



**ANNUAL REPORT
2015-2016**

Presented at the Annual General Meeting

**Wednesday 23 November 2016
at 5pm**

**City of Hobart
Lower Ground Floor Conference Room**



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ANNUAL REPORT INTRODUCTION

CyclingSouth is a regional organisation made up of the five Councils in the Greater Hobart area to provide a collaborative approach to increasing recreational and transportation usage of bicycles. This aim is to help Councils achieve their goals to improve community health and well-being, social inclusion, access and sustainability. Cycling South grew from the Southern Regional Councils Bicycle Committee (formed in the 1990s) and commenced in mid-2000.

Cycling South facilitates strategic regional planning of bicycle networks and provides advocacy on behalf of the member councils for more state government resources and policies supporting cycling in the region. It provides a forum for local government to engage with the community by promoting the achievements of the member councils in active transport and recreation.

The regional focus recognises that the member Councils are interconnected and cycling projects in one municipal area benefit residents in adjoining municipalities as people move across council boundaries when they use their bicycles to commute to work, get exercise, meet with friends or go places.

A part-time Executive Officer is employed to provide regional coordination for bicycle network planning as well as work directly with Council Officers to provide support and specialist advice including identifying network priorities and technical design guidance.

The activities of CyclingSouth are overseen by a Management Committee comprising representatives of the member councils. In addition, key stakeholder groups are invited to attend committee meetings.

The organisations and their nominees represented on the Committee in 2015-2016 were:

Hobart City Council

Ald Helen Burnet (Chair)
Ald Damon Thomas
Mayor Sue Hickey
Ms Angela Moore (Manager – Traffic Engineering)

Clarence City Council

Ald Kay McFarlane (Secretary)
Ald Sharyn Von Bertouch
Mr Ian Preece (Treasurer/Public Officer)

Brighton Council

Cr Leigh Gray
Mr Callum Pearce-Rasmussen

Glenorchy City Council

Ald Haydyn Neilsen
Ald Mat Stevenson
Mr Len Yeats

Kingborough Council

Cr Richard Atkinson (Deputy Chair)

Bicycle Tasmania / Tasmanian Bicycle Council

Ms Emma Pharo

The day-to day implementation of CyclingSouth's strategic and operational plans is managed by the Executive Officer, Ms Mary McParland. Glenorchy City Council has acted as the host agency since December 2004, providing office space. City of Hobart hosted Cycling South between September 2000 and December 2004 and recommenced managing the payroll in 2015/16.



STRATEGIC OBJECTIVES

CyclingSouth's strategic objectives are to assist local government to meet strategic goals to create and maintain healthy, sustainable and socially connected communities. This is achieved in the following ways:

- Facilitate and support the development of cycling infrastructure in the Southern Metropolitan Region of Tasmania to increase opportunities for residents to adopt active transport modes and participate in recreation for improved community health and well-being.
- Maintain strong communication with other stakeholders, in particular state government representatives and agencies and community-based cycling organisations.
- Increase the participation in cycling through encouragement and education programs such as Adult Cycling Courses.
- Promote cycling activities and events in Tasmania such as National Ride to Work Day.



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 23 November 2016

AGENDA

1. Attendance and Apologies
2. Confirmation of minutes of preceding Annual General Meeting on 18 November 2015, 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.
 - 3.1. Chair report
 - 3.2. Executive Officer report
 - 3.3. Treasurer Report
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. Appointment of Management Committee Members in accordance with Rule 22 of the Rules of CyclingSouth Inc.
 - 5.1. Chair
 - 5.2. Deputy Chair
 - 5.3. Secretary / Public Officer
 - 5.4. Treasurer

6. Appointment of Auditor
7. Contribution to CyclingSouth for 2016/17
8. Other business
9. Close



MINUTES OF PREVIOUS ANNUAL GENERAL MEETING

Wednesday 18 November at 5.00pm

Glenorchy Council Chambers

Main Road, Glenorchy

Meeting opened 5.05pm

1. PRESENT

Chair Ald Helen Burnet (Hobart City Council)
Deputy Chair Cr Richard Atkinson (Kingborough Council)
Members Ald Haydyn Nielsen (Glenorchy City Council)
Ald Kay McFarlane (Clarence City Council)
Mary McParland (Executive Officer)
Len Yeats (Glenorchy City Council)
Angela Moore (Hobart City Council)
Luke Middleton (Dept of State Growth)

APOLOGIES

Ian Preece (Clarence City Council)
Callum Pearce-Rasmussen (Brighton)
Owen Gerversoni (Hobart City Council)
Emma Pharo (Bicycle Tasmania)
Ald Sharyn Von Bertouch (Clarence City Council)
Ald Suzy Cooper (Hobart City Council)

2. PREVIOUS MINUTES

The Minutes of the previous meeting on 9 December 2014 were tabled

Moved Cr Richard Atkinson, Seconded Ald Haydyn Nielsen that the minutes be adopted

CARRIED

3. ANNUAL REPORT

3.1 Chair's Report

Ald Burnet provided an overview of the year

Moved Ald Haydyn Nielsen; Seconded Cr Richard Atkinson that the report be received.

CARRIED

3.2 Executive Officer's Report

The Executive Officer reported on the progress of the Hobart Regional Arterial Bicycle Network Plan outlining projects delivered in the 2015/16 financial year and outlined other activities carried out by Cycling South to increase participation in cycling and make it safer.

Moved Ald Haydyn Nielsen; Seconded Cr Richard Atkinson that the reports be received.

CARRIED

3.3 Financial Report

The audited financial reports for 2014/15 were presented.

Moved Ald Haydyn Nielsen; Seconded Cr Richard Atkinson that the reports be received **CARRIED**

Ald Nielsen moved to pass on acknowledgement to Peter Ridler for his many years of service as treasurer of Cycling South

4 APPOINTMENT OF AUDITOR

Moved Cr Ald Kay McFarlane; Seconded Ald Haydyn Nielsen that Alyssa Charlton be appointed auditor for 2015/16 financial year.

CARRIED

5 OTHER BUSINESS

None

The meeting closed at 5.30pm.



CHAIR'S REPORT

Overview of Year

This has been my second year at Chair of Cycling South. My apologies for not being able to attend this year's AGM as I am in Freiburg looking at cycling infrastructure.

With Council elections now shifted to one day every four years and with several new aldermen and councillors elected, Cycling South gave presentations to the four large member Councils during the year outlining the role of Cycling South and providing an update on Cycling South's activities.

The e-newsletter continues to be a good resource for news from the organisation and its member Councils, and for events and other data relevant to cycling. This year a new facebook page was established to expand communication with the public.

Summary

In closing, I would like to thank all of the committee, particularly deputy chair Cr Richard Atkinson who has chaired meetings in my absence. I would also like to thank the EO, for her ongoing dedication to the organisation and cycling in general. Our combined commitment to furthering the bicycle network in each of our councils is much more effective through the work of Cycling South.

Next year will provide us with greater opportunities to do more.

Ald Helen Burnet
Chair

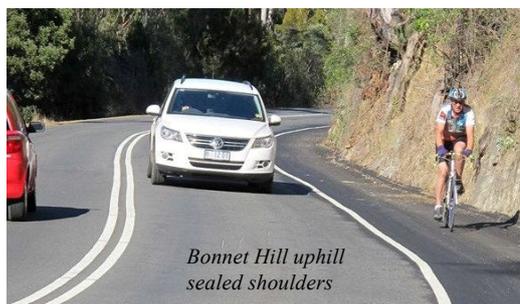


EXECUTIVE OFFICER'S REPORT

Overview of Year

Despite the lack of a dedicated State Government fund to assist with resourcing priority projects identified in the Hobart Regional Arterial Bicycle Network Plan and the State Government's Principal Urban Cycling Network, a small amount of progress was made to expand the cycling network.

The State Government's \$5M road maintenance budget for shoulder sealing on cycling routes is in its second year. The Channel Highway over Bonnet Hill was the first beneficiary with sealed shoulders installed in the uphill direction in two sections, increasing comfort and safety for all road users and reducing the need for drivers to cross a double white line to overtake cyclists. The final and most difficult section will be completed in the 2016/17 financial year.



The Vulnerable Road Users Program, which is funded through the Road Safety Levy, has been utilised to fund projects on the cycle network. Glenorchy installed bike lanes on Main Road between Austins Ferry and St Virgil's School and has applied to extend the bike lanes to Granton in the 2016/17 financial year. Clarence City Council was successful in obtaining a grant for a multi-user path from the Tasman Hwy pedestrian overpass to Rosny Hill Road, which is currently being constructed.

The Tasmanian Community Fund was utilised with Kingborough making a successful application to construct a path alongside Whitewater Creek and through the Kingston Wetlands. Cycling South was successful with an application to enhance and improve safety at the Tolosa Criterium Circuit. Both these projects are expected to be constructed in 2017.

The Department of State Growth's Positive Provisioning Policy has contributed to projects in the Greater Hobart area. The East Derwent Highway Interchange Project incorporated in a new concrete shared pathway linking the Yolla St overpass at Rose Bay to the Tasman Highway Overpass by Rose Bay High School. The Brooker Highway Intersection Upgrades at Elwick Rd and Howard Rd will include shared paths.

One of the challenges highlighted this year is the quandary of providing safe intersection crossings while maintaining level of service for path users. Where signals have been installed on busy roads that can be difficult to cross at particular times, the long wait times and short length of green time result in a poor level of service for path users. Increasing responsiveness of signals and green time for path users will be a future challenge.

Another problem area has been railway crossings, particularly on disused railway lines. A number of bike crashes have been reported at crossings where the rail is not perpendicular to the road. Discussions with TasRail about temporarily covering the rail have not resulted in any improvements.

Finally, much discussion took place during the year about construction standards, in particular driveway crossovers with large lips not consistent with LGAT standard drawings. Driveways are important for bike riders to transition off the road and the large lips often result in crashes. The need to adhere to the standard drawings has been communicated and monitoring will be ongoing.

The Hobart Regional Arterial Bicycle Network Plan Progress

Each member council has endorsed the Hobart Regional Arterial Bicycle Network Plan and each has a Bicycle Advisory Committee (except for Brighton) which meets bi-monthly and are made up of community representatives, council staff, aldermen/councillors and the Cycling South Executive Officer. The committees provide advice to the respective councils on cycling projects and priorities.

Progress on the network varies between council areas but a few significant additions were made in 2015/16.

Hobart

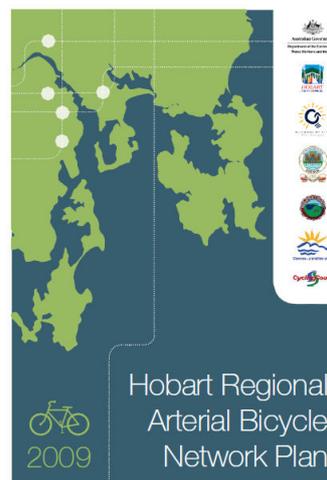
- Work commenced on the next stage of the Sandy Bay Road Walking and Cycling Project between Long Beach and Taroona boundary with road widening undertaken in preparation for bicycle lanes.
- Stage 2 of the shared path along Morrison St from Brooke St Pier to PW1 commenced in 2016.
- Improvements were made to the Hobart Rivulet Track with a new crossing at Gore St and sealing of the lower section.
- Advanced bicycle “head start” storage boxes were installed as part of road projects at Patrick St @ Harrington and Murray Streets, Collins St @ Barrack St and on Liverpool St @ Elizabeth St.

Brighton

- Brighton Bypass bike lanes have been designed and will be constructed when the road is resurfaced.
- A Masterplan for the Bridgewater Parklands was developed and includes a foreshore multi-user pathway, BMX and mountain bike area.

Glenorchy

- Bicycle lanes were installed on Main Road between Austins Ferry and St Virgils (see photo - right).
- Budgetary limitations have resulted in no capital works spending. Shovel-ready walking and biking projects have not progressed. These include the Barossa Creek Trail connection to the Intercity Cycleway and the Intercity Cycleway extension from Bilton St Claremont to Austins Ferry. The Lutana Link rail spur has been raised as a priority by community members but no progress on this has been made.
- A second Happiness Cycle event coordinated by Bicycle Network with support from Council was held at the DEC. 440 bikes were distributed to 14-15 year old school students from Glenorchy who didn't already have a bike.

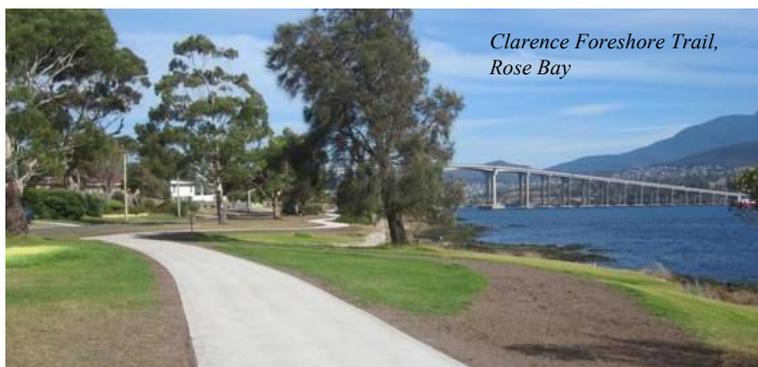


Kingborough

- The missing section of trail between the Whitewater Creek Trail and the Coffee Creek Trail was constructed as part of the Bunnings development.
- State Government funding was received to construct a track between Snug and Margate.
- Two sections of uphill sealed shoulders were installed on the Channel Highway over Bonnet Hill with one more stage to be completed in 2017.

Clarence

- A shared path was constructed alongside Kangaroo Bay Drive as part of the road reconstruction. Stand up lanes and bicycle “head start” storage boxes were included at the Rosny Hill Road intersection.
- The Rose Bay section of the Clarence Foreshore Trail was realigned and upgraded to a 2.5m wide concrete pathway (see photo).
- Gaps in the Clarence Foreshore Trail at Tranmere were addressed with the construction of concrete pathways in the missing sections.
- A stakeholder group made recommendations to Council for improvements to Clarence Street based on the recommendations of the community reference group and the Clarence St risk assessment carried out by SKM.
- The Seven Mile Beach to Cambridge Village Pathway was completed.
- A children’s educational cycling track was constructed in Wentworth Park.



Grant applications

Cycling South made a successful grant application to the Tasmanian Community Fund for the Tolosa Park Criterium Circuit and received \$49,000 in funding.

Cycling promotion activities

State Bike Week – Jan-Feb 2016

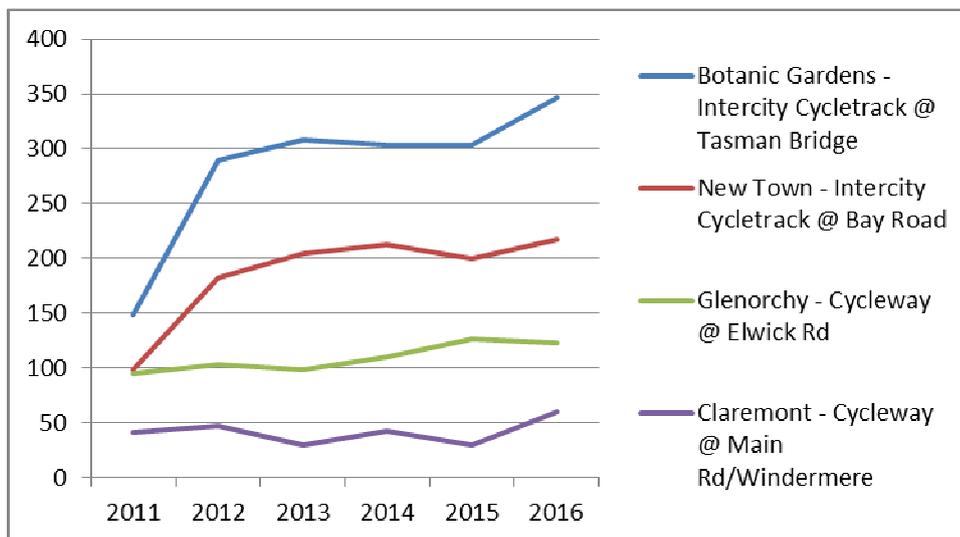
The Tasmanian Bicycle Council (TBC) coordinated the promotion of Bike Week which was moved to the end of January to coincide with Bicycle Network’s Ride the Night Event. The ride was supported by Hobart, Glenorchy and Clarence Councils.

Cycling education

CyclingSouth ran two adult cycling courses during the year in February and May where a total of 12 women learned to ride a bike.

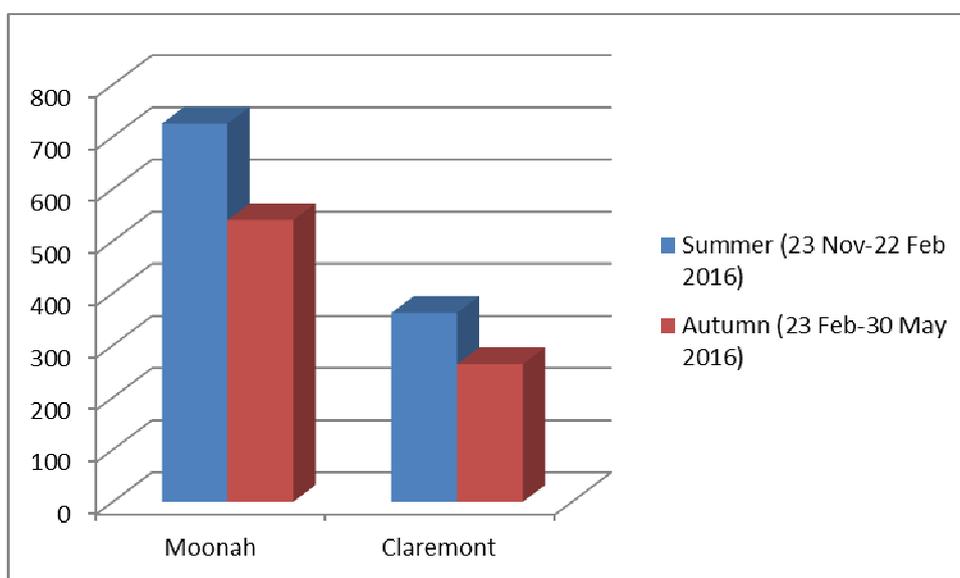
Counts program

The annual counts program was carried out in March 2016. A 2-hour count is carried out each year on a Tuesday in March between 7am and 9am. Trends on various routes can be monitored over time. Below are the results of 4 sites counted on the Intercity Cycleway.



Number of cyclists counted from 7am to 9am on Tuesday 1 March 2016.

Thermal counters were installed on the Intercity Cycleway at Albert Road, Moonah and Claremont which record both walkers and bike riders. The data obtained helps to understand the level of usage with the average daily usage shown in the chart below. The cycleway is used around 700 times a day in the Moonah section during the summer period and over 400 times a day at the Claremont end.



Average daily usage on the Intercity Cycleway - all user types

Summary

I would like to acknowledge my appreciation for the Committee of Management who work within their local government areas to support and implement cycling projects across the region. I would also like to recognise the productive and valuable working relationships I have with officers from local and state government and organisational representatives on bicycle advisory committees.

Finally, I would like to acknowledge the support of Hobart Council who manage the Cycling South payroll and Glenorchy City Council’s contribution for subsidised office space.

MARY McPARLAND
Executive Officer

FINANCIAL RECORDS

NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2016

The balance sheet shows \$71,916.41 in assets.

Total liabilities are \$41,858.61. This includes \$3,331.18 of unpaid bills (accounts payable) and \$35,587.53 for projects that an invoice was yet to be received on 30 June 2015. These are \$8,167.50 for Super Tuesday counts and \$15,320.03 for Cycleway signage. An advance payment of \$12,000 funding contribution from Glenorchy City Council was also recorded as a liability and will be reported as income in the 2016/17 financial records. \$2,939 in GST is owed to the Tax Office.

The term deposit has a balance of \$20,666.34. During the year \$648.72 in interest was earned and \$8,000 was transferred from the term deposit to the bank account in anticipation of receipt of an invoice for the Glenorchy cycleway signage project.

The Profit and Loss Statement indicates a loss of \$20,171.89. This was for two reasons:

- Contribution from Councils was \$47,000 but payroll expenses were \$48,685.
- \$8,620 was received in grants income for Regional Bike Plan Projects. This was for Super Tuesday counts and Ride to Work Day. \$21,352.30 was reported as expenses for Regional Bike Plan Projects. This included \$15,320.03 for the outstanding signage work in the Glenorchy section of the Intercity Cycleway which was allocated as a liability in the balance sheet.

The appointed auditor for 2015/16 was Alissa Charlton. The following audited documents are attached.

- Audit Report
- Balance Sheet
- Profit and Loss Statement

IAN PREECE
Treasurer

AUDIT REPORT
CYCLINGSOUTH INC.
30 JUNE 2016

I have examined the financial reports of CyclingSouth Incorporated and declare that, to the best of my knowledge, the treasury role has been completed in a true and fair manner. In my opinion, proper accounting records and other books have been kept during the period covered by those accounts.

Based on my examination, I consider the financial statements for the period 1 July 2015 to 30 June 2016 to be adequate to explain its financial transactions for the financial year and its financial position at the end of the year.

Yours sincerely



Alissa Charlton CPA

Financial Accountant

22 August 2016

ANNUAL REPORT – 2015-2016

**CyclingSouth Inc.
Balance Sheet**

	2015/16	2014/15	2013/14	2012/13	2011/12	2010/11	2009/10	2008/09	2007/08	2006/07	2005/06
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
ASSETS											
<i>Current</i>											
Cash at Hobart City Council	0	0	0	0	0	0	0	0	0	0	0
Cash at Commonwealth Bank	51,250	14,566	54,536	22,648	103,791	48,664	39,058	46,123	31,655	14,894	30,078
Term Deposit	20,666	28,018	27,357	26,599	25,678						
Prepayments		1,767	0	0	0	0	0	0	0	0	0
Receivables		11,265	11,225	11,710	2,850	0	2,450	175	15,780	0	34,335
	<u>71,916</u>	<u>55,616</u>	<u>93,118</u>	<u>60,957</u>	<u>132,318</u>	<u>48,664</u>	<u>41,508</u>	<u>46,298</u>	<u>47,435</u>	<u>14,894</u>	<u>64,413</u>
<i>Non-Current</i>											
Minor Plant at Cost	0	4,138	4,138	4,138	4,138	4,138	4,138	4,138	4,138	4,138	4,138
Less Accumulated Depreciation	0	-4,138	-4,138	-4,138	-4,138	-4,138	-4,138	-4,138	-4,138	-4,138	-4,138
Office Equipment at Cost	0	663	663	663	663	663	663	663	663	663	663
Less Accumulated Depreciation	0	-663	-663	-663	-663	-663	-663	-663	-663	-663	-663
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL ASSETS	71,916	55,616	93,118	60,957	132,318	48,664	41,508	46,298	47,435	14,894	64,413
LIABILITIES											
<i>Current</i>											
Bank Overdraft	0	0	0	0	0	0	0	0	0	0	0
Accrued Charges	0	0	0	0	0	0	0	0	0	0	1,600
Creditors	3,331	501	416	6,040	94,328	275	24	159	1,898	2,564	14,560
GST Input Tax Paid	5,653	14,116	6,553	-1,540	-10,748	-2,471	-5,064	-1,256	-659	-1,503	-2,607
GST Collected & Payable	-2,714	-10,997	9,487	7,809	15,096	7,089	9,099	4,892	5,927	921	14,508
PAYG Payable	2,940	3,118	1,368	1,368	1,267	1,380	987	735	841	600	18,295
Employee Entitlements		1,767	947	921	895	980	744	582	557	434	3,156
Unearned Revenue	35,588		0	0	0	0	0	0	0	0	0
	<u>41,859</u>	<u>5,386</u>	<u>18,771</u>	<u>14,599</u>	<u>100,837</u>	<u>7,255</u>	<u>5,790</u>	<u>5,112</u>	<u>8,564</u>	<u>3,016</u>	<u>49,512</u>
TOTAL LIABILITIES	41,859	5,386	18,771	14,599	100,837	7,255	5,790	5,112	8,564	3,016	49,512
NET ASSETS	30,057	50,230	74,347	46,358	31,481	41,409	35,718	41,186	38,871	11,878	14,901
EQUITY											
Opening Accumulated Funds	74347	74347	46,358	31,481	41,409	35,717	41,185	38,870	11,878	14,902	16,881
Operating Result	-44290	-24117	27,988	14,877	-9,928	5,692	-5,468	2,315	26,992	-3,024	-1,979
Closing Accumulated Funds	30,057	50,230	74,346	46,358	31,481	41,409	35,717	41,185	38,870	11,878	14,902

ANNUAL REPORT – 2015-2016

**CyclingSouth Inc.
Profit & Loss Statement**

	2015/16	2014/15	2013/14	2012/13	2011/12	2010/11	2009/10	2008/09	2007/08	2006/07	2005/06
Revenue	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Contributions - State Government			0	0	0	0	0	0	0	0	0
Contributions - Councils	47000	36000	58,000	47,000	46,000	45,000	42,000	40,000	40,000	40,000	45,000
Contribution - MAIB	0	0	0	0	0	0	0	0	0	0	0
Equipment Grant			0	0	0	0	0	0	0	0	0
Facilities Grant			0	0	0	5,000	39,000	0	0	0	0
Bike Map Sales	364	1600	1,756	876	1,946	0	0	18	100	75	1,122
Adult Cycling Course	590	240	510	701	927	1,465	464	550	829	2,856	2,067
Bike Hire			-73	145	159	218	145	40	0	236	364
State Bike Week			300	0	0	0	218	1,136	7,036	8,777	3,192
Projects (eg: Cycle 25; regional bike plan)	8620	8450	24,307	26,900	24,100	16,682	1,000	0	0	0	0
Workshops			0	0	0	0	0	1,680	0	0	1,600
Interest Received	674	665	780	2,272	1,127	799	168	588	631	566	708
Other Income			1,000	2,505	77,773	5,684	2,715	5,932	15,848	721	0
	57248	46955	86,581	80,399	152,031	74,848	85,710	49,944	64,444	53,231	54,053
Expenses											
Accounting fees	129	30									
Adult Cycling Courses	0	0	0	0	70	382	150	130	115	909	710
Advertising	0	27	932	0	211	201	0	0	0	57	33
Asset write-offs	36	164	0	0	0	0	0	0	0	0	0
Audit Fee	700	670	650	650	640	610	590	580	1,280	1,310	800
Bank Fees	0	42	138	138	138	143	138	138	138	173	117
Bike Week Expense	0	0	179	9	32	78	450	342	2,965	5,305	3,722
Computer Software	17	0	0	875	852	0	172	0	141	161	0
Depreciation	0	0	0	0	0	0	0	0	0	0	0
Donation	0	0	0	0	0	0	0	0	0	0	0
Employee Costs (Cycling courses)	520	830	700	300	564	700	150	1,452	190	1,218	4,698
Equipment (Cycling courses)	0	0	0	0	587	0	0	0	0	1,885	4,072
Employee Costs	48686	45543	41,540	41,445	40,293	40,238	42,689	30,562	23,249	38,311	34,396
Function & Entertainment	647	1628	985	955	703	609	1,534	680	742	65	148
Insurance - Public Liability	954	955.79	955	947	862	831	1,186	1,320	1,320	1,300	1,368
Insurance - Workers Compensation	157	560	560	560	540	525	525	575	565	556	610
Journals & References	226	559	15	103	45	134	0	96	0	86	32
Materials & Equipment	77	0	64	34	0	90	227	487	45	803	61
Minor Equipment	204	0	0	360	180	153	0	1,443	0	15	0
Miscellaneous	314	727	1,852	776	861	959	778	271	1,472	440	222
Printing & Stationery	108	305	50	44	11,180	984	81	193	78	1,272	415
Projects (Regional Bike Plan)	21352	15460	6,857	13,940	98,775	19,110	39,639	3,610	2,751	0	0
Rent - office	487	483	0	0	0	0	0	0	0	0	0
Rental - Post Box	110	108	97	90	85	78	72	68	64	59	55
Telephone & ADSL	1727	1607	2,054	1,605	1,776	1,663	1,576	1,474	1,502	1,200	864
Trailer Registration	0	0	1,147	0	0	0	92	63	61	44	45
Travel	968	1374	-182	1,518	1,823	1,669	1,118	1,879	776	981	746
Promotion (MAIB)	0	0	0	0	0	0	10	0	0	36	2,294
Workshops	0	0	0	1,173	1,742	0	0	2,268	0	68	621
	77419	71073	58,593	65,522	161,960	69,156	91,177	47,631	37,454	56,254	56,029
OPERATING RESULT	-20,171	-24,118	27,988	14,877	-9,929	5,692	-5,467	2,313	26,990	-3,023	-1,976