



**ANNUAL REPORT
2003-2004**

Presented at the Annual General Meeting

Tuesday 28 September 2004

Kingborough Council Offices

Channel Highway, Kingston



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	12



ANNUAL GENERAL MEETING NOTES & AGENDA

As required under the Rules of CyclingSouth Inc:

- The date and agenda of the Annual General Meeting was duly notified to members 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 Tuesday 28 September 2004.

AGENDA

1. Attendance and Apologies
2. Confirmation of minutes of preceding Annual General Meeting on 6 November 2003, 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. Secretary
5. Determination of remuneration of servants of CyclingSouth
6. Close



MINUTES OF PREVIOUS ANNUAL GENERAL MEETING

Thursday 6 November 2003

Hobart Town Hall, Elizabeth St, Hobart

1. **Present**

Ald Stuart Slade (Glenorchy City Council)
Mr Rowan Burns (CyclingSouth - Executive Officer)
Cr Flora Fox (Kingborough Council),
Ms Kim Stansfield (Brighton Council)
Mr Rod Marshall (Glenorchy City Council)
Ald Patsy Jones (Hobart City Council)
Mr Mark Broadley (Hobart City Council)
Ald Peter Ridler (Glenorchy City Council)
Mr Tim Stredwick (Bicycle Tasmania)

2. **Apologies**

Mr Dean Wilson (Clarence City Council)
Ald Deidre Wilson (Clarence City Council)
Cr Peter Geard (Brighton Council),
Mr Keith Midson (Glenorchy Council)

3. **Previous Minutes**

The minutes of the previous meeting on 8 October 2002 were tabled
Moved Ald Ridler, seconded Ms Stansfield that the minutes be adopted

CARRIED

4. **Reports**

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

4.1. ***Financial Report***

The Profit and Loss Statement and Balance Sheet were tabled. It was noted some notations were missing from the P/L.

Moved Ald Ridler, seconded Cr Fox that the financial statements be adopted subject to the notations being reinstated in the final version, and subject to an appropriate report from the Auditors

CARRIED

4.2 ***Chair's Report***

Ald Slade addressed the committee on the success of the year's South activities and made a point of thanking Mr Alex van der Hek (Clarence Council) for his efforts in resolving the public liability insurance issue. Also noted was the successful ongoing relationship with Sport and Recreation Tasmania, and progress in programs such as Adult Rider Training, and Bike Week. The Executive Officer was thanked for his efforts. CyclingSouth was regarded as working very well, with participation from all Member Councils.

4.2. ***Executive Officer's Report***

The Executive Officer reiterated the role the Clarence City Council, including Ald Wilson, has played in resolving the public liability insurance issue. Bike Week 2003 was a significant event, and although weather created a few problems, it was, overall successful. The Executive Officer finally thanked the Management Committee for its ongoing support for the year.

Moved Ald Ridler and seconded Mr Broadley that the reports be accepted.

CARRIED

5. **Election of Officers and Member of Management Committee**

The Management Committee was discussed and nominations taken to fill positions:

<i>Chair</i>	Ald Slade (Glenorchy City Council) <i>Moved Mr Marshall, seconded Ald Ridler that the nomination be accepted.</i>	CARRIED
<i>Deputy Chair</i>	Cr Fox (Kingborough Council) <i>Moved Ald Slade, seconded Ald Ridler that the nomination be accepted</i>	CARRIED
<i>Secretary</i>	Ms Stansfield (Brighton Council) <i>Moved Ald Ridler, seconded Cr Fox that the nomination be accepted</i>	CARRIED
<i>Treasurer</i>	Ald Ridler (Glenorchy City Council) <i>Moved Cr Fox, seconded Ald Slade that the nomination be accepted</i>	CARRIED
<i>Public Officer</i>	Mr Marshall (Glenorchy City Council) <i>Moved Cr Fox, seconded Ald Ridler that the nomination be accepted.</i>	CARRIED
<i>Committee</i>	Ald Jones (Hobart City Council) <i>Moved Mr Marshall, seconded Ald Ridler that the nomination be accepted</i>	CARRIED
	Mr Broadley (Hobart City Council) <i>Moved Mr Marshall, seconded Ald Ridler that the nomination be accepted</i>	CARRIED
	Cr Geard (Brighton Council) <i>Moved Ald Ridler, seconded Mr Marshall that the nomination be accepted</i>	CARRIED
	Mr Clausen (Kingborough Council) <i>Moved Mr Marshall, seconded Ald Ridler that the nomination be accepted</i>	CARRIED
	Ald Wilson (Clarence City Council) <i>Moved Mr Marshall, seconded Ald Ridler that the nomination be accepted</i>	CARRIED
	Mr Wilson (Clarence City Council) <i>Moved Mr Marshall, seconded Ald Ridler that the nomination be accepted</i>	CARRIED
	Mr Stredwick and Mr Wayne Kelly as alternate (Bicycle Tasmania) <i>Moved Mr Marshall, seconded Ald Ridler that the nomination be accepted</i>	CARRIED

6. **Remuneration of Servants**

The matter was deferred for a report to be prepared for the Management Committee to consider.

7. **General Business**

Proposed changes to CyclingSouth – a review of the rules of association to be considered.

There being no further business, the meeting closed at 6.20pm.



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 was established with seed funding over three years from the former Tasmanian Office of Sport and Recreation (now Sport and Recreation Tasmania). The State's bicycle advocacy group, Bicycle Tasmania, is a community partner.

The organisation grew from the Southern Regional Councils Bicycle Committee that was established in the mid-1990s and was responsible for several significant developments

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 responsibilities.

The program set out to encourage increased recreational and transportation usage of bikes. The activities of CyclingSouth are overseen by a Management Committee comprising representatives of the key stakeholder groups.

The organisations and their nominees represented on the Committee in 2003-2004 were:

Hobart City Council

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, CyclingSouth Chair)
Ald Peter Ridler (Treasurer)
Mr Rod Marshall (Property Manager)

Kingborough Council

Cr Flora Fox (Deputy Chair)
Mr Greg Clausen (Design Engineer)

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 has acted since September 2000 to June 2004 as a managing agency, providing office space, secretariat support, financial management, and other advice and services.



STRATEGIC OBJECTIVES

CyclingSouth's strategic objectives continue to be:

- Increase the participation in cycling in the Southern Metropolitan Region of Tasmania.
- Promote and assist in the development of cycling infrastructure in the Southern Metropolitan Region of Tasmania.
- Develop and promote activities for Bike Week as the hallmark event for general cycling in the Southern Metropolitan Region.
- Assist in the establishment and maintenance of a network of Bicycle User Groups for each Member Council.
- Maintain strong communication with other community stakeholders.



CHAIR'S REPORT

Of the two issues that hung over CyclingSouth's future at the end of the previous financial year, one was fully resolved, the other continues to cast doubt on the long-term viability of the organisation.

The previous year's uncertainty over public liability insurance stabilised to permit CyclingSouth to deliver a full program of events and activities. These included an expanded program of training in both riding and bike maintenance, and an excellent program of activities for Bike Week 2004. The public liability coverage continues to be provided at an extremely competitive premium by the Community Insurance operation put in place by Civic Mutual in Victoria.

The second issue remains financial resourcing of CyclingSouth's programs. An application to Sport and Recreation Tasmania lodged in mid-2003 for co-funding to expand the concept into the other two major regions of the State was unsuccessful. This was an unfortunate outcome, given that in the end, the Government had to consider two competing applications, one from CyclingSouth, and the other from the Tasmanian Bicycle Council. Neither was successful. As decided by the Management Committee, CyclingSouth has not pursued the option for application of the model in the other regions. The TBC also appears to have not further developed any funding proposal, leaving CyclingSouth as the only significantly active organisation involved in promoting cycling development in Tasmania.

Having said that, SRT did recognise the lead role CyclingSouth takes in its programs, and provided low-level funding to acquire a fleet of bikes for training, and to promote Bike Week 2003. In addition, funding provided by the Department of Health and Human Services under the Community Support Levy was used to support seeding of the Youth Cycle program that in turn enabled part-time employment of a Development Officer.

The end result, however, is that to sustain CyclingSouth's core operations, Member Council contributions have had to increase substantially, and we have had to reduce our workforce back to just the Executive Officer. The contributions from Councils barely cover the costs of the position. On-going efforts are being made to develop additional income streams to reduce this burden. In particular, adult training programs, the Five-Alive! school holiday program, and registration fees from Bike Week activities made a contribution to income exceeding \$6,000 for the year. It is hoped to continue this development process into 2004-05, including partnerships with other sport and recreation organisations that are of mutual financial benefit.

CyclingSouth's managing agency for the past four years, the Hobart City Council, stated it was no longer prepared to continue the arrangement. Arrangements have now been put in place with the Glenorchy City Council to accommodate CyclingSouth's operations in an office at the Glenorchy War Memorial Pool. This will provide certain advantages because of the office location adjacent to the Intercity Cycleway, and the 50,000-plus patrons at the pool annually will provide additional promotional opportunities.

I would like to take this opportunity to thank the Hobart City Council for its contribution over and above its financial input to the success of CyclingSouth over the past four years. I am not sure that the other Member Councils realise the significance of this contribution and the reduced cost impact to CyclingSouth for having access to resources such as IT, financial management, motor vehicle usage and stationery and printing facilities. The challenge now is for other Councils to pick up where Hobart has left off, and I am pleased that Glenorchy has been able to fill the breach for at least the next year.

I also would like to record my appreciation to our Executive Officer, Rowan Burns, and to the part-time Development Officer, John Pimm, for their contributions in the past year. John in particular was able to assist CyclingSouth to bridge some gaps with the sport section of the cycling community, culminating in the highly successful Mt Wellington Challenge as the climax of Bike Week 2004. Rowan has continued to work hard to consolidate CyclingSouth's adult training programs, and continue administration of the organisation.

I would also like to record my appreciation for the Councils' representatives, and in particular the Executive Members of CyclingSouth, for their contribution over the past year.

As the Financial Report indicates, CyclingSouth is now in a position where it needs a degree of belt-tightening to enable a return to profitability and sustainability. Careful management of the initial three years of funding from Sport and Recreation (sourced from the Australian Sports Commission) enabled us to get to this point, but those carry-over resources are now exhausted. I am sure, though, that with the programs that have been established, CyclingSouth will continue to play a leading role in the cycling community and in particular the Southern Metropolitan Region.



Aid STUART SLADE
Chair



EXECUTIVE OFFICER'S REPORT

Bike Week 2004

Bike Week was held from Saturday 6 March to Sunday 14 March 2004. It is the major event each year that promotes participation in cycling. CyclingSouth and its predecessor, the Southern Regional Councils Bicycle Committee, have been involved in organisation of Bike Week events for the past decade. The success of Bike Week 2004 is gauged by the increased participation numbers and the support for new events.

Activities were organised and promoted through CyclingSouth to ensure high standards were maintained in presentation, promotion and risk management. Other organisations involved either directly as event organisers or in conjunction with CyclingSouth were:

- Tasmanian Bicycle Council
- Australian Time Trials Association
- Kingborough Bicycle Users Group
- Clarence City Council
- Glenorchy City Council Bicycle Committee
- Hobart City Council Bicycle Steering Committee
- Friends of Longley Park
- Tasmania Police
- Bicycle Tasmania
- Salamanca Cyclists Touring Club
- Wellington Park Management Trust
- Rotary Club of Kingston
- Womensport Tasmania

CyclingSouth continued its good relationship with several long-time sponsors, and developed new relationships with others. The significant sponsorship for 2004 came from:

- WIN-TV
- The Mercury
- 101.7 HO-FM
- Sport and Recreation Tasmania (through both CyclingSouth and the Australian Time Trials Association)
- Raine and Horne Kingston (Mt Wellington Challenge)
- Fernwood Women's Health Club (third year of support)
- Clarence City Council (barbecues for Tour de Femme and Century Ride, and provision of toilets for Festival of Cycling at Longley)

Participation

Participation in all events was significant throughout the week, and pleasingly showed substantial increases for several key events:

Event	2003	2004
➤ Century Ride (bad weather affected total in 2004)	73	69
➤ MTB time Trial	–	30
➤ Tour de Femme	22	82
➤ Mystery Twilight Ride	15	21
➤ Bike Breakfasts	100	130
➤ Cadence, Clips and Legends Awards	20	54
➤ Festival of Cycling at Longley	–	~200
➤ Mt Wellington Challenge	~65	167
➤ TOTALS	295	753

NB: Total participation numbers include volunteer assistants and officials.

Triple Challenge

To encourage greater participation, a Triple Challenge was introduced for people who participated in three key events – the Century Ride, the MTB Time Trial and the Mt Wellington Challenge. Eight riders achieved the “gold” award.

Century Ride

This event was run on Saturday 6 March over a 100km course from Kangaroo Bay near Bellerive to Seven Mile Beach then Richmond via Tea Tree and back to Kangaroo Bay. The day was marked by very wet weather, but despite this 67 participants started the ride, and 61 finished it.

Brighton MTB Time Trial

This event was held for the first time and was held at a site on private properties at the top of Cobbs Hill Rd near Bridgewater. The original course was around 6km, but heavy rain the preceding day made a section over clay impassable and the course was shortened. Despite this, it was still regarded as a challenging course. A total of 30 participants, ranging in age from 10 to senior adult participated.

Tour de Femme

This is regarded as the most successful event on the Bike Week calendar organised directly by CyclingSouth. The ride started and finished at Cambridge Oval, and covered a distance of about 18km. A regrouping point was organised about half-way through to enable slow riders to catch up. A total of 79 female riders participated. The weather played a key role in the roll-up.

Mystery Twilight Ride

This ride was organised partly to celebrate the 200th anniversary of Tasmania’s settlement, and as an easy-going mid-week ride. Twenty participants learned by the history of various sections of Hobart, including Battery Point, the waterfront, and the Domain.

Cadence and Clips Awards Presentation Evening

This was another highly successful event, supported by various groups associated with the Salamanca Cyclists Touring Club in particular, but also other groups. The Cadence Award had four nominations – Kate Tamayo, John and Grace Pickmere jointly, Luke Chui, and the winner, Vic Pimlott, of Bridgewater.

The Cadence Award, presented by Bicycle Tasmania, was won by the Kingborough Council.

A new award was introduced on the suggestion of Tony and Linda Cook. The Legends Award recognises outstanding achievements by cyclists who have been around a long time. The inaugural joint winners were Graeme Squires and Margaret Mosman.

Festival of Cycling and Mt Wellington Challenge

The Mt Wellington Challenge was held for the first time in 2003. In order to create a greater presence at the start and to address the desire for Kingborough to have a significant Bike Week event in its local government area, it was decided to link in with a new event, the Festival of Cycling at Longley.

The result was outstanding, with the Challenge attracting an unprecedented 167 starters – making the event one of the biggest in cycling in the Southern Metropolitan Area. In addition, the Festival of Cycling attracted parents and partners and their children.

The events required a high degree of organisation, including the drafting and implementation of a traffic management plan to ensure the safety of participants and the general public.

The Challenge was promoted to attract not just the elite athletes, but ordinary cyclists seeking to meet a significant challenge – to ride to the pinnacle of Mt Wellington. The event was outstandingly successful in achieving this. The new national mountain bike champion, Sid Taberlay, of Hobart, achieved a remarkable time of 53 minutes for the 23km ride. Many riders with panniers on the back of their touring bikes took longer but still succeeded.

Youth Cycle Project

The Youth Cycle Project received funding from the Community Support Levy within the Department of Health and Human Services and achieved limited success in addressing 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. The funding enabled the employment of a part-time Development Officer to oversee delivery of the project. One of the significant challenges was engaging both the providers of youth services and the young people themselves.

Adult Cycling Courses

These courses have become an important income stream for CyclingSouth and obviously are meeting a need in the community. A new series of courses was offered in 2003-2004, including basic and advanced bike maintenance courses. CyclingSouth also provided training for the Cycling25 commuter program implemented by the Tasmanian Bicycle Council. Participants in all the courses are drawn from right across the Southern Metropolitan Region. It is particularly satisfying to see more than 10 adults during the year who had never cycled before take their first pedal strokes.

The opportunity exists to continue developing these courses, and just prior to the end of the financial year, CyclingSouth was notified that it had been successful in a grant application from the Motor Accidents Insurance Board's Injury Prevention and Management Foundation to expand delivery in 2004-05.

Consultation, Advice and Development

CyclingSouth has continued to provide services and advice to both Member Councils and the broader community. These have ranged from preparation of a submission to the Clarence City Council's Tracks and Trails Strategy to initiating dialogue between Member Councils and Powerco for a co-operative approach to the gas pipeline development to enable shared path development at Bridgewater.

Finally, I would like to thank the Chair, Ald Stuart Slade, and the other members of the Management Committee for their support in the past year. In particular, I would like to recognise the contribution to the Committee of its former secretary, Ms Kim Stansfield, whose position at the Brighton Council was made redundant prior to the end of the year, and therefore became ineligible to hold an office with CyclingSouth.

I have also received marvellous support again from CyclingSouth's managing agency, the Hobart City Council, and in particular its IT branch and Human Resources Office. Hobart notified us some time beforehand that it felt – after almost four years – it was time for CyclingSouth's secretariat support to be taken over by another Member Council. Consequently, arrangements were made to transfer the office to premises attached to the Glenorchy War Memorial Pool from 1 July 2004.



ROWAN BURNS
Executive Officer

Statement of Cash Flows

For Year Ended 30 June 2004

	<u>Note</u>	<u>2003-04</u>	<u>2002-03</u>
<u>Cash Flows from Operating Activities</u>			
<i>Receipts</i>			
		-	23,409
		30,000	28,000
		2,400	1,611
GST Received		4,349	5,397
Other		10,305	3,389
		<u>47,054</u>	<u>61,806</u>
<i>Payments</i>			
Employees		67,376	47,767
		5,066	1,833
Audit Fees		650	500
Donations		-	1,100
		2,856	4,277
		1,289	367
GST Paid		7,782	5,033
Miscellaneous		2,833	2,082
		4,165	759
		<u>92,017</u>	<u>63,718</u>
Net Cash Flow from Operating Activities		(44,963)	(1,912)
<u>Cash Flows from Investing Activities</u>			
<i>Proceeds from :</i>			
Sales of Plant and Equipment		<u>-</u>	<u>-</u>
<i>Payments for :</i>			
Plant and Equipment Purchases		3,881	<u>-</u>
		<u>3,881</u>	<u>-</u>
Net Cash Flow from Investing Activities		(3,881)	-
Net Increase / (Decrease) in cash held		(48,844)	(1,912)
Opening Cash Balance		41,709	43,621
Closing Cash Balance		<u>(7,135)</u>	<u>41,709</u>

Profit and Loss Statement

For Year Ended 30 June 2004

	<u>Note</u>	<u>2003/04</u>	<u>2002/03</u>
<u>Revenue</u>			
Contributions - State Government		23,409	20,000
Contributions - Councils		38,000	20,000
Interest		2,400	1,611
Other Income		10,305	3,389
		<u>74,114</u>	<u>45,000</u>
<u>Expenses</u>			
Advertising		5,066	1,833
Asset write-offs		1,516	-
Audit Fees		650	500
Depreciation		576	850
Donation		-	1,100
Employee Costs		71,659	48,975
Insurance		2,856	1,421
Materials & Equipment		4,145	367
Miscellaneous		2,833	1,832
Travel		4,165	759
		<u>93,466</u>	<u>57,637</u>
OPERATING RESULT		<u>(19,352)</u>	<u>(12,637)</u>

Balance Sheet
As at 30 June 2004

	<u>Note</u>	<u>2003-04</u>	<u>2002-03</u>
ASSETS			
<i>Current</i>			
Cash at Hobart City Council		-	41,709
Prepayments		-	2,856
Receivables		548	-
		<u>548</u>	<u>44,565</u>
<i>Non-Current</i>			
Minor Plant at Cost		4,138	920
Less Accumulated Depreciation		(483)	(230)
Office Equipment at Cost		663	3,791
Less Accumulated Depreciation		(133)	(2,085)
		<u>4,185</u>	<u>2,396</u>
TOTAL ASSETS		<u>4,733</u>	<u>46,961</u>
LIABILITIES			
<i>Current</i>			
Bank Overdraft		7,135	-
GST Payable		-	2,885
Employee Entitlements		11,038	6,755
Unearned Revenue		-	31,409
		<u>18,173</u>	<u>41,049</u>
<i>Non-Current</i>			
Employee Entitlements		-	-
		<u>-</u>	<u>-</u>
TOTAL LIABILITIES		<u>18,173</u>	<u>41,049</u>
NET ASSETS		<u>(13,440)</u>	<u>5,912</u>
EQUITY			
Opening Accumulated Funds		5,912	18,549
Operating Result		(19,352)	(12,637)
Closing Accumulated Funds		<u>(13,440)</u>	<u>5,912</u>

NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2004

NOTE 1 – Summary of Significant Accounting Policies

The association is not a reporting entity because in the opinion of the Management Committee there are unlikely to exist users of the financial report who are unable to command the preparation of reports tailored so as to satisfy specifically all of their information needs. Accordingly, this “special purpose financial report” has been prepared to satisfy the Management Committee’s reporting requirements under the constitution.

The financial report has been prepared on the basis of historical cost and except where stated, does not take into account changing money values or current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets.