



SHIRE OF DOWERIN

October 2025

Date: 03.11.25
Voucher:

Eight thousand three hundred fifty eight dollar and Seventy cents

\$ 8,358.70

Dr to.

NAB VISA D89

MUNICIPAL FUND

We hereby certify in accordance with "The Local Government Act 1995" and Local Government (Financial Management) Regulations that the work as specified below has been duly and faithfully performed and approved.

Recommended by the Finance Committee

DATE OF SERVICE	GL	PARTICULARS (If progress payment, state total amount of contract and amount of previous payments, if any)	GST	AMOUNT
28/10/2025	120302110.2101	NAB Visa card fee MCS	-	\$ 9.00
28/10/2025	120302110.2101	NAB Visa card fee CEO	-	\$ 9.00
27/10/2025	121105210.2100	Spotify for CRC	\$1.45	\$15.99
24/10/2025	121403040.2101	County - Accommodation for Training for D. Noel	\$49.86	\$ 548.49
22/10/2025	121403040.2101	Esplanade Hotel Accommodation for Works Supervision	\$26.02	\$ 286.20
22/10/2025	121402150.2101	Woolworth - Gift for Councillor Farewell	\$9.63	\$ 105.95
22/10/2025	P001.261.2261	Fuel for Home Care Vehicle	\$2.73	\$ 30.00
21/10/2025	FEV015.298.2101	Costume Box Santa Suit Budle for CRC	\$37.36	\$ 410.98
21/10/2025	121402150.2101	Flowers for Councillor's Farewell	\$21.82	\$ 240.00
20/10/2025	121402100.2101	Fuel for CEO Vehicle	\$13.76	\$ 151.39
20/10/2025	121402150.2101	City of Perth - Parking Fees for CEO	\$1.38	\$ 15.14
17/10/2025	121402410.2100	ADOBE Monthly subs -MGCS	\$2.91	\$ 31.99
15/10/2025	121402100.2101	Fuel for CEO Vehicle	\$8.04	\$ 88.45
14/10/2025	121402210.2100	JB Hi Fi Purchase Remarkable for CEO	\$81.73	\$ 899.00
13/10/2025	121402210.2100	Harvey Norman Mobile Phone for Executive Assistant	\$73.27	\$ 805.95
13/10/2025	121402040.2100	Segra Day Training	\$42.27	\$ 465.00
13/10/2025	121402870.2700	Landgate	\$5.93	\$ 65.20
10/10/2025	121309410.2101	ADOBE Monthly subs for CDO	\$2.91	\$ 31.99
10/10/2025	BM001.260.2101	The Mat Group- Recycle Rural Rubber	\$51.10	\$ 562.10
2/10/2025	P726.266.2266	Remake Plate for Toyota Prado	\$0.00	\$ 52.10
3/10/2025	P726.266.2267	Change of Plate for Toyota Prado	\$0.00	\$ 32.00
2/10/2025	121402210.2100	CANVA	\$15.00	\$ 164.99
1/10/2025	121403210.2100	Safety Culture Subscription	\$288.00	\$ 3,168.00
30/09/2025	121402100.2101	Fuel for CEO Vehicle	\$15.44	\$ 169.79
			Sub	\$ 8,358.70
			\$750.61	\$ 8,358.70

NOTE - It is Essential for Audit Purpose that Full Particulars be inserted in this Form.

CERTIFIED SPECIAL EMERGENCY PAYMENT PRESIDENT



Statement for
NAB Business Visa
NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001
Tel 1300 498 594 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm AEST & AEDT Saturday and Sunday
Fax 1300 363 658
Lost & Stolen cards: 1800 033 103 (24 hours within Australia only)



053/2669
DOWERIN SHIRE
PO BOX 111
DOWERIN WA 6461

Statement Period 30 September 2025 to 28 October 2025
Company Account No: 4557 0498 0002 7159
Facility Limit: \$16,000

Your Account Summary

Balance from previous statement	\$9,748.25 DR
Payments and other credits	\$9,748.25 CR
Purchases, cash advances and other debits	\$8,340.70 DR
Interest and other charges	\$18.00 DR
Closing Balance	\$8,358.70 DR

**YOUR DIRECT DEBIT PAYMENT OF \$8,358.70 WILL BE
CHARGED TO ACCOUNT 000086608- 0000480807363 ON
03/11/2025 AS PER OUR AGREEMENT.**

see reverse for transaction details



0000994 301/4557049800027159 / E-2669 S-9021 I-18041

Transaction record for: Billing account

Date	Amount A\$	Details	Reference
6 Oct 2025	\$9,748.25 CR	DIRECT DEBIT PAYMENT	74557045276
Total for this Period:	\$9,748.25 CR		



NAB Telephone Banking: transfer funds by phone from your nominated NAB accounts to your NAB Business Visa account. Phone 1300 498 594, between 7am and 9pm AEST, Monday to Friday, 8am and 6pm AEST, Saturday and Sunday



NAB Internet Banking: transfer funds from your NAB cheque or savings account to your NAB Business Visa account using NAB Internet Banking at nab.com.au



Billers Code: 1008. Ref: Select the card number you are making the payment to. Contact your participating bank, credit union or building society to make this payment from your cheque or savings account. BPAY payments may be delayed until the next banking business day, due to processing cut-off times. Maximum BPAY payment amount is AU \$100,000 per payment.

Cardholder summary

If you have recently switched to a new product or had a Lost/Stolen replacement of your card, your cardholder summary may not reconcile with the account balance. The closing balance in "Your Account Summary" section of this statement reflects your correct balance and amount payable. Please login to your Internet Banking or NAB Connect account to review your most up to date transaction listing.

Cardholder account	Cardholder name	Credit limit	Payments and other credits (A)	Purchases and cash advances (B)	Interest and other charges (C)	Net Totals (B + C - A)
4557-0455-3845-1679	MS MANISHA BARTHAKUR	\$10,000	\$0.00	\$4,129.11	\$9.00	\$4,138.11
4557-0455-3847-3418	MR SOLOMON KACHINGWE	\$5,000	\$0.00	\$4,211.59	\$9.00	\$4,220.59
4557-0498-0002-7159	BILLING ACCOUNT	\$0	\$9,748.25 CR	\$0.00	\$0.00	\$9,748.25 CR
			\$9,748.25 CR	\$8,340.70 DR	\$18.00 DR	\$1,389.55 CR

Transaction type

Purchase

Annual percentage rate

0.000%

Daily percentage rate

0.00000%

STAY SECURE
IT'S EASY TO PROTECT YOURSELF AGAINST ONLINE FRAUD. TO FIND
OUT MORE ABOUT ONLINE SECURITY VISIT [NAB.COM.AU/SECURITYTIPS](https://nab.com.au/securitytips)



Statement for

NAB Business Visa

NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001

Tel 1300 498 594 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm AEST & AEDT Saturday and Sunday

Fax 1300 363 658

Lost & Stolen Cards: 1800 033 103 (24 hours, 7 days a week)

Cardholder Details

Cardholder Name: MS MANISHA BARTHAKUR
Account No: 4557 0455 3845 1679
Statement Period: 30 September 2025 to 28 October 2025
Cardholder Limit: \$10,000

Transaction record for: MS MANISHA BARTHAKUR

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
30 Sep 2025	\$169.79	Shell Coles Express Nor Northam					74363965272
2 Oct 2025	\$164.99	Canva* 04656-12560676 Sydney					74071915274
10 Oct 2025	\$31.99	ADOBE ADOBE.LY/ENAU					74069885281
13 Oct 2025	\$805.95	Harvey Norman Online Homebush West					74564455284
13 Oct 2025	\$465.00	TICKETS*NOT-FOR-PR 0404900312 <i>Segra</i>					74069885283
14 Oct 2025	\$899.00	JB HI FI OSBORNE PAR OSBORNE PARK					74564455286
15 Oct 2025	\$88.45 <i>Final</i>	ATLAS SAWYERS SAWYERS VALLE <i>A</i>					74940525286
17 Oct 2025	\$31.99	Adobe Sydney					74773885288
20 Oct 2025	\$15.14	CITY OF PERTH PERTH					74940525290
20 Oct 2025	\$151.39	VIBE ASCOT IGA X-PRE ASCOT					74564455291
21 Oct 2025	\$410.98	SP COSTUMEBOX AUS MANLY					74201335293

Continued next page

0000994 301/4557049800027159 / E-2669 S-9022 I-18043

Transaction record for: MS MANISHA BARTHAKUR (continued)

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
21 Oct 2025	\$240.00 ✓	BLOOMYS NURSERY AND F Northam					74249235293
22 Oct 2025	\$105.95 ✓	WOOLWORTHS/NORTHAM BVD 16NORTHAM					74278245294
24 Oct 2025	\$548.49	CourtyardPERMurdochFP Perth					74619705294
28 Oct 2025	\$9.00	CARD FEE					74557045301
Total for this period	\$4,138.11		Totals				

Employee declaration

I verify that the above charges are a true and correct record in accordance with company policy

Cardholder signature:  Date: 24/11/25



Statement for

NAB Business Visa

NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001
Tel 1300 498 594 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm AEST & AEDT Saturday and Sunday
Fax 1300 363 658
Lost & Stolen Cards: 1800 033 103 (24 hours, 7 days a week)

Cardholder Details

Cardholder Name: MR SOLOMON KACHINGWE MWALE
Account No: 4557 0455 3847 3418
Statement Period: 30 September 2025 to 28 October 2025
Cardholder Limit: \$5,000

Transaction record for: MR SOLOMON KACHINGWE MWALE

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
1 Oct 2025	\$3,168.00	SAFETYCULTURE TOWNSVILLE CI					74201335273
3 Oct 2025	\$32.00 ✓	SHIRE DOWERIN DOWERIN					01238310584
3 Oct 2025	\$52.10 ✓	SHIRE DOWERIN DOWERIN					01243307640
6 Oct 2025	\$562.10	MAT GROUP* THE MAT GRO MENTONE					74201335276
13 Oct 2025	\$65.20 ✓	LANDGATE MIDLAND					74940525282
22 Oct 2025	\$30.00	BP WONGAN HILLS OPT WONGAN HILLS					74564505294
22 Oct 2025	\$286.20 ✓	Hotel at Booking.com Sydney					74071915293
27 Oct 2025	\$15.99	Spotify P3BBCC3E4E Sydney					74773885296
28 Oct 2025	\$9.00	CARD FEE					74557045301
Total for this period	\$4,220.59		Totals				

Employee declaration

I verify that the above charges are a true and correct record in accordance with company policy

Cardholder signature: _____

Date: _____



starcard

WEX Australia Pty Ltd
ABN: 68 005 970 570
GPO BOX 5342
MELBOURNE VIC 3001
Ph: 1300 234 279
Fax: (03) 9274 9130
Lost cards: 1300 234 279
Web: caltex.com/au/starcard

Summary

Statement

SHIRE OF DOWERIN
PO BOX 111
DOWERIN WA 6461

Account No.	141 724 211 - 0
Period Ending	31 OCT 25
Bill No	133
Customer Since	OCTOBER 2014
Expenditure Limit	\$2,800.00
Page	1 of 4
AMOUNT DUE	\$610.34
DATE DUE	21 NOV 2025

Date	Description	Total Outstanding
	BALANCE OF LAST STATEMENT	393.30
21OCT	PAYMENT - THANK YOU	393.30CR
	Total purchases by cardholder	610.34
AMOUNT DUE		\$610.34

Direct Debit Advice

Payment Slip
Transactions received after 31 OCT 25
will appear on your next statement

Thank you for using Caltex Starcard. The Balance Due will be drawn on 21 Nov 2025 in accordance with your direct debit authority. If you have any queries, please contact us before 12 noon on 18 Nov 2025.

Account No.	141 724 211 - 0
Amount Enclosed	
AMOUNT DUE	\$610.34
DATE DUE	21 NOV 2025



CALTEX

starcard

WEX Australia Pty Ltd

ABN: 68 005 970 570

GPO BOX 5342

MELBOURNE VIC 3001

Ph: 1300 234 279

Fax: (03) 9274 9130

Lost cards: 1300 234 279

Web: caltex.com/au/starcard

Page

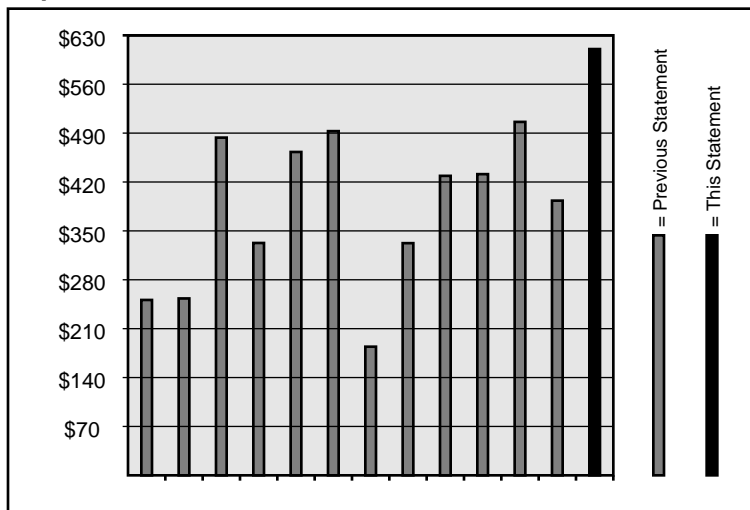
2 of 4

Account No.

141 724 211 - 0

Product Summary

Expenditure Trend



This Statement

Diesel	162.29
Fuel - Other	390.30
Oil	0.00
Vehicle Service	0.00
Travel	0.00
Accommodation	0.00
Shop/Retail	0.00
*GST Free Retail	0.00
Insurance & Recovery	0.00
Management Fees	0.00
*Card Fees (Input Taxed)	0.00
Other charges	0.00
*Other charges (Input Taxed)	2.50
GST	55.25

Total Expenditure

\$610.34

* = No GST



CALTEX

starcard

WEX Australia Pty Ltd

ABN: 68 005 970 570

GPO BOX 5342

MELBOURNE VIC 3001

Ph: 1300 234 279

Fax: (03) 9274 9130

Lost cards: 1300 234 279

Web: caltex.com/au/starcard

Page

3 of 4

Account No.

141 724 211 - 0

Summary

Cardholder Summary

Card No.	Description	Total Litres	Cardholder Total	GST	Total (incl. GST)
5475 3198	MTCE	30.00	56.38	5.59	61.97
5783 8699	DEPOT	0.00	0.00		0.00
5889 1721	P & G	298.01	498.71	49.66	548.37
TOTAL EXPENDITURE		328.01	555.09	55.25	610.34



CALTEx

starcard**Purchases by Cardholder**

ABN: 68 005 970 570

GPO BOX 5342

MELBOURNE VIC 3001

Ph: 1300 234 279

Fax: (03) 9274 9130

Lost cards: 1300 234 279

Web: caltex.com/au/starcard

Account Name

SHIRE OF DOWERIN

Account No.

141 724 211 - 0

Period Ending

31 OCT 25

Page

4 of 4

Cost Centre	Card Number	Date	Docket Number	Supplier Name/ Location	Supplier ABN#	Fuel Brand	Vehicle Rego / Ref.	Odometer	Product	Unit Cost Incl. GST (CPL)	Qty / Lts	Total Excl. GST	GST Amount	Total Incl. GST
	5475 3198	24OCT	21150	BP ROADHOUSE GOOMALLING	40169488055	BP	D013		1 ULS DIESEL (204.90	30.00	55.88	5.59	61.47
	5475 3198	24OCT		WEX AUSTRALIA	68005970570		D013		TRANS. FEE			0.50		0.50
						MTCE			TOTAL CARD SPEND		30.00	\$56.38	\$5.59	\$61.97
	5889 1721	01OCT	7666	DOWERIN FUEL STATION AND	62669702407	CALTEx STARCARD			REGULAR ULP	183.90	89.27	149.25	14.92	164.17
	5889 1721	01OCT		WEX AUSTRALIA	68005970570				TRANS. FEE			0.50		0.50
	5889 1721	09OCT	7705	DOWERIN FUEL STATION AND	62669702407	CALTEx STARCARD			REGULAR ULP	183.90	69.40	116.03	11.60	127.63
	5889 1721	09OCT		WEX AUSTRALIA	68005970570				TRANS. FEE			0.50		0.50
	5889 1721	13OCT	831	ROUTE 94	61687869174	UNITED PETROLEU			DIESEL	181.30	64.56	106.41	10.64	117.05
	5889 1721	13OCT		WEX AUSTRALIA	68005970570				TRANS. FEE			0.50		0.50
	5889 1721	20OCT	7748	DOWERIN FUEL STATION AND	62669702407	CALTEx STARCARD			REGULAR ULP	183.90	74.78	125.02	12.50	137.52
	5889 1721	20OCT		WEX AUSTRALIA	68005970570				TRANS. FEE			0.50		0.50
						P & G			TOTAL CARD SPEND		298.01	\$498.71	\$49.66	\$548.37

In accordance with Goods and Services Tax: Waiver of Tax Invoice Requirement (Corporate Card Statements) Determination 2020 (Instrument ID: 2020/SMB/0006), your business does not need to retain original tax invoices to claim input tax credits for the GST expenditure shown on this statement / report. To comply with this ruling the card must show a card holder name (and / or vehicle registration where applicable) and your business must maintain regulated policies for making adjustments for expenditure that is wholly or partly of a private or domestic nature, and to ensure that input tax credits are not claimed more than once for a single creditable acquisition. Please retain this document to substantiate your taxation claims.

This document is issued by WEX Australia Pty Ltd, A.B.N. 68 005 970 570, Level 23, 367 Collins St, Melbourne VIC 3000.

SUBJECT: Fuel Purchase – Ford Ranger Ute P7 (Rego D07) – Lost Receipt

AUTHOR: Ben Forbes

DATE: 04/12/2025

FILE REF:

Details:

On 13 October, Natalie Sloane, while undertaking work-related travel in Shire vehicle Ford Ranger P7 (Registration D07), fuelled the vehicle with 64.56 litres of fuel at a total cost of \$117.05 using Star Card 58891721.

Natalie was not aware of the Shire's requirement to retain and submit fuel receipts for audit and financial reconciliation purposes. As a result, the receipt for this transaction has been lost. This file note has been completed to document and explain the missing receipt for compliance and record-keeping.

Action/Resolution:

The transaction has been noted for audit purposes.

Natalie has been advised of the correct Shire procedures regarding fuel purchases and the requirement to retain all receipts.

No further action required.

Comments:

This file note is prepared to ensure transparency and maintain accurate financial records for future auditing.

Staff Acknowledgement:

I, Natalie Sloane (Natalie Sloane), acknowledge that the above information is accurate and that I understand the Shire's procedure for retaining fuel receipts.

Signature: 

Date: 4-12-25

If you have any further queries, please contact Ben Forbes on (08) 9631 1202 or bforbes@dowerin.wa.gov.au



Ben Forbes
Manager of Infrastructure and Projects

FUEL FOR UTE P13 (D-013)

BP Goomalling
LOT 42
MAIN STREET
GOOMALLING WA 6460
ABN: 40169488055
Phone: 08 9629 1245
Tax Invoice

FUEL CARD
IS A
SMILE CARD

24/10/2025 15:30:27

Docket Number: 459445 Line Items: 1
Operator: POS Terminal: RGPOS1

Diesel * Pump: 5 Hose: 1
30.00L @ \$2.049 \$/L \$61.47

Sale Total \$61.47
GST included in transaction \$5.59

* Indicates taxable item (1 item)

EFT Response Code 00

EFT Response Text OK

Card Type: MotorPass

Authorisation:

EFT tendered \$61.47

EFT Total: \$61.47

Change given \$0.00

P08 Z101

DOWERIN FUEL STATION AND MOTEL
12 Goldfields Rd
Dowerin WA 6461
ABN: 62 669 702 407
Phone: 08 9631 1135

Tax Invoice

Date/Time: 20/10/25 14:10:56
Docket Number: 160798 Line Items: 1
Operator: POS Terminal: DOWPOS1

Unleaded * Pump: 4 Hose: 1
74.78L @ \$1.839 \$/L \$137.52

Sale Total \$137.52

GST included in transaction \$12.50

* Indicates taxable item (1 item)

EFT Response code: 00

EFT Response Text APPROVED

Card Type: 600230...7218

EFT tendered: \$137.52

Change given \$0.00

P08 Z101

DOWERIN FUEL STATION AND MOTEL
12 Goldfields Rd
Dowerin WA 6461
ABN: 62 669 702 407
Phone: 08 9631 1135

Tax Invoice

Date/Time: 01/10/25 7:43:23
Docket Number: 158969 Line Items: 1
Operator: POS Terminal: DOWPOS1

Unleaded * Pump: 4 Hose: 1
89.27L @ \$1.839 \$/L \$164.17

Sale Total \$164.17

GST included in transaction \$14.92

* Indicates taxable item (1 item)

EFT Response code: 00

EFT Response Text APPROVED

Card Type: 600230...7218

EFT tendered: \$164.17

Change given \$0.00

P08 Z101

DOWERIN FUEL STATION AND MOTEL
12 Goldfields Rd
Dowerin WA 6461
ABN: 62 669 702 407
Phone: 08 9631 1135

Tax Invoice

Date/Time: 09/10/25 12:53:15
Docket Number: 159726 Line Items: 1
Operator: POS Terminal: DOWPOS1

Unleaded * Pump: 3 Hose: 1
69.40L @ \$1.839 \$/L \$127.63

Sale Total \$127.63

GST included in transaction \$11.60

* Indicates taxable item (1 item)

EFT Response code: 00

EFT Response Text APPROVED

Card Type: 600230...7218

EFT tendered: \$127.63

Change given \$0.00
