



D1.03

PROCEDURES FOR ISSUING A PENALTY NOTICE (SEINS)



D1.03 PROCEDURES FOR ISSUING A PENALTY NOTICE (SEINS)

ENVIRONMENT AND PLANNING - EDUCATION AND COMPLIANCE

POLICY OBJECTIVES

- 1 To ensure the consistency in the procedures followed by authorised staff when issuing penalty notices under the Self Enforcement Infringement Notice Scheme (SEINS).

POLICY STATEMENT

- 1 The procedures to be followed by authorised staff when issuing a penalty notice under the Self Enforcement Infringement Notice Scheme (SEINS) are outlined in the document *Procedures for Issuing a Penalty Notice*.

PROCEDURE

This Procedure being an administrative process may be altered as necessary by the General Manager.

- 1 All authorised officers shall follow the procedures outlined in the document entitled *Procedures for Issuing a Penalty Notice* when issuing infringement notices under the Self Enforcement Infringement Notice Scheme (SEINS).
- 2 The *Procedures for Issuing a Penalty Notice* shall be revised and updated as required.

IMPLEMENTATION

- 1 All authorised staff are responsible to implement this policy.
- 2 Where a penalty for a particular breach has not been fixed by the Act or proclamation, the Council will resolve the amount of the penalty for the breach.

(Min No 648/96 - 27 August 1996)

(Min No 239/00 – 24 October 2000 – Review of Policies – no changes)

(Min No 214/05 - 8 March 2005 - Review of Policies) No changes

(Min No 311/2009 - 5 May 2009 - Review of Policies)