



# 2018 LOCAL AUTHORITY PROPERTY ASSOCIATION CONFERENCE

## *PROGRAMME OUTLINE*

Ascot Park Hotel  
Invercargill  
31 October – 02 November 2018



Local Authority  
Property Association

# CONFERENCE INFORMATION

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## Registration

All registrations must be made via the on-line registration link on [www.lapa.co.nz](http://www.lapa.co.nz)

You will receive a confirmation email on receipt of your registration, and LAPA will send a tax invoice for payment on a separate email to accounts payable shortly.

Payment will be required on the 20th of the following month. If paying by direct credit, please note the tax invoice number or surname for the bank reference. If paying by cheque, all cheques should be made payable to LAPA Conference 2018. Mail cheque payment or direct credit confirmation to:

Karen Bartlett  
LAPA  
C/- PO Box 345  
CHRISTCHURCH, 8140

## **EARLY BIRD REGISTRATION FEES (EXCLUDING GST)**

Earlybird registration fees are available for registrations received up until 28 September.

## **MEMBER FULL REGISTRATION**

Full Excluding Accommodation \$1,350.00 (excl. GST)

## **NON MEMBER FULL REGISTRATION**

Full Excluding Accommodation \$1,450.00 (excl. GST)

## **DAY REGISTRATION (PER DAY) \$550.00 (excl. GST)**

Business Sessions Only - Does not include evening functions

## **SPONSOR 'TRADE ONLY' (PER DAY) \$100.00 (excl. GST)**

Working at Trade Stand only per day

## **ADDITIONAL EVENING FUNCTION TICKETS**

LAPA Welcome Function \$150.00 (excl. GST)

Simpson Grierson Gala Dinner \$300.00 (excl. GST)

## **FULL REGISTRATION INCLUDES:**

- Preconference Development Opportunities
- All Business Sessions as per the conference programme
- All Morning Teas, Lunches and Afternoon Teas as per programme
- Guest Speakers as per the programme
- Wednesday Evening LAPA Welcome Function, including substantial finger food and beverages
- Thursday Afternoon Tour
- Thursday Evening Simpson Grierson Gala Dinner, including buffet meal, beverages and entertainment
- Conference Satchel

## **Late Registration Fee**

All registrations received after 28 September 2018 will incur a \$75 per person additional charge.

# CONFERENCE INFORMATION

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## **Final registration Date – 08 October**

The final registration date for attendance at the 2018 Conference is 08 October. Price and packages may be subject to availability after this date.

## **Cancellation policy**

All cancellations received after 28 September 2018 will incur a \$150 dollar per person cancellation fee, plus any applicable airline, accommodation or other supplier cancellation charges.

## **Accommodation**

Conference accommodation is being held at the Ascot Park Hotel (the conference venue), and the Kelvin Hotel. For those staying at the Kelvin Hotel, transfers will operate throughout the conference to take you to the Conference and Function venues.

The Ascot Park Hotel is one of Invercargill's largest accommodation providers, with a range of accommodation options available to suit everyone. Facilities include a spa, sauna and indoor heated pool, fitness centre, and a complimentary shuttle service into town (subject to availability).

The Kelvin Hotel Invercargill provides comfortable well-appointed accommodation with all the modern conveniences. Located in the main shopping area of Invercargill, the H&J Smith's department store is across the road from the Hotel.

To book your accommodation, simply fill in the applicable section on the on-line Registration Form, including any additional nights you may require. Your accommodation booking will be included on your confirmation letter.

The cost of accommodation (excluding GST) at the Ascot Park Hotel is as follows:

Motel Single Room (1 Person, 1 Bed) - \$117.00 excl. GST per night, including breakfast for one  
Motel Double Room (2 People, 1 Bed) - \$139.00 excl. GST per night, including breakfast for two  
Motel Twin Room (2 People, 2 Beds) - \$139.00 excl. GST per night, including breakfast for two

Hotel Single Room (1 Person, 1 Bed) - \$158.00 excl. GST per night, including breakfast for one  
Hotel Double Room (2 People, 1 Bed) - \$180.00 excl. GST per night, including breakfast for two  
Hotel Twin Room (2 People, 2 Beds) - \$180.00 excl. GST per night, including breakfast for two

The cost of accommodation (excluding GST) at the Kelvin is as follows:

Single Room (1 Person, 1 Bed) - \$148.00 excl. GST per night, including breakfast for one  
Double Room (2 People, 1 Bed) - \$166.00 excl. GST per night, including breakfast for two  
Twin Room (2 People, 2 Beds) - \$166.00 excl. GST per night, including breakfast for two

Any incidental costs incurred during your stay such as mini-bar, movies, laundry etc are to be settled directly when checking out of your accommodation.

## **Airfares**

If you would like our Conference Organiser, House of Travel Lakers, to prepare an airfare quotation to Invercargill simply fill out the applicable section on the on-line Registration Form, and House of Travel Lakers will email you a proposed itinerary and costing. Payment will be required upon confirmation by credit card.

# CONFERENCE INFORMATION

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## **Airport Transfers**

Complimentary transfers from Invercargill Airport to the Ascot Park & Kelvin Hotels will be operating for all incoming flight arrivals on Wednesday 31st October up until 11.35am. Please advise your flight arrival details on the Registration Form.

Complimentary transfers will also be operating back to the Airport on the afternoon of Friday 2<sup>nd</sup> of November after the conference finishes.

## **Conference Business Sessions**

All Conference Business Sessions will be held at the Ascot Park Hotel.

## **Car Parking**

The Ascot Park Hotel offers a number of complimentary off-street car parks on a 'first come, first served basis', subject to availability.

The Kelvin Hotel offers complimentary valet parking, which can be arranged on arrival.

## **Dress**

Smart Casual dress will be the order of the day throughout the conference for the Business Sessions and Functions, with the exception of the Simpson Grierson Gala Dinner at Transport World which will be a '1950's/World of Wearable Art' Theme.

## **Privacy Act**

Details given on your Registration Form will be included in any Conference Delegates Lists, Members List in the Members Only Area of the LAPA web-site and attendance lists for LAPA events, which sponsors of LAPA may have access to. If you DO NOT wish your contact details to appear on a Delegate List, please mark the appropriate box on the Registration Form.

## **Special Requirements**

Any attendees with specific requirements (for instance, prescribed medical diets, disabled access, special facilities for baby etc) are asked to advise details via the on-line Registration Form.

## **Sponsor Trade Stands**

All sponsor Trade Stands will be located in the Oreti and Aparima Rooms, at the Ascot Park Hotel. All Morning Teas, Lunches, Afternoon Teas and Networking Sessions as per the programme will be held in this area. We encourage all attendees to visit the Sponsor Stands during the conference.

## **For further conference information please contact;**

Please contact Sheree Forsythe or Tony Laker at House of Travel Lakers

Telephone: 03 214 3500

Fax: 03 214 3509

E-mail: [shereef@hotmail.co.nz](mailto:shereef@hotmail.co.nz)

# PROGRAMME

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## WEDNESDAY 31 OCTOBER

9:00am	TelferYoung Registration and Information Desk Opens Transfers from Invercargill Airport to Ascot/Kelvin Hotels up until conference opening.
11:00am – 12:00pm	<b>Preconference Development Opportunities</b> <b>Lightning Talks – workshop your worries away</b> This free facilitated session seeks to encourage discussion and resolution of issues amongst our property professional delegates. Come along with your worries and discuss these. There will be a sharing of issues and findings in the group after.
12:00 – 12:30 pm	<b>New Kids on the Block</b> New to LAPA or Local Authority Property? Come along and meet the Local Authority Property Executive, and make new contacts.
12:30pm – 1:00pm	<b>Working Lunch</b> Lunch for members prior to conference opening
1:00pm – 1:30pm	<b>Conference Opening &amp; Welcome</b> Karen Bartlett – President Local Authority Property Association
1:40pm – 2:40pm	<b>Business Session One</b> -Property Legal Updates – Including Reserves Act Review (Simpson Grierson) -Insights into the Main Contractor – How the main contractors interact with the client -Asbestos Management – One year on, what has happened in the industry with regard to asbestos management
2:45pm – 3:30pm	<b>Afternoon Tea</b>
3:30pm – 4:30pm	<b>Key note Speaker – Lisa O’Neill</b>
4:30pm	Business Day Concludes
4:35pm	Transfer from Ascot to Kelvin Hotel
5:50pm	Transfer from Kelvin Hotel to Ascot
6:00pm	<b>Trade Stand Networking &amp; Sponsor Speed Dating</b> Your opportunity to further network with trade stand holders and members over pre-dinner drinks and nibbles
6:45pm	Coaches depart for LAPA Welcome Function
7:15pm – 9:15pm	<b>LAPA WELCOME FUNCTION</b>

# PROGRAMME

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## THURSDAY 01 NOVEMBER

Breakfast at Leisure

8:00am TelferYoung Registration and Information Desk Opens

8:15am Transfer from Kelvin Hotel to Ascot

8:30am – 9:15am **Business Session Two**  
-Property Valuations versus Rates – What effects do higher property valuations have on Council rates take, and how are rates calculated  
-Geotechnical Engineering – Are we boring you? The basics of Geotechnical Engineering and when you should engage a Geotechnical Engineer  
-Encroachment – Formed road over private land – Building Encroachments (Simpson Grierson)

9:20am – 10:05am **Business Session Three**  
-Earthquake prone buildings – Seismic Notices placed on earthquake prone buildings i.e. <34% one year on, how have the public reacted  
-Projects – Get more with less by managing your project design team  
-Business Continuity Planning – crisis management

10:05am – 10:40am ***Morning Tea***

10:40am – 11:20am **Local Authority Property Association Annual General Meeting**

11:25am – 12:10pm **Business Session Four**  
-Health and Safety – The continuing story  
-Asset Management – Whole of life planning  
-The Property Group – Topic TBC

12:10pm – 1:00pm ***Lunch***

1:05pm – 2:25pm **Keynote Session**  
CRL – Central Rail Link – Auckland  
The Electric Highway - The way to the future or will it be “brown out”

2:30 pm – 2:55pm **Local round up of Southland Property**

3:00pm – 4:30pm **Programmed Property Services Afternoon Off-site Tour**

5:50pm Transfer from Kelvin Hotel to Ascot

6:00pm – 6:40pm **Trade Stand Networking**

6:40pm Coaches depart for Simpson Grierson Gala Dinner

7:00pm – 11:30pm **SIMPSON GRIERSON GALA DINNER**

# PROGRAMME

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## FRIDAY 02 NOVEMBER

Breakfast at Leisure

8:00am TelferYoung Registration and Information Desk Opens

8:15am Transfer from Kelvin Hotel to Ascot

8:30am Business Day begins

8:45am – 9:30am **Business Session Five**  
-The Public Works Act (PWA) – There’s always something happening -  
offer back  
(Simpson Grierson)  
-What’s new in the contract maintenance and deferred maintenance  
scene  
-Fleet Management – Introducing electric vehicles into your fleet

9:35am – 10:20am **Business Session Six**  
-Land Acquisition – Case Study – Roding  
-GIS Management tools – See what they can do  
-My life as a Property Manager  
(Kevin McNaught – Southland District Council)

10:20am – 10:45am ***Morning Tea***

10:45am – 11:45am **Key Note Speaker – Ian Taylor**

11:45am – 12:00pm Conference Close

Coach Transfers to Invercargill Airport