

City of Hobart

Policy

Title: City of Hobart Volunteer Awards Policy

Category: Community Service and Events

Date Last Adopted: 29 September 2025

1. Purpose

The purpose of this policy is to define the criteria and process for the determination and delivery of the annual City of Hobart Volunteer Awards.

2. Scope

This policy applies to all City of Hobart staff in the Community and Economic Development Network who have responsibility for volunteers within their programs, or who are involved in supporting City of Hobart volunteers and ultimately aims to support all volunteers registered with the City of Hobart.

This policy does not apply to the City of Hobart Bushcare program that operates its own recognition process for the annual Bushcare Golden Secateurs Award.

3. Award Category

The City of Hobart Volunteer Awards formally recognise and celebrate the valuable contribution of volunteers who are registered with the City of Hobart and who participate in and help to deliver the full range of activities, events, projects, programs, services and venues facilitated by the City. The Years of Service Award recognise volunteers for their ongoing commitment by acknowledging significant milestones for their years of volunteering.

3.1. Years of Service Award

Volunteers will be recognised for their ongoing commitment and dedication at the following service milestones:

- 5 Years of Service



- 10 Years of Service
- 15 Years of Service

Legacy Awards

- 20 Years of Service
- 25 Years of Service

Program Coordinators are responsible for tracking volunteer service years.

Eligible volunteers will be identified and confirmed by each Program Coordinators prior to the annual awards.

4. Coordination and Timeframe

The Inclusive City Program Officer is responsible for coordinating the City of Hobart Volunteer Awards process, including:

- Liaising with all Program Coordinators to ensure timely submission of nominations for the Years of Service Awards.
- Managing the overall timeframe for nominations, selections, and preparations for the awards event.
- Organising the annual Volunteer Reception held in December to coincide with International Volunteer Day, including all administrative and logistical arrangements.

5. Annual Volunteer Recognition Event

The event will celebrate the achievements and contributions of all volunteers across all Community and Economic Development volunteer programs. Award recipients will be acknowledged at the annual Volunteer Reception.

Elected members invited to attend the volunteer reception.

6. Responsibilities

In addition to the Responsible Officer, noted in Section 9 of this Policy:

- **Inclusive City Program Officer:** Coordinates the awards process, manages timelines, supports Program Coordinators, and organises the Volunteer Reception.
- **Program Coordinators:** Track volunteer service, submit nominations, and ensure volunteers are informed about the awards process.
- **Business Support Team:** Provide support for the Annual Volunteer Reception, and support Volunteer Coordinators in the consistent implementation of this Policy.

7. Review



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This policy will be reviewed annually or as required to ensure it remains current and effective.

8. Legislation, Terminology and References

City of Hobart Volunteer Management System

Responsible Officer:	Director Community and Economic Development
Policy first adopted by the Council:	29/9/2025
History	
Amended by Council	Not applicable
Next Review Date:	2027
File Reference:	