

Land Information Memorandum (LIM) Audit

Meeting: Audit, Risk and Finance Committee
Date of meeting: 10 September 2020
Reporting officer: Linda Osborne, Administration Manager

Purpose/Ngā whāinga

To report on the Land Information Memorandum (LIM) audit undertaken earlier this year.

Executive summary/Whakarāpopototanga

Earlier this year an audit of Council's LIM's and the processes was undertaken at the request of the Committee. The report has been received and overall, it was found that LIM reports produced by Council are of a high standard and that the requirements of the Local Government Official Information and Meetings Act 1987 (LGOIMA) are being met in terms of processing times and content.

Recommendation/Ngā tūtohunga

That the Audit, Risk and Finance Committee:

- a) Notes the Land Information Memorandum (LIM) Audit report prepared by Paua Planning dated 19 June 2020 (Attachment A).

Context/Horopaki

As a result of a request from the committee, Paua Planning were contracted to review the Council's LIM processes. 25 LIM's were randomly selected to assess the current process and determine if they met the requirements set out in s44A of the Local Government Official Information and Meetings Act 1987.

The report from Paua Planning is available at **Attachment A**.

Discussion/Ngā kōrerorero

Before COVID-19, the LIM's team were investigating supplying LIM's in a digit format. This was successfully implemented in February 2020 and not only enabled the audit to continue as planned but meant a smooth transition from producing LIM's from the workspace to producing LIM's from the "home space".

While it is pleasing to receive a positive report, there is always room for improvement. Some of the quick recommendations have already been implemented. These include ensuring sites on maps are consistently and clearly identified, improved usage of hyperlinks to relevant information on Council's website and reviewing consent conditions and notices that relate to a parent property, as opposed to the property in question.

One of the recommendations was also to consider providing an urgent LIM service. While this is something the LIM's team have often considered it hasn't been implemented due to resourcing. Many departments across Council are involved in providing comments for LIM's and supplying an urgent service is likely to result in considerable pressure in some areas. Although not official should a customer request a LIM under the 10 working days the team will look at accommodating their request.

It is also worthwhile to note that the report mentioned the digitalisation of records. With a recently purchased scanner, Council will be able to slowly start the process of converting all hard copy

stored property information to a digital format. This will speed up the process and may enable an urgent LIM service in the future.

Over the coming months the team will also be undertaking cross departmental LIM meetings, reviewing and updating the departmental comments table and improve wording.

Significance and engagement/Hirahira me ngā whakapapa

The decisions or matters of this report do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via agenda on the website.

Next steps/E whaiake nei

Staff will continue to review the recommendations within the audit report and undertake further changes and improvements where required.

Attachments/Ngā tapiritanga

	Title
A	LIM Audit Report 19 June 2020