

OIR: 2526/224

23 December 2025

[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 **4 December 2025** requesting the following information:

I would like to request the Council's current policies, procedures, and any related documentation regarding the following:

1. Animal Management policies and processes for conducting investigations, including:

- **Standard operating procedures**
- **Investigation guidelines**
- **Any internal manuals or decision-making frameworks**

The requested documents are attached:

- our Standard Operating procedures can be found in the Animal Management QAS manual
- our incident report details the investigating officer's recommendation for consideration by the Team Leader and Manager
- we use an incident matrix to detail the significance and seriousness of the issue to ensure consistency across decisions made

2. Criteria and methodology used by Animal Management for determining dog classifications, including:

- **Dangerous dog classifications**
- **Menacing dog classifications (behaviour-based)**
- **Any assessment tools or risk evaluation frameworks**

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

When looking at the dog through a new investigation, our incident matrix form helps guide whether classifying a dog is an appropriate action, based on:

- the considerations detailed within the Dog Control Act 1996
- the history already known to Council
- the significance of the new issue

3. Animal Management’s decision-making and outcome processes, including:

- **How decisions are recorded**
- **Quality assurance or review steps**
- **Escalation or approval pathways**

Our incident report summarises all of the steps from initial contact through to final decision and sign-off on any escalation decision where delegated decisions are required

4. Documentation relating to your processes when a dog classification is disputed, including:

- **Internal review procedures**
- **Appeal handling processes**
- **Templates or guidance used by staff**

When an objection of a dog classification under the Dog Control Act 1996 is received, a hearing is called to hear and adjudicate the objection to the classification.

The Governance team coordinates the hearing related processes and liaises with the Chair of the Appeals Hearing Committee (in line with the [Governance Structure](#) set by Council) to set a date for the hearing and liaises with the relevant parties to notify them of the hearing date and the relevant processes to be followed.

To communicate the detailed process with the committee and ensure all relevant steps are taken, the Governance team has developed process documentation which has been appended to the letter and listed in the table below. The documentation also includes a process diagram that the team follows.

Document Name	Description
Appeals Hearing Committee Process Diagram	This is the detailed hearing process, and outlines the steps undertaken by the Governance Advisor, the parties (appellant and relevant regulatory team at Council), and the Appeals Hearing Committee.

Document Name	Description
Example Document for Appeals Hearing Committee - Process for Dog Objections	This is the process document that is populated with relevant information and provided to the Committee ahead of a hearing.
Appeals Hearing Committee Hearing Runsheet (Dog Control Act 1996)	This is the run sheet that is provided to the Committee and hearing participants. The run sheet provides a more detailed overview of the hearing's proceedings than the agenda.
Appeals Hearing Committee Decision Template	This template provides the basic requirements for the written decision of the Appeals Hearing Committee.
Notice of Hearing - Appeals Hearing Committee	This template is used for providing notice of the hearing to the public, hearing participants and the Committee.
Appeals Hearing Committee Minutes Template	This is the minutes template which the decision is appended to and circulated to all parties after the hearing.
Appeals Hearing Committee Agenda and Hearing Pack Template	This is an example of an Appeals Hearing Committee agenda and hearing pack that would go out to the Committee, with a redacted version going out to all parties.

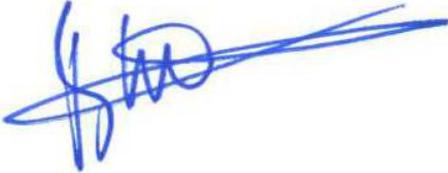
5. Any policies or procedures relating to the management of conflicts of interest, specifically:

- **How conflicts of interest are identified**
- **How they are recorded**
- **How they are managed within the Animal Management team**

In relation to conflicts of interests amongst the elected members that form the committee (Appeals Hearing Committee) that will hear and adjudicate any objections to classification, the Local Government Act 2002 (LGA), the Local Government Official Information and Meetings Act 1987 (LGOIMA) and the Local Authorities Members' Interest Act 1967 are the different statutes that prescribe how elected members are to declare interests. Under all of these statutes it is up to the elected member to identify whether any conflicts exist and declare them. They can either declare any conflicts annually which are then collated in a register of interests that is made public on Council's website, at the start of a meeting of the committee or before the matter is considered by the committee.

In relation to Officer or Council Staff Conflict of interest is proactively identified and managed via the Attached Conflict of interest form and the Staff Members Manager.

Ngā mihi,

A handwritten signature in blue ink, appearing to be 'B Owens', with a long horizontal stroke extending to the right.

Brendan Owens

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

If you are interested in the attachments which accompany this response,
please contact us at: informationrequest@kapiticoast.govt.nz