



31 July 2019

Happy (Financial) New Year!

With the Brisbane winter already behind us, we're really feeling how late in the year it has become.

In July we had Single Touch Payroll come into effect, along with the new Federal pay rates, and in April there was changes to how Super payments are applied to leave loading (see article below).

Heading into the last half of the year, we have QLD State minimum wage changes coming into effect in September for our P&C members, Roadshows around the South East Queensland Region (details below), and (most exciting for us!) we get to start thinking of Membership Renewals!

Please make sure your details are up to date, so you don't miss out on any exciting news or updates coming in the near future.

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Performance Management Seminar

CMSOLUTIONS PRESENTS
AUGUST 21, 2019 | 10 AM
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Performance Management Seminar

Learn the Dos and Do Nots of Addressing Staff Performance: Register your interest today!

PLACES ARE LIMITED
\$65 FOR MEMBERS + \$85 FOR NON MEMBERS
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Our July Performance Management Seminar sold out, but we are happy to announce a second seminar for August 21st, 2019!

We've had some fantastic feedback from the July Seminar, with attendees giving it glowing reviews like:

"Very Worthwhile & always extremely helpful. Staff great, very knowledgeable"

If you missed out on registering for the July session, and you are still interested in attending, please register your interest below secure your place!

Reserve your spot here:

<https://mailchi.mp/5a7d55f05c48/performance-management-registration>

What are you doing differently?

CMSolutions wants to know how you're thinking outside the box!

Do you have a chef in your tuckshop? Does an Early Childhood Psychologist run your OSHC or Childcare Program?

Innovation is borne from necessity, and revolutionary practices become common practice from organisations like yours sharing your success stories.

Share your successes by contacting Shae in Member Services, here.

“Seamless, easy to record and quick to process”: Newmarket State School’s Lightning Fast Uniform Shop

CMSolutions asked Sarah from the Newmarket State School P&C what they are doing differently, and she was happy to answer!

“Newmarket State School uses a mostly automated system, involving a website, and a point of sale device.

2 years ago Newmarket State School changed our ordering and payment options for uniform shop and it has made everything so much easier for customers and for me to run it.

The school relies on volunteers to support the uniform shop and this is always tricky to come by with the busy lives we lead.

This means uniform shop can only open one morning each week before school. This, combined with the school growing at a significant rate, meant we needed a solution to make uniform ordering seamless, easy to record and quick to process.

Two changes were implemented:

- purchasing a point of sale device.
- creating a website that made ordering and inventory management simple

The Square point of sale device is low cost, purchased through Officeworks, and doesn’t require a financial institution to set up (unlike a merchant terminal). It is a small chargeable device, that syncs with a phone or tablet via an app, which stores all your items for sale. In the uniform shop all the purchases are tallied through the app and the customer simply taps their card, or digital wallet, to pay. A receipt can be sent instantly to a phone or email. Financial Reporting is also simple as the square app has custom or standard reports that sync with Xero or MYOB.

Each transaction has a % fee applied, but this can be built into the price of the products, so is easy and predictable to manage.

It allows customers to purchase quickly so only one volunteer is needed in our shop. It also tracks the inventory out, making stocktake and stock ordering straightforward. And less people are using cash - so no running to the bank to make constant deposits!

We have used the device for other P&C events too - fundraisers, BBQs - it’s really come in handy.

The website was built using a template, so low cost and easy to update. It allows everyone to see items for sale and purchase online. Then they select their class room for delivery. It allows me to fulfil orders at convenient times for me, and drop orders off to the kids. Rather than wait for people to arrive when we are open.

If you have any questions about Newmarket State School’s success story, you can find out more by contacting Member Services – shaeb@cmsolutions.org.au You can also check out their website, here:

<http://www.shopnss.com.au/>

Roadshows Are Coming

We! Are! Coming! To! You!

If you have not already received an email, keep checking your inbox, as we are going to be touring the South East Queensland Region throughout August, September and October.

This is completely covered in your membership and allows you to get that face to face time with our friendly Employment Relations Advisors. Sit and have a chat, pick their brains, or simply shoot the breeze with our Employment Relations Specialists – the time is yours to use how you wish!

If you are located in the Sunshine Coast, Greater Brisbane, Toowoomba, Gympie and Gold Coast Regions, you can register now for Priority Booking by contacting Shae or Trisha in Member Services, or wait for that “golden Ticket” to drop into your inbox soon.

You can contact Member Services on 07 3852 5177, or by emailing info@cmsolutions.org.au.

Superannuation on Leave Loading

Written by Michele Lark, CMSolutions Accounting Services and Audit Manager

Earlier this year the ATO provided clarification as to its view on whether or not superannuation had to be paid on leave loading.

The guidance states that unless leave loading is paid to compensate an employee for the loss of overtime or shift allowances while they are on holiday it will be subject to the superannuation at the standard rate of 9.5%.

We are currently seeking expert advice on how to treat this issue for historical pay periods as the ATO has indicated they would expect this to be applied retrospectively. We will provide updates as we get them.

However what we have been told is that all employers should be paying superannuation on all leave loading from 1 April 2019, unless you believe you have sufficient evidence in your award or EBA to state that leave loading is paid to employees to compensate them for the loss of penalties or allowances while on annual leave.

Our initial review of the awards and EBAs our members use is that very few, if any of them would have sufficient grounds on which to avoid superannuation on leave loading.

We will provide more detailed advice as it comes to hand.

Below is a link to the ATO website on this issue.

<https://www.ato.gov.au/Non-profit/Newsroom/Lodgment-and-concessions/Guidance-on-super-guarantee-leave-loading/>

NGS Super (Incorporating QIEC Super) - Apply to win one of six \$5,000 Scholarship Awards!



NGS Super is offering members the chance to win one of six \$5,000 scholarships to help their dreams take flight through a professional development course, a project or initiative – and there's no geographic barriers. This opportunity can take you anywhere.

If you currently work in the independent education sector and have a burning desire to enhance your professional development while making a tangible contribution to improving the quality of education and the sector at large, then this scholarship could be your opportunity to soar.

Six scholarships will be awarded across the following categories:

- Teacher category (three scholarships)
- Management category
- Support staff
- Judges' choice

Visit our website for more details and to apply online.

<http://www.ngssuper.com.au/scholarships>

Entries close 2 September 2019.

The Good Business of Health and Safety

Written by Peter Hoens, CMSolutions Board Member

Chief Executive Office of Wates Group Limited, Paul Drechsler has said, "Good health IS good business." However, balancing care for employees with the operations of the business is not always easy and it is important that employers understand their legal accountabilities.



With cold and flu season upon us, many employees will be scheduling doctors' appointments during work hours which raises questions about the timing of these appointments and leave entitlements.

Specialist appointments for 'non-incapacitating' injuries or illnesses are not considered sufficient basis for taking paid personal leave. Whilst employers may implement a policy that requires such appointments to be scheduled at particular times, it may not be possible to schedule specialist appointments

during these times and employers cannot enforce employees' compliance with such a policy.

Employees are "entitled to paid personal leave for any period of illness which prevents them from attending work." Generally, time off for medical appointments is paid from sick leave or personal leave entitlements. In situations where a doctor's certificate or other supporting evidence of an employee being unfit for work is not presented, then the employee may choose to avail him/herself of unpaid leave or annual leave.

As evidence that an employee is fit to return to work, an employers is entitled to request medical documentation, either from an employee's medical doctor or from a medical practitioner nominated by the company.

An exception to this is mothers returning to work after giving birth. There is no legal requirement for a mother to provide medical documentation if she wishes to return to work within the first 6 weeks of giving birth. Any directions to mothers of newborns to provide medical documentation must be lawful and reasonable; "that there is a genuine need for evidence of their fitness to work or there is cause to be concerned that the employee cannot perform the inherent requirements of their role."

Employers need to comply with Health and Safety legislation for employees who work from home. The legalisation places responsibility on the employer to minimise health and safety risks, including ensuring the physical layout of the home workplace is safe and without risk.

Before approval is given for an employee to work from home, The Employment Law Practical Handbook suggests employers:

- Determine whether it is appropriate for the worker to work from home
- Inspect the home workplace before the worker commences working from home to identify health and safety risks
- Manage any risks you have identified in the inspection
- Train the worker in your policies and safe operating procedures
- Provide and maintain equipment that is a safe and without risk to health
- Have the worker complete a 6-monthly home workplace inspection.

It stands to reason that healthy employees are integral to good business. It is also clear, however, that good business is dependent on employers understanding the scope of their responsibilities to the health and safety of their employees and acting accordingly.

Ending Fixed-Term Contracts

Written by Sandra Terera, Employment Relations Advisor

As the term suggests, fixed term contracts are contracts for a specified period of time or in some cases, for a specified task or the occurrence of a specific event. As such, once the

period or task is completed or the event has taken place, the employment relationship ceases. Examples include contracts for the duration of a project, contracts covering parental leave or other absences. If the employment is terminated at the end of the specified period, the employee will not have entitlement to file an application for unfair dismissal or any other application/claim.

Option to renew

There is no obligation for an ongoing arrangement with such an employee to go beyond the end date, unless there is an option to renew and the parties have exercised the option. However, there may be obligation to continue the employment by default if you fail to end the fixed term contract, even by one day because the law will treat the failure as the creation of an ongoing employment contract containing the same terms and conditions as the previous one, without the fixed term.

Ending Fixed-term Contracts and Notice Periods

A common question that arises with fixed term contracts is one concerning notice periods. Some fixed contracts have a notice period; however, you are not required to give a notice as the end date marks the end of the employment relationship.

Terminating Early

A fixed term contract can contain an early termination clause and be terminated before the end of the term, however, in many cases, there may be financial ramifications, one being the obligation to pay the employee for the remaining term of the contract.

Poor Performance

An employee may be underperforming whilst they are under a fixed contract. If for example, you engage someone on a 12-month fixed-term contract (in an organisation of more than 15 employees) and you terminate the contract prematurely after 9 months, for reasons of poor performance, the employee may be able to file an application for unfair dismissal because they have served the 6 month qualifying period. If the employee was successful, the maximum compensation available would be three months' wages. On the other hand, the Commission can make a finding that the termination was justified.

Take home lessons

1. You do not have to give reasons for termination at the end of a fixed-term contract.
2. A fixed-term contract must be genuine and not an indefinitely on-going arrangement. A series of fixed-term contracts could result in an argument of a continuing expectation of employment.
3. Early termination of a fixed-term contract is a breach of the contract unless it contains a clause that allows either party to give a notice of termination.
4. Put safeguards in fixed-term contracts such as early termination for poor performance, misconduct and other serious breaches. In some instances, an early termination can assist with avoiding redundancy pay.
5. Immediately terminate the employment relationship at the end of the fixed-term unless you have a written

agreement (i.e. agreed by both parties) to renew the employment.

Member Benefits Keep Getting Better

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CONTACT MEMBER SERVICES FOR MORE INFORMATION
SHAEB@CMSOLUTIONS.ORG.AU

Whats New?

For more information, contact Member Services, or check out their website here.

Want to advertise your jobs for free?

We have added a new page to our website for members. We now have an Employment Opportunities page available for members to post any job vacancies online, or in future Newsletters.

Posts are FREE for members and by price by consultation for non-members.

Call now for more info, or email Member Services for more information

1300 007 110 | info@cmsolutions.org.au

Who Are Our Partners? Spotlight on National Salary Packaging

GENERATING BETTER EMPLOYEE EXPERIENCES by Kylie Everett, Business Development Manager, NSP

“Money isn't the only thing that motivates someone to perform well at their job, but it certainly factors in heavily.” Read more here.

To find out more about how YOU benefit from our partnership with National Salary Packaging, contact Member Services on 1300 007 110, or email Info@cmsolutions.org.au, or check out the NSP Website here.

Community Grants

Want to help your community, but aren't sure where to access the funding? CMSolutions keep an up to date list of grants available to Not for Profits across Queensland.

Some funding opportunities ending soon can be found below, or you can check out the full list of Grants available by clicking here.

Nude Food Grants

Eligible to:	Schools
Funding:	\$1 - \$5,000
Round:	Closes 12 August, 2019

We pledge to giveaway \$10,000 (financial and otherwise) to bring your best nutrition, environmental sustainability and Nude Food ideas to fruition.

Throughout Nude Food October our team will be making surprise visits to congratulate (and assist!) the successful applicants. We don't care how big, small or crazy the idea.... We just want to help you make a difference in your local community!

https://www.nudefoodday.com.au/nudefoodgrant/?fbclid=IwAR2sO-Pdyu4yMjRnyFwPLnTjK_BOI4FLvShN_05dHjkt1_ahl2mVCqfYk4

QANTAS Regional Grants

Eligible to:	Not-for-profits Universities Schools TAFEs Individuals
Funding:	\$Undisclosed
Round:	Closes 30 August, 2019

As part of their mission to help brighten the futures of regional communities, the Qantas Regional Grants Program will provide financial, flight and marketing support to community groups and organisations to help further their causes and set them up for success.

The Qantas Regional Grants program aims to strengthen regional communities, drive local economic activity, stimulate

tourism and support jobs. This includes a discounted fare program for residents to make air travel more accessible, and a new pilot academy which is expected to drive further activity when it opens in regional Australia next year.

\$5 million in grants - \$1 million each year over five years is available - to charities, organisations, causes, projects and individuals that help deliver direct services or benefits to regional communities.

The Qantas Regional Grants program will offer recipients a combination of:

- Cash Grant
- Flights in kind
- Marketing support

<https://www.qantas.com/au/en/about-us/our-company/in-the-community/qantas-regional-grants.html>

Women & Change Annual Grants

Eligible to:	Not-for-profits
Funding:	\$Undisclosed to \$50,000
Round:	Closes 30 August, 2019

The 2019 Women & Change grant round will provide a grant of up to \$50,000 to a registered Australian charity that works to provide support to those in Queensland who are most disadvantaged.

Women & Change members are interested in projects that deliver sustainable change and are particularly interested in supporting new initiatives. This grant is not intended to replace current funding sources for existing projects or to provide general revenue for business as usual activities. Members are most interested in projects that address unmet needs and/or offer unique solutions to social challenges.

Each year, Women & Change will call for applications in July. One grant will be awarded in November, according to a staged application and assessment process, with the final decision being made by vote of Women & Change members. For more information, please refer to the 2019 guidelines document.

<http://www.womenandchange.com.au/grants/>

Hesta Community Sector Awards

Eligible to:	Not-for-profits Individuals Unincorporated Groups
Funding:	\$10,000-\$10,000
Round:	Closes 01 September, 2019

The HESTA Community Sector Awards recognise outstanding service provision, advocacy and leadership in improving the lives of people who rely on access to the services of this sector.

The awards are also intended to raise community awareness of the need for all members of our community to share the responsibility of working towards a more inclusive, compassionate and effective society.

There are three categories:

- **Unsung Hero Award** - This award recognises an individual working within the community sector who has made an exceptional contribution to social justice in Australia, by enhancing the wellbeing of individuals or communities experiencing disadvantage.
- **Outstanding Organisation Award** - This award recognises an organisation which has made an outstanding contribution to social justice in Australia, through the development or provision of a high quality and innovative program, project or specific service.
- **Social Impact Award** - This award recognises an individual, organisation or network that has made an outstanding contribution to social justice in Australia, through policy development, advocacy, leadership or representation.

Winners will share a \$30,000 prize pool, courtesy of proud Awards sponsor ME.

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

For more available grants, or for more inspirations on how to make your community brighter, click here.

If you would like to be featured in our newsletter, share your successes, have any questions regarding membership or the services we offer, contact Member Services today on 1300 007 110 or email

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 12 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.

<http://www.schoolzine.com/>