



**ANNUAL REPORT  
2008-2009**

**Presented at the Annual General Meeting**

**Wednesday 2 September 2009  
at 4.30pm**

**Dame Mabel Miller Room  
Hobart Town Hall**



## CONTENTS

ANNUAL GENERAL MEETING NOTES & AGENDA .....	1
MINUTES OF PREVIOUS ANNUAL GENERAL MEETING.....	2
ANNUAL REPORT INTRODUCTION.....	5
STRATEGIC OBJECTIVES .....	6
CHAIR'S REPORT .....	7
EXECUTIVE OFFICER'S REPORT .....	8
FINANCIAL RECORDS.....	10



## 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 Wednesday 2 September 2009.

### AGENDA

1. Attendance and Apologies
2. Confirmation of minutes of preceding Annual General Meeting on 17 September 2008, 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, as well as audited 2007/08 financial reports.
4. Appointment of Management Committee Members in accordance with Rule 22 of the Rules of CyclingSouth Inc.
  - 4.1. Hobart
  - 4.2. Clarence
  - 4.3. Kingborough
  - 4.4. Glenorchy
  - 4.5. Brighton
5. Remuneration of servants of CyclingSouth
6. Close



**MINUTES OF PREVIOUS ANNUAL GENERAL MEETING**

**MINUTES OF ANNUAL GENERAL MEETING**

**Wednesday 17 September 2008**

**4.00pm**

**Kingborough Civic Centre**

**Meeting opened 4.10pm**

**1. PRESENT**

Ald Stuart Slade (Glenorchy City Council)  
Ald Peter Ridler (Glenorchy City Council)  
Ald Haydyn Nielsen (Glenorchy City Council)  
Mr Rod Marshall (Glenorchy City Council)  
Cr Flora Fox (Kingborough Council)  
Mr Lindsay Bogg (Kingborough Council)  
Ald Helen Burnet (Hobart City Council)  
Ald Bill Harvey (Hobart City Council)  
Mr Stuart Baird (Hobart City Council)  
Cr Peter Geard (Brighton Council)  
Ald Kay McFarlane (Clarence City Council)  
Mr Mathew Stirling (Clarence City Council)  
Mary McParland (CyclingSouth - Executive Officer)

**APOLOGIES**

Mr Owen Gervasoni (Hobart City Council)  
Ald Philip Cocker (Hobart City Council)  
Mr Tim Stredwick (Bicycle Tasmania)

**2. PREVIOUS MINUTES**

The Minutes of the previous meeting on 4 December 2007 were tabled

*Moved Ald Helen Burnett, Seconded Cr Flora Fox that the minutes be adopted*

**CARRIED**

**3. ANNUAL REPORT**

**3.1 Chair's Report**

Ald Slade addressed the committee on the activities of the past year, providing an overview of Ride to Work Day, Bike Week and adult cycling courses.

He acknowledged the success of the Melbourne Bicycle Facilities tour and CyclingSouth's role in developing a Regional Bicycle Plan.

The Chair report identified the support provided by the host council, Glenorchy and the possibility of seeking additional further funding opportunities to ensure the ongoing operation and sustainability of CyclingSouth.

*Moved Cr Flora Fox and Seconded Ald Peter Ridler that the reports be received.*

**CARRIED**

### 3.2 *Executive Officer's Report*

Mary identified the past year as one of increasing awareness of cycling issues by state government and a possible turning point for making headway in creating a more bicycle-friendly region.

The Executive Officer provided an overview of activities for the year including:

- Hobart Regional Bike Plan
- Melbourne Bicycle Facilities Tour
- Facilitating the re-establishment of the Tasmanian Bicycle Council
- Ride to Work Day breakfast in October – around 300 riders attended the breakfast and nearly 800 registered for riding to work.
- State Bike Week in March
- Adult Cycling Courses – 12 people participated in 3 courses

The report also acknowledged that Mary will focus on the implementation and development of the regional bicycle network in order to meet the aims and objectives of CyclingSouth.

*Moved Cr Flora Fox and Seconded Ald Peter Ridler that the reports be received..*

**CARRIED**

### 3.3 *Financial Report*

The audited financial reports for 2006/07 were presented. Unaudited figures for 2007/08 were also presented. These are currently with the auditor.

PAYG statements for 2007/08 is completed.

BAS statement not due until March 2009

The Return of Association for 2007/08 will be lodged on completion of the audit

*Moved Cr Flora Fox and Seconded Ald Peter Ridler that the unaudited figures for 2007/08 be accepted and upon completion of the audit be circulated to all members.*

**CARRIED**

## 4 APPOINTMENT OF MANAGEMENT COMMITTEE MEMBERS

Appointment of Management Committee members in accordance with Rule 22 of the Rules of CyclingSouth Inc.

- |                            |   |
|----------------------------|---|
| 4.1 Hobart City Council    | Ald Helen Burnett (nominated voting member) |
|                            | Ald Philip Cocker                           |
|                            | Mr Owen Gerversoni                          |
|                            | Mr Stuart Baird                             |
| 4.2 Clarence City Council  | Ald Kay McFarlane (nominated voting member) |
|                            | Mr Mathew Stirling                          |
| 4.3 Kingborough Council    | Cr Flora Fox (nominated voting member)      |
|                            | Mr Lindsay Bogg                             |
| 4.4 Glenorchy City Council | Ald Stuart Slade (nominated voting member)  |
|                            | Ald Haydyn Neilsen                          |
|                            | Ald Peter Ridler                            |

Mr Rod Marshall

*Moved Mr Mat Stirling, Seconded Mr Rod Marshall that the above-mentioned representatives be appointed to the Committee of Management of CyclingSouth*

**CARRIED**

## **5 ELECTION OF OFFICERS.**

Appointment of Management Committee Members in accordance with Rule 22 of the Rules of CyclingSouth Inc. The office positions are for a two year term, and will not be up for re-election until the AGM 2010.

- |                                |   |
|--------------------------------|---|
| 5.1 Chair                      | <b>Cr Flora Fox</b> (Kingborough Council)<br>Duly elected in accordance with the Rules of CyclingSouth        |
| 5.2 Deputy Chair               | <b>Ald Helen Burnet</b> (Hobart City Council)<br>Duly elected from the floor                                  |
| 5.3 Secretary / Public Officer | <b>Mr Rod Marshall</b> (Glenorchy City Council)<br>Duly elected in accordance with the Rules of CyclingSouth  |
| 5.4 Treasurer                  | <b>Ald Peter Ridler</b> (Glenorchy City Council)<br>Duly elected in accordance with the Rules of CyclingSouth |

*Moved Ald Slade, seconded Ald McFarlane the above officer positions be confirmed*

**CARRIED**

## **6 DETERMINATION OF REMUNERATION OF SERVANTS OF CYCLINGSOUTH INC**

The Executive Officer salary was reviewed which is currently \$44,723 pro-rata 3 days per week.

*Moved Mr Rod Marshall, seconded Ald Flora Fox that the Executive Officer's salary is increased by 4.5% backdated to 1 July 2008 and a review of the Executive Officer position description and contract is carried out.*

**CARRIED**

## **7 LOCATION OF OFFICE AND CONTRIBUTIONS**

It was agreed to maintain the CyclingSouth office at Glenorchy for the next 12 months and relocation will be discussed at a committee meeting.

## **8 GENERAL BUSINESS**

Hobart City Council has offered to host centralised meetings for CyclingSouth.

**The meeting closed at 5.10pm.**



## ANNUAL REPORT INTRODUCTION

CyclingSouth commenced as 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 2008-2009 were:

### **Hobart City Council**

Ald Helen Burnet (Deputy Chair)

Ald Philip Cocker

Mr Owen Gerversoni (Manager – Traffic Engineering)

Mr Stuart Baird (Sustainable Transport Officer)

### **Clarence City Council**

Ald Kay McFarlane

Mr Matthew Stirling (Asset Management Project Officer)

### **Glenorchy City Council**

Ald Haydyn Neilsen

Ald Stuart Slade

Ald Peter Ridler (Treasurer)

Mr Rod Marshall (Secretary / Public Officer)

### **Kingborough Council**

Cr Flora Fox (Chair)

Mr Lindsday Bogg (Design Engineer)

### **Bicycle Tasmania**

Mr Tim Stredwick

The day-to day implementation of CyclingSouth's strategic and operational plans is managed by the Executive Officer, Ms Mary McParland.

In order to facilitate the delivery of the program, Glenorchy City Council has acted since December 2004 as the host agency, providing office space and secretariat support, replacing some of the service provided by Hobart City Council between September 2000 and December 2004.



## STRATEGIC OBJECTIVES

CyclingSouth's strategic objectives continue to be:

- Assist in the development of cycling infrastructure in the Southern Metropolitan Region of Tasmania.
- Maintain strong communication with other community stakeholders.
- Increase the participation in cycling through encouragement and education programs (eg: Adult Cycling Courses)
- Promote cycling activities and events in Tasmania such as State Bike Week



## CHAIR'S REPORT

### Overview of Year

As my first term as Chair of CyclingSouth, it has been a promising year for cycling with the development of the Hobart Regional Arterial Bicycle Network Plan, successful community participation events such as Ride to Work Day and state government commitment to cycling through the establishment of the Tracks, Trails and Bikeways Fund. There is still a long way to go to make our communities in Southern Tasmania cycle-friendly but it is a good starting point that we can build on.

#### **Ride to Work Day – 17 October 2009**

This was a very successful event with some Councils and organisations running individual events on the day but the main event being coordinated from Mawson's Place beside the picturesque Constitution Dock in Hobart. The large attendance of riders who stopped for breakfast was a sight to see and the birds-eye view photograph of participants forming the shape of a bicycle was very memorable.

#### **State Bike Week – 2009**

CyclingSouth delegated the coordination of this successful week to the Tasmanian Bicycle Council, of which CyclingSouth is a member. Past events established by CyclingSouth such as the Tour de Femme, Century Ride and Hobart Rivulet Ride were run by Bicycle Tasmania this year and the Mt Wellington Challenge was organised by the Hobart Wheelers. Both are member-based cycling groups which are better suited to running large participation events. CyclingSouth continued to organise the Round the River Ride and Family Ride. The relocating of the cycling festival to Cornelian Bay was a great improvement and I was proud to present the Cadence Award to Rob Shears from Kingborough Bicycle Users Group for his work on the Bonnet Hill bike lanes.



#### **Other Activities**

The Executive Officer's assistance and input to road design and infrastructure issues to member councils and state government organisations has been invaluable, particularly relating to major by-pass design and new highway construction and new urban bike lane markings. It was encouraging to see representatives from DIER participate in a Bicycle Facilities Tour around Melbourne organised by Mary McParland.

#### **Member Councils and staff**

We have had discussions with Brighton Council over the course of the year to rejoin CyclingSouth and it is pleasing to note that at the time of writing this report they have come back on board as financial members. We are also in the process of reviewing the Executive Officer's contract

### Summary

On behalf of CyclingSouth, I wish to thank Mary McParland, our Executive Officer, for her ongoing commitment, developing networks and overall enthusiasm to the day-to-day operations of CyclingSouth. I would like to record my appreciation for the Member Councils' elected and staff representatives, of CyclingSouth, for their contribution over the past year. I also acknowledge throughout the year the in-kind support that we received from the host Council, the Glenorchy City Council. This assistance is an invaluable resource to CyclingSouth's administrative operations.

**Cr Flora Fox**  
Chair



## EXECUTIVE OFFICER'S REPORT

### Overview of Year

With our new premier a keen bike rider it has been encouraging to see greater acceptance of cycling from the agencies that CyclingSouth engages with. A strong focus of my role is to facilitate the development of cycling infrastructure to give people places to ride where they feel comfortable and instilling a community culture where cycling for transport is seen as normal. CyclingSouth is attempting to achieve this in the following ways:

#### **1. Development of the Hobart Regional Bicycle Network Plan**

One of the key achievements of CyclingSouth during the past year is the development of the draft Hobart Regional Bicycle Network Plan. Public consultation was carried out in 2008 and the final version of the plan will be prepared for launching at the 2009 Ride to Work Day breakfast. The plan is a valuable resource for identifying an arterial bicycle network across the region and provides a starting point for dialogue with DIER as well as a supporting document for funding applications.

#### **2. Advocating for infrastructure improvements for cycling**

Throughout the year we continued to engage with DIER and advocate for the establishment of policy and guidelines within the department to benefit cycling. CyclingSouth coordinated a workshop for DIER and Sport and Recreation officers in Melbourne which involved meeting with the Manager of VicRoads Bicycle and Pedestrian Project in April 2009. The workshop provided impetus for preliminary discussion on cycling policy and the regional bicycle network plan, which will continue into 2009/10.

#### **3. Increasing our profile**

CyclingSouth's identity as the regional cycling body continues to strengthen, with the organisation being recognised as a key stakeholder across a range of cycling issues. We have provided input to ensure the needs of cyclists are accommodated in a number of projects including:

- Waterfront Authority – Managing Franklin Wharf as a Shared Space
- Heart Foundation Healthy By Design project
- DIER major road projects – Kingborough bypass, Brighton bypass, Lyell Hwy

We have also developed a relationship with the UTAS Engineering Department. To date we have given two presentations on cycling infrastructure and design to 4<sup>th</sup> year Engineering Design students, who will be our traffic engineers and designers of the future. The students were required to undertake a project on a case study. They have completed a project on the Bonnet Hill bike lanes and a Copenhagen-style treatment for Davey St.

CyclingSouth is increasingly being recognised in professional circles and by the cycling public as a resource for information and advice, based on phone calls and emails received as well as hits to the website. The CyclingSouth e-newsletter is sent to around 1600 people who receive the monthly update on new developments and cycling activities in southern Tasmania. Feedback has been very positive.

#### **4. Successful grant applications**

CyclingSouth was successful in obtaining a grant from the state Tracks, Trails and Bikeways Fund for priority projects in the 5 council areas including Clarence Foreshore Trail, Kingborough's Bonnet Hill Bike Lane planning, Argyle and Campbell St bike lanes in Hobart and the cycleway connection to Cadbury's in Glenorchy. In conjunction with Kingborough Bicycle Users Group CyclingSouth was successful in obtaining an additional \$5,000 from Sport & Recreation Tasmania for the Bonnet Hill Bike Lane project.

## 5. Community events to encourage and promote cycling

### Ride to Work Day – 15 October 2008

The biggest Tasmanian Ride to Work Day ever with over 1000 people registered across the state and around 300 attending the community breakfast at Mawson Place on Hobart's Waterfront. 84 workplaces around Tasmania registered for Ride to Work Day with many providing in-house breakfasts for their staff.

Premier David Bartlett, Leader of the Opposition Will Hodgman and Leader of the Greens in Tasmania, Nick McKim, attended on their bikes, along with Lord Mayor Rob Valentine and Kingborough Mayor Graham Bury.

120 participants were riding to work for the first time and follow-up surveys showed that around one third will still be riding to work six months later.

I would like to express my appreciation for the efforts of the volunteers who helped out with the breakfast or were Cycle Angels,



### State Bike Week – 7-15 March 2009

This year the Tasmanian Bicycle Council coordinated the promotion of Bike Week statewide. CyclingSouth organised the following events:

- Cycling Festival at Cornelian Bay (in conjunction with Bicycle Tasmania)
- Round the River Ride (Hobart, Clarence & Glenorchy areas)
- Family Ride (Hobart area)

Cornelian Bay proved an excellent location for starting and finishing the rides. The family ride had around 30 participants who followed a route through the Cornelian Bay Cemetery. Numbers for the Round the River Ride were similar to last year with around 60 participants. The Five Alive equipment proved popular at the finish. I would particularly like to thank Rod Marshall for his assistance with coordinating the Round the River Ride and setting up the Cycling Festival site.

### Ride to School Day – 25 March 2009

17 schools across Tasmania registered as part of National Ride to School Day including several local schools in the CyclingSouth council areas. CyclingSouth provided 4 helmets and distributed 4 prize bicycles, which were supplied by the national organiser, to winning schools.

## 6. Cycling education

CyclingSouth continued to run adult cycling courses, particularly for adults who never learnt to ride as children. We ran courses in February and May 2009. When not being used for our adult cycling courses, the CyclingSouth bikes were loaned out to Claremont College and the Migrant Resource Centre during the year for their own programs.

### Summary

I would like to acknowledge the support of Rod Marshall for his day to day assistance in running CyclingSouth. Also I would like to recognise Glenorchy City Council who have kindly provided the office space, phone connection and electricity to run the office, as well as the use of a photocopier and other office equipment.

Finally, I would like to acknowledge my appreciation for the Committee of Management who operate in a cooperative manner to achieve the goals of CyclingSouth in the region.

**MARY McPARLAND**  
Executive Officer

**FINANCIAL RECORDS**

**NOTES TO AND FORMING PART OF THE ACCOUNTS**  
**FOR THE YEAR ENDED 30 JUNE 2009**