

Land Information

Activity Management Plan 2021-31

August 2021

Document control

Revision	Name	Author	Reviewed by	Date
1.0	Ian Hyde		Jane Donaldson	2020
2.0	Emily Reed			June 2021

Contents

1. Introduction.....	3
2. Key Issues for Land Information	3
3. Activity Description Land Information	3
3.1. What we do	3
3.2. Why we do it.....	3
4. Goal for Land Information.....	3
5. Levels of Service and Performance Measures for Land Information.....	5
5.1. What are we trying to achieve	5
5.2. How will we know if we are achieving it	5
6. Changes Made for Land Information.....	6
7. Key Projects for Land Information.....	6
8. Management of Activity for Land Information	6
8.1. Programmed actions years 1-3.....	6
8.2. Future directions for years 4 – 10	6
9. Costs for Land Information.....	7
10. Key Legislation/Industry Standards and Relationship with Other Planning/Policy Documents for Land Information	7
11. Risk Management for Land Information	10
12. Stakeholders and Consultation for Land Information.....	10
13. Improvement Programme for Land Information	10
13.1. Process Overview	10
13.2. Training.....	10
13.3. Improvement Actions	11

1. Introduction

The Land Information activity is primarily concerned with the generation of Land Information Memoranda. (LIMs). LIMs may be requested by the public on any property and are usually associated with property transactions. The duty to provide a LIM is contained within the Local Government Official Information and Meetings Act 1987 (LGOIMA).

2. Key issues for Land Information

As the activity is enshrined in legislation, it will be affected by changes to this legislation. The activity is also dependent upon market demand, which in turn is dependent upon economic conditions.

The activity is also dependent upon the accuracy and completeness of information available. This requires robust records, accurate recording and the ability to efficiently access required information while at the same time protecting privacy and withholding sensitive information.

3. Activity description Land Information

3.1. What we do

Provide an efficient production of LIMs within statutory timeframes and with a high degree of accuracy.

3.2. Why we do it

To comply with legislative requirements (100% of LIMs produced within 10 working days) and to ensure customer satisfaction.

4. Goal for Land Information

To provide an efficient production of Land Information Memoranda (LIM's) within statutory timeframes and with a high degree of accuracy.

Our principles

These are the guiding principles for how we will function and deliver activities and services to the community.

- Plan and provide fit for purpose services.
- Work with the community and engage in meaningful conversations.
- Lead the community with clear and rational decision-making.
- Represent the district on regional / national issues and partner with others when needed.

Contribution to Community Outcomes

Regulatory Services contribute to the following Community Outcomes as shown below.

	Residents are included and have a voice	A district of great spaces and places	A prosperous economy based on innovation and opportunity	A balanced and sustainable environment
Land Information		✓	✓	

5. Levels of service and performance measures for Land Information

5.1. What are we trying to achieve

To provide an efficient production of Land Information Memoranda (LIM’s) within statutory timeframes and with a high degree of accuracy.

5.2. How will we know if we are achieving it

What we’re aiming for: To provide an efficient production of Land Information Memoranda (LIM) within statutory timeframes and with a high degree of accuracy.

WHAT WE’RE WORKING TOWARDS (Levels of service)	HOW WE’LL MEASURE PROGRESS (Performance measures)	HOW WE’RE PERFORMING NOW	WHAT WE’RE AIMING FOR				
		(2019/20 results)	2021/22	2023/24	2024/25	2025/26 – 2031/31	
We provide quality land information services efficiently	LIM applications are processed within 10 working days	100%	100%	100%	100%	100%	

6. Changes made for Land Information

Progress has been made in digitisation of service with a greater number of applications being made and posted electronically. There has been a period of transition and change associated with the wider Council process associated with the digitisation of records and this has required the revisiting of some processes.

Offsite working required under COVID-19 lockdown has confirmed that the LIM function, in conjunction with Council records and systems updates, can operate in an entirely digital space.

Cross training of staff has ensured that the function is more robust generally and less vulnerable to key staff absence.

7. Key projects for Land Information

Continue with integration of activity with online services (online application, payment and provision of completed report).

8. Management of activity for Land Information

8.1. Programmed actions years 1 - 3

Finalise integration with new Electronic Document Record Management System and possibly Resource Management Act “Eplan” function.

Continue to monitor other functions to ensure all information known to Council is contained within produced LIMs.

8.2. Future directions for years 4 – 10

Routinely review efficiency of service.

9. Costs for Land Information

For Regulatory Services

	Annual Plan 2020/21 \$000	Year 1 2021/22 \$000	Year 2 2022/23 \$000	Year 3 2023/24 \$000	Year 4 2024/25 \$000	Year 5 2025/26 \$000	Year 6 2026/27 \$000	Year 7 2027/28 \$000	Year 8 2028/29 \$000	Year 9 2029/30 \$000	Year 10 2030/31 \$000
Operating Funding											
Sources of operating funding											
General rate, UAGC*, rates penalties	1,722	1,377	1,734	1,975	1,997	2,082	2,158	2,255	2,141	2,321	2,367
Targeted rates	0	0	0	0	0	0	0	0	0	0	0
Subsidies and grants for operating purposes	0	0	0	0	0	0	0	0	0	0	0
Fees and charges	2,971	2,987	3,081	3,137	3,223	3,313	3,412	3,471	3,583	3,625	3,733
Internal charges and overheads recovered	121	96	99	101	104	106	109	112	115	118	121
Local authorities fuel tax, fines, infringement fees and other receipts	446	361	362	372	383	394	405	417	429	442	455
Total sources of operating funding	5,260	4,821	5,275	5,586	5,706	5,895	6,084	6,255	6,268	6,506	6,676
Applications of operating funding											
Payments to staff and suppliers	3,394	3,328	3,490	3,557	3,598	3,707	3,761	3,883	3,948	4,085	4,168
Finance costs	33	22	19	16	13	10	9	6	5	4	4
Internal charges and overheads	1,645	1,643	1,818	1,888	1,943	2,028	2,152	2,203	2,278	2,379	2,466
Other operating funding applications	2	2	2	2	2	2	2	3	3	3	3
Total applications of operating funding	5,075	4,995	5,328	5,463	5,556	5,746	5,924	6,094	6,234	6,471	6,641
Surplus/(deficit) of operating funding	185	(174)	(53)	123	150	149	160	161	34	35	35

	Annual Plan 2020/21 \$000	Year 1 2021/22 \$000	Year 2 2022/23 \$000	Year 3 2023/24 \$000	Year 4 2024/25 \$000	Year 5 2025/26 \$000	Year 6 2026/27 \$000	Year 7 2027/28 \$000	Year 8 2028/29 \$000	Year 9 2029/30 \$000	Year 10 2030/31 \$000
Capital Funding											
Sources of capital funding											
Subsidies and grants for capital expenditure	0	0	0	0	0	0	0	0	0	0	0
Development and financial contributions	0	0	0	0	0	0	0	0	0	0	0
Increase/(decrease) in debt	(137)	(137)	(137)	(137)	(137)	(34)	(141)	(141)	(13)	(13)	97
Gross proceeds from sale of assets	0	0	0	0	0	0	0	0	0	0	0
Lump sum contributions	0	0	0	0	0	0	0	0	0	0	0
Other dedicated capital funding	0	0	0	0	0	0	0	0	0	0	0
Total sources of capital funding	(137)	(137)	(137)	(137)	(137)	(34)	(141)	(141)	(13)	(13)	97
Application of capital funding											
Capital expenditure											
- to meet additional demand	0	0	0	0	0	0	0	0	0	0	0
- to improve the level of service	0	0	0	0	0	103	0	0	0	0	118
- to replace existing assets	0	0	0	0	0	0	0	0	0	0	0
Increase/(decrease) in reserves	48	(311)	(190)	(14)	13	12	18	20	21	22	15
Increase/(decrease) in investments	0	0	0	0	0	0	0	0	0	0	0
Total applications of capital funding	48	(311)	(190)	(14)	13	115	18	20	21	22	133
Surplus/(deficit) of capital funding	(185)	174	53	(123)	(150)	(149)	(160)	(161)	(34)	(35)	(35)
Funding Balance	0	0	0	0	0	0	0	0	0	0	0

10. Key legislation / industry standards and relationship with other planning / policy documents for Land Information

- Key legislation is LGOIMA. Also relevant are:
- The Building Act;
- The Resource Management Act and particularly the District Plan;
- Council bylaws and policies; and
- Any information under other legislation/ standards/ documents which may be held by Council.

11. Risk management for Land Information

The activity is vulnerable to changing legislative requirements which might require additional reporting, monitoring or changes in timeframes for the production of LIMs.

It is also vulnerable to staff shortage which would reduce the capacity to meet deadlines and poor quality record keeping and/or provision of information which would make reports less reliable or incomplete.

12. Stakeholders and consultation for Land Information

- Landowners and prospective landowners
- Business (solicitors, valuers, real estate agents etc.)

13. Improvement programme for Land Information

13.1. Process overview

Routine review of service, including seeking feedback from key stakeholders.

13.2. Training

Training for the specific function is limited in its availability, however training on best practice (including legal liability) is taken up when available.

13.3. Improvement actions

As arising.