

Internal Contractors *draft*

Internal Contractor Co-ordinator: Craig Singleman

1. Internal Contractors (IC) are members of the Co-operative providing a service as an individual, not as a business.
2. IC must:
 - a. Contact co-ordinator or the Portfolio Director before commencing any work listed below.
 - b. Submit an Invoice to the Treasurer gool.treas@gmail.com for work performed using the attached Internal Contractor Invoice or they may use their own invoice providing it includes all the necessary information and must include the Budget ID and be approved by the Portfolio Director before processing.
 - c. Submit receipts for reimbursements for expenses, as per the Finance Policy process. e.g. fuel, spare parts, gravel....
3. IC are paid in Australian Dollars deposited into a bank account and not from applying to Co-operative Levies.
4. IC invoices are posted on the website and tabled at General Meetings for discussion.
5. IC assume full responsibility for any risk of injury, bears all commercial responsibility for costs arising from injury and is accountable for meeting all legal obligations related to income, including compliance with Australian Taxation Office (ATO) requirements.
6. To enquire about becoming an IC contact the Secretary secretary.goolawah@gmail.com

Approved Work List	Budget ID	Approved Work List	Budget ID
Bush Fire Management	APZ	Tractor and machinery maintenance	TM
Fencing repairs	FENCE	Road Maintenance	RM
Land Care	LCM	Projects (provide details for treasurer to assign the Job ID)	

Work Description	Hourly Rate	General Meeting Approval	Payment
Road Maintenance (Clint Campisi uses own heavy equipment – rate includes labour, fuel and machinery hire)	\$85	December 2024	Submit invoice
Tractor & Machinery Maintenance (Sam Odermatt is a qualified trade person)	\$50	October 2024	Submit invoice
Co-op tractor with flail Or Work using own equipment	\$40	June 2024	Submit invoice
Work using Co-op equipment	\$30	June 2024	Submit invoice

Internal Contractor Invoice

Member name:	Site number:	Date:
Pay into my bank account Account name: BSB: Account Number:		

Dates worked	Work Description (include location & equipment used)	Hours	Rate \$	Amount \$	Budget ID	Director Approval
						Via email Date: _____
						OR Signature: _____
						Date: _____
TOTAL						