



Lost Property Policy

Policy purpose

This policy describes the conditions and procedures for the handling, retention and disposal of lost and found property at West Sydney Wolves Sports Association premises.

Scope

This policy applies to all members, visitors, staff and contractors of West Sydney Wolves Sports Association. A single staff member is responsible for the lost and found register and all lost property processes including inquiries.

Policy and Process

If an item is left upon the premises by a patron either in the public areas, the amenities, the external property or within lockers and brought to the notice of staff, it is termed a "Lost" item.

The Admin reception area is the dedicated location to receive lost items and return found items for all parts of the venue. Employees and patrons are instructed to bring items to the lost and found area with valuables receiving immediate attention. The lost items will be secured in an area that has restricted access.

All items received are recorded in the Lost Property Register. All items regardless of value must be recorded on the Lost Property Register.

Items should be tagged and secured noting the serial number from the register, area the item was found, date, name of the person that found the item and a brief description of the found item.

Valuable items like jewellery, mobile, wallets, laptops, ipads etc. must be stored in a locked cabinet with Management only permitted to access the cabinet.

If evidence of ownership is found such as a drivers licence, contact will be made with the person informing them of the lost item. The item must then be returned to the designated area.

Definitions and required actions for each category

The lost items are classified as follows:

- Valuable items.
- No valuable items.
- Perishable items.



Valuable items

- A separate register is maintained for valuable lost items. The items are kept in a safe deposit locker.
- Valuable items are kept for a period of three months
- If there is no claim on the item, Management will determine the disposal procedure.
- Cash over \$300.00 will be reported to the police. Under \$300.00 will be retained in general revenue by the Association however, noted on the register.

Non valuable items:

- These items are kept for one month in safe custody after making necessary entries.
- If there is no claim on the item, management will determine the disposal procedure.

Perishable items:

- Perishable Items will not be accepted as lost property and not entered onto the register.

West Sydney Wolves Sports Association takes no responsibility for items left behind or upon the venue in any capacity unless the item is brought to the lost property register. We reserve the right to enact the policy and determine the category of each item.

Policy review date - June 2023