

eNews



April 2016 - Edition 3

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Welcome to our April Newsletter

Welcome to the third edition of the CMS E-News. We hope you had an enjoyable Easter and you didn't eat too many chocolates. If you were lucky to have a break over the Easter period we hope it was an enjoyable one and you are all raring to go for the next quarter.

It is a big quarter for organisations, not only do some have the end of financial year (30th June) and need to do payment summaries but being ready for SuperStream is very important. Make sure you read our article further down on SuperStream and if you have any questions please do not hesitate to contact the team at CMS.

Now don't forget this month we have the Anzac public holiday, Monday 25th April 2016, all public holiday conditions will apply if staff have to work on this day. Also early in May 2016 we have the Labour Day public holiday on the 2nd May 2016 (Qld & NT Only).

CMS have a number of seminars and events coming up please read further down in our E-News to find out all the dates and times.

If there are any questions you need answered please take advantage of your CMS membership and contact us today.

We hope you enjoy this month's edition.

You've planted the seed, now what?

sown your policy seeds and want them to grow into a strong oak trees. As our members grow and learn we have seen some really great work be done on introducing employment policies and procedures, but, is having a policy enough?

[Read More](#)



Union Secretary fined for failure in financial reporting!

The former General Secretary of the Musicians' Union has been fined \$17,000 individually for breaching financial reporting requirements from 2007 – 2012. Although our members are not covered by the same legislation as the union, it is important to remember that you may have obligations under the *Incorporated Associations Act 1987*, *Associations Incorporated Regulation 1999* or similar. All Executives of Associations are expected to act with due diligence and care in their duties and should thus become familiar with their obligations. A great starting point for our incorporated associations is the [Queensland Governments Website](#). Or, for our P&C's a good place to start is with [P&C's QLD Website](#). For those in our Sunshine Coast Region, don't forget that we are having a [New Executive and Governance Seminar](#) on 20 April 2016 .



What is the difference between Parental Leave and Paid Parental Leave?

Unfortunately given the similarity of the names it can be confusing to identify these entitlements as two distinct issues. There are however two distinct and separate entitlements.

Parental Leave means the leave that an employee is entitled to under the Fair Work Act 2009, Industrial Relations Act 1999, or other employment legislation.

Paid Parental Leave means the entitlement provided by the Commonwealth Government through the Department of Human Services which is covered by the Paid

The difference, Parental Leave is an unpaid 12 month entitlement that certain employees have, where they are entitled to return to the same position after this leave. Paid Parental leave is a financial benefit provided by the Commonwealth Government to support new parents. An employee may become entitled to one leave and not another.

The Employer is responsible for ensuring the employee is aware of their rights to the unpaid Parental Leave, however an employee should seek assistance from the Department of Human Services if they wish to access Paid Parental Leave.

For more information contact the CMS Team on 07 3852 5177.



Looking at hiring a New Employee?

Why not consider CMS's Recruitment and Selection Service. Our comprehensive service can provide end to end recruitment and selection or assist with any specific requirements you may have.

Our experienced Employment Relations Advisors can assist in ensuring your recruitment process follows best practice guidelines and obtaining the best applicant for your position.

[Read More](#)



SuperStream Deadline is Looming!

Small businesses have less than 2 months remaining to become SuperStream ready before the 30 June deadline.

As of 30 June 2016, ALL employers will need to use SuperStream when paying super. If you are not already paying super using SuperStream it's important you get started soon.

June 2016.

SuperStream is the standardisation of how employers make super contributions on behalf of their employees. Employers send all super payments and employee information electronically in a standard format, instead of sending multiple payments to the various super funds of employees.

By taking action now, employers can use the coming months to set up SuperStream. This will ensure things are running smoothly and you will be able to avoid any last minute stress as the 30 June deadline approaches.

Visit the [ATO website](#) and view a short video on how to get started.



Super is like a good education.
You'll appreciate it in the future.



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CMS Roadshows

Is your organisation running efficiently?
Are you having problems with your employees?
Would you like to know whether your organisation could be making more money?

We would love the opportunity to meet with you and have a chance to chat through all the issues you are facing - and maybe solve some you didn't know that you had! Schedule an appointment with our CMS team while we are in your area. Meet with one of our Employment Relations Advisors to discuss any staffing issues you might have, and a member of our Financial Services Team to discuss any issues relating to your organisation's finances or find out how we can help you!

We will be in your area...

- **April - Brisbane South**
- **May - Sunshine Coast**
- June - Gold Coast
- July - Ipswich
- July - Cairns
- August - Townsville
- September - Gladstone
- October - Brisbane North

Contact Rebecca White to book an appointment today!

Email: rebeccaw@cmsolutions.org.au
Phone: 07 3852 5177 or 1300 007 110

NEW Parents & Citizens Association Award

CMS has been involved in the initial drafting and consultation with the Queensland Industrial Relations Commission regarding the modernisation of the Parents and Citizens Association Award. The consultation process is ongoing and if consent is reached amongst all parties involved, the Award could be finalised as early as May 2016.

Please keep your contact details up to date so that CMS can ensure you receive timely updates.



Have you recently been appointed the role of Treasurer?

Treasurer's role is responsible for the financial well-being of your organisation. The job of a not-for-profit Treasurer can be very challenging but also very rewarding.

Treasurers often go above and beyond the call of duty to make sure everything is done and done correctly. It is not an easy job, but it is quite possibly one of the most important positions on any volunteer committee.

On the **27th April 2016** CMS will be hosting a seminar to provide you with the tools, hints and resources to help your job as a Treasurer that little bit easier.

DON'T MISS OUT - Register your spot today!

Have you visited our website recently?

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

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

- Awards and Pay Rate Sheets
- Employment Contracts
- Position Descriptions
- Performance Review Form
- Employee Induction Checklist
- 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 & Safety Checklists
- Handover Checklist
- AGM Checklist
- Minutes of Meeting Template
- Constitution Checklist

AND the list goes on!

So visit our website today and take full advantage of the **CMS Members Portal**. If you are unsure of your member access details contact the CMS team.



with Governance Issues?

Every year Community Management Solutions comes across organisations struggling to deal with governance issues that have gone horribly wrong. Start 2016 off on the right foot by coming along to our seminar on the **20th April 2016** on being a **New Executive and Good Governance**.

This is your opportunity to make sure you understand your constitution, your role and responsibilities as an office holder and the protocols you need to follow for decision making. Full of practical tools and examples, this seminar is designed to help you achieve great things for your organisation and avoid some of the pitfalls associated with being a volunteer committee member.

[Register your spot today!](#)

Grants

Our team at CMS like to keep our members updated with any upcoming grants that you may be eligible to apply for. Please keep checking our website for all the details on how to access these.

[Visit Website](#)

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