



ANNUAL REPORT – 2002-2003

Presented at the Annual General Meeting

Wednesday 5 November 2003

Hobart Town Hall

Elizabeth St, Hobart



CONTENTS

Annual General Meeting Notes & Agenda	1
Minutes of Previous Annual General Meeting	2
Annual Report Introduction	4
Strategic Objectives	5
Chair's Report	6
Executive Officer's Report	8
Financial Report	11
Auditor's Report	13



ANNUAL GENERAL MEETING NOTES & AGENDA

As required under the Rules of CyclingSouth Inc:

- The Annual General Meeting was duly advertised in The Mercury Newspaper on Saturday 18 October 2003, at least 14 days prior to the meeting date.
- Reports on the transactions of CyclingSouth Inc in the last preceding financial year are presented in this document for presentation to the Annual General Meeting.
- The following agenda shall apply for the Annual General Meeting on Wednesday 5 November 2003.

AGENDA

1. Attendance and Apologies
2. Confirmation of minutes of preceding Annual General Meeting on 29 August 2002, and/or any other General Meeting held since.
3. Receipt from Management Committee, Auditor and servants of CyclingSouth Inc reports on the transactions of CyclingSouth Inc during the last preceding financial year.
4. Election of Officers and Members of the Management Committee in accordance with Rule 23 of the Rules of CyclingSouth Inc.
 - 4.1. Chair (one written nomination – Ald Stuart Slade of the Glenorchy City Council)
 - 4.2. Deputy Chair (no nomination received)
 - 4.3. Secretary (one written nominations received but withdrawn)
 - 4.4. Treasurer (one written nomination received – Ald Peter Ridler of the Glenorchy City Council)
 - 4.5. Committee Members (one nomination received – Mr Rod Marshall of the Glenorchy City Council)
 - 4.6. Public Officer (no nomination received)
5. Determination of remuneration of servants of CyclingSouth
6. Close



MINUTES OF PREVIOUS ANNUAL GENERAL MEETING

Thursday 29 August 2002
Glenorchy Civic Centre, Cooper St, Glenorchy

The meeting opened at 5.45pm

1. Present

The meeting was chaired by Ald Stuart Slade. Those also attending:

Ms Kim Stansfield (Brighton Council)
Mr Dennis Keats (Office of Sport and Recreation)
Mr Rod Marshall (Glenorchy City Council)
Mr Ken Thomason (Kingborough Council)
Ald Peter Ridler (Glenorchy City Council)
Mr Rowan Burns (CyclingSouth Development Officer)
Mrs Tammy Brown (Observer)

2. Apologies

Mr Keith Midson (Observer – Glenorchy City Council)
Mr Andrew Lawrence (Observer – Glenorchy City Council)
Ald Jeff Briscoe (Hobart City Council)
Mr Wayne Kelly (Bicycle Tasmania)
Ald Deidre Wilson (Clarence City Council)
Cr Peter Geard (Brighton Council)
Mr Mark Broadley (Hobart City Council)
Mr Dean Wilson (Clarence City Council)
Cr Flora Fox (Kingborough Council)

3. Confirmation of Minutes

MOVED: Ms Stansfield, SECONDED Mr Thomason:

The previous minutes be confirmed.

CARRIED

4. Reports

The reports from the Chair, Executive Officer and Treasurer were tabled.

It was noted by the meeting that the financial report indicated cash at hand was approximately \$43,000.

The meeting noted thanks to the Executive Officer for careful management of resources, as well as the promotion, administration and operations of the organisation

MOVED Mr Marshall, SECONDED Ms Stansfield:

The reports be accepted.

CARRIED

5. Election of Officers

The meeting noted that Ald Slade (Chair) and Cr Fox (Deputy Chair) were elected at the previous Annual General Meeting for two years terms.

No written nomination were received for the positions of Secretary and Treasurer.

Secretary

Ms Stansfield was nominated from the floor by Mr Keats, and seconded by Mr Thomason.

As no other nominations were received, and with Ms Stansfield's consent, Ms Stansfield was duly elected as Secretary.

Treasurer

Ald Ridler was nominated from the floor by Mr Marshall, and seconded by Ms Stansfield.

As no other nominations were received, and with Ald Ridler;s consent, Ald Ridler was duly elected as Treasurer.

Remuneration of Servants

The remuneration of officers, involving an assessment of the incumbent, was reviewed by a panel comprising Ald Slade, Cr Fox and Mr Broadley. The position title has been changed from Development Officer to Executive Officer to reflect the broad nature of the administrative position. The issue to be held in abeyance until Mr Broadley can deliver a determination on the staff assessment at the next Management Committee meeting.

MOVED Mr Marshall, SECONDED Ms Stansfield

The determinations of the review panel be endorsed by the Management Committee.

CARRIED

7. Close

There being no further business, the meeting was closed at 6.07pm.



ANNUAL REPORT INTRODUCTION

CyclingSouth is a joint initiative of the five Councils in the Southern Metropolitan Area of Tasmania – Hobart, Glenorchy, Clarence, Kingborough and Brighton – and the Tasmanian Office of Sport and Recreation. The State's bicycle advocacy group, Bicycle Tasmania, is a partner in the initiative.

The organisation grew from the Southern Regional Councils Bicycle Committee that was established in the mid-1990s and was responsible for several significant developments, including Round-the-River Fun Rides for State Bike Week, and the Hobart Bike Map.

In mid-2000, the Regional Committee successfully applied to the Tasmanian Office of Sport and Recreation to contribute half the funding for a Southern Regional Bicycle Development Program. The Regional Committee's five Council members agreed to contribute the other half of the required funding. As a result, a full-time Development Officer was appointed on 18 September 2000. The title, Development Officer, has since changed to Executive Officer to reflect the position's very broad responsibilities.

The program set out to encourage increased recreational and transportation usage of bikes. It is based on a strategic plan which in turn is broken down into annual operating plans. The activities of CyclingSouth are overseen by a Management Committee comprising representatives of the key stakeholder groups. The Management Committee meets about every six weeks.

The organisations and their nominees represented on the Committee are :

Hobart City Council

Ald Jeff Briscoe (part-year) and Ald Patsy Jones
Mr Mark Broadley (Manager – Traffic Engineering)

Clarence City Council

Ald Deidre Wilson
Mr Dean Wilson (Asset Management Project Officer)

Brighton Council

Cr Peter Geard
Mrs Kim Stansfield (Parks and Recreation Officer)

Glenorchy City Council

Ald Stuart Slade (Deputy Mayor)
Ald Peter Ridler (Treasurer)
Mr Rod Marshall (Manager – Property Services)

Kingborough Council

Cr Flora Fox (Deputy Chair)
Mr Ken Thomason (Senior Civil Designer – part year)
and Mr Greg Clausen (Design Engineer)

Tasmanian Office of Sport and Recreation

Mr Dennis Keats (Southern Region Consultant)

Bicycle Tasmania

Mr Tim Stredwick (President)

The day-to day implementation of CyclingSouth's strategic and operational plans is managed by the Executive Officer, Mr Rowan Burns.

In order to facilitate the delivery of the program, the Hobart City Council acts as a managing agency, providing office space, secretariat support, financial management, and other advice and services.



STRATEGIC OBJECTIVES

CyclingSouth defined a set of strategic objectives for the initial three years of the program, based on the national *Australia Cycling* strategy.

The targets were to:

- Increase the participation in cycling in Southern Tasmania by 75% in line with the objectives of the national *Australia Cycling* strategy.
- Double the length of specialist cycling infrastructure in the Southern metropolitan area.
- Involve 1,000 people in State Bike Week in 2003.
- Establish a network of Bicycle User Groups for each suburban area of about 10,000 people.
- Maintain strong communication with stakeholders.
- Document, review and adjust our strategies.



CHAIR'S REPORT

CyclingSouth's past year of operation has been one of consolidation mixed with a degree of uncertainty. Two issues had to be dealt with to secure the organisation's future – a major hike in the premium for public liability insurance cover, and the possible elimination of funding from the Tasmanian Office of Sport and Recreation as the original three-year grant agreement came to an end on 30 June 2003.

The insurance issue was resolved through the skills of the Clarence City Council's Corporate Manager, Alex van der Hek, who helped negotiate with the Community Insurance Scheme, operated by the Local Government Association of Victoria, to achieve \$10 million worth of cover with a premium that was more than competitive with the commercial offering. We owe a great debt of gratitude to Alex and the Clarence City Council for their efforts in resolving an issue that has impacted severely on the fabric of Australian society.

The issue of on-going support from what is now known as Sport and Recreation Tasmania remained unresolved at the end of the financial year. Negotiations were opened with the Tasmanian Bicycle Council on possible solutions, including a merger of the two organisations, and development of similar concepts in the Northern and Cradle Coast regions. The key issue from CyclingSouth's point of view is one of stewardship of cycling issues. As local government is recognised as delivering around 90 percent of all cycling programs, services and infrastructure to the general public, it seems reasonable that local government should continue developing the CyclingSouth model in other regions of the State.

As it stood at the end of June, prudent financial management linked with member Councils agreeing to lift their contributions to a more sustainable level, plus a substantial grant from the Community Support Levy for the Youth Cycle Project, have enabled CyclingSouth to achieve enough cash reserves at the end of 2002-03 to budget for a return to a full program of activities in the following financial year.

CyclingSouth continued in the past year to be the only proactive player in the delivery of various cycling programs to the public, and as a point of contact for both State Government representatives and private individuals in the Southern Metropolitan Region.

In line with its agreement with the old Tasmanian Office of Sport and Recreation, the first three years of the CyclingSouth operation aimed to develop a range of activities that encouraged people to cycle and improve their fitness and well-being. Over the past financial year, these have included:

- Delivery of the first two modules in CyclingSouth's Adult Rider Courses – for Basic and Intermediate levels – in addition to specialised short courses for various colleges and workplaces.
- Organisation of a full range of activities in the South for Bike Week 2003.
- Presentation of the annual Cadence Award for an individual's contribution to "ordinary" non-competitive cycling.
- Consultation with various authorities on design and construction of various infrastructure and drafting of policies that affect cycling access and operation.

- Delivery of signage as part of an overall strategy for the Intercity Cycleway to meet an outstanding long-term need.

That further opportunities, such as the Five-Alive! School holiday program and a program of training courses were lost from January to March because of the public liability insurance problem, was unfortunate. I am happy to say all programs and projects have been reinstated for 2003-2004. This includes the addition of the Youth Cycle Project that was funded during the year and is to be implemented with a pilot prior to the end of the 2003 calendar year.

I believe we all owe a great debt of gratitude to the Executive Officer, Rowan Burns. He was the architect of CyclingSouth and has translated a vision into reality by remaining focussed on his tasks. He has been able to achieve a level of sustainability that has not existed before in cycling administration in this State. He has built relationships with a broad cross-section of the cycling community and government. For the first time in this State, encouragement programs, a public face in the form of the CyclingSouth brand, and a consistent approach have been put in place for cycling. He has taken on a heavy workload that includes many, many evening meetings, and, on occasion, he has needed to prioritise issues and tasks. When examining the financial contributions from each Council over the past year – amounting to \$4,400 each – his work has represented more than value for money.

CyclingSouth will continue to try to bring elements of the bike community together in a strong, cohesive and co-operative environment. There are some exciting developments initiated by CyclingSouth for which we can anticipate outcomes in the short to medium term. I am confident that CyclingSouth will continue to build its reputation and relationships well into the future with the on-going support of its member Councils.



Ald STUART SLADE
Chair
CyclingSouth Inc
5 November 2003



EXECUTIVE OFFICER'S REPORT

Public Liability Insurance

The major obstacle to continuous activity for CyclingSouth in the past financial year was the severe hike that was expected to be paid for public liability insurance. CyclingSouth's premium for \$10 million cover increased from just over \$3,000 to more than \$15,000, basically because the underwriter insisted on a personal accident cover component for all participants in CyclingSouth activities. This increase was unacceptable and threatened the viability of CyclingSouth. The renewal notice for the new premium also was not provided until a short time before the scheduled commencement of the Five-Alive! School Holiday Program in January. It then meant the cancellation of several adult rider courses, and participation in the Cool Communities Project at Taroom.

Considerable time and effort was expended in seeking solutions to the problem. The insurance broker used by CyclingSouth indicated that only one underwriter remained in Australia prepared to deal with cycling issues. As it transpired, the issue threatened to cause cancellation of all activities in the South associated with Bike Week 2002. Several member Councils indicated they were prepared to bring the activities in their local government area under their own insurance policies, which at least secured a basic structure for the week.

In the end, the Clarence City Council Corporate Manager, Alex van der Hek, played a pivotal role in identifying an opportunity for cover with a realistic premium to be put in place with the Community Insurance Scheme operated by the Local Government Association of Victoria. The cover was put in place immediately prior to Bike Week starting, allowing a reasonably comprehensive program of events to proceed.

However, in dealing with the insurance problem, a number of additional issues were raised, most specifically the association CyclingSouth may have with other organisations which do not have appropriate public liability cover in place to run events. The advice was that CyclingSouth must show great caution in entering into joint arrangements with other organisations for events unless they can show adequate coverage – the industry standard now being at least \$5,000,000 and preferably \$10 million. This issue has been raised with one organisation, and its committee has taken the issue on board.

Bike Week 2003

- **Launch**

The launch as intended to be held at the entrance of the Intercity Cycleway, but heavy rain forced a move to the nearby Regatta Ground Pavilion. Because of the bad weather, attendance was poor and media coverage only marginal.

- **ATTA Time Trial**

This was a new event on the calendar, organised by the Australian Time Trial Association at Cambridge. Atrocious weather affected the event, but 12 people turned out to ride the 16km event.

- **Century Ride**

This again proved to be an extremely popular event with 72 starters and 70 finishers who rode a course on the Eastern Shore. The event was blessed with excellent weather for the second year in a row.

- **Tour de Femme**

Interest in the Tour de Femme continues to grow, and despite inclement weather and subsequent cancellation of the barbecue, a group of 22 women and girls participated in the ride on a course starting at Bellerive Beach and traversing Oceana Drive and Tranmere Rd.

- **Cadence Award**

The long-term contribution of the Glenorchy City Council's Property Manager Rod Marshall was recognised when he won the third Cadence Award. Rod has played a key role in the on-going development of the Intercity Cycleway, as well as identifying and developing various cycling links in the Glenorchy local government area. He is secretary of the Council's bike committee, and as a resident of Brighton also sits on that Council's bike committee.

- **Bike Breakfasts**

The Glenorchy, Clarence, Hobart and Kingborough Councils each ran the traditional Bike Week breakfasts with varying success.

- **Fantastic Family Fun Ride**

This event has slowly declined in participant numbers, although inclement weather in the past two years has had an effect. There were, however, more than 40 participants in 2003 following a loop from the Montrose Bay Foreshore Reserve and finishing with a barbecue. Some options to build numbers back to previous levels may need to be considered with this event.

- **Promotion**

Bike Week was promoted again with advertising in *The Mercury* and a feature in *The Sunday Tasmanian*. Coverage was limited because the uncertainty over the public liability insurance issue meant sponsorship arrangements with *The Mercury* similar to previous years could not be put in place.

Data Collection

CyclingSouth, in conjunction with the Kingborough Council, has initiated a method of gathering data on cycling trends using schools as a cost-effective medium to circulate the questionnaires and have them returned. Taroona High School provided the pilot for the project. It is hoped that the model can be used to identify trends to assist Councils in the development or review of their respective bike plans.

Awards

CyclingSouth was successful in several awards, the most notable being a Premier's Physical Activity Award for promotion. CyclingSouth then was runner-up in a national category in the Heart Foundation Kellogg Local Government Awards, and runner-up also in another national award conducted by the Cycling Promotion Fund. These awards are significant in that they show the innovation and progress CyclingSouth has made in just three years of operation.

Cycling Summit – Canberra

The Executive Officer attended this conference in mid-August that aimed to bring together the diverse sectors of the cycling industry – advocacy, government, commercial and sport – to identify opportunities for a united lobbying presence, particularly in Canberra. The Cycling Promotion Alliance evolved out of the conference.

Youth Cycle Project

The Youth Cycle Project received funding from the Community Support Levy within the Department of Health and Human Services during the past financial year. The project will be implemented in 2003-04. It addresses one of CyclingSouth's original target audiences – at-risk youth – with the intention of showing them that cycling is a viable transport option that has health and financial benefits.

Adult Cycling Courses

These courses were limited in delivery because of the public liability insurance issue. The program scheduled to start in January was cancelled, but an Intermediate Module was delivered for employees of the Hobart City Council in June. Development of bicycle maintenance courses also continued so they were ready for delivery in December 2003. A pilot course for cubs and scouts also was run with the 1st Howrah Group.

Consultation, Advice and Development

The most significant outcome in terms of development was the erection of directional, behavioural and information signage on the Intercity Cycleway. The project was started in the previous financial year with design, and was implemented in 2002-03. The signage has been well received by cycleway users, and appears to have influenced behaviour especially among pedestrians and dog owners. Vandalism of the new signs remains a significant problem in the Moonah/Glenorchy area.

CyclingSouth has played a continuing and important strategic role in advising on infrastructure development, policy, and program delivery. The organisation, through the Executive Officer, is a participant in all bike committees associated with the member Councils. When combined with meetings of the Management Committee, working groups and other stakeholders, the result has been the Executive Officer attending an average of around seven evening meetings each month.

The following list gives an indication of the activities in which CyclingSouth was involved over the year:

- Consultations on the proposed development of a mountain bike park near Tolosa Park in Glenorchy.
- Installation of warning signs on the Intercity Cycleway pavement at New Town High School to try to overcome on-going conflict issues.
- Consultation with the Department of Infrastructure, Energy and Resources on the surfacing and other key issues related to completion of the Taroona Bike Lanes project.
- Assistance in the compilation of information for a book on children's activities, as a resource for mothers living in the Southern metropolitan region.

Finally, I would like to thank the Chair, Ald Stuart Slade, and the other members of the Management Committee for their loyal and on-going support over the past year. I have also received marvellous support again from CyclingSouth's managing agency, the Hobart City Council.



ROWAN BURNS
Executive Officer
CyclingSouth Inc
5 November 2003