



CITY OF BUNBURY  
SURF LIFE SAVING CLUB INC.  
**PROCEDURE STATEMENT  
KITCHEN ASSISTANT  
HONORARIUM PROCEDURE**

PROCEDURE NUMBER 1.4E Nov 2022 Version: 1
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### **RATIONALE**

To encourage Surf Club volunteer to continue volunteering their time assisting in the Kitchen on Friday Member's nights and Sunday Nipper mornings and any other Club social event that requires use of the Kitchen facilities.

### **PAYMENT OF HONORARIUMS**

Refer to Policy 1.4 – Under definitions 3.

### **APPROVAL**

The Board of Management approves annual Member Club Account Credits and/or Vouchers, the values, and which volunteers these are applicable to at the May Board Meeting each year as set out within the Director of Social Activities Schedule of Social Activities Honorarium Payments.

### **CREDIT LEVELS**

Level 1 Honorarium \$200: Any Volunteer accumulating over 80 hours assisting in the Club Kitchen in the current financial year ending April 30<sup>th</sup>.

Level 2 Honorarium \$100: Any Volunteer accumulating over 50 hours assisting in the Club Kitchen in the current financial year ending April 30<sup>th</sup>.

Level 3 Honorarium: Free Social membership, currently valued at \$80. Any Volunteer accumulating over 30 hours assisting in the Club Kitchen in the current financial year ending April 30<sup>th</sup>.

Club membership is not necessary.

### **CREDIT CONDITIONS**

- Do not accumulate and if unused in the financial year immediately following approval will be forfeited
- It is up to the individual volunteer if they wish to redeem the payment or not.

### **APPLICATION OF HONORARIA**

One approved by the BOM the Director of Social Activities will advise the Office of those Volunteers who have complied with the requirements of this honorarium through completing the hours in the previous 12 months and the associated Level to be applied.



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The Office will process Level 1 and Level 2 honorariums towards Membership Fees if requested, the Level 3 honoraria and inform the Merchandise Shop of any account credit remaining to be used by the Member in the financial year immediately following the year approved.

The Merchandise Shop staff will be responsible for administering any advised remaining credit amount.