# 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**.
- Once the Work and Membership Levies have been exhausted, additional hours contributed to the Co-op may be claimed on the Work Claim form provided the Budget has funds remaining.
- **Reimbursement of Expenses** - Submit itemised receipts for any expenses (e.g., fuel, spare parts, gravel) per the Finance Policy process.

| Approved Work List | Budget ID | Approved Work List | Budget ID |
|---|---|---|---|
| Bush Fire Management | APZ | Machinery Maintenance | TM |
| Road Maintenance | RM | Projects / Sinking Fund Budgets | See Treasurer's Report for ID |
| Land Care | LCM | | |

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

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# Maintenance Team Work Claim

| Member name: | Site number: | Date: |
|---|---|---|
| | | |

| ☐  **Pay into bank account** | ☐  **Credit to Work and Membership Levies** |
|---|---|

| Dates worked | Work Description (include location & equipment used) | Hours | Rate $ | Amount $ | Budget ID |
|---|---|---|---|---|---|
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| **Comments**: | | | | | |
| | | | | **TOTAL** | |

| 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 |
| | | | | | | |

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