



Australian Government
COMCAR

**CLIENT
NEWSLETTER
December 2017**

Key Points:

- *In line with decreased client demand, COMCAR proposes to reduce its usual hours of operation over the Christmas holiday period.*

All COMCAR Clients– on behalf of all COMCAR staff, we wish all our clients the very best for the festive season.

2017-2018 Christmas holiday period

Due to the decreased demand over this period, COMCAR will reduce the hours of operation of its National Operations Centre between Sunday 24 December 2017 and Wednesday 27 December 2017 only. A full list of the operating hours during this period is attached, with all times listed in AEST.

If you require car-with-driver services during this period, where possible, please make your reservations well in advance, to ensure availability of vehicles and drivers. If you are making a reservation for a time where COMCAR is closed, your reservation will be allocated to a third party service provider.

Any costs associated with reservations allocated to a third party service provider during the period that COMCAR is closed, will be passed on to the client.

The National Operations Centre will be closed Christmas Day and Boxing Day only.

Key Contacts

Client Liaison Manager Donna Fiveash
02 6215 1617 0413 994 182 COMCAR@finance.gov.au

Postal Address COMCAR - Department of Finance
One Canberra Avenue, Forrest ACT 2603

The National Operations Centre can be contacted throughout Australia on 131 847

COMCAR NATIONAL OPERATIONS CENTRE

HOURS OF OPERATION FOR 2017-2018 CHRISTMAS HOLIDAY PERIOD

Australian Eastern Standard Summer Time	
Sunday 24 December 2017	Close at 2100
Monday 25 December 2017 - Christmas Day	Closed
Tuesday 26 December 2017 – Boxing Day	Closed
Wednesday 27 December 2017	Resume normal operations from 0600

Normal Operating Hours (24 hours a day, 7 days a week) apply to all other days leading up to Christmas and upon resuming normal operations.

The National Operations Centre can be contacted throughout Australia on 131 847.