

Work Claim Form



Submit Work Claim to Treasurer at least 10 days prior to General meeting gool.treas@gmail.com

Only work on the attached Approved Work List is claimable.

Work Claims may be applied at \$10 per hour to the Work Levy (WL) or the Annual Levy (AL).

Maximum claimable annually is WL \$180 + AL \$625 = \$805 per share

Work Claims must be submitted on this form within 3 months of completing work.

Claims must be validated by the treasurer BEFORE being submitted to a General Meeting for approval.

Work claims cannot be applied to future years' levies.

Name/s: Natalie Lawler		Site Number: 76		
Date lodged: 18/03/2023		Approval date General Meeting: April 2023		
Date/s Worked	Description of work	Category	Hours	Amount
e.g.10.9.21	Membership work	C 1	3	30.00
11/01/2023-18/03/2023	Secretarial duties (See attachment)	C1	20	200.00
		Total claimed	20	200.00
Notes				

Treasurer's Validation						
# shares	Annual Max	Prev. claims this year	Forward from prev. years	Available to claim	Validated for this claim	Date Validated
1	805	0	0	805	200	01/04/23

April 2022

Approved Work List

Work not listed requires General Meeting approval

	Category
A. Land Management	
1. Slashing and mowing community areas	A1
2. Weed & feral animal eradication	A2
3. Brush cutting community areas	A3
4. Clearing large branches and trees to facilitate slashing	A4
5. Clearing fence lines	A5
6. Fuel reduction	A6
B. Building and Maintenance	
1. Road maintenance	B1
2. Machinery maintenance	B2
3. Community kitchen area	B3
4. Community trees and gardens	B4
5. Community projects	B5
C. Administration	
1. Committee business Note: attendance at committee meetings is not claimable	C1
2. Website Administration and Gazette	C2
3. Reviewing and producing meeting minutes	C3
4. Child minding during General or Committee Meetings	C4

Secretarial Duties January 2023 – March 2023

Natalie Lawler

Date	Description
Ongoing	<ul style="list-style-type: none"> -Monitor secretary.gooalawah emails and respond as necessary -Receive and respond to mail as necessary -Filing (digital and hard copy)
11/1/2023	<ul style="list-style-type: none"> -Handover from Rose Prior to handover completed the following tasks (not included in work claim) <ul style="list-style-type: none"> -Minutes Directors Meeting -Advise #66 for sale on Phone Tree -Receive and forward complaints and membership -Gather information regarding bank signatories (NAB, Coastline, BA)
18/1/2023-27/1/2023	<ul style="list-style-type: none"> -Update Share Register #17, #63, #76 -Print, sign, seal, laminate and distribute new share certificates for #57, #63, #76, #14 (spelling error in 2021 certificate) -Distribute some of the share certificates dated 2021
18/1/2023	-Lodge DoFT C8 for change of secretary
27/1/2023	<ul style="list-style-type: none"> -Emails regarding #4 share transfer paperwork -Email regarding #73 share transfer paperwork
27/1/2023	-Email members regarding Nevertire Road Funding and Community Meeting on 4 Feb (and print/post x 2)
29/1/2023	<ul style="list-style-type: none"> -Informal review of policy documents with Denise -Review legislation and policies to compile a list of secretary responsibilities and expectations
31/1/2023	-Email members documents for Community Meeting on 4 Feb
31/1/2023	-Advise #48 share for sale on Phone Tree
4/2/2023	-Minutes Community Meeting
4/2/2023	-#63 Share Statement
4/2/2023	-Email 20 members regarding collecting share certificates dated 18/1/2021
4/2/2023	-Secretary Report for 11/2/2023 GM Agenda
10/2/2023	-Print Treasurers report, Work Claim Forms and previous minutes for GM 11/2/2023
10/2/2023	-Print #63 Member Ratification Form
15/2/2023	-Email community regarding purchase of infrastructure share (and print/post x 2)
15/2/2023-10/3/2023	-Compile list of infrastructure share commitments in response to email dated 15/2/23. Phone tree reminder 27/2 (38 yes, 33 no responses) and 7/3 (25 no responses). Email Board of Directors final list of responses 12/3.

26/2/2023	-Remove files from old secretary laptop and handover to newsletter coordinator
28/2/2023	-Review Fire Safety requirements
8/3/2023	-Email #54 regarding levies
17/3/2023	-Print required documents including emailed proxy's and financial report for Special General Meeting on 18/3/2023
18/3/2023	<ul style="list-style-type: none"> -Email members regarding collecting KSC OSMS compliance letters -Laminate acknowledgement to country for future meetings (kept with attendance book) -Pay Post Office Box 4080 renewal invoice and request reimbursement from treasurer -Email rates notice to treasurer -Complete and submit Form C10 Application to Register Rule Amendment(s) / Special Resolution(s) Co-operatives National Law (NSW) to NSW Fair Trading -Email Connor Hurley, Coverforce Insurance regarding quote for 2023 building and liability insurance

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Name/s: Denise Cobourn		Site Number: 35		
Date lodged: 18.3.23		Approval date General Meeting: 8.4.23		
Date/s Worked	Description of work	Category	Hours	Amount
Dec to March	Fund Raising documentation	C.1	7	70.00
18.3.23	SGM Minutes	C.1	1	10.00
		Total claimed		80.00
Notes				

Treasurer's Validation						
# shares	Annual Max	Prev. claims this year	Forward from prev. years	Available to claim	Validated for this claim	Date Validated
1	805	80		725	80.00	01/04/23



Goolawah Cooperative Limited Work Claim Form

At the General Meeting on 4 April 2015 the following resolution was passed:
"Work Claims to be applied at an hourly rate of \$10 regardless of
whether applied to the Work Levy or Annual Levy commencing 1 July".
This makes it possible to use a much simpler claim work claim form.

This form contains fillable form fields to make it easy to correctly and legibly complete and send for validation. Please (1) save it on your computer, (2) open it with free Adobe Reader or Nitro Reader, (3) fill in the details, (4) Save the changed form with a new name, (5) email it to gool.treas@gmail.com. Alternatively you can print it and complete it manually. If you choose this option please write legibly!

Follow these links to download the latest version of [Adobe Reader](#) or [Nitro Reader](#)

Share Name	Wayne Ellis and Bron Little	Share Nos:	38	Hourly Rate
Claim Date:	8/04/2023			10.00
Date Worked	Description of work.	Category	Hours (Decimal)	Value
9/03/2023	Mowing Grants Smyth site 47	1a		\$50
8/03/2023	Kitchen/toilet cleaning	B3	1hr	\$10
Please use a separate sheet if necessary. Add total here >				
TOTAL CLAIMED				\$60

Values in this column will be calculated automatically if you have a compatible pdf reader

Notes/comments

Validation by treasurer						
# of shares held	Annual Max \$ WL and AL	Prev. Claims This Year	Forward from Prev. Years	Available to claim	Validated for this Claim	Date Validated
1	805	0		805	60.00	04/04/23

Clear Form

Approved at meeting (date):





Goolawah Cooperative Limited

Work Claim Form 2016/17

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 This makes it possible to use a much simpler claim work claim form.

This form contains fillable form fields to make it easy to correctly and legibly complete and send for validation. Please (1) save it on your computer, (2) open it with free Adobe Reader or Nitro Reader, (3) fill in the details, (4) Save the changed form with a new name, (5) email it to gool.treas@gmail.com. Alternatively you can print it and complete it manually. If you choose this option please write legibly!

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Share Name			Share Nos:		Hourly Rate
Claim Date:					
Date Worked	Description of work.	Category	Hours (Decimal)	Value	
Please use a separate sheet if necessary. Add total here >					
TOTAL CLAIMED					

Values in this column will be calculated automatically if you have a compatible pdf reader

Validation by treasurer						
# of shares held	Annual Max \$ WL and AL	Prev. Claims This Year	Forward from Prev. Years	Available to claim	Validated for this Claim	Date Validated

Approved at meeting (date):

- Only work on the Goolawah approved jobs list is eligible to be claimed.
- Only work performed in the 3 months preceding the claim is eligible to be claimed.
- Claims will only be accepted if submitted on this form.
- Claims must be validated by the treasurer BEFORE being submitted to a meeting for community approval.
- Claims that don't meet accepted guidelines may be rejected and returned to the originator for revision.
- The maximum you can claim in any one year is the Work Levy and Annual Levy for each share you own (maximum 3 shares) (WL \$180.00 plus AL \$500.00 = \$680.00)
- Work claims cannot be applied to future years' levies.
- Levies must be claimed within 3 months of the work being done.