

Activity Planning -2012-2022 Ten Year Plan Safeguarding the Environment - LIMs

The main matter that the Council is being asked to consider is....

- To maintain existing levels of service for the LIMs activity.

1. Council direction

The direction provided to staff by the Council in December 2010 was to retain existing levels of service.

2. What the activity does

This activity provides the Land Information Memoranda (LIM) service. LIMs are reports issued on request by the Council about a particular property or piece of land. LIMs help protect buyers of property and provides important information for project planning. The amount of information varies depending on the type of property.

3. What the legislations says

The preparation of LIMs is a requirement of the Council under the Local Government Official Information and Meetings Act 1987 (LGOIMA) s44A, and the Local Government Act 2002.

The Local Government Official Information and Meetings Act 1987, s.44A, specifies the contents of the LIM. However, it also provides¹ that:

"In addition to the information provided for under subsection (2) of this section, a territorial authority may provide in the memorandum such other information concerning the land as the authority considers, at its discretion, to be relevant."

4. Proposed activity objective

The proposed activity objective for the LIMs activity is:

The provision of timely and accurate information about property or land in the District.

NB: This is the same objective stated in the 2009-2019 Ten Year Plan.

5. How this activity currently would contribute to the Council Outcomes

The activity will contribute to the achievement of the Council Outcomes as follows:

Council Outcome	The LIMs activity...
A prosperous district	<ul style="list-style-type: none">• Has a part to play in the streamlining of regulatory processes.
A liveable district	<ul style="list-style-type: none">• Contributes to a safe living environment through the provision of information.
A clean and green district	<ul style="list-style-type: none">• Contributes to maintaining our natural environment through the provision of information.

¹ Local Government Official Information and Meetings Act 1987, s44A(3)

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The Coromandel Peninsula Blueprint provides a new focus for the Land Information Management Activity in supporting the strategic direction for the management of growth and development on the Coromandel Peninsula, and avoiding new development in hazard prone areas.

6. Things to be aware of

- Performance levels have been met with zero claims haven been proven against Council in the last 3 years.
- Because Council's property records are not completely electronic, records can be either hard or soft, which makes it difficult to compile a complete file. A project is underway to digitise all existing property files.
- Changes to the demographic statistics within the District won't impact significantly on the LIMs activity as the number of dwellings is not projected to change significantly. LIMs statistics have remained stable for a number of years and usually only change with the housing market forces. As no site visit is required during the preparation of a LIM, a change in the projected dwelling location is irrelevant.

7. A word from our community....

- The 2010 community prioritisation survey shows that providing LIMS is ranked 19th of the 27 activities surveyed.
- A small independent customer survey is conducted on a tri-annual basis to ensure customers are receiving a useable end product and value for money. Results show that, overall, customers are very happy with the service provided.

8. Strengths, weakness, opportunities and threats

- A strength is that in the LIMs team we have a stable workforce with extensive experience and years of accumulated knowledge.
- Currently, Council is operating both paper based and electronic information storage systems resulting in inefficiencies and risks for locating and storing the records required for the preparation of LIMs. The project to back-scan all property records will minimise the risks associated with different recordkeeping systems and provide opportunities to make the preparation of LIMs more efficient.
- Once Council's information storage is fully electronic, Council will be fully reliant on the availability and security of information technology systems. Ensuring there is a robust business continuity plan in place in case of any business disruption.

9. Proposed levels of service

The following levels of service are proposed for the LIMs activity.

Proposed Levels of Service	This means...
An affordable LIM is available in a timely manner.	<ul style="list-style-type: none"> • Standard LIMs will be delivered within 10 working days. • Standard LIM fee is consistent with the regional average.
A faster service is available when my LIM enquiry is urgent	<ul style="list-style-type: none"> • Urgent LIMs will be delivered within 2 working days.
Customers can understand and have confidence in the content of their LIMs	<ul style="list-style-type: none"> • Customer satisfaction improves.

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10. How is this activity managed?

This activity is managed by Council staff.

11. What do we currently spend on this activity?

As a proportion of the Council's annual budget for the 2011/2012 year, the LIMs activity represents approximately 0.21% of total spend.

2011/2012 Draft Annual Plan	
Operating Expenditure (excluding internal interest cost)	\$0.21m
Capital Expenditure	n/a
Total budgeted spend for LIMs for 2011/2012	\$0.21m
Total Budgeted spend for Council for 2011/2012	\$100.97m
Total percentage of budget spent on LIMs	0.21%
2009-2019 Ten Year Plan	
Operating Expenditure (excluding internal interest cost)	\$2.39m
Capital Expenditure	n/a
Total budgeted spend for LIMs for 10 years	\$2.39m
Total Budgeted spend for Council for 10 years	\$1,295.64m
Total percentage of budget spent on LIMs	0.18%

12. How this activity is funded, and why.

The LIMs activity is currently funded as follows:

Funding rationale summary as outlined in the 2009-2019 Ten Year Plan

This activity is considered to solely and directly benefit the individual who applies for the LIM. Therefore, it is considered fairest to fully fund this from user fees and charges.

The funding mechanisms used to fund operating expenditure are:

General Rates	UAGC	Targeted Rates	Fees & Charges	Grants & Subsidies
			80-100%	

The are no capital expenses associated with this activity.

Staff recommend no changes to the funding policy for the LIMs activity.

13. Staff recommendation

- The Council maintain existing levels of service for the LIMs activity.
- Staff recommend no changes to the funding policy for the LIMs activity.