



*dorset*  
C O U N C I L

---

# 2021/22 Annual Plan

---

Ref: DOC/21/4933  
Adopted: 28 June 2021 Council Meeting  
Minute: 95/21

*it's in the making*

## Introduction

---

Councils are required each financial year, under Section 71 of the *Local Government Act 1993*, to prepare an Annual Plan.

The Act provides general guidelines for the production of the Annual Plan in that it should:

- Be consistent with the Strategic Plan
- Include a statement of the manner in which the Council is to meet the goals and objectives of the Strategic Plan
- Include a summary of the estimates adopted under Section 82; and
- Include a summary of the major strategies to be used in relation to the Council's public health goals and objectives

The benefits of the Annual Plan are that it:

- Aids and supports the budget process
- Provides an analysis of financial resource allocation
- Gives a statement of the strategies to be implemented throughout the year to address strategic planning objectives
- Provides a list of operational targets to be achieved

A copy of the Annual Plan is provided to the Director of Local Government and the Director of Public Health. A copy is also available at the Dorset Council office for inspection by the public.

## Document Linkages

---

The Annual Plan is directly linked to the current Dorset Council Strategic Plan and the current Dorset Council Financial Management Strategy and Long Term Financial Plan.

The focus of the Strategic Plan is on the overall strategic objectives of Council, over a ten year period, while the Annual Plan lists the actions Council is committed to undertaking this year to meet the commitments in the Strategic Plan. The Strategic Plan is goal based and documents Council's mission, vision, governance structures, principles, strategies and benefits of attaining strategies.

The Dorset Council 2021/22 Annual Plan identifies key actions that will be reported on a quarterly basis throughout the year.

## **How to Read the Annual Plan**

---

The Annual Plan outlines Council's high level actions for the year and is directly linked to Department Plans that identify tasks associated with meeting the Actions outlined in the Annual Plan and strategies identified in the Strategic Plan.

## **Annual Budget Process**

---

- Provides the annual blue print for budget fiscal management of the Council.
- Allows for annual review of allocation priorities and links with the Annual Plan.
- Incorporates both capital and operating expenditure programs.

## **Financial Management Strategy and Long Term Financial Plan**

---

- Sets out the broad financial objectives of the Council over a 10 year period.
- Classifies major financial categories and departmental projects and activities in accordance with Strategic Plan.

## **Reporting Process**

---

- Quarterly Annual and Financial Reports detail the status of the Priority Action Plan items.

---

## Our Vision

Drive future prosperity of Dorset by facilitating and promoting investment and population growth to strengthen our economic and social diversity.

---

## Our Mission

An efficient Council that provides value to ratepayers, is responsive to community challenges and is proactive in implementing practical initiatives in response to these challenges, be they social or economic. Our philosophy is to keep rates and fees and charges amongst the lowest in regional Australia, support business investment and make Council facilities free of charge to the community.

---

---

## Our Values

Leadership	We lead by example through our behaviours and approach to work. We are a proactive advocate for the community, and engage with the community in determining and driving a vision for Dorset
Creative Thinking	We create a solution-based environment that challenges the status quo and encourages innovation in response to the challenges of a constantly changing environment
Customer Service	We meet our service standards in a professional and responsive manner
Engagement	We communicate openly and encourage the active participation of the community
Financially Responsible	We deliver services to the community in a sustainable and strategic cost effective way
Respect	We engage in open dialogue, whilst accepting there will be differences of opinion

---

## Priority Action Plan

The following pages of the Annual Plan provide details on additional goals, outcomes and objectives that the Council is seeking to undertake and complete as priority activities in addition to its annual business.

No.	Activity	30 September	31 December	31 March	30 June	Responsibility
1	Dorset Strategic Plan				Annual Review	General Manager and Director - Corporate Services
2	Financial Management Strategy and Long Term Financial Plan				Review Strategy and Long Term Financial Plan	Director - Corporate Services
3	Asset Management		Review and update Building Asset Management Plan	Review and update Stormwater Asset Management Plan	Review and update Asset Management Strategy & Policy	Director - Corporate Services
4	Carisbrook Lane from McDougalls Road to Ringarooma Road (including stock underpass) reconstruction	Commence reconstruction of road				Director – Works and Infrastructure
5	Redevelopment of the Scottsdale Swimming Pool		Commissioning of Pool complete			General Manager and Director – Works and Infrastructure
6	Statewide Planning Scheme	Complete draft Local Provision Schedule (LPS) ready for submission				Director – Community and Development
7	Tasman Highway ‘Sideling’ Upgrade				Update to Council	General Manager
8	Aminya/May Shaw		Update to Council		Update to Council	General Manager
9	Rail Trail – Wyena to Lilydale		Development Application submitted to City of Launceston			Director – Community and Development

No.	Activity	30 September	31 December	31 March	30 June	Responsibility
10	Major Upgrade of Council's Enterprise System (Authority)		Commence upgrade of Council's internal software	Upgrade complete		Director - Corporate Services
11	Risk Management Policy (No. 9)				Review Policy	Director - Corporate Services
12	Bridport Cemetery		Final Report on Cemetery Drainage Review Bridport Cemetery Policy (No. 10)			Director – Works and Infrastructure
13	Dog Management Policy (No. 37)	Review Policy				Director – Community and Development
14	Road Policy (No. 40) and Road Plan				Review Policy Review Plan	Director – Works and Infrastructure
15	Cat Management Policy (No. 45)	Review Policy				Director – Community and Development
16	Community Grants Policy (No. 47)	Review Policy				Director – Community and Development
17	Work Health & Safety Policy (No. 51)		Review Policy			Director - Corporate Services
18	Emergency Relief Policy (No. 53)	Review Policy				Director – Community and Development

## Adjusted Underlying Surplus

	2021/22 Budget \$'000	2020/21 Budget \$'000
<b>Total Operating Income</b>	<b>14,507</b>	<b>12,967</b>
Expenses (excl depreciation)	9,352	8,803
Depreciation	4,324	3,614
<b>Total Expenses</b>	<b>13,676</b>	<b>12,417</b>
<b>Adjusted Underlying Surplus<sup>1</sup></b>	<b>831</b>	<b>550</b>
Adjusted Underlying Surplus as a % of Underlying income	5.7%	4.2%

### Analysis of Budget Estimates

Council's operating budget for 2021/22 estimates an adjusted underlying surplus of \$831,000. This represents an increase of approximately \$281,000 from the budgeted underlying surplus of \$550,000 for 2020/21.

The 2020/21 budget was severely impacted by the uncertainty represented by COVID-19. The assumption for 2021/22 is that COVID-19 will have no further impacts on Council's budget estimates as a result of lockdowns and border closures.

The key drivers for the 2021/22 budget are:

- The general rate and kerbside collection is increasing by 4.9%
- The general rate minimum charge is increasing from \$272.50 to \$298, or a \$25.50 per unoccupied property
- The waste management charge has been increased by \$8.35 per property, from \$93.65 to \$102
- Fees and charges on average have been increased by 5% in 2021/22
- Reduction of Financial Assistance Grants

- The budget for the Bridport Seaside Caravan Park has increased by \$503,000 in the 2021/22 budget over the prior year budget
- \$710,000 increase in depreciation expense as a result of asset revaluations conducted during 2020/21
- TasWater dividend budget in 2021/22 amounts to \$180,000, however, the budget for 2020/21 was nil
- The Scottsdale Aquatic Centre was offline during 2020/21, however, the budget for 2021/22 for pool management accounts for \$140,000

<sup>1</sup> Adjusted Underlying Surplus differs from the Underlying Surplus as it includes the recurrent portion of Council's Roads to Recovery allocation.

## Statement of Profit and Loss

	Notes	2021/22 Budget \$'000	2020/21 Budget \$'000	Movement \$'000
<b>Operating Income</b>				
Rates	1	8,228	7,464	764
Statutory charges	2	302	171	131
User fees	3	1,015	430	585
Grants	4	4,390	4,568	(178)
Interest	5	30	52	(22)
Other income	6	362	282	80
Income from Water Corporation	7	180	-	180
<b>Total Operating Income</b>		<b>14,507</b>	<b>12,967</b>	<b>1,540</b>
<b>Capital Income</b>				
Capital Grants	4	3,768	4,291	(523)
<b>Total Capital Income</b>		<b>3,768</b>	<b>4,291</b>	<b>(523)</b>
<b>Total Income</b>		<b>18,275</b>	<b>17,258</b>	<b>1,017</b>
<b>Expenses</b>				
Employee costs	8	4,527	4,386	141
Contracts	9	1,762	1,574	188
Materials	10	1,275	1,233	42
Finance costs	11	168	191	(23)
Other expenses	12	1,620	1,419	201
Depreciation	13	4,324	3,614	710
<b>Total Expenses</b>		<b>13,676</b>	<b>12,417</b>	<b>1,259</b>
<b>Surplus</b>		<b>4,599</b>	<b>4,841</b>	<b>(242)</b>
Less: Capital Grants		(3,768)	(4,291)	523
<b>Adjusted Underlying Surplus</b>		<b>831</b>	<b>550</b>	<b>281</b>



## 2021/22 Capital Expenditure Budget | Summary

A Capital Works Program totalling \$12.9 million is recommended. The 2020/21 capital budget was \$11.6 million, however \$3.5 million of this budget is being carried forward.

### Total Capital Expenditure Budget

	Renewal \$'000	New & Upgrade \$'000	Total Budget \$'000
Bridges	140	-	140
Roads	1,510	2,892	4,402
Footpaths	35	67	102
Stormwater	40	275	315
Buildings	60	40	100
Land Improvements	5	3,072	3,077
Plant and equipment	824	185	1,009
IT and Communications	40	195	235
Carry Forward Projects	691	2,815	3,506
<b>Total</b>	<b>3,345</b>	<b>9,541</b>	<b>12,886</b>

Based on our 2020/21 capital budget forecast estimates, it is expected that Council will have completed 70% of its capital works program by the end of the financial year. It is estimated that at 30 June 2021, \$3.5 million (30%) of Council's capital projects will be carried forward. The material items making up the carried forward amount include \$1.7 million for the Scottsdale Aquatic Centre redevelopment, \$0.7 million for the Rail Trail, \$386,000 for Bridge 1502 Banks Road over Main Creek, \$145,000 for Albert Street Bridport – replacement of kerb between Main Street and Thomas Street (west side) and \$120,000 for the Winnaleah Irrigation Scheme new building.

A detailed list of the capital projects included in Council's capital works program can be found in the 2021/22 Capital Expenditure Budget.

### Funding the Budget

	Total Budget \$'000	External Funding \$'000	Council Funding \$'000
Bridges	140	-	140
Roads	4,402	2,380	2,022
Footpaths	102	-	102
Stormwater	315	-	315
Buildings	100	15	85
Land Improvements	3,077	1,255	1,822
Plant and equipment	1,009	194	816
IT and Communications	235	-	235
Carry Forward Projects	3,506	963	2,543
<b>Total</b>	<b>12,886</b>	<b>4,807</b>	<b>8,080</b>

## Capital Projects | Highlights

Here are a few of the 2021/22 financial year's key projects and purchases:

- Council's total road capital expenditure amounts to \$4,402,000
- Redevelopment of the Scottsdale pool facility \$2,900,000
- Golconda Road – stages 3 and 4 - \$1,448,000
- Rail Trail \$1,000,000
- Carisbrook Lane – stage 2 - \$924,000
- Road renewal works – resheeting - \$905,000
- Redevelopment of the old Derby Depot site \$700,000
- New grader \$500,000
- Bridport skate park \$350,000
- New green flow trail Derby \$250,000
- New stormwater Stoke Street Branhholm \$170,000

## Public Health Goals and Objectives

---

Enhancing the quality of life of the Dorset Community is one of the Council's key roles. The facilitation and provision of quality services promotes health and well-being, education and learning.

The Development Services Department is responsible for ensuring Council meets its health and environmental obligations under the *Public Health Act 1997*, the *Food Act 2003*, the *Environmental Management and Pollution Control Act 1994*, the *Local Government Act 1993* and the *Building Act 2016*.

The key objectives of the department are:

- Regulate a range of activities in accordance with the legislative requirements, including Food Businesses, Public Health Risk Activities (e.g. body piercing), Places of Assembly, Regulated Systems (e.g. cooling towers), Private Drinking Water Suppliers and Commercial Water Carriers.
- Provide educational material and training on health related topics
- Monitor recreational water quality in swimming pools, spas and popular beaches
- Investigate incidents of notifiable disease
- Provide Immunisation Services and deliver an approved program in high schools
- Provide Waste Management Services including sharps disposal
- Assess on-site wastewater management system designs and regulate the installation of those systems
- Undertake nuisance abatement and incident investigation
- Investigate various public and environmental health incidents and nuisances