

# Annual Conference 2025 Handbook



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On behalf of the PPTA Te Wehengarua National Executive I'd like to extend our thanks to you for taking the time to participate in our Annual Conference.

We have a busy agenda that deals with several important issues facing public education – from unmet need to pay equity. We have some interesting reports and keynotes to consider and of course there is always time to catch up and make connections with members from across the motu.

It's our first year in a new venue and I'm excited to see how it goes. I look forward to the debate on the Conference floor!

Mā te kotahitanga e whai kaha ai tātau - in unity we have strength.



**Chris Abercrombie**  
**TE AMORANGI/PRESIDENT**

### 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 the Strategic Plan.
4. To receive and consider the following papers from the Executive:
  - a. *Constitutional changes to meet legal requirements* (see Note 3).
  - b. *Addressing unmet student need in New Zealand's secondary education system.*
  - c. *Kāhui Ako disestablishment – the lessons not learnt.*
  - d. *Pay Equity – impact of the 2025 amendments.*
  - e. *The journey continues – NCEA to NZCE and NZACE.*
5. To receive and consider the following paper from the Tāmaki Makaurau Auckland and Wellington regions:
  - a. *Responding to extremism in the classroom: online lies and real world harm.*
6. To receive and consider papers from the Te Awa Kairangi/Hutt Valley region:
  - a. *Long Service leave.*
  - b. *PPTA holiday houses proposal.*

#### Reports:

7. To receive the report *Actions taken to affirm and advance Te Tiriti o Waitangi.*
8. To receive the report *Negotiations update.*
9. To receive the report *PLD Fund Report.*

### Notes on the agenda

1. The Annual Report, Strategic Plan and three conference reports are available online at [www.ppta.org.nz](http://www.ppta.org.nz) on 'My Page' and in the conference app.
2. The present auditors are BDO Wellington.
3. To assist with the number of changes proposed to the constitution a copy of the current constitution (dated January 2025) and a copy with revised changes (dated September 2025) was issued with the conference papers sent to each branch and is available in the conference app.

## WHO'S HERE?

PRESIDENT	Chris Abercrombie
JUNIOR VICE PRESIDENT	Kieran Gainsford
MĀORI VICE PRESIDENT	Te Aomihia Taua-Glassie
WHAEA	Gazala Maihi
KAUMATUA	Moeke Paaka
EXECUTIVE	Jennifer Crisp Joseph Durkin-Gorman Natalie Faitala Karl Goddard Shontelle Helg Lisa Holden Rebecca Hopper Jocelyn Hunter Bernie Lee Angela Maisiri Robert McCafferty Lawrence Mikkelsen Amanda Moys Luke Nickholds Austen Pageau Clare Preston Tania Rae Isabel Rangiwananga Shannon-Mae Read Carl Rushton Raima Turner-Abrahams Anthony Urwin Michael Waller
TE HUARAHI MĀORI MOTUHAKE	Emma Afa Josephine Clarke-Kaio Hemi Ferris-Bretherton Kathleen Hawaikirangi Simon Hirini Tuhiao Johnson Irihapeti Macdonald Tina Peters Tihi Puanaki Patrice Robinson Shanna Rope Valelia Te Wao Marcelle Leo'o

AORAKI	Rosie Adams Mary-Jane Konings Kacy Legerwood Sam Luddy Max Mason Denise Medley Lee Parcell
BAY OF PLENTY	Natalie Cattell Deanna Foster James McLean Kylie Nicholls Imran Tufail Kim Wilson
CENTRAL PLATEAU	Calida Brunton Jess Earnshaw Areka Watson
COUNTIES-MANUKAU	Barney Manaia Joshua O’Sullivan Joshua Wilson
EAST COAST	Jamie Ashman Jason Devery
HAURAKI COROMANDEL	Laura Dowding Juliette Emery David Masters Ingrid Norman Michelle Tupper
HAWKE’S BAY	Madeleine Gray Anna Jackson Oriana Nepata Anna Perelini Iri (Elizabeth) Wilson
MANAWATŪ-WHANGANUI	Graeme Bridge Grant Collie Sharuna Devi Rachel Shepherd Tanya Sherborne
MARLBOROUGH	Simon Curnow Ben Jones Ryan Peters David Tinker
NELSON	Robyn Bright Kate Ericksen Anna Heinz Katie Scott

NORTHLAND CENTRAL	Jodie Baldwin Emma Box Wayne Carroll Dene Fowler Hayley Thompson
NORTHLAND LOWER	Shirley Baume Carl Brewer Theresa Gracie Laken Kelly
NORTHLAND UPPER	Murray MacDiarmid Sherry Pomare Robert Torr
ŌTĀKOU	Quentin Barry Kussi Hurtado Stuart Kieran Philip
SOUTHLAND	Michael Forde Matt Gibbs Noelle Miles
TĀMAKI MAKĀURAU AUCKLAND	Benjamin Allen Jess Brown Rachel Carson John Dyer-Causton Sylvie Howell Campbell Malone Jurnee Moore Camillia Padgett Rob Rawstron Morgan Rowland Louise Ryan Siliga David Setoga Paul Stevens Johnny Waititi Alicia Williams Hannah Woods
TARANAKI	Kendyll Ahie Laz Earl Stuart Hoare Jennifer Lockett Barry McLernon
TE AWA KAIRANGI HUTT VALLEY	Michael Draper Ruth Gamble Carmen Kendal Desiree Mulligan
TE TAI O POUTINI WEST COAST	Kate Halls Vanessa Pringle Kendra Takle

WAIKATO	Wren Boyer Suddhir Duppati Margret Foe Elizabeth Ross Munireh Rouget Rhiannon Sheridan Chloe Wilshaw-Sparkes
WAIRARAPA	Steve Jar
WAITAHA CANTERBURY	Sharmaine Esteban Jacinta Grice Willow Hollstein Hamish Johnston Finn Le Sueur Emma Setterfield
WELLINGTON	Michael Allsopp Miriam Looij Danny Maloney Charlie Myer Steph O'Brien Craig Parker Elliot Pilmore Vernon Tile
WESTERN BAY OF PLENTY	Peter Besley Julie Secker Caroline Simmonds Katy Thorne Kim Whyte
APOLOGIES	Tupuhitai (John) Edmonds Poihaere Knight



## PROGRAMME

### Tuesday 23 September

11 00	Mihi Whakatau	Limes room
11 15	Opening address: Chris Abercrombie, PPTA President	Limes room
11 45	Roll call Presidential and Executive Nominations 2025-2026 PPTA awards Confirmation of 2024 minutes	Limes room
12 00	Lunch	
1 00	Pre-paper workshops: <ul style="list-style-type: none"> <li>Constitutional changes to meet legal requirements</li> <li>The Journey Continues – NCEA to NZCE and NZACE</li> </ul>	Avon room Limes room
2 00	Pre-paper workshops: <ul style="list-style-type: none"> <li>Addressing unmet student need in New Zealand's secondary education system</li> <li>Pay Equity – impact of the 2025 amendments</li> <li>Kāhui Ako disestablishment – the lessons not learnt</li> </ul>	Limes room  Avon room Victoria room
3 00	Address: Hon Erica Stanford, Minister of Education	Limes room
3 30	Afternoon tea	Limes foyer
4 00	Pre-paper workshops <ul style="list-style-type: none"> <li>Responding to extremism in the classroom: online lies and real world harm</li> <li>PPTA holiday houses proposal</li> <li>Long Service leave</li> </ul>	Limes room Avon room Victoria room
5 00	Regional meetings	
5 30	Men's meeting Women's meeting	Samoan Room Victoria room
6 00	Rainbow meeting (Room available from 5.30)	Limes Room
6 30	Service awards reception	Avon room & foyer
7 30	Regional dinners	

## Wednesday 24 September

8 40	Karakia	Limes room
8 45	Report – Negotiations update	Limes room
9 15	Paper – Constitutional changes to meet legal requirements	Limes room
9 45	Guest speakers: Bruce Jepsen & Therese Ford, Te Akatea on Recolonisation of the <del>Aotearoa</del> New Zealand Curriculum	Limes room
10 30	Morning tea	Limes foyer
11 00	Paper – The Journey Continues – NCEA to NZCE and NZACE	Limes room
11 30	Paper – Addressing unmet student need in New Zealand’s secondary education system	Limes room
12 00	Lunch	Limes foyer
1 00	Panel: Melissa Ansell-Bridges, Fiona Mansell & Meredith Peace Power in Solidarity: Women Leading the Movement	Limes room
1 45	Paper – Pay Equity – impact of the 2025 amendments	Limes room
2 15	Paper – Kāhui Ako disestablishment – the lessons not learnt	Limes room
2 45	Healthcare plus	Limes room
3 00	Afternoon tea	Limes foyer
3 30	Paper – Responding to extremism in the classroom: online lies and real world harm	Limes room
4 00	Mentoring Guidelines launch	Limes room
4 15	Caucus meetings: <ul style="list-style-type: none"> <li>• Network of establishing teachers</li> <li>• Neurodivergent teachers</li> <li>• Regional women’s coordinators</li> <li>• Te Huarahi Māori Motuhake</li> <li>• Regional chairpersons, secretaries and treasurers</li> <li>• Pasifika members</li> <li>• Regional men’s reps</li> </ul>	Avon room Avon room Avon room Victoria room Victoria room Samoan room Limes foyer
5 00 – 5 30	Regional Team meetings	Meeting room at Crowne Plaza (room booked 5 till 6)
6 00 6 30	Drinks preceding dinner Conference dinner	Limes room/foyer

## Thursday 25 September

8 55	Karakia	Limes room
9 00	Annual report, strategic plan, accounts, auditor   Receive reports	Limes room
9 30	Paper – PPTA holiday houses proposal	Limes room
9 45	Paper – Long Service leave	Limes room
10 00	Speaker: Andrea Black	Limes room
10 30	Morning tea	Limes foyer
11 00	Report – Actions taken to affirm and advance Te Tiriti o Waitangi	Limes room
11 30	Report – PLD Fund	Limes room
12 00	Reserved	Limes room
12 15	General business 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	Limes room
12 30	Poroporoaki, followed by packed lunches at 1pm	Limes foyer

### Conference Agenda Committee:

- Chris Abercrombie (President)
- Karl Goddard (Executive)
- Anthony Urwin (Te Huarahi)
- Jason Devery (East Coast)
- Calida Brunton (Central Plateau)
- Julie Secker (Western Bay of Plenty)

The timetable is correct at the time of printing but is subject to change. Conference attendees will be notified of any updates.

## SPEAKERS

### Dr Therese Ford

Dr Therese Ford has a background in classroom teaching and senior leadership in primary and secondary English-medium schools. For the past 15 years, she has worked as a researcher and professional learning development facilitator, specialising in equity-focused and anti-racist educational leadership. Therese currently works for Te Akatea Māori Principals and Leaders Incorporated. She is the National Director of Huia Kaimanawa, a professional learning and research and development kaupapa that includes the Beginning Māori Principals and Māori Emerging Leaders Programmes.



### Bruce Jepsen



Bruce is a deeply experienced principal in Aotearoa, who has served as a mentor, guide and professional development provider for other tumuaki for many years.

He currently serves as President of Te Akatea (the National Māori Principals Association) and is Presiding member for the First Time Māori Principals, Māori Emerging Leaders and the Māori Achievement Collaborative PLD Programmes. He serves extensively on national peak bodies including the NZC Mataiaho Leadership Group, NZC focus Reference Group, NZC Voices Reference Group, Aotearoa New Zealand Histories-Ohu Matua project team, Highest Needs Review Advisory Group, PRAG Advisory, ERO Principals National Advisory, ERO Te Reo

Māori in English Medium Advisory, Pou Arataki – Covid Advisory, N4L Leadership Advisory, Principals Eligibility Criteria Advisory, Initial Teacher Education / ESAs / NELPS Advisory, and National Education Act sector reference group.

Additionally, he has been a part of the New Zealand Educational Institute's Principals Council and presents at conferences domestically and internationally on a regular basis, including as the first foreign keynote speaker at the Steve Jobs Theatre for Apple's Global Education Leaders conference.

### Melissa Ansell-Bridges

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 is a member of the National Advisory Council on the Employment of Women to the Minister for Women, a trustee of UnionAID, member of the International Trade Union Confederation – Asia Pacific General Council, and honorary executive member of the Pacific Island Council of Trade Unions and holds a BA/LLB(Hons) with majors in Politics and Sociology.



She has a particular interest in progressing Gender and Ethnic Pay Equity as well as the rights of dependent and vulnerable contractors. She 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.

### **Fiona Mansell**



Fiona's career began 13 years ago as a seafarer for Interislander, all while solely raising her two beautiful children.

In 2016, Fiona became a shipboard delegate, where she discovered a passion for speaking up for herself and her comrades. This commitment led her to become actively involved in MUNZ. She took on her first senior role in 2018 as the Wellington Women's Representative, a position in which she thrived. The following year, she was appointed National Women's Representative.

Fiona's leadership journey continued in 2021 when she was elected unopposed as Assistant Branch Secretary. In March 2024, she was elected Wellington Branch Secretary, and later that year, in November, was re-elected unopposed. Fiona embraces this challenging role with enthusiasm and dedication.

### **Meredith Peace**

Meredith Peace is the AEU Federal Deputy President, a position she has held since 2022. Meredith was the President of the Australian Education Union (Victorian Branch) from 2013 – 2024 and has worked in full-time elected roles for the AEU Vic Branch since 2001. She is also a past President of the Victorian Trades Hall Council (VTHC), the Victorian peak union body.

Meredith has been a delegate to the past six Education International World Congresses and has attended EI Asia-Pacific regional conferences.



The AEU represents members in government primary and secondary schools, preschools, and TAFE (vocational education).

Meredith is a registered secondary teacher (science, biology, geography, maths, environmental science), and has taught in both country and metropolitan schools during her career.

Meredith was educated in public primary and secondary schools in country Victoria and has always been a strong advocate for public education and social justice. Meredith believes governments have a responsibility to provide a high quality, well-resourced public education system accessible to all and to ensure all students are able to achieve to the best of their ability.

### **Andrea Black**

Andrea is the economist for the Association of Salaried Medical Specialists. She was previously the Senior Ministerial Advisor for the Minister of Economic Development and before that the Economist and Policy Director for the NZ Council of Trade Unions.

Andrea is a Chartered Accountant Fellow and member of ETu and Unite. She self identifies as a tax geek following far too many years in tax policy and tax enforcement at Inland Revenue and the Treasury.



## 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.

### Purpose of annual conference

The major function of 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 Te Wehengarua constitution and of the standing orders, any action which allows the will of the delegates to prevail, is a proper action.

### The Mihi Whakatau

The kawa (protocol) that will be followed is that of Ngāi Tūāhuriri as the hau kāinga in this region.

1. All conference attendees arrive and are seated.
2. At the agreed start time, a pao is given for attention and to begin the whakatau.
3. A mihi or welcome speech is delivered from Ngāi Tūāhuriri.
4. Whakamoemiti is undertaken to open and bless the event.
5. A waiata is sung.
6. Ka mutu, the formalities are concluded. The Ngāi Tūāhuriri speaker will hand over to the MC or other delegate to proceed with our kaupapa, and they will take their leave.
7. This process normally takes between 5 and 7 minutes from start to finish.

### Te Pūāwaitanga / Waka is a significant taonga of PPTA Te Wehengarua.

This waka signifies the whakataukī of 'He waka eke noa / we are all in this together'. It is also a symbol of the spiritual, physical and solidarity for all members in PPTA Te Wehengarua. The waka has a place to stand at all PPTA Te Wehengarua conferences and hui as the mauri of the association. It is placed on a table surrounded by rau in clear view for all people in attendance to see.

Te Waka Eke Noa-Te Puawaitanga will be acknowledged during the pōwhiri by the Host first speaker and/or the final speaker. If acknowledged by the final speaker, it will precede a waiata and karakia whakakapi. Te Amorangi is then welcome and speak (handing of the Mauri/Wairua to him or her). At the end of the poroporoaki, during the last waiata tautoko, the waka is handed back to the kuia as part of the closing ceremony of the conference or hui.



## General arrangements

Delegates sit in regional delegations. Observers also sit with their delegations. 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 Te Wehengarua website so other members can follow the debate and hear the speakers. If 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. Media representatives may be present throughout the sessions unless the Conference votes to go into committee.

## 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). The committee 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 a member of executive.

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



## Welcoming speakers at the conference

The tikanga and kawa determines how we behave and act appropriately to uphold the integrity of mana whenua and PPTA Te Wehengarua. Te Huarahi Māori Motuhake, kuia and kaumātua affirm our Kaihautū Māori as the first point of communication when kaupapa are happening. All PPTA Te Wehengarua conferences and meetings should be led with humility, respect and understanding.

- Guests, kaikaranga and guest speaker wait at waharoa (entrance).
- Hosts line up along the right side of stage.
- Hosts kaikaranga calls the guests in and guest karanga responds. The final karanga (whakatau) comes from Hosts.
- Hariru takes place and guest speaker take their seats on the stage.
- The kaikōrero welcomes the guest and acknowledges their presence.
- A designated person introduces the speaker and invites them to present their kōrero.
- After the presentation and any questions, the designated person thanks and may present a gift to the speaker.
- The gathering will then waiata the guest speaker out.

Please remember that our speakers have all given their time to be with us, including the Minister for Education. While we appreciate that you may not agree with all statements made by our speakers, our responsibility is to be respectful in our engagement with them during their time with us. There may be an opportunity to ask the Minister of Education questions. We will let you know at the start of the conference the process for being able to submit your question.

## Women's and men's and Rainbow meetings

Please note there will be no drinks or snacks at the meetings this year due to these being provided later at the Service Awards function at 6.30pm.

The women's meetings began several years ago with the aim of helping women to get to know each other and discuss issues of concern to women. In recent years a men's meeting is also held.

### **PPTA Women's Committee - Treasure Trove Swap at Annual Conference**

We invite you to bring a garment or two to swap!

It's time to recycle the not-quite-your-style or the not-quite-your-size items taking up space in your wardrobe.

For each item donated, you will receive a purchase token that can be used to swap for another item.

We ask you to bring along your swapping Treasure to the conference venue on the first day and drop these off at the Treasure Trove Swap table.

We will open the space up for selecting your thrifted items at the Women's meeting on Tuesday evening. Any unwanted items at the end will be donated to local women's charities.

The Rainbow meeting will be used to network with each other and identify and talk about issues for LGBTIQ+ staff and students in schools. There is time in the programme to attend this meeting and the women's or men's meeting if you wish.

## Caucus meetings

Informal caucus meetings are held by various groups who use the opportunity of being together at Conference to meet and discuss issues relating to them. Caucus meetings are held on Wednesday afternoon. The town hall has larger spaces than our previous venue the Brentwood, so caucus meetings may be in shared spaces with other groups.

## Service Award, Melanie Webber Award and Conference Dinner

This year we are holding a reception to recognise the Service Award recipients and the establishment of the Melanie Webber Award. This will be held on Tuesday 23 September at 6.30pm in the Avon room.

The conference dinner is on Wednesday 24 September with drinks beginning at 6.00pm and dinner at 6.30pm.

Some of 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 and executive members host tables and you may be asked to sit at one to assist.

## Poroporoaki

Poroporoaki will be held at the end of conferences or large hui.

1. The poroporoaki will be facilitated by the kaumātua or PPTA representative. They will announce and proceed with the formality of tauparapara/karakia, kōrero of acknowledgements and then an open floor.
2. At the finishing of the open floor final acknowledgements and thanks by the facilitator will be made and they will hand the closing over to Otautahi, who will thank and farewell all the participants and close with karakia.
3. A Waiata or Himene will be actioned next and Te Waka Eke Noa and the Rau will be uplifted and Mauri handed to the Kuia or Representative (on behalf of Otautahi) as completion of the hui.

## HOST RESPONSIBILITY

This is one of the biggest conferences we have ever run. Being good hosts and supporting everyone to have a comfortable and enjoyable time is our priority.

The Town Hall is a licensed venue. There will be complimentary drinks available preceding conference dinner, during dinner and during the service awards reception. There will be a wide variety of drinks available including plenty of non-alcoholic options.

Please be aware of your responsibilities to your region to attend all conference sessions. Please also allow your colleagues to get a good night's sleep and make sure that your noise levels back at the accommodation are at a reasonable level.

If you have any concerns about someone's wellbeing the emergency contact person is the PPTA Deputy General Secretary for Membership: Adele Towgood, her phone number is 021 664 972.

## HOW YOU PARTICIPATE

This is an explanation and interpretation only. The PPTA Te Wehengarua Constitution takes precedence if there is a conflict between it and this explanation. Standing orders, which set out the meeting rules, are found in the Second Schedule of the Constitution.

### Sessions run by Te Huarahi

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 can speak and are encouraged to do so.

### 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 they notice 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 their own case.

If a paper 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.

### 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.

Amendments to papers should be foreshadowed during the reception debate (“the report be received”). You could also talk to the person who is moving the paper and share your amendment. They might accept it, saving debate time. Even if they don't, it helps them to know about the objections that will be raised.

The chair may not accept an amendment if it has not been foreshadowed.

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. 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 if a motion was passed, they may call for a hand vote.

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 to accept the motion. If they think there has been sufficient debate they 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 their 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 they have started speaking or once the time has elapsed. If the Conference moves into urgency, times are “halved” to five and three minutes respectively.

## 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 delegation, or your executive member, or the president. They will help you or steer you in the right direction. And remember, that the point of having agreed meeting procedures is to help the will of Conference be determined – they should assist, not get in the way.

## HOUSEKEEPING

### Conference support

Our conference organisers Avenue will be on hand to answer your questions during the day. Please check in with them for any questions or support. Additional PPTA staff are on hand to assist and you may be directed to them by Avenue staff.

### Conference App

A conference app will also be available – ask the Avenue staff if you need help to download and access this.

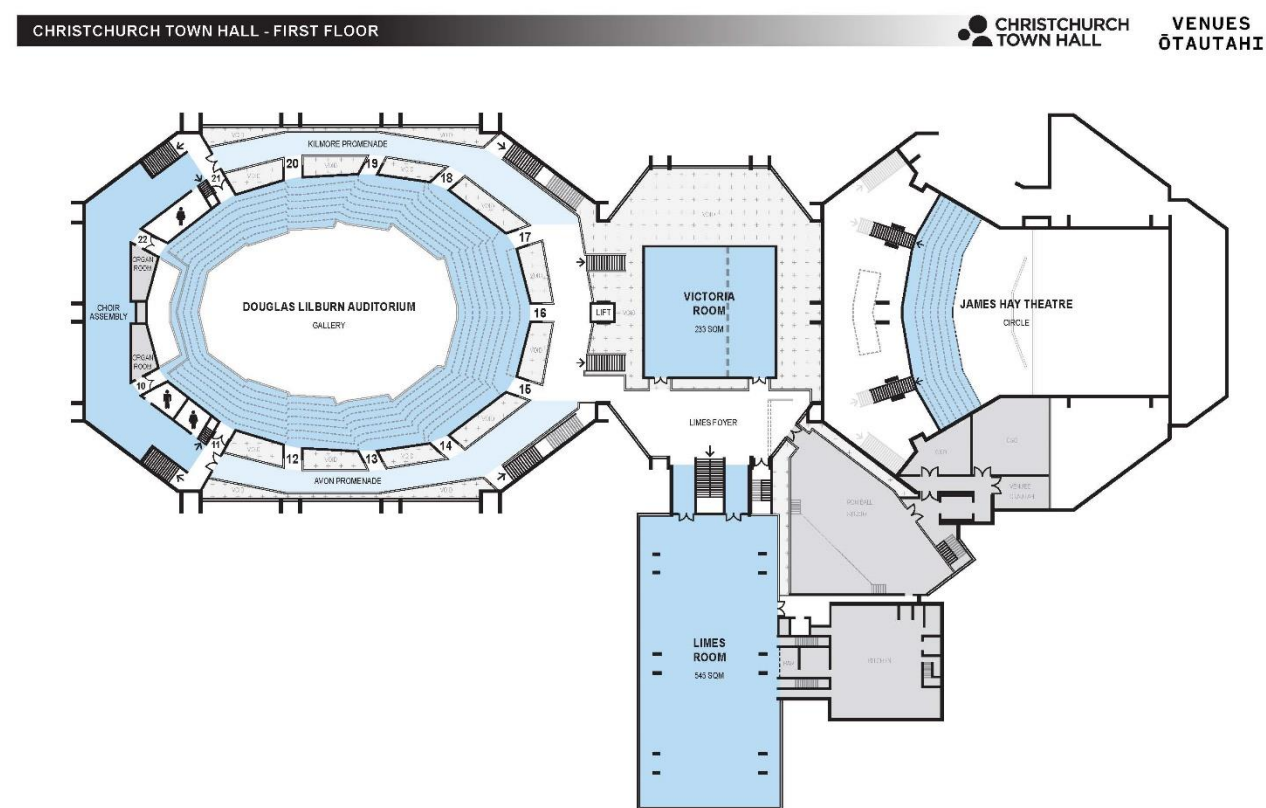
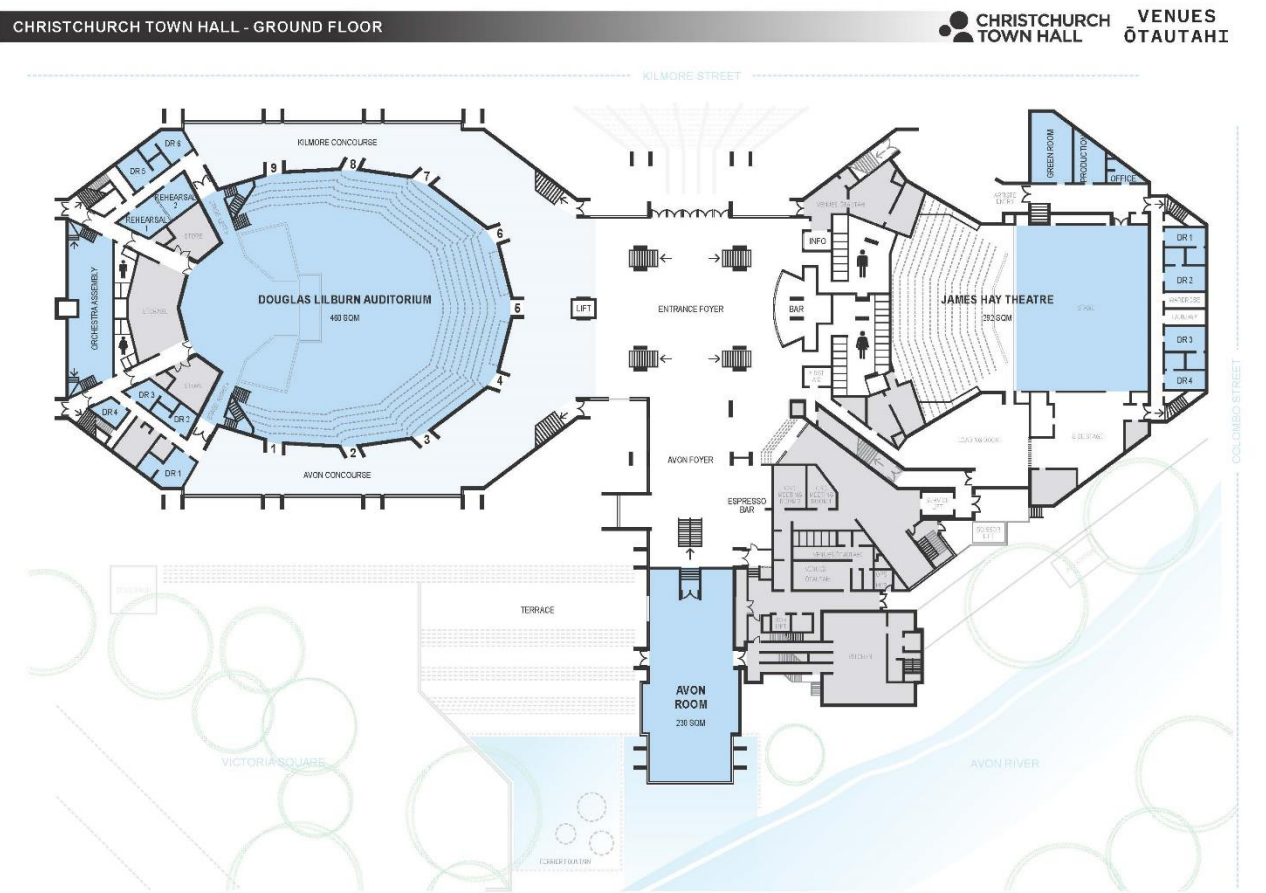
### Medical care

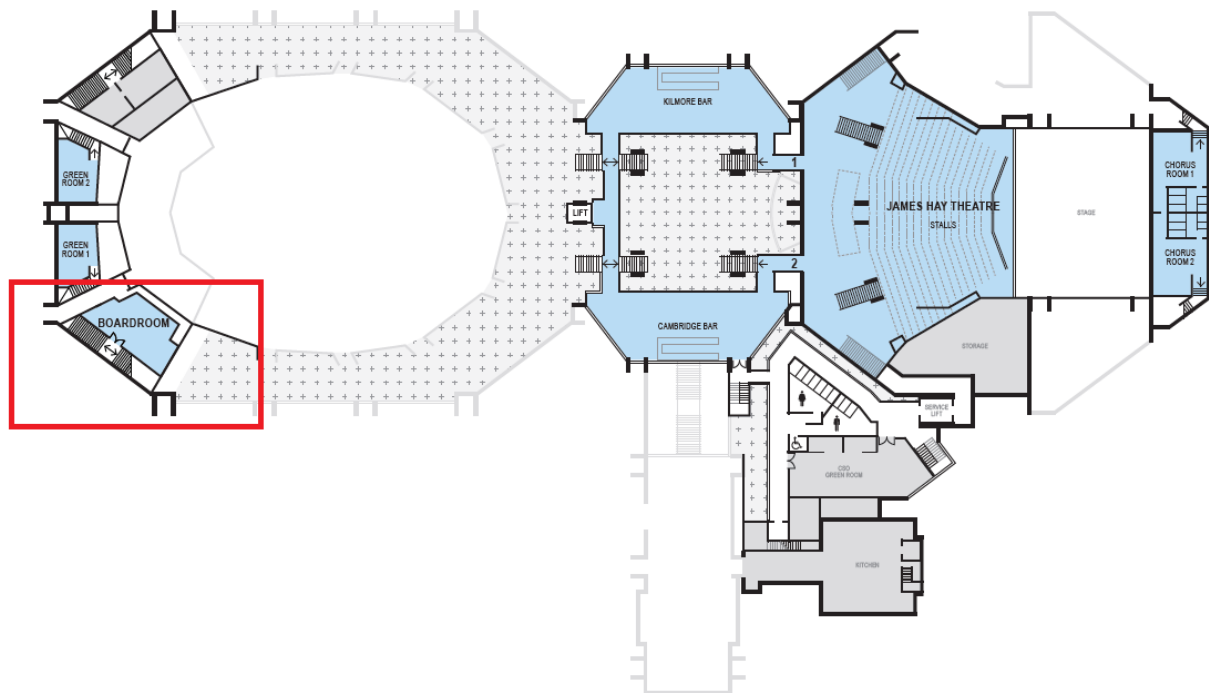
Anyone requiring emergency medical care during conference hours should alert PPTA and/or Avenue Event Management staff as soon as possible. While offsite at your hotel accommodation, you should seek assistance from staff at the reception desk who will be able to direct you to an after-hours pharmacy and/or medical centre if necessary.

### EMERGENCY CONTACT

The emergency contact person is the PPTA Deputy General Secretary for Membership:  
Adele Towgood, her phone number for emergencies is 021 664 972.







The Boardroom (also known as the Samoan room) is the PPTA office.  
This is also the venue for the Men's meeting at 5.30pm on Tuesday and the Pasifika members caucus meeting at 4.15pm on Wednesday.

