



OPERATIONS DEPARTMENT
MEMORANDUM

TO : Lara Kirchner – General Manager
John Patterson – Director Special Projects
FROM : Peter Fitzgerald - Manager Airport and City Services
FILE NAME :
DATE : 8th October 2013
SUBJECT : **Mark Goodman**

Lara and John

Due to the increasing workload being experienced at the Airport BU and the increased demands being placed upon myself as the Acting Manager of City Services in addition to my substantive position of Manager BU, I would like to formally implement the BU organizational structure that was proposed and approved by SACL in the tender submission for the 2486 grounds maintenance contract.

The proposed structure included a new position within the organisation titled Contract officer, this position would have care and control of all day to day maintenance activities at the BU and would serve as a direct liaison to SACL on matters relating to the performance and execution of services under the 2486 maintenance contract. The proposed reflects the way the BU is currently required to function and existing staff who have been burdened with the additional duties of this position warrant formal recognition.

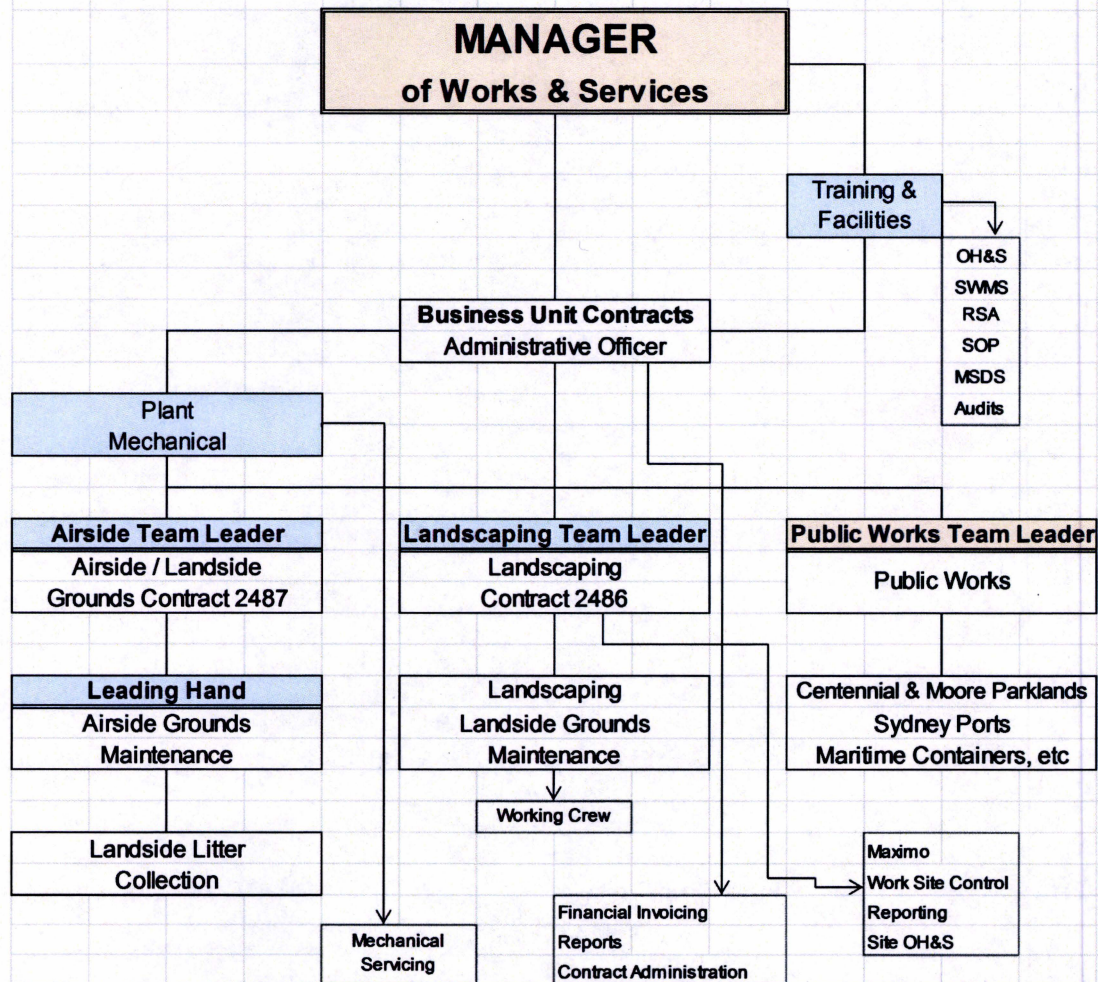
I request approval to implement the new BU structure as per the attached, and appoint Mr. Mark Goodman to the new position in a acting capacity

Regards

Peter Fitzgerald
Manager Airport and City Services
City of Botany Bay Council



BUSINESS UNIT STRUCTURE



Donates 100% Availability to S.A.C.L.

Donates 50% Availability to S.A.C.L.

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