



SENATORS AND MEMBERS

Options for returning your completed form are provided on page 2.

LOST / STOLEN / DAMAGED PROPERTY REPORT

Note: ALL parts of this form must be completed. Write 'N/A' where not applicable.

This form is for the notification of loss, damage or theft of Department of Finance equipment and assets. Loss, damage or theft of computers, laptops, printers, smartphones or other IT equipment must be reported to the Department of Parliamentary Services on (02) 6277 2020.

SENATOR OR MEMBER	▶ Name	<input style="width: 90%;" type="text"/>	
	▶ Electorate/State	<input style="width: 60%;" type="text"/>	▶ Phone <input style="width: 30%;" type="text"/>

LOST/STOLEN/DAMAGED ITEM	▶ I declare that the following item has been:	Lost <input type="checkbox"/>	Stolen <input type="checkbox"/>	Damaged <input type="checkbox"/>
	Item	<input style="width: 90%;" type="text"/>		
	Brand/Make/Model	<input style="width: 90%;" type="text"/>		
	Serial No. (if available)	<input style="width: 90%;" type="text"/>		

▶ Details of loss, theft or damage

Date of loss/theft/damage	<input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/>	Time	<input style="width: 100px;" type="text"/>
OR	between	<input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/>	Time <input style="width: 100px;" type="text"/>
	and	<input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/>	Time <input style="width: 100px;" type="text"/>

Provide a summary of where and how the incident occurred, including action taken to recover the lost or stolen item

<input style="width: 98%;" type="text"/>
<input style="width: 98%;" type="text"/>
<input style="width: 98%;" type="text"/>

Was there any evidence of theft, fraud, misconduct or abuse?

No Yes ▶ Give details

<input style="width: 98%;" type="text"/>
<input style="width: 98%;" type="text"/>

POLICE REPORT	▶ Police report (for loss or theft of items)	
	Date the police were advised of the loss or theft of the item	<input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/>
	Which police were advised?	State/Territory Police <input type="checkbox"/> AFP <input type="checkbox"/>
	Police report reference number	<input style="width: 80%;" type="text"/>

SIGNATURE	▶ By signing this form, I acknowledge that:	
	<ul style="list-style-type: none"> I understand that knowingly giving false or misleading information is a serious offence under the <i>Criminal Code Act 1995</i>. I have read and understood the Privacy Collection Notice (see below). 	
	Signature of Senator or Member	<input style="width: 350px; height: 40px;" type="text"/>
		Date <input style="width: 60px;" type="text"/> / <input style="width: 60px;" type="text"/> / <input style="width: 60px;" type="text"/>

Privacy Collection Notice — Consistent with the *Privacy Act 1988*, the Department of Finance (Finance) uses and discloses personal information provided in this form to facilitate the administration of the parliamentary business resources framework and for employment purposes including to facilitate the management of incidents or complaints arising from employment. Personal and sensitive information may be disclosed to the employing Parliamentarian, the Independent Parliamentary Expenses Authority (IPEA), the Department of Parliamentary Services, the Parliamentary Workplace Support Service (PWSS), or as otherwise required by law. Details of the related expenditure may be tabled in Parliament, published on Finance’s website, or provided to the Special Minister of State, IPEA, or publicly, as authorised by law. More information is available at <https://maps.finance.gov.au/maps-privacy-statement>.

**M&PS STATE /
 TERRITORY OFFICE**

▶ Received by M&PS State/Territory Manager

Signature

Date

 / /

Name (please print)

▶ Summary of action taken

Assets Register updated? (if applicable) No Yes ▶ Date / /

M&PS FINANCE UNIT

▶ Received by M&PS Finance Business Unit

Signature

Date

 / /

Name (please print)

▶ SAP updated? No Yes ▶ Date / /

Ministerial and Parliamentary Services State and Territory Office Contact Details

	Options for returning your completed form	Enquiries
AUSTRALIAN CAPITAL TERRITORY	Scan and Email to: M&PS-ACT@finance.gov.au	Contact: ACT Office Email: M&PS-ACT@finance.gov.au Phone: (02) 6277 6087
NEW SOUTH WALES	Scan and Email to: M&PS-NSW@finance.gov.au	Contact: Sydney CPO Email: M&PS-NSW@finance.gov.au Phone: (02) 8289 9900
NORTHERN TERRITORY	Scan and Email to: MaPS-NT@finance.gov.au	Contact: Darwin CPO Email: MaPS-NT@finance.gov.au Phone: (08) 8941 4133
QUEENSLAND	Scan and Email to: M&PSQld@finance.gov.au	Contact: Brisbane CPO Email: M&PSQld@finance.gov.au Phone: (07) 3001 8900
SOUTH AUSTRALIA	Scan and Email to: M&PSSA@finance.gov.au	Contact: Adelaide CPO Email: M&PSSA@finance.gov.au Phone: (08) 8205 1000
TASMANIA	Scan and Email to: M&PS-Tas@finance.gov.au	Contact: Hobart CPO Email: M&PS-Tas@finance.gov.au Phone: (03) 6231 0734
VICTORIA	Scan and Email to: M&PS-Vic@finance.gov.au	Contact: Melbourne CPO Email: M&PS-Vic@finance.gov.au Phone: (03) 9660 6600
WESTERN AUSTRALIA	Scan and Email to: M&PS-WA@finance.gov.au	Contact: Perth CPO Email: M&PS-WA@finance.gov.au Phone: (08) 9260 5000