



CESSATION CHECKLIST

Leaving the Electorate Office

- Have forwarding postal and email addresses been provided to the Department of Finance (Finance) at mpshelp@finance.gov.au?

- Have all personal items been removed from the electorate office?

Your State Manager is able to provide assistance in transferring your effects from the office to your home or a place of storage including providing you with boxes, and additional secure/confidential waste bins can be requested from the contracted property services provider on 1300 652 114.

As Finance does not cover the cost of any additional insurance, you will need to meet the costs to insure your personal items if you require such protection.

- Have you retained sufficient records to enable you to certify the use of expenditure that may be reported as part of the future publication of expenditure reports?
- Has your State Office been advised of any residential telephone or broadband services you wish to transfer into your name?
- Have you contacted the Department of Parliamentary Services (DPS) on 02 6215 2020 regarding any mobile device numbers or data that you wish to keep and to arrange a suitable time to sanitise the IT equipment?
- Have all mobile ICT devices, chargers and associated equipment been returned to DPS
- Has the private-plated vehicle (PPV), accessories, fuel cards and both sets of keys been left with electorate office staff for collection by Finance or returned to Finance, and have all personal items (including e-tags) been removed?
- Have any newspapers, periodical deliveries and other subscriptions, including any electorate office Foxtel or Austar arrangements, been cancelled or transferred to your own name?
- If required, have arrangements been made for forwarding mail and for Commonwealth-funded websites to be closed?
- Have you returned your Cabcharge, Travel provider and COMCAR cards to the Independent Parliamentary Expenses Authority?

Operation of the Electorate Office

- No stationery orders can be placed or publications purchased following your cessation.
- No funds are to be downloaded onto the postage meter.
- We suggest the office answer the phone as follows:
*Electorate Office for (electorate name); or
(Electorate name) electorate office; or
(Suburb) Senator's office.*
- Office staff can contact the property services provider call centre on 1300 652 114 for assistance with additional recycling bins and collection of rubbish.
- Prior to the commencement of a new Senator or Member, Finance will arrange a convenient time with staff for the handover of the electorate office.

Handover of Electorate Office

- Return all keys and security passes for the electorate office to Finance.
- Advise Finance of codes for the intruder alarm and all secure doors.
- Advise Finance of PIN code for the postage meter.
- Remove all files which are not intended to remain at the office.
- Remove or dispose of all rubbish and other papers, including personalised letterhead stationery.
- Undertake a stocktake of all remaining flags and leave any remaining flags in the office.
- Ensure all Commonwealth equipment is returned to the office including stationery and office requisites, cameras and digital/video equipment for collection by Finance.
- External hard drives and thumb drives are to remain at the electorate office. Remove or transfer data prior to handover.
- Finance, in conjunction with DPS, will sanitise all PCs, the server and drives on the networked photocopier prior to handover of office.
- All items purchased at Commonwealth expense are to remain at the electorate office, including stationery.
- Commonwealth-funded PO Boxes remain the property of Finance and mail is not redirected. Senators and Members can arrange redirection of mail directly with Australia Post, at their own expense if required.