



Registration Form

YES! We would like to attend the Caretaker/Property Manager Conference 2005
(Please use a separate registration form for each enrolment, photocopies are welcome).

Registration details

Name

Position

School

Postal address

Email Address

Name to appear on Name Tag:

Please send us an invoice for the total of \$

Choose one workshop for each session – one for the morning and one for the afternoon. Bookings are allocated on a first-come, first-served basis, so although every effort will be made to accommodate your choice, we reserve the right to select an alternative. Space in each session is strictly limited, so please register early to secure your preferred place.

Please decide now which workshops you want to attend and circle the Session Code in the relevant square.

MORNING WORKSHOP (choose one only)			
Session A	Personal Safety & Risk Assessment	Session A	Graffiti Removal
Session B	Playground Standards & Compliance	Session B	5 Year & 10 Year Plans
		Session C	Handling Chemicals/Dangerous Goods

Payment

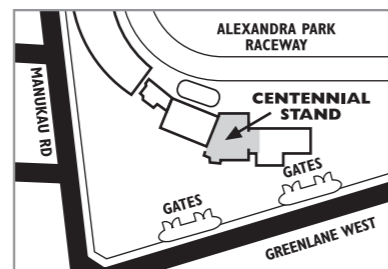
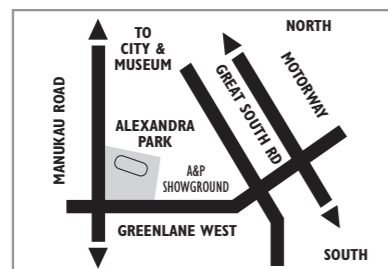
Your registration fee includes two workshops, two keynote speakers, morning tea, and lunch. (\$189.00 per person)
Morning session only: includes one workshop, one keynote speaker, morning tea. (\$125.00 per person).
Afternoon session only: includes one workshop, one keynote speaker (\$70.00 per person).
NB: all fees include GST of 12.5%.

Once this Registration Form has been completed, please post to: CES, P.O. Box 414, Christchurch 8001;
or fax to: 0800 205 762. Places are strictly limited and final confirmation is subject to availability.
Any questions, contact Wayne via phone on 0800 205 267, or email wayne@cessl.org.nz.

To register: fax free 0800 205 762 or post free to P.O. Box 414 Christchurch 8001

Cancellation Policy: You may send a substitute in your place. Cancellations received 5 days prior to the event will attract a full refund. Regrettably no refunds can be made for cancellations received after this date. However you will still receive documentation.

LOCATION: CENTENNIAL GRANDSTAND, ALEXANDRA PARK RACEWAY, ELLERSLIE



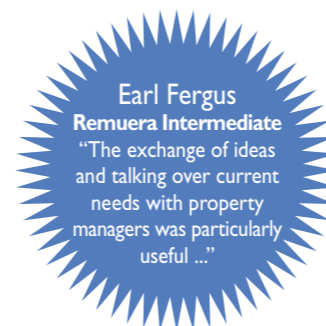
- Free carparking available right outside the conference centre
- Only 15 minutes from Queen Street
- Only ten minutes from Auckland Domestic Terminal
- Take Gate B or C to drive into the complex

Caretakers' and Property Managers' Conference



Thursday, 25 August 2005
Alexandra Park, 9.00am-3.15pm

- Fantastic range of Speakers and Topics
 - Cost Effective
- Great Networking Opportunities
 - Industry Insights from Experts
- Personal Development Opportunities
- Relevant Trade Displays from Well-known Suppliers



Earl Fergus
Remuera Intermediate
"The exchange of ideas and talking over current needs with property managers was particularly useful ..."

Who should attend this conference?

All caretakers and property managers, groundspersons, school trustees, or anyone responsible for the maintenance, purchase, or administration of school buildings or machinery.
This conference aims to provide participants with the knowledge and skills to become managers who have as their goal, quality throughout their whole organisation.



Barry Brown
Rutherford College
"The way the speakers angled their material to suit our needs was great – not just in theory, but practical too ..."

PROUDLY PRESENTED BY



To register: fax free 0800 205 762 or phone free 0800 205 267
CES, 89 Nazareth Avenue, P.O. Box 414, Christchurch 8001

Email: wayne@cessl.org.nz or jenni@cessl.org.nz

Workshop Facilitators and Keynote Speakers

Ian Fox

Principal, Bucklands Beach Intermediate

Ian has worked as an Inspector for schools, as a lecturer at the Auckland College of Education, and has been principal of a wide range of schools. He recently stepped down from the Auckland Primary Principals' Executive having completed his term as President. In 1995 Ian was awarded a Fulbright Scholarship to study in the USA, and in 1999 he was awarded the ASB/APPA Traveling Fellowship. Over the past 10 years, Ian has developed strong links in the Baltic region where he has presented at conferences and seminars for principals in Sweden, Finland and Norway. Ian is currently co-chairing the organising committee for the ICP 2007 conference to be held in Auckland.

Allan Vester

Principal, Edgewater College

Allan has been the principal of Edgewater College since 1994. Prior to his arrival there, it was the lowest decile school, with the smallest roll, in the district. Under Allan's successful leadership, a Board of Trustees/Staff operational group for capital expenditure was set-up: Edgewater has since been upgraded to Decile 4, and the roll has grown to 1100 students.

Peter Adams

Security Consultant, TSSL

Peter has served in the New Zealand Police in Auckland, Turangi and Christchurch. Since leaving the police, he has been involved in adult training, security consultancy and private investigation through TSSL (Training Systems & Solutions). Topics covered in Peter's workshop will include: recognising risks; how to manage potentially critical situations; interpersonal communication in critical situations; de-escalating and defusing situations; legal issues relating to personal safety; and dealing with people face-to-face.

Clive Dodd

Consulting Engineer, Standards NZ

Clive is Chairperson and Member of the New Zealand Playground Standards Committee P5828, which is responsible for developing the Playground Equipment and Surfacing Standard NZS5828:2004 for New Zealand. Over the last two years he has also been providing professional technical advice and coordinating the technical working group of the CS-005 Australian Standards Committee. Based in Queensland, Australia, Clive is currently working with Standards New Zealand on the preparation of new handbooks.

Rob Shields

Graffiti Programme, ACC

Since leaving the New Zealand Police 3 years ago, Rob has been employed as the Contract Manager of Auckland City Council's Zero Tolerance to Graffiti programme. He will share his knowledge, and discuss how the Council can work with your school to develop initiatives to discourage graffiti and vandalism in the school environment and local community. This workshop offers practical advice and suggestions that can be put to work right away.

David Bos

Team Leader, Ministry of Education

David's early career was in the clothing and textile industry. He then joined Advanced Construction as General Manager, where he gained experience of school buildings and facilities while handling work for the Ministry of Education. He started his own business, Proi-Site Ltd, specialising in foundations and site works. In early 2003, David sold his company and joined the Ministry of Education as a Network Facilitator. He currently holds the position of Team Leader for Property Programmes in the Network Provision Team.

Bryan Watts

Hazardous Substances Compliance, ERMA

Bryan is a Compliance Officer in the Hazardous Substances Unit of the Environmental Risk Management Authority where he works with industry groups to ensure they have a good understanding of the requirements of the current legislation. He is a trained chemical engineer with a background in the oil and petrochemical industry, as well as time spent as a risk management consultant. Bryan's workshop will background the current legislation and compare the similarities with the previous legislative regime, and identify the requirements for certification and training.

Jim Hopkins

Raconteur / Columnist

Jim is famous (or infamous) for his work on stage, in television and radio. His incredibly quick wit, coupled with his genius for making people laugh, have made him one of New Zealand's most sought-after humorous speakers. Jim has spent the best (or worst) part of 16 years in and around the electronic media – as a scriptwriter on "Close to Home; presenter of 'Fast Forward'; "Don't Tell Me"; "The Inventors"; "Dateline Monday"; a performer on the BNZ Festival Debates; and radio talkback host on Radio Pacific in Auckland and Radio Avon in Christchurch. He is also a regular columnist for the New Zealand Herald.

Programme of Events

8.15am-9.00am

Registration

9.00am-9.15am

Introduction:

Housekeeping – Wayne Jamieson, CES

9.15am-10.15am

Keynote Speakers:

Allan Vester – Principal, Edgewater College

Ian Fox – Principal, Bucklands Beach Intermediate

"A view of the school property management from the front desk."

10.15am-10.30am

Morning Tea

10.30am-12.30pm

Morning Workshops (2 hours each)

Choose from one of the following:

Session A. **Peter Adams**

Personal Safety Training and Risk Assessment

Session B. **Clive Dodd**

Playground Standards, Compliance Issues and discussion on the new Standard NZS5828

12.30am-1.15pm

Lunch

1.15pm- 2.30pm

Afternoon Workshops (1 hour each)

Choose from one of the following:

Session A. **Rob Shields**

Graffiti Removal: Eradication, Prevention, Education

Session B. **David Bos**

5 Year & 10 Year Plans: the Ministry of Education's Perspective

Session C. **Bryan Watts**

Handling Chemicals & Dangerous Goods: legislative requirements

2.30pm-3.15pm

Keynote Speaker: Jim Hopkins

Motivator, Raconteur

3.15pm

Finish

This conference has been designed to fulfil the training requirements expressed to us by many schools. We have gathered together facilitators who are recognised experts in their fields. Participants will not only find the workshops entertaining and knowledge-based, but will return to their schools armed with practical skills which can immediately be implemented.