

## WORK ON SHARED COMMUNITY LAND

*Draft for discussion at June GM*

### Member Participation & Co-operation

The Co-op relies on members to:

- Maintain roads, fire trails and buildings
- Prepare for bush fires
- Care for shared lands
- Complete admin and governance tasks.....

Work hours and expenses are applied to **approved budgets**, e.g.:

- Road Maintenance – \$30,000
- Tractor & Machinery Maintenance – \$6,000
- Bush fire Management - \$7,500
- Administration – \$7,000

### Work Contributions vs Financial Levies

Members must either:

- **Contribute work hours**, or
- **Pay a financial Work Levy**

### Work Levy

- Can be offset by work hours.

### Membership Levy

- **May** be offset by work hours **only** with General Meeting approval.
- Offsets should be considered carefully, as this levy funds the Administration Budget.
- This arrangement should be formally added to the Co-op Rules in a future update.

### Sinking Fund Levies

- Must be paid financially and cannot be offset by work hours.

### Infrastructure Share Subscription

- Must be paid financially and cannot be offset by work hours.

### Asset Protection Zones (APZs), Road, Machinery, and Building Maintenance

Maintaining Asset Protection Zones (APZs), fire trails, and roads is a Development Application (DA) requirement. These activities ensure emergency service access and help safeguard the community during natural disaster events.

At a General Meeting, members approved the formation of a dedicated and skilled Maintenance Team to undertake work related to roads, machinery, Asset Protection Zones (APZs), and community building maintenance. It was also agreed that this team would receive higher hourly rates, overseen and managed by a Maintenance Team Coordinator. This in-house approach saves time and money by avoiding delays and high costs from external contractors.

## General Work Claim Guidelines

Members may submit a General Work Claim for hours contributed to the Co-operative.

All claims must follow the guidelines below:

- Claims must be submitted to **gool.treas@gmail.com** and validated by the Treasurer at least **10 days prior to a scheduled General Meeting**.
- Claims must be lodged within **3 months** of the work being completed.
- Only tasks listed in the **Approved Work List** are eligible. Any other work must receive **prior approval** at a General Meeting.
- Approved work hours are credited toward the **\$300 Work Levy**. Once this amount is fulfilled, members may request additional hours be applied toward the **Membership Levy**, subject to General Meeting approval.
- Work carried out for **fire hazard reduction on sites of absent members** is reimbursable and will be billed to the absent member.
- Work claims **cannot be applied** to future levies.

Work Description	Rate
General work	\$15/hour
Treasurer and Secretary - pre-approved to claim Work & Membership Levies	\$275/quarter
Fire hazard reduction for absent members' sites	\$50/site

### Approved Work List & Budget Categories

Please include location details and any other relevant information on the Work Claim form.

Work Type	Description	Budget ID
Bush Fire Management	Slashing, mowing, brush cutting, removing large branches/trees, clearing trails or fence lines	APZ
Land Care	Weed/feral animal control, GECO-related work	LCM
Fencing Repairs	Post and wire replacement, etc.	FENCE
Road Maintenance	Filling potholes, etc.	RM
Camp Kitchen & Last Resort Maintenance	Cleaning, gardening, repairs	CKM
Tractor & Machinery Maintenance	Servicing, repairs	TM
Administration	Committee tasks, website, newsletter, meeting minutes, child minding during GMs, governance tasks	ADMIN
Projects	Projects (request Budget ID from Treasurer)	

# General Work Claim

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

Treasurer's Validation						
Share #	Annual Max WL + ML	Previous claims this year	Forward from previous year	Available to claim	Validated for this claim	Date Validated

## Maintenance Team Guidelines

**Maintenance Team Co-ordinator:** Craig Singleman

The Maintenance Team Co-ordinator is responsible for organising tasks and approving Maintenance Work claims. Claims may be submitted for payment at any time between General Meetings.

If you are interested in joining the Maintenance Team, please contact the Co-ordinator or the Portfolio Director.

All claims must follow the guidelines below:

- **Before starting** any work listed below, contact the Maintenance Co-ordinator or the Portfolio Director for approval.
- **Complete** the Maintenance Work Claim form and submit it to the Treasurer at [gool.treas@gmail.com](mailto:gool.treas@gmail.com).
- **Reimbursement of Expenses** - Submit itemised receipts for any expenses (e.g., fuel, spare parts, gravel) in accordance with the Finance Policy process.

Approved Work List	Budget ID	Approved Work List	Budget ID
Bush Fire Management	APZ	Machinery Maintenance	TM
Fencing Repairs	FENCE	Road Maintenance	RM
Land Care	LCM	Projects (request ID from Treasurer)	

Work Description	Hourly Rate
Road Maintenance (Clint uses own equipment – rate includes labour and fuel)	\$85
Machinery Maintenance (Sam is a qualified trade person using own tools)	\$50
Co-op tractor with flail	\$40
Work using own equipment	\$40
Work using Co-op equipment	\$30

## Maintenance Team Work Claim

<b>Member name:</b>	<b>Site number:</b>	<b>Date:</b>
<input type="checkbox"/> <b>Pay into bank account</b> <input type="checkbox"/> <b>Credit to Work and Membership Levies</b>		

Dates worked	Work Description (include location & equipment used)	Hours	Rate \$	Amount \$	Budget ID
<b>Comments:</b>					
<b>TOTAL</b>					

<b>Treasurer's Validation</b>						
Share #	Annual Max WL + ML	Previous claims this year	Forward from previous year	Available to claim	Validated for this claim	Date Validated