

**Auckland School Caretakers'
and Property Managers'**



School Property Conference



**9.00am-3.40pm, Thursday 22nd August 2019
Alexandra Park Function Centre, Greenlane**

Reserve your place now! Register online: www.cessl.org.nz

email: wayne@cessl.org.nz phone free: 0800 205 267

REGISTRATION 8.15am to 9.00am

INTRODUCTION 9.00am

Welcome to Delegates and Housekeeping

Wayne Jamieson: Marketing Manager, CES

KEYNOTE SPEAKER 9.00am-9.55am

Camera surveillance systems for schools' security lighting

Lincoln Potter

Independent Security Consultant

Lincoln will examine what you need to know to in order to make informed technical decisions (the basics). Topics will include:

- feature-based vs performance-based systems;
- establishing operational requirements;
- target capture and image detail;
- lighting features;
- BSIA: code of practice;
- CPNI: documents (if there is time).

MORNING TEA 10.00am to 10.30am

MORNING WORKSHOPS 10.30am to 11.45am

Line-marking school sportsfields the correct way

Martin Poppelwell: Fleet Australasia

The use of modern plastics and design technology has brought about a revolution in the development of pitch-marking machines. They now come in a range of shapes, sizes and systems. The quality of line-marking is determined by a number of key factors:

- type of surface and surface conditions;
- the suitability of the machine/line marker;
- selection and preparation of line-marking materials;
- experience and skill of the groundsman.

Martin's session will take you through the best way of line-marking your school's playing fields sharing tips and tricks along the way.

School Pools – how to operate them effectively at your school

Sarah Cresswell: OPUS

School pools are dynamic systems making their operation and management challenging.

Top tips for effective pool operation:

- Ensure the pool is compliant with the Pool Water Quality Standard NZS5826:2010
- Procedures to manage contamination events e.g. the dreaded 'code brown'
- Manage pool users e.g. key holders
- Understand the risks associated with the pool environment and how to manage them

Test and Tag: getting the best out of your contractor

Metrotest: Test & Tag Training

Most schools are put off electrical testing by the costs involved in having a registered electrician inspect and test their portable electrical equipment. However, the person doing the testing does not need to hold electrical registration, but does need to be 'competent'.

This workshop will provide an introduction to the training requirements:

- introduction to AS/NZS 3760 (scope);
- fundamentals of electrical safety;
- compliance versus safety
- how Test & Tag applies to your school
- who can test?
- DIY option (with training & support), or an outside contractor?
- choosing a Test & Tag provider;
- Test & Tag fraud in schools;
- records (not all records are created equal);
- types of testing Instruments and demonstration;
- testing instrument information (back-up, support, calibration, repairs);
- tags, label requirements and colours.

Note: this is not a qualification workshop.

Safe work method statements and safe operating procedures

All About People: Health & Safety Specialists

Many people struggle with what SWMS and SOPs mean and the benefits they provide. They are essential for managing high risk activities to ensure consistency in jobs involving several operators, and for task specific training. This workshop will cover the general theory and then provide some practical examples. Delegates will have the opportunity to develop their own Method Statements and Operating Procedures.

School Facility Managers' security: training plan

Darren Morton: Executive Security Group (ESG)

This interactive training workshop is based on security and builds on the delegates' situations and experience. The format is in four sections:

1. Group Discussion

Darren will identify key concerns that affect the group and delegates can benefit by sharing their real-life experiences, including:

- security techniques currently used at schools (what works and what doesn't work);
- security issues faced in the workplace;
- case studies and resolution techniques.

2. Security Instruction

This section will provide techniques to maximise personal and school safety, including best practise information to resolve the issues raised in the group discussion

3. Security Plans

Time will be allowed for each participant to form a security plan for their own work environment.

4. Summary

Good practice: tree management and maintenance

Andreas (Rossy) Ross: Proclimb

Ensuring your school's trees are healthy and safe requires regular maintenance. Trees can be an asset or liability, depending on the way you manage them. Sustainable management reduces ongoing costs and increases the value of this asset. Rossy will consider:

- how much work/money should you invest?
- how often do your trees need to be pruned?
- what else do your trees need?

Rossy's presentation will show cost-effective solutions on how to manage your trees.

KEYNOTE SPEAKER 11.50am to 12.30pm

Navigating the minefield of effective relationships

Linda Guirey: speaker, trainer, author, artist
award winning speaker and author

People are different, we think differently and we act differently. Linda will explore the assumptions and judgements we make and how our thinking impacts on how we see others. This workshop will be a fun and interactive way to develop skills to create more effective relationships. Learn how to identify when a relationship becomes toxic or abusive and what options you have to navigate the minefield.

BUFFET LUNCH 12.30pm-1.10pm

KEYNOTE SPEAKER 1.15pm-2.25m

Building resilience

Linda Guirey: speaker, trainer, author, artist
award winning speaker and author

In this fast, ever changing world, what keeps you calm under pressure and able to adapt to change? Resilience is about understanding yourself: how you respond to events, other people, change, and how you affect other people. Then it's learning coping skills so that you can adapt more easily, respond more effectively and overcome challenges. Linda will share strategies to help you achieve this and you will learn about the B.R.A.V.E. decision-making process which can really change your thinking.

AFTERNOON WORKSHOPS 2.25pm-3.40pm

Planning for storms and lock-downs: your part

All About People: Health & Safety Specialists

This workshop will cover the four R's of emergency preparedness:
Reduction, Readiness, Response and Recovery.
These topics will be looked at in depth:

- planning, communication and preparation;
- what are the risks?
- basic process to manage an emergency;
- the role of Civil Defence and Police;
- practicing an emergency response;
- available resources.

Achieving the best possible sports turf surfaces with your resources

Alex Glasgow: *National Technical Director (Agronomy), NZ Sports Turf Institute*

Whether you require an elite level sports turf surface or a basic sports field, this workshop will provide you with a "roadmap" for achieving the best possible result with your available resources. Topics will include:

- the annual turf management cycle – what you should be doing, and when;
- Basic principles of turf management – what are the things that really matter?
- how to avoid wasting money on treatments that don't work;
- the hierarchy of sports turf management treatments – where do mowing, fertilisation, weed control, irrigation, pest control, drainage installation, etc, rank in order of importance?

Are safe playgrounds still fun playgrounds?

Barbara Lingard

Understanding the NZ Playground Equipment and Surfacing Standards NZS 5828:2015 that superseded the 2004 Standards in December 2016. Topics will include:

- compliance – who's responsible?
- how can you be sure your school's playground is safe for all children using it?
- what are your day-to-day responsibilities in keeping the playground safe?
- surfacing – what is available, how much do you need?
- the place of nature in playgrounds;
- tree climbing – yes or no?

Looking at tendering your cleaning? Making the tender and contract process a success

Jack Crutzen: *PRISMA Facilities Management Ltd*

Jack will focus on what the facilities manager and cleaning service provider can each do to ensure that the tender is a success for both parties. He will provide lessons learned in the NZ market and share his opinion on how facility managers and cleaning service providers should focus on value rather than costs! Topics will include:

- what is required from the "cleaners" to make a contract work and add value?
- tools and competences and how the relationship should be managed;
- professional audit/evaluation tools to measure the effectiveness of the current cleaning management approach.

The Ministry and school property management in 2019

Sandra Orr: *Regional Infrastructure Manager Ministry of Education*

Sandra will look at school property matters 2019 from the Ministry of Education's perspective.

CONCLUSION 3.40pm-4.30pm Prizes drawn, drinks and nibbles

- Fantastic range of topics
- Networking opportunities
- Industry insights from experts
- Personal development
- Relevant trade displays

KEYNOTE SPEAKER

Lincoln Potter

Independent Security Consultant

Lincoln is the immediate past deputy-chairperson of ASIS International's New Zealand chapter and the winner of the 2016 New Zealand Security Consultant of the Year Award and the 2018 ASIS International Meritorious Service Award. He has been a trainer and auditor of the Codes of Practice programme for the New Zealand Security Association (NSA), and holds a New Zealand National Diploma in Security (NDIS) and the Physical Security Professional (PSP) ASIS International Board Certification.

Martin Poppelwell

Fleet Australasia, Sport Line Marking

Technology is shaping the line marking industry and Fleet is the leading supplier in New Zealand. Martin is NZ Sales Manager, and since joining the Fleet team in 2012 annual sales have doubled.

Sarah Cresswell

Senior Training Consultant, WSP Opus

Sarah is a Senior Training Consultant at WSP Opus with over 22 years of experience, in the development and delivery of water industry training programmes throughout New Zealand, Australia and the Pacific. Sarah is an accredited recreational professional and is recognised as an industry expert in aquatic treatment systems and water quality.

Metrotest

Test & Tag Training

Metrotest operate a nationwide test and tag service and have been training people for competency in AS/NZS3760 since 1998. They were also involved in the writing of the Standard and helped to ensure it was user-friendly.

All About People

Health & Safety Training Consultant

All About People specialise in workplace health and safety and risk management. Their team have over 30 years' experience and Director Craig Macdonald is an Accredited Assessor for the WorkSafe-led SafePlus initiative. A number of the team are also volunteer Fire and Emergency New Zealand fire-fighters with hands-on experience in fire safety and emergency management, and are trained medical co-responders.

Darren Morton

Managing Director, Executive Security Group

Darren has over 33 years of security and protection experience spanning 12 countries. His career started in the NZ Police where he was a member of the Armed Offenders, Special Tactics Group and Witness Protection Squad. Since 2001 Darren has worked in the security industry where he offers VIP protection, counter terrorism, security reviews, facility security, counter-stalking, crime prevention, international travel security and security training. As an acknowledged security specialist, Darren has written articles on terrorism, facility security, stalking and kidnapping.

Andreas (Rossy) Ross

Managing Director, ProClimb Ltd

Rossy is particularly interested in the safety of everyone involved with trees – from the arborist working on tall trees to the public passing beneath. His passion led to him to developing safety and training concepts which requires a thorough knowledge of the risks associated with tree work as well as the management of trees as low-risk assets. Rossy holds qualifications in forestry, arboriculture, and industrial rope access. He is also a consultant to Auckland Council, Food and Plant Research, Primary ITO and an expert witness to Worksafe.

KEYNOTE SPEAKER

Linda Guirey

"The Mindset Manager"

Speaker, trainer, author, artist award-winning speaker and author

Linda is a respected and sought-after expert on 'Mindset' and changing the way we think. She is an inspiring and compelling international speaker and trainer who transforms and inspires from the inside out.

Linda has spoken to thousands of people and has received many awards and recognition of her work including being voted Best Speaker in NZ for 2012 – Corporate Events People's Choice Awards, and winner of the Gowor International Publishing Award 2016 for her first book "Reflections in the Face of Change".

Linda is a Past President of the Auckland Chapter of the National Speakers' Association of New Zealand.

Alex Glasgow

National Technical Director (Agronomy) NZ Sports Turf Institute

Alex has been involved in a wide range of sports turf construction and maintenance projects throughout New Zealand and internationally. Specialist areas include sports fields, golf courses and horse racing tracks.

His expertise includes turf grass species selection, site investigation, identification of options for improvement and cost estimates, detailed design and preparation of specifications for sports turf construction and maintenance.

Barbara Lingard

Playground auditor and designer

Barbara is recognised internationally for her playground design skills. Her credentials include: Chairman NZ Playground Standards Committee 2015; playground designer – international and NZ; International Playground Safety Auditor – member of Play Inspectors International (RPII); and property manager for a large early childhood organisation. Barbara is a registered International Playground Inspector has worked as a playground design consultant and playground auditor.

Jack Crutzen

PRISMA Facilities Management Ltd

Jack has over 20 years' experience in corporate real estate management and facilities and asset management. He has been involved in many cleaning tenders as client and has also tendered several large national cleaning tenders in his managerial roles with Westpac and KiwiRail.

Jack is a certified Facility Manager at IFMA and an accredited Professional Facility Manager via FMANZ.

Sandra Orr

Regional Infrastructure Manager Ministry of Education