



## MEMO

TO: Shire President – Cr Minkom

FROM: Manager Infrastructure - Martin Faulkner

DATE: 30/09/2022

SUBJECT: Urgent Budget Variation – Loader Bucket Replacement

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The Shire purchased a new loader bucket for PC1220 in September 2021, however the bucket was not suitable to fit the loader we had on island. The bucket was returned to the supplier on the assumption that the correct one would be resent. The correct loader bucket has an additional cost. With the current bucket becoming unusable and the expected delays in delivery, this purchase is urgently required in order to ensure the Shire is able to maintain normal services to the Community as well as provide safe equipment for the works crew.

To ensure the safety of our workers and maintain Shire services, we request an urgent budget variation to purchase a new loader bucket. Quotes for the bucket and freight charges are attached.

In accordance with the *Local Government Act (WA) (CKI) s6.8 (1)(c)* a local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure

(c) is authorised in advance by the mayor or president in an emergency.

Emergency expenditure is considered to be any expenditure required to mitigate any risk to:

- Injury to a person
- A natural disaster
- Restoring and maintaining normal services to the Community.

As such, we request your approval to allow funding for the urgent works to avoid injury to our workers and maintain the normal services to the community per the Budget Variation form attached to this memo

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I approve the required budget variation for 'Loader Bucket Replacement' per the attached Budget Variation Form. Details of the budget variation are to be reported to the next ordinary meeting of council.

President – Cr Minkom

30.9.22

Date



# Porter Equipment Australia Pty Ltd.

ABN No. 94 150 961 934

## Quotation

Phone: +61 (7) 3255 6355

PO Box 1002 , Archerfield , QLD 4108

Brisbane | Townsville | Sydney | Newcastle | Melbourne | Adelaide | Perth

PH: 13 42 32 | [www.portergroup.com.au](http://www.portergroup.com.au)

Email to: [accounts.rec@portergroup.com.au](mailto:accounts.rec@portergroup.com.au)

To:  
Shire of Cocos Keeling Islands  
P O Box 94  
Home Island, WA 6799  
Australia

Quote Number	ORD162900
Date	Sep 28, 2022
Customer No.	SHIRCO
Reference	
PO Number	
Salesperson :	Phil Stokes
Branch:	WA

Item Number	Description	Qty	Trade Price	Sell Price	Discount	Extended Price
AH53270015	HL757-9 BUCKET 2M3 W/BOE	1.00	27192.00	18,850.00	8,342.00	18,850.00

Make: Hyundai

When making a payment please state our Quote Number: ORD162900 / SHIRCO

Our ANZ Bank Account Details : 014-002 837417684

Credit requests after 7 days from date of invoice if accepted, will incur a 10% restocking surcharge.  
Electrical, specially procured or parts under a unit cost of \$20 are not returnable.  
No returns will be accepted after 21 days from date of purchase.

**This Quotation valid 30 days from date of Quote or subject to parts availability**

Please note all credit card payments will incur a 1.37% surcharge

**Delivery Address:**  
Lot 256 Jalan Melati  
Home Island, WA 6799

**Comments:**

Subtotal	18,850.00
GST	0.00
Total Order (AUD) \$	18,850.00

**From:** [Luluilmaknun Sloan](#)  
**To:** [Vikki Lauritsen](#)  
**Cc:** [Martin Faulkner](#)  
**Subject:** FW: ORD162900  
**Date:** Thursday, 29 September 2022 7:28:00 AM  
**Attachments:** [image001.png](#)  
[sck\\_logo\\_53ccceb7-0535-464b-a4b2-ac3bae8ab551.png](#)  
[OEQUOTPEA.pdf](#)

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Hi Vik,

Please find attached quotation for the replacement loader bucket that we urgently need to order.

The rate to ship the bucket is:

- \$3,360 sea freight
- \$25 documentation fee
- \$102 BAF
- \$102 FPOE Biosecurity surcharge.

Rates exclude:

- Dangerous goods surcharge (where applicable)
- GST/Duty (where applicable)
- Any costs associated with Biosecurity/ABF direction.

As advised the above rates are valid for 30 days or one voyage, and are subject to change. The prices have been provided in accordance with Zentners standard terms and conditions at time of fixing/shipping cargo, available from their website or upon request as I've done.

Martin has asked if we are able to just make the purchase as there is a 3 month waiting/fabrication period from date of order?. The condition of the existing one is almost not fit for purpose.

Kind Regards  
Luluk



**Luluilmaknun Sloan**  
Coordinator Infrastructure  
t. HI Office (08) 9162 6649  
t. WI Office (08) 9162 6740  
e. [apmc@cocos.wa.gov.au](mailto:apmc@cocos.wa.gov.au)  
a. PO Box 1094, Cocos (Keeling) Islands, WA 6799

**From:** Phil Stokes <[phil.stokes@porterce.com](mailto:phil.stokes@porterce.com)>  
**Sent:** Wednesday, 28 September 2022 8:04 AM  
**To:** Luluilmaknun Sloan <[apmc@cocos.wa.gov.au](mailto:apmc@cocos.wa.gov.au)>  
**Cc:** Martin Faulkner <[infrastructure@cocos.wa.gov.au](mailto:infrastructure@cocos.wa.gov.au)>; Sean Treadway <[sean.treadway@porterce.com](mailto:sean.treadway@porterce.com)>  
**Subject:** ORD162900

Morning Luluk, attached quote for the bucket

Approx. delivery would be 3 months from order.

**From:** Luluilmaknun Sloan <[apmc@cocos.wa.gov.au](mailto:apmc@cocos.wa.gov.au)>  
**Sent:** Tuesday, 27 September 2022 11:38 AM  
**To:** Karen Weymouth <[karen.weymouth@porterce.com](mailto:karen.weymouth@porterce.com)>  
**Cc:** Martin Faulkner <[infrastructure@cocos.wa.gov.au](mailto:infrastructure@cocos.wa.gov.au)>  
**Subject:** Replacement Loader Bucket

**WARNING:** Email from EXTERNAL sender. Please exercise caution and do not click links or open attachments unless you recognize the sender and know the content is safe

Hi Karen,

I believe that Martin has been in discussion with you regarding the fabrication of the correct loader bucket.

Can you please provide me with costing ex GST including delivery to shipping as I would need to sought council approval for the purchase.

Should you require any further info please feel free to contact me.

Kind Regards  
Luluk



**Luluilmaknun Sloan**  
Coordinator Infrastructure  
t. HI Office (08) 9162 6649  
t. WI Office (08) 9162 6740  
e. [apmc@cocos.wa.gov.au](mailto:apmc@cocos.wa.gov.au)  
a. PO Box 1094, Cocos (Keeling) Islands, WA 6799

Regards,

**Phil Stokes | Parts Consultant**  
Porter Equipment Australia

32-34 Kewdale Road, Welshpool, Perth, 6105 | Australia  
P: +61 8 9353 8700 | F: +61 8 9353 8799 | M: +61 417 030 258 | [www.porteragroup.com.au](http://www.porteragroup.com.au)



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## BUDGET VARIATION FORM

**1. Expenditure accounts to be increased.**

Budget Account #	Account Desc.	Current Budget	Variation Amount	Revised Budget
C270	Capital - Loader Bucket for PC1220	0	(\$23,000)	(\$23,000)

**2. Reason for new/additional funds needed for this project.**

An excavator bucket was purchased in 2021/22, however was the incorrect bucket for the excavator we have on island. This bucket was returned under the assumption that the supplier would then send the correct one. The new bucket has an additional cost. With the current bucket becoming unuseable and the expected delays in delivery of a new one, this purchase is urgently required in order to ensure the Shire is able to maintain normal services to the Community.

**3. Account/s variation to be sourced from eg. Grant income, reduced expenditure, reserve transfer.**

Budget Account #	Account Desc.	Current Budget	Variation Amount	Revised Budget
C239	Capital - Plant replacement - 6t with flail mower	(\$100,000)	\$23,000	(\$77,000)

**4. Reason these funds are available for use:**

The flail mower has been able to be repaired and no longer requires replacement.

**5. This proposal supports the achievement of the following outcome/s and objectives detailed in the Strategic Community Plan and Corporate Business Plan.**

Plan	Outcome	Objective
Strategic Community Plan 2013-2023	4. 1 Continue to provide resources to maintain and upgrade staff facilities to create an environment safe and fit for purpose.	



SHIRE OF  
**COCOS**  
KEELING ISLANDS

MAJU PULU KITA | ADVANCE OUR ISLANDS

6. Does the budget variation involve:

- A modification to a building? Yes ☐ No ☒  
If yes, this form must be authorised by the Manager Infrastructure at item 9.


- The purchase of IT software/hardware of AV equipment? Yes ☐ No ☒  
If yes, this form must be authorised by the ICT/Comms Officer at item 10.

7. Disbursement of expenditure


Jul	Aug	Sep	Oct	Nov	Dec
			\$18,850		

Jan	Feb	Mar	Apr	May	Jun
		\$4,150			

8. Originating Officer Title:

Signature:   
Name: Luluilmaknun Sloan  
Date: 29/9/22


9. Manager Infrastructure Authorisation (if applicable):

Signature:   
Name: Martin Fallow  
Date: 29/9/22

10. IT/Comms Officer Authorisation (if applicable):

Signature:  
Name:  
Date:

11. Manager Finance & Corporate Services Authorisation:

Signature:   
Name: Vikki Lovatzen  
Date: 29/9/22

Finance Use only:

Accounts/Amounts verified by: Vikki Lovatzen

Council Approval required: Yes ☒ No ☐

Meeting Approval Date: October.

# Budget Variation Decision Process Map

