

ITEM NO.	C.16/0321	FILE REF.	
SUBJECT	Unbudgeted Expenditure – Additional Fleet Vehicle		
OFFICER	Chief Executive Officer		
DATE OF REPORT	24 March 2021		

Reason for Urgent Business: Recruitment for the vacant Environmental Health Officer position has led to a need for an additional fleet vehicle being required for allocation to the position. Finalisation of the recruitment process cannot occur until the provision of a vehicle is determined.

OFFICER RECOMMENDATION

That Item C.16/0321 be accepted as urgent business.

OFFICER RECOMMENDATION

That Council approve as unbudgeted expenditure the costs (estimated at \$1,330 per month or \$3,990 for the balance of the 2020/21 financial year) for entering into an operating lease for provision of an additional vehicle noting that under the cost-sharing arrangements for the position the Shire of Bridgetown-Greenbushes is only responsible for 60% of the lease costs.

Summary/Purpose

Council is requested to approve unbudgeted expenditure for provision of an additional fleet vehicle (via new operating lease) for use by the Environmental Health Officer that is a shared position with the Shire of Nannup.

Background

A lengthy recruitment process to fill the current vacant position of Environmental Health Officer has led to a preferred candidate being identified. During the recruitment process the need for a vehicle to attract a suitable candidate was identified.

The Environmental Health Officer is to be a shared position with the Shire of Nannup with the latter being responsible for 40% of employment costs (2 working days per week).

Officer Comment

The preferred candidate for the position will reside in Bunbury and will commute to and from Bridgetown and Nannup each working day. An estimate for an operating lease of a suitable vehicle has been obtained which indicates a monthly ex-GST cost of \$1,330.

No private use (other than commuting between home and work) will be provided for this vehicle.

The operating lease estimate is based on estimated mileage of 60,000km per annum and covers all operating costs including fuel, registration, maintenance, tyres and roadside assistance.

An alternative 'capital acquisition' model was investigated which would have required Council to allocate funds for purchase of a vehicle and operating costs however this

model isn't recommended as the operating lease model is easier for determining cost sharing with the Shire of Nannup.

Statutory Environment

Section 6.8 of the Local Government Act requires an absolute majority decision for expenditure not included in the annual budget.

Integrated Planning

- Strategic Community Plan
 - Key Goal 5 - Our leadership will be visionary, collaborative and accountable
 - Objective 5.2 - We maintain high standards of governance, accountability and transparency
 - Strategy 5.2.3 - Ensure organisational capability
- Corporate Business Plan - Nil
 - Strategy 5.2.3 - Ensure organisational capability
 - Action 5.2.3.6 - Implement 2019 Workforce Plan
- Long Term Financial Plan
 - The annual costs of the operational lease and the contribution from the Shire of Nannup will be recognised in the LTFP
- Asset Management Plans - Nil
- Workforce Plan
 - As an addendum to the Workforce Plan a structural review of 'Development and Infrastructure Services' was completed in May 2020. This review saw the former full-time Manager Environmental Health position (vacant at the time) changed to a part-time Environmental Health Officer (EHO) position. Latter discussions with the Shire of Nannup led to the opportunity to recruit for a shared position. The above structural review contained a recommendation to dispose of the vehicle previously allocated to the Manager Environmental Health position. It is only from the recent recruitment process for this position that the need to return a vehicle to the EHO position became apparent.
- Other Integrated Planning - Nil

Policy Implications

Council's Light Fleet Policy will need to be modified to reflect the type of vehicle allocated to the EHO position and this can occur at the next annual review of policies.

Budget Implications

For the 2020/21 budget the cost of entering into an operating lease for a vehicle will be \$1,330 per month or \$3,990 for the balance of the 2020/21 financial year, offset by a \$1,596 contribution from the Shire of Nannup.

For the 2021/22 budget the lease costs will be \$15,960, offset by a \$6,384 contribution from the Shire of Nannup.

Whole of Life Accounting

The lease costs represent the 'whole of life' costs.

Risk Management

The recruitment process for the EHO position has been lengthy and has demonstrated an acute lack of experienced practitioners willing to work in regional areas. Failure to provide a vehicle to the position will likely cause further delays in filling the position meaning that many important environmental health tasks will remain unfulfilled.

Voting Requirements – Absolute Majority