

Coast and Country Community Services Ltd.
Section 2 Team Management
Document 2.06-5-2 Team Member Exit Checklist

TASK	DATE	BY
Paid Team Member		
Resignation/Termination confirmed & any written advice filed in Team Members file		
Property returned:		
• Keys		
• Uniforms		
• Identification		
• Equipment entered on Equipment Issued register		
• Cards (Credit, Debit)		
Exit Survey provided and Exit Interview arranged		
Paid Team Member's termination payout calculated and MYOB Payslip produced		
Department of Social Security <i>Employment Separation Certificate</i> completed:		
Department of Social Security <i>Employment Separation Certificate</i> given to Team Member:		
Letter of Release sent after Leaving Interview conducted		
Removed from relevant Accounts		
Commonwealth, IMB and Bendigo Banks		
Telephone		
Electricity		
Exited from Relevant Electronic Records		
• Training Program		
• Gmail Contacts		
• Years of Service		
• Routematch		
• Tablet ID		

TASK	DATE	BY
• MAC Portal		
• P2P Portal		
• NDIS Commission Portal as a responsible person		
• My Place Portal NDIS		
• TfNSW Portal		
• Route Match		
• Com Biz		
• AFEI		
• ACNC portal		
• ASIC portal		
• RAM Access Manager Portal		
• RMS Portal Login		
• Toll Pass		
• Disability Parking Scheme		
VOLUNTEER CHECKLIST NEXT PAGE		

Volunteer Team Member		
TASK	DATE	BY
Resignation/Termination confirmed & any written advice filed in Team Members file		
Property returned:		
• Keys		
• Uniforms		
• Identification		
• Equipment entered on Equipment Issued register		
Exit Survey provided		
Appreciation Certificate provided/sent		
Letter of Release sent		
Exited from Electronic Records		
• Training Program		
• Gmail Contacts		
• Years of Service		
• Routematch		
• Tablet ID		
• P2P Portal		
• Route Match		