

# eNews



**July 2016 - Edition 6**

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## Welcome to our July Newsletter

Winter arrived with a bang!

School holidays have arrived for some of us, and we hope if you're having a break it is going well.

CMS staff have been kept busy in June and it looks like it will be an even busier July for us.

Our Employment Relation Advisors have been busy assisting members with Enterprise Agreements, Unfair Dismissal cases and General Protections. Final conferences on the new P&C Award have been held and there are still a couple of more issues that are being finalised and we are hoping this new award will be released from the Qld Industrial Relations Commission very soon! For all P&C members, we are planning a strong educational program on the new P&C Award when it is released.

Federal Employers don't forget the minimum wage increase, all pay rates have been done and sent to members, if you have not received them, they are in the members area on the website or call/email us for a copy.

We have had a thriving month with our new recruitment service, which we have had excellent feedback on. Don't forget if you need new staff and you don't have the time to organise this, contact us and find out about our new Recruitment Service.

Look out for a couple of new services that are being planned for the near future!

The financial team has been busy working on ongoing payroll and bookkeeping matters for clients and it is the end of the payroll year and therefore payment

have put together a webinar on preparing payroll summaries which is available on our YouTube page.

Our Financial Audit Service is doing audits for members who require it throughout the year.

A couple of our members have also take up our new Financial Health Check Service, which is getting great feedback, so if you think your financial systems need a health check call us to discuss this great service.

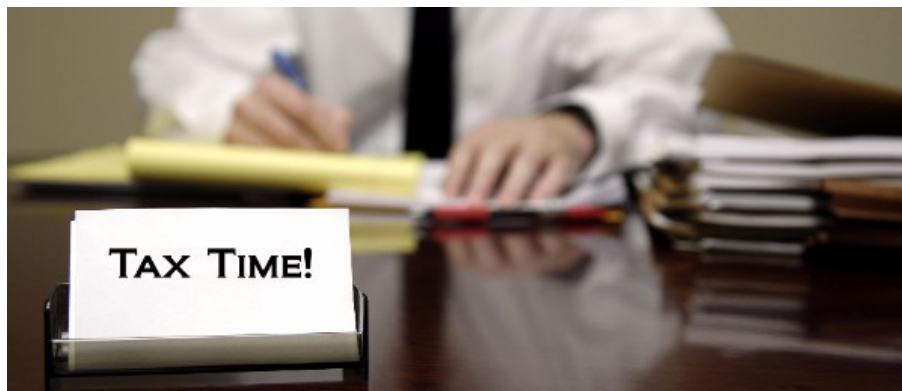
If you are having a break, enjoy yourself, keep warm and see you next edition for more exciting news.

Happy Reading.

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## Did you know CMS can assist you with?

- [Workplace Relations / Industrial Relations Issues](#)
- [Human Resources](#)
- [Work Health & Safety](#)
- [Financial Services](#)
- [Governance](#)



## Payment Summaries Guide

Payment Summaries need to go 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 recently created a "Guide to preparing your employees' payment summaries" video to assist you with this process. If you missed that email click on the below link to view.

[CMS Payment Summaries Guide](#)

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## New Look Coming Next Month!

Don't be concerned if next month's E-News looks a bit different. We have decided to give our E-Newsletter a bit of a face lift.



## Federal Minimum Wage Increase Decision

The Fair Work Commission Minimum Wage Panel has handed down their decision 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 the first full pay period on or after **1 July 2016**. Weekly wages will be rounded to the nearest 10 cents.

**Pay rate sheets have been sent to all Federal Award Members and the they are also available on the website [www.cmsolutions.org.au](http://www.cmsolutions.org.au) under the Members Resources Area.**

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 2016.

## Are your staff management procedures in order?

With the constant changes in our Industrial Relations and Employment Legislation, it can be hard for employers to keep up to date on what is needed for their employee records. An HR/IR Health Check helps you get all your files and processes in order!

So what is covered in the Basic HR/IR Health Check?

- Review of employees' personnel files.
- Review of employees' entitlements. This includes checking leave balances, sick leave, long service leave and checking and leave taken is recorded and the outstanding amount is correct.
- Ensuring pay slips are compliant.
- Ensuring employees' superannuation is recorded and contributions paid.
- Review of general requirements and employment documents.
- Review of the organisations policies.

We also offer an Advanced HR/IR Health Check which includes what is covered in the basic audit plus...

- Review of all employee wages.
- Review of time and wages records.
- Checking employees' leave entitlements are correct and calculate if required.



## Get your new staff members off on the right foot!

One of the hardest things about starting a new job is learning how an organisation works. Get your new staff members off on the right foot with an Employee Handbook that outlines all they need to know to ensure they fit in quickly and easily.

Available as a Word document so that you can customise it to your organisation, the Employee Handbook ensures employees have a quick reference guide to check back to. It covers everything from leave entitlements to dress code, to how to deal with unacceptable behaviour and compliant procedures.

It also provides a great outline for Employers to follow when inducting new staff members or training existing staff on new policies or procedures. It helps you ensure that you have covered everything you need to - from smoking in the workplace, to toilets, to lunch breaks.

The Employee Handbook is available to members at a fantastic price of \$55 so orders yours today.

**Order your Employee Handbook now!**

**[Employee Handbook - P&C Associations](#)**  
**[Employee Handbook - Federal Organisations](#)**

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## Awards for Parents and Citizens Association Update

The modernisation of the P&C Award is in the final stage of the consultation process and Community Management Solutions has been working with Employee Unions and the Queensland Industrial Relations Commission to come to an agreement on the new Award. If agreement is reached on the new Award it may be finalised in the next few weeks. If agreement is not reached it is expected to take approximately a month to finalise.

### **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.

conditions. However any new employees will move into the new Award.

As per last month's newsletter, 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.

Please ensure that your contact details are up to date as CMS will keep members informed through their primary contact.

**For more information please contact the CMS Team on 1300 007 110.**



## Have you checked out the CMS YouTube Page?

Over the last month we have been busy uploading various video to our YouTube page to keep our members up to date.

We are also in the process of developing new videos to assist you with your day to day responsibilities as a committee member. So keep a look out in your emails for updates!

If you have any suggestions on topics you would like us to discuss please let us know.

If you haven't already, go and check out our latest videos.

<https://www.youtube.com/user/CMSolutionsCMS>



## What is Workplace Mediation?

Workplace mediation is a method used for dispute resolutions. It assists parties to resolve workplace issues and achieve an ongoing workable relationship. Mediation is a cost effective and less time consuming process than formal proceedings. Mediation can resolve disputes before parties feel the need to consider litigation.

When do we use it?

Mediation in the workplace can be used in the following situations:

- Workplace relationship issues;
- Dealing with difficult employees;
- Communication and working style differences;
- Facilitate difficult conversations;
- Job role division;
- Matters that do not involve serious misconduct or a serious breach of the organisation policy;
- Misunderstanding, clashes of personalities;
- Difference of opinions.

Community Management Solutions provides mediation services to organisations who are seeking to resolve employee issues in a cost-effective and informal manner. Community Management Solutions mediation service is an informed process for organisations who are seeking to resolve workplace issues.

**Give CMS a call on 1300 007 110 to find out how we can help you!**





## to get through the colder seasons

Welcome to July and congratulations on making it half way through the year. There is so much to celebrate this month, it's ice cream month, independent retailer month, mobile phone courtesy month and school holidays (I hear some cheer and some groan).

So whilst we eat our ice cream, which we brought from an independent retailer, whilst reading this on our phones, with the children screaming in the background, let's talk about how to building positive relationships at work.

Creating a positive team environment at work can have a large impact on any organisation. You will often hear people say "I'm not that fond of my job but I love the people I work with". Workplace relationships will often play a significant role in employee satisfaction and employee satisfaction in turn can contribute to more productive and profitable workplaces.

**Read More** to find out where to start!



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



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## CMS Roadshows

Is your organisation running efficiently?

Do you need advice on managing your employees?

Would you like to know where 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 forward to seeing you in your area.

### We will be in your area...

- **July - Ipswich**
- **August - Townsville**
- **September - Bundaberg**
- **September - Gladstone**
- October - Brisbane North

### Contact Rebecca White to book an appointment today!

Email: [rebeccaw@cmsolutions.org.au](mailto:rebeccaw@cmsolutions.org.au)

Phone: 07 3852 5177 or 1300 007 110



## Dealing with difficult conversations!

Community Management Solutions invites you to our upcoming workshop on dealing with difficult conversations.

**Our special guest presenter Andrew Brayne, a nationally accredited mediator and facilitator** will be talking through some of the ways to prevent conflict in the workplace and help you with strategies to proactively deal with conflict situations. We know many of you find this one challenging so come along, learn some new skills and gain greater confidence.



- What is conflict?
- Sources of conflict
- Our own reactions and other barriers to communication
- Impacts of conflict
- STAR model - strategies to manage conflict
- Role-plays to practice these skills

**Join us on...**

Date: **Tuesday, 30 August 2016**

Time: 10.30 Registration, 10.45am Start - 1.30pm Finish

Venue: Kedron Wavell RSL

**Call Rebecca White on 1300 007 100 or [rebeccaw@cmsolutions.org.au](mailto:rebeccaw@cmsolutions.org.au) to REGISTER NOW!**

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## Super Stream Now Effective 1 July 2016

Under SuperStream employers need to lodge superannuation contributions electronically via a clearing house and pay the contributions electronically as well.

**Just paying superannuation electronically may not necessarily mean you are doing it in a SuperStream compliant method.**

This means you can make all your contributions in a single transaction, even if they're going to multiple super funds.

The deadline to be on board with SuperStream was 30 June 2016. However, the ATO will provide compliance flexibility to small businesses that are not yet SuperStream ready until 28 October 2016.

This means the ATO will not be taking compliance action against small business that missed the 30 June deadline.

If you have missed the deadline make sure you visit the [ATO Website](#) to view the step by step guide to become SuperStream compliant.

If you need have any questions or require any further information please do not hesitate to contact our Financial Services Team on 1300 007 110.

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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...



GUIDANCE • ADVICE • SUPPORT

**1300 007 110 | [cmsolutions.org.au](http://cmsolutions.org.au) | [contact us](#)**

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