
TAWA COMMUNITY CIVIC AWARDS – REPORT BACK

1. PURPOSE OF REPORT

This report recommends that the Tawa Community Board (TCB) agree to co-ordinate and fund an annual Tawa Community Civic Awards ceremony.

2. BACKGROUND

Officers presented information to the TCB at its meeting on 10 November 2005 on possible processes and costs in operating an award for the Tawa Community.

The TCB agreed that a meeting of interested members be held to consider further options and report back to the 8 December meeting. Malcolm Sparrow convened a meeting that was held at 8.00pm on Thursday 24 November and attended by Robert Tredger, Penny Devine and Robert Armstrong with apologies from Ngaire Best. This paper reports back on that meeting's discussion.

3. PURPOSE OF THE AWARDS

The meeting determined that the awards were to recognise and show appreciation to the groups or individuals who (whilst not needing to live or be based in Tawa) enhance the Tawa community and help make it a better place in which to live.

There were also several flow-on benefits of the awards:

- a. Raise awareness of community groups and their activities;
- b. Raise awareness of the TCB;
- c. Enhance the sense of the Tawa community; and
- d. Encourage community involvement in existing groups or areas.

The meeting reviewed the documentation for the Wellington Airport Regional Community Awards that were attached to the 10 November report from officials and determined that the categories for that award were appropriate although the Tawa awards would be open to individuals *and* groups. The categories are:

- a. Arts and Culture - enhancing and increasing participation in arts (including music) and creative leisure activities;
- b. Educational and Child/Youth Development Health and Wellbeing - improving and enhancing the development of youth and children;
- c. Health and Wellbeing - providing services which enhance the wellbeing of people;
- d. Heritage and Environment - improving or revitalising the environment, culture or heritage; and
- e. 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 - coaching, administration, etc - as opposed to being a participant).

4. TIMEFRAMES

It was envisaged that the awards ceremony would be held towards the end of the TCB's financial year, that is, in April or May. This would:

- a. avoid clashes with other existing aware ceremonies;
- b. enable information to be widely circulated;
- c. allow time for the winners to be determined; and
- d. provide adequate time to make the necessary arrangements for the event.

Organisational tasks could be timetabled as follows:

- a. December – notify TCB stakeholders of the awards and invite nominations for a judging panel;
- b. Early February – begin raising awareness of the awards through TCB stakeholders and the media as well as making posters available in the library and shop windows, and including information in school newsletters.
- c. Mid-February – nominations open
- d. 30 March – nominations close
- e. Mid-April – judging panel convenes to determine finalists and the winners in each category (or just the winner if insufficient nominations)
- f. Late April-May – awards ceremony held at the Linden or Tawa Community Centre.

5. FINANCIAL ARRANGEMENTS

The following costs were identified:

- a. Venue hire;
- b. Catering;
- c. Advertising and printing costs;
- d. Prizes.

It was felt that various groups or individuals within Tawa could be approached to sponsor specific categories and provide cash or gift prizes.

The TCB can budget an amount to cover any other costs.

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.

7. RECOMMENDATION

It is recommended that the Tawa Community Board:

1. *Receive the information;*
2. *Agree that Tawa Community Civic Awards be held in 2006;*
3. *Agree to allocate up to \$2000 to cover expenses associated with the awards.*