

Information Management Updates

July 2022



Current projects

- Online Forms - Dogs
- Digitisation of Property Files
- Kiosks



Online Forms – Dog Registration

- Legislated
- Annual requirement
- Issues





Owner Number: [REDACTED]
 Owner's Date of Birth: [REDACTED]
 Phone: [REDACTED]
 Mobile: [REDACTED]
 Email: [REDACTED]
 Physical Address: (Where the Dog is kept) [REDACTED]

APPLICATION FOR DOG REGISTRATION FOR YEAR ENDING 30 JUNE 2022

Name	Breed	Colour	Microchip	Age	Sex	Class	Reg No	Fee
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Total:								[REDACTED]

Dogs not registered by 31st July 2021 will incur a 50% penalty and owners are liable to a \$300 infringement fine. Any unregistered dog may be seized and impounded.
 If any details have changed, please make amendments in the space on the next page.

Signature: [REDACTED] Date: [REDACTED]

Direct Credit: 03-0850-0110046-00 Reference: [REDACTED]
 Registration will not be processed until the application is returned. Forms can be posted to: 36 Weld Street, Hokitika 7810 or Email: dogs@westlanddc.govt.nz

!! IMPORTANT - PLEASE READ NOTES ON BACK !!
PLEASE DO NOT SEPARATE - RETURN BOTH PORTIONS

Owner Number: [REDACTED]



Becomes a tax invoice when paid GST Reg No. 51-757-228

WESTLAND DISTRICT COUNCIL

Dog Name: [REDACTED] Tag No.: [REDACTED]

Due date 31 JULY 2021

Total Paid Incl GST \$ [REDACTED]



Complete this section ONLY if there are changes to your record required.
 Address where dogs are normally kept (if different from address shown over page):

Name of dog: [REDACTED] Particulars of permanent identification - Microchip No.: [REDACTED]

Name of dog: [REDACTED] Particulars of dogs under three months:
 Breed: [REDACTED] Colour: [REDACTED] Age (Months): [REDACTED] Sex: [REDACTED]

Name of dog: [REDACTED] Advice of dogs deceased, sold or disposed of during year:
 Dead: [REDACTED] Sold to: [REDACTED] Address: [REDACTED]

I certify that the above particulars are true

Note: All dog owners with dogs ordinarily kept in the Westland District Council area must register their dogs with the Westland District Council. All dogs over the age of 3 months must be registered. If your dog turns 3 months old or arrives in New Zealand after 1 July, you pay a portion of the annual registration fee. Please call Council or go to www.westlanddc.govt.nz for more information. With the exception of Working Dogs kept solely or principally for the purpose of herding or driving stock, all dogs being registered in New Zealand for the first time, must be microchipped.

Signed: [REDACTED] Date: [REDACTED]

Important information

Failure to supply information
 Form may prevent the registration requested in this form. Please amend any incorrect details.
 You must notify Westland District Council of any change of address or change in ownership of any dog within 14 days of the change.
 Your date of birth is required by the Dog Control Act 1996; it enables us to distinguish you from other persons with the same name.
 For the purposes of the Dog Control Act 1996 (the Act), you are the owner of a dog if (a) you own the dog; or (b) you have the dog in your possession (unless you have the dog for less than 72 hours to prevent the dog causing injury, damage or distress or to return a lost dog to its owner); or (c) you are the parent or guardian of a person under 16 years

who is the owner of the dog and who is a member of your household living with and dependent on you. A person aged under 16 years cannot be the registered owner of a dog.

Privacy information

The information you supply to Westland District Council will be held and used only for purposes of the Dog Control Act 1996. Section 35 of the Act allows any person to apply in writing for the name and address of the owner of any specified dog. Council is required to provide that information where it is satisfied that person's identity and number of purposes specified in section 35(5), such as returning a lost dog to its owner or seeking compensation for damage.

Types of registration class are:
 G = Disability Assist Dog
 P = Pet
 Q = Menacing Dog
 D = Dangerous Dog
 W = Working Dog

Control of dogs

Sections 52, 53 and 54A, Dog Control Act 1996
 The owner of a dog must keep the dog under control at all times and, when in a public place, must use or carry a leash at all times.
 A dog will be treated as not being under control if it is found to be at large on any land or premises other than a public place or a private way without the consent (express or implied) of the occupier or person in charge of the land or premises; or if it is found at large in any public place or in any private way in contravention of any regulations or bylaws.
 You will commit an offence and be liable on conviction to a fine not exceeding \$3,000 or an infringement fee of \$300 if you fail to comply with this provision.

Obligations of dog owner generally

Section 54, Dog Control Act 1996
 The owner of a dog must:
 • ensure that the dog receives proper care and attention and is supplied with proper and sufficient food, water, and shelter; and
 • ensure that the dog receives adequate exercise; You will commit an offence and be liable on conviction to imprisonment for up to 3 months or to a fine not exceeding \$5,000 if you fail to comply with this provision.

• that the dog is under the direct control of a person, or
 • that the dog is confined within the land or premises in such a way that it cannot freely leave the land or premises.
 You will commit an offence and be liable on conviction to a fine of \$3,000 if you fail to comply with this provision. In addition, a dog officer or dog ranger may seize and impound the dog.

Obligations of dog owner on owner's property

Section 52A, Dog Control Act 1996
 The owner of a dog must ensure, when the dog is on land or premises occupied by the owner, that the dog does not cause damage to the property.

Please note: the above requirements relate to the Dog Control Act 1996.
 The Westland District Council Dog Control Policy and Bylaw identifies various specific areas and Leash.

Online Dog Registration RENEWAL x

http://www.westlanddc.govt.nz/dogs-and-animals/online-dog-registration

Start News Website Umbraco LF BAU Projects BA IntraMap MAGIQ WebMail 365

WESTLAND DISTRICT COUNCIL

I'm looking for ...

WDC Annual Dog Registration - RENEWAL

Use this form if there are no changes to your details or your dogs details as printed on your renewal notification and you just want to renew your dog registration.

Welcome

Thank you for completing your 2022-2023 Dog Registration Renewal Online.

This system is only available for RENEWALS where there are NO CHANGES to your dog records. If there are changes to what is printed on your renewal notification, you will need to submit the form in person or by post. Alternatively you can email your signed PDF form to dogs@westlanddc.govt.nz.

To complete this transaction you will need your Owner ID as printed on your renewal notice. Re-Registration online is a free service and requires:

Submitting registration online also confirms your agreement and understanding of your responsibilities as a dog owner.

Surname* morris

Owner ID* 5863

Email*

Value is required

Online system requirements

Existing Records

Dog Name	Breed	Age	Sex
Pickle	Chihuahua, Long Coat	4	Male

Previous

Payment Method*

Enter the text you want this field to display

Tag Delivery*

Previous

Submit



WDC Annual Dog Registration - RENEWAL

Use this form if there are no changes to your details or your dogs details as printed on your renewal notification and you just want to renew your dog registration.

Owner Number

Amount you wish to pay \$ 0.00

Payment method

Credit Card

Internet Banking (Pay with DPS account2account)

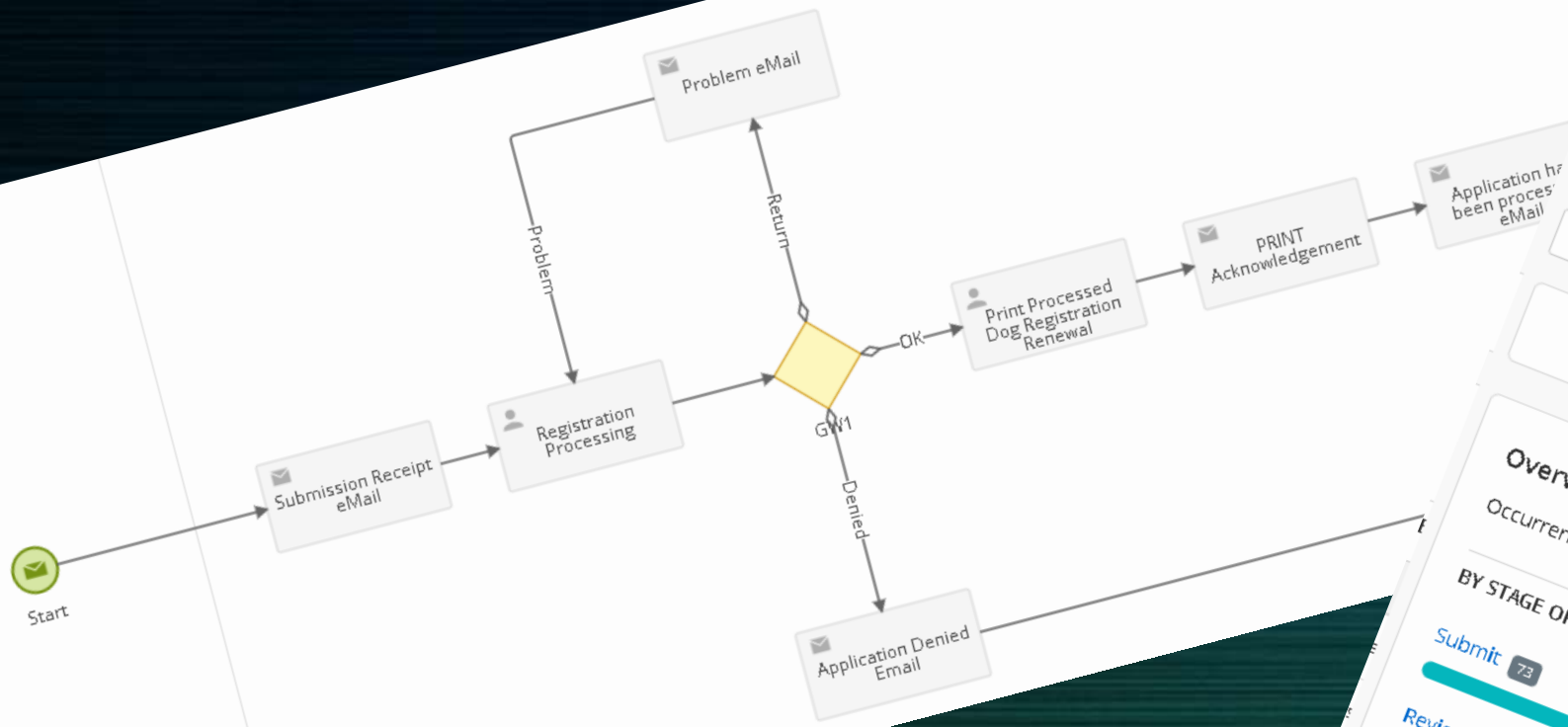
I confirm that the information displayed in the Dog Registration Application relating to the dog(s) in my care is correct and I do not own or have in my possession any other dog(s) that are not registered.

Pay Now

* This field is required

I'm not a robot

reCAPTCHA. Privacy - Terms



Reports > PUBLIC - Dogs Registration - RENEWALS ONLY

Showing all finished within year to date

PUBLIC - Dogs Registration - RENEWALS ONLY

86 Total Finished

Instances

Finished

Overview

by Stage

Occurrence Level of Completed Instances

BY STAGE ORDER

- Submit 73
- Review & Process 73
- Collection / Post 73
- End 73

Success Criteria

- Faster turnaround
- Efficient internal process
- Reduction in printing
- Ease of use
- Reduction in travelling
- Positive feedback
- Sign of things yet to come!

Property File Digitisation



- We hold files on almost every property / assessment number in the district
- The public can request this information from us
- The current process has room for improvement
- Storage and delivery should be digital

Current system



Property File Digitisation



Physical File Access Request

Hi Richard Morris

Submit this form to request a physical file from the drop at:

- Status Available means file exists and is not out with someone
- Status File out means file is out with someone
- Status Non-Existent or missing means file doesn't exist
- Status Missing means file is missing as someone took it in past

There is a daily cutoff time for requests of 4:30pm. Requests received after that time will be processed on the next business day.

REMEMBER - FILES ARE NOT TO BE REMOVED FROM THE COUNCIL OFFICE

Fill in details

Requestor*

Public Request No

FOR CREDIT CARD PAYMENTS:

Account Number

Amount you wish to pay \$

Payment method

- Credit Card
- Internet Banking

Pay Now

information.officer@westlanddc.govt.nz

Hokitika/ is ready for collection

Your request for "2"

Mon 4/07/2022 4:57 pm

To Richard Morris

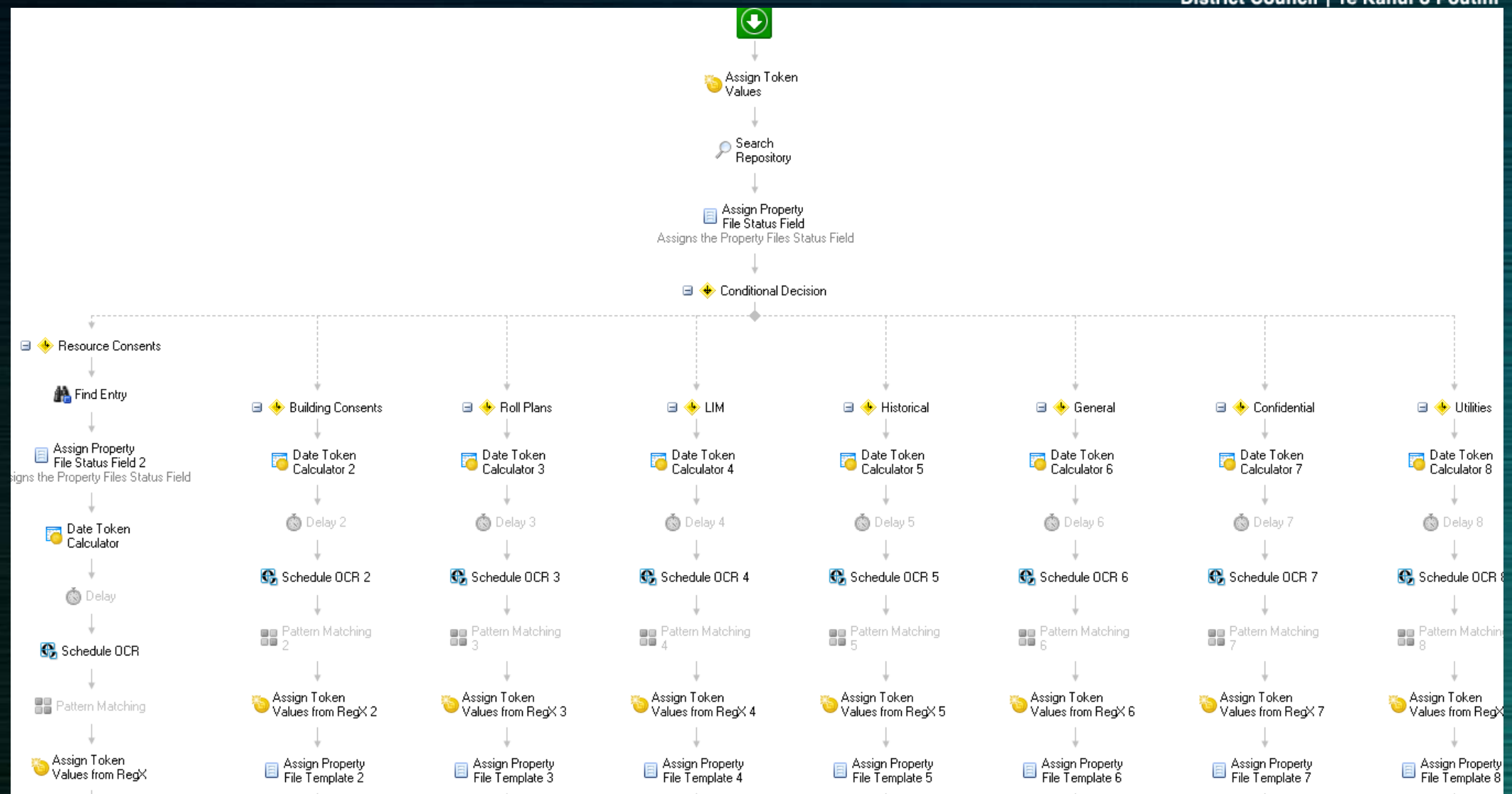
If there are problems with how this message is displayed, click here to view it in a web browser.

This email is from an external sender. Be careful when opening any links or attachments. If you are unsure, please contact the sender.

Hi,

Your request for the job has been actioned and it is now

Property File Digitisation



Status

- Design and testing
- Meta Data
- Confidentiality
- Quality Assurance
- Lengthy project

Kiosk



Self Service Kiosk



Request a service

Please fill in this form for all non-urgent requests for service.

[Request a service →](#)



Pay online

Pay your bills online including rates, water bills and more in our payments hub.

[Make a payment →](#)



Search databases

Find cemetery and rates property records as well as building and resource consents.

[Search online →](#)



Submit a complaint

You can make an online complaint about service you have received from Westland District Council.

[Complaint →](#)



Kiosk - Status

- Vision
- Proof of concept
- Scoping & Quotes



Thank you

WESTLAND
District Council | Te Kahui o Poutini

