



ANNUAL REPORT 2019-2020

Presented at the Annual General Meeting

**Tuesday 20 October 2020
at 4.00pm**

**Elizabeth St conference room
Hobart Town Hall
And via Team Viewer**



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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 2019-2020 were:

Hobart City Council

Ald Jeff Briscoe
Ald Bill Harvey (Chair)
Ms Louisa Carter

Glenorchy City Council

Ald Steven King
Ald Simon Fraser
Mr Frank Chen

Clarence City Council

Ald Dean Ewington
Mr Ross Graham (Treasurer/Public Officer)

Kingborough Council

Cr Flora Fox (Secretary)
Cr Amanda Midgley (Deputy Chair)

Brighton Council

Cr Leigh Gray
Mr Callum Pearce-Rasmussen

Bicycle Network Tasmania / Tasmanian Bicycle Council

Ms Alison Hetherington

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.



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 20 October 2020

AGENDA

1. Attendance and Apologies
2. Confirmation of minutes of preceding Annual General Meeting on 22 October 2019, 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. 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 Officers in accordance with Rule 22 of the Rules of CyclingSouth Inc.
 - 5.1. Chair
 - 5.2. Deputy Chair
 - 5.3. Secretary
 - 5.4. Treasurer
6. Appointment of Auditor
7. Other business
8. Close



MINUTES OF PREVIOUS ANNUAL GENERAL MEETING

Tuesday 22 October 2019 at 4.00pm

Elizabeth St Conference Room, City of Hobart

Meeting opened 4.05pm

1. PRESENT

Chair Cr Bill Harvey (City of Hobart)
Members Mary McParland (Executive Officer)
Shivani Jordan (Hobart City Council)
Angela Moorre (Hobart City Council)
Luke Middleton (Dept of State Growth)
Cr Flora Fox (Kingborough)
Callum Pearce-Rasmussen (Brighton)
Alison Hetherington (Bicycle Network Tasmania)
Ald Dean Ewington (Clarence City Council)
David Ronaldson (Glenorchy City Council)
Cr Amanda Midgley (Kingborough Council)
Ald Simon Fraser (Glenorchy Council)

APOLOGIES

Frank Chen (Glenorchy City Council)
Ross Graham (Clarence City Council)
Ald Steven King (Glenorchy City Council)
Ald Jeff Briscoe
David Reeve (Kingborough Council)

2. PREVIOUS MINUTES

The Minutes of the previous meeting on 26 February 2019 were tabled
Cr Harvey thanked Angela Moore for her contribution to Cycling South, as this is her final meeting prior to starting a new job with GHD.

Moved Cr Flora Fox, Seconded Luke Middleton that the minutes be adopted

CARRIED

3. ANNUAL REPORT

3.1 Chair's Report

Cr Bill Harvey presented the Chair's Report and gave an overview of Cycling South for the past year.

3.2 Executive Officer's Report

The Executive Officer reported on projects delivered in the 2018/19 financial year and outlined other activities carried out by Cycling South.

3.3 Financial Report

The unaudited financial reports for 2018/19 were presented. It was proposed that Sorell Council be contacted to see whether they would like to join.

Moved Ald Simon Fraser; Seconded Cr Amanda Midgley that the reports be received.

CARRIED

4 APPOINTMENT OF MANAGEMENT COMMITTEE MEMBERS

Management Committee members will remain unchanged until after the next local government election, unless otherwise advised. The members are:

- 4.1 Hobart City Council Cr Bill Harvey
 Ald Jeff Briscoe
 Manager – Traffic Engineering
- 4.2 Clarence City Council Ald Dean Ewington
 Mr Ross Graham
- 4.3 Kingborough Council Cr Flora Fox
 Cr Amanda Midgley
 Mr David Reeve
- 4.4 Glenorchy City Council Ald Steven King
 Ald Simon Fraser
 Mr Frank Chen
- 4.5 Brighton Council Cr Leigh Grey
 Mr Callum Pearce-Rathmussen

5 APPOINTMENT OF MANAGEMENT COMMITTEE MEMBERS IN ACCORDANCE WITH RULE 22 OF THE RULES OF CYCLING SOUTH INC.

- 5.1 Deputy Chair
 Cr Amanda Midgley nominated from the floor.
 Moved: Cr Midgley, Seconded: Cr Bill Harvey CARRIED
- 5.2 Secretary
 Cr Flora Fox nominated from the floor.
 Moved: Cr Fox, Seconded: Cr Bill Harvey CARRIED

6 APPOINTMENT OF AUDITOR

Moved Cr Flora Fox; Seconded Ald Simon Fraser that Peter Franklin be appointed auditor for 2019/20 financial year.

CARRIED

7. OTHER BUSINESS

Strategic Plan – Mary to set up a meeting and circulate date options

Ride to Work Day – 120+ riders registered. Commuter challenge from Cascade Brewery to Mawson Place. Bicycle was the quickest.

Tasman Bridge and Ferries – Luke gave an overview of some of the challenges and issues with improving the Tasman bridge walkways.

The meeting closed at 4.43pm.



CHAIR'S REPORT

Overview of Year

The years seem to roll around faster than ever and the last 12 months has flown. In that time, we have managed to have a couple of meetings face to face, before, things changed dramatically due to Covid-19. This meant we missed a meeting and then managed one on-line.

While the state has been relatively spared compared to the mainland the state has still suffered enormously and will continue to do so for a while yet.

There has, however, been a great deal of discussion and interest in how people shifted their work arrangement to home and the success or otherwise of on-line meetings. Both of which have important implications for future mobility.

Pre-covid, there was always a reticence to allow staff to work from home and a requirement to attend face to face meeting. The requirement to change the way we operate could have lasting positive implications for reducing traffic. Those who are comfortable with it and perform their roles equally from home, should be allowed to continue to do so. On-line meetings help to eliminate travel time and related contributions to parking and traffic issues. I'm hopeful that this can continue.

From a riding perspective, cycling has clearly benefited with reports bike sales have boomed, with less cars people are more confident to ride. There's also the factor of not wanting to sit on public transport and risk exposure. Hopefully the new-found confidence and growth in riding will be permanent and lead to more federal and local support, but don't hold your breath.

Councils continue to do what they can with cycling projects, but there is still not the commitment from state and federal level to significantly increase bike infrastructure funding. The recent federal budget also came up short of a serious commitment to support bike infrastructure, so council will continue to do what they can with limited resources, while road projects continue to receive huge allocations.

I was hopeful that we would have developed a new strategic but unfortunately this did not occur. Hopeful we can get it done ASAP and it should be prioritised.

Never-the-less, Cycling South still performs a significant role thanks to Mary and her commitment and contribution to improving cycling infrastructure and with developing a new strategic plan, we can evaluate the direction and the contribution we wish to make going forward.

A handwritten signature in blue ink, appearing to read "Bill Harvey", is written above the printed name.

Cr Bill Harvey
Chair



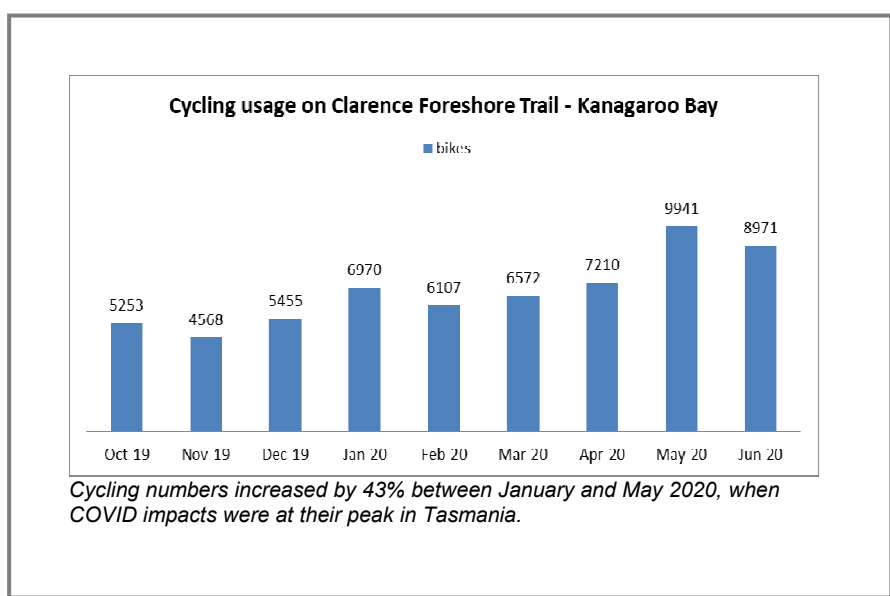
EXECUTIVE OFFICER'S REPORT

Overview of Year

COVID-19 had a significant impact on the second half of the year. With workplaces and schools closing and staff working from home, the traffic congestion issues at peak periods disappeared. Figures from the Department of State Growth showed traffic volumes between 1 March and 18 May 2020 had fallen by almost a third (-32%) across Greater Hobart. Passengers on Metro buses in Hobart were down by 69%.

In contrast, there was a significant increase in walking and cycling on shared paths and footpaths. Bicycle sales spiked, with Bicycle Industries Australia reporting that some shops had double their average sales. Women's and children's bikes were selling out and there was a big increase in commuting and mountain bike sales. Anecdotally, wait times for repairs to old bicycles blew out while mechanics were focused on assembling new bikes.

Congestion on paths, along with social distancing requirements, highlighted the deficiency of the network and the challenges of providing adequate space for active travel and exercise.



The dramatic reduction in motor vehicle traffic, increase in active travel and reduction in public transport use provides a unique opportunity to reflect on transport planning and how road space is allocated. With social distancing requirements, as COVID restrictions ease and people start returning to work there is a risk that public transport users may shift to private motor vehicle use if viable alternatives are not offered.

State Government

Cycling South made a submission to the Hobart Traffic Congestion Inquiry prior to COVID, in September 2019, recommending separated cycleways in high congestion areas and presented at the public hearings in November 2019.

Funding was provided for a Separated Cycleways forum, which was organised by Bicycle Network Tasmania in August 2019 and included guest speakers from Adelaide and Geelong, sharing their experiences of installing separated cycleways in their CBDs

The State Government commenced a review of their Walking and Cycling for Active Transport strategy. A detailed submission was made by Cycling South. It recommended:

- Revise the Principal Urban Cycling Network maps,
- Develop cycling infrastructure guidelines for Tasmania to support the Positive Provisioning Policy,
- Measure and collect cycling data,

- Install signage on State Growth managed cycling routes
- Implement safety improvements such as lower speed limits,
- Improve level of service for active travel modes (particularly at signalised intersections),
- Integrate the cycling network with public transport,
- Include end of trip facilities in the statewide planning scheme,
- Reallocate road space for movement of people rather than storage of private motor vehicles.

The strategy appears to have stalled as no further progress has been evident.

The State Government's promise to fund \$6 million over four years (\$2 million for each region) for state roads and linking to cycling routes on local government roads was not implemented during the year and we are still waiting on an announcement for the funding program.

Large road projects continue to be planned and in some cases, funded. The Positive Provisioning Policy requires walking and cycling to be incorporated in the planning. Submissions were made to adequately accommodate walking and cycling in several major road projects, including:

- Rokeby Road corridor planning – Pass Road to Acton Road
- Tasman Highway corridor - Bridge to Sorell corridor planning
- Channel Hwy corridor - Kingston to Margate

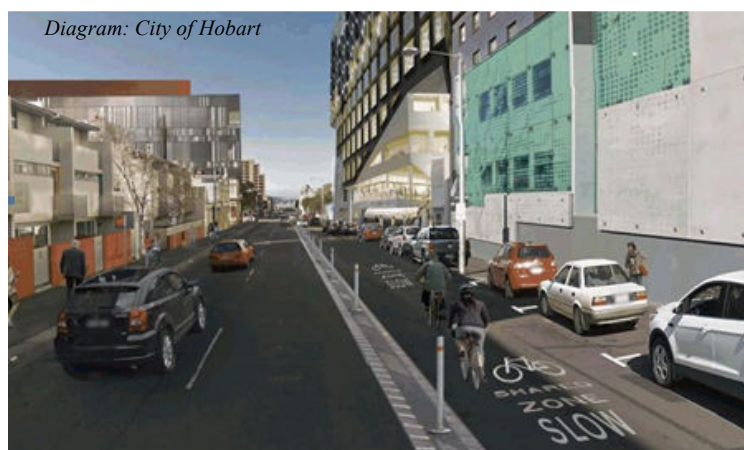
No cycling projects were funded this year through the Vulnerable Road Users Program amongst the Cycling South member Councils.

Progress on the cycling network in Greater Hobart

Kingborough, Clarence and Hobart Councils have community advisory committees to provide advice and feedback to Councils on cycling projects. Cycling South EO attends the committee meetings. Below is a summary of projects carried out by the Cycling South member councils in 2019/20.

Hobart

- Campbell St, in the Royal Hobart Hospital block between Liverpool and Collins St, had a trial slow zone for drop-off and parking installed. The space had been part of the hospital construction site and rather than reverting back to the previous third traffic lane when the construction was complete, the space was reallocated to hospital visitors and people cycling.



- Retail precinct improvements were implemented in New Town and South Hobart that incorporated minor provision for cycling. Macquarie St in South Hobart (near Elboden St) and New Town Road near Pirie St had uphill bike lanes installed.
- Painted bike lanes were installed on Foster St in New Town.
- Elizabeth St Midtown went through an extensive public consultation for making it more people-friendly, with the option of a separated uphill bike lane raised.

Brighton

- Planning work was carried out on the Old Beach Foreshore Trail

Glenorchy

- An extensive community survey on desired locations for shared paths and trails, with recommendations made on improving crossing points over the Brooker Hwy at Montrose, Goodwood and the DEC, extending the Intercity Cycleway to Granton and improve connections and develop more trails along the foreshore and rivulets.

Clarence

- An upgraded shared pathway was installed alongside South Arm Hwy to provide a safer route to school for Lauderdale Primary School students.
- The final section of pathway connecting the CBDs of Rosny Park, Glenorchy and Hobart waterfront was completed along Rosny Hill Road, allowing people to ride between the centres without going on a road.



Kingborough

- Consultation was carried out on the Kingston CBD as part of a future masterplan that will incorporate new bus infrastructure.



- A new path link was constructed across Coffee Creek to connect the path by the Algona Road underpass to Redwood Road.
- A cycling bypass was installed at the Summerleas Road roundabout to allow southbound cyclists to avoid entering the roundabout on the Channel Hwy.

Cycling promotion activities

State Bike Week – March 2020

The Tasmanian Bicycle Council (TBC) coordinated the promotion of Bike Week. Cycling South managed the calendar of events.

Counts program

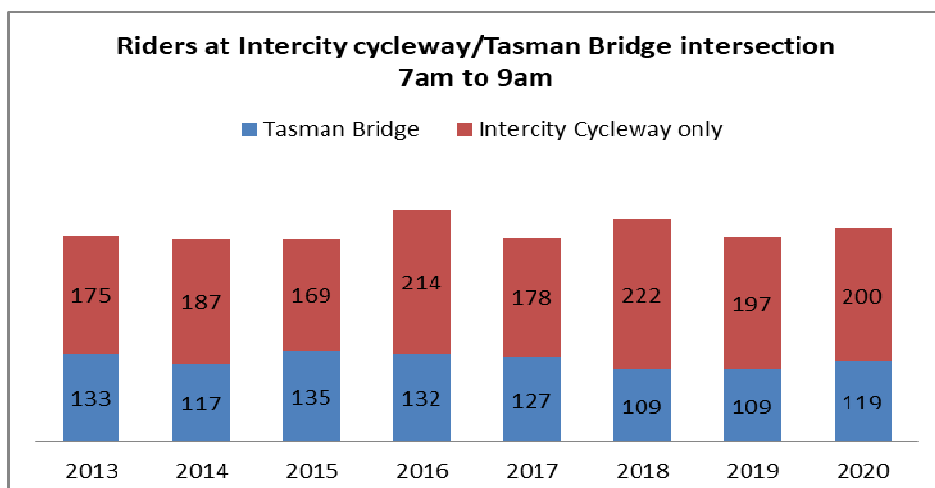
Cycling South, in a joint project with UTAS and Bicycle Network Tasmania and with the assistance of volunteers, collected baseline data for walking and cycling movements around Macquarie Point and the

Regatta Grounds in May 2019. The data will be used to analyse changes in route selection when new infrastructure is installed.

The annual counts program was carried out in March 2020, prior to the effects of COVID restrictions. 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.



Entry points to the Hobart CBD were counted and mapped (see diagram). Volunteer counters have started noticing an increase in the number of e-bikes and e-scooters. Generally most sites recorded a slight increase over the 2019 counts.



Over a third of riders using the Intercity Cycleway at the southern end come from the Eastern shore, despite the poor cycling conditions on the Tasman Bridge.

It is not expected to see much change to cycling numbers until gaps in the network are addressed and separated cycling infrastructure is introduced in high activity areas, that does not require interacting with motor vehicles. Only confident and enthused people will ride a bicycle to work in the current conditions. The call for all-abilities cycling infrastructure through the installation of separated cycleways on key routes is

viewed as the preferred and most likely option for generating modal shift from driving short distances to work to riding a bicycle.

Summary

I would like to acknowledge my appreciation for the Committee of Management who support and implement cycling projects across the region through their organisations and the Executive Committee, especially Chair Bill Harvey. 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 and providing internet services.

MARY McPARLAND
Executive Officer

FINANCIAL RECORDS

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2020**

The appointed auditor for 2019/20 was Peter Franklin. The audited records are included in the annual report.

- Balance Sheet
- Profit and Loss Statement

The balance sheet shows the following items:

Accounts payable are \$11,595.08 This is made up of 3 unpaid bills - \$7,700 to Bicycle Network for the 2020 counts program (paid 1/8/2020), \$65.80 for Telstra (paid 7/7/2020) and \$3,829.28 to Hobart Council for payroll (paid 7/7/2020).

Accounts receivable are \$6,765.00 which is made up of 2 outstanding invoices - \$2,145 from Clarence City council for bike counts (paid 16/10/20) and \$4,620 from Hobart Council for 2020 bike counts (paid 13/08/2020).

The Profit and Loss Statement indicates a loss of \$6,995.94. Reasons for this include:

- Contribution from Councils was \$51,000 but payroll expenses were \$52,489.96.
- A slight increase in the cost of running the office and insurance.

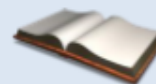
As a result, the total equity of Cycling South has dropped by \$5,186, from \$18,351.29 in 2018/19 to \$13,165.29 in 2019/20.

M.McPARLAND on behalf of ROSS GRAHAM
Treasurer

PETER FRANKLIN

7 Gurney Court
Lenah Valley 7008

Phone: 0427 284 889
E-mail: peterfranklin@iprimus.com.au



Auditing for Community Groups

**Cycling South Inc.
For the year ended 30 June 2020
Summary of the Financial Report**

The operations of Cycling South Inc. for the financial year has resulted in a deficit of \$5186. Income for the year totalled \$58699 and expenditure was \$63885.

Transactions that relate to the current year, but either not received or not paid out as at the year end, are included in order to reflect the operations of the organisation for the year. These transactions are shown as an Account Receivable in Assets or an Accounts Payable under Liabilities. This is to more accurately reflect the income and expenditure for the year being reported.

I have examined the records of CyclingSouth Inc. for the period and have received sufficient information to form an opinion on financial records. I have only looked at the financial records and supporting documents. It is my opinion that the Income and Expenditure Statement and the Fund Summary are drawn up to present a true and fair view of the financial position of the organisation.

A check of invoices was carried out to satisfy the validity of payments. This was done on the basis of a sample of transactions.

A handwritten signature in blue ink, appearing to read 'Peter Franklin', located below the main body of text.

Peter Franklin Auditor
29 July 2020

ANNUAL REPORT – 2019-2020

**CYCLINGSOUTH INC.
INCOME AND EXPENDITURE STATEMENT
For the year ended 30 June 2020**

	<u>2020</u>	<u>2019</u>
Income		
Grants (State) - Capital	-	9,900
Grants (Local) Operating - Recurrent	51,000.00	51,000
Grants - Other	7,650.00	7,650
Fundraising - Meehan Range Trail Groomers	-	625
Sales	-	73
Interest	47.90	275
Other Fees and Charges	1.27	
Total Income	<u>58,699.17</u>	<u>69,523</u>
Expenditure		
Expenses-Miscellaneous	68.44	96
Accounting Fees	153.84	132
Audit Fees	200.00	200
Bank Charges	-	-
Consultancy Fees	7,000.00	6,875
Insurance - General	166.36	163
Insurance - Public Liability	1,059.60	986
Meeting Expenses	12.00	-
Postage, Freight and Courier	131.82	118
Printing and Stationery	-	43
Publications and Information Resources	209.09	63
Rent	525.70	515
Payroll Expenses	162.89	
Superannuation	5,743.98	
Workers Compensation	631.82	
Salaries - PAYG	7,020.00	
Salaries and Wages	38,931.27	
Total Payroll Expenses	52,489.96	52,298
Sundry Expenses	-	210
Telephone, Fax Charges and Internet	1,389.73	1,194
Travel and Accommodation	478.63	720
Write Off Bad Debt	-	36
Regional Bike Plan Projects	-	12,872
Total Expenditure	<u>63,885.17</u>	<u>76,519</u>
Net Surplus/Deficit for year	<u>-5,186.00</u>	<u>-6,996</u>

**CYCLINGSOUTH INC.
STATEMENT OF FUNDS
As at 30 June 2020**

Group Funds	2020	2019
Fund Balances Brought Forward at 1 July	<u>18,351.29</u>	<u>25,347</u>
Net Surplus/Deficit for year	<u>-5,186.00</u>	<u>-6,996</u>
Total Equity	<u>13,165.29</u>	<u>18,351</u>
Represented by		
Current Assets		
Bank - Bendigo Bank	23,513.04	34,432
Accounts Receivable	<u>6,765.00</u>	<u>5,320</u>
Total Current Assets	<u>30,278.04</u>	<u>39,752</u>
Current Liabilities		
Accounts Payable	11,595.08	16,163
MRTG Fund	745.00	775
GST Collected	5,865.64	
GST Paid	-1,092.97	
GST Payable	<u>4,772.67</u>	<u>4,463</u>
Total Current Liabilities	<u>17,112.75</u>	<u>21,400</u>
Net Assets	<u>13,165.29</u>	<u>18,351</u>

**AUDIT STATEMENT
CYCLINGSOUTH INC.**

Incorporation Organisation No IA08210

I have examined the records of CyclingSouth Inc. for the period ending 30 June 2020 and have received sufficient information to form an opinion on financial records. The examination was limited to the amounts recorded in the books.

It is my opinion that the Income and Expenditure Statement and the Statement of Funds are drawn up to present a true and fair view of the financial position of the organisation according to the information and explanations received. The rules relating to administration of the funds have been observed.

Peter Franklin Auditor
29 July 2020