

THE CUTTING EDGE

COLLABORATION EFFICIENCY
KNOWLEDGE
EXPERIENCE
SKILLS
TEAMWORK
MOTIVATION
CREATIVE TALENT
AWARENESS
AGILE SUSTAINABILITY

6 Benefits to Cross Training Employees

Many of our OFPANZ members are hiring right now. Last month one of our OFPANZ members expressed how important it was to make sure that the staff are getting cross trained. Not because you need someone to do all the grunt work, but because it is better for your business to give your team the knowledge they need to understand all aspects of it.

[This article from Edgepoint Learning \(edgepointlearning.com\)](https://edgepointlearning.com) talks about pros and cons for cross-training your staff.

Cross-training isn't just adding a little yoga to your daily running routine. Cross-training employees can provide a major boost to your workforce's productivity (and your bottom line!). Here are six major benefits of cross-training employees.

What does it mean to cross-train an employee?

Cross-training employees goes beyond showing everyone how the copier works in case your administrative assistant is out for the day. It starts by identifying the major tasks and skills in a specific area of your organization and then training each employee on these skills so that they can step in for support when needed. *Continue reading on page 7.*

Issue Highlights

- Benefits to Cross Training Employees
- Membership News
- Certified Workplace Trainer Module
- Awards for Excellence
- Freight Changes
- Phase 3 Omicron Response
- Annual Conference Details
- Fabricator Workshop



OF PAN Z

OUTDOOR FABRIC PRODUCTS
ASSOCIATION OF NEW ZEALAND

Issue Sponsored by: 

President's Corner

Kia Ora Everyone

Hope all is well around the country, and everyone is hanging in there, the gradual move towards the easing of restrictions would have been nice to hear for most of you and hopefully not too much further away provided we don't get a new variant again!

Conference planning is still underway but there's a few speed bumps that may present themselves as we move closer to the dates, venue rules and practicality for trade shows etc. are the main problems being solved now, to ensure a safe and smooth conference for everyone.

Speaking of conference, start thinking about what award categories you are going to enter. All entries are due by 2nd May 2022. This includes Apprentice of the Year. We would love to see a record number of apprentices involved this year.

Members with apprentices should have had a visit or at least had some communication from MAST regarding this. There was a hiccup with the initial data transfer, so it has taken a bit longer to get set up. Hopefully by the time you are reading this it will be sorted or close to it, please reach out to one of the exec members if you are having problems with anything so we can address it.

Shipping issues are plaguing our suppliers at the moment so keep this in mind when quoting and reviewing pricing. There are some exorbitant costs, outside of the suppliers control, being added on to the price of containers to get goods both into the country and around it and this is going to have to be shared so make sure you account for it where practicable and be understanding of some price changes.

Most of you will be prepping for the end of another financial year which hopefully has been successful, at least in the sense we are all still here. Enjoy the year and I look forward to catching up with you when we get a chance.

Also remember to reach out to other businesses/people you know and check in or give someone on the executive a bell if you have any ideas you want us to look at or implement.

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Specialised Fabric Solutions



New Flame Resistant Acrylic Fabric

New **Docril FR**, the first inherently flame resistant solution-dyed modacrylic fabric. A 100% acrylic mass-dyed flame retardant fabric eliminates the risk of flame propagation, increasing the safety of your space. The fibre quality does not diminish over time. Docril FR can be used in various applications, meeting the needs of different sectors. It has the function to provide the peace of mind that your customer needs.

Membership News

New Member - Eastern Bay Upholsterers



Jim Pullar has been involved in the industry since 1993 and completed his Trade Training in the NZ Army. He has owned Eastern Bay Upholsterers since 2014 and is looking forward to networking with OFPANZ members.

Happy Anniversary

Grant Stewart Celebrated 40 years with Reid & Twine in February 2022. That is an incredible achievement and his influence on the company and its success is considerable. Grant started with the company in February 1982 in a warehouse role as a teenager, moving into customer service and then sales rep roles. He became Motor Body Hardware Manager in 1996 and then Assistant General Manager in 2003. 2012 saw him take on the Managing Director's position along with a shareholding in the business. There is not much that Grant does not know about the business, and the relationships he has built over the years with both staff and customers is significant. Grant, we at OFPANZ enjoy having you in the industry. We look forward to celebrating with you later in the year.

Also in 1982, a family owned business was established. Celebrating 40 years of being open, Napier Auto Upholstery was started by Malcolm and Stephanie Wilkie. They now have a team full with plenty of knowledge and skill. Napier Auto Upholstery have a history of turning ideas and visions into a reality. They are very passionate about what they do as you can see from the awards they have won in the three years that they have been members of OFPANZ. Congratulations team!



BUSINESS FOR SALE

Christchurch Fabrication Business

Established for 30 years. Flexible opportunity to purchase commercial building and business or just the business. Very good profits with very good turnover. All aspects of canvas fabrication undertaken with long term regular clients. 2 - 3 trades people required to handle current work load and can easily take on more work if more trades people available.

Could be suitable for a North Island company wanting to get into the South Island. Selling due to retirement.

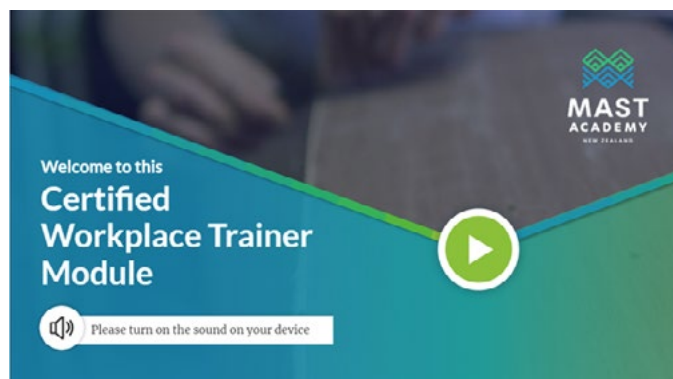
Contact seller 0274360828



Certified Workplace Trainer Module from MAST

To support the largest marine and specialised apprenticeship programme in the world, MAST Academy has developed an e-Learning Skillpod to equip current and future workplace trainers involved in any employer led training programmes.

“We recognise and acknowledge that there are many peers, both past and present, who have contributed in their own way to the success and reputation of our industries, be it through design, a manufacturing or boatbuilding business, or their unique skill in craftsmanship. Many of us have been a part of these businesses’ journeys and feel we have contributed to their, and our own, successes along the way” says Chris van der Hor, CEO of MAST Academy New Zealand.



He adds that like all journeys, it generally starts with the opportunity that was first given by an employer through a job that led to an apprenticeship, at the beginning of one’s working life. The workplace trainer is often the first person the new apprentice or trainees interact with. These first interactions are critical and often determine how well a new apprentice or trainee performs and fits into a company.

It is these trainers and mentors that are the real unsung and sometimes forgotten champions of industry that MAST Academy (formally NZ Marine & Composites ITO) wish to recognise through their Workplace Trainer Certificate, in our quest to develop the next generation of talent and craftspeople which the industry sorely needs now and for future growth.

New Zealand hosts the largest marine and specialised apprenticeship programme in the world and this responsibility falls to MAST Academy, as a government recognised private training company that works with some 270+ business across New Zealand in a variety of trades and professions in the marine, composites, marina and industrial textiles sectors. All the businesses we deal with have experienced and qualified tradespeople and professionals who also undertake as part of their role the responsibility to act as the workplace trainer and mentor to the apprentice(s) in the business.

To support them, MAST Academy has developed an e-Learning Skillpod to equip current and future workplace trainers involved in any employer led training programmes, such as apprenticeships, with the necessary key skills to be effective trainers and mentors within their sphere of influence to their colleagues and the workplace learners.

“By offering this eLearning training module leading to an industry endorsed Workplace Trainer Certificate, we acknowledge the important role these key people play within the training environment and their contribution to ensuring each graduate succeeds”, says van der Hor.

It also allows MAST Academy Field Officers to work more closely with the company in achieving these outcomes which has many benefits for the learner, employer, and industry.

For every Workplace Trainer who completes the accredited training, MAST Academy will acknowledge this

Awards for Excellence due 2 May 2022

As mentioned at the end of last year, we are trialling something new for the 2022 for the Apprentice of the Year Tier 1 Entries. Anyone wishing to participate in the Tier 1 project, needs to register their interest on our website. W Wiggins have put together together Tier 1 kits that can be posted out to the interested apprentices. The specs for the Messenger Bag Project are the same as in years' past. So far we have had 7 people express interest in this project. Judges will be looking at Accuracy of Measurements, Neatness of Cutting, Neatness of Stitching, Accuracy of Fittings, The Finish of the product and how it is presented.



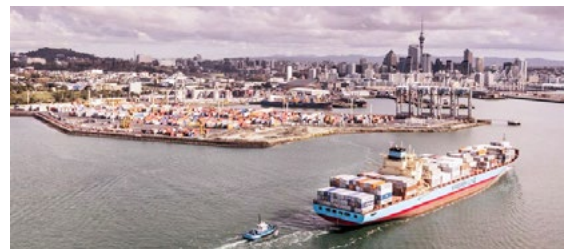
If your apprentice has not registered, please have them get in touch as soon as possible so we can get their materials sent out to them. All entries will be due on Monday 2nd May 2022. To register your interest now, go to <https://www.ofpanz.co.nz/2022-apprentice-of-the-year-awards/>

The Tier 2 Projects will be business as usual with a slight twist - to include a portfolio of two projects you have been involved with at work. Please submit a minimum of 3 photos for each project and describe in detail your involvement with the project.

We have added a few categories in the Awards For Excellence this year. All is available for you to start entering online. Deadline to enter is 2 May 2022.

Freight Changes

In the last few months you all will have seen an effect of Covid-19 on your business in one way or another Split shifts have been implemented, some sales teams have been taken off the road and some of you might have experienced a staff member being a close contact. With rising cases throughout New Zealand, here are some things to be aware of in terms of getting your products to you.



1) Longer freight times - Freight companies have indicated that they will split teams and reduce volumes with a priority to essential services like food supply. This means that general freight will take longer. What can you do? Plan well ahead and hold slightly higher stocks. Have patience. Communicate the delays to your customers. NZ Couriers has created a network status dashboard to show its customers where each of their branches are in terms of how they are able to operate. You can view the status network [here](#).

2) Port congestion - Due to port congestion, containers are being stored in holding yards. The costs associated with this are being imposed onto the importers of the goods. You may see some rising costs on goods because of this.

3) Year on year cost of freight has increased significantly. One supplier said that when comparing apples to apples, a freight container in 2021 arriving in February cost \$5.5k where as the same container today cost \$19k. You may see rising costs because of this.

Everyone is doing their best in a difficult situation. If you find yourself struggling, please don't hesitate to reach out to any of our Executive Members.

6 Benefits to Cross Training Employees (Continued)

Think of a small accounting firm. Right around tax time, things get hectic, and the more hands on deck, the better. If everyone in the office can be trained in certain intake procedures, then the accountants can focus on their highly specialized and complicated jobs.

As you'll notice, this example doesn't require weeks spent in boardrooms with training manuals and assessments.

Cross-training simply aims to build the skills of everyone in the company so everyone better understands exactly what it takes to run the business. The idea is to empower employees to provide support from within the company instead of outsourcing or overloading one group of employees during hectic times.

Six benefits of cross training employees

The benefits of cross-training in business are numerous. Here are six great examples of the benefits of cross-training employees:

1. Great return on investment
2. Better collaboration
3. Increases employee motivation
4. Increases workforce sustainability
5. Improves efficiency
6. Makes your company more agile

1. Great return on investment

It is important to hire employees that can do their jobs well, but looking at the talent you already have on staff can really boost your bottom line.

For example, if you are in education and need a curriculum developer, who knows the content and curriculum better than the teacher with the Master's degree in curriculum design who is already on staff? Done well, cross-training empowers employees to share their knowledge without bringing in additional employees. This saves employee onboarding costs (and time!).

2. Employees are better able to collaborate

Tim Brown, the CEO of award-winning design firm IDEO, focuses on creating "T" shaped individuals in his companies. "T" shaped employees are experts in one particular aspect of the company (this makes up the leg of the letter) while still having a broad, working knowledge of other aspects of the company (the arms of the "T").

In contrast, "I" type employees have extensive expertise in one area but because they are hyper-focused lack the ability to really collaborate with other people in the company.

3. Increases employee motivation

Nothing stops employee initiative faster than the perception of a dead-end job. If your medical receptionist can't see any place for movement within your medical practice, they may start looking elsewhere.

If employees know there are opportunities within the company for growth, their motivation to seek out those training opportunities (and the corresponding increase in pay) grows. More motivated employees will gravitate towards additional opportunities for career growth and mobility.

4. Increases workforce sustainability

Imagine the three legs of a stool. If one leg falls off, the stool is useless. Now imagine a company in which only one employee knows anything about a process or a procedure. What happens if that person takes maternity leave or becomes ill and needs time off?

6 Benefits to Cross Training Employees

Cross-training employees holds up the seat of your business, even when your resident expert steps away. This makes your business more sustainable, even in times of transition.

5. Improves efficiency

If each department has to identify valuable skills to add to a cross-training program for employees, they will be forced to look closely at what's important and how best to pass that knowledge along.

This activity in and of itself increases efficiency, especially in small businesses where each employee already has multiple layers of responsibility. Honing the skills needed and figuring out how to efficiently and effectively transmit them can help streamline every aspect of your business.

6. Makes your company more agile

Cross-training employees may entail on-the-job training that can help reveal hidden talents, increase employees' skillsets, and provide a springboard for advancing the goals and objectives of your company.

This necessarily makes your company more agile and responsive, no matter the size or industry. It also makes you more flexible with scheduling and filling last-minute vacancies.

Are there any disadvantages of cross training employees?

Yes, but they can be avoided with some advanced preparation.

To start, some employees may view cross-training as an added responsibility with no added pay. It's important to make sure that while leveraging each employee's strengths you balance their workload as much as possible.

Sure, you want to get the highest level of productivity out of your employees while still protecting your bottom line, but the risk of burnout is high when you add too much, too fast. You want employees to know that you value their abilities, not that you think of them as beasts of burden.

Another potential risk is building a company filled with generalists. These are employees that know a little bit about a lot of things, but not too much about one.

While this can be very helpful to fill in gaps when an employee is out sick (especially in a small company), you run the risk of appearing to be a mile wide and an inch deep in terms of expertise in your field.

Imagine if a doctor in your medical practice was also responsible for checking in patients and dealing with the complexities of filing insurance claims. While it's important for doctors to have a working understanding of the ever-changing landscape of insurance, having an expert in the office is crucial – both for the doctoring and for dealing with insurance companies. Let your specialists be specialists, even as they dip a toe into other aspects

6 Major Benefits To Cross-Training Employees



Great return on investment



Employees are better able to collaborate



Increase employee motivation



Increases workforce sustainability



Increases efficiency



Makes your company more agile

Minimum Wage Increase - What does it mean?

On 1st April 2022 there will be a minimum wage increase throughout the country. There are three groups to calculate minimum wage for; the 'Adult Minimum Wage', 'Starting-Out Wage' and 'Training Minimum Wage'.

The adult minimum wage applies to all workers 16 and older that the starting out wage and training wage do not apply for or if they do apply, that the employee is involved in training or supervising other employees. This wage will be increasing from \$20.00 per hour to \$21.20.

The starting-out minimum wage and the training minimum wage will increase from \$16.00 per hour to \$16.96 per hour. Go to <https://www.beehive.govt.nz/release/govt-increasing-wages-lowest-paid-workers> to read about who these wages apply to.

There are serious ramifications for breaches of the Minimum Wage requirements. Make sure you are up to speed with the requirements before 1st April.

Phase 3 of the Omicron Response & How to Pay Staff If They are On Leave due to Covid

From 11:59pm Feb 24th New Zealand will be in Phase 3 of the COVID-19 Omicron outbreak.

Rapid Antigen Testing (RAT) has started as an alternative to the lengthy PCR testing. At testing stations they will decide which type of test is more appropriate case by case as presented. You should be able to purchase these tests starting in March.

People should only get tested for COVID-19 if they are symptomatic or are a household contact.

A Close Contact is not a Household Contact.

At Phase 3, Close Contacts no longer need to isolate - unless they have symptoms. If you get a notification from your workplace, school or through the NZ COVID Tracer app that you are a Close Contact, you should monitor your symptoms for 10 days.

If you live with someone who has tested positive for COVID-19, you are considered a Household Contact and will need to isolate for 10 days. You must get a test on Day 3 and Day 10 of your isolation. If you develop symptoms you should get a test sooner. If you are a Household Contact and you test positive, you will need to isolate for 10 days.

Paying absent staff

What to pay staff when sick or isolating is the next challenge.

There are many different scenarios which can occur when people are sick or forced to isolate during this coming period. You can read about these scenarios here <https://www.employers.co.nz/omicron-phase-3-news-feb-2022-newsitem.aspx>

The following Government schemes are currently available:

Short term absence payment - STAP (\$359.00 once off payment / once every 30 days)
www.workandincome.govt.nz/covid-19/short-term-absence-payment/how-to-apply.html

Leave Support Scheme - LSS (\$600.00 or \$359.00 weekly payments)
www.workandincome.govt.nz/covid-19/leave-support-scheme/how-to-apply.html

If you are feeling overwhelmed by anything related to staff and wages, please contact Employers Assistance.

OPANZ CONFERENCE & TRADE EXPO

TURNING THE ORDINARY
INTO EXTRAORDINARY

30 June - 2 July 2022
Rutherford Hotel - Nelson



Supreme Award Winner 2021
Dave Giddens Sailmakers - Te Nukuao

REGISTER ONLINE [HERE](#)

Registrations
Open Soon.

THURSDAY, 30 JUNE

10.00am to 4.30pm	2nd Annual Marine and Auto Trimmer Fabrication Workshop (DETAILS IN SEP)
6.30 to 8.00 pm	Welcome Reception with Light Meal and Drinks - 623 In The City

FRIDAY, 1 JULY

7.30am to 12.30pm	Tradies Breakfast (7:30am - 9:30am) Trade Expo Open (Rutherford Hotel)
10.00am to 10.30am	Morning tea
12.00pm	Lunch
1.00 - 2.15	Welcome Keynote Speaker - Pic Picot - Turning Ordinary into Extraordinary
2.30 - 4.30	Trade Expo Open - Scheduled Workshops in the Trade Show
6.30-10.30	Casual Dinner - Pic's Peanut Butter Factory

SATURDAY, 2 JULY

7.30am to 8.45am	Breakfast & Networking
9:00 - 9:35	Employee Welfare and Reward
9.40 - 10.40am	Building a Business Worth Selling - Mark Greer
10.40 to 11.10	Morning Tea
11.10 to 11.50am	MAST Industrial Textiles Fabrication Qualification Update - Chris van der Hor
11.50am 12.50pm	Lunch & Networking
12.55pm to 1.30pm	Increasing your Cyber Resilience - CERTNZ Hugh Devereux-Mack
1:40pm-2.15pm	Maintaining Shade Structure - The Shade Doctor
2.20pm - 3:20pm	Mindset - Be Bold Programme -
3.30pm to 4.30pm	AGM/Way Forward/Afternoon Tea
6.30pm to 11.30pm	Awards for Excellence Dinner



Keynote Speaker, Pic Picot

Often called the "Willy Wonka of peanut butter," Pic Picot will share how he took something such as an ordinary peanut and made it into extraordinary peanut butter and rising star of the New Zealand export Scene.

OFPANZ CONFERENCE & TRADE EXPO

TURNING THE ORDINARY INTO EXTRAORDINARY

REGISTER AS A FULL DELEGATE BY 13 May 2022 AND SAVE \$75

Full delegate package includes:

Welcome reception, all seminar sessions, teas and lunches plus themed casual dinner and gala awards dinner

Early bird full delegate (ends 13th May 2022)	\$575.00	Full delegate package (from 14th May 2022)	\$650.00
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NB: OFPANZ member rates quoted. Non members +20% | Contact Amanda for more than three delegates special rate

INDIVIDUAL REGISTRATIONS

Pick and choose what you would like to do:

Thursday Marine & Auto Trim Fabricator Workshop	\$50.00**	Casual Dinner *	\$125.00
Welcome Reception*	\$80.00	Gala Awards Dinner *	\$190.00
Keynote Speaker & Day 1 Supplier Workshops	\$130.00	Plus 1 Casual Dinner (if full delegate package is purchased)	\$100.00
Day 2 Workshops & Sessions	\$130.00	Plus 1 Award Dinner (if full delegate package is purchased)	\$125.00

*Event included in full delegate registration | All prices exclude 15% GST and are in NZD\$

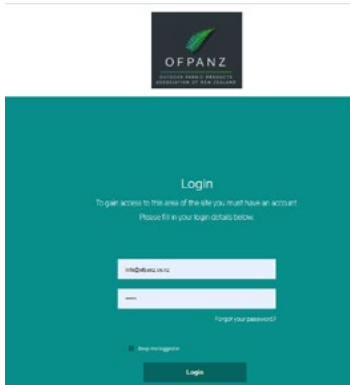
**Non Member Rate - \$100

ACCOMMODATION - BOOK NOW!

The Rutherford Hotel, Nelson

Book direct - reservations@rutherfordhotel.co.nz | 03 546 3000 - Use Reference 665950 and mention the OFPANZ Conference

Membership Renewals/ Membership Directory



Membership Renewals will be sent out on the 1st April this year. Please make sure that your membership directory details are up to date. To do this go to <https://members.ofpanz.co.nz/> and login using the details Amanda sent last year. If you don't remember these, please contact Amanda on info@ofpanz.co.nz. We look forward to the world returning to "normal" soon so that we can proceed with regional meet ups and workshops.

Now Accepting Credit Card Payments



OFPANZ members have been asking for a while to be able to pay for conference and membership with credit card. Often there are incentives through credit card companies to make it worth it to do so. OFPANZ has set up a Stripe Account making anyone able to make payments via card. This will especially help our overseas members. There will be a credit card surcharge passed on of 2.5%.

2ND ANNUAL FABRICATOR WORKSHOP

TURNING THE ORDINARY INTO EXTRAORDINARY

Thursday, 30 June | 10am-5pm
Rutherford Hotel - Nelson

Top - Napier Auto Upholstery – Model A Sports Coupe
Below - Matt's Motor Trimming – Dickey Boats SemiFly 45

\$50 for OFPANZ Members \$100 for Non Members

THURSDAY, 30 JUNE

9:30am	Networking, Morning Tea
10.00am	Welcome
10.15am to 11.00am	Master Fabricator
11.10am to 12.00pm	Workshop 1 - SEWING MACHINE MAINTENANCE
12.00pm to 12.45pm	Lunch
1.00pm to 1.50pm	Workshop 2 - PRODUCTS THAT STICK
2.00pm to 2.50pm	Workshop 3 - PATTERNING
3.00pm to 4.00pm	General Session, Afternoon Tea
4.00pm to 5.00pm	Networking, Close

What to Expect at Conference

Because the turnout was so good at our inaugural fabricator workshop, we have decided to host one again in the beautiful Nelson New Zealand. This is an opportunity to hear from industry speakers, get your hands on the tools, network and have some fun. There will be a friendly competition during the day.

This year, to allow for people to arrive on Thursday morning, the start time will be slightly later for the workshop. It will run from 10:00 am - 4:00pm with Happy Hour at the end of the day. Anyone wishing to attend the Welcome Reception after is able to register for that as a full delegate for the conference or as an individual event.

You will also notice that the Trade Show will only be open on Friday 1st July with fantastic business workshops and speakers on Saturday 2nd July. This was a suggestion made by the suppliers last year.

Registration for both conference and the workshop will be open soon. An email will be sent out to all members when it is ready.

The Rutherford Hotel is working with us very closely and have our health and safety as top priority. At the current traffic light setting, all delegates will need to be vaccinated and show a vaccination pass upon arrival. As we get closer to the conference, we will update everyone on other protocols that will be in place.

We look forward to gathering once again, networking and sharing new ideas on becoming extraordinary.