



5. ENVIRONMENTAL POLICIES

5.2 RANGERS

5.2.3 Collection of Outstanding Infringement Notices

Policy Outcomes

1. To provide guidelines for staff that assist in ensuring any Infringement Notice issued by Authorised Officers are collected in a consistent and timely manner;
2. To provide debtors with clear guidelines relating to outstanding Infringement Notices.

Policy Guidelines

Outstanding Infringement Notices

1. All Infringement Notices issued by Authorised Officers will be recorded in the Shire of Manjimup debtor ledger effective from the date of issue.
2. All Infringement Notices issued are deemed to be overdue following a period of thirty-five (35) days from the date of issue of the original infringement.
3. If an appeal is received within thirty-five days from the date of issue of the original infringement, staff shall deal with that appeal as per the Appeal Policy for Infringements. [outlined below]
4. If no appeal is received, or full payment is not made by the expiration of the thirty-five (35) days from the date of issue of the original infringement, Council may issue a reminder statement giving the Infringed person a further fourteen (14) days (from the date of issue of the reminder statement) to pay the infringement.
5. At the expiration of the fourteen (14) day period, if full payment has not been forthcoming, Council may forward the infringement to its debt collection agency to pursue recovery.
6. If Councils debt collection agency is unsuccessful in obtaining full collection within 90 days from the date of issue of the original infringement, a determination is to be made by Council (or by delegated authority) to either,
 - (a) Proceed to prosecution or

(b) Withdraw the infringement

Appeal Policy for Infringements

Policy Outcomes

1. To provide guidelines for staff when an appeal has been lodged in respect of an Infringement Notice.
2. To provide consistent and timely appeal hearings.

Policy Guidelines

Appeal process guidelines

1. If an appeal against an Infringement Notice is received within the prescribed period, the issuing officer of that infringement shall call a meeting of the "Infringement Appeals Committee".
2. The "Infringement Appeals Committee" shall consist of one member of senior staff and two members of staff. The Infringement Appeals Committee is to consider the merits of the appeal and make a decision to uphold or decline the appeal. (The issuing officer may not be a member of this committee but may be invited by the committee to give evidence).
3. The appeal outcome is to be endorsed by the Chief Executive Officer.
4. If the appeal is unsuccessful, the collection or prosecution is to follow in accordance with the procedure listed above in the Policy Guidelines "Outstanding Infringement Notices".

**ADOPTED 27 MAY 2004
NEXT DUE FOR REVIEW MAY 2008**

The Administration of this Policy is by Statutory Services Division.