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1 February 2017

## Welcome to our February Newsletter

Happy New Year!

Welcome to our first Newsletter for 2017.

If you had a break over Christmas we hope it was restful, and you are refreshed and raring to go.

The CMS team have been back at work and are already helping our members. We know some of you have got your AGM coming up and you need to make sure you are preparing for this.

We will again be running roadshows, seminars and webinars so please look out for the notices and book early, as we fill up quickly.

Don't forget CMS has a whole ranges of services and products that your organisation may benefit from, so please contact us, we are only a phone call or email away.

Good luck and we hope to see you in 2017

**All the Best  
 CMS Team**

## Congratulations!



We have been delighted that so many of you have renewed your membership with us so promptly this year and it gives us great pleasure to announce that five of you have \$50 Officeworks vouchers coming your way as a result.

Our winners are:

1. Balaclava Road Children's Centre
2. Fitzgerald State School P&C Association
3. Forestview Community Kindergarten
4. Gladstone State High School P&C Association
5. Townsville Inner City Family Day Care Scheme

Your vouchers have been sent out to you!

If you have renewed your 2017 membership please keep an eye out for your membership renewal pack which has been posted out to you. In there you will find your certificate of membership, your website access details and lots of information on all the services we can assist you with this year!

We look forward to working with you this year.

## CMS has you covered!

Are you looking for training? CMS offers training for committees, in regards to their responsibilities, governance and end of year handovers.

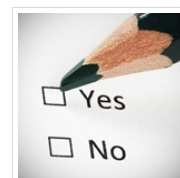


We also offer training in staff management, workplace bullying and harassment, work health and safety obligations, recruiting, team building, counselling and disciplinary procedures and much more.

These are just some of the services CMS offers, so give us a call today on 07 3852 5177 to find out how we can help you.

## Are you ready for your Audit?

The Financial statements of every association must be audited every financial year to ensure that their books and records are being kept in accordance with all relevant legislation and also to ensure that the accounts are complete and represent a true and fair view of the financial position of the association.



**REMEMBER:** Audited financial statements must be presented at your Annual General Meeting. If there is no audit report there can be no AGM.

Comments from CMS audit clients from previous years include this from a Queensland P&C Association passing on feedback from the end user.

*“He also commented that he was so impressed with the audit report created by our auditor, that he has been showing other Managers. He wished other auditors would produce such a quality document”.*

Consider at your upcoming AGM appointing CMS as your auditor for the 2017 financial year. Call us today on 07 3852 5177 or email [info@cmsolutions.org.au](mailto:info@cmsolutions.org.au) and a member of our finance team will contact you.

## Mandatory reporting by early childhood education and care professionals

**Article supplied by Department of Communities, Child Safety and Disability Services**



From 1 July 2017, early childhood education and care professionals will be mandated by law to report child safety concerns to the department, where there is a reasonable suspicion that the child has suffered, is suffering, or is at unacceptable risk of suffering, significant harm caused by physical or sexual abuse and there is not a parent willing and able to protect the child from harm.

Early childhood education and care professionals include staff from family day care, kindergarten, limited hours care, long day care and after school hour's care. Individuals who are volunteers or under 18 are not mandatory reporters.

The department is working with the Department of Education and Training to develop an implementation strategy to prepare early childhood education and care sector for the legislative changes and enable professionals to confidently report or refer vulnerable children and families to the right services at the right time.

A series of information sheets have been developed to support early childhood education and care professionals in their role as mandatory reporters. These are available of the Department of Communities, Child Safety and Disability Services website.

<https://www.communities.qld.gov.au/childsafety/protecting-children/about-child-protection/mandatory-reporting>

## BIG Win for CMS Members

Recently our Employment Relation Advisors were presented with an unfair dismissal claim in the Fair Work Commission and a claim for unpaid long service leave, 2 years after employment had ended.



As a result of the hard work put in by our Employment Relation Advisors, both cases were withdrawn **saving our members \$7000 plus.**

If you are currently faced with an employment issue or dispute and not sure about how to deal with it please contact CMS today on 07 3852 5177 or email [info@cmsolutions.org.au](mailto:info@cmsolutions.org.au). Our team are here to give you all the Guidance, Advice and Support you need to save time and money.

## Meal Breaks – What are the Employers obligations?

Most awards include provisions for meal breaks. Meal breaks are usually a minimum of 30 minutes up to 1 hour (some awards offer paid meal breaks if the employee is required to work for more than 5 hours). Some employees may be employed under an Enterprise Agreement which may have a 30 minute paid meal break.

The standard is to provide any employee who works more than 5 hours with an unpaid meal break of a minimum of 30 minutes.

Unpaid meal breaks are not included in calculations of the employee's ordinary hours of work.

Note: When it comes to rest pauses (tea break) there is no statutory entitlements. Check the applicable award to see what provision is made for rest (tea) breaks, they are generally a minimum of 10 minutes and are paid breaks.

If you are not sure please contact a CMS Employment Relation Advisors for assistance.

## Guidance. Advice. Support

Don't forget CMS offers Guidance, Advice and Support. We hope the New Year has started on a positive note. If you do have any staff related matters, call us today and get the advice you need from the CMS team. We can also help with recruiting, reference checking, performance reviews, employment contracts, position descriptions and much more...So please do not hesitate to contact one of our Employment Relations Advisors who will be more than willing to assist you.



## Sit back and relax...CMS will take care of it!

A happy workplace starts with having the right people in the right Jobs. Most of us will have experienced someone who just was not suited to the position or organisation.

We all know that getting the right person for the job is important but why is that? Some outcomes of getting the wrong person can include:

- Increased costs and time spent managing the employee
- Additional stress on other employees which can lead to decreased satisfaction

- Decreased client satisfaction
- Increased risks of Industrial Relations claims
- Drop in overall workplace performance
- Negative impacts on workplace culture

The start of the year sees a peak in Recruitment and Selection as organisations start to plan for a new year. Therefore we considered it important time to remind all members of our end to end Recruitment and Selection Service.

Our service can be tailored to the organisations individual needs, however the standard service can include:

- Develop and post job advertisements
- Receive and screen applicants
- Organise and Interview applicants, including development of interview questions
- Reference checking
- Notification to successful and non-successful applicants
- Prepare employment documents for new employee

So if you need to hire some new employees, sit back and relax as we do the employee shopping for you.

If you would like any more information on our Recruitment and Selection Service please contact us on [info@cmsolutions.org.au](mailto:info@cmsolutions.org.au), 07 3852 5177 or 1300 007 110.

## Employment Opportunities

We have added a new page to our website for members. We now have an Employment Opportunities page available for members to post any job vacancies online.

Posts are FREE for members and by price by consultation for non-members.

To advertise your vacant position online all you need to send us is your job advertisement, be sure to include:

- Position title
- Name of employer
- Employment status (part-time, casual or fulltime)
- A brief outline of the position
- Contact details for potential applicants
- Date applications close

Other information you may consider including:

- A little bit about your organisation
- Why an applicant would want to work for you
- Key selection criteria
- Other requirements such as qualification or professional membership

**If you have a position you would like to advertise on our new Employment Opportunities page please contact us on 07 3852 5177 or email [info@cmsolutions.org.au](mailto:info@cmsolutions.org.au).**

## On the road again!

The CMS team are on the road again and we would love the opportunity to meet with you and have a chance to chat through any issues you may be facing and maybe solve some you didn't know you had!

Schedule an appointment today to meet with one of our Employment Relation Advisors.

We will be in your area...

- **Mackay** – Friday, 24th March 2017
- **Brisbane West** – Wednesday, 17th May 2017
- **Toowoomba** – Wednesday, 24th May 2017

**We have plenty more locations scheduled throughout the year so stay tuned for the next lot of locations to be released in our March Newsletter.**

## Have you visited our website recently?

Community Management Solutions has a wealth of knowledge and experience gained through years of working with community organisations just like yours.

The CMS website is a valuable resource for members filled with all kinds of resources and templates to assist with the successful running of your community organisation.

- Award and Pay Rate Sheets
- Employment Contracts
- Position Descriptions
- Performance Review Forms
- Employee Induction Checklists
- Personal Detail Forms
- Payroll Detail Forms
- Application for Leave Forms
- Statement of Service
- Job Advertisements
- Draft Interview Questions
- Reference Checking Forms
- Rejection Letters
- Work Health and Safety Checklists
- Handover Checklist
- AGM Checklist
- Minutes of Meeting Template
- Constitution/Rules Checklist

AND the list goes on!

## What to do when an employee is constantly late for work

Dealing with an employee who is always late for work is a common problem for employers.



So can the employer take steps to stop this and can it be done legally? Yes you can, if the employer follows these steps.

1. If an employee is constantly turning up late to work without a reasonable excuse, then ask them is there anything preventing them from attending work at the rostered starting time.
2. If no reasonable excuse is provided, the employer may consider implementing a workplace policy that will state if an employee is running late they will be required to phone their manager / supervisor their estimated arrival time. The employer should continue to monitor the situation once the policy has been implemented.
3. If the employee continues to be late after implementing these steps, the employer can consider providing the employee with a formal warning, detailing the number of days the employee has been late to work and how this is impacting on the business in a negative way.
4. The warning needs to refer to the employee's working hours obligations under their contract of employment and the organisation policy. The warning can outline that the organisation considers the times the employee is regularly late for work is to be misconduct and that the employee's attendance at work will be monitored over a reasonable period of time (this could be for up to 4 weeks).
  - The warning should also state that if they do not improve that the employer will take further disciplinary action including termination of employment.
  - After the monitoring period the employer needs to review the situation again. If the employee has not improved the employer may take further disciplinary action which may include termination of their employment.

Most importantly remember to minimise the risk of unfair dismissal claims in these circumstances, the employer must put the relevant allegations to the employee at a meeting where they have had the opportunity to bring a support person and consider their response to the allegations. Only then the employer should make a decision on terminating the employee.

**Before taking any of these steps contact a CMS Employment Relation Advisors to assist you through the steps and ensure you are following due process on 07 3852 5177.**