



# Council

Meeting of 04 February 2026

Business Unit: Community  
Date Created: 10 December 2025

## **Establishment of the Creative Communities Funding Panel**

### **Purpose Te Aronga o te Pūrongo**

To establish the Creative Communities Funding Panel and to appoint elected member representatives to it.

### **Recommendations Ngā Tūtohinga**

1. That the Council establishes the Creative Communities Funding Panel and appoints the below two elected members:
  - Councillor Raewyn Loader
  - Councillor James McKelvie
2. That the attached terms of reference document for the Creative Communities Funding Panel be adopted by Council without amendment.

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Approved for submission by:  
Lyn Daly  
General Manager - Community

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## 1 Background Ngā Kōrero o Muri

- 1.1 The Creative Communities Scheme (CCS) is a partnership between Creative New Zealand (the Arts Council of New Zealand Toi Aotearoa) and territorial authorities to support participation in local arts activities. Under the scheme, Creative New Zealand provides an annual funding allocation to each participating council, which is then administered locally in accordance with the Creative Communities Scheme Guidelines.
- 1.2 Creative Communities funding is provided by Creative New Zealand for the purpose of supporting eligible community-based arts projects. The guidelines allow councils to use up to 10 percent of their annual CCS allocation for local promotion and advertising of the scheme, however this funding cannot be used to cover administration or governance costs. The guidelines do not provide for the payment or funding of community representatives or assessors serving on the Creative Communities assessment committee.
- 1.3 Under the Creative Communities Scheme Guidelines, councils are responsible for establishing an assessment committee to consider applications and allocate funding. The committee may be constituted in a range of forms, including as a committee of council, a subcommittee, or a community committee, provided it meets the membership and decision-making requirements set out in the guidelines. Regardless of its form, the assessment committee operates independently in its funding decisions and does not require formal ratification by full Council.
- 1.4 Prior to 2026, the Creative Communities panel operated as the Creative Communities Assessment Committee, a formal committee of Council. As such, it was subject to the statutory requirements of the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987.
- 1.5 The Mayor has discussed the proposed appointments individually with councillors.
- 1.6 Membership is currently comprised of:
  - Ben Caldwell (Chair)
  - Kim Savage (Deputy Chair and Tangata Whenua Representative)
  - 2x elected members – vacant
  - Sue James (Community Representative)
  - Karis Evans (Community Representative)
  - Michelle Thompson (Community Representative)

## 2 Strategic Fit Te Tautika ki te Rautaki

2.1 Elected member appointments ensure effective, representative governance that supports all Council priorities — particularly *A future planned together* and *Value for money and excellence in local government*.

## 3 Discussion and Options Considered Ngā Matapakinga me ngā Kōwhiringa i Wānangahia

3.1 The Mayor has held individual discussions with councillors regarding the appointment of elected members to internal and external groups. Based on these discussions, officers have prepared draft recommendations for the Council's consideration and adoption.

3.2 The structure of the previous Creative Communities Assessment Committee created compliance issues with Creative New Zealand's guidelines regarding the appointment of community representatives. In part to address this, officers suggest establishing the panel as a subordinate decision-making body, which is permitted under Creative New Zealand's guidelines. This approach also means that the Committee would avoid the application of Local Government Act (LGA) and Local Government Official Information and Meetings Act (LGOIMA) requirements and correspondingly reduces the need for formal agendas, minutes, and public notification of meetings.

3.3 Councils participating in the Creative Communities Scheme need to comply with the Creative Communities Scheme Assessors Guide (CCS guidelines).

3.4 The Council can appoint up to two elected members to the group, with the remaining membership being made up of community representatives.

3.5 Community representatives can serve up to two consecutive terms (maximum of three years each term), however this term limit does not apply to elected members or community arts councils. Community representatives Sue James and Kim Savage are nearing the completion of their terms, and officers will follow the public nomination process set out in the CCS guidelines to replace them. Decisions around the appointment of community members are operational and will not come to Council.

3.6 Elected members do not receive additional remuneration for their membership on this funding panel, beyond their regular entitlement to mileage and travel time (if applicable).

3.7 Community representatives and the Tangata Whenua representative receive an allowance of \$130 for completing the pre-meeting assessments, \$130 for meeting attendance, and are entitled to the mileage rate set by the Remuneration Authority. These provisions are funded by Council (not via the Creative Community Scheme fund) and are formalised in the Remuneration and Reimbursement for External Committee Members Policy, which is reviewed by Council annually (next due May 2026).

## 4 Risk Assessment Te Arotake Tūraru

4.1 There are no risks associated with this report.

## 5 Engagement Te Whakapānga

### Significance of Decision

5.1 The Council's Significance and Engagement Policy is not triggered by matters discussed in this report. No stakeholder engagement is required.

### Māori and Cultural Engagement

5.2 No Iwi engagement is required for this report. The CCS guidelines recommend that "at least one member must be of Māori descent and have local knowledge of Māori arts activity. CCS Managers are encouraged to consult with local iwi regarding Māori appointments".

### Community Engagement

5.3 As members end their term, as per the CCS guidelines, engagement is sought for the coming vacancy, and the panel makes decisions based on applications received.

## 6 Operational Implications Ngā Pānga Whakahaere

6.1 The appointment of elected members to this group does not entail any operational implications.

## 7 Financial Implications Ngā Pānga Ahumoni

7.1 Funding for Creative Communities Scheme (CCS) grants are provided by Creative NZ. Allowances paid to panel members are funded by Council.

## 8 Statutory Requirements Ngā Here ā-Ture

8.1 As per the LGA 2002 (schedule 7, cl. 30), the Council has the authority to establish subordinate decision-making bodies and make elected member appointments to such groups.

8.2 The CCS guidelines lay out the requirements for the assessment panel that officers need to comply with.

## 9 Next Steps Te Kokenga

9.1 Officers will update the governance appointments register and publish the confirmed memberships on Council's website.

## 10 Attachments Ngā Āpitihanga

- Terms of Reference – Creative Communities Funding Panel
- Creative Communities Assessor Guidelines