

Work Claim Form



Work Claims must be submitted and validated by the Treasurer at least 10 days prior to a General Meeting and no later than 3 months after completing the work to gool.treas@gmail.com for approval at a General Meeting.

Work Claims are applied at a rate of **\$15 per hour to the Work Levy \$300.**

The Treasurer and Secretary may claim the Membership and Work Levies on a quarterly basis i.e. \$275 per quarter.

Members may request approval at a GM for their Work Claim to be applied to the Membership Levy once the Work Levy has been exhausted.

Work claims cannot be applied to future years' levies.

Name/s:		Site Number:		
Date lodged:		Approval date General Meeting:		
Date/s Worked	Description of work	Job ID	Hours	Amount
		Total claimed		
Notes				

Treasurer's Validation						
# shares	Annual Max	Prev. claims this year	Forward from prev. years	Available to claim	Validated for this claim	Date Validated

Approved Work List

Goolawah Co-operative has approximately 1500 acres of community land and depends on its members to complete **ALL** labour requirements.

Labour may be required on a weekly, monthly or annual basis.

Work not listed requires General Meeting approval.

Description of Work	Annual Budget Job ID
1. Bush Fire Management e.g. slashing, mowing and brush cutting community areas, clearing large branches and trees to facilitate slashing, fuel reduction, clearing fence lines and fire trails.....	APZ
2. Camp Kitchen and Last Resort Maintenance e.g. cleaning, tidying up, notice board.....	CKM
3. Fencing repairs e.g. include location, posts, wire.....	FENCE
4. Land Care e.g. weed & feral animal eradication, planting and caring for trees and gardens, GECO work.....	LCM
5. Road Maintenance e.g. filling potholes, working bees.....	RM
6. Tractor and Machinery Maintenance e.g. assisting maintenance team.....	TM
7. Administration e.g. committee business, website, newsletter, governance work, producing meeting minutes, meeting actions, child minding during general meetings.....	ADMIN
8. Projects (provide details of the project so the treasurer can assign the correct Job ID) e.g. Last Resort (LR), playground project (PLAY), playground safety (Playsafe).....	