
REPORT 5
(1215/12/IM)

TAWA COMMUNITY CIVIC AWARDS REVIEW

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.

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.

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 opinion 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.

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