



Waikato Rural Transport Forum

MINUTES of Meeting

- Date:** 17 October 2016
1:00pm – 3:00pm
- Venue:** Community Waikato, Victoria Street, Hamilton
- Present:** Desiree McKenzie (Te Kuiti Community House Trust), Laurie Franks (Tairua Care and Friendship), Wayne Thomson (North Waikato Transport Trust), Rae Stafford (Whangamata Community Services Trust), Sarah Gibb (Community Waikato), Lisette Balsom (Waikato Regional Council), Sue Moroney (Labour MP for 30 minutes).
- Apologies:** Bill McMaster, Bridget Burdett, Jane Hamblyn, Kim Linklater, Paul Keesing, Kay Kristensen
- Facilitator:** Sarah Gibb
- Minutes:** Lisette Balsom

Sarah officially opened the meeting and welcomed all attendees. A round the room series of introductions as well as overviews of services provided by each organisation was undertaken, and Lisette Balsom provided an update on the health transport work in South Waikato.

Workshop on the future of the Rural Transport Forum

Sarah provided an overview of the outcomes of the workshop on the future of the Rural Transport Forum, including that the role of this forum is not only about information sharing and sharing best practice, but also that we can use the strength of the participants to advocate to decision makers in areas we have in common. This issue will be discussed again in January 2017 when outcomes are known from a wider stakeholder project on access and mobility issues in the Waikato.

Policies for safe driving

Sarah drew participants' attention to a number of informative documents on policies for safe driving, in response to some discussions held at previous forums on the issue of senior drivers. Drivers cannot be discriminated against on the basis of age, but rather on driving competency that can be outlined in a safe driving policy.

The NZ Transport Agency has put together some very useful resources to assist to create a safe driving policy. These can be accessed at: <https://www.nzta.govt.nz/resources/your-safe-driving-policy/>

Participants ran through a template policy provided by NZTA that can be adjusted to suit particular transport providers' needs. The Microsoft Word version (that can be edited) is listed as number 12 at the weblink above.

Sarah had also found the following very comprehensive resource from Australia as an example policy that covers many aspects that service providers could take some wording from: <http://www.tablelandscommunitytransport.com.au/files/pages/policies/POLICY---Vehicle-Management--Safety-Policy.pdf>

Participants discussed different aspects that are useful to have included in a safe driving policy, including car insurance required and whose responsibility it is to purchase the insurance, police checks requirements, children being accompanied by an adult, caregivers accompanying people requiring assistance.

One thing not included in the templates is practical policy for transporting people with disabilities such as requiring a wheelchair. It was noted that mobility vehicle hoists do come with practical instructions however.

Other updates

There was a discussion about volunteer expenses for drivers. Sarah referred people to the Waikato Rural Transport Forum website under *reimbursement for volunteers' expenses*: <http://www.waikatocommunitytransport.org.nz/Guidance+for+Providers.html>

Further information also with Inland Revenue: <http://www.ird.govt.nz/payroll-employers/make-deductions/staff-benefits/special-benefits/emp-deductions-benefits-special-honoraria.html>

Sarah also brought participants' attention to "Waikato Vital Signs" research recently released by Momentum Waikato on issues of most importance to Waikato residents. Community Transport did not feature as one of the themes, but was identified by the 400 contributors as one of their 'top 10 Community Priorities for Action' – *Improving transport options in and between our towns and city*.

<http://www.momentumwaikato.nz/about-vital-signs/>

Next meetings

The next meeting of the forum will be 27 February 2017.

Participants indicated that meetings every three months are useful.

Any agenda items for the next meeting should be sent to Paul Keesing.

Meeting closed: just before 3 pm.