

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: Denise Cobourn		Site Number: 35		
Date lodged: 26.7.25		Approval date General Meeting: 9.8.25		
Date/s Worked	Description of work	Job ID	Hours	Amount
14 June to 26 July	<ul style="list-style-type: none"> • Writing and sending AGM notifications / Ordinary Resolutions / SGM agenda / documents to the webmaster. • Drafting and circulating board agenda and minutes, drafting AGM agenda, proxy form. • Writing overdue account letters and doing postal trips. • Supporting the Membership Committee with the policy review, updating documents, drafting letters to PMs. • SGM minutes, reviewing and a letter to a PM (action). • Drafting a letter to members with long term guests requesting compliance with policy. • Policy portfolio work e.g. roles in the co-op, guest policy, membership policy... • Finance portfolio work, checking ATO business portal, liaising with Treasurer, Secretary and Finance Committee 	ADMIN	24	360.00
		Total claimed		360.00

Treasurer's Validation						
# shares	Annual Max	Prev. claims this year	Forward from prev. years	Available to claim	Validated for this claim	Date Validated
	\$1100.00					

Approved Work List and Claim Form



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 claims cannot be applied to future years' levies.

The \$300 Work Levy is dischargeable by work hours at \$15 per hour. 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 not listed requires General Meeting approval.

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

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, producing meeting minutes, child minding for GM..	ADMIN
Camp Kitchen and Last Resort Maintenance e.g. cleaning, gardens, repairs..	CKM	Tractor and Machinery Maintenance e.g. assisting internal contractor..	TM
Fencing repairs (include location) e.g. Replacing posts, wire..	FENCE	Road Maintenance (include location) e.g. assisting internal contractor..	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), playground project (PLAY)..	

Work Claim Form

Work not listed requires General Meeting approval.

Name/s: Nick Reid		Site Number: 1		
Date lodged:		Approval date General Meeting: 14th June 2025		
Date/s Worked	Description of work (include location, tools / machinery used as applicable)	Budget ID	Hours	Amount
April-June throughout	Secretarial Duties - see Secretary's Report for details		30+	\$275
TOTAL				\$275
Notes:				

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



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.