



Australian Government
Department of Finance

Form 152
May 2019
Page 1 of 2

SENATORS AND MEMBERS

LOST / STOLEN / DAMAGED PROPERTY REPORT

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

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	Adam Bandt MP	
	▶ Electorate/State	Melbourne	▶ Phone 03 9417 0759

LOST/STOLEN/ DAMAGED ITEM	▶ I declare that the following item has been:
	Lost <input checked="" type="checkbox"/> Stolen <input type="checkbox"/> Damaged <input type="checkbox"/>
	Item Canon
	Brand/Make/Model SX230
	Serial No. (if available)

▶ Details of loss, theft or damage		
Date of loss/theft/damage	Time	
OR	between 26/02/18	Time 9:00am
	and 13/05/20	Time 12:00pm

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

Item cannot be located

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

No ☒ Yes ☐ ▶ Give details

POLICE REPORT	▶ Police report (for loss or theft of items)
	Date the police were advised of the loss or theft of the item
	Which police were advised? State/Territory Police <input type="checkbox"/> AFP <input type="checkbox"/>
	Police report reference number

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 Criminal Code Act 1995. I have read and understood the Privacy Collection Notice (see below).
	<div>Signature of Senator or Member</div> <div>s 22</div> <div>Date 20/1/20</div>

**M&PS STATE /
TERRITORY OFFICE**

► Received by M&PS State/Territory Manager

s 22

Signature

Date

20/5/20

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-AC@finance.gov.au	Contact: ACT Office Email: M&PS-AC@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



Australian Government
Department of Finance

Form 152
July 2017a
Page 1 of 2

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➤ Name Senator Casavan
➤ Electorate/State Rockhampton ➤ Phone

➤ I declare that the following item has been:
Lost ☐ Stolen ☐ Damaged ☐
Item LEGRIA HF25
Brand/Make/Model CANNON CAMERA
Serial No. (if available) 723862600057

➤ Details of loss, theft or damage
Date of loss/theft/damage Time
OR between Jan 2019 Time
and Jan 2020 Time

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

NEVER on site in EO
(unable to locate in MO)
advised was in MO at last audit (Jan. 2019)

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

No ☒ Yes ☐ Give details

we will continue to search
for these items.

➤ Police report (for loss or theft of items)
Date the police were advised of the loss or theft of the item
Which police were advised? State/Territory Police ☐ AFP ☐
Police report reference number

- By signing this form, I acknowledge that:
- I understand that knowingly giving false or misleading information is a serious offence under the Criminal Code Act 1995.
 - I have read and understood the Privacy Collection Notice (see below).

Signature of
Senator or Member

s 22

Date

24/1/2020

Privacy Collection Notice — Consistent with the Privacy Act 1988, the Department of Finance (Finance) uses the personal information provided in this form to facilitate the administration of work expenses and allowances for Parliamentarians and their employees under the parliamentary work expenses framework. Details of the related expenditure may be tabled in Parliament, published on Finance's website, or provided to the Special Minister of State, the Independent Parliamentary Expenses Authority, relevant service providers, or publicly, as authorised by law. Further details on the collection, storage and use of personal information provided is available at www.mps.finance.gov.au/privacy.html

**M&PS STATE /
TERRITORY OFFICE**

► Received by M&PS State/Territory Manager

Signature

s 22

Date

3/3/20

Name (please print)

s 22

► Summary of action taken

Assets Register updated? (if applicable) No ☐ Yes ☒ Date

3/3/20

M&PS FINANCE UNIT

► Received by M&PS Finance Business Unit

Signature

s 22

Date

4/3/20

Name (please print)

► SAP updated?

No ☒

Yes ☐

Date

/ /

Ministerial and Parliamentary Services State and Territory Office Contact Details

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Department of Finance

Form 152
July 2017a
Page 1 of 2

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SENATOR OR MEMBER	Name	M. CANADAN	
	Electorate/State	ROCKHAMPTON	Phone

LOST / STOLEN / DAMAGED ITEM	I declare that the following item has been:		
	Lost <input checked="" type="checkbox"/>	Stolen <input type="checkbox"/>	Damaged <input type="checkbox"/>
	Item: EPS 12000		
	Brand/Make/Model: CANON		
Serial No. (if available): 115073035145			

Details of loss, theft or damage			
Date of loss/theft/damage		Time	
OR	between	Time	
	and	Time	

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

UNABLE TO LOCATE IN MO
was advised present in MO at last audit
(Jan. 2019)

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

No ☒ Yes ☐ Give details

we will continue to search
for these items

POLICE REPORT	Police report (for loss or theft of items)	
	Date the police were advised of the loss or theft of the item	
	Which police were advised?	State/Territory Police <input type="checkbox"/> AFP <input type="checkbox"/>
	Police report reference number	

ACKNOWLEDGE	By signing this form, I acknowledge that:
	I understand that knowingly giving false or misleading information is a serious offence under the Criminal Code Act 1995.
	I have read and understood the Privacy Collection Notice (see below).

Signature of
Senator or Member

s 22

Date

24/1/20

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**M&PS STATE /
TERRITORY OFFICE**

► Received by M&PS State/Territory Manager

Signature

s 22

Date

3 / 3 / 20

Name (please print)

s 22

► Summary of action taken

Assets Register updated? (if applicable) No ☐ Yes ☒ Date

3 / 3 / 20

M&PS FINANCE UNIT

► Received by M&PS Finance Business Unit

Signature

s 22

Date

4 / 3 / 20

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
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Phone: (03) 9660 6600

WESTERN AUSTRALIA

Scan and Email to: M&PS-WA@finance.gov.au

Contact Perth CPO
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Form 152
May 2019
Page 1 of 2

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SENATOR OR MEMBER

► Name

Jim Chalmers

► Electorate/State

Rankin

► Phone

0732995910

LOST/STOLEN/ DAMAGED ITEM

► I declare that the following item has been:

Lost ☒

Stolen ☐

Damaged ☐

Item

Portable hearing loop

Brand/Make/Model

Humantechnik / LA90

Serial No. (if available)

► Details of loss, theft or damage

Date of loss/theft/damage

Time

OR

between

8/7/19

Time

1300

and

10/7/19

Time

1700

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

Office moved locations over this time, and the hearing loop was lost in the relocation process and has not arrived at the new office location.

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

No ☒

Yes ☐

► Give details

POLICE REPORT

► Police report (for loss or theft of items)

Date the police were advised of the loss or theft of the item

Which police were advised?

State/Territory Police ☐

AFP ☐

Police report reference number

SIGNATURE

► By signing this form, I acknowledge that:

- I understand that knowingly giving false or misleading information is a serious offence under the Criminal Code Act 1995.
- I have read and understood the Privacy Collection Notice (see below).

Signature of
Senator or Member

s 22

Date

9/13/20

**MAPS STATE /
TERRITORY OFFICE**

Received by M&PS State/Territory Manager

Signature

s 22

Date

11/3/20

Name (please print)

s 22

Summary of action taken

Assets Register updated? (if applicable) No ☐ Yes ☒ Date 11/3/20

MAPS FINANCE UNIT

Received by M&PS Finance Business Unit

Signature

s 22

Date

11/3/20

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
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Form 152
May 2019
Page 1 of 2

SENATORS AND MEMBERS**LOST / STOLEN / DAMAGED PROPERTY REPORT**

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SENATOR OR MEMBER	▶ Name	MS LISA CHESTERS MP	
	▶ Electorate/State	BENDIGO	▶ Phone (03) 5443 9055

LOST/STOLEN/ DAMAGED ITEM	▶ I declare that the following item has been:	
	Lost <input checked="" type="checkbox"/> Stolen <input type="checkbox"/> Damaged <input type="checkbox"/>	
	Item	PROJECTOR
	Brand/Make/Model	HITACHI CPWX3030WN
	Serial No. (if available)	F5BE06382

▶ Details of loss, theft or damage			
Date of loss/theft/damage		Time	
OR	between	27/02/2019	Time
	and	19/12/2019	Time

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

Believed to be mistakenly switched with someone else's NEC projector at an event.

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

No ☐ Yes ☐ ▶ Give details

POLICE REPORT	▶ Police report (for loss or theft of items)	
	Date the police were advised of the loss or theft of the item	
	Which police were advised?	State/Territory Police <input type="checkbox"/> AFP <input type="checkbox"/>
	Police report reference number	

SIGNATURE	▶ By signing this form, I acknowledge that:	
	• I understand that knowingly giving false or misleading information is a serious offence under the Criminal Code Act 1995.	
	• I have read and understood	s 22

Signature of
Senator or Member

[Redacted Signature]

Date

4/12/20

**M&PS STATE /
TERRITORY OFFICE**

Received by M&PS State/Territory Manager

Signature

Name (please print)

Summary of action taken

s 22

Date

16/12/20

None deemed necessary.

Assets Register updated? (if applicable) No ☐ Yes ☒ Date 14/12/20 CA

M&PS FINANCE UNIT

Received by M&PS Finance Business Unit

Signature

Name (please print)

SAP updated?

s 22

Date

17/12/20

No ☒ Yes ☐ Date 17/12/20

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
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Form 152
July 2017a
Page 1 of 2

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SENATOR OR MEMBER

Name The Hon Warren Entsch MP
Electorate/State Leichhardt Phone 0740512220

LOST/STOLEN/ DAMAGED ITEM

I declare that the following item has been:

Lost ☒ Stolen ☐ Damaged ☐

Item Data Projector

Brand/Make/Model CPW X8

Serial No. (if available) F1A 002481

Details of loss, theft or damage

Date of loss/theft/damage

Time

OR

between

and

Time

Time

Approx 2017 onwards

Not sure.

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

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

No ☒ Yes ☐ Give details

POLICE REPORT

Police report (for loss or theft of items)

Date the police were advised of the loss or theft of the item

Which police were advised?

State/Territory Police ☐

AFP ☐

Police report reference number

SIGNATURE

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Signature of
Senator or Member

s 22

Date

27/11/19

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**M&PS STATE /
TERRITORY OFFICE**

► Received by M&PS State/Territory Manager

Signature

s 22

Date

27/1/20

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

s 22

Date

27/1/20

Name (please print)

► SAP updated?

No ☒ Yes ☐ Date / /

Ministerial and Parliamentary Services State and Territory Office Contact Details

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SENATOR OR MEMBER ▶ Name PATRICK GORMAN
▶ Electorate/State PENRTH, WA Phone 08 9272 3411

LOST / STOLEN / DAMAGED ITEM ▶ I declare that the following item has been:
Lost ☐ Stolen ☐ Damaged ☒
Item SMALL PAPER SHREDDER
Brand/Make/Model UNKNOWN
Serial No. (if available) UNKNOWN

▶ Details of loss, theft or damage
Date of loss/theft/damage 27/8/18 Time was discovered at
OR between Time takeover of office
and Time

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

this item was damaged when we took over the office + was collected as part of rubbish disposal.

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

No ☒ Yes ☐ Give details

POLICE REPORT ▶ Police report (for loss or theft of items)
Date the police were advised of the loss or theft of the item
Which police were advised? State/Territory Police ☐ AFP ☐
Police report reference number

SIGNATURE ▶ By signing this form, I acknowledge that:
• I understand that knowingly giving false or misleading information is a serious offence under the Criminal Code Act 1995.
• I have read and understood the Privacy Collection Notice (see below).

Signature of
Senator or Member

S 22

Date

15/11/19

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**M&PS STATE /
TERRITORY OFFICE**

► Received by M&PS State/Territory Manager

Signature

s 22

Date

18/11/19

Name (please print)

► Summary of action taken

office has been advised. of
correct process

Assets Register updated? (if applicable) No ☐ Yes ☒ Date 18/11/19

M&PS FINANCE UNIT

► Received by M&PS Finance Business Unit

Signature

s 22

Date

17/11/19

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&PS-Qld@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



Australian Government
Department of Finance

Form 152
May 2019
Page 1 of 2

SENATORS AND MEMBERS

LOST / STOLEN / DAMAGED PROPERTY REPORT

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

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	GLADYS LIU MP	
	➤ Electorate/State	CHISHOLM	➤ Phone (08) 9808 3188

LOST/STOLEN/DAMAGED ITEM	➤ I declare that the following item has been:	
	Lost <input checked="" type="checkbox"/> Stolen <input type="checkbox"/> Damaged <input type="checkbox"/>	
	Item	Gimbal
	Brand/Make/Model	DJI/Osmo+
	Serial No. (if available)	09RDEFD15000146

➤ Details of loss, theft or damage

Date of loss/theft/damage		Time	
OR	between	Time	
	7/1/2019	3/2/2020	
	and	Time	

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

The item was lost and not found between the date that the electorate office was established to present

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

No ☒ Yes ☐ Give details

POLICE REPORT	➤ Police report (for loss or theft of items)	
	Date the police were advised of the loss or theft of the item	
	Which police were advised?	State/Territory Police <input type="checkbox"/> AFP <input type="checkbox"/>
	Police report reference number	

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 Criminal Code Act 1995. I have read and understood the Privacy Collection Notice (see below).
	<div>Signature of Senator or Member</div> <div style="text-align: center;">S 22</div> <div>Date</div> <div>3/2/20</div>

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. Personal information may be disclosed to the employing Parliamentarian, the Independent Parliamentary Expenses Authority (IPEA), the Department of Parliamentary Services, or as otherwise authorised 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 www.mapf.finance.gov.au/privacy.html

**M&PS STATE /
TERRITORY OFFICE**

Received by M&PS State/Territory Manager

Signature

Name (please print)

Summary of action taken

s 22

Date

5/12/20

Assets Register updated? (if applicable) No ☐ Yes ☒ Date 5/12/2020

M&PS FINANCE UNIT

Received by M&PS Finance Business Unit

Signature

Name (please print)

SAP updated?

s 22

Date

7/12/20

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
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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



Australian Government
Department of Finance

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6 - MAR 2020

Form 152
May 2019
Page 1 of 2

SENATORS AND MEMBERS

LOST / STOLEN / DAMAGED PROPERTY REPORT

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

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
► Electorate/State ► Phone

LOST/STOLEN/ DAMAGED ITEM

► I declare that the following item has been:

Lost ☐ Stolen ☒ Damaged ☐

Item

Brand/Make/Model

Serial No. (if available)

► Details of loss, theft or damage

Date of loss/theft/damage Time

OR between Time

and Time

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

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

No ☐ Yes ☒ Give details

POLICE REPORT

► Police report (for loss or theft of items)

Date the police were advised of the loss or theft of the item

Which police were advised? State/Territory Police ☒ AFP ☐

Police report reference number

SIGNATURE

► By signing this form, I acknowledge that:

- I understand that knowingly giving false or misleading information is a serious offence under the *Criminal Code Act 1995*.
- I have read and understood the Privacy Collection Notice (see below).

Signature of
Senator or Member

Date

**M&PS STATE /
TERRITORY OFFICE**

► Received by M&PS State/Territory Manager

Signature

s 22

Date

10/3/20

Name (please print)

► Summary of action taken

Assets Register updated? (if applicable) No ☐ Yes ☒ Date 10/3/2020

M&PS FINANCE UNIT

► Received by M&PS Finance Business Unit

Signature

s 22

Date

11/3/20

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
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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



Australian Government
Department of Finance

Form 152
July 2017a
Page 1 of 2

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	SHARNE NEUMANN MP		
	► Electorate/State	BLAIR / QUEENSLAND	► Phone	3201 5300
LOST/STOLEN/ DAMAGED ITEM	► I declare that the following item has been:			
	Lost <input checked="" type="checkbox"/>	Stolen <input type="checkbox"/>	Damaged <input type="checkbox"/>	
	Item	DATA PROTECTOR		
	Brand/Make/Model	HITACHI CPX10-15NNE		
	Serial No. (if available)	F3H602714		
	► Details of loss, theft or damage			
	Date of loss/theft/damage		Time	
	OR	between	Time	
		and	Time	
	Provide a summary of where and how the incident occurred, including action taken to recover the lost or stolen item			
	ANNUAL STOCKTAKE 2020			
	NOT LOCATED			
	Was there any evidence of theft, fraud, misconduct or abuse?			
	No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	► Give details	

POLICE REPORT	► Police report (for loss or theft of items)
	Date the police were advised of the loss or theft of the item
	Which police were advised? State/Territory Police <input type="checkbox"/> AFP <input type="checkbox"/>
	Police report reference number

N/A

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 Criminal Code Act 1995. I have read and understood the Privacy Collection Notice (see below).
Signature of Senator or Member	<div style="display: flex; align-items: center;"> <div style="background-color: black; width: 150px; height: 30px; margin-right: 10px;"></div> <div style="border: 1px solid black; padding: 2px;">s 22</div> </div>
	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px;">Date</div> <div style="border: 1px solid black; padding: 2px; margin-left: 10px;">14/2/20</div> </div>

Privacy Collection Notice — Consistent with the *Privacy Act 1988*, the Department of Finance (Finance) uses the personal information provided in this form to facilitate the administration of work expenses and allowances for Parliamentarians and their employees under the parliamentary work expenses framework. Details of the related expenditure may be tabled in Parliament, published on Finance's website, or provided to the Special Minister of State, the Independent Parliamentary Expenses Authority, relevant service providers, or publicly, as authorised by law. Further details on the collection, storage and use of personal information provided is available at www.mapf.finance.gov.au/privacy.html

**M&PS STATE /
TERRITORY OFFICE**

► Received by M&PS State/Territory Manager

Signature

s 22

Date

17/2/20

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

s 22

Date

25/2/20

Name (please print)

► SAP updated?

No ☒

Yes ☐

Date 25/2/20

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
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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



Australian Government
Department of Finance

Form 152
July 2017a
Page 1 of 2

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	Senator Linda Reynolds	
	Electorate/State	Western Australia	Phone 9477 5411

LOST/STOLEN/ DAMAGED ITEM	I declare that the following item has been:		
	Lost <input checked="" type="checkbox"/>	Stolen <input type="checkbox"/>	Damaged <input type="checkbox"/>
	Item	Camera	
	Brand/Make/Model	Canon EOS600D	
	Serial No. (if available)	41507803710	

Details of loss, theft or damage

Date of loss/theft/damage		Time	
OR	between	2/3/2019	Time
	and	29/5/2019	Time

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

It appears Dept of Home Affairs mistakenly took the camera to the department when assets were collected at the time Senator Reynolds changed portfolios from Home Affairs to Defence.

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

No ☒ Yes ☐ Give details

POLICE REPORT	Police report (for loss or theft of items)	
	Date the police were advised of the loss or theft of the item	
	Which police were advised?	State/Territory Police <input type="checkbox"/> AFP <input type="checkbox"/>
	Police report reference number	

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 Criminal Code Act 1995. I have read and understood the Privacy Collection Notice (see below)
Signature of Senator or Member	<div style="background-color: black; width: 200px; height: 50px; display: flex; align-items: center; justify-content: center;"> <div style="font-size: 2em; font-weight: bold;">S22</div> </div>
	Date 21/12/20

Privacy Collection Notice — Consistent with the *Privacy Act 1988*, the Department of Finance (Finance) uses the personal information provided in this form to facilitate the administration of work expenses and allowances for Parliamentarians and their employees under the parliamentary work expenses framework. Details of the related expenditure may be tabled in Parliament, published on Finance's website, or provided to the Special Minister of State, the Independent Parliamentary Expenses Authority, relevant service providers, or publicly, as authorised by law. Further details on the collection, storage and use of personal information provided is available at www.mps.finance.gov.au/privacy.html

**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 25/3/2020

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
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SOUTH AUSTRALIA

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TASMANIA

Scan and Email to: M&PS-Tas@finance.gov.au

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Phone: (03) 6231 0734

VICTORIA

Scan and Email to: M&PS-Vic@finance.gov.au

Contact Melbourne CPO
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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



Australian Government
Department of Finance

Form 152
May 2019
Page 1 of 2

SENATORS AND MEMBERS

LOST / STOLEN / DAMAGED PROPERTY REPORT

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

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	HON MICHAEL SUKKAR MP	
	Electorate/State	DEAKIN	Phone 03 9874 1711

LOST/STOLEN/ DAMAGED ITEM	I declare that the following item has been:		
	Lost <input checked="" type="checkbox"/>	Stolen <input type="checkbox"/>	Damaged <input type="checkbox"/>
	Item CAMERA		
	Brand/Make/Model CANON SX210IIS		
	Serial No. (if available) 225034000590		

Details of loss, theft or damage

Date of loss/theft/damage	Time
OR between 28/02/2019	Time
and	Time

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

lost in the electorate office

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

No ☒ Yes ☐ Give details

POLICE REPORT	Police report (for loss or theft of items)
	Date the police were advised of the loss or theft of the item
	Which police were advised? State/Territory Police <input type="checkbox"/> AFP <input type="checkbox"/>
	Police report reference number

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 Criminal Code Act 1995. I have read and understood
Signature of Senator or Member	<div style="background-color: black; width: 200px; height: 50px; display: flex; align-items: center; justify-content: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">s22</div> </div>
	Date 28/2/20

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. Personal information may be disclosed to the employing Parliamentarian, the Independent Parliamentary Expenses Authority (IPEA), the Department of Parliamentary Services, or as otherwise authorised 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 www.mps.finance.gov.au/privacy.html

M&PS STATE / TERRITORY OFFICE	► Received by M&PS State/T	s 22
	Signature	[Redacted Signature] Date 10/3/20
	Name (please print)	[Redacted Name]
	► Summary of action taken	[Redacted Summary]
	Assets Register updated? (if applicable)	No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Date 11/3/20

M&PS FINANCE UNIT	► Received by M&PS Finance Business Unit	s 22
	Signature	[Redacted Signature] Date 12/3/20
	Name (please print)	[Redacted Name]
	► SAP updated?	No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Date / /

Ministerial and Parliamentary Services State and Territory Office Contact Details

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Australian Government
Department of Finance

Form 152
May 2019
Page 1 of 2

SENATORS AND MEMBERS

LOST / STOLEN / DAMAGED PROPERTY REPORT

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

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	The Hon Dan Tehan	
	▶ Electorate/State	Wannon	▶ Phone (03) 5572 1100

LOST/STOLEN/DAMAGED ITEM	▶ I declare that the following item has been:		
	Lost <input checked="" type="checkbox"/>	Stolen <input type="checkbox"/>	Damaged <input type="checkbox"/>
	Item Digital Camera (Acquired in July 2010)		
	Brand/Make/Model Canon IXUS105ISS		
	Serial No. (if available) 055063023826		
▶ Details of loss, theft or damage			
Date of loss/theft/damage		2017	Time
OR		between	Time
		and	Time
Provide a summary of where and how the incident occurred, including action taken to recover the lost or stolen item			
Camera was lost during 2017. Exact details are no longer known. The camera cannot be located at the Ministerial Office in Canberra, the CPO in Melbourne or the Electorate Offices in Hamilton and Warrnambool.			
Was there any evidence of theft, fraud, misconduct or abuse?			
No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> ▶ Give details			

POLICE REPORT	▶ Police report (for loss or theft of items)	
	Date the police were advised of the loss or theft of the item	
	Which police were advised?	State/Territory Police <input type="checkbox"/> AFP <input type="checkbox"/>
	Police report reference number	

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 Criminal Code Act 1995 I have read and understood the information provided in this form 	
	Signature of Senator or Member	Date 21/4/20

Privacy Collection Notice — Consistent with the Privacy Act 1988, the information provided in this form to facilitate the administration of the parliament is personal information. Personal information may be disclosed to the employing Parliament, the Department of Parliamentary Services, or as otherwise authorised by the Privacy Act 1988, published on Finance's website, or provided to the Special Minister of State. For more information, see the Privacy Act 1988, available at www.mps.finance.gov.au/privacy.html

Personal information
collected for
purposes.
(PEA), the
Parliament,
information is

**M&PS STATE /
TERRITORY OFFICE**

► Received by M&PS State/Territory Manager

S22

Signature

Date

5/5/20

Name (please print)

► Summary of action taken

n7 - camera is 10 years old

Assets Register updated? (if applicable) No ☐ Yes ☒ Date 24/4/20 CA.

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



Australian Government
Department of Finance

Form 152
July 2017a
Page 1 of 2

SENATORS AND MEMBERS

LOST / STOLEN / DAMAGED PROPERTY REPORT

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

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.

NAME **Mr Ravi Vasta MP**
Electorate/State **Blairgowrie** Phone **07 3893 3488**

I declare that the following item has been:
Lost ☒ Stolen ☐ Damaged ☐
Item **Dada Projector**
Brand/Make/Model **Hitachi - CPWX8**
Serial No. (if available) **FRK0C1460**

Details of loss, theft or damage

Date of loss/theft/damage: **May 2019** Time

On between Time

and Time

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

Office cannot find projector

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

No ☒ Yes ☐ Give details

Police report (for loss or theft of item)

Date the police were advised of the loss or theft of the item

Which police were advised?

State/Territory Police

APP

Police report reference number

By signing this form, I acknowledge that:

- I understand that knowingly giving false or misleading information is a serious offence under the *Criminal Code Act 1995*.
- I have read and understood the Privacy Collection Notice (see below).

s 22

of
Member

s 22

Date

8/12/2020

**M&PS STATE /
TERRITORY OFFICE**

Received by M&PS State/Territory Manager

Signature

s 22

Date

9/3/20

Name (please print)

Summary of action taken

Assets Register updated? (if applicable) No ☐ Yes ☒ Date 9/3/20

M&PS FINANCE UNIT

Received by M&PS Finance Business Unit

Signature

s 22

Date

11/3/20

Name (please print)

SAP updated? No ☒ Yes ☐ Date / /

Ministerial and Parliamentary Services State and Territory Office Contact Details

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NORTHERN TERRITORY	Scan and Email to: M&PS-NT@finance.gov.au	Contact: Darwin CPO Email: M&PS-NT@finance.gov.au Phone: (08) 8941 4133
QUEENSLAND	Scan and Email to: M&PS-Qld@finance.gov.au	Contact: Brisbane CPO Email: M&PS-Qld@finance.gov.au Phone: (07) 3001 8900
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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
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Australian Government
Department of Finance

Form 152
May 2019
Page 1 of 2

SENATORS AND MEMBERS**LOST / STOLEN / DAMAGED PROPERTY REPORT**

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

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 **Mr Tim Wilson MP**
Electorate/State **GOLDSTEIN/ VIC** Phone **9557 4644**

**LOST/STOLEN/
DAMAGED ITEM**

I declare that the following item has been:

Lost ☒ Stolen ☐ Damaged ☐

Item **Digital camera**

Brand/Make/Model **CANON/EOS 70D**

Serial No. (if available) **415059000224**

Details of loss, theft or damage

Date of loss/theft/damage

Time

QR

between

Time

and

Time

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

LOST/MISPLACED IN THE ELECTORATE OFFICE

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

No ☒

Yes ☐ Give details

POLICE REPORT

Police report (for loss or theft of items)

Date the police were advised of the loss or theft of the item

Which police were advised?

State/Territory Police ☐

AFP ☐

Police report reference number

SIGNATURE

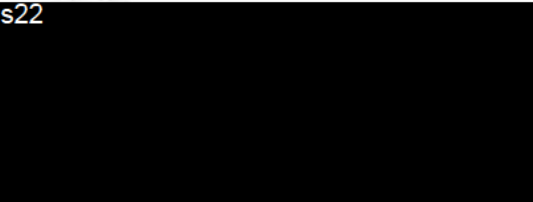
By signing this form, I acknowledge that:

- I understand that knowingly giving false or misleading information is a serious offence under the Criminal Code Act 1995. S 22
- I have read and understood

Signature of
Senator or Member

M&PS STATE / TERRITORY OFFICE

Received by M&PS State/Territory Office **s22**

Signature  Date **17/3/20**

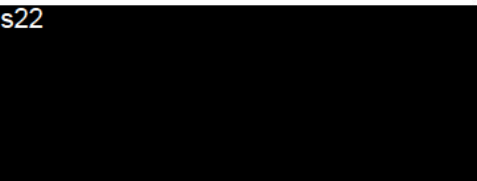
Name (please print) _____

Summary of action taken _____

Assets Register updated? (if applicable) No ☐ Yes ☒ Date **17/3/2020**

M&PS FINANCE UNIT

Received by M&PS Finance Business Unit **s22**

Signature  Date **19/3/20**

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: _____	Contact Email: _____	ACT Office (02) 6277 6087
NEW SOUTH WALES	Scan and Email to: _____	Contact Email: _____	Sydney CPO (02) 8289 9900
NORTHERN TERRITORY	Scan and Email to: _____	Contact Email: _____	Darwin CPO (08) 8941 4133
QUEENSLAND	Scan and Email to: _____	Contact Email: _____	Brisbane CPO (07) 3001 8900
SOUTH AUSTRALIA	Scan and Email to: _____	Contact Email: _____	Adelaide CPO (08) 8205 1000
TASMANIA	Scan and Email to: _____	Contact Email: _____	Hobart CPO (03) 6231 0734
VICTORIA	Scan and Email to: _____	Contact Email: _____	Melbourne CPO (03) 9660 6600
WESTERN AUSTRALIA	Scan and Email to: _____	Contact Email: _____	Perth CPO (08) 9260 5000



Australian Government
Department of Finance

Form 152
May 2019
Page 1 of 2

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	Mr Tim Wilson MP	
	➤ Electorate/State	GOLDSTEIN/ VIC	➤ Phone 9557 4644

LOST/STOLEN/ DAMAGED ITEM	➤ I declare that the following item has been:
	Lost <input checked="" type="checkbox"/> Stolen <input type="checkbox"/> Damaged <input type="checkbox"/>
	Item <u>Projector (digital)</u>
	Brand/Make/Model <u>HITACHI/CPWX8</u>
	Serial No. (if available) <u>F1A002525</u>

➤ Details of loss, theft or damage			
Date of loss/theft/damage		Time	
OR	between	Time	
	and	Time	

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

<u>LOST/MISPLACED IN THE ELECTORATE OFFICE</u>

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

No ☒ Yes ☐ ➤ Give details

POLICE REPORT	➤ Police report (for loss or theft of items)
	Date the police were advised of the loss or theft of the item
	Which police were advised? State/Territory Police <input type="checkbox"/> AFP <input type="checkbox"/>
	Police report reference number

SIGNATURE	➤ By signing this form, I acknowledge that:
	• I understand that knowingly giving false or misleading information is a serious offence under the Criminal Code Act 1995.
	• I have read and understand
	Signature of Senator or Member

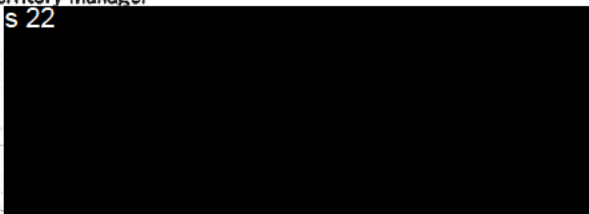
Privacy Collection Notice — Consistent with the Privacy Act 1988 provided in this form to facilitate the administration of the parliament. Personal information may be disclosed to the employing Parliamentarian, the Department of Parliamentary Services, or as otherwise authorised by the Department of Finance's website, or provided to the Special Minister of State available at www.mps.finance.gov.au/privacy.html

Information

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M&PS STATE / TERRITORY OFFICE

Received by M&PS State/Territory Manager

Signature  Date 17/3/20


Name (please print)

Summary of action taken

Assets Register updated? (if applicable) No ☐ Yes ☒ Date 17/3/2020

M&PS FINANCE UNIT

Received by M&PS Finance Business Unit

Signature  Date 19/3/20

Name (please print)

SAP updated? No ☒ Yes ☐ Date / /

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