

**South Island School Caretakers'
and Property Managers'**



School Property Conference



**9.00am-4.30pm, Thursday 27th June 2019
Riccarton Park Function Centre, Christchurch**

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

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

REGISTRATION 8.15am-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 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 WORKSHOPS 10.30am-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.

Tree talk: making sense of those pesky trees

Bill Howard

Traffic management is often the highest risk area around schools. For this workshop, delegates are requested to forward photos of traffic areas around their schools **prior to the Property Conference**. We're looking for examples such as drop-off and pick-up spaces, as well as areas used by trade vehicles (e.g. Waste Management, etc). Bill will use these images as a basis for identifying and managing real-life issues.

Please send images to: wayne@cessl.org.nz before 22nd June.

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 is 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 are also useful for task specific training. This workshop will cover the general theory and then provide 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 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

Low maintenance gardens – design, construction and ongoing maintenance

Alan Joliffe: Horticulturist

This workshop will focus on ways to reduce maintenance while still offering aesthetically pleasing gardens and planted areas for teaching and learning. Topics will include:

- planning for low maintenance;
- plant choices;
- planting and spacing of plants;
- soil improvement and health;
- weed suppression, mulching and spraying.

KEYNOTE SPEAKER

11.50am-12.30pm

Managing stress in the school environment

Rosita Guy: Guy & Associates

Knowing the most common causes of work-related stress can help us to take steps to prevent it and look after our mental health and well-being. In this workshop, Rosita will identify the major sources of stress in the School environment which include the following: stress in the position itself, role – based stress, relationships at work, organisational structure and climate, work/family relationship, personal characteristics. The key skills required of a Property Manager to reduce stress will also be examined.

BUFFET LUNCH

12.30pm-1.15pm

KEYNOTE SPEAKER

1.15pm-2.15pm

The Ministry and school property management in 2019

Simon Cruickshank: Regional Infrastructure Manager Ministry of Education

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

AFTERNOON WORKSHOPS

2.20pm-3.30pm

Lawns and turf

Alan Joliffe

This workshop will focus on lawns and turf for different purposes. In schools these areas get a lot of use and Alan will look at ways you can improve resilience, weed reduction, soil health, grass types, methods of mowing and maintenance.

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?

Plant sense: choosing the best plants for the school site

Bill Howard

First-hand experience has taught Bill the importance of creating grounds that are both ornamentally pleasing and practical to maintain. He is happy to share his knowledge of choosing plants that will work for different situations (and some that are less likely to be successful).

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.

Making the cleaning tender and contract a success

Jack Crutzen: PRISMA Facilities Management

Jack will focus on what the facilities manager and the cleaning services provider can do to ensure that the tender process is a success for both parties. He will share lessons learned in the NZ market and provide his thoughts on how facility managers and cleaning services providers should focus more on value – rather than only on costs!

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

CONCLUSION

3.30pm-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, 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 manufacturing supplier in New Zealand. Martin is the NZ Sales Manager, and since he joined the Fleet team in 2012 annual sales have doubled. Martin serves as a trustee on the Fitness Action Trust which owns the Hamilton Half Marathon.

Bill Howard

Landscape Architect

Bill has spent 25 years managing garden centres, designing and managing gardens, and caring for trees. He is a member of The Garden Design Society of New Zealand, The New Zealand Arboricultural Association.

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 participated in the writing of the Standard and were instrumental in making it user-friendly.

All About People

Health & Safety Training Consultants

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 firefighters 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 VIP/Witness Protection Squads. Since 2001 Darren has worked in the private security industry where he offers VIP protection, counter-terrorism, security reviews, facility security, counter-stalking, crime prevention, international travel security, and training courses.

Alan Joliffe JP, MS (Indiana), NDH (Hons), DipPRA, Cert AT, FRIH, FNZIPRA, MICOMOSNZ, ANZIM

Horticulturist

Alan Joliffe is a horticulturist and parks manager with experience in a number of Councils in managing and improving these places. He has a National Diploma in Horticulture (Hons) and other qualifications. Alan is past president of the Canterbury Horticultural Society and has held a number of other national and local positions.

KEYNOTE SPEAKER

Rosita Guy Dip.I.R., Cert.I.R., Cert. S. Mgt., Accredited Consultant of Extended DISC (Level2)

Principal, Guy & Associates

Rosita is a people and business management coaching and training specialist with an extensive background in human resource management, industrial relations, staff development/training/coaching in both the private and public sectors. She has been a guest tutor for the Leadership Programme (for senior managers in the health sector); the NZ Institute of Management (Canterbury), Lincoln, Canterbury and Otago Universities; and senior lecturer at Christchurch Polytechnic specialising in management/ leadership practices and employee/employer relations.

KEYNOTE SPEAKER

Simon Cruickshank:

Regional Infrastructure Manager - Southern Ministry of Education

Simon has worked in property-related roles for over 25 years, including time-managing engineering services for the BBC, shopping malls throughout the South of England and NZDF bases in New Zealand. He has also worked for Mannheim Group, Land Securities Trillium, GSH Group and Fulton Hogan. Simon joined the MoE only weeks after the Christchurch quakes – an interesting time to become a civil servant!

Barbara Lingard

Playground auditor and designer

Barbara is Chairman of the NZ Playground Standards Committee 2015, an 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 and 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 a client and has also tendered in his managerial roles with Westpac and KiwiRail. Jack is a certified Facility Manager at IFMA and an accredited Professional Facility Manager via FMANZ.