



GENERAL MANAGER'S REPORT

12 September 2006

GM3	LOCAL TRAVEL AGENT
	FILE: 328 AVB

SUMMARY:

To advise Council of airline ticket booking arrangements.



DESCRIPTION:

At the August Council meeting it was resolved, "That a further investigation of booking flights through a local travel agent be conducted." A copy of the report submitted to the August meeting is outlined in [Appendix B](#)

Ninety percent of Council's flights are currently booked through a local travel agent under the NSW Government contract. The Government Contract in many cases is more expensive than discounted fares but has the added advantage that if a flight is cancelled Council does not lose the cost of the ticket as the flight is fully refundable.

Discounted flights are booked for long flights where the discount difference is substantial. However if these flights have to be cancelled the booking only remains current for twelve months from the booking date for the person for whom the flight was booked for in the first instance.

REPORT IMPLICATIONS:

- *Environmental*

Nil

- *Social*

Nil

- *Economic (Financial)*

Nil

- *Policy or Statutory*

Nil

RECOMMENDATION:

That the information be noted.

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A V Burgess
GENERAL MANAGER