

# Terms of Reference

## Coromandel Walks Anchor Project

### Cathedral Coast - Key Stakeholders Group

The Key Stakeholders Group (KSG) is included within the structure of the Coromandel Walks Anchor Project in relation to the Stage 1 - Cathedral Coast Walk.

Representation within the Key Stakeholders Group is comprised as follows:

- TCDC Meeting facilitation - 3 or 4 representatives staff and elected members (Paul Kelly, Tony Fox, Ross Ashby and Allan Tiplady)
- Hahei Stakeholders Group - 2 representatives (Bill Stead and John North)
- Coromandel Coastal Walkways - 1 representative (Cherry Ladd)
- Destination Coromandel - 1 representative (Hadley, Megan or Lynette)
- Commercial operators - 2 representatives (Mercury Bay Business Association + 1)
- Private land owners - area specific representation
- Cooks Beach / Purangi (Mercury Bay South)- 2 Representative - (Barney Bowen and Bob Nicholls)
- Hot Water Beach Stakeholders - 2 representative (TBA)
- Whitianga Stakeholders - 2 representative (TBA)

This KSG together with the; Project Team, Project Managers, Executive and Governance Board make up the senior group to oversee Stage 1 of the Coromandel Walks project.

#### **Role of the Key Stakeholders Group**

The role of the KSG is to discuss and contribute ideas, solutions, issues and recommendations to the Governance Board and Project Executive to inform decision making.

The KSG representatives will be invited to attend the Governance Board monthly meetings at a specific time as and when required depending on the status of the project and any new guidance needed. The KSG will contribute feedback about the Walks project and its relevant issues and considerations. This Group may also be required to meet outside this forum should specific issues/ considerations need to be addressed.

The KSG will not be required to contribute to matters outside the 'Walks' project such as associated Council business.

## **Project Scope**

The Cathedral Coast Walk covers the geographical areas between Hot Water Beach and Whitianga. The scope for the KSG covers matters relating to the 'Walks' within these boundaries.

It is envisaged the KSG will disband once the project is completed, estimated to be October 2017.

## **Responsibilities**

The KSG will provide advice and feedback to the wider Governance Board. The Group will be asked to assist in planning, guidance on decision making and mitigation measures specific to their representative positions and to the overall project delivery.

Note, some of the information that is provided to the KSG may be sensitive and is not to be shared publicly without authorisation from TCDC

Members of the KSG have no voting rights.

## **Key Results required**

The Cathedral Coast Walk project as defined is developed and completed within scope and budget.

As the members of the KSG represent their constituents, key results centre on the best outcomes and opportunities for the individuals as well as for the overall project.

## **Reporting and Administration Processes**

All relevant administration and reporting will be provided to the KSG prior to the regular meetings. This information will include a summarised project status report, programme and email updates as required.

Minutes and agendas will be circulated at least 7 days prior to meetings where practicable.

Members of the KSG may be contacted and or co-opted between meetings for advice and expertise should the need arise.

Out of pocket expenses will be reimbursed by the Project Executive.

## **Conflict resolution**

In the event of any issue/s arising where mediation or the conflict cannot be resolved by the parties concerned, the matter is referred to the Project Executive to seek resolution. The Project Executive can refer the matter to the Governance Board for final resolution if deemed necessary.