



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

Email: info@cmsolutions.org.au
Phone: 07 3852 5177
Fax: 07 3852 5188



7 February 2018

Welcome to our February Newsletter

Happy New Year!

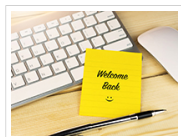
Welcome to our first Newsletter for 2018.

We hope you enjoyed your break over Christmas and all ready to go for the year ahead. The CMSolutions team are all back on deck and have already been assisting a number of members with various employment and finance related issues.

Don't forget if you haven't renewed your 2018 membership, you have until the end of February 2018 to get it in, otherwise your membership will be cancelled. We strongly urge you to retain your membership and the protections and peace of mind it offers.

We will again be holding our annual roadshows and seminars throughout Queensland, as well as providing you with regular online webinars for you to view at your leisure. Keep a look out for regular updates for information on how to register, remember to book in early as we fill up quickly.

We hope you enjoy our first edition for the year. Until next month, Happy reading.



- An unsolicited act of physical intimacy;
- An unsolicited demand or a request for sexual favours;
- A remark with sexual connotations; or
- Any other unwelcome sexual conduct.

Bullying is defined as a repeated pattern of unreasonable behaviour directed towards a worker or group of workers, which creates a risk to health and safety.

Employers have a number of obligations under the applicable legislation as well, including a duty to ensure the health and safety of staff, an obligation not to take adverse action against someone who has made a complaint and vicarious liability for the actions of their employees.

What should employers do?

1. Ensure you have policies in place that covers both issues and how these issues will be dealt with.
2. Ensure staff receive regular training.
3. Have a process in place and follow that process promptly if an allegation is made.
4. Create a culture where staff feel comfortable to speak up if they feel uncomfortable.

Given the importance of these topics CMSolutions will conduct their first seminar of 2018 on Sexual Harassment and Bullying. This training will be appropriate for Committee's, Managers and other employees to attend.

Sexual Harassment and Bullying in the Workplace

With the events of 2017, Sexual Harassment and Bullying will remain high profile topics for 2018.

The first thing to understand when we discuss these terms is how they are defined by law.

Sexual Harassment is defined as happening if a person subjects another person, with the intention or where a reasonable person would have anticipated the possibility of offending, humiliating or intimidating, to:



Register Now!

Upcoming Seminar – Sexual Harassment & Workplace Bullying

Venue: Kedron Wavell RSL, Chermside

Date: Tuesday, 1st May 2018

Time: 10.30am – 1.00pm

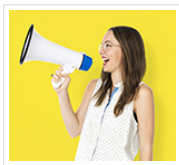
\$55 Members

\$75 Non Members

Contact Rebecca White at 1300 007 110 or rebeccaw@cmsolutions.org.au to secure a spot today!

We want to hear from you!

We are currently working on our seminar schedule for this year and would love to hear from you and what topics you would like us to cover. Send us through your topics at info@cmsolutions.org.au



We are going LIVE



Starting the 13th February 2018 we will be hosting a Q&A session on our Facebook page once a fortnight with one of our Employment Relations Advisors. 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:

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

Tips for Smart Rostering

1. Know your Award or Agreement.

The more you understand your relevant workplace instrument, the easier it is to make good rostering decisions. You will want to look out for:

- Overtime provisions – How many hours can an employee work a day and a week.

- Meal Breaks – How long can an employee take a meal break for before it comes a split shift.
- Split Shift provisions.
- Shift and Weekend Allowances.

2. Get creative.

If you think your roster is perfect now, why not try getting creative. You do not have to implement any changes but coming up with multiple options could enlighten you to some improvements to your current structure.

3. Know your staffing costs.

This will link closely with tip one. You should be aware of each staff members pay rates, including who is casual and permanent. Compare this with a budget or aim for your wages. It may not always be smart to accept additional business if the staffing costs outweigh the increase in sales/income.

4. Review excessive wages.

If there are occasions where excessive wages occur it is a good idea to review these and identify if changes need to be made. For example, if employees frequently do overtime, identify why this is occurring. Do you need more staff or is there a particular client who needs extra time/care?

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

New service for members!

We are offering our members a FREE “**Employment Records Check-Up**” which is a 15 minute phone session to ask a series of questions on your employment record status.

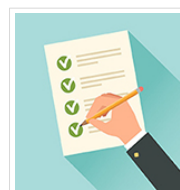


One of our Employment Relations Consultants will call you and ask a series of questions and then produce a short report highlighting areas that need attention and areas that you are meeting your legal obligation.

If you are interested please contact Rebecca White on 1300 007 110 or email: rebeccaw@cmsolutions.org.au to book in your appointment.

Get your induction RIGHT

Ensure that all Committee's hard work is not lost. You can do this by making sure the handover to your new incoming executive committee is performed correctly. **Use our Handover Checklist located under Forms & Documents on the side bar of this newsletter** to ensure all relevant



information has been provided to your new executive committee. It is also recommended that the prospective committee member shadow the outgoing committee, attend committee meetings and work together on all tasks remaining for their term.

If you need assistance with your handover contact the CMSolutions team on 1300 007 110.

Casuals and Long Service Leave

Do casuals accrue long service leave and the answer is YES, as long as the casual employee service is on a continuous basis and does not have a break in service of more than 3 months.

Single Touch Payroll Initiative – Australian Tax Office

The ATO – Single Touch Payroll Initiative will become compulsory from 1 July 2018, this is ONLY for organisations with more than 20 employees.

The Single Touch Payroll Initiative will see employers report salary and wages, PAYG withholdings and super information to the ATO, directly from your payroll solutions at the same time you pay your employees.

Employers are required to conduct a “headcount” of the number of employees on their payroll as at 1 April 2018. If you have more than 20 employees then you must comply with the Single Touch Payroll reporting requirements from 1 July 2018.

So it is time to get ready, click on the following link for more details.

<https://www.ato.gov.au/about-ato/about-us/in-detail/strategy/c-direction/streamlined-reporting-with-single-touch-payroll/?=redirected>



REAL PROTECTION!

At CMSolutions our professional advisors have been supporting not for profit organisations for over 40 years.

All the Guidance, Advice and Support you need to fulfil your responsibilities as a Committee Member.

Criminal History Checks



Get the **right** check for your business.
Click to read more about not-for-profit National Criminal History Checks



Each year there are millions of Criminal History Checks conducted across Australia, individuals who are seeking employment or volunteering opportunities initiate many of these checks. Unfortunately, many people are not aware that when you ask for a police check to be conducted, you should specify the “purpose” of the check. The purpose should detail what role the person will be doing, and who they will be in contact with.

Results are released based upon the purpose as each state police agency has legislation that they must comply with, writing single words such as “employment” or “volunteering” will restrict what information the police can release.

Every National Police Check Certificate should state clearly what the stated “purpose” was when the check was conducted. If an individual presents a National Police Check Certificate and the purpose does not meet the needs of your organisation you should consider asking for another certificate.

All police checks are a point in time check, they will only show the history up until the date of the check is conducted. Each Police Check certificate should also show the date that the check results were released.

If your organisation needs help in sourcing criminal history checks or setting up accounts so that you can manage your workforce Criminal History Check, please give us a call at CrimCheck, we provide National Criminal History Checks and specialise in the NFP sector, as a Public Benevolent Institution we recognise the challenges that many NFPs experience.

CMSolutions members and employees of members can now take advantage of the cost effective and expedient Criminal History Checks through our partnership with CrimCheck. Visit their Website or you can reach them on 03 9955 0300 during business hours.

<https://www.crimcheck.org.au/check/CMSMemberDiscount>

What are you hoping to achieve this year?

The start of the New Year is also a good time to set some goals of what you would like to achieve next years. We were very excited to hear at the end of 2017, what member Bindarra Children’s Daycare Centre had accomplished. The achievements were many and may give you some ideas for your goal list in 2018.

We are proud to hear of our members achievements. Some of the excellent achievements by Bindarra included:

- Installed a native bee hive, jumping on a real interest in bee’s amongst the Brumby children (Thanks Bee Aware Kids).

- Held a successful Art Show and Auction and raised enough money for a new shade sail out the front! (Thanks to the dedicated Educators, helpful parents, Morrow and Co., Beauty on Teape, Woolworths Limited and the families who donated or created art for the cause)
- Had a wonderful Kindy Graduation at Coffee Anda.
- Transferred from the use of paper towels to fabric hand towels with the help of our generous families' time and donations.
- Upgraded the children's mattresses to stretchers!
- Were the recipients of a new HUGE Gingerbread themed cubby house from the EQ department of the Juvenile Correction Facility.
- Created a partnership with Queensland Academy of Technology to host Cert III Early Childhood Education and Care High School Trainee's from within our community (one a day and they stay with us for 12 months!)
- Offered onsite Speech Therapy weekly, to support children with speech delays or difficulties (Thanks to Headstart!) This will continue in 2018!
- Installed a gate on the front deck to allow for more play spaces for the children.
- Went to Cameron Park, NAIDOC week, Ipswich Library, Bethany Lutheran, Sacred Heart, Booval Fair, Pet Barn and the Animal Park at Queens Park.
- Combining the Art Show, Raffles throughout the year, Living Fundraiser Cards and the Cadbury Chocolate Fundraiser we have raised close to \$4000.00 which has helped purchase, new beds, new shade sail out the front, computer, vacuum, front deck gate, wobble bikes and new blind.
- Worked together to supply 4 families in need with a generous Christmas full of gifts and goodies.

Keep up the good work Bindarra Day Care and all our other members and let's look forward to a great 2018!



Independent Contractor or Employee?

According to the Australian Bureau of Statistics, approximately one million people are part of the independent contractor workforce. It is important for employers to understand the difference between an independent contractor and an employee. So what is the difference between the two?

An employee is an individual who works part-time, casual or full-time under a contract of employment, whether oral or written, expressed or implied and has recognised rights and duties.

An independent contractor runs their own business, hiring out their services to other organisations. Independent contractors also have the ability to negotiate their own fees and working arrangements, and can work for multiple clients at one time. They also do not receive any leave entitlements and generally do not receive superannuation payments. Some of the responsibilities of an independent contractor include:

- Obtaining an ABN and submitting an invoice for work completed or is paid at the end of the contract or project.
- Paying their own tax and GST to the Australian Tax Office.
- Having a high level of control in how the work is done.

There are many differences between employees and independent contractors. Employees are entitled to all legislated entitlements, including Award provisions, over the course of their employment. An employee also wears the same uniform as other workers, have the company business address, have the same company ID card as employees, have company business cards, or be part of the company's organisational structure.

When determining whether a worker is an employee or a contractor, the following criteria can help provide clarity as to what the relationship will be.

- Will your agreement be with a company?
- Is the worker able to perform services for other organisations while working for you?
- Do both you and the worker intend to keep is the relationship as an independent contracting relationship?
- Will the worker have control over their daily activities?
- Will the worker be permitted to delegate the performance of the services to another person who is appropriately qualified?
- Will the worker determine their own hours of work?
- Will the worker be treated distinctly from other employees (for example wear a different uniform or be outside the organisations structure)?
- Was the worker recruited in a different way to other employees?
- Will the worker provide their own tools and equipment that they require to perform the duties?
- Will the worker be paid a fee upon presentation of an invoice?

CMS has developed a checklist for members which explains these criteria further, and provides guidance to determine what status a worker is. [Click here](#) to view our Employee or Independent Contractor Checklist. You can also use the Employee/contractor decision tool on the ATO website to work out if your worker is an employee or contractor for tax and super purposes.

Risk of Sham Contracting Arrangements

Sham contracting occurs when an employer attempts to disguise an employment relationship as an independent contracting arrangement. There are serious penalties for Sham contracting arrangements.

Both the Fair Work Act 2009 and Industrial Relations Act 2016 restrict an employer from:

- Misrepresenting an employment relationship or a proposed employment arrangement as an independent contracting arrangement.
- Dismiss or threaten to dismiss an employee for the purpose of engaging them as an independent contractor.
- Make a knowingly false statement to persuade or influence an employee to become an independent contractor.

For more information, please contact CMS and we can provide you with a fact sheet to assist you in determining whether you have a contractor or employee.



KEEPING YOUR BOOKS IN ORDER!

Let CMSolutions take care of your bookkeeping and payroll needs with our cost effective Financial Services.

VISIT US AT WWW.CMSOLUTIONS.ORG.AU OR CALL US ON 1300 007 110

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.

When a break-in occurs

While it's always better to prevent incidents from happening in the first place, everyone should know what to do if the unexpected does occur. Guild Insurance have put together the following steps you should follow in the event of a break-in at your organisation.