

Approved Work List and Claim Forms

Draft for discussion at April GM 2025



The Co-operative has approximately 1500 acres of community land and needs members to complete all work, including bush fire management, land care, administration, maintenance and projects.

A member may choose to submit a Work Claim for work hours contributed to the Co-operative. 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 General Meeting approval.

Work performed is applied to the relevant Annual Budget. Work not listed requires General Meeting approval. Work claims cannot be applied to future years' levies.

The \$300 Work Levy is dischargeable by work hours at the rates listed below, 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.

The Treasurer and Secretary have prior GM approval to claim the Work & Membership Levies. Fire hazard reduction of absent member's sites is reimbursed by submitting a work claim.

Rates	Work Description
\$15 p/h	Bush fire management, land care, administration, maintenance and projects.
\$275 p/q	Treasurer and Secretary
\$50 per site	Fire hazard reduction of absent member's sites (cost passed on to member)

Approved Work List	Budget ID	Approved Work List	Budget ID
Bush Fire Management (include location) e.g. slashing, mowing, brush cutting, clearing large branches/trees/fence lines & trails..	APZ	Administration e.g. committee business, website, newsletter, governance work, meeting minutes, child minding for GM..	ADMIN
Camp Kitchen and Last Resort Maintenance e.g. cleaning, gardens, repairs..	CKM	Tractor and Machinery Maintenance	TM
Fencing repairs (include location) e.g. Replacing posts, wire..	FENCE	Road Maintenance (include location)	RM
Land Care (include location) e.g. weed & feral animal eradication, GECO work..	LCM	Projects (provide details so the treasurer can assign the Job ID) e.g. Last Resort (LR)...	



Work Claim Form

Name/s:		Site Number:		
Date lodged:		Approval date General Meeting:		
Date/s Worked	Description of work (include location, tools / machinery used as applicable)	Budget ID	Hours	Amount
e.g. 8/2/25	Producing GM minutes	ADMIN	2.5	\$37.50
TOTAL				
Notes:				

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

BUSH FIRE MANAGEMENT, ROAD AND MACHINERY MAINTENANCE TEAM

Team Co-ordinator: Craig Singleman

- Bush fire management (BFM), road, and machinery maintenance requires coordination, regular commitment and machinery skills and is paid at a higher rate.
- Members proficient with machinery and committed to completing regular work may request via the Co-ordinator to register with the Team.
- Team members must liaise with the Co-ordinator before commencing any work.
- Team members have prior GM approval to claim the Membership and Work Levies.
- Clint and Sam have prior GM approval to claim the Membership, Work and Sinking Fund Levies, and the Infrastructure Share Subscription.
- Team Co-ordinator to provide a report at General Meetings.

Approved Work List	*Labour Rate p/h	**Tool & Equipment Hire p/h	Team Members
Road Maintenance operator	\$30	\$55	Clint Campisi
Machinery Maintenance tradesperson	\$30	\$20	Sam Odermatt
Members using co-op tractor / equipment	\$30		Registered with Team
Members using co-op tractor with flail	\$40		Registered with Team
Members using own tools / equipment e.g. brush cutter, chain saw, power tools	\$40		Registered with Team

* **Labour Rate** - applied to levies / subscription

****Tool & Equipment Hire** - reimbursed into bank account

Fuel, spare parts, other expenses - claim receipts as per Finance Policy for reimbursement into bank account.

Work Claim Form

BUSH FIRE MANAGEMENT, ROAD AND MACHINERY MAINTENANCE TEAM

Name/s:		Site/s:	Date lodged:		Co-ordinator Approval date:	
Dates	Work description (Include location, tools, machinery)	Budget ID	Hours	Labour Rate p/h	Hire Rate p/h	Total
e.g: 1/3/25	Waterview Lane (grading / loader)	RM	2	\$60	\$110	\$170
GRAND TOTAL						

Treasurer's Validation

Team Member	Site #	Annual Max levies	Previous claims this year	Forward from previous year	Available to claim	Validated for this claim	Date Validated