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**REPORT 8**  
*(1215/12/IM)*

## **TAWA COMMUNITY CIVIC AWARDS 2010**

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### **1. Purpose of Report**

To provide information on the process and costs involved in operating awards for the Tawa community.

### **2. Recommendations**

It is recommended that the Tawa Community Board:

1. *Receives the information.*
2. *Agrees that the Tawa Community Board holds Tawa Community Civic Awards in 2010.*
3. *Agrees to appoint a special committee, entitled the Tawa Community Civic Awards Committee, to organise and be responsible for the Tawa Community Civic Awards.*
4. *Agrees the Terms of Reference appended to this report for the Tawa Community Civic Awards Committee.*
5. *Agrees to appoint no less than three and up to five Community Board members to the Tawa Community Civic Awards Committee.*
6. *Agrees to appoint a Chair to the Tawa Community Civic Awards Committee.*
7. *Agrees to fund the Tawa Community Civic Awards from the Tawa Community Board discretionary fund up to \$4,000.*
8. *Agrees that the Tawa Community Civic Committee will submit a feedback report to the Board at the Board's first meeting after the awards ceremony.*

### **3. Background**

Generally, the purpose of community awards is to recognise and show appreciation to the groups or individuals who enhance the community and help make it a better place in which to live. The awards also serve to ensure the wider community is made aware of the work undertaken by these people and their organisations.

The last Tawa Community Civic Awards ceremony was held on Friday 18 July 2008 at the Tawa Community Centre.

The other main community awards which also cover the Tawa area are the annual Wellington City Awards which are a subset of Wellington Airport Regional Community Awards. These awards are sponsored by Wellington Airport and Wellington Community Trust. The category winners from Wellington City join the winners from other local authorities in the region at a function held at Wellington Airport to determine regional category winners and a 'supreme' winner. These awards are generally held in the latter part of the year.

### **4. Discussion**

#### ***4.1 Flow-On Benefits***

In 2005, the Tawa Community Board noted several flow-on benefits of the awards:-

- Raised awareness of community groups and their activities;
- Raised awareness of the Tawa Community Board;
- Enhanced sense of the Tawa community; and
- Encouraged community involvement in existing groups or areas.

#### ***4.2 Tawa Community Civic Awards Committee***

Coordinating the Tawa Community Civic Awards will require a number of decisions and tasks from arranging advertising to ascertaining the scope of the awards to arranging an awards ceremony. It is therefore recommended that the Board establish a special committee under Standing Order 15, entitled the Tawa Community Civic Awards Committee to undertake this work. The Committee's recommended draft Terms of Reference are appended to this report. It is recommended that the Committee report back to the Board following the awards ceremony.

The Council's City Events and Publication & Design business units may be able to offer the Committee assistance (through the Community Board Coordinator)

and/or support with some aspects of the awards, such as seeking sponsorship or designing promotional material.

#### **4.3 Previous Tawa Community Civic Awards**

Previous Tawa Community Civic Awards had the following award categories:-

- *Arts & Culture*: enhancing and increasing participation in arts (including music) and creative leisure activities;
- *Educational and Child/Youth Development Health and Wellbeing*: improving and enhancing the development of youth and children;
- *Health and Wellbeing*: providing services which enhance the wellbeing of people;
- *Heritage and Environment*: improving or revitalising the environment, culture or heritage; and
- *Sport and Leisure*: enhancing and increasing participation in physical sport, leisure activities and recreational pursuits (this award is designed for those involved in 'running' the sport/leisure activity as opposed to being a participant).

Appendix 2 contains an extract from the December 2005 report entitled 'Tawa Community Civic Awards – Report Back' which details further issues associated with the awards.

#### **4.4 Financial Considerations**

The Board previously allocated \$4,000 from the discretionary fund to cover expenses associated with the 2008 Tawa Community Civic Awards.

The following costs have been identified:-

- Venue hire
- Catering
- Advertising and printing costs
- Prizes

Although sponsorship may be obtained to cover some of these expenses, it is recommended that the Board allocate \$4,000 to cover costs.

## **5. Conclusion**

It is recommended that the Board agree to hold Tawa Community Civic Awards in 2010.

Contact Officer: *Lauren Kemple, Community Board Coordinator,*

## **Appendix 1**

### **Tawa Community Civic Awards Committee – Terms of Reference**

#### **Voting Membership:**

The Committee will have a minimum of three and a maximum of five Tawa Community Board members as members.

#### **Quorum:**

2

#### **Chair:**

The Chair will be elected by the Tawa Community Board.

#### **Frequency of meetings:**

The Committee will meet on an as required basis.

#### **Parent body:**

The Committee reports to the Tawa Community Board.

#### **General purpose and objective:**

The Tawa Community Civic Awards Committee has primary responsibility for launching, organising and running all aspects of the Tawa Community Civic Awards.

#### **Sunset clause:**

The Tawa Community Civic Awards Committee will discontinue at the first Tawa Community Board meeting after Tawa Community Civic Awards ceremony, and in any event at the end of the 2007/2010 triennium.

#### **Terms of reference:**

The Tawa Community Civic Awards Committee will have responsibility and authority to organise all aspects of the Tawa Community Civic Awards, including the responsibility and authority to:

- Set dates for the
  - a. award ceremony
  - b. opening nominations
  - c. close of nominations
- Draft and arrange publication and distribution of
  - a. nomination forms
  - b. media releases
  - c. advertising material
  - d. award ceremony invitations
- Organise the judges and judging time
- Check the completed nomination forms
- Decide on the judging criteria
- Draft judging sheets

- Seek and arrange sponsorship
- Decide on the award categories
- Organise an awards ceremony; including
  - Book a venue
  - Book food and drink
  - Send out invitations to all relevant parties
  - Decide who the award presenters are
  - Prepare certificates for winners
  - Draft presenters' speeches
  - Draft winner overviews
  - Have a nominated community group perform at the awards ceremony
  - Monitor and follow up RSVPs
  - Organise name tags
  
- Engage and/or liaise with any appropriate Wellington City Council business unit to assist with the awards including Publication & Design and City Events. All initial contact to be made through the Community Board Coordinator.
  
- Engage and/or liaise with any appropriate individual or organisation to assist with the awards.
  
- Determine expenditure of funds towards the cost of the awards from the Tawa Community Board discretionary fund, up to a limit of \$4,000.

## **Appendix 2**

### **Extract from 'Tawa Community Civic Awards – Report Back' 8 December 2005**

#### **6. OTHER ISSUES**

*Judging panel* – to consist of no more than 5 (or 6) with the chair of the TCB plus one (or two) other TCB representative(s) being joined by up to 3 community representatives. To avoid any conflict of interest, any member of the judging panel must not be involved in the decision for a category winner if they are a nominee or a member of a group that has been nominated for that category.

##### *Key criteria for nomination*

- a. individual or group must be engaged in a voluntary activity, that is, not receiving payment or commercial benefit for their activity; and
- b. the activity must be carried out in the Tawa community;

Further issues raised include:

- Whether an individual is acting in a voluntary capacity or receiving some form of remuneration can be a little tricky I think. Does that mean that a 'community worker' who might be paid a pittance but is carrying out a worthy community service because of 'dedication and commitment to the cause' is automatically excluded from being considered for an award? There may be other individuals in a paid role who put a lot of extra time and effort into the community as part of that role, but for which they receive no additional remuneration. Are they eligible or not?

Is it possible to have wording take into account some of these situations which are anything but clearcut? There are specific examples where people are receiving payment, but the dollars they're receiving are going nowhere near compensating them for the additional time and effort they're putting into the Tawa community (over and above the call of duty). The current wording of point number a - as it currently reads - might mean they are ineligible.

*Nomination process* – nomination forms would be created and made available electronically (via the WCC website) as well as paper forms and collection boxes displayed at various venues in the community (eg library, businesses who volunteer space). Anyone or any group can submit a nomination.

*Advertising* – initial, formal notification of the awards would be via stakeholders and press releases. Once the nomination period begins, posters and further press releases could be arranged. It was not felt necessary to take out paid media advertising although the award ceremony may be publicised in that manner.

*Frequency* – it was envisaged that the event would be annual but, if nominations were limited, this could be an event held every two years. The TCB would review each event and determine the date of the next awards.