

20 April 2022

Salima Padamsey  
[spadamsey@yahoo.com](mailto:spadamsey@yahoo.com)

Kia ora Salima,

**Request for Official Information responded to under the Local Government and Official Information and Meetings Act 1987 (LGOIMA) (the Act) – reference: 2122-233**

I refer to your information request we received on 6 April 2022 for the following:

***I write in reference to Stephen Daysh's memo to CAP, Sean Mallon, Lyndsey Craig and Derek Todd on 21 March 2022.***

***Mr Daysh in his memo states, "The final TOR plus Appendices is attached to this Memorandum." Unfortunately, there were no attachments to his memo.***

***I would appreciate it if you could please provide me with a copy of the final TOR plus the Appendices to which Mr Daysh is referring.***

***In addition, could you please provide me with the terms of reference for Mitchell Daysh regarding their role/support for CAP as well as their fee.***

**Council response regarding your request**

The Coastal Advisory Panel Terms of Reference is publicly available and can be accessed here: [Coastal advisory panel - Kāpiti Coast District Council \(kapiticoast.govt.nz\)](http://kapiticoast.govt.nz)

As outlined in the CAP Terms of Reference, Stephen Daysh is providing facilitation role to the Coastal Advisory Panel. A breakdown of fees is below:

**Monthly Support for Takutai Kāpiti Programme as CAP Facilitator**

**Task 1:** General Support to Lyndsey Craig and Coastal Team (Agendas' reviewing CAP minutes, overall Strategic Advice).

\$3,960

**Task 2:** Travel and Attendance at CAP Monthly Meetings

\$3,960

Disbursements: \$1,000

**Total Monthly:** \$8,920

**Total to Year End (x4)** \$35,680 plus GST

Ngā mihi



**Sean Mallon**  
Group Manager Infrastructure Services  
Te Kaihautū Ratonga Pakiaka