre policy on Lost Property.

5.2. Accountability

5.2.1 The secretary must account for all lost property which has been handed in to the office by registering such property and issuing receipts when requested.

**6. Procedure**

6.1. Control and Disposal of Lost Property

6.1.1 Period of Retention

(i) Unclaimed lost property, will be retained by the Origins Centre for two calendar months, or until claimed by the owner, whichever should occur first, unless listed in the clauses below.

(ii) Any lost property of high value, including amounts of cash (over $100 AUD), dangerous and/or illegal items or substances, will be taken to the Bridgetown or Donnybrook Police Station, or handed to Police, as soon as practicable (not longer than 7 days).

(iii) Items which will *not* be retained by the Origins Centre or recorded on the Found Property Register include; food, toiletries (unless in a toiletry bag or other identifiable container), heavily soiled items of clothing/linen that could constitute a biohazard, non-prescription or unlabeled medication, any other item deemed not suitable for storage at the discretion of Origins Centre management.

6.2. Advice to Owners

6.2.1 The secretary will contact the owners via email where items of found property can be readily identified. Return of property is to be arranged by the owner at the owner’s expense. Origins Centre will not be liable for any loss or damage to items directed by the owner to be returned via a third person or Australia Post.

6.3. Identification of Owners

(i) Persons making claims for items of unclaimed lost property will be required to adequately

identify themselves and describe the lost item(s).

(ii) Unless an accurate description of the lost article is given, the unclaimed lost property will be

retained by the Origins Centre.

6.4. Registration of Lost Property

(i) Any item of lost property handed in to the Origins Centre Office will be registered on the Found Property Register.

6.5. Disposal of Unclaimed Lost Property

(i) At the end of the second calendar month after an item of lost property has been handed in, all

unclaimed items of lost property will be disposed of as follows:

(a) All monies will be donated to a nominated charity.

(b) All other items will be disposed of or donated charity organisations at the discretion of the Origins Centre.

(ii) The Found Property Register will be updated to indicate the date and method of disposal of all

unclaimed items of lost property.

**7. Administrative Procedures**

7.1. This policy is accessible on the Origins Centre website: www.originscentre.org

7.2. This policy and related procedures will be communicated to volunteers and committee members via email, and will be sent to visitors via email upon request.

7.3. The policy on Lost Property will be reviewed as required and the outcome of the review will be

reported to the Management Committee.