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## **TAWA COMMUNITY CIVIC AWARDS 2012**

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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. *Receive the information.*
2. *Agree that the Tawa Community Board holds Tawa Community Civic Awards in 2012.*
3. *Agree to appoint an organising group, entitled the Tawa Community Civic Awards Organising Group, to organise and be responsible for the Tawa Community Civic Awards.*
4. *Agree the guidelines appended to this report for the Tawa Community Civic Awards Organising Group.*
5. *Agree to appoint no fewer than three and up to five Community Board members to the Tawa Community Civic Awards Organising Committee.*
6. *Agree to appoint a Chair to the Tawa Community Civic Awards Organising Group.*
7. *Agree to fund the Tawa Community Civic Awards from the Tawa Community Board discretionary fund up to \$4,500.*
8. *Agree that the Tawa Community Civic Awards Organising 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 11 June 2010 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***

The Tawa Community Board has previously 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 Organising 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 an Organising Group, entitled the Tawa Community Civic Awards Organising Group to undertake this work. The Organising Group's recommended draft Guidelines is appended to this report. It is recommended that the Organising Group 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 Democratic Services) 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*: 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).
- *Youth (15 - 24 years)*: celebration and recognition of young people who provide outstanding service within the community of Tawa,

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 2010 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 \$4,500 to cover costs in 2012.

### **5. Conclusion**

It is recommended that the Board agree to hold Tawa Community Civic Awards in 2012 and appoint an organising group with the guidelines attached as appendix 1.

Contact Officer: *Fiona Dunlop - Committee Adviser*



# APPENDIX 1

## Tawa Community Civic Awards Organising Group – Guidelines

### **Voting Membership:**

The Organising Group will have no fewer than 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.

### **Parent body:**

The Organising Group will report to the Tawa Community Board on the outcome of the Awards Ceremony.

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

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

### **Sunset clause:**

The Tawa Community Civic Awards Organising Group will discontinue at the first Tawa Community Board meeting after Tawa Community Civic Awards ceremony, and in any event at the end of the 2010/2013 triennium.

### **Guidelines:**

The Tawa Community Civic Awards Organising Group 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

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- 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 Democratic Services.
  
- 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 \$4,500.

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**REPORT 5**  
*(1215/12/IM)*

## **TAWA COMMUNITY CIVIC AWARDS REVIEW**

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

This report provides a review of the Tawa Community Civic Awards which took place on Friday 11 June 2010.

### **2. Recommendations**

It is recommended that the Tawa Community Board:

- 1. Receives the information.*

### **3. Background**

The Tawa Community Civic Awards took place on Friday 11 June 2010. Planning for the event began in March 2010 with Malcolm Sparrow undertaking the role of project leader, together with Dennis Sharman, Ngaire Best and Robert Tredger as the project team.

Administration for the event was largely undertaken by Malcolm, with some assistance provided by Democratic Services.

### **4. Discussion**

#### ***4.1 Publications, Advertising and Media Coverage***

Advertising for nominations went smoothly, with a number of press releases issued and picked up by City Life – Porirua, with Kapi Mana News picking it up some weeks later. In addition, hoardings were placed at either end of Tawa and advertisements placed on Tawalink.com and through its email newsletter.

Pamphlets were printed, however the pamphlets were delivered with the junk mail and we question the penetration that occurred because of this.

## APPENDIX 2

Nominations were slow to come in, however a surge came in, in the last week with a total of 50+ received. Press coverage following the event unfortunately did not give the event the profile we were hoping; however the event is a feature of the next Tawa Community Board Newsletter.

In future, we recommend that the certificates need to be available to the project team at least five days prior to the event, to deal with any problems. This year, one certificate was missed out and the team leader has had difficulty in obtaining an additional certificate after the event.

In order to accommodate this in future, we recommend that the close off for nominations be four weeks prior to the event in order to ensure certificates, invitations and advertising are sent out in good time.

### **4.2 Judging**

Judging panel discussions were productive, however were somewhat in the dark and one member was unavailable. In the future it is recommended that copies of the nominations be made and distributed to the panel prior to the judging meeting.

### **4.3 Prizes and Winners**

Prizes for the event were a framed certificate, along with a native tree kindly supplied by Parks and Gardens. The winner of the Youth Category received a \$75 book voucher.

The category winners for 2010 were:

Arts and Culture	Tom Humphries
Education and Child / Youth Development	Claire Smith
Health and Wellbeing	Dave Allo
Heritage and Environment	Norm Robertson
Sports and Leisure	Tawa Swimming Club
New category of Youth	Anneliese Havill

### **4.4 Awards Ceremony**

The evening ran very smoothly with board members serving guests dessert in the form of finger food. However it was felt that rather than mingling, guests sat down on arrival, leaving them sitting for some period of time prior to the formalities beginning.

In future we recommend that the invitation requests guests for 7.30pm coffee and desert, with formalities starting at 7.50pm. In addition, we recommend that a specific board member be allocated to deal with name tags and greet members of the public.

Seating at the event was problematic with numbers exceeding available seats, in future the board needs to endeavour to ensure seating for 120 people.

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### **4.5 Catering**

Catering was arranged with Sarah Searancke Catering for 100 guests, and was in the format of coffee and desert. Whilst there was a small amount left over at the end of the evening, the project team was of the option that it was about the correct quantity.

### **4.6 Thanking Those Involved**

Following the event, all who have assisted in the evening including the judging panel have been formally thanked. A box of chocolates was sent to each member of Omega 4.

### **4.7 Other Recommendations for Future Years**

In future years, it is recommended that consideration be given to inviting local MPs to hand out certificates and the Mayor hand out the last, followed by a speech. It is further recommended that consideration be given to running this event in the middle year of the next triennium, working toward it being a three yearly event.

## **5. Conclusion**

In conclusion the project team were of the overall opinion that the evening was a success and recommend that this be a regular event in the Tawa events calendar.

Report Author: *Councillor Ngaire Best*