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6 June 2018

Welcome to our June Newsletter

Happy Queensland Day! Today we reflect on how lucky we are to be part of such a wonderful and diverse state. Held annually, Queensland Day is a celebration of our state's culture, heritage, people, places and achievements – a time for us all to show our pride in being a Queenslanders. To find out what's happening across our great state today visit the link below.

<https://www.qld.gov.au/about/events-awards-honours/events/queensland-day/events-calendar>

As we are heading to the middle of the year, as an Employer there is a lot of work to be done.

Winter has arrived, and it is now time to encourage all your staff to get their flu shots. Remind staff to also be more vigilant with their hygiene practices as we all know there are plenty of viruses hanging around at this time of year.

Payment summaries are just around the corner, so it is also a good time for your payroll staff to start preparing for the end of financial year. **Make sure you check out our video guide to preparing your employee's payment summaries further down in this edition.**

Some of our members will have end of financial year, so again it is a good idea to start making sure everything is going well and preparing for this. **To assist you with this process, check out our tips to help you get ready for your Audit.**

In May we ran our "Protect yourself and your business from cyber security threats" webinar conducted by Chris Jeffery from CyberGuru. We would like to thank Chris for running this for us, we hope all who tuned into learnt some practical techniques to protect yourself, your staff and your business against cyber security threats.

We still have some roadshows coming up, so keep a look out for these. Our next scheduled Roadshows are as follows:

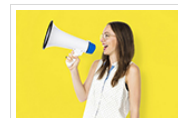
- Tuesday, 19th June – Mackay
- Wednesday, 20th June - Rockhampton

If it is cold where you are, keep warm and well!

All the best!

Federal Minimum Wage Increase

The Fair Work Commission Minimum Wage Panel has handed down their decision to deliver a 3.5% increase to the Federal Minimum Wage and the Modern Awards.



All modern award base rates will increase by **3.5%** from the first full pay period on or after 1 July 2018. Weekly wages will be rounded to the nearest 10 cents.

The national minimum wage will be **\$719.20** per week or **\$18.93** per hour. This constitutes an increase of **\$24.30** per week to the weekly rate or 64 cents per hour to the hourly rate.

Updated pay rate sheets will be emailed out to all members with staff employed under Federal Modern Awards and uploaded onto the CMSolutions website as soon as they are completed.

If you are a member of the Award Service an updated copy of your subscribed Award will be emailed out to you as soon as they are made available.

Please do not hesitate to contact CMSolutions on 1300 007 110 should you require any further information or would like assistance in applying the increase.

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:

- **19th June** with Susan Cislowski Employment Relations Advisor.
- **3rd July** with Catherine Norris, Employment Relations Advisor and Joint General Manager.

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 via the link below

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

A guide to preparing your employee's payment summaries

Our Finance Team have put together a video to assist you with the important tasks of preparing for and doing your upcoming end of payroll year payment summaries. Please be aware that there are some additional fields on the payment summaries that may apply to some organisations, these are not covered in the below video. Go and check it out

<http://www.youtube.com/watch?v=dVDcnzX9bck>

For more information please contact our Finance Team on 1300 007 110 or email 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



*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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What if an Employee refuses to sign their Contract of Employment?

If you have been waiting some time for a signed contract to be returned, it may simply be forgetfulness on the employee's part, or an attempt to prevent the terms and conditions of employment from being applied.

Some employees may think that this approach is a clever way to hold off being bound by the terms, but this is not necessarily

the case. An employee expressly accepts the terms of employment when they sign and return a copy to the employer, but if they have not done so there is a legal principle of implied acceptance if the employee continues to work and makes no complaint.

If an employee does not specifically object or raise a grievance about the terms of employment and begins or continues to work, they may be deemed to have accepted a new or amended employment contract. The longer they continue to work in accordance with the terms detailed in the contract, the more likely it is that the principle of implied acceptance will apply.

That said, it is not recommended that employers rely upon implied acceptance as an employment tribunal may not draw the same conclusion and may decide for itself which terms are implied and which are not and this certainly does not mean that employers should not provide contracts for employees.

It is good practice though to ensure that all new employees receive a full contract of employment before they start work for you. They should be advised to read and ask any questions and be given a date by which the signed contract or queries are to be provided to the employer. Should the employee be seeking advice from an outside source e.g. lawyer or Union, a request for an extension may be should be reasonably considered.

In the event that the first deadline is missed it is best practice to consult with the employee and if required allow an additional period of time, setting a new deadline for the return of the signed document. Should this deadline pass and the employee has commenced work the contract should be placed on file with a note stating the date/s on which the employee was provided with the contract, the date/s on which the employee was requested to provide the signed document or any queries and finally if the employee, to date, has been working to the terms and conditions in the contract. It is important to continue to remind the employee to return their signed contract or provide any queries they may have and provide a new copy of the contract in case the original has been misplaced.

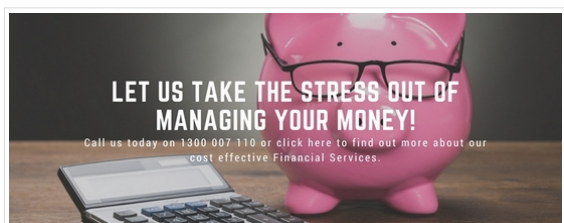
Can an employer enforce post-contractual restraints or rely upon contractual terms if it cannot produce a signed document? Is an employee bound by the terms of an unsigned contract?

The law in Australia is that enforceability of such agreements depends upon whether a reasonable bystander would regard the conduct of the employee, including his or her failure to sign the document (including ongoing silence), as signalling to an employer that the specific terms of an offer have been accepted.

An employer that doesn't keep a secure signed copy of employment contract exposes itself to the risk of a disgruntled employee alleging that he or she never accepted the terms of the initial offer.

If you are an employer, the solution is simple – make sure employment contracts are signed and keep a copy of such contracts stored safely. Securely means in locked draw or cupboard to which the employees do not have access and in addition make a digital copy of the contract.

For further information do not hesitate to contact
CMSolutions on 1300 007 110.



HESTA Awards

If you are not aware of it, the Annual HESTA Awards are currently being promoted at the moment.

These awards for the Aged Care Sector, Early Childhood Education & Care and Community Sector.

You do not even have to be a member of HESTA to enter but you may have outstanding staff that you want to be recognize for their great work.

If you know someone who you believe is outstanding click on the following link for more details

<https://www.hesta.com.au/awards.html>

Does illness extend long service leave?

If an employee is on long service leave (LSL) and while they are on LSL they become ill, is the time the employee was ill taken as sick leave and is the employee's LSL extended? It depends on the State, Commonwealth or Territory Legislation or the Award or Enterprise Agreement.

The Legislation would need to specifically provide that an entitlement to paid personal/carer's leave extends the period of LSL and if the term is absent, an employee being ill on their LSL does not extend the period.

The Queensland Industrial Relations Act 2016 does state that public holidays are exclusive of LSL. So if a public holiday falls when an employee is on LSL, the LSL is extended by one working day for each public holidays that falls during the LSL.

For more information please contact our Employment Relations Advisors on 1300 007 110.

Introducing exclusive benefits you can now enjoy with Officeworks!

As a valued member of Community Management Solutions you can gain access to exclusive member benefits by signing up to a 30 Day Business Account. These benefits include business pricing on a wide range of office essentials, and free delivery nationwide with no minimum order quantity. Plus, all Officeworks customers have access to their free 2-hour Click & Collect service on stocked items in-store.

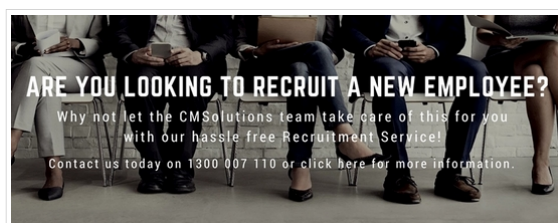


- Consolidate all of your purchases through the one account to monitor expenses and improve record keeping.
- Shop online or in-store with the option to manage your spending through multiple cards for the one account.
- Access a dedicated Business Specialist, who can help you find the right products and services for your business.

With 30 days to pay, over 165 stores in our network, same-day delivery and longer trading hours we're here to help keep your business running, so you can focus on making it grow.

Register now for a 30 Day Business Account below or email Trevor at tking@officeworks.com.au for more information.

<https://www.officeworks.com.au/campaigns/CMS>



Mental illness in the workplace?

The Mentally Healthy Workplace Alliance reports that 90% of employees think mental health is an important issue for businesses. They also report that only 50% believe their workplace is mentally healthy.



Work Health and Safety legislation imposes a general duty on the employer to ensure there is safe systems of work and the working environment does not put the health and safety of your employees at risk.

The Work Health and Safety legislation requires the employer to:

- Identify workplace practices, incidents or actions that may cause or contribute to the mental illness of your employees; and
- Take actions to eliminate or minimize these risks.

This duty also extends to health and safety posed by psychosocial hazards in the workplace, such as stress, bullying, sexual harassment and workplace violence.

Use the following checks to review your workplace to avoid mental illness:

- Are employees adequately resourced to perform their roles?
- Do your employees have clarity around their roles?
- Are the employees exposed to high levels of pressure, e.g. long work hours, tight deadlines?

A 30 Day Business Account will also allow you to:

- Do you involve your employees in the decision-making that affects how their work is performed or managed?
- Do your employees and their supervisors have good communication about work or their work processes in general?
- Do you have in place policies and procedures in managing workplace bullying or workplace trauma?
- Do your employees understand what to do when witnessing a workplace incident?
- Are there steps in place to remove job insecurity among employees?
- Adequate life/work balance?

The employer is obliged to take reasonably practicable steps to maintain the health and wellbeing of your employees and others who are impacted by the business, volunteers and contractors.

If you would like more information or have any questions in relation to mental health in the workplace please contact us on 1300 007 110.

CMSolutions at QCOSS Conference



We would like to thank all the people who visited our stand at the QCOSS 'Movement for Change' Conference which was held in May. There were over 300 people in attendance and staff of CMSolutions who manned our stand had a great time meeting people from other not for profit organisations, and government departments from around Queensland.

Our stand looked fantastic and we would like to thank our two "go to" girls Bec and Shae for doing all the hard work to make our stand look great.

We would also like to thank our Member partners for providing information to give to attendees, plus a Special thanks goes to our great partner Officeworks for donating a Lenovo Tablet for our raffle, plus great pens and glass wipes. Congratulations again to our lucky winner, Liz Mazza from YEPP – Youth Education Preparation Program, we hope you enjoy your new tablet.

Thank you QCOSS for putting on a great conference and we will see you next year.

What to know about the Employee Assistance Program

As June is Post Traumatic Street Disorder (PTSD) Awareness Month, let's talk a little more about what you can do to assist your employees to overcome challenges in their personal and work life.

Employee Assistance Programs (EAP) are work-based intervention programs designed to identify and assist employees in resolving personal problems which may adversely affect the employee's performance. Such programs often cover:

- Work stress;
- Personal stress;
- Conflict;
- Depression;
- Separation, divorce or relationship difficulties;
- Child and family issues;
- Personal trauma;
- Grief and bereavement;
- Health and lifestyle issues (including drugs, alcohol and gambling);
- Financial Stress.

It is not a legislative requirement that employers provide EAP, however many companies provide EAP to increase employee performance and increase retention of employees. EAP is used effectively as a form of best practice to create mental and physically healthy workplaces and overall positive work environments.

EAP is commonly used in the police force and military services, as well as community organisations dealing with high risk individuals or particularly stressful environments. EAP is often used in these workplaces as a way to reduce the impact on workplace stress and reduce the risk to work cover claims.

EAP's are employer funded, thus free of charge to the employee. If you are considering introducing EAP you should have a well thought out policy which should cover:

- EAP is not compulsory;
- Any limits on access to EAP (for example a certain number of sessions per year);
- The process for accessing EAP;
- What EAP you provide and what reasons when EAP can be accessed;
- Ensure the confidentiality of employees accessing EAP.

For more information contact the CMSolutions team on 1300 007 110.

Workplace Health and Safety Obligations

Employers have an obligation to ensure the workplace is safe. This means ensuring that all persons who access your work environment are not at risk of a physical or psychological injury, or if there are risks that these are minimised and/or controlled.

How to assess and control all the potential risks in a workplace is a huge task and varies greatly from workplace to workplace, and industry to industry. Some risks areas that you will want to consider are:

- Is there clear entries, exits and movement within the workplace?
- Is the work space set up ergonomically?
- Are floors and surfaces designed, installed and maintained for the tasks being undertaken?
- Is there adequate lighting to enable each person to carry out work, move within workplace and evacuate in an emergency?
- Is there sufficient ventilation?
- Are there any risks associated with extremes in temperatures?
- Are there adequate facilities for workers (Inc. include toilets, drinking water, washing and eating facilities), and are these maintained in good working order and clean, safe and accessible?

Many organisations may minimise and control for risks, but can fail to have emergency plans in place should an incident occur. When developing an emergency plan you should:

- Include response procedures (including notifying emergency service organisations at the earliest opportunity).
- Include evacuation procedures.
- Include procedures for obtaining first aid, or other medical treatment and assistance.
- Ensure effective communication between the authorised person coordinating the emergency response and all persons at the workplace.
- Ensure testing of the emergency procedures, and outline the frequency of testing.

The employer also has an obligation to ensure that employees are trained in order to safely complete their jobs, including all relevant risk management and emergency procedures.

For more information please do not hesitate to contact the office on 1300 007 110.



Changes to Long Service Leave in Victoria ONLY



The Victoria Parliament has passed the Long Service Leave Bill (2017), which will introduce changes to existing Long Service Leave (LSL) for Victorian employees.

The changes will commence on or after the 1st June 2018. The new changes to the Victorian LSL Act will include:

- An employee will be able to take pro rata long service after 7 years of continuous employment.
- Paid parental leave will be treated the same as other forms of paid leave, in that it will count as an employee's service when calculating LSL.
- Unpaid parental leave up to 52 weeks (and longer if agreed by the employer and employs) will count as an employee's service when calculating LSL. This will only apply to leave taken after the Act commences (being not later than 1st June 2018).
- Employee's employment taken to be continuous if employment is terminated at the initiative of employer and the employee and the employee is re-employed by the employer within 3 months of termination.

These changes affect our Victorian members only.

The New Child Care Package

There's not long to go before the New Child Care Package comes into effect on 2 July. Under the new package, the current Child Care Rebate and Child Care Benefit will be replaced by a single Child Care Subsidy. To transition to the subsidy, you'll need to provide some new information and confirm your current details now through myGov. To find out more information visit the link below

<http://www.education.gov.au/childcare>

Understanding Social Media Risks

Social media is constantly evolving and can have a damaging impact on your reputation if you are not careful about what you say or share. Guide Insurance have put together the following tips to assist individuals and businesses manage their risk when using social media.

http://www.riskhq.com.au/wp-content/uploads/2018/05/GLD4381_Understanding_Social_Media_Risks_Generic_122017_v2_WEB.pdf?utm_source=Marketo&utm_medium=Email&utm_campaign=Risk_article&utm_content=Understanding_social_media_NON_AHPRA

New Roadshow Locations



The CMSolutions team are on the road again this year and we would love the opportunity to come and meet with you and your committee members at your organisation to answer any questions you may have. We may be able to assist with any employment or finance issues you may be facing or maybe solve some issues you didn't even know you had.

We are in your area...

- **Mackay – Tuesday, 19th June 2018**
- **Rockhampton – Wednesday, 20th June 2018**

FREE for all CMSolutions Members! To book an appointment to meet with one of our Employment Relations Advisors, contact our Members Services Coordinator, Bec White on 1300 007 110 or email rebeccaw@cmsolutions.org.au

Member Discounts!!



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 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
- CrimCheck
- Officeworks

Visit our [website](#) for more information and to find out what discounts are available!

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.