



CooperAitken BalanceSheet

September 2021



Included this month;

Article from Deborah Hollands, how good are you at weathering a business storm?
Deductions from Wages & Salary - requirements as per the Wages Protection Act 1983
Eftpos payments in Thames and Matamata| Looking for a receptionist to join our Matamata team

HOW GOOD ARE YOU AT WEATHERING A BUSINESS STORM?

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Most businesses are very good at what they do every day, so what plans do you have for the unexpected?

Your business may be excellent at meeting customer needs, providing high quality products and services but what would happen if:

- Your premises are inaccessible due to accident or disaster
- Key staff members leave
- Product or materials can't be sourced
- There are shortages of skilled staff
- Technology changes your core offering, for example a competitor makes you obsolete or your product becomes outdated.

In our business we regularly consider what we would do if the unexpected happens.

In the recent lockdown we had plans in place and were ready and operating offsite by the following day. We had recognised this as a significant risk for our business so have invested over the last few years in technology, systems and processes for us to manage the team working from home.

We feel it's important that businesses regularly or at least annually address their mind to identifying risks and how they would manage them, recent examples include:

For many clients finding skilled trade staff can be difficult. One client addressed this issue by significantly investing in automated machinery to reduce the reliance of employing staff.

Other businesses recognise power outages as a significant risk and invested in generators to ensure fridges/freezers continue to run to reduce any food

losses or to ensure key equipment still operates.

Do you have key staff that are a vital part of the operation of your business? Your business should have backups and redundancy plans in the event of key staff leaving or if taking extended holidays or sick leave. Documenting processes so other staff can easily perform these key tasks or have others that have the knowledge of these processes so your business can continue to operate effectivity is important.

In today's environment finding skilled labour can also be challenging. Often it's easier to retain your current staff by offering:

- flexible working hours
- Opportunities to work from home
- Part time hours
- Employee benefits, for example life or medical cover.

Potential employees are also looking to work in businesses with a great culture that share their values, so be sure to talk about your own values and culture.

Not every risk is manageable, but you will have peace of mind that if it happens you know what you need to do and what you can't control.

If you would like help, we can run a session to brainstorm risk assessment models so that risks are identified, they are weighted according to both likelihood of occurrence and the effect on your business. You would then have plans in place to reduce the business risk if a high rated event happens.

We have found that businesses with good risk management plans are better placed to survive emergencies better and better placed to achieve goals.

Deductions from WAGES & SALARY

requirements as per the Wages Protection Act 1983



From time to time, in your employment relationship, you may extend permission to your employee to use your Trade account to purchase personal items, or tools that then become subject to a tool allowance paid to them as part of their package. For our Agricultural clients, a common arrangement is the processing of a livestock unit for the freezer.

The legislation regarding deductions from wages very specifically requires written consent from the employee. An employer should request the employee to sign a deduction form so this money can be deducted from their ongoing and/or final pay.

Government departments and agencies, such as Ministry of Justice, making deductions against an employee's wage or salary, are exempt under the Act and no employee consent is necessary.

If the employee has a deduction clause in his employment agreement, this then becomes a requirement to consult the employee instead. Email or text messaging is a great way to instigate the consultation process, as it gives you a written record.

When entering into an arrangement of this nature with your employee, it is important to keep an open line of communication regarding this transaction. An employee is entitled to cease payments or vary the amount – a request which must also be submitted in writing. Normally changes to, or cessation of, payments is processed within two weeks of the employee providing written notification.

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PAYROLL

Deductions from

WAGES & SALARY

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It is vital to take into consideration that Section 5 of the Act has some important information regarding such a transaction.

Section 5. Deductions with worker’s consent

1. An employer may, for a lawful purpose, make deductions from wages payable to a worker-
- a. With the written consent of the worker (including consent in a general deductions clause in the worker’s employment agreement); or

b. On the written request of the worker.
2. An employer must not make a specific deduction in accordance with a general deduction clause in a worker’s employment agreement without first consulting the worker.
3. A worker may vary or withdraw a consent given or request made by that worker for the making of deductions from that worker’s wages, by giving the employer written notice to that effect; and in that case, that employer shall –
- a. Within 2 weeks of receiving that notice, if practicable; and

b. As soon as is practicable, in every other case, – cease making or vary, as the case requires, the deductions concerned.

If in any doubt, obtaining permission in writing will cover deductions made, and will assist in preserving a harmonious employer / employee relationship.

Our dedicated payroll team are always available for practical advice and documentation templates.

If you require further assistance, please contact our Payroll team.

P: 07 889 7153
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Looking for a change?

JOIN OUR TEAM



We are looking for a receptionist for our Matamata office.

Someone who is motivated, energetic and well presented to be the face of our Matamata office in a permanent full-time role.

A quick-thinker and fast learner, who can juggle many tasks with ease.

Do you know someone that might be interested? Please send them our way.

[READ MORE ABOUT THE ROLE](#)

[APPLY WITH CV AND COVER LETTER](#)

SHOP

LOCAL

OUR COMMUNITY

DEPENDS ON IT

YOUR LOCAL SHOPS AND BUSINESSES
NEED YOUR SUPPORT.



Herd of Cows?
Morrinsville Street Art
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EFTPOS PAYMENTS

Eftpos is now available
in our Thames and
Matamata offices.

