

eNews



June 2016 - Edition 5

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Welcome to our June Newsletter

Welcome everyone to another month! Winter is upon us, so it may be a good idea to encourage your staff to get their flu shots.

The staff at CMS have had a busy May assisting our members. The Employment Relations staff have been kept busy with representing some of our members in the Fair Work Commission and we have also been assisting members with various enterprise agreements, underpayment of wages claims and performance issues.

The Financial Services staff have also been busy with new clients and preparing for their payroll clients end of payroll year.

Don't forget to remind the person who does your payroll that they need to start preparing for the payment summaries for employees. Look out for a video we have done on "payment summaries" this will be available shortly to members.

Don't forget if you have any questions or issues, we are a phone call away!

Happy Reading.

Did you know CMS can assist you with?

- [Workplace Relations / Industrial Relations Issues](#)

- [Financial Services](#)
- [Governance](#)



Time to prepare!

You will need to start thinking about Payment Summaries soon to ensure that you are ready to get them out to all employees by the 14th July 2016.

Reminder...Employer Summaries need to be lodged electronically to the ATO by the 14th August 2016.

For more information click on this link [ATO Website](#).

CMS have created an End of Year Payment Summary Checklist to assist you with this process. Click on the below link to get your copy today.

[End of Year Payment Summary Checklist](#)



Federal Minimum Wage Increase Decision

The Fair Work Commission Minimum Wage Panel has handed down their decision today to deliver a **2.4%** increase to the Federal Minimum Wage and the Modern Awards.

The federal minimum weekly wage will increase to **\$672.70** per week (**\$17.70**) per hour from **1 July 2016**.

All modern award base rates will increase by **2.4%** from **1 July 2016**. Weekly wages will be rounded to the nearest 10 cents.

Pay rate sheets will be sent shortly to all members after the Fair Work

Please do not hesitate to contact CMS should you require any further information or would like assistance in applying the increase.

Note this does not apply to persons employed under State Awards, i.e. P&C's. The State Award increase occurs on the 1st of September.

Is your organisation safe & sound?

Meeting your Work Health and Safety obligations can be daunting and time consuming. But not meeting your obligations can be extremely costly - personally, emotionally, legally and financially.

To help you ensure that your workplace is safe and free from hazards that could affect those in your care and your employees, book a CMS WH&S Audit today.

Only \$825 (Inc GST) excluding travel for members!

Our comprehensive audit covers:

- Housekeeping and Workplace Inspection.
- Emergency Response Planning.
- Identifying hazards across all areas of your work site.
- Checking that registers and records are compliant.
- Ensuring that manual tasks are being carried out correctly.
- Identifying hazardous substances (e.g. asbestos).
- Checking electrical safety.
- Checking infection control procedures.
- Basic food safety.

The onsite audit is followed up with a written report, documenting areas of concern and recommendations to achieve compliance and best practice.

We strongly recommend that a Work Health and Safety Audit be undertaken every two years.

Contact CMS on 1300 007 110 to book your WH&S Audit today.

Have you checked your accounting software?

A common error that we have come across with members is that the staff entitlement accrual settings within their accounting/payroll software are incorrect. Now would be a good time to check your accounting software to ensure your staff entitlement accrual settings are set up and accruing correctly. For further information please contact our Financial Services Team.



Your own Community Management Solutions Guidance - Anywhere, Any Time!

CMS have a series of comprehensive online and hard copy guides aimed at giving you the comprehensive Guidance, Advice and Support you need, when you need it.

Our Guides are updated regularly to make sure the information you access is always current and each comes with a suite of templates and draft policies to make managing your business, staff, governance obligations and workplace safety easy.

The CMS Guides have been specifically developed to assist our members to effectively manage their organisations and the businesses they run.

All of the CMS Guides can be accessed online through the CMS website or be provided in hard copy format.

Available to all CMS members at a discounted rate.

The guidance you cannot afford to be without so start your [subscription today!](#)

Awards for Parents and Citizens Association Update

The modernisation of the P&C Award is continuing through the consultation process and Community Management Solutions has been working with Employee Unions and the Queensland Industrial Relation's Commission to come to an agreement on the new Award.

What can you expect?

The Award has been developed to cover all aspects of Parents and Citizens Associations from the Canteens and Outside School hours care to your Administrative and Support Staff. The idea is to have one Award which will cover all these employees.

The Commission has made a number of standard changes across all other modernised state Awards which we anticipate will be included in the P&C Award. These include

- Increases to Allowances – such as motor vehicle and meal allowances;
- Provisions for Enterprise level flexibility;
- Divisional and District Parities; and
- Reference to the Queensland Employment Standards which will apply after the introduction of the modernised Award.

When can you expect it?

There is still no set date for the introduction of the Award, however we anticipate that the introduction will be this year.

We will of course continue to keep you informed on this process.



What to look for in a bookkeeper?

It is not hard to find a Bookkeeper, but it is hard to find a good one!

So how do you know if your bookkeeper is good?

Training and Accreditation

Every bookkeeper should have some sort of formal bookkeeper or accounting training and preferably be a registered BAS Agent. A registered BAS agent means that the Tax Practitioners Board are satisfied that the bookkeeper has the required skills, qualifications and a minimum amount of experience to correctly account for GST and prepare your BAS according to legislation.

Experience

The less experienced and less qualified bookkeeper will usually be cheaper. However judging bookkeepers by price is fraught with danger. If you're simply comparing hourly rates, a highly experienced bookkeeper will always seem more expensive. This is not true because most experienced bookkeepers will work significantly faster and smarter than someone who has less experience.

Sometimes you may find that your current bookkeeper rates are cheap, BUT they may take 16 hours to do the work, when a more experienced and higher priced bookkeeper may only take 6 hours to do the exact same work.

What you need is a [great bookkeeper](#). A great bookkeeper will do more than just get you over the line with your compliance.

[Read the full article](#) to find out what to look for in a Great Bookkeeper.

How to keep things sweet as you go about restructuring

June is Candy Month (yum yum), so although we might not all choose to indulge our sweet tooth, we can all appreciate the need to manage restructures in the 'sweetest' way possible. This month we will therefore focus on our legal obligations when it comes to restructuring.

An employer's primary legal obligations during a restructure will stem from their Award/Enterprise Agreement, so this should be your first point of reference (after speaking to CMS). The majority of Awards/Enterprise Agreements will outline your requirements for consultation, notice and redundancy pay. All these issues will need to be considered and if your proposed change will result in significant effects on your employees.

Your Award/Enterprise Agreement will also outline in what circumstances you need to

Agreement but will generally include circumstances where:

- There is the possibility of terminations;
- Major changes are to occur in the workforce's composition, size or the skills required;
- There are alteration to the hours of work;
- There is the need for retraining or transfers; and/or
- There is the elimination of job opportunities.

If a significant effect is going to occur, it is important to ensure that you meet all your consultation requirements. Consultation again can vary slightly from Award/Enterprise Agreement to Award/Enterprise Agreement and may include:

- A duty to consult with employees as soon as possible, **after** a decision has been made to introduce a major change;
- A requirement to discuss with the employees and their representatives, if any, in relation to the effects of the change and any measures being taken to mitigate the effects of the change;
- A requirement to provide written advice of the relevant information about the change, including the changes effect on employees; and/or
- Protection from disclosing confidential information which would be contrary to the employer interests.

With any changes it is important to meet your legal obligations as well as manage your employee's reactions and expectations during the process.

For more tips on change management contact the team at CMS.

CMS members have access to a number of templates that can assist during restructuring, so please feel free to contact the office if you are considering restructuring and to seek our advice.

As always we welcome your feedback on any topics you want to hear about.



Can an Employee work for another Employer while on leave?

There have been many times over the years when a member has called us because they have found out that their employee who is on a period of statutory leave, such as long service leave, annual leave or unpaid parental leave, that the employee is working for another employer.

So the question is, "can they"? The answer is 'technically yes' as long as the work

Paid Annual Leave

Under the National Employment Standard and Industrial Relations Act 1999 there is no provisions that allow the first employer to have any control over the activities of the employee while on paid annual leave. So your employee will be able to perform work for another employer while on paid annual leave.

Long Service Leave

Individual State long service leave legislation will outline if an employee can work for another employer while taking paid Long service leave.

In Queensland, the Industrial Relations Act 1999 does NOT prohibit an employee from working for another employer while on paid long service leave.

This is different in Victoria, the Long Service Leave Act 1992 [Vic], (s.27), states that it is an offence to work while on long service leave or for an employer to employ someone who is on long service leave. But it does allow for a part time employee to take long service leave from the first employer and they may continue to work for a second employer, BUT they cannot work during hours that they would normally work for the first employer.

Government Paid Parental Leave Scheme

An employee will jeopardise their entitlement to payments under the Government Paid Parental Leave Scheme. The Paid Parental Leave Act 2010 (Cth) (s48) states that a person (other than a self-employed person) returns to work on a day that is on or after the birth of a child if, on that day, the person performs one hour or more of paid work other than for a permissible purpose, such as a 'keeping in touch day'.

Finally Work Health and Safety issues need to be taken into account, if you have an employee who keeps working for another employer while on paid leave, apart from the employer's duty of care to the employee, there is a responsibility on the employee to ensure they do not participate in activities that may increase their level of accident risk (fatigue).

If you would like further information, please contact CMS.



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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 have already visited a number of different areas around Queensland and we look

We will be in your area...

- **June - Gold Coast**
- **July - Ipswich**
- 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

Executive & Governance Seminar Highlights

On the 20th April we had the pleasure of meeting with some of our Sunshine Coast members to discuss the Governance and Financial framework within which their organisations operate.

This was a chance for new Executive committee members to not only learn about the legislative requirements they are required to meet but to understand why these requirements are in place.

We also covered the high level financial requirements that all committees should be meeting in terms of reporting and government imposed costs such as Superannuation and PAYG as well as discussing what a good audit looks like and when and why fraud can occur.

Some of the attendees had been on their organisations committees previously but everybody learned something they didn't know before.

As in all our seminars the day also provided a great opportunity for us to meet our members and for them to meet each other and to swap ideas on their common challenges.

Here are some tips members took away from the seminar...

- Minutes should be held and minutes should be kept detailing the discussions held and the motions made and passed.
- The Executive is responsible for running the business and needs to educate themselves on

We very much enjoyed the seminar and look forward to seeing more of our members at our future seminars.



Grant Writing 101

- Is it your first time writing a grant?
- Do you need a few more tips to write that winning grant application?

upgrades to your organisation. If you need a facility or equipment upgrade then applying for a grant may be an opportunity for your Not for Profit organisation.

Initially, writing grants can be daunting. Bring your laptop and you can make a start on the day. We will offer guidance on what you will have most success with in obtaining your grant.

This workshop can help take the scariness out of attempting a grant for first time writers and may even start you off on on the funding submission path!

Join us on...

Date: **Tuesday, 26th July 2016**

Time: 9.30 Registration, 9.45am Start - 1.00pm

Venue: Kedron Wavell RSL

REGISTER NOW!

CMS Annual General Meeting

The Annual General Meeting of the Australian Community Services Employers Association, Union of Employers T/A Community Management Solutions will be held on Wednesday, 15th June 2016 at 6.30pm at the CMS offices at Kelvin Grove.

Notices have been mailed out to all members. If you are planning on attending please RSVP by Friday, 10th June 2016.

Copies of the ACSEA T/A CMS Audited Financial Statements for 2015 are available on our website.



Congratulations, Mr Allan Fazldeen

We would like to take this opportunity to congratulate our Secretary, Mr Allan Fazldeen who was recently recognised and awarded the Medal of the Order of Australia (OAM) for his service to early childhood care and other community organisations.

Allan has been our Secretary since 1973, and played a major role in establishing our organisation.

Congratulations Allan!

Do you know what grants are currently available?

Community Management Solutions knows how important it is for our members to receive up to date information on the latest Grants available. Check our website for the latest Grants available.

[Visit Website](#)

Community Management Solutions is...

TAKING CARE OF BUSINESS

To find out how a CMS Membership can help you *'take care of your business'* click here...



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