

1116419

Tyhscha Cochrane

From: Paskett, Sandra [Sandra.Paskett@rac.com.au]
Sent: Wednesday, 7 July 2010 8:12 AM
To: Paskett, Sandra; Tyhscha Cochrane
Cc: Nola@Favershamhouse.com.au; Imperial Hotel York; Lavendale Farm; York Visitors Centre; Sandra Paskett - Laurelville York; helen.silver@metallic.com.au
Subject: RE: YTB and Visitor Centre - financial wrap up

Hi Tyhscha

An additional item:

12. The YTB will apply for the extra funding (\$5000) approved at the Council meeting earlier this year, to enable it to meet its current obligations and ongoing operating costs.

Also, I gather the agenda item scheduled for today is dealing with moving the Visitor Centre to the Shire Offices. Can you advise whether this is to complement the Town Hall operating hours, or whether the Visitor Servicing Function is to totally move to the Shire. If the latter – how will weekend Visitor Servicing requirements be addressed and what hours will the function be provided? We would not support closure of the Visitor Servicing function over the weekend as that is the peak time for visitors.

Many thanks

Sandra

From: Paskett, Sandra
Sent: Tuesday, 6 July 2010 4:10 PM
To: 'dceo@york.wa.gov.au'
Cc: Nola@Favershamhouse.com.au; 'Imperial Hotel York'; 'Lavendale Farm'; 'York Visitors Centre'; 'Sandra Paskett - Laurelville York'; helen.silver@metallic.com.au
Subject: YTB and Visitor Centre - financial wrap up

Hi Tyhscha – I apologise, I don't have Domenic's email address to hand so can't copy him on this email.

From our impromptu meeting last week (yourself, Dianne, Domenic, Nola, myself), I confirm the following to be my understanding of the discussions:

1. Additional funds (over and above the \$85,000) will be required from the Shire to cover the final liabilities of the YTB. Domenic will prepare an application to the Shire to cover the additional requirement. The additional funds are largely due to:
 - a. Higher than projected Tax and staff liabilities
 - b. Operating costs for the final quarter, for which funding was withheld. Note that the Visitor Centre was under the management of the Shire for this quarter, and the YTB did not incur occur any costs other than standard operating costs for that period.
2. Letters are being sent to some creditors requesting verification of our liabilities, with a view to writing off the debt if it can't be substantiated.
3. It is our preference that all trust liabilities other than accommodation, as at the 30 June, are paid out by the Shire, leaving only accommodation liabilities in the Trust Account.
4. The Shire will organise disposal of retail products. Our recommendation is that these are offered to members for sale as a lot – the balance of the stock is not moving and retaining the stock to sell over time is not likely to provide significant benefit over an immediate sale as the quality of the remaining stock has doubtful market appeal, and time and an accumulation of dust if the product sits longer on the shelves is unlikely to enhance its marketability. The Shire will seek to maximise the return on the stock (currently listed with book value of 70% in Domenic's audit report) and will deduct monies received from any sale of stock from the outstanding YTB Shire debt.
5. Dianne will contact the relevant people for collection of consignment stock.
6. The assets, with the exception of one computer (required for operation of Bookeasy) will be transferred to the Shire – the value of the assets as per the asset register prepared by Dianne to be agreed between the YTB and the Shire, and will be deducted from the outstanding YTB Shire

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debt.

7. The YTB will transfer any funds received from its insurance claim (if successful) or any court order (if made as a result of the police prosecution) to the Shire to reduce the value of the outstanding YTB Shire debt.
8. The YTB will continue to operate Bookeasy and the associated web site until alternative arrangements are made.
9. The YTB would be grateful if the Shire could provide a link to the web site from the Shire web site.
10. The YTB committee agrees that the provision of brochures from the Shire Offices, and the potential transfer of weekday after hours visitor servicing to the Shire offices, would be of benefit.
11. The YTB committee supports the potential for amalgamation of services such as the Telecentre, Visitor Servicing etc to provide cost efficiencies and therefore the opportunity for expanded service hours.

Hope I have covered everything, and apologies for the brevity of the notes – it is difficult to cover this and work at the same time!

Can you also advise the purpose of the Visitor Centre agenda item listed for tomorrows special council meeting – is it simply to secure the additional funds as per point 1, or is it for some other reason? Is there any agenda detail that you can send regarding the item?

Many thanks

Sandra

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7/07/2010

Tyhscha Cochrane

From: Sandra Paskett - Laurelville York [laurelvillemanor@bigpond.com]
Sent: Friday, 9 July 2010 7:17 AM
To: 'DCA'; Tyhscha Cochrane; Tyhscha Cochrane
Cc: Nola@Favershamhouse.com.au; 'Imperial Hotel York'; info@yorkwa.org; 'Helen Silver'
Subject: YTB and Visitor Centre - financial wrap up

Hi Domenic and Tyhscha - can you please confirm the meeting notes below, in particular we need to know if Domenic will be completing point 13 below, and if so, when the transactions and final balances will be available, so that we can transfer to the new FY opening balances.

From our impromptu meeting last week (yourself, Dianne, Domenic, Nola, myself), I confirm the following to be my understanding of the discussions:

1. Additional funds (over and above the \$85,000) will be required from the hire to cover the final liabilities of the YTB. Domenic will prepare an application to the Shire to cover the additional requirement. The additional funds are largely due to:

a. Higher than projected Tax and staff liabilities

b. Operating costs for the final quarter, for which funding was withheld. Note that the Visitor Centre was under the management of the Shire for this quarter, and the YTB did not incur occur any costs other than standard operating costs for that period.

2. Letters are being sent to some creditors requesting verification of our liabilities, with a view to writing off the debt if it cant be substantiated.

3. It is our preference that all trust liabilities other than accommodation, as at the 30 June, are paid out by the Shire, leaving only accommodation liabilities in the Trust Account.

4. The Shire will organise disposal of retail products. Our recommendation is that these are offered to members for sale as a lot - the balance of the stock is not moving and retaining the stock to sell over time is not likely to provide significant benefit over an immediate sale as the quality of the remaining stock has doubtful market appeal, and time and an accumulation of dust if the product sits longer on the shelves is unlikely to enhance its marketability. The Shire will seek to maximise the return on the stock (currently listed with book value of 70% in Domenic's audit report) and will deduct monies received from any sale of stock from the outstanding YTB Shire debt.

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6. The assets, with the exception of one computer (required for operation of Bookeasy) will be transferred to the Shire - the value of the assets as per the asset register prepared by Dianne to be agreed between the YTB and the Shire, and will be deducted from the outstanding YTB Shire debt.

7. The YTB will transfer any funds received from its insurance claim (if successful) or any court order (if made as a result of the police prosecution) to the Shire to reduce the value of the outstanding YTB Shire debt.

8. The YTB will continue to operate Bookeasy and the associated web site until alternative arrangements are made.

9. The YTB would be grateful if the Shire could provide a link to the web site from the Shire web site.

10. The YTB committee agrees that the potential transfer of weekday after

hours visitor servicing to the Shire offices and the provision of brochures from the Shire Offices would be of benefit.

11. The YTB committee supports the potential for amalgamation of services such as the Telecentre, Visitor Servicing etc to provide cost efficiencies and therefore the opportunity for expanded service hours.

12. The YTB will apply for the extra funding (\$5000) approved at the Council meeting earlier this year, to enable it to meet its current obligations and ongoing operating costs.

13. Domenic will finalise the end of year MYOB transactions and prepare the final BAS. THE YTB will then transfer the final balances to the opening balances for the new financial year, and will create a new MYOB copy to manage the same. The YTB will require the existing computer and software to provide ongoing MYOB updates.

Many thanks

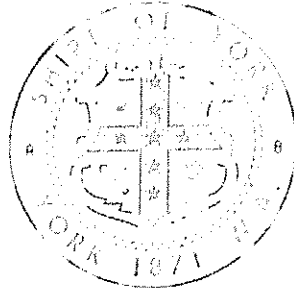
andra

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ITEM 9.2.3
APPENDIX B

Our Ref: O114757, CS.LCS.8

Enquiries: Ray Hooper

18 March 2013

The Chairperson
York Tourist Bureau Inc
18 Panmure Road
YORK WA 6302

Dear Sandra

COURT CASE - KATRINA WATTS - COMPENSATION

Further to the above case resolved on the 8th March, 2013 with sentencing and compensation orders I provide for your information and attention the following email received from you in relation to the bail of the York Visitor Centre by the Shire of York.

Emails from you as Chairperson of the York Tourist Bureau Inc dated 6th & 9th July, 2010 both stipulate in Clause 7:

"The YTB will transfer any funds received from its insurance claim (if successful) or any Court order (if made as a result of the Police prosecution) to the Shire to reduce the value of the outstanding YTB Shire debt."

Are provided for your information:

The insurance claim payment was transferred to the Shire of York by your confirmation of the 13th September, 2010.

This information is provided for your consideration at this stage.

Thank you for your consideration of this matter.

Yours faithfully

RAY HOOPER
CHIEF EXECUTIVE OFFICER

Enc

Cc: All Councillors
Tyhscha