
TAWA COMMUNITY CIVIC AWARDS

1. Purpose of Briefing Note

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

2. Process for Community Awards

The focus of community awards is usually on recognising and celebrating the contribution/s of individuals or groups to their local community. The awards also serve to ensure the wider community is made aware of the work undertaken by these volunteers and their organisations.

One example of this type of awards process is the Wellington Airport Regional Community Awards jointly sponsored by Wellington Airport, The Community Trust of Wellington and the five local authorities in the region including Wellington City Council.

2.1 Wellington City Awards

The Wellington City Awards are a subsection of the Wellington Airport Regional Community Awards. Wellington City Council co-ordinates the Wellington City Awards, for which there are five categories. The category winners from Wellington City then 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.

The Wellington City Awards co-ordinated by the Council involve:

- Distributing the Nomination Form (attached) at least two months before closure date by:
 - Posting forms to past nominees
 - Emailing the form to council officers in the recreation, community services, arts, parks and events departments and asking them to email the form out to volunteer groups they work with
 - Emailing and posting out to community groups, Sport Wellington, Volunteer Wellington, etc
- Doing media release/s informing the public about the awards and how they can get a form
- Advertising if required. In 2005 a full page ad was taken out
- Organising the judges and judging time for 7-10 days after the closing date for nominations. In 2005 the judges were Mayor Kerry Prendergast, Councillor Ray Ahipene-Mercer, Frances Russell (Director Community Trust of Wellington). The judging took place in the Mayor's Office and took approximately 2 hours

- One week out from closure date checking nomination forms and if numbers are low in areas doing a targeted mail/email out
- Once nominations are closed – putting together nomination forms into a booklet and distribute this to the judges with judging sheets (attached) so they have a chance to read through and judge them prior to the sitting
- Organising an Awards function (5.30pm – 7.30pm):
 - Booking Council Chambers
 - Booking food and drink (wine, beer, juice and nibbles).
 - Sending out invitations to all nominees, councillors, council officers involved
 - Doing certificates for winners
 - Writing mayors speech and winner overviews
 - If appropriate having a nominated community group perform at the awards night (e.g. The Wellington Sinfionetta Youth Choir, 2005).
 - Monitoring RSVP's and follow up those who haven't responded (particularly winners)
 - Organising cheques for winners
 - Organising name tags

Based on this example, approximate costs include:

- **\$2,200** - Media advertising i.e. full page ad in the Wellingtonian
- **\$500 x 5** (\$2500 total) - Award cheque & certificate to winner of each category (5 categories)
- Costs of awards function (includes entertainment and depending on refreshments could range between \$20 and \$100 per head) allow \$2,000.

3. Key Issues

Consideration should be given to clashes with similar awards in particular, the example provided - Wellington Airport Regional Community Awards, which runs annually from September to December.

4. Summary

If the Board decides to operate a Community Award specific to the Tawa community, the following issues could be considered:

- Sponsorship
- the scope of the award i.e. eligibility, key criteria and number of categories;
- nomination process
- advertising
- judging process
- value of award
- award function
- timing of the award.

5. Recommendation

It is recommended that the Tawa Community Board:

- 1. Receive the information.*

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