

20 April 2022

[REDACTED]

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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 \(kapiticoast.govt.nz\)](https://www.kapiticoast.govt.nz/coastal-advisory-panel)

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