

December 2024

HOLIDAY NEWSLETTER

# Community Transport News

## WHAT'S INSIDE:

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## Community Transport Fund Update

Thank you to everyone who applied for the Waikato Regional Council's Community Transport Fund! With \$300,000 available to support local initiatives, the application period this year ran 25 November to 15 December.

Decisions will be made early in the new year, with funding distributed in March.

We deeply appreciate your dedication to your communities and are so pleased for this opportunity to lend our support.

## Christmas Closure

**Tuesday, 24 December 2024**  
office closes

**Monday, 6 January 2025**  
office re-opens

# Why Do Record Keeping and Report Delivery Matter?

**In community transport, our services are vital for the well-being and connectivity of our communities. Behind the scenes, good record keeping and effective report delivery are essential for smooth and sustainable operations.**

## Why Good Record Keeping Matters

- **Transparency and Accountability:** Accurate records document all activities and expenditures, building trust with stakeholders, including funders, community members, and regulatory bodies.
- **Informed Decision Making:** Detailed records provide insights into our services' effectiveness, helping us identify areas for improvement and allocate resources efficiently.
- **Regulatory Compliance:** Many funding bodies and regulatory agencies require detailed records to ensure compliance. Good record keeping helps us meet these requirements and avoid penalties or loss of funding.
- **Historical Reference:** Comprehensive records create a valuable archive for future planning and evaluation, allowing us to track progress and demonstrate our services' impact.

## The Power of Effective Report Delivery

- **Demonstrating Impact:** Well-prepared reports showcase the positive outcomes of our services, highlighting success stories and quantifying achievements.
- **Securing Future Funding:** Funders need to see tangible results. Detailed and timely reports provide the evidence they need to justify continued or increased funding.
- **Building Relationships:** Regular reporting fosters strong relationships with funders and stakeholders, keeping them informed, engaged, and confident in our ability to deliver.
- **Continuous Improvement:** Reports are tools for internal reflection, helping us identify strengths and weaknesses in our operations and strive for continuous improvement.

## Key Areas to Track

To ensure comprehensive and effective reporting, focus on accurately tracking the following areas:

- **Financials:** Document all donations, grants, and expenses meticulously, including income sources and fund allocation.
- **Passenger and Trip Data:** Record the number of passengers transported and trips made to demonstrate the reach and impact of your services.
- **Distances Driven:** Track the total distances driven by your fleet to understand operational scope and plan maintenance.
- **Fleet Information:** Maintain detailed records of your vehicles, including maintenance schedules, fuel consumption, and any incidents or repairs.
- **Volunteer Hours:** Log the hours contributed by volunteers to highlight community involvement and recognise their contributions.

[www.waikatocommunitytransport.org.nz](http://www.waikatocommunitytransport.org.nz)

**Ngā mihi o te Kirihimete me te Tau Hou**  
Season's greetings for Christmas and the New Year

## Practical Steps for Better Record Keeping and Reporting

- **Establish Clear Procedures:** Develop standardised procedures for record keeping and reporting. Ensure all team members are trained and understand their responsibilities.
- **Leverage Technology:** Use digital tools and software to streamline record keeping and report generation, saving time and reducing errors.
- **Set Regular Deadlines:** Schedule regular intervals for updating records and preparing reports to maintain accurate and up-to-date information.
- **Review and Reflect:** Regularly review your records and reports to identify trends, successes, and areas for improvement, using this information to inform your strategies and operations.

By prioritising these practices, we can enhance our service delivery, secure ongoing funding, and continue to make a positive impact in our communities. Good record keeping and effective report delivery are the foundation of our success and sustainability.

**Let's work together to uphold the highest standards of transparency, accountability, and excellence in community transport.**

## The Morrinsville Community Moover: A Model for Community Support



Introducing the Community Moover, a fantastic initiative designed to support local groups and organisations in Morrinsville. The programme offers a 10-seater van free of charge for up to two days.

Whether you're part of a charity, non-profit, school, sports team, or church group, the Community Moover is available to make your logistics easier. The van is not for personal use, and the driver must hold a full NZ driver's licence. Each booking is reviewed on a case-by-case basis, ensuring that the van is used for genuine community needs.

To book the Community Moover, simply fill out the request form on the Ebbett Toyota website, providing details about your organisation and the intended use of the van. This initiative not only facilitates transportation but also fosters a sense of community and support among local groups.

For more information and to submit your booking request, visit <https://toyota.ebbett.co.nz/community-moover>

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# Message from Health NZ | Te Whatu Ora

Kia ora koutou,

As we approach the festive season, we want to take a moment to reflect on the incredible mahi you have all contributed throughout the year. Your unwavering commitment to providing transport for rural whānau is invaluable. Your efforts enable communities to access essential healthcare and services, even in the most challenging circumstances.

As you take on this important role during the holiday season, we encourage you to also take time for yourself. Rest, recharge, and enjoy time with your whānau and friends. Acts of kindness - whether it's offering a warm smile, lending a hand, or simply showing patience during busy times - create ripples that uplift us all.

Thank you for your dedication, support, and care. Your efforts truly make a difference, and we are privileged to work alongside such committed and compassionate people.

Wishing you all a restful, joyous, and safe holiday season filled with aroha and kōrero. Let's look forward to a bright and impactful 2025 together.

Ngā mihi nui,

Rural Health Team  
RuralHealthTMT@TeWhatuOra.govt.nz

## Key Updates for the Christmas Period

***The Rural Health Team closes 20 December 2024 and will reopen on 6 January 2025.***

### Emergency Contacts

During the holiday period, accessing the right support is critical. Below are key contacts for health and emergency services:

- Healthline: 0800 611 116 (24/7 health advice)
- Mental Health Support: Call or text 1737 for free support any time
- Emergency Services: Dial 111 for urgent assistance

For more general health information, including available services and guidance, visit the [Te Whatu Ora website](#).

### Road Conditions and Travel Tips

- Road Closures: Stay informed about road conditions and closures via the NZ Transport Agency's Journey Planner.
- Travel Safely: Plan journeys in advance, allow extra time, and ensure your vehicle is roadworthy for long trips.
- Be Prepared: Carry essential items such as water, snacks, and a phone charger to manage unexpected delays.

### Medication Reminders

Encourage the whānau you support to check their prescriptions and ensure they have enough medication for the holiday period. Local pharmacies may have reduced hours, so it's best to plan ahead.

### Accessing Healthcare During the Holiday Season

Hospitals often experience increased demand during the holidays. If the whānau you transport require healthcare that isn't urgent, telehealth services are a great alternative. Some services include:

- [Ka Ora](#)
- [Tend Health](#)
- [Practice Plus](#)
- [HealthPoint](#)

## 2025 Community Transport Symposium

**Wednesday, 12 March 2025**  
**9:00am - 3:00pm**  
Jet Park Hamilton Airport Hotel & Conference Centre  
201 Airport Road, Hamilton

**\$30**  
**per person**  
*Including GST &  
booking fees*

**Spaces are limited!**  
**Book your tickets today**

### Join us at the Community Transport Symposium!



We're excited to announce the upcoming Community Transport Symposium, themed:  
**Organisational Sustainability: Securing our Future**

This all-day event on 12 March will feature speakers from the transportation, community, and government sectors, presenting on a wide variety of topics related to community transport.

Speakers will address the evolution of community transport in Aotearoa, share insights into the current state of the community sector in New Zealand, and highlight the importance of risk management in community transport.

Attendees will also gain insights into the environmental benefits of sustainable transport solutions, form strategies for building successful partnerships, and explore ways to optimise resources and secure funding.

Don't miss this chance to expand your knowledge, make valuable connections, and help shape the future of community transport. We hope to see you there!

**[Click here](#) or visit our website to register**

[www.waikatocommunitytransport.org.nz](http://www.waikatocommunitytransport.org.nz)

**NEXT FORUM MEETING**  
**1st Quarter 2025**

**Monday, 31 March**  
1-3 pm  
Online only - join us on [Microsoft Teams](#)

*Ka kite - See you next year!*