



**ANNUAL REPORT
2004-2005**

Presented at the Annual General Meeting

Tuesday 29 November 2005

**Glenorchy Civic Centre
Cooper St, Glenorchy**



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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 29 November 2005.

AGENDA

1. Attendance and Apologies
2. Confirmation of minutes of preceding Annual General Meeting on 28 September 2004, 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 in accordance with Rule 23 of the Rules of CyclingSouth Inc.
 - 4.1. Secretary (until 2007)
5. Appointment of Management Committee Members in accordance with Rule 22.9 of the Rules of CyclingSouth Inc.
 - 5.1. Hobart (until 2006)
 - 5.2. Clarence (until 2006)
 - 5.3. Brighton (until 2006)
6. Close



MINUTES OF PREVIOUS ANNUAL GENERAL MEETING

Tuesday 26 September, 2004

Kingborough Council Office

1. **PRESENT**

Ald Stuart Slade (Glenorchy City Council)
Mr Rowan Burns (CyclingSouth - Executive Officer)
Cr Flora Fox (Kingborough 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)

2. **APOLOGIES**

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

3. **PREVIOUS MINUTES**

The minutes of the previous meeting on 6th September, 2003 were tabled
Moved Cr Fox, seconded Ald Jones that the minutes be adopted

CARRIED

4. **GENERAL BUSINESS**

4.1 **Financial Report**

The Profit and Loss Statement and Balance Sheet were tabled.

It was noted that a concentrated effort was required to increase revenue for Cycling South through additional program streams.

Moved Ald Ridler, seconded Cr Jones that the financial statements be adopted 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, highlighting the resolution of the public liability insurance issue and secondly the financial resourcing of Cycling South.

Also noted was the successful ongoing relationship with Sport and Recreation Tasmania, and progress in programs such as Adult Rider Training, Bike Week, Youth Cycle Program and the school holiday programs.

Hobart City Council was thanked for its valuable contribution in accommodating and resourcing Cycling South for the previous four years. It was noted that the Glenorchy City Council has accepted the hosting of the organisation for the next two years. Accommodation is near completion at the Glenorchy War Memorial Pool.

The Executive Officer and the committee members were thanked for their efforts. Cycling South was regarded as working very well, with participation from all members.

5. EXECUTIVE OFFICER'S REPORT

- 5.1 Bike week 2004 was successful with increased participation and new events.
- 5.2 Letters of assistance were forwarded to organisations and sponsors for involvement in Bike Week.
- 5.3 Outline of Youth Cycle Project and Adult Cycling Courses were provided, reinforcing importance of programs with high participation and an opportunity to increase revenue streams.
- 5.4 The Executive Officer thanked the Management Committee for its ongoing support for the year. The contribution of our former secretary, Kim Stansfield and Cycling South's managing agency Hobart City Council for its support over four years.

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

CARRIED

The Management Committee details were provided (existing members have one year or two year terms available).

Chair	Ald Slade (Glenorchy City Council) – Ending AGM 2006
Deputy Chair	Cr Fox (Kingborough Council) – Ending AGM 2006
Treasurer	Ald Ridler (Glenorchy City Council) – Ending AGM 2006
Public Officer	Mr Marshall (Glenorchy City Council) – Ending AGM 2006
Committee	Ald Jones (Hobart City Council) – Ending AGM 2006 Mr Broadley (Hobart City Council) – Ending AGM 2006 Cr Geard (Brighton Council) – Ending AGM 2006 Mr Clausen (Kingborough Council) – Ending AGM 2006 Ald Wilson (Clarence City Council) – Ending AGM 2006 Mr Wilson (Clarence City Council) – Ending AGM 2006 Mr Tim Stredwick and Mr Wayne Kelly as alternate (Bicycle Tasmania) – Ending AGM 2006
Secretary	Due to the resignation of Ms. Kim Stansfield (Brighton Council) nominations were requested and Rod Marshall was nominated. There were no other nominations and Rod was elected for one year only ending AGM 2005.

Moved Ald Fox, seconded Ald Jones

CARRIED

6. RENUMERATION OF SERVANTS, CYCLING SOUTH INC.

The Executive Officer departed the room to enable matter to be discussed.

- 6.1 Executive Officer signed new contract at rates negotiated by Cycling South Executive.
- 6.2 Executive Committee to explore salary increase and training skills/opportunities. Chairman Slade to report next meeting.

7. GENERAL BUSINESS

Nil business.

The meeting closed at 4.50pm.



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 2004-2005 were:

Hobart City Council

Ald Patsy Jones
Mr Mark Broadley (Manager – Traffic Engineering)

Clarence City Council

Ald Deidre Wilson / Ald Kay McFarlane
Mr Dean Wilson (Asset Management Project Officer)

Brighton Council

Cr Peter Geard
Vacant.

Glenorchy City Council

Ald Stuart Slade (Deputy Mayor, CyclingSouth Chair)
Ald Peter Ridler (Treasurer)
Mr Rod Marshall (Secretary)

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, Glenorchy City Council has acted since December 2004 as a managing agency, providing office space, secretariat support, financial management, and other advice and services., replacing the service provided by Hobart City Council between September 2000 and December 2004.



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

It is fair to say that CyclingSouth in the last 12 months went through several significant changes, the most the organisation has seen since its incorporation in 2000. These changes impact on many of the organisation's strategic objectives and outcomes when you only have one employee, our Executive Officer.

When CyclingSouth was formed, no one envisaged that the movement of our office from one Member Council to another would be so time-consuming and impact on our day-to-day operations. In the early days it was proposed that the Executive Officer would operate out of a different Member Council office every one – two years. I believe the office move in December 2004 from the Hobart City Council to the Glenorchy War Memorial Pool has shown that it is probably more realistic not to move offices around under at least two year tenures at any one Member Council. Acknowledgement is given to Sport and Recreation Tasmania who provided a small grant to assist with the office move and renovations to the new Glenorchy office.

We are now operating very much as an independent incorporated body supported by our five Member Councils in Hobart, Glenorchy, Clarence, Kingborough and Brighton but it does have an impact on our bottom line. Many of the resources that we were receiving before from the Hobart City Council have ceased and this makes it more challenging for the Management Committee to identify new income streams. The Management Committee certainly appreciates the accommodation and resources that were available to CyclingSouth from the Hobart City Council prior to our move.

Many benefits arise from the location of our present office. These include being located on the ground floor, being part of a Member Council's major sport and recreation facility and just metres from the Intercity Cycleway. I believe the new office location is working well and provides Cycling South with an enhanced visible presence and overcomes important access issues.

Bike Week was again a flagship event for CyclingSouth during the year and it was pleasing to see some new events. All the events, which are highlighted in the Executive Officer's Report, went off well but another challenge for the Management Committee is to ensure that *Bike Week* events are always relevant to a variety of cyclists and participation rates can be increased.

We were successful in obtaining a grant (\$20,000) from MAIB to operate *Adult Rider Courses* but unfortunately could only run two Intermediate Cycling Courses. Completing these courses is high on our agenda for 2006.

As many people are aware Rowan Burns resigned as Executive Officer from CyclingSouth on 30th June 2005. Rowan was CyclingSouth's first appointed Development Officer and then later appointed as our Executive Officer. Rowan was instrumental in undertaking the incorporation details for the organisation back in 2000. His knowledge and skills in the areas of successfully obtaining grants, preparing briefings and presentations to various stakeholders and undertaking practical courses assisted greatly in CyclingSouth now being recognised as a peak Tasmanian Cycling body. His contribution to CyclingSouth assisted us being awarded the Heart Foundation Local Government *State Physical Activity* award and the Sport & Recreation Industry Award for *Excellence in the field of Communications & Public Relations*, both in 2002.

As a Management Committee, in recent years, we have had to increase our Member Councils' contributions. The contributions from Councils now barely cover the costs of our one employee and the real test for us is to develop additional income streams outside, adult training programs, the *Five-Alive School Holiday Program* and registration fees from *Bike Week* activities. It is probably an appropriate time with the appointment of Mary McParland as our new Executive Officer to review how CyclingSouth can deliver its programs/services more cost effectively, assist its Member Councils more and achieve better outcomes for our cycling communities.

I would also like to record my appreciation for the Member Councils' elected and staff representatives, and in particular the Executive Members of CyclingSouth, for their contribution over the past year. I believe there are both exciting times and opportunities ahead of us as CyclingSouth evolve during a period of changes to address those important challenges.



Ald STUART SLADE
Chair



EXECUTIVE OFFICER'S REPORT

Overview of Year

CyclingSouth moved office from Hobart Council to the Glenorchy Swimming Pool in December 2004. A successful Sport and Recreation grant of \$4980 assisted to fund the move and renovate a kiosk into suitable office accommodation.

Executive Officer Rowan Burns submitted his resignation and finished up on 30 June 2005.

Bike Week 2005

Bike Week was held in March 2005. Sport & Recreation Tasmania provided \$4,000 in funding to assist with promotion of Bike Week.

There were several innovations and new events. Participation numbers varied over last year, generally because of weather conditions.

Clarence Century Ride -- This was the most successful event in the South, attracting 110 participants.

Kingborough Treasure Hunt – This was a new event based on the principles of bicycling rogaining. It attracted 15 participants, and is expected to be a growth event in future years.

Tour de Femme – very hot weather affected participation numbers, with 32 participants. It is likely that the ride will be reassessed with a longer route next year.

Junior MTB Bash – this was held at Tolosa Park, and attracted about 35 participants, ranging in age from seven to 16. It is expected that next year, fully marked courses will be available for a similar event after the construction of the new regional MTB facility.

Hobart Rivulet Ride – This attracted 13 participants on an easy ride. Ken White and Linda Cook are to be commended for their organisation of the ride.

Big Bike Breakfast – Owen Gervasoni, HCC officer, did a superb job of organising the breakfast in conjunction with Ald Jones. Between 70 and 80 participants were counted going through the breakfast venue.

Cadence, Clips and Legends Awards – These were presented at the New Sydney Hotel. The Cadence Award winner was Richard Nichols. The Clips Award winner was the Department of Infrastructure, Energy and Resources for their efforts with the Tasman Bridge. The Legends Award was presented to John and Grace Pickmere.

Family Fun Day and Ride – A new event to bring family participation back to Bike Week. It proved very successful, with around 50 participants throughout the day, including seven children who weren't able to ride without training wheels beforehand, but certainly were afterwards!

Mt Wellington Challenge – This drew participation from 125 participants, again down a little on 2004, but about what the organiser, the Australian Time Trials Association, expected.

Ride Launceston – This was organised by the Launceston City Council, and covered a seven-kilometre route. About 150 people participated. Of interest, the Devonport City Council is now keen to organise Bike Week events for 2006.

Bike Training – Adult Rider Courses

CyclingSouth was successful in receiving a \$20,000 grant from MAIB to run Adult Rider Courses. 19 people participated in the two Intermediate Cycling Courses run in Hobart in May and June 2005. We will continue to run these courses in 2006.

Five Alive Program

This was run over a week at Tolosa Park in February to overcome logistical difficulties associated with equipment movement and vehicles. About 70 children participated in the program.

Australia Cycling Strategy Review

CyclingSouth was represented at a review meeting held in Hobart in December 2004. The strategy was originally cast in 1999 and expired this year.

MARY McPARLAND

**On behalf of Rowan Burns
Executive Officer 2004/05**

INSERT

- STATEMENT OF CASH FLOW
- PROFIT AND LOSS STATEMENT
- BALANCE SHEET

NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2005