



PPTA TE WEHENGARUA ANNUAL CONFERENCE 2022

ANNUAL CONFERENCE 2022 HANDBOOK

A GUIDE FOR DELEGATES



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WELCOME



E ngā kaiako o Aotearoa

Haere tonu kia mau. Tēnā koutou uniana hoamahi.

Writing this foreword, I worry that I am tempting fate as I celebrate the first time we are able to come together since 2019. 2020 saw conference bubbles in Te Ika a Maui and Te Wai Pounamu, while in 2021 we were able to meet only virtually for a truncated AGM. Tāmaki \ Makaurau was still in lockdown, with the mighty Waikato joining them only days before our online AGM.

Since then, alert levels have become traffic lights, Issues & Organising has been held online, and we are now starting to adjust to a world in which we live with some level of risk. I know that this year has not been easy in schools, and I thank you for the time you have taken to engage with these papers. PPTA Te Wehengarua is a genuinely member-led association, and for that to happen, we must have opportunity to gather together to debate and ultimately set the policy that we take to the table in Wellington. There are some critical papers to be debated here at conference this year, papers that will set the direction for the next 30 years in education. I look forward to some robust debate on the floor.

I must mention what has been a real highlight in an otherwise challenging year, and that is being able to welcome Te Hāpai-ō, our Māori Vice President to the top table for the first time. This was the most significant outcome of last year's truncated AGM, a further step along the path we embarked on back in 1987, when conference made explicit its commitment to the principles of the Treaty of Waitangi in our constitution.

It's been a difficult few years, and while we still have many challenges to face, there is still much to celebrate.

Kia kaha, kia māia, kia manawanui.

Kia kaha!

Melanie Webber
PRESIDENT

CONFERENCE BUSINESS

BUSINESS

Papers:

1. To receive and consider the Annual Report which includes the Financial Statements and Balance Sheets (see Note 1).
2. To appoint an Auditor (see Note 2).
3. To receive and consider a report from the Executive titled *A policy to end streaming in Aotearoa*
4. To receive and consider a paper from the Executive titled *Initial Teacher Education: is it fit for purpose?*
5. To receive and consider a paper from the Executive titled *A step towards Needs Based Resourcing – the Equity Index*
6. To receive and consider a paper from the Executive titled *A Needs Based Staffing Model*
7. To receive and consider a paper from the Executive titled *Update - The PLD we need*
8. To receive and consider a paper from the Tāmaki Makaurau Auckland region titled *To everyone a home*
9. To receive and consider a paper titled *Updates on the NCEA Change package and more: do we need a pause?*

Reports:

10. To receive and consider a report titled *Negotiations update*
11. To receive and consider a report titled *Reflecting on the Education Accord 2019-2022*
12. To receive and consider a report titled *Laboratory Manager update*
13. To receive and consider a report titled *Covid 19 – the impact on education in New Zealand*
14. To receive and consider a report titled *Relief Teachers (from the Hutt Valley region)*
15. To receive and consider a report titled *Learning Development Centre – Professional Development Fund for secondary school teachers*

NOTES ON THE AGENDA

1. The Annual Report is available online at www.ppta.org.nz. If you would like a hard copy please email shastie@ppta.org.nz and a copy will be mailed to you.
2. The present auditors are BDO Wellington.

WHO'S HERE?

PRESIDENT	Melanie Webber
JUNIOR VICE PRESIDENT	Chris Abercrombie
MĀORI VICE PRESIDENT	Vince Hapi
WHAEA	Gazala Maihi
KAUMATUA	Henare Hutana
EXECUTIVE	Doug Clark Simon Curnow Kieran Gainsford Jacinta Grice Joe Hunter Evan Jones Bernie Lee Angela Maisiri Catherine Martin Robert McCafferty Lawrence Mikkelsen Vinnie Monga Amanda Moys Luke Nickholds Austen Pageau Emma Porter Tania Rae Simon Reid Powhiri Rika-Heke Louise Ryan Michael Waller
TE HUARAHI MĀORI MOTUHAKE	Josephine Clarke-Kaio Hemi Ferris-Bretherton Daniel Hapuku Patty Robinson Te Aomihia Taua-Glassie Anthony Urwin Shona West

AORAKI	Lisa Holden Chloe Renshaw Miles Winter Philip Bell (obs) Fiona Cutler (obs) Chelsea Stockdill (obs)
BAY OF PLENTY	Deanna Foster Leah Henderson Kim Wilson Carmen Kendall (obs) Alex Wenzel (obs)
CANTERBURY	Simon Brouwer Rosa Hughes-Currie Hamish Johnston Marcelle Leo'o Anaru Mikaere Ian Timo Jillian Woods Polly Joice (obs)
CENTRAL PLATEAU	Jess Earnshaw Elizabeth Ross Margaret Foe (obs) Areka Watson (obs)
COUNTIES-MANUKAU	Daniel Baker Sanjay Prasad Luke Simmonds Ngaropaki Hart (obs) Allicia Williams (obs)
EAST COAST	Jason Devery Gareth Waldron
HAURAKI COROMANDEL	Juliette Emery David Masters
HAWKES BAY	Liam Keegan Bruce Ngataierua Cassandra Wilberforce Madeline Gray (obs) Kathleen Hawaikirangi (obs)
HUTT VALLEY	Amelia Birch Simon Hirini Desiree Mulligan

MANAWATŪ-WHANGANUI	Saskia Brosnan Rebecca Hopper
MARLBOROUGH	Renee Eynon Michael Harvey
NELSON	Greg Allum Robyn Bright Chanel Ngaruhe
NORTHLAND CENTRAL	Emma Box Louise Fleming Hayley Thompson
NORTHLAND LOWER	Isabel Rangiwananga Jody Reynolds Andy Wallam
NORTHLAND UPPER	Belinda Gummer Sarah Morgan Irene Turner Crombie (obs)
OTAGO	Quentin Barry Amanda Ellwood Meave Lonie
SOUTHLAND	Bill Claridge Maree Coleman
TĀMAKI MAKĀURAU AUCKLAND	Benjamin Allen Jessica Brown Rachel Carson John Dyer-Causton Simon Ferguson Shontelle Helg Allie Hemmings Campbell Malone Camillia Padgett Tina Peters Clare Preston Louise Ryan Paul Stevens Laura Toailoa Sandra Malone (obs) Raj Dawson (obs) Melissa Elliston-Boyes (obs) Lisa Murphy (obs) Robert Rawstron (obs) Siliga Setoga (obs) Susana Tomaz (obs)

TARANAKI

Robert Brown
Kieran Browne
Grant Collie
Kenny McMorland (obs)

WAIKATO

Emily Duke
Samantha Farook
Rob Torr
Francis van Buren-Schele
Fiona Wolff
Heather Anderson (obs)
Sudhir Duppati (obs)
Rachael Parker (obs)

WAIRARAPA

Steve Jar
Ryan McCroskery

WELLINGTON

Kevin Greig
Rebekah Lawton
Lisa Lorenzen
Rory McNamara
Girish Sajwan
Beth Draper (obs)
Charlie Myer (obs)

WEST COAST

Vanessa Pringle
Christine Weepu

WESTERN BAY OF PLENTY

Campbell Jordan
Rachel Ryan
Julie Secker

APOLOGIES

Miles Langdon (Tāmaki Makaurau Auckland)

PROGRAMME

TUESDAY 4 OCTOBER

11 00	Assemble for Pōwhiri	Foyer
11 15	Pōwhiri	Kauri
11 45	Lunch	Restaurant
12 45	Opening address: Melanie Webber, PPTA president	Kauri
1 15	Roll call PPTA awards Confirmation of 2021 minutes	Kauri
1 30	Pre-paper workshops: <ul style="list-style-type: none">• Updates on the NCEA Change package and more: do we need a pause?• A Needs Based Staffing Model• A policy to end streaming in Aotearoa	Kauri Tōtara Tawa
2 30	Te Rau Aroha	Kauri
3 00	Afternoon tea	Bar
3 30	Pre-paper workshops <ul style="list-style-type: none">• Initial Teacher Education: is it fit for purpose?• A step towards Needs Based Resourcing – the Equity Index• Update – The PLD we need• To everyone a home	Kauri Tawa Tōtara Rimu
4 30	Regional meetings	
5 00	Men’s meeting Women’s meeting	Tōtara Kauri
5 45	Rainbow meeting (room open from 5.00pm)	Rimu
6 45	Dinner	Restaurant

WEDNESDAY 5 OCTOBER

8 40	Karakia	Kauri
8 45	Papers: <ul style="list-style-type: none">• Updates on the NCEA Change package and more: do we need a pause?• To everyone a home	Kauri
9 45	ZNP Polish Teachers' Union Central Committee (via video)	Kauri
10 00	Morning tea	Bar
10 30	Papers: <ul style="list-style-type: none">• A Needs Based Staffing Model• A policy to end streaming in Aotearoa• A step towards Needs Based Resourcing – the Equity Index	Kauri
12 00	Address: Hon Chris Hipkins, Minister of Education	Kauri
12 30	Lunch	Restaurant
1 30	Papers: <ul style="list-style-type: none">• Initial Teacher Education: is it fit for purpose?• Update – The PLD we need	Kauri
2 30	Address: Melissa Ansell-Bridges, Secretary, NZ Council of Trade Unions Te Kauae Kaimahi	Kauri
3 00	Afternoon tea	Bar
3 45	Address: Kevin Bates, Federal President, Australian Education Union	Kauri
4 15	Caucus meetings: <ul style="list-style-type: none">• Network of establishing teachers• Pasifika members• Regional chairpersons• Regional men's reps• Regional women's coordinators• Regional rainbow network coordinators• Te Huarahi Māori Motuhake	Tawa Suite 202 Tōtara Room 401 (PPTA office) Rimu Matai Rātā
5 15	Conference adjournment	
6 30	Drinks preceding dinner (includes short speeches)	Foyer/Bar
7 30	Conference dinner	Kauri/Garden View

THURSDAY 6 OCTOBER

8 40	Karakia	Kauri
8 45	Annual report, accounts, auditor	Kauri
9 30	Reports	Kauri
	• Negotiations Update	
9 45	Address: Kate Gainsford, Chair, Secondary Principals' Council	Kauri
10 15	Morning tea	Bar
10 45	Reports:	Kauri
	• Relief Teachers (from the Hutt Valley Region)	
11 00	Address: Anand Singh, Chief Regional Coordinator, EI Asia Pacific	Kauri
11 30	Reserved	Kauri
12 30	General business	Kauri
	Please note: items for general business need to be tabled in writing for copying, circulation and discussion 24 hours prior to the general business session	
1 00	Poroporoaki, followed by lunch	Kauri Restaurant

CONFERENCE AGENDA COMMITTEE

- Melanie Webber (President)
- Bernie Lee (Executive)
- Patty Robinson (Te Huarahi)
- Paul Stevens (Tāmaki Makaurau Auckland)
- David Masters (Hauraki Coromandel)
- Greg Allum (Nelson)

The timetable is correct at the time of printing but is subject to change.

Check www.ppta.org.nz for updates.

SPEAKERS



KEVIN BATES, AEU FEDERAL SECRETARY

Australian Education Union

Kevin Bates is a secondary school teacher and Head of Department who taught in Biloela, Redcliffe, Kedron and Dunwich in Queensland.

Kevin was elected President of the QTU in January 2012 and served for nine years – the maximum term allowed under the Union’s rules. He previously worked for the QTU as Regional Organiser in South Queensland and Industrial Advocate. Kevin has also served as the President of the Australian Education Union – Queensland Branch and as

an executive member of the Queensland Council of Unions and the Australian Education Union.

In February 2022, Kevin was elected as the Federal Secretary of the Australian Education Union. As a product of Queensland State Schools, Kevin is a fierce advocate for public education and the students and teachers it serves so well. He has extensive experience in education and advanced tertiary qualifications in mediation and negotiation.



ANAND SINGH

Education International Asia Pacific (EIAP) Region

Anand Singh is the Chief Regional Coordinator of Education International Asia Pacific (EIAP) Region. He joined EI in 2015 and has been directing EI’s programs and activities aimed at strengthening of teachers trade unions, promotion of free quality public education, professional development of teachers and protection of trade and human rights.

Prior to joining EI, Anand has taught undergraduate students at Delhi University for six years.

Education International is the Global Union Federation that brings together organisations of teachers and other education employees from across the world. Through our 383 member organisations, EI represent more than 32 million teachers and education support personnel in 178 countries and territories.



MELISSA ANSELL-BRIDGES

Secretary, NZ Council of Trade Unions Te Kauae Kaimahi

Melissa Ansell-Bridges was elected CTU Secretary in October 2019. She was previously the Director of Equity New Zealand where she had worked since 2016. She has a particular interest in the rights of contractors and has been a member of the Better Protections for Contractors Tripartite Working Group and the Film Industry Working Group where she has successfully advocated to secure the right for contractors in the screen industry to be able to collectively bargain for minimum terms and conditions.

She is also keenly interested in progressing Gender and Ethnic Pay Equity and is a member of the National Advisory Council on the Employment of Women to the Minister for Women. She is a trustee of UnionAID, and honorary executive member of the Pacific Island Council of Trade Unions and holds a BA/LLB(Hons) with majors in Politics and Sociology.

Melissa believes deeply in the power of working people to come together to create social change, “Working people and their unions have the ability to make New Zealand a better place at work and also more broadly within society as well. The power of collective action - what can be achieved when we work together - is a deep motivator for me.”



KATE GAINSFORD

Chairperson, Secondary Principals’ Council of Aotearoa

Kate Gainsford is the current chairperson and women’s principal representative on the Secondary Principals’ Council of Aotearoa. She is the SPC representative on the Secretary for Education’s Peak Bodies group. During her time as SPC chair Kate has led SPC putting forward a recommendation to the PPTA to develop a policy to end streaming, development of a needs based model of staffing for secondary schools, and advocacy for schools during the Covid-19 pandemic.

Born and bred in Rotorua, Kate attended Rotorua Girls’ High School. Kate was president of PPTA Te Wehengarua from 2009 to 2011 and senior vice president following that. She has been deputy principal of Porirua College and Wellington East Girls’ College and is now in her eleventh year as principal of Aotea College; a co-educational, state secondary school for years 9-13 in Porirua. Aotea College is part of the North Porirua Community of Learning, which Kate has been the lead principal of.

HOW IT ALL WORKS

This is to explain the procedures which will be followed at this year's annual conference so all delegates know what to expect and how to operate within the procedures.

AGENDA COMMITTEE

The agenda committee consists of the president, one executive member, one Te Huarahi member and representatives from three regions (the regions rotate every year). It makes adjustments to the agenda as needed during the conference and meets at the conclusion of some or all of the sessions if required.

Regions which have suggestions and/or proposals can make them to any member of the agenda committee. The agenda committee members' names are listed at the end of the conference programme.

ROLL CALL

On the first morning of the conference the names of delegates are read and the delegates asked to indicate their presence. This is important as only delegates may vote. If there are any last minute changes, please notify the general secretary before the roll call.

DELEGATE PARTICIPATION

If possible regional chairs should spend some time going over these procedures with their teams before coming to the conference. Delegates who feel confident about the procedures are more likely to participate in conference business. Also, please try to ensure that all members of your delegation get an opportunity to speak at some time during the conference. Although standing to speak for the first time can be a terrifying prospect, the reality is much less alarming and the second time is easier.

It is a good idea to arrange time for a regular regional meeting during conference to discuss how you will deal with the various motions, amendments etc. This also allows newer delegates to ask questions and express views within the regional delegations and so ensure good participation. If you need advice on how, for example, to move an amendment, ask an experienced delegate or someone at the "top table".

Delegates who leave the conference for periods of time should seek approval from their regional committee.

HOW PPTA ANNUAL CONFERENCE OPERATES

INTRODUCTION

The major function of the annual conference is to enable important policy decisions to be made. These decisions have supreme authority and set the direction for future action. The operation of the conference should therefore enable that to happen. Within the bounds of the PPTA Constitution and of the standing orders therefore, any action which allows the will of the delegates to prevail, is a proper action.

GENERAL ARRANGEMENTS

That said, Conference will reflect those participating in it a good deal. The delegates sit in the body of the hall in regional delegations. Observers may sit with their delegations if there is room, or at the back of the hall. There is a separate table for Te Huarahi members and the kaumātua and whāea may choose to sit here also.

The president, general secretary, vice-presidents (on occasion), kaumātua and whāea usually sit at an elevated table (the “top table”). The president and vice-presidents share the chairing of the various sessions.

Conference business is video streamed and linked to the PPTA website so other members can follow the debate and hear the speakers. If the conference moves into committee the video streaming is stopped.

Conference business is recorded in the minutes but generally only decisions and not debate are recorded. Minutes are available after Conference. Addresses by the president and visiting speakers will be made available if possible.

Media representatives are present throughout the conference sessions unless the conference votes to go into committee. As well, the Ministry of Education, STA, the CTU and other teacher unions are invited to send observers. A representative of the Australian Education Union is invited and may be in attendance.

THE PŌWHIRI



activities and at pōwhiri at which the association is represented.

The executive has adopted the following set of understanding and it is on this basis that pōwhiri at conference will be conducted. These understandings are as follows: The executive declare that pōwhiri have a place in association activities and that the association’s kaumātua and Te Huarahi Māori Motuhake will decide when pōwhiri will be held as part of association activities. The association’s kaumātua or the kaumātua’s representative will speak for the association on all occasions at which pōwhiri are organised as part of association

The role of Pākehā men and women executive members at pōwhiri where the association is represented is to be one of support for their kaumātua or the kaumātua's representative who will speak on their behalf; Pākehā men and women executive members declare that they will not speak in pōwhiri whilst representing the association.

Accordingly, there will be a pōwhiri this year and Māori only will speak during it. Please note the time for assembly for the pōwhiri.

Following the pōwhiri the president will welcome delegates.

THE POROPOROAKI

The poroporoaki will take place before lunch on the final day leaving plenty of time for people to catch flights.

WOMEN'S AND MEN'S MEETINGS

The women's meetings began a number of years ago with the aim of helping women to get to know each other and air issues of concern to women. In recent years a men's meeting is also held. These are informal meetings although the groups may decide that they wish to report back to the conference as a whole. This can be arranged through the agenda committee.

RAINBOW MEETING

The meeting will be used to network with each other and identify and talk about issues for LGBTIQ+ staff and students in schools. For those of you also wanting to attend the women's and men's meeting, just come after those meetings end at 5.45pm. Again, it is an informal meeting although the attendees may decide that they wish to report back to the conference as a whole. This can be arranged through the agenda committee.

CAUCUS MEETINGS

Informal caucus meetings are held by various groups who use the opportunity of being together at the conference to meet and discuss issues pertaining to them. This year caucus meetings are being held on Wednesday afternoon.

CONFERENCE DINNER

This occurs on Wednesday evening and all conference attendees are expected to attend. It is the association's main social event of the year. A large number of guests are invited. They usually include the Minister of Education, other MPs, staff from the Ministry of Education and from other educational bodies such as STA, ERO, NZQA, etc. Approximately half the seating at dinner is reserved and guests are spread out amongst these tables so they have a chance to meet and talk with a variety of attendees. The president, executive members and/or staff host tables and you may be asked to sit at one to assist.

HOW YOU PARTICIPATE

This is an explanation and interpretation only. The PPTA Constitution takes precedence where there is a conflict between it and this explanation.

For a number of years the executive has run its meetings on a revised set of standing orders which are found in the Second Schedule of the Constitution.

SPEAKING



The chairperson operates a speaking list for each debate. If you wish to get on the list, raise your hand – and keep it raised until he or she notices you. (If, when your turn comes, someone else has covered the point you wanted to make, you can simply waive – indicate that you no longer wish to speak). Observers may speak but may not vote or move motions.

Seconders may reserve their right to speak and then come in at a time of their choosing. To do this simply say “reserved” when the chairperson calls you and then signal when you want to speak. You will be taken as the next speaker – before others on the list. This is often done to allow the seconder to reply to some of the points made early in the debate.

In the right of reply the mover should try to respond to the points raised by other speakers and summarise her or his own case.

If a paper or report is being debated there will be a motion “that the report be received”. This is the time in which the mover and seconder will canvass the issues arising in the paper. If you have a serious objection to the report or to the various recommendations you should indicate this in the debate on the reception of the report. You may of course also express your support for the paper or parts of it at this stage or ask questions about it. With remits there is no reception of the report, and only the words of the remit itself are put as a motion.

AMENDMENTS

Regions may wish to amend a particular recommendation. To facilitate this process and harmonise amendments wherever possible, a workshop session has been organised for each paper on the first day of the conference. This usually saves a considerable amount of conference time. It is helpful to have amendments in writing prior to the conference for copy and distribution (email to gensec@ppta.org.nz).

Amendments to papers should be foreshadowed during the reception debate (“the report be received”). Another option, where both remits and papers are concerned, is to find the mover for the paper concerned and tell them of your amendment. It may be acceptable to them and this saves debating time, and, even if it is not acceptable to them, it is helpful for them to know what objections will be raised. The chair may not accept an amendment if it has not been foreshadowed.

Form to complete

Any amendment must be handed in writing to the chairperson or secretary. You can do this either before you move it (and you may wish also to put your name on the speaking list) or immediately after you move it. All amendments will be projected on to the screen, so all delegates can be clear about what they are voting on.

You can move a foreshadowed amendment at any time during the debate on that recommendation. In other words you do not have to wait till all the names on the list have been taken – though you do need to catch the chair’s attention before the next speaker has been called. Despite all this you may wish to put your name on the list and wait your turn. It is often helpful to allow the debate to begin before moving your amendment.

After the amendment has been put (and there is no right of reply for the mover of an amendment) we return to the original speaking list and move through it.

VOTING

Voting is generally done on a voice vote. The chairperson then declares a result. If a delegate believes the chair has not judged correctly whether a motion was passed he or she may call for a hand vote. This is sometimes used by delegates who wish to register their disapproval even though the vote was clear. They are entitled to do this but it has the potential to waste the conference’s time.

If there are 20 members who “demand” it, a card vote ballot must be held. A ballot means that each region casts the same number of votes as there are members in that region. Membership numbers are included in the conference pack. That means that on very contentious issues regions need to know voting proportions and apply them to the card vote.

FORMAL MOTIONS

These are sometimes called procedural motions. They are to do with procedure and business and not the substance of the debate.

Those most commonly used are:

“That the motion be put” - this means that no-one else can speak. The chair will decide whether or not to accept the motion. If she or he thinks there has been sufficient debate she or he will put the motion. If it is carried then the mover has a right of reply to the original motion and that motion is then put.

“That the matter lie upon the table” - this means that discussion is suspended, and is used when it is evident that either some more information or informal discussion is needed, or sometimes to let an issue lie where the conference does not wish to vote either for or against. If it is to be revived then a subsequent motion is necessary to “lift” it from the table.

“Point of order” - this is used, and may be used at any time, to point out an error in proceedings. It could be that the person speaking is not speaking to the motion, or that the speaker has exceeded her time or some other error. (Please note that there is no such thing as a “point of clarification”. If you want to ask a question you have to get on the speaking list). The chairperson must rule on the point of order immediately.

“That the chairperson’s ruling be disagreed with” - hopefully this isn’t needed too often! There is explanation from both “sides” here and then the motion is put. It is important to remember that if you agree with the chairperson’s ruling you vote against the motion and if you agree with the mover you vote for the motion.

Motions for the general business slot need to be signalled 24 hours in advance to give time for copying.

TIMEKEEPER



The time allocation for the mover of a motion (not an amendment) is 10 minutes. For the seconder, the mover’s right of reply and all other speakers it is five minutes. (NB: You don’t have to be like MPs and use all your time!) The conference may grant leave for a speaker to speak for longer and this leave could be given before she or he has started speaking or once the time has elapsed. If the conference moves into urgency, times are “halved” to five and three minutes respectively.

SESSIONS RUN BY TE HUARAHĪ

Most of the conference uses the Pākehā system of standing orders. When Te Huarahi leads a session, tikanga Māori is used. Those people leading the discussion will give a steer as to how delegates should contribute to the debate. If there are decisions they will be formally recorded in the minutes after the session has ended. All delegates are able to speak and are encouraged to do so.

TO CONCLUDE

Hopefully, that’s all. It sounds complicated but it shouldn’t be overwhelming. If you have questions ask experienced members of your regional delegations or your executive member or the president. They will help you or point you in the right direction. And remember, that the point of having agreed meeting procedures is to help the will of the conference be determined – they should assist, not get in the way.

HOUSEKEEPING

PPTA OFFICE

The PPTA office is located in Room 401. This is the room next to the back of the stage. There will be staff on duty there while conference is in session to handle any queries or problems you have.

They also have:

- spare copies of most papers/booklets etc
- a photocopier
- basic first aid kit (plasters and Panadol).

INTERNET

Wifi is available for all conference attendees. The access code will be displayed and is available from reception.

SHUTTLES

As there are large groups of people due to fly from Wellington airport at the same time, the hotel van will be making continuous trips. Therefore everyone who is catching a plane home from conference must be waiting with their luggage at reception, at least an hour before their plane is scheduled to depart.

SHOPS

If you have forgotten your toothbrush, or need to purchase anything else, there are shops located in Kilbirnie, about two minutes' walk away. The shops include two supermarkets and a pharmacy, as well as a fairly normal range of suburban shops.

AQUATIC CENTRE

The Aquatic Centre is located at 63 Kilbirnie Crescent, about two minutes' walk away also. It features a 50m heated indoor pool, private spa pools, saunas, a fitness centre, café and crèche. They have aqua jogging, lane swimming, fitness classes and massages available. It is open seven days a week from 6am to 9pm. Phone 04 387 8029 for enquiries.

MEDICAL CARE

Emergency medical care is available via the reception desk of the hotel. They have a first aid kit, and are able to call a doctor after hours (for a fee). They can also get you to an after-hours pharmacy and/or medical centre if necessary.

HOTEL MAP



