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6 December 2017

Welcome to our December Newsletter

Can you believe that Christmas is only 19 days away!

It has definitely been a busy year. Just this year we have answered over 10,000 member enquiries and assisted members with some rather difficult issues including performance management; workplace investigations, unfair dismissals, show causes, and negotiating enterprise agreements.



On top of this our friendly and highly experienced finance team have been looking after the bookkeeping, payroll needs for many of our members and are now preparing for audit season which is almost upon us. **For tips to help you get ready for your financial audit make sure you check out last month's newsletter.**

We would like to congratulate all this year's committee members and managers for all their hard work this year. We look forward to working with some of you again in 2018 and welcoming on board many new committee members next year.

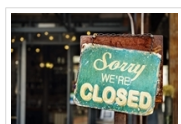
Also a big thank you to all our member benefit supporters and newsletter advertisers. We greatly appreciate your support have enjoyed working with you throughout the year.

From all the team and Board of Management at CMSolutions, we wish you a safe and Merry Christmas and a Happy New Year.

We hope you enjoy our last newsletter for 2017.

Office Christmas Closure

Our offices will be closed from 12pm Friday, 22nd December 2017 and re-open on Tuesday, 2nd January 2018.



Congratulations to all our winners!

Thank you to all our members that have renewed their membership for 2018. We are very excited to announce the winners of our 2018 membership draw. Drum roll... And, our winners are;

1. Whitfield Community Kindergarten
2. The Mike Reynolds Early Childhood Centre
3. Brisbane State High School P&C Association
4. Picabeen Community Association Inc
5. Tannum Sands State School P&C Association

You have won a \$50 Officeworks voucher. These will be posted out to your management committee over the next few weeks.



If you have renewed for 2018 please keep an eye out for your membership renewal pack which has been posted out to you. In there you will find your certificate of membership, your website access details and lots of information to assist your organisation next year.

When is the Annual Information Statement due?

Charities have an ongoing obligation to report each reporting period. Charities report by submitting an Annual Information Statement and an annual financial report to the Australian Charities and Not-for-profits Commission (ACNC). (Please note this does not apply to P&C Associations).

The two most common reporting deadlines are:

- 31 December for charities reporting to a regular financial year (1 July to 30 June)
- 30 June for charities using a calendar year reporting period (1 January to 31 December)

Failure to lodge this annual statement could lead to your organisation losing its income tax exemption and other tax concessions.

For more information visit the ACNC website:

<http://www.acnc.gov.au/ACNC/Manage/Reporting/Reporting/ACNC/Report/ReportDue.aspx>



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What does HR recommend to have a 'Very Merry Christmas Party'?



- Ask employees to disclose injuries or medical conditions that may impact on their ability to participate.

- Try and consider location, times and activities which all employees can participate in.
- If the activity is outdoors encourage workers to be sun smart and keep hydrated.
- Ensure shelter in the case of bad weather.
- Educate employees on the appropriate workplace behaviours and that these will apply to work events, such as the Christmas party. This may include reviewing relevant policies before the event.
- Ensure alcohol is served responsibly and provide food and non-alcoholic drinks as well.
- Set out clear defined start and finish times for the function.
- Train Managers and Supervisors, so they know their obligations and responsibilities and can prepare them to deal with any issues that may arise.
- Consider dietary requirements and cater for appropriately.

For more information make sure you refer to our Christmas Function Checklist located under the Forms & Documents tab on the side panel of this newsletter or contact one of our friendly Employment Relation Advisors on 1300 007 110.

Early Childhood News – Extension of transitional arrangement for staffing arrangements

If you have not heard or if you have, here is a reminder that there is an extension of transitional provisions for staffing arrangements.

The early childhood teachers (ECT) has seen a significant growth in the proportion of ECTs with qualifications but there is still the problem for early childhood centres attracting and retaining qualified ECT's especially in rural and remote areas.

The Education Council agreed to extend the provisions to 2020 which will allow sector continuity and certainty. This will also maintain current quality safeguards for children's education and care.

For more information follow the following link:

<http://www.acecqa.gov.au/extension-of-transitional-provisions-for-staffing-arrangements->

Check Your Cover – Privacy Act 1988

Who is covered by the Act?

There are a number of categories which include:

1. Australian Government agencies (and the Norfolk Island administration) and all businesses and not-for-profit organisations with an annual turnover more than \$3 million.

2. Some small business operators (organisations with a turnover of \$3 million or less), who are:

- Private sector health service providers, which includes:
Traditional health service providers, such as private hospitals, day surgeries, medical practitioners, pharmacists and allied health professional.
- Complementary therapists, such as naturopaths and chiropractor.
- Gyms and weight loss clinics.
- **Child care centres**, private schools and private tertiary educational institutions.
- **Contracted service providers for a Commonwealth contract.**
- Businesses that have opted-in to the Privacy Act.
- Businesses that are related to a business that is covered by the Privacy Act.

3. In other circumstances, the following activities, if undertaken by a small business will also be covered:

- Acts and practices to do with the operation of a residential tenancy database.
- Activities related to the conduct of a protection action ballot.

4. The Privacy Act also covers persons handling:

- consumer credit reporting information, including credit reporting bodies, credit providers (which includes energy and water utilities and telecommunication providers) and certain other third parties.
- Tax file numbers under the Tax File Number Guidelines.
- Personal information contained on the Personal Property Securities Register.
- Old conviction information under the Commonwealth Spent Convictions Scheme.
- My Health Record information under the My Health Records Act 2012 and Individual Healthcare Identifiers under the Healthcare Identifiers Act 2010.

What are your responsibilities under the Privacy Act 1988?

The Privacy Act is under pinned by the Australian Privacy Principles, which aim to ensure:

1. People are aware why their information is being collected, how it will be used and who it will be disclosed to.
2. People have the option of not identifying themselves, or of using a pseudonym in certain circumstances.

3. The open and transparent management of personal information including having a privacy policy.
4. Access to personal information (including your health information) is protected.
5. Allow for people to correct personal information that is incorrect.
6. Personal information is kept secure.
7. Restrict how personal information can be used and disclosed (including overseas).
8. Complaints about an entity covered by the Privacy Act can be made.

If you would like to know more information about your rights and responsibilities under the commonwealth privacy laws you can access the Office of the Australian Information commissioner website by following this link:

<https://www.oaic.gov.au/>

Mandatory Report for ECE Professionals

From 1 July 2017, Early Childhood Education and Care (ECEC) Professionals will be mandated by law to report child safety concerns.

For further information click on the link below, or call the Department of Communities, Child Safety and Disability Services on 3247 3693.

<https://www.communities.qld.gov.au/childsafety>

Christmas Public Holidays

The following are the declared public holidays over the Christmas and New Year period 2017-2018.

All States & Territories

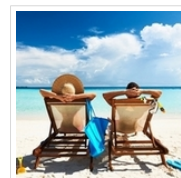
Tuesday, 25 December 2017 – **Christmas Day**
Wednesday, 26 December 2017 – **Boxing Day**
Monday, 1st December 2017 – **New Year's Day**

P&C Public Holidays

For our Parents and Citizens Associations it is important to remember the following when calculating employees Annual Leave. If a fulltime or permanent part-time employee would have worked (during the school term), on a day that is a public holiday mentioned above, those employees will be entitled to receive payment for the public holidays.

The Parents and Citizens Associations Award – State 2016, specifically provides that the Christmas public holidays will be paid to employees who:

- Are stood down for the school vacation; and



- Are re-employed before the end of January the following year; and
- Worked for two weeks prior to being stood down.

Why timesheets should be completed

Community Management Solutions is regularly asked about the requirements for employees to complete timesheets and why they should be completed.



Both the Fair Work Act 2009 and Industrial Relations Act 2016 have requirements to record the hours of work for employees covered by Awards or Enterprise/Certified agreements. Some of the information they require to be kept are:

Fair Work Act 2009

- The hours worked by an employee, for Casual or irregular part-time employees who are paid by the hour.
- The number of overtime hours worked each day and week, and the starting and ceasing times of overtime work. When an employee must be paid overtime for the hours actually worked.

QLD, Industrial Relations Act 2016 (P&C's only)

For Each pay period:

- The number of hours worked by the employee during each day and week.
- The times the employee started and stopped work.
- The details of work breaks, including meal breaks.

While permanent employees may have the hours and days of work stipulated in their letters of appointment, you may also wish to implement timesheets for Work Health and Safety records, and evidence that the hours agreed upon have been worked. It is helpful to remember that should an employee make a Workers Compensation claim, having the times the employee was at work will allow confirmation that the employee was present at the time any alleged injury occurred or within the relevant timeframe for a journey claim.

Further, keeping accurate timesheets provides the employer evidence in an underpayment of wages claim or when having to calculate long service leave entitlements.

It is therefore the recommendation of CMS that the employer keep timesheets for all employees, which record:

- The actual start and finishing time of their shift
- The actual start and finishing time of their meal breaks .
- The actual start and finishing time of any Overtime worked.
- The actual start and finishing time of any other applicable breaks.

For more information contact us on 1300 007 110 or email info@cmsolutions.org.au

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ATO Not for profit News Service

Not for profit organisations now have their own channel on the ATO website.

The new channel is the place to watch popular titles such as:

- Getting started;
- Applying for DGR endorsement;
- Establishing an ancillary fund;
- NFPs and fringe benefits tax.

For more information visit the ATO website.

<https://www.ato.gov.au/Non-profit/Non-profit-News-Service/n-detail/Articles/Not-for-profit-News-Service---Missing-GoT--ATOtv-brings-you-the-best-videos-this-spring/>

Member Discounts

We have searched high and low and have managed to find some great deals for all members, staff and their families!



Visit our "Member Discounts" page on our website to check out some of the businesses and organisations we have partnered with, that will provide you with useful products and services at the best price possible.



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.