

Greater Wellington Regional Council Total Mobility Swipe Card Project

Project Management (Steering Committee)

The project will be managed by a team of Council officers and a project management consultant. It will be made up as follows: Sanjay Bhikha “inHouse Ltd”, Rhona Nicol (Manager Procurement Greater Wellington) Steve Budd (Major Projects Manager Greater Wellington) and Chrissy Dowland (Total Mobility Manager Greater Wellington)

Total Mobility Swipe/ID Card Project: Reference Group

Terms of Reference

A reference group will be formed by representatives from the scheme’s key stakeholder. This group is not a decision making body. The role of this group is to provide feedback on options, documentation and processes to assist with the progress of the Total Mobility swipe card project.

Membership

The reference group will be comprised of invited representation from the Disabled Persons Assembly, the Association of Blind Citizen’s NZ, the Wellington City Council’s Disabled Reference Group, Presbyterian Home Support (Council’s independent contracted assessor, who will also represent the interests of the elderly in the community) the Taxi Federation (for the taxi industry) and staff members of Greater Wellington Regional Council. The reference group will meet as required from time to time according to the needs of the project

Programme and Participation

- The participation of this group will continue until the Total Mobility scheme is operating electronically (It is envisaged that the project will take a minimum of two years).
- Programmes and documentation will be circulated to the membership for comment as needed.
- Meetings will be held only as required.
- On behalf of its major stake-holder’s, the reference group will have obligation to examine and provide feedback and comment on the options, processes and documentation associated with changing Total Mobility, currently a voucher based scheme to a system provided through an electronic swipe/ID card.

List of Individuals Representing Key Stakeholders on the Total Mobility Reference Group

Name	Position	Company
Jenny Rickit	Nominated representative	Disabled Persons Assembly (NZ) Inc
Kaeti Rigarlsford	Nominated representative	Wellington City Council Disability Reference Group
Stephen Bennett	Nominated representative	Association of Blind Citizens of New Zealand Inc
Darlene Natoli	Independent assessor	Presbyterian Support Community Services
Kevin Braid	Chairperson	Taxi Federation and local manager

T/10/04/001

Chrissy Dowland
Manager
Total Mobility
Greater Wellington Regional Council
P.O. Box 11-646
WELLINGTON

Dear Chrissy

REPRESENTATIVE TO THE TOTAL MOBILITY CARD PROJECT: REFERENCE GROUP

The _____ (organisation name) agree to work with Greater Wellington Regional Council as part of the Reference Group set up to support the Total Mobility Card Steering Committee, according to its stated Terms of Reference.

Our nominated representative on this group will be:

Name _____

Address _____

Contact Phone Number _____

Contact email _____

Contact fax _____

I may need assistance with transport to and from meetings held by the Council **YES/NO**

I agree to the Terms of Reference below:

A reference group will be formed by representatives of the Total Mobility scheme's key stakeholders. This group is not a decision making body. The role of this group is to provide feedback on options, documentation and processes to assist with the progress of the Total Mobility swipe card project.

Signature _____

Date _____