



5/321 Kelvin Grove Road  
Kelvin Grove QLD 4059  
Subscribe: <https://cmsolutions.schoolzineplus.com/subscribe>

Email: [info@cmsolutions.org.au](mailto:info@cmsolutions.org.au)  
Phone: 07 3852 5177  
Fax: 07 3852 5188



5 September 2018

## Welcome to our September Newsletter

September already and even though it's been warming up for weeks, Spring is officially here! We are coming so close to the end of the year, and the CMSolutions office is kicking into high gear to ensure all our 'T's are crossed, and your 'I's are dotted in time for 2019.

As of the 1st of September, the increase to the Queensland State award pay rates has come into effect. This will mainly affect our P&C members, but if you have any questions about your award, give us a call.

Memberships renewals for 2019 will start going out soon, so keep an eye on your mailbox in the coming months.

Enjoy the warmer weather, and stay safe heading into the last quarter of the year!

## Queensland Public Holiday

As Queenslanders, we celebrate The Queen's birthday the Australian way – by taking Monday off.

CMSolutions will be closed Monday the 1st of October, 2018, raising our glasses to Queen Elizabeth for giving us the greatest gift of all: A long weekend!

We will be back in the office on Tuesday the 2nd of October.

Enjoy your long weekend!

## Queensland State Award Increase for September 1st

The Queensland State award increase came into effect as of the 1st of September.

P&C Employers need to be mindful of any changes that may have occurred, particularly under the following streams:

- Retail (Tuckshop and Uniform Shop);

- OSHC and Vacation Care;
- Clerks;
- Operations Manager;
- Health and Fitness;
- Support Workers; and
- Trainees

Pay rates have been sent to members, and they will also be available on the website.

Contact our Member Services Coordinator today for more information – 1300 007 110 or [info@cmsolutions.org.au](mailto:info@cmsolutions.org.au), or if you have not yet received your updated payrates.

## Rural Aid



<https://www.buyabale.com.au/gold-coin-day-for-our-farmers/>

CMSolutions would like to encourage you to get behind Rural Aid, by donating, or hosting a fundraising event for our Aussie Farmers.

We see heartbreaking footage coming from across the country of our farmers struggling to beat the drought. So many have lost their livelihoods, their livestock, their family properties, and in some tragic cases, their lives.

Every little bit helps provide support and assistance to families doing it tough in the worst drought Australia has seen in recent memory.

## Are you required to put leave balances on Employees Pay Slips?

There is no legislation requirement for the employer to include any leave balances on pay slips. But there is statutory obligations in relation to time and wages records.

Employers are required to keep leave records pertaining to their employee. Employees can request details of their leave entitlements at any time.

A pay slip must specify:

- An employer's name;
- An employee's name;
- The period to which the pay slip relates;
- The date on which the payment was made;
- The gross amount of payment;
- The net amount of payment;
- Any amount paid to the employee that is a bonus, loading, allowance, penalty rate, incentive-based payment or other separately identifiable entitlement;
- The Australian Business Number of the employer.

Pay slips should be given to employees within one day of the paid day.

**For more information please contact CMSolutions on 1300 007 110 or 07 3852 5177.**

## Support Persons for Employees

When an Employer needs to meet with an employee to discuss the employee's performance, or even a disciplinary meeting, the topic of "Support Persons" can come up. Here are some points to understand what a Support Person is:



### 1. Who is a Support Person?

A support person provides emotional and practical support throughout the meeting

### 2. Do I have to offer my employee a chance to have a support person present in a disciplinary meeting?

You have no obligation to offer support person. However, it recommended to allow the employee to have a support person to be fair and reasonable, and is generally considered to be within the employer's best interest to offer your employee the chance to have support person present

### 3. Who can be a Support Person?

The support person can be a family member, friend, union representative, or lawyer.

### 4. Can the support person be refused?

If the employee picks a co-worker, they should not have been involved in the investigation as this would be a conflict of interest. Also, confidentiality could also be an issue.

### 5. What if the support person is disruptive?

If the support person disrupts the meeting, remind them they

are there as support, not to advocate or be a spokesperson for the employee.

If the behaviour continues, stop the meeting and reschedule. Advise the employee they can choose another support person if they wish. They can stay with the first one, as long as there is no risk to the health and safety of anyone at the meeting.

**HINT: at the start of the meeting, outline the role of the support person, and ensure they understand their role, ie; what is expected of them.**

### 6. What about me?

Employers can also have a support person. This acts as a second safety net, and ensures your own witness and can advise you and take notes

***Did you know this is one of the many ways we help our members daily? Contact the Employment Relations Team today for more information on 1300 007 110, or email us at [info@cmsolutions.org.au](mailto:info@cmsolutions.org.au).***



## Dial up your insurance cover when life changes.

Adjusting your level of insurance cover with life's big events is simple with QIEC Super. Whether you're getting married, having a child, buying a home, or just reaching certain milestone birthdays, QIEC Super members can now quickly access an extra unit of Death and TPD cover.\* Best of all, there is no need to provide evidence of health. Simply fill in the form and notify us of a change in your circumstances to take advantage of this benefit within 120 days of an event.

To find out more, visit  
[www.qiec.com.au/key-life-events](http://www.qiec.com.au/key-life-events)



\*You cannot exercise this option if CommInsure has previously declined an application to increase your cover under this policy. You can only exercise this option once in any 12 month period. Relevant fees apply.  
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## Even Not-For-Profit Organisations Need Expert Financial Management!

Just come to a few meetings they said....

Found yourself the Treasurer, or in a role on the committee of a Not-for-profit association? CMSolutions is uniquely placed to help you with the responsibilities this role has, while also providing the expert financial advice that will support the entire organisation's operations.



We look after:

- P&Cs;
- Kindergartens;
- Sporting Clubs;
- Child Cares;
- Special Interest clubs;
- Disability Services;
- Youth Services;
- Plus every other kind of not for profit.

CMSolutions have been working with Not-for-Profits for over 45 years; We're Specialists!

Here's some – but not all - of the services we provide:

- Payroll
- Bookkeeping
- ATO lodgements
- Advice on how to apply the not for profit GST provisions
- Single Touch Payroll implementation
- Financial Audits
- Monthly or annual financial results advice and reviews
- Financial process advice and reviews
- Set up of accounting software
- Training in all areas of accounting software
- Training in bookkeeping and payroll
- Training for new or existing treasurers in what is expected of them, what they need to report on and how to interpret the financial results.

CMSolutions has an experienced team of Accountants and Bookkeepers who have all worked in the not for profit environment for years and many of whom have been on committees themselves. They understand the challenges you face and the environment in which you will be operating.

Call us today to speak to our Finance department, and let us help you make your organisation better!

## Harassment and Bullying

### Do you know how to keep your employees safe in the workplace?

Harassment is a broad-ended term that is ruffling a lot of feathers in workplaces across Australia, and employers have a legal obligation to protect their employees from all types of harassment and bullying.



#### What is bullying?

A worker is bullied at work if:

- a person or group of people repeatedly act unreasonably towards them or a group of workers
- the behaviour creates a risk to health and safety.

Unreasonable behaviour includes victimising, humiliating, intimidating or threatening. Whether a behaviour is unreasonable can depend on whether a reasonable person might see the behaviour as unreasonable in the circumstances.

Examples of bullying include:

- behaving aggressively
- teasing or practical jokes
- pressuring someone to behave inappropriately
- excluding someone from work-related events or
- unreasonable work demands.

#### What is Harassment?

A worker is being harassed if:

- They are constantly being contacted or approached by a co-worker in a way that makes them feel uncomfortable
- They are made to feel uncomfortable by any individual or group telling risqué jokes, sexual banter, or unwelcome requests for dates
- A co-worker has requested private information (of a personal and/or sexual nature), and continues to bother the individual in a way that can be malicious and/or threatening.

Find out how you can best manage these uncomfortable situations, and keep your workplace free of toxic situations by registering for our upcoming webinar: [Sexual Harassment and Bullying, on the 15th of October, 2018.](#)

Register by contacting Member Services Coordinator Shae Bigham on 1300 007 110, or by emailing [shaeb@cmsolutions.org.au](mailto:shaeb@cmsolutions.org.au)



## 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.**

## We are LIVE on Facebook

Have you visited our Facebook page lately to check out our last Facebook Live Q&A Sessions?

Our next Facebook Live sessions will be held:

- **11th September** with Catherine Norris, Employment Relations Advisor and Joint General Manager.
- **25th September** with Susan Cislowski Employment Relations Advisor.

We encourage all members to send in their questions via email or on our Facebook page and we will answer these for you. Remember to follow us on Facebook to ensure you are constantly kept up to date!

**Find us at the link below and check out our past videos. Email us your questions, and tune in fortnightly for bite-size, expert, information sessions.**

<https://www.facebook.com/communitymanagementsolutionscms/>

## Bereavement and Compassionate Leave

Our Employment Relations team was recently asked about an employee, who had requested two days off to attend a funeral interstate.

The employee was attending her Uncle's funeral, whom she was close to, and the employee wished to know about her leave entitlements.

In this case, the employer is not legally obligated to approve bereavement or compassionate leave.

"Compassionate and Bereavement Leave can be taken when a member of an employee's immediate family or household; dies, or contracts a life threatening injury or illness."

Immediate family is an employee's:

- spouse or former spouse
- de facto partner or former de facto partner
- child
- parent
- grandparent
- grandchild

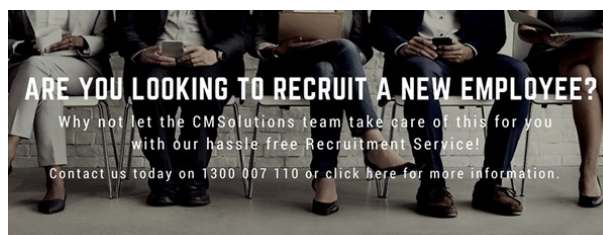
- sibling, or a
- child, parent, grandparent, grandchild or sibling of the employee's spouse or de facto partner (or former spouse or de facto partner).

This definition includes step-relations (eg. step-parents and step-children) as well as adoptive relations.

As the employee's Uncle did not live with her, he would also not be considered a member of her household (Defined as someone residing at the same residence as the employee.).

However; the employer was advised by our friendly Employment Relations Advisor, that they could offer their employee unpaid leave, or the possibility of taking annual leave.

**If you have any questions about bereavement and compassionate leave, why not give us a call on 1300 007 110.**



## Exclusive Offers - Just for Members!

We are always looking to give you more for your membership. And that is why we have partnered with a range of businesses that provide useful products and services to members, providing you with discounted rates and making sourcing reliable suppliers easier. You can now access a range of discounts from organisations like:



- AutoTender
- ProcessPA
- Make It Cheaper
- Optimum Recoveries
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- Officeworks

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## We're Social!

You'll never know when an article in our newsletter will speak directly to you; why not pass us along to your friends and associates! You can also sign them up here, and don't forget to like us on Facebook to keep up to date with breaking news.

## 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.