

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: O'HARA + JUNGEHUELSENG		Site Number: 3 + 5		
Date lodged: 13.01.2025		Approval date General Meeting:		
Date/s Worked	Description of work	Job ID	Hours	Amount
7.10.24	PAVING AT LAST RESORT (POH)	LR	4	60
8.10.24	PAVING AT LAST RESORT (POH)	LR	2	30
17.12.24	MINUTE TAKING AT DEC. GM (JJ)	ADMIN	2	30
18.12.24	SLASHING FIRE TRAIL (JJ)	APZ	2	30
OLT TO DEC '24	WEBSITE POSTING (18 POSTS @ 10 mins each) (POH)	ADMIN	3	45
		Total claimed	13	\$195
Notes				

Treasurer's Validation						
# shares	Annual Max	Prev. claims this year	Forward from prev. years	Available to claim	Validated for this claim	Date Validated
2	600	270		330	195	01/02/2025



Goolawah Cooperative Limited

Work Claim Form 2016/17

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			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.

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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: Denise and Dennis Cobourn		Site Number: 35		
Date lodged: 18/1/25		Approval date General Meeting: 8/2/25		
Date/s Worked	Description of work	Job ID	Hours	Amount
10.24	Camp kitchen signs	CKM	1.5	22.50
24.9.24	Slashing behind sites 35 34 33	APZ	2	30.00
Oct - Dec	Red Hill Notice Board / Letterbox	RHNL	10	150.00
		Total claimed		202.50
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	300	105		195	195	12/01/2025

October 2024

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

<p>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).....</p>	
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October 2024