

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 towards the **\$300 Work Levy**. Once this amount is exhausted, members may request additional hours be applied towards 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
Road Maintenance	Filling potholes, helping Maintenance Team	RM
Camp Kitchen & Last Resort Maintenance	Cleaning, gardening, repairs	CKM
Tractor & Machinery Maintenance	Helping Maintenance Team	TM
Administration	Committee tasks, website, newsletter, meeting minutes, child minding during GMs, governance tasks	ADMIN
Projects / Sinking Budgets	See Treasurer's Report for ID e.g. playground (PLAY), last resort (LR), Red Hill planting (RHP)	

General Work Claim

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