

OIR: 2425/1199

19 December 2024

[REDACTED]
[REDACTED]

Tēnā koe [REDACTED],

Request for Information under the Local Government Official Information and Meetings Act 1987 (the Act) (the LGOIMA)

Thank you for your email of **21 November 2024** requesting the following information:

I am seeking information about documents relating to the dog control activity.

Could you please provide the following:

- 1. A copy of, and the date and place of publication of the notice for the:**
 - a. Dog control and poundage fees for financial years 2023-24 & 2024-25.**

The fees and charges are managed through our Annual Plan and Long-Term Plan process. All our fees and charges are published on our website.

[Long-term Plan 2024–34 - Kāpiti Coast District Council](#)
[Annual Plan 2023/24 - Kāpiti Coast District Council](#)
[Animal management fees - Kāpiti Coast District Council](#)

- b. Dog Control Policy and Practises Report for the financial years 2022-23 & 2023-24.**

[Annual dog control reports - Kāpiti Coast District Council](#)

2. In relation to the dog registration process:

- a. The application form and all other information or documents provided to a person seeking to apply to register a dog for or during registration years 2023-24 & 2024-25.**

Please note that any information provided in response to your request may be published on the Council website, with your personal details removed.

All application forms and all relevant information can be found through the link below.

[Dog registration - Kāpiti Coast District Council](#)

- b. All documents and information provided to a person from whom an application to register a dog has been received for or during registration years 2023-24 & 2024-25.**

Our Website <https://www.kapiticoast.govt.nz/services/dog-and-animal-control/dogs/register-your-dog/> provides detailed information about the registration process, links provided on the website are tailored to whether the dog owner is registering a dog for the first time or renewing their registration. All the documents provided to a person during the registration process are available via the links on the page above.

3. Links to the Council documents dealing with:

- a. Setting dog registration and poundage fees and charges for registration years 2023-24 & 2024-25, and a link to where those fees and charges are located on the Council website.**

[Long-term Plan 2024–34 - Kāpiti Coast District Council](#)
[Annual Plan 2023/24 - Kāpiti Coast District Council](#)
[Animal management fees - Kāpiti Coast District Council](#)

- b. The Dog Control Policy and Practises Report for the financial years 2022-23 & 2023-24, and a link to where those reports are located on the Council website.**

[Annual dog control reports - Kāpiti Coast District Council](#)

4. The financial statements for the “dog account” or dog control activity for the financial years 2022-23 & 2023-24, including details of operating expenses, and income from infringement fees and fines.

The financial statement summary for the relevant years is below:

	Full Year Actuals 2023/24	Full Year Actuals 2022/23
Communications	3,738.95	3,691.02
Depreciation and Amortisation	16,571.42	31,225.63
Facility Operations	2,328.31	8,709.22
Fines and Penalties	- 44,011.47	- 12,969.62
Insurance	9,697.22	7,213.20
Interest Expense	7,743.38	16,575.14
Legal Costs	-	25,776.99
Maintenance	4,028.93	10,828.95
Net increase/(decrease) of impairment of trade receivables	- 992.59	- 2,802.04
Operating Grants	-	-
Other Expense	43,422.65	28,050.62
Overhead Allocation	495,681.37	414,119.81
Other Personnel Costs	195.65	-
Personnel Costs	336,284.66	298,396.76
Printing & Stationery	615.64	-
Rates paid	1,902.58	1,800.14
Sale of Goods and Services	- 807,721.13	- 763,925.92
Staff Recoveries	-	-
Transport Costs	18,748.28	15,161.04

5. If the dog control activity, or any part, has not been performed by the Kapiti Coast District Council during the last five calendar years, for example because it has been contracted out, performed pursuant to a Memorandum of Understanding or some other arrangement:

a. The name of the party performing the work, the nature of the work being performed, and the period the work was performed by them.

Mains Security worked as a general contractor supplying various building security and after hour response from 1994 until July 2023, the description of animal control functions under the 2015 contract of work is provided below:

Main security currently run 4 patrol vehicles 24/7 these are easily sufficient in covering all public space and beach patrols. All vehicles are GPS tracked and report back to main monitoring if any event has occurred with resolution information.

Main security provides a dedicated 4WD to cover off all beach patrols the vehicle is dual branded with KCDC and main security.

After hours compliance complaints

Provide manpower as required by the Client to respond to compliance enquiries received between 17.00 hours in the evening and 8.00 hours the following morning 7 days a week.

Main security is manned 24/7 with fully trained personnel in all regulatory services and customer service. During the hours of 17:00 – 08:00 there are always a minimum of 2 internal staff on + on-call staff should the need arise. In addition the utilisation of, the on-road patrols to respond and report on compliance complaints.

Out of Hours animal control

Provision of out of hours, (early morning, evening, night time, weekend & public holiday), animal control services, consisting of the location, capture and detention of animals deemed to be causing a public nuisance or danger, care of such animals and reporting services back to the Client to enable owner or responsible person identification.

Main security has 18 trained animal control personnel with a minimum 5 during all required hours of control. In the event of a major event we have existing relationships with specialists contractors and emergency departments to call upon should the need arise. All incidents are reported and delivered the following morning.

In December 2023, when the contract was picked up by Eyes on Security, the role was subsequently reduced to the tasks outlined below. In June 2024 Eyes on Security was acquired by First Security who are contracted to carry out the work as described below.

Animal management	Warranted Animal Management compliance officers for animal control after hours callouts	Callouts – 1-hour maximum response time, 5pm-7am and weekend callouts. Requirements to cover for the team if required, with notice to arrange for staff availability
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b. The documentation relating to that arrangement, preferably by linking to the documents on the Council website.

Please see above the extracts from the relevant contracts.

c. The most recent copy of the section 17A Report and related documents reviewing the arrangement, or the documents dealing with the determination no such review was required.

Dog control is governed by the Dog Control Act 1996.

On 7 August 2017 Council's Senior Leadership Team (SLT) considered a service delivery overview of the Environmental Standards (Compliance) team which included animal management function. SLT resolved further to section 17A(3)(b) of the Act, the cost of conducting a review at this time would outweigh the benefits. This is attached.

Current dog control functions are carried out inhouse, with limited after-hours responses contracted to First Security as noted above. As such we are satisfied that the benefits of undertaking a review in relation to dog control matters under 17A of the Local Government Act 2002 do not justify the costs of undertaking the review.

Ngā mihi,



Brendan Owens

Group Manager Customer and Community
Kaiwhakahaere Rōpū - Kiritaki me te Hapori