

INFRINGEMENT REVIEW POLICY

Policy Number:	3.2.4
Approved by:	Chief Executive Officer
Date Approved:	December 2025
Date of Next Review:	December 2026
Applicable to:	Governance Business Unit Development Division Facilities and Emergencies Business Unit
Responsible Officer:	Manager Governance
Related Policies:	Enforcement Policy
Related Documents:	<i>Wellington Sire Council Community Local Law 2021</i> <i>Victoria Government Gazette S 315: Infringements Act 2006 Internal Review Guidelines</i> <i>Internal Review Guidelines – Fines and Enforcement Services (VIC)</i>
Statutory Reference:	<i>Charter of Human Rights and Responsibilities Act 2006</i> <i>Local Government Act 2020</i> <i>Privacy and Data Protection Act 2014</i> <i>Infringements Act 2006</i> <i>Road Management Act 2004</i> <i>Road Safety Road Rules 2017</i> <i>Road Safety Act 1986</i> <i>Road Safety (General) Regulations 2021</i> <i>Domestic Animals Act 1994</i> <i>Environmental Protection Act 2017</i> <i>Planning and Environment Act 1987</i> <i>Tobacco Act 1987</i> <i>Country Fire Authority Act 1958</i> <i>Transport (Compliance and Miscellaneous) Act 1983</i> <i>Impounding of Livestock Act 1994</i> <i>Infringements (Reporting and Prescribed Details and Forms) Regulations 2006</i> <i>Children, Youth and Families Act 2005</i>

OVERVIEW

Wellington Shire Council's infringement review system is an administrative framework that aims to deliver a clear, prompt and effective process for dealing with penalties for violations of State and Local Laws. The system is not restricted to the enforcement of infringement notices but extends to the procedures for:

- internal review;
- infringement withdrawal; and
- requests to proceed to Court.

It is the primary objective of the infringement review system to embed the fair and equitable treatment of all customers into its procedures and to ensure flexibility in its decision making.

The rights of residents and the obligations of agencies are prescribed in the *Infringements Act 2006* (the Act). The Act provides a set of guidelines that stipulate the way to manage enforcement.

THE POLICY

A person may apply for a review of the decision to serve the infringement notice before the matter has been lodged with the Court if the person believes the decision is:

- was contrary to law; or
- involved a mistake of identity; or
- that 'special circumstances' apply to the person; or
- the conduct for which the infringement notice was served should be excused having regard to any exceptional circumstances relating to the offence; or
- that the person was unaware of the notice having been served and that service of the infringement notice was not by personal service.

When an application for review is received, council staff will forward it to the Wellington Shire Infringement Formal Review Committee (the Committee). This will ensure a thorough and transparent review is undertaken.

The Committee comprises of the following staff members:

- General Manager Development (alternate General Manager Built and Natural Environment)
- Manager Customer and Communications
- Manager Planning and Building
- Manager Governance

Note: the Municipal Fire Prevention Officer may be a member of the committee during the declared fire danger period

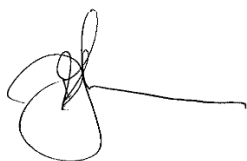
Once an infringement notice has been issued in person, the recipient has 28 days to pay the infringement penalty. If the infringement notice has been issued by mail, the recipient has 42 days to pay the infringement penalty. Within those times they may:

- Pay the infringement penalty
- Request and internal review
- Elect to go to Court
- Apply for an extension of time

A request for an internal review must be received before the infringement notice has been lodged with the courts. The Review Committee must complete the review within 90 days of receipt of the review request. The Review committee will inform the applicant of the decision in writing within 21 days of the decision being made

The Application of Internal Review of Infringement Form can be downloaded from the 'Infringements and Fines' page on Council's website at www.wellington.vic.gov.au

This policy is approved by the Chief Executive Officer on 18 December 2025.



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DAVID MORCOM
Chief Executive Officer

REVISION HISTORY

VERSION	DATE	SUMMARY OF CHANGES
1.0	December 2022	Updated Responsible Officer title. Updated Related Documents. Revised note relating to the Emergency Management Officer including title change. Updated link to infringement review form.
1.1	December 2023	Date of Next Review updated to December 2024. Minor formatting changes.
1.2	December 2024	Changed Date of Next Review to December 2025. <i>Addition of Internal Review Guidelines – Fines and Enforcement Services (VIC)</i> to related documents.
1.3	December 2025	Changed Date of Next Review to December 2026. Committee membership updated including adding an alternate Minor word updates.