



Australian Government  
COMCAR

## COMCAR INFORMATION/LOST PROPERTY REPORT

This report is to be completed immediately upon identifying a situation that may require action by the Client Liaison Manager; on request from a COMCAR Manager or Supervisor; or following the discovery of lost property in a vehicle. The report must be lodged prior to the cessation of duty. You should note that this report can be released under the *Freedom of Information Act 1982* (FOI Act) and as such, must be an accurate and true account of the details. Please contact your COMCAR Manager or Supervisor if you have any questions or concerns regarding the completion of this document.

### PART A – CLIENT DETAILS

Client Name:	NONE
Reservation Number:	
Additional # of Pax:	

### PART B – CATEGORY

Type: (Tick as appropriate)	<input checked="" type="checkbox"/> ACCIDENT	<input type="checkbox"/> BREAKDOWN	<input type="checkbox"/> LATE VEHICLE	<input type="checkbox"/> RESERVATIONS
	<input type="checkbox"/> NO CONTACT	<input type="checkbox"/> COMPLAINT	<input type="checkbox"/> FYI/OTHER	<input type="checkbox"/> ALLOCATIONS
For FYI / Other, please provide details:	INCIDENT ON SENATE SLIP ROAD (BOULEVARDS)			

### PART C – LOST PROPERTY ONLY

Type: (Tick as appropriate)	<input type="checkbox"/> PHONE	<input type="checkbox"/> BRIEFCASE	<input type="checkbox"/> COMPUTER / TABLET	<input type="checkbox"/> DOCUMENTS
	<input type="checkbox"/> GLASSES	<input type="checkbox"/> WALLET / PURSE	<input type="checkbox"/> CLOTHING	<input type="checkbox"/> OTHER
For Other, please provide details:				
Do you know who left the property in the vehicle?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	State Allocator Advised?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Allocator's Name:			Date / Time Advised:	

### PART D – DETAILED DESCRIPTION

Date:	26/11/12	Time:	2105	Vehicle Rego:	s 22
Scheduled Pickup Time:		Actual Pickup Time:		Drop Time:	

I WAS PARKED ON PARLIAMENT DR. AS I WAITED A COMCAR. ENTIRE THE SENATE SLIP ROAD ENTRANCE.

THE BOLLARDS WENT DOWN AFTER SOME DELAY.

I THEN WATCHED THE COMCAR PROCEED ACROSS THE BOLLARDS AND UP TOWARD THE SENATE ENTRANCE.

I SLOWLY DROVE TOWARD THE BOLLARDS.

I WATCHED THE BOLLARDS STAYING DOWN FOR A LONG TIME; UNTIL I LOOKED RIGHT AT THE ACCESS CONTROL PANEL AND THEN BACK TOWARDS THE BOLLARDS.

I HADN'T SEEN THEM MOVE, BUT I ALSO HADN'T SEEN THEM NOT MOVE.

I PROCEEDED SLOWLY ON THE GREEN LIGHT UNTIL.

I SAW THE SECOND BOLLARD START TO

Continued overleaf...

**PART D - DETAILED DESCRIPTION (CONTINUED)**

Rise.

THE BOLLARD LIFTED THE FRONT END OF THE CAR. AND THEN LOWERED IT AGAIN.

THE CAR STALLED AND WOULD NOT RE START.

I FOUND MYSELF IN NUTRAC SO I ROLLED BACK TO MY ORIGINAL POSITION ALONG SIDE PARLIAMENT DR. ABOUT 10 MINS LATER AFP ARRIVED TO HAVE A LOOK.

**PART E - STAFF MEMBER'S SIGNATURE**

Full Name of Staff Member:	s 22	Driver No. (If Applicable)	s 22
Signature:	[Redacted]		
Date:	26 / 11 / 17		

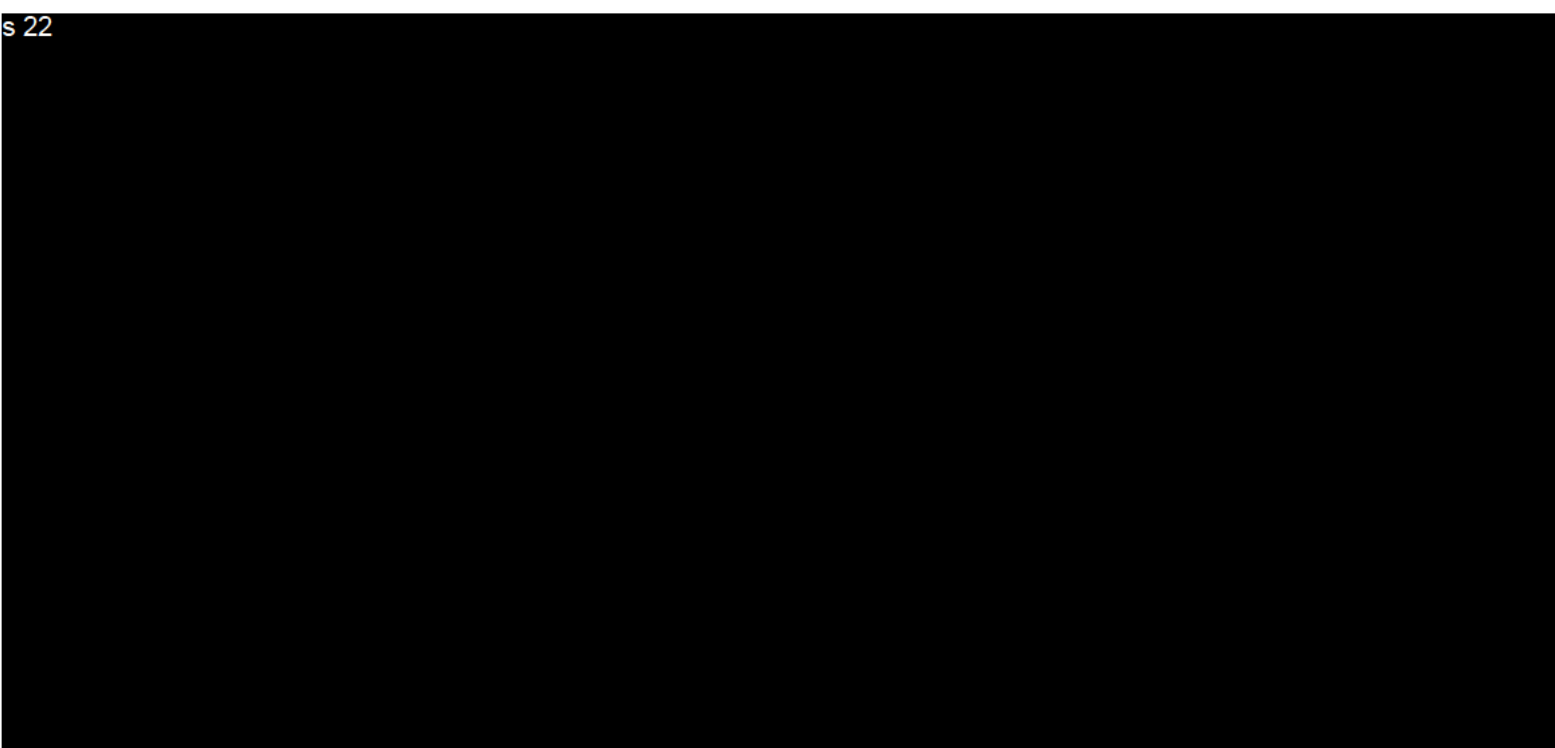
**PART F - SUPERVISOR / MANAGER COMMENTS**

Msg to ~~Asst~~ s 22 to check on his wheel being at 0900.  
 Valid processes followed by s 22  
 No file note made.

Supervisor / Manager Name:	s 22
Signature:	[Redacted]
Date:	

Copies To:  STAFF  COMCARIncidents@finance.gov.au  PLACED ON FILE

**NOTE: ALL LOST PROPERTY REPORTS MUST BE SCANNED & EMAILED TO: COMCAR@finance.gov.au**



**REMOVE & REPLACE**

- 1. NO PANEL DAMAGE - ALL SUSPENSION - TOWED TO
- 2. s 22 [REDACTED] FOR REPAIR

	<u>Units</u>	<u>Est Amt</u>	<u>Remarks</u>
TOTAL	s 22 [REDACTED]		
TOTAL LABOUR	0.00	\$0.01	
TOTAL		\$0.01	
PLUS GST @ 10%		\$0.00	
GRAND TOTAL		\$0.01	

**Notes :**

All Work Fully Guaranteed...Parts Prices Subject To Invoice  
 THIS IS AN ESTIMATE ONLY BASED ON OUR VISUAL INSPECTION,  
 POSSIBLE FURTHER DAMAGE MAY BE EVIDENT AFTER DISMANTLING  
 s 22 [REDACTED]

s 22

**From:** s 22  
**Sent:** Wednesday, 6 December 2017 9:57 AM  
**To:** s 22  
**Cc:** Canberra Admin; Audit and Risk  
**Subject:** FW: New Claim - Vehicle reg: s 22 /s 22  
**Attachments:** IMG\_4717.jpg; IMG\_4718.jpg

Hi s 22

**Our Reference :** s 22

We acknowledge receipt of your Motor Vehicle Claim Form and quote from s 22

Please note we have appointed Ace Assessing to complete a Desktop assessment in regards to the above mentioned quote.

Please note Ace Assessing will provide Comcover with a written report within 7 working days.

Once report to hand we will forward a further update email.

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 \* \* \* \* \*  
 \* \* \* \* \*

s 22

**From:** Comcover Claims  
**Sent:** Tuesday, 5 December 2017 1:16 PM  
**To:** s 22  
**Cc:** Canberra Admin; Audit and Risk s 22  
**Subject:** New Claim - Vehicle reg: s 22 /s 22

Thank you for your claim notification received via email.

This claim has been allocated Claim Number s 22 Please quote this reference number in all future correspondence.

The Claims Consultant responsible for conduct of this claim is s 22

s 22 contact details are listed below:

s 22

§ 22 will contact you in the near future regarding the future conduct of this claim.

Kind regards,

Comcover

T: 1800 651 540

E: [claims@comcover.com.au](mailto:claims@comcover.com.au)

A: Locked Bag 4830, Melbourne VIC 3001

From: § 22

Sent: Tuesday, 5 December 2017 11:01 AM

To: Comcover Claims

Subject: § 22

Hi § 22

In regards to § 22 the transmission has been damaged due to impact. I have attached photos of the damage.

Below is the quote to repair;

**Parts;**

GM-17804551, transmission asm-auto: § 22

GM-12640748, pan asm oil § 22

GM-95710333, sealer generic eng application: § 22

GM-11546840, bolt/screw: § 22

GM-15251488, seal-trans fluid clr pipe: § 22

GM-92274700, rod kit-strg lnkg: § 22

**Total parts - \$5665.10 including GST**

DEX6 Transmission fluid - § 22 including GST

Total labour - § 22 = \$1597.20 including GST

**Total cost - \$7464.70 including GST**

Look forward to hearing from you soon.

Kind Regards,

s 22













