



## Auckland School Caretakers' & Property Managers'

# CONFERENCE

## & HIGH SCHOOL PROPERTY MANAGERS' FORUM

9.00am-4.15pm, Thursday, 11 August 2011  
Alexandra Park Function Centre, Greenlane

- Fantastic range of topics
- Industry insights from experts
- Field trip option
- Great networking opportunities
- Personal development opportunity
- Relevant trade displays

### Why you should attend this conference/forum!

As a result of feedback surveys from previous events, speakers at this year's conference/high school property managers' forum will continue to present mainstream property topics but with an extra focus on best-practice in the areas of project management, compliance with the Building Code, and performing classrooms.

### 3 ways to register:

fax free **0800 205 762**

phone free **0800 205 267**

online **[www.cessl.org.nz](http://www.cessl.org.nz)**



# Caretakers' & Property Managers' CONFERENCE & FIELD TRIP



## PROGRAMME OF EVENTS – THURSDAY 11 AUGUST 2011

8.15am-9.00am	<b>Registration</b>
9.00am-9.15am	<b>Introduction: Welcome to participants, housekeeping</b> Wayne Jamieson, Marketing Manager, CES
9.15am-10.00am	<b>Keynote Speaker: Dale Kirk, Methcon – “P, Schools and Society”</b> Understanding the risks and implications of methamphetamine abuse to schools, property management staff and the wider community.
10.00am-10.30am	<b>Morning Tea</b>
10-30am-12.30pm	<b>MORNING WORKSHOP or FIELD TRIP (2 hours each)</b> <b>Choose one of the following:</b>
	<b>A. Field Trip (limited to 12 delegates only)</b> We visit the new campus and facilities at Albany Junior High to see examples of international best practice in modern learning spaces. Register early to secure your place.
	<b>B. Managing Hazardous Materials Around the School Site</b> Janet Connichie, ChemSafety
	<b>C. Communicating Across Cultures</b> Mariska Mannes, Deliquo Communicate
	<b>D. Personal Safety Around the School Site</b> Stewart O'Reilly, (TSSL) Training Systems & Solutions Ltd
	<b>E. Building Defects and New Design Standards</b> David Bos, Ministry of Education
	<b>F. Contractor Management Around the School Site</b> Michelle McDonald, All About People
12.30pm-1.30pm	<b>Networking Lunch</b>
1-30pm-3.00pm	<b>AFTERNOON WORKSHOP (1hr 30mins each)</b> <b>Choose one of the following:</b>
	<b>A. Community Policing and Schools</b> Mike Fulcher, NZ Police
	<b>B. Civil Defence and Your School</b> Jamie Richards, Auckland Emergency Management Group
	<b>C. Hazard Management</b> Craig Macdonald, All About People
	<b>D. Fire and Evacuation Planning</b> George Stephens, NZ Fire Service
	<b>E. Lighting Solutions for the Education Environment</b> Craig Johnston, Enlightenz
3.00pm-3.15pm	<b>Afternoon Tea</b>
3.15pm-3.45pm	<b>Rhythm Interactive – “Actions speak louder than words!”</b>
3.45pm-4.45pm	<b>Conclusion / Prize Draw / Drinks</b>

# High School Property Managers' FORUM

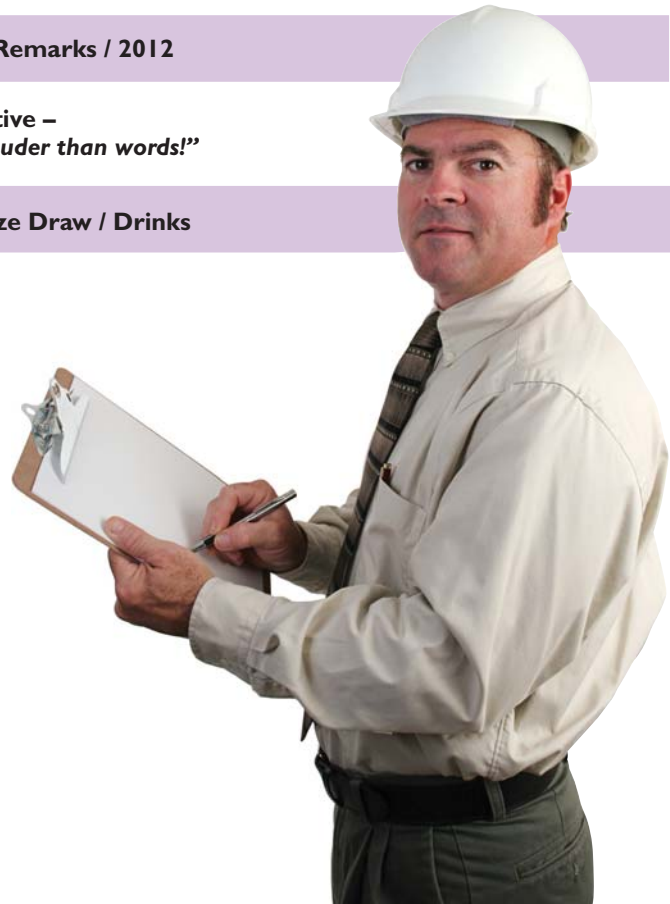


The Forum has been requested as a stand-alone option for high school property managers who face additional challenges running significant-sized campuses. Presenters and workshop topics have been selected to address areas of interest specific to high school managers, and to broaden their knowledge base. Extra time will also be allocated to discuss issues of mutual concern.

Forum participants are part of the main conference until after morning tea (10.30am) when they will separate into their own group. At 3.15pm Forum participants rejoin the main conference to enjoy entertainment and refreshments. **Note: Forum Workshops are not available as separate topics.**

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10.00am-10.30am <b>Morning Tea</b>	
10.30am-11.00am	<b>Opening, discussion and purpose</b> Penny Harrison, Communicate Consultants
11.00am-12.30am	<b>Modern Learning Environments</b> John Sofo, Independent Design Consultant
12.30pm-1.00pm <b>Networking Lunch</b>	
1.00pm-1.45pm	<b>Modern Learning Environments from the MoE’s Perspective</b> Bruce Sherrin, Ministry of Education
1.45pm-2.45pm	<b>Site Safety and You</b> Russell Parker, Site Safe
2.45pm-3.15pm <b>Wrap / Closing Remarks / 2012</b>	
3.15pm-3.45pm	<b>Rhythm Interactive –</b> <i>“Actions speak louder than words!”</i>
3.45pm-4.45pm <b>Conclusion / Prize Draw / Drinks</b>	

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



FORUM

## Registration Form — 11 August, Alexandra Park, Greenlane

I would like to attend the  Conference  High School Property Managers Forum  
(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 between the Property Conference (field trip/afternoon workshop or morning/afternoon workshops), or the High School Property Managers' Forum (three workshops inclusive). 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.

### OPTION ONE: CARETAKERS'/PROPERTY MANAGERS' CONFERENCE

Please decide now which workshop/field trip you want to attend and tick the relevant squares.

MORNING SESSION (choose one only)		AFTERNOON SESSIONS (choose one only)	
<input type="checkbox"/> Session A	Field Trip (limited to 12 delegates)	<input type="checkbox"/> Session A	Community Policing and Schools
<input type="checkbox"/> Session B	Managing Hazardous Materiel	<input type="checkbox"/> Session B	Civil Defence & Your School
<input type="checkbox"/> Session C	Communicating Across Cultures	<input type="checkbox"/> Session C	Hazard Management
<input type="checkbox"/> Session D	Personal Safety Around the School	<input type="checkbox"/> Session D	Fire and Evacuation Plans
<input type="checkbox"/> Session E	Building Defects & Design Standards	<input type="checkbox"/> Session E	Lighting Solutions for Schools
<input type="checkbox"/> Session F	Contractor Management		

### OPTION TWO: HIGH SCHOOL PROPERTY MANAGERS' FORUM

#### ALL DAY SESSION (all inclusive)

Modern Learning Environments/Modern Learning Environments from MoE Perspective/Site Safety and You

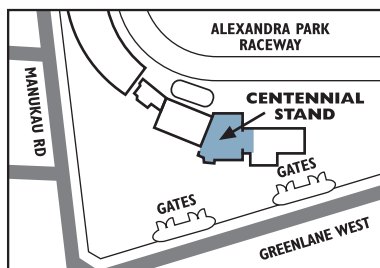
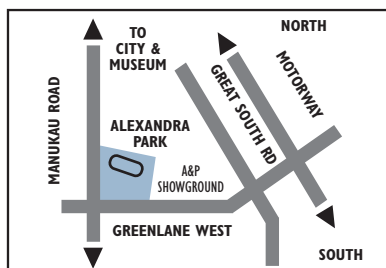
### PAYMENT

Registration fee includes workshops and/or field trip, speakers, morning tea and buffet lunch. (\$250.00 per person)  
NB: all fees exclude GST of 15%. Places are strictly limited and final confirmation is subject to availability, so please register early. Any questions, contact Wayne 0800 205 267, or email [wayne@cessl.org.nz](mailto:wayne@cessl.org.nz)

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

**To register: fax free 0800 205 762, post-free to PO Box 414 Christchurch 8140, or go to [www.cessl.org.nz/services](http://www.cessl.org.nz/services)**

LOCATION: CENTENNIAL STAND, ALEXANDRA PARK FUNCTION CENTRE, GREENLANE



- 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

# CONFERENCE/FORUM SPEAKER PROFILES

## **Dale Kirk** Managing Director, MethCon Group

Dale Kirk is a former Police Detective with experience in the field of drug investigation and 'P' (methamphetamine) manufacture. He now owns Methcon Group, a specialist company which provides drug education, advice and training programmes relating to 'P' and other addictive drugs. Dale's presentation will be hard hitting and factual as he explains the nature and science of addiction and its inevitability. The aim of this session is to provide an understanding of what makes 'P' so destructive, while giving you the "tools" to make informed decisions.

## **Janet Connochie** ChemSafety

Janet is a Senior Chemical Consultant and HSNO Test Certifier. Her workshop will examine the types of hazards that may be present in your school, including chemicals (used for both teaching property management), asbestos, and exposure to dust fumes and noise. She will talk about identifying hazardous materials, safe management and compliance issues. Examples will be discussed, and participants are invited to submit issues in advance (contact [Wayne@cessl.org.nz](mailto:Wayne@cessl.org.nz)).

## **Mariska Mannes** Deliquo Communication

Mariska holds a Master's degree in Communication Management. She is passionate about improving cross-cultural and internal communications and helping others find the positives of working in a diverse team. Cultural awareness includes being able to effectively communicate, understand and feel comfortable with the cultures of other people.

## **Stewart O'Reilly** Managing Director, TSSL

Stewart has worked as an educator in both New Zealand and Britain. After being exposed to terrorism, he returned to New Zealand with an ambition to protect his homeland from its effects. After spending 15 years working for the NZ government specialising in counter terrorism, he decided to combine his two career paths by purchasing Training Systems and Solutions Ltd (TSSL). Stewart's workshop will cover: identifying risks to yourself, other staff and students; the law relating to Occupational Health and Safety; self-defence and the legitimate use of force; challenging situations (when and how they occur, and how to minimise and prevent escalation); responding to violent and aggressive people; responding to higher level threats (active shooters, terrorism).

## **David Bos** National Programme Manager – Building Improvement, MoE

David will discuss the major work that will be undertaken over the coming years to improve the standard of new school buildings and the remediation of school buildings that have been poorly designed, including issues such as leaky buildings.

## **Michelle McDonald** **Craig McDonald** All About People – Health & Safety Specialists

**Michelle's morning workshop will look at contractors:** identifying the risks contractors bring on site; the selection process, induction, monitoring and evaluation of contractors.  
**Craig's afternoon workshop will look at hazard management in schools:** new hazard identification processes; a free hazard register template with corresponding matrix; links to near-miss, incident and accident reporting; communication within schools; the relationship between use of the appropriate PPE and SDS.

## **Penny Harrison** Communicate Consultants

Penny has worked with a wide range of business groups for over 20 years, including corporate and line management roles at BNZ. She has also managed an executive recruitment firm and a branding / design company. Penny is accredited to the Myers Briggs Foundation and is a mentor for Project-K – a community-based organisation that works with young people.

## **John Sofu** Director, ASC Architects

John has won 24 design awards, both local and international. But he does not confine himself to any particular category – commissions range in size from designing school buildings for 2000 students to a table lamp. The one common factor is commitment to research. John also teaches design at tertiary level.

## **Mike Fulcher** Senior Sergeant, NZ Police

Mike is Community Services Manager, District Co-ordinator Youth Services, Counties/Manukau. Community policing aims to prevent crime by identifying the root cause of the problem and coming up with an effective response. Regular work includes walking the beat, meeting local groups and organisations, and building partnerships with the community, government and NGO's to build a co-ordinated response.

## **Jamie Richards** Auckland Civil Defense Emergency Management (CDEM) Group

Prepare for the worst by learning from the best: a look at the significant hazards that the Auckland region may face in the future, and civil defence planning for schools.

## **George Stephens** Fire Risk Management Officer NZ Fire Service

Mark's responsibilities include fire investigation, liaison with NZ Police and active co-operation with other agencies, schools and communities in an attempt to reduce arson.

## **Craig Johnston** Enlightenz

School buildings require many different types of lighting and can be costly to run. Learn how combining technologically advanced luminaires with intelligent light control systems can reap significant energy savings by reducing ongoing maintenance and running costs. For example, savings can be made through lighting controls that monitor occupancy in a classroom.

## **Bruce Sherren** Senior Policy Analyst, MoE

Designing Quality Learning Spaces is a Ministry of Education initiative which aims to provide schools with practical advice on improving the learning environment, ensuring both students and teachers enjoy effective communication and comfortable classrooms. Guidelines cover acoustics, lighting, interior design, ventilation, heating and insulation.

## **Russell Parker** Site Safe

Site Safe is a not-for-profit organisation which undertakes research, development and co-ordination of health and safety activities in the construction industry with the aim of reducing worksite injuries and deaths. This initiative is seen by the ACC as a prototype for other high-risk industries to follow.

## **Rhythm Interactive** Innovative Entertainment

An entertaining stage performance performed through mime is part of Interactive's signature theme, "Actions speak louder than words!" Each delegate will be given an African-style hand drum to participate in an energetic and fun filled-activity. Winner of the 2009 CEG People's Choice Awards. Category: Best Nationwide Entertainment