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3 July 2014

Leigh Cover
Manager Leisure Services
Welcome Road
Karratha WA 6714

Dear Leigh,

Thank you for meeting with myself and Kathryn Dart from the Karratha Community House Inc. (KCH) Board on Thursday the 3rd of July 2014, as requested, here is the letter outlining the points from the meeting. As discussed we would like to submit another proposal to the City of Karratha.

As discussed our financial situation is still critical, with cash-flow very unpredictable. The financial assistance rendered by the Shire of Roebourne effective the 30/4/2014 has been of great assistance however we still find ourselves unable to meet the City of Karratha financial obligations. As such we request that the City of Karratha extend the financial assistance package to include the waiving of all KCH's outstanding invoices.

We have a large amount of outstanding invoices owing to us. We are currently following up with our own debt collection but believe we will need to escalate this with formal debt collection. We would also like to request that the City of Karratha finance department provide advice and financial assistance to enable us to recover some of the debts owing to us.

The board are currently managing the organisation and the Pam Buchanan Family Centre voluntarily with some members contributing upwards of 30 hours a week.

This is not personally sustainable and also impacts of how effectively and successfully the organisation is run. For the centre to be managed effectively (asset maintenance & cleaning, contractor management, tenant liaison & building enquires) a full time staff member is required. KCH is unable to carry the cost associated with a permanent staff member. With this in mind we would also like to purpose the City of Karratha consider providing or funding a staff member to manage the centre.

KCH understand that this is in addition to the initial assistance offered from the Shire of Roebourne / City of Karratha, however in order to keep providing an outstanding service to our community we require further assistance.

Thank you again for your time and the Board look forward to hearing from you in the near future to further discuss the organisations current situation. Please use my details below for contact in regards to this matter.

Kind Regards,

Donna Stace
Chairperson
Karratha Community House
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CC: Karratha Community House Board Members.