

# WELCOME



Welcome - German  
Student Counselling Information  
Conditions of Enrolment  
Staff List and Counsellors  
Information for Students  
2012 Public Holidays  
Guidelines for Driving in New Zealand  
Getting your NZ Driving Licence  
Fishing in New Zealand  
Alcohol  
Smoking  
Keeping Sun Safe  
Guidelines for Safety on New Zealand Beaches  
Whitianga Map



## Herzlich Willkommen in Whitianga Willkommen im Coromandel Outdoor Language Centre

Wir hoffen Sie werden während Ihres Aufenthalts hier, die Gelegenheit wahrnehmen, das Leben in Neuseeland kennenzulernen und zugleich uns hier die Möglichkeit geben etwas über Ihr Herkunftsland zu erfahren. Mit zunehmenden Englischkenntnissen wird sich auch Ihr Interesse und Verständnis für eine andere kulturelle Umgebung erweitern.

Unsere Vormittagsstunden sehen sicher anders aus als Ihr gewohnter Englischunterricht zu Hause. Wir legen Wert auf eine freundliche und informelle Atmosphäre, in der es ganz natürlich scheint auf Englisch zu kommunizieren. Bitte nehmen Sie aktiv an diesen Lektionen teil. Versuchen Sie viel zu sprechen und genau hinzuhören, und Ihre Sprachkenntnisse werden sich sicherlich rasch vergrössern.

Die Nachmittagsaktivitäten geben Ihnen reichlich Möglichkeit, mit vielen verschiedenen Menschen in zahlreichen Situationen Englisch zu sprechen und dabei Ihren Wortschatz zu erweitern. Bitte vergessen Sie nicht, Sie sollen dabei nicht zum professionellen Golfspieler, Töpfer oder Jockey gemacht werden. Sie sollen Spass an der Sache haben und die Gelegenheit mit möglichst vielen Leuten auf Englisch zu kommunizieren.

Auch Ihre Gastgeberfamilie spielt eine wichtige Rolle in Ihrem Lernprogramm. Versuchen Sie bitte deren vielleicht ungewohnte Lebensweise zu akzeptieren und bemühen Sie sich sie wirklich kennenzulernen. Und wenn Sie zunächst auch nicht alles verstehen was da gesprochen wird, kein Grund zur Sorge, es wird bald leichter gehen! Vergessen Sie auch nicht, Sie sind nicht im Hotel. Sie sind bei einer Familie und können eventuell ein Teil davon werden.

In der Schule und während der Aktivitäten soll nur Englisch gesprochen werden. Es mag vielleicht komisch erscheinen selbst mit Ihren Freunden Englisch zu sprechen, aber wir halten das für eine wichtige Einrichtung. Wenn Sie ausschliesslich Englisch hören und sprechen, werden Sie bald beginnen auch Englisch zu denken. Und das ist eine wesentliche Voraussetzung zur Beherrschung einer Fremdsprache. Ausserdem helfen sie dabei mit einer rein englischsprachigen Atmosphäre in der Schule zu schaffen die letztlich allen zugutekommt.

Wir, die Leitung und die Angestellten des COLC hoffen, dass Ihr Aufenthalt hier bei uns ein wertvolles und erfolgreiches Erlebnis wird. Bitte wenden Sie sich an uns falls Sie weitere Fragen haben oder irgendwelche Probleme auftauchen sollten. Wir werden keine Mühe scheuen Ihnen behilflich zu sein.

Mit besten Wünschen

Kim Lawry  
Direktor

# Welcome to Coromandel Outdoor Language Centre!

## FIRST DAY AT SCHOOL

- Please arrive by 8.45 am and you will be given our orientation pack and a tour around the school building.
- At 9 am we will introduce you to the rest of the school and sing you our "Welcome Song".
- You will be given a written placement test and interview so we can place you in the best class for your level.
- You will be counselled in your first language when this is possible.
- Between 10.40 - 11 am is coffee break so you can meet other students and relax.
- At 11 am you will be taken on an orientation tour of the town and shown where the supermarket is and other places of interest.
- Lunch is between 12 noon and 1pm. You can either go into town and buy lunch or use the school kitchen to prepare your own lunch.
- After lunch you will join your afternoon class or activities that you have booked.

## Student Counselling Information

Here is a list of items from your counselling session:

- **Our school is open** from 8.30am to 5pm Monday to Friday.
- **Morning Classes** are from 9am to 12 noon: Textbook Class 9am -10.40am and Conversation Class from 11am -12 noon. Tea and Coffee are freely available at morning break and lunchtime.
- **At 12.05pm** our school bus will drive you to town and pick you up at 12.50 pm from the Information Centre. You may also stay at school and use microwaves to warm your lunch. Use of the stove is not permitted at lunchtime.
- **Afternoon Schedules:**  
Activity groups leave at 1:10 pm and return to school by 4 pm  
General Course (classroom lessons) from 1.15pm – 2.45pm  
Exam Preparation from 1.15pm - 3.15pm  
Private Lessons: As scheduled  
If you have no afternoon classes, you are welcome to remain at school and use the computer room or a free classroom for self-study.
- **Students should be in class on time.** Students who are late, without good reason, will not be permitted to join classes.
- **Only speak English while you are at school.** You will learn English faster and get more out of your time here.
- We have '**Open Night**' on Wednesday evening. Students can organise national meals and other activities. Please see school notice board for details every week. This is an opportunity to get to know each other and enjoy a social evening.
- **Library books** are available from your morning class teacher every Tuesday at 10.30am. If you wish to join the Student Library, you should get a Library Card from the Office. You need to pay a \$10 deposit for this card and you will get the money back when you return all books to your teacher and bring your card to the Office at the end of your course.
- If you **ride a bicycle** in NZ, you must wear a helmet. These are available from the office for a deposit of \$20, and you will get \$15 back on return of the helmet. There is a bicycle parking rack behind the school. Remember to ride on the **left** side of the road and not on the footpath.
- If you **drive a car**, remember the maximum speed allowed in NZ is 100kph on the open road and 50kph in towns. Drive carefully! Parking is not possible at the school. There is lots of space available on South Highway, a short walk through the lane behind the school.
- If you wish to **change your course or your homestay**, please talk with the Counsellor or the Office Staff. All requests for course changes will be considered by the school management and should be made at least one week in advance. You can have one free change per 12 weeks. Changes after that incur a \$30 administration fee.
- **If you are going to be absent** from school please notify the Office. In case of illness, please ask your host family to telephone us on 866 4802.
- **A dishes roster** is prepared every week to keep the kitchen tidy. When your class is on duty, please co-operate.
- **NZ law** allows people to buy alcohol or go into a pub only when they are 18 years old or over. ID is required with proof of age.
- If there is an **emergency** at home, school, on the street or any time while you are in NZ ...

## CALL 111 - A FREE CALL FROM ANY TELEPHONE

## CONDITIONS OF ENROLMENT

**REGISTRATION** is necessary at least 2 weeks before the course commences.

**FULL PAYMENT OF ALL FEES IS DUE** before the course commences.

**NO TRANSFER OF FEES.**

**COURSE CHANGES** only at the discretion of the Director or, in his absence, the School Manager.

**DISCIPLINARY PROCEDURES:** Students will normally be given two verbal warnings and one written warning in an attempt to remedy the problem prior to expulsion. In any case where a student is in breach of New Zealand law then expulsion can be immediate. Immigration authorities will then be informed that the student is no longer enrolled at Coromandel Outdoor Language Centre. If students are absent for 2 weeks without prior approval, expulsion can be automatic.

### STUDENT COMPLAINTS

1. Students should first complain to their teacher.
2. If necessary students can later approach the Director of Studies.
3. If necessary students can later approach the School Director or, in his absence, the School Manager.
4. If necessary students can later approach English New Zealand – PO Box 2577, Auckland.
5. If necessary students can later approach the New Zealand Qualifications Authority (NZQA) – PO Box 160, Wellington, telephone 0800 QA HELP (0800 697296), email: [helpdesk@nzqa.govt.nz](mailto:helpdesk@nzqa.govt.nz).
6. If necessary students can later approach the International Education Appeal Authority, Tribunals Unit, Private bag 32001, Panama Street, Wellington 6146

**REFUNDS:** All fees are converted to NZ\$ on the day of receipt and the refund is the equivalent of the NZ\$ value on the day of receipt. All applications for refunds must be accompanied by the original documents issued by Coromandel Outdoor Language Centre along with evidence that the documents were not used to obtain a visa to come to New Zealand. All refunded monies must go to the person from whom Coromandel Outdoor Language Centre received the monies.

1. If the enrollment period is **1 – 34 days**, and the withdrawal is within the first **2 days** of the course, the amount of the refund will be **50%** of total fees paid, less any fees used. After **2 days** or more, there may be no refund.
2. If the enrollment period is **34 days – 3 months**, and the withdrawal is within the first **5 days** of the course, the amount of the refund will be **75%** of total fees paid, less any fees used. After **5 days** or more, there may be no refund.
3. If the enrollment period is more than **3 months**, and the withdrawal is within the first **8 days** of the course, there will be a full refund less administration costs of 10% of the total fee, or \$500.00, whichever is the lesser of the two. After 8 days or more, there may be no refund.
4. **NOTE:** Total Fee refers to all fees paid to COLC including tuition, accommodation and one off fees. Any accommodation fees paid to COLC will be refunded on a pro rata basis (that is, if the student is in homestay, the number of nights used will be deducted from any refunds. Refunds do not include registration fee, homestay placement fee or airport transfer fees, if the student withdraws after the start of the course.

**PUBLIC HOLIDAYS:** No compensation is given for days the school is closed due to Public Holidays. The normal weekly rate is payable for weeks in which there are holidays. The Public Holidays dates are available upon your request.

**AGES ACCEPTED:** Minimum age 16 years for individual students.

**HOMESTAY ACCOMMODATION** is arranged only for the duration of the studies, except in special circumstances. The family must be respected, their home is not a hotel.

**LIABILITY:** Coromandel Outdoor Language Centre cannot be held responsible for any sickness, injury, damage or loss incurred within the Language Centre or on Language Centre activities. It is the responsibility of the student to arrange personal insurance. Coromandel Outdoor Language Centre can provide information about insurance. Coromandel Outdoor Language Centre cannot be held responsible for any Language Centre closure due to circumstances outside the control

of Coromandel Outdoor Language Centre. There is no refund in such circumstances. If the weather is unsuitable for any activity an alternative activity will be arranged. No refunds for cancelled/alternative activities.

**ALL STUDENTS UNDER THE AGE OF 18** who have no legal guardian resident in New Zealand, must stay at Coromandel Outdoor Language Centre arranged accommodation.

**AT PRESENT GOVERNMENT TAXES** include 15% Goods and Services Tax (GST). If Government taxes increase, such increases will be added to fees.

**PERSONAL LIABILITY:** The Law concerning personal liability in New Zealand is entirely contained in the Injury Prevention Rehabilitation and Compensation Act 2001 (Section 20). No personal injury claim can be made against Coromandel Outdoor Language Centre or any other company, organisation or any individual.

**CONTACT DETAILS:** Students must advise Coromandel Outdoor Language Centre of all changes.

**PASSPORT:** Students must bring their passports to Coromandel Outdoor Language Centre on the first day of lessons.

### STUDENT FEES PROTECTION POLICY:

- (1) The fees of all students on a student visa are placed in a Trust Fund operated by the Auckland Regional Chamber of Commerce on behalf of English New Zealand.
- (2) All student fees are protected with a Bank Bond held by the Trustees, Gilligan Shepherd, 253 Queen Street, Auckland (telephone (09) 309 5191). In the event that an application needs to be made with the Trustees, please apply in writing.
- (3) Fees are protected as provided for in the Ministry of Education Code of Practice for the Pastoral Care of International Students.

**IMMIGRATION:** Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website at <http://www.immigration.govt.nz>.

**CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS:** COROMANDEL OUTDOOR LANGUAGE CENTRE has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz/goto/international>

**ELIGIBILITY FOR HEALTH SERVICES:** Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly-funded health services are available through the Ministry of Health, and can be viewed on their website at <http://www.moh.govt.nz>

**ACCIDENT INSURANCE:** The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at <http://www.acc.co.nz>

**MEDICAL AND TRAVEL INSURANCE:** International students must have appropriate and current medical and travel insurance while studying in New Zealand. We are unable to accept your enrolment unless you have insurance that will cover the cost of medical treatment in New Zealand for the duration of your stay in New Zealand. You must also obtain insurance to cover your travel to and from New Zealand and any loss of luggage. Please advise if you require any help arranging travel and medical insurance. We can arrange insurance for you with Uni-care, their website is <http://www.uni-care.org>. You must bring proof of insurance documentation with you on your first day.

## **STAFF**

### **Teachers**

Muriel Jakowitsch - Director of Studies  
Ross Liggins  
Helen Curtis  
Alistair Bailey  
Kate Watkins  
Tina Spencer

### **Relieving Teachers**

Johanna Blackmann  
Kay Smith  
Sandy Keir  
Kath Garland  
Bernice Thompson

### **Activity Teachers**

Bernice Thompson - Activity Manager  
Kim Lawry  
Ross Liggins  
Maritt Russell  
Kuika Illingworth  
Graham Bamberry

### **Counselors**

Kimiko Liggins	- Japanese	(07) 866 2252
Yuko Suzuki	- Japanese (relieving)	
Muriel Jakowitsch	- French, German & Italian	(07) 866 5372
Kang Ning Zhou	- Chinese	(09) 576 4117
Grace	- Thai	021 176 9166

### **Office**

Kim & Robyn Lawry	- Directors and Owners	(07) 866 4071
Kathy Baumgren	- Finance Administrator	
Tanya Piper	- Office Manager	
Sandy Keir	- Office Assistant/Homestay Coordinator	
Allyn Kersnar	- Administrative Assistant	

**OUR STAFF ARE HERE TO HELP YOU. PLEASE ASK US IF YOU NEED ANY HELP**



# INFORMATION FOR STUDENTS VISITING NEW ZEALAND AND COROMANDEL OUTDOOR LANGUAGE CENTRE



## **Climate**

Whitianga has a moderate climate with changeable weather; the winter (June, July, August) is cool (average daily maximum 14°C) and often wet; the summer (December, January, February) is warm (average maximum 24°C) and drier. People usually swim in the sea between December and April. There is no snow in winter.

## **Clothes**

People mainly wear casual clothes. From Autumn to Spring warm sweaters are necessary, umbrellas and a waterproof jacket. Comfortable sports shoes for walking on many of our activities are essential.

## **Food**

New Zealanders eat a lot of meat, fish, and fresh vegetables, usually cooked in a simple style. Food is not spicy. There is a good selection of cafes and restaurants in Whitianga, where a variety of different food can be found. All meat purchased in New Zealand supermarkets is halal.

## **The Town**

It is a small town with about 4,000 people, but the population grows to 60,000 for a few weeks in the summer holiday season. Whitianga is a summer resort town for New Zealanders, because of the beautiful beaches, fishing, and native forests. The main industries around the town are fishing, farming, forestry and tourism. There is no public transport system in Whitianga. Students either walk, bike or taxi.

## **Family Life**

Local people are very friendly and open. They often enjoy playing or watching sport. They often spend the evenings watching TV or visiting each other's houses. In summer they like to have barbecues with friends.

## **Recreation available in our area**

- \* 18 hole golf course
- \* Rugby and Sports Club
- \* Surfing, Body boarding, windsurfing
- \* Squash, Tennis, Badminton
- \* Deep Sea Game fishing, Yachting, Kayaking
- \* Day walks and wilderness tramping
- \* Scuba Diving, Snorkeling
- \* Horse Trekking
- \* Gym

## **Money**

New Zealand Notes: \$100 \$50 \$20 \$10 \$5 Coins: \$2 \$1 50c 20c 10c

The currency is the New Zealand Dollar (\$). Most major credit cards generally accepted. Students may need an extra \$80 - \$120 per week, spending money to cover lunches and optional extras.

**Bank Account:** If you want to open a bank account, please ask us to help you. To open a New Zealand bank account you will need to provide two forms of identification. e.g. passport and driver's licence or National Identity card.

## **Services:**

Banks	Opening Hours	9.00am - 4.30pm	Monday to Friday
Post Office	Opening Hours	8.30am - 5.00pm	Monday to Friday
Most Shops	Close at	5.00pm	Monday to Saturday

(Some shops are open on Sundays especially during summer)

## **Telephones:**

You can purchase sim cards from the 100% Electrical shop. Please ask us to show you where they are on the map. We don't recommend 2° as you may not be able to call certain countries.

For national calls (price required within New Zealand): Dial 013 before the area code and the operator will tell you the price if the call after you have finished.

For international calls: Dial 0170 and ask for a 'collect call', or dial 0160 before the country code and the operator will tell you the price if the call after you finish.

The following numbers will allow you to telephone collect, speaking to an operator who will assist you in the national language:

**Korea 000 982    Thailand 000 66    Japan 000 981**

You may like to make your telephone calls using a prepaid 'telephone card'. Telephone cards maybe purchased from dairies, petrol stations and stationers.

### **Internet**

The school has computers available, as well as wi-fi for student emails from 8.30 am to 5 pm (not in class time). There is an internet cafe in Blacksmith Lane in Whitianga and wireless available in the library. If you wish to use internet in your homestay you must purchase a pre paid vodem stick for your own personal use.

Here is some information to help you enjoy your stay. Ask you host family to help you read it.

### **Living with a New Zealand Family:**

- Please learn your host family's name, address and telephone number.
- Always tell your host family if you will not be home for dinner. Please tell your homestay family where you are, at all times. They may call the Police if you are late home!
- Many people do not like smoking. Please smoke outside only (unless your host family smokes inside).
- Please do not spend more than 5 minutes in the shower. Ask your host family when is the most convenient time to take a shower.
- Women students should ask their host mother what to do with sanitary napkins.
- Please keep your room clean and make your bed each day. You are not in a hotel!
- Try to help your host family in the house.
- You should have Travel Insurance that covers any damage to your host family's home or their possessions.
- If you have problems with your host family, please tell us. If you do not tell us you are unhappy we will not know. Don't be shy!
- Remember New Zealanders have different ways of thinking and doing things from people in your country. Try to accept this and adapt.

### **Homestay refunds**

If you want to leave or change homestay (e.g. have a holiday) you must give a minimum of one weeks notice to the school.

If you are not attending classes, the host family receive an extra payment of \$10 per week day, if the host family agree that you can stay with them.

If you want to leave your homestay for a holiday, you must be away for one full week (7 nights) or no refund can be considered.

If you are away a full week, the host family receives 2 nights homestay out of the 7 nights for holding your room.

If you give us less than one full weeks notice there will be no refund.

**REMEMBER!**  
English Only at school

You will learn more English and learn it faster.

## **PUBLIC HOLIDAYS**

This school will also be closed for two weeks from Monday, 26 December 2011 until Friday, 06 January 2012. Reopening Monday 09 January 2012. This period includes the Public Holidays 01 January 2012 and 02 January 2012.

	<b>2012 PUBLIC HOLIDAYS</b>	
January	Monday 02 Tuesday 03 Monday 30	New Year's Day observed Day After New Year's Day observed Auckland Anniversary Day
February	Monday 06	Waitangi Day
April	Friday 06 Monday 09 Wednesday 25	Good Friday Easter Monday ANZAC Day
June	Monday 04	Queen's Birthday
October	Monday 22	Labour Day
December	Tuesday 25 Wednesday 26	Christmas Day Boxing Day

### **Regardless of Public Holidays, fees are always payable for a full week.**

This school will also be closed for two weeks from Monday, 24 December 2012 until Friday, 04 January 2013. Reopening Monday 07 January 2013. This period includes the Public Holidays 25 December 2012, 26 December 2012, 01 January 2013 and 02 January 2013.

## **Guidelines for Driving in New Zealand**

### **The Road Rules:**

All drivers must know the road rules, what the road signs mean and how to drive safely. Learning the road rules is particularly important because of our unique 'Give Way' rule (you must give way to vehicles coming from the opposite direction and turning right, when you are turning left). You can find out more about this rule and others when you study the Road Code. You can get a copy of the Road Code from bookstores, driver licensing agents or a public library. [www.ltsa.govt.nz/factsheets/56.html](http://www.ltsa.govt.nz/factsheets/56.html)

### **Carry your licence with you when driving**

In New Zealand you must carry your driver licence or permit at all times when you are driving. If your overseas licence or permit is not in English, we suggest you carry an official translation with you (a translation from an official source, e.g. a translation service or language centre).

### **What happens if I don't apply for a New Zealand driver licence?**

If you do not apply for a New Zealand driver licence within one year of arriving in this country you will be considered an unlicensed driver. The Police could charge you if you are caught driving, and you may not be able to get car insurance.

If you are unlicensed, are warned not to drive and you are then caught driving by the Police, the vehicle you are driving will be seized at the roadside and impounded for 28 days.

If you are an unlicensed driver you should not be driving. You have not proven that you know and understand New Zealand's road rules and you are putting yourself and others at risk.

### **Where can I find out more?**

Drivers who are new to our roads, people learning to drive and people wanting to gain a new licence class need to refer to the Road Code. You can get a copy of the Road Code from bookstores, driver licensing agents or a public library. You can also request support and information from teachers and office staff.

The Driving Safely in New Zealand pamphlet gives a brief overview of the road rules for drivers who are new to our roads. It outlines the road signs and gives some helpful conversion tables and travel times.

LTSA fact sheets on a variety of road safety topics are available on their website at [www.ltsa.govt.nz](http://www.ltsa.govt.nz).

For more information contact the Land Transport Safety Authority (free phone 0800 822 422) or visit the website ([www.ltsa.govt.nz](http://www.ltsa.govt.nz)).

### **Fishing in New Zealand**

If you are fishing from a beach or off rocks where there are warning signs, read them carefully. If you are unsure seek advice from local fishermen who know the area

If you are fishing or shell fishing, you need to check the rules on what size of fish you may take and how many fish or shellfish you may take. Some beaches will have signs saying No fishing or No collecting of shellfish ([http://www.fish.govt.nz/recreational/rec\\_fishing\\_rules.pdf](http://www.fish.govt.nz/recreational/rec_fishing_rules.pdf))

### **Alcohol**

If you are aged 18 or over you are allowed to buy alcohol. If you are aged over 18 you must not buy alcohol for someone aged under 18 unless you are their parent or guardian. You cannot buy alcohol if you are already intoxicated.

If you do drink alcohol, please take care. Do not drink so much that you feel sick. Think safe, don't drink too much. Be careful. Don't drink and drive

### **Smoking**

Smoking is considered dangerous to your own and other people's health. You are not allowed to smoke in school buildings or in public buildings including offices, restaurants, night clubs, hotel bars and shops or homestay homes.

### **Keeping Sun Safe**

During summer it is important to be wise about the sun and not get badly sunburnt.

We can do a number of things to protect ourselves from the damaging effects of UV:

- stay out of the sun between 11am and 4pm – the hottest hours of the day;
- wear a wide-brimmed hat when outside;
- cover up when in the sun (wear long shorts or skirts, sleeved t-shirts with high necks or collars);
- wear UV-protective sunglasses;
- regularly apply an approved sunscreen of SPF 15+ or higher.

It is important to remember that in summer you can get sunburnt on overcast days, as well as on sunny ones. UV radiation penetrates the cloud layer that can stop bright sunlight shining through, so be sun-smart, even when it doesn't seem like there is any sun around!

# **DANGER**

**\* Take care when swimming in the ocean - there are sometimes dangerous currents.**

**\* Hot Water Beach can be especially dangerous.**

**\* Only swim between the flags and when the life guards are on duty.**

**Check the signs!!!!!!**



**FERRY TIMETABLE**  
 Whitianga Water Transport operate a passenger ferry from Whitianga wharf to Ferry Landing  
 7 days a week, every day of the year.  
 Day: 7.30am to 8.30pm.  
 Evening: 7.30pm to 8.30pm and 9.30pm to 10.30pm  
 Christmas - End of January: 7.30am - 11.30pm

- LEGEND of SYMBOLS ON MAP**
- i-site Visitor Information & Bus Stop
  - Post Office / Police Station
  - Supermarket
  - Whitianga Museum
  - Medical Centre
  - Wharf/Passenger Ferry
  - Dump Station
  - Public Toilet
  - Public BBQ

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## ACTIVITIES

