



2 August 2017

## Welcome to our August Newsletter

We hope you are all keeping warm and well!

Once again the CMS staff had a busy month and it looks like we are going to be the same for August.

The Employment Relations team have been working with members on issues relating to the under payment of wages, workplace bullying and redundancies. So if you need any help let us know.

Our Financial team successfully got all the payroll clients payment summaries out in time; we hope you all did as well. Our Financial health check service is helping a lot of members; we are also promoting our one on one training for members on their account system, so if you are interested please contact us.

See you next month! Keep well and safe.

## EKKA Public Holiday



This month we have the EKKA happening in Brisbane! Our offices will be closed for the Brisbane Show Day public holiday on the 16th of August. Other regions will have their public holidays on different days, so be sure to check your calendar. If you are unsure what to pay your employees for the public holiday please contact one of our Employment Relation Advisors on 07 3852 5177 and they will assist you.

## Did you make it through your payment summary season?



How did your end of payroll year reconciliation and issue of payment summaries go? Hopefully without any issues.

Did you find our YouTube webinar on "Guide for Payment Summaries" helpful? If so we'd appreciate your feedback.

Now that you have issued payment summaries to your employees, there are a few more dates to be aware of.

- PAYG payment summaries annual report (EMPUPE) need to be lodged with ATO (tax office) by no later than 14th August 2017.
- WorkCover wages declaration is due by the 31st August 2017.
  - Remember that superannuation paid has to be added to the amount declared.
  - Unused holiday leave, long service leave etc. paid on termination should not be included in amount declared.
  - Be sure to read the definition on salaries and wages provided by WorkCover.

If taking care of your organisation's finances all sounds a bit too hard and you would you like someone else to take care of it all for you, you should call our team at CMS. At CMS we have 'your accounts department' ready to go. We know the specific rules that you work under, we have all the right software and we have the expertise to ensure that the funds you have worked so

hard to receive are going to the right place and accounted for at all times.

CMS can undertake **End of Financial Year**, Interim and Accounting and **Financial Compliance Audits**, depending on your needs, as well as taking care of all your **bookkeeping and/or payroll needs**. We pride ourselves on the quality of our work we do and believe that you get real value for money, as do the members who come back year after year.

**Want to know more about our Financial Services? Contact the CMSolutions team today on 07 3852 5177 or 1300 007 110.**

## Fair Work Update

For you members who are under the Fair Work system there have been a few decisions, like “Unpaid Domestic Violence Leave and Casual Conversion Clause for Modern Awards”, but don’t panic they are still in the consultative stage and no final determination is set for a while yet. We will let you know when this happens.

<http://www.cmsolutions.org.au/news/introducing-the-two-new-clauses>

## What to do when replacing someone on parental leave?

If you have an employee who is going on parental leave, and you need to engage a replacement employee for this period, then before you engage a replacement employee you must notify the replacement employee of the following:-



- The temporary nature of the employment;
- The rights of the employer and the employee taking parental leave with respect to a right to cancel the leave if the pregnancy ends other than by the birth of a living child;
- The return to work guarantee;
- The right of the employer to require the employee taking parental leave to return to work if the employee ceases to have responsibility for the care of a child.

It is very important to advise a prospective employee, before the person is employed, of the rights of the employee taking unpaid parental leave and the details of accepting a position that is temporary.

It is most important to make sure the potential replacement employee understands the rights of the employee going on unpaid parental leave and the temporary nature of their employment.

**For more information please do not hesitate to contact one of our Employment Relation Advisors on 07 3852 5177.**

## What are your obligations on inducting and training your employees?



A major issue in cases of performance and termination is whether an employee is or is not aware of the organisations policies and procedures.

It is important to remember that the employer has the obligation to ensure that their employees have read and understood the policies in questions and that just handing them the policy is not enough.

An example of such requirements were the recent termination of a Woolworth’s service station employee who failed to follow the procedures for attempted robbery. The Commission accepted that employees were provided a safety pack every two months, which contained both the employers policy and a questionnaire that needed to be returned.

The Commission considered that the employee was aware of the procedure and had wilfully gone against this policy and thus the termination was fair. Another consideration of the Commission was the employee had received two previous written warnings for failing to follow Woolworth’s procedures.

**Need more information, speak to our Employment Relations Advisors on (07) 3852 5177.**

## What is Reasonable Management Action

The definition for Reasonable Management Action is an objective statutory test found in workers’ compensation legislation throughout Australia that requires management to make decisions reasonably and to undertake the following processes in a reasonable way:



- Employment transfer;
- Demotion;
- Disciplinary action;
- Redeployment; and
- Dismissal.

Reasonable management action includes:

- Setting performance goals and standards;
- Deciding what work a worker will do;
- Deciding not to promote a worker;
- Moving a worker to a new office or workstation for business reasons;

- Transferring a worker to another work site (if the worker's employment contract permits this);
- Giving a worker feedback on performance; and
- Taking disciplinary action (including dismissal) if a worker's behaviour warrants it.

***You must be careful not to conduct yourself in an unreasonable manner, e.g. by shouting at the worker, it will be considered bullying.***

**Before you act contact CMSolutions on 07 3852 5177.**

## Deductions from an Employee's Pay

Some deductions are authorised by legislation, and some are by written agreement between employer and employee.

Legislated deductions include, tax and garnishee orders. An employee may request private deductions which may include insurance premiums, union dues and salary sacrifice payments e.g. Novated Vehicle Lease.

An employer can only deduct money if:

- the employee agrees in writing and it's mainly for their benefit;
- It is allowed by law, court order or from the Fair Work Commission / Qld Industrial Relations Commission.
- It may also be allowed under the employee's award or registered agreement.

This may include salary sacrifice arrangements for additional payments into an employee's super fund.

Most importantly an employee must agree to private deductions in writing. The employee needs to put the request in writing and the employer should confirm in writing.

The employer cannot deduct money from an employee wage, if it benefits the employer directly or indirectly and is unreasonable. An employer cannot deduct money from an employee who is under 18 years of age unless their parent or guardian has agreed to it in writing.

**For more information please contact the team at CMSolutions on 07 3852 5177.**

## CMS Training Solutions

Community Management Solutions offers training in a wide variety of business management and health and safety.



The key focus of our training is to improve on-the-job performance, by improving knowledge and skills in a given area.

We can tailor training to the specific needs of your organisation.

All training can be delivered in-house, on site.

We aim to...

- Deliver the results that you are looking for.
- Encourage recipients to actively use their new skills.

- Customise the training to suit your unique business environment.

Course content and materials will be targeted to give your staff exactly what they require.

We offer training on the following...

- Leadership & Teambuilding
- Management & Committee
- Recruitment & Selection
- Work Health & Safety
- Workplace Bullying
- Sexual Harassment
- Discrimination
- Employee Management
- Financial Management

**Contact the CMSolutions team today on 07 3852 5177 to organise your next training session.**

## 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...

- **Cairns** – Tuesday, 8th August 2017
- **Townsville** – Wednesday, 9th August 2017
- **Rockhampton** – Friday, 25th August 2017  
(Neale Brosnan will be attending to assist with any financial/general advice)
- **Brisbane North** – Thursday, 7th September 2017
- **Brisbane South** – Tuesday, 17th October 2017

**Contact our Member Services Coordinator, Rebecca White on 07 3852 5177 or email**

**rebeccaw@cmsolutions.org.au to schedule an appointment today to meet with one of our Employment Relations Advisors.**

**Get in quick as we have limited spaces available for each location.**

## Novated Leasing – How they work and what the benefits are

If you want to save money when buying and owning a car, then a novated lease could be for you. Despite some confusion in the market, novated leases are actually an easy, simple solution that puts the power of paying in pre-tax dollars to work.

The good news is novated leases aren't just for high earning executives; more and more people are turning to novated



leases to finance their car, because they're tax effective and cost effective.

## How they work

Novated leases are an agreement between you, your employer and your finance company. The finance company lends you the money to buy your car, and then your employer makes your repayments for you, directly from your pay.

You can have both your lease repayments and running costs deducted from your pay if you wish. Parts of these are deducted from your pre-tax salary, and then your PAYG income tax is calculated on your reduced salary. This in effect reduces your taxable income.

This structure can save you plenty of money, and you'll have more disposable income. However, your lease may be subject to Fringe Benefits Tax (which is also deducted from your pay pre-tax), so it pays to do the full calculation before signing up for a novated lease. You can choose a repayment term that suits you, usually from one to five years.

Once you're happy with the details, you can get busy finding your new car. Under a novated lease you can choose the kind of car you want, be that new or used, 4WD or coupe and everything in between.

## Fully Maintained Vs Non-Maintained

Depending on your employer, there can be two options to choose from when setting up a novated lease. The first is a fully maintained novated lease, where operating costs such as fuel, servicing, rego and tyres are included in the package. This is an attractive option because it makes operating your car simpler, and it makes budgeting easier. With a non-maintained novated lease, the additional operating costs aren't included in the package and only the lease repayments and any FBT are.

### Key benefits:

- **Pay less** on the purchase price: with a novated lease, you don't pay GST on the purchase price of the car, which could save you thousands.
- **Save on tax:** with part of your lease repayments being paid pre-tax, you can reduce your taxable income and save money.
- **Save on running costs:** you can save on GST by including your running costs in your novated lease. It's much easier this way too, with only one simple payment to make.
- **Affordability:** with a novated lease, your repayments are fixed and designed to be affordable for you.
- **Flexible terms:** you can choose flexible end of lease terms, subject to the ATO's guidelines.
- **Ownership:** your new car is yours, and you're free to use it whenever, wherever you want. You keep any equity built in the car during the course of the lease, and if you later sell for a profit, the profit is yours to keep.

**CMSolutions has partnered with AutoTender to provide CMSolutions members, employees of members and their families' savings and benefits with purchasing a new car,**

**car financing, novated lease financing and salary packaging. For more information contact Todd Kerr at our AutoTender on 0411 555 656 or [todd@autotender.com.au](mailto:todd@autotender.com.au).**

Get a **BIG SAVING** on your next car purchase



**PICK YOUR CAR - PICK YOUR DEAL**

☒ Make
 ☒ Model
 ☒ Year

Dealer	Price
Dealer A	\$15,899
Dealer B	\$14,575
Dealer C	\$13,200
Dealer D	\$13,770
Dealer E	\$14,450

**Average Saving**  
**\$2,500**

**AutoTender is easy!**

With AutoTender, it's easy to get the best deal on your next car purchase. Our network of dealers will battle it out to give you their best offers based on your criteria, then you choose who to contact directly for the deal!

Make the dealers work for you  
Visit [www.AutoTender.com.au](http://www.AutoTender.com.au) today!

## First Aid Course available in Red Hill



Health Services International is offering accredited first aid training at Northside Meetings (110 Windsor Rd, Red Hill) on Tuesday 22 August from 8.30am – 3.00pm.

The one-day workshop deals with essential first aid: recognising and responding to emergencies using basic life-support measures. In this workshop, you will learn how to assess the situation, apply basic first aid techniques, and communicate details of the incident.

This course meets the requirements for first aid training in most workplaces. Successful completion gives participants a Statement of Attainment for the nationally recognised unit of competency from the Health Training Package: HLTAID003: Provide First Aid, valid for 3 years.

Registration is \$115. For more information, download the flyer below.

[http://northsidemeetings.com.au/wp-content/uploads/2016/02/First\\_Aid\\_Training\\_Aug\\_2017.pdf](http://northsidemeetings.com.au/wp-content/uploads/2016/02/First_Aid_Training_Aug_2017.pdf)

You can register online at Eventbrite, or in the café at Northside Meetings with The Letter Lounge Café & Gifts.

## Schoolzine



Schoolzine is proud to be a digital partner and supporter of Community Management Solutions.

Schoolzine has been an industry leader in digital school communications for 10 years. They are dedicated to customer service, product development and understanding the school landscape that keeps them at the top of the industry. Schoolzine's Parent Engagement Platform consists of 3 packages, an eNewsletter, Mobile App and Website offering. Purchased separately or together, they guarantee each package will make engaging with parents easy and even enjoyable for a school of any size. Schoolzine addresses the need for media-rich, interactive content that engages parents.