



## Fisheries Compliance Unit

### REPRESENTATION BRIEFING NOTE

**Penalty Notice Number:** {Penalty Notice Number}

**Defendant:** {Defendant} {Defendant Date of Birth}

**Defendant Address:** {Defendant Full Address}

**Offence Location:** {Offence Full Location}

**Offence Date/Time:** {Date}

**Offence:** {Offence Legislation}

**Reporting Officer:** {Fisheries Officer}

**Issuing Office:** {Fisheries Office}

**Elements Of Proof (For Section 34J(1), Recreational fisher fails to pay fishing fee, Fisheries Management Act 1994):**

Type	Component	Requirements Met?
Element	Identity	Y/N/NA
Element	Date	Y/N/NA
Element	Location	Y/N/NA
Element	Was a recreational fisher	Y/N/NA
Element	Was required by this Division to pay a fishing fee	Y/N/NA
Element	Did fail to pay the fishing fee	Y/N/NA



**Brief Background Of Offence (provide details):**

On {Date} I was patrolling {Offence Full Location}. There I saw a person I now know as the defendant {Defendant} .... (other information to follow).

**Current Position (provide details):**

(details)

**Checklist:**

Were any signs in the area of the alleged offence?	Y/N/NA
Was the alleged offender in possession of advisory information at the time of the offence?	Y/N/NA
Have all issues raised by the alleged offender been addressed?	Y/N/NA
Were there any mitigating circumstances that need to be considered?	Y/N/NA
Are there any relevant matters that need to be considered?	Y/N/NA
Was the PN issued in accordance with the compliance response matrix?	Y/N/NA
Were other alleged offenders involved in this incident?	Y/N/NA
If other offenders were involved in this incident, have they represented?	Y/N/NA
If the alleged offender requested advisory or other information, has it been provided?	Y/N/NA

**Options:**

1.	Withdraw Penalty Notice and No Action
2.	Withdraw Penalty Notice and Issue SDRO Caution
3.	Penalty To Stand

**Recommendation:**

I recommend option ....

Reporting Officer: {Fisheries Officer}

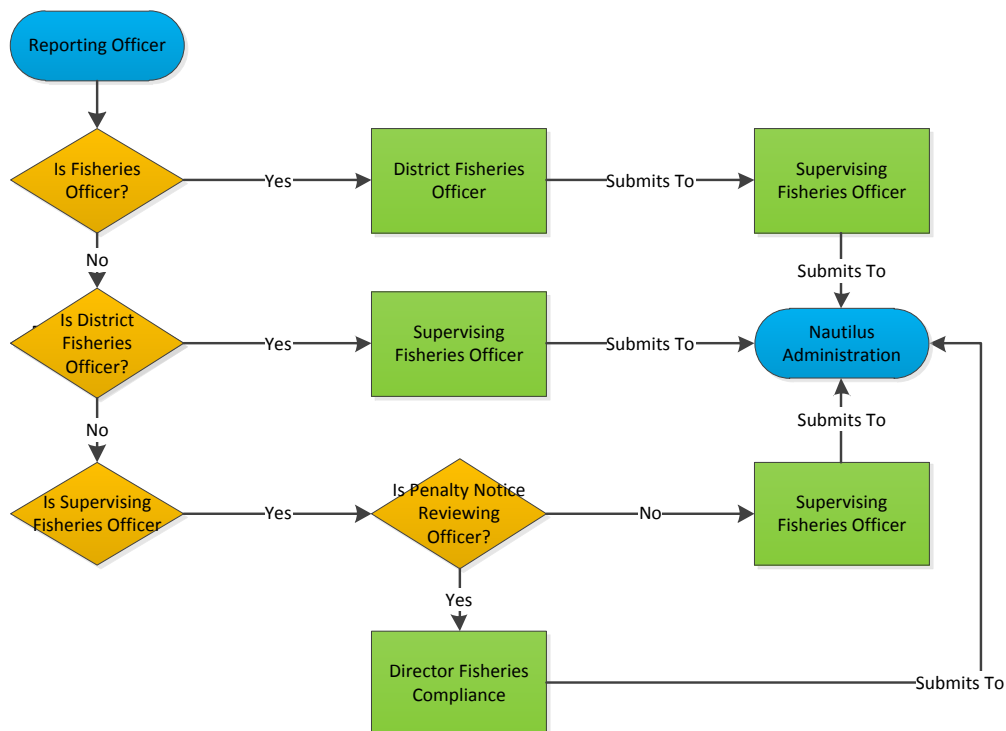
**Sign Off:**

{Sign Off by Senior Compliance Officers}

## Final Determination By Penalty Notice Reviewing Officer

<b>Penalty Notice Number:</b>	{Penalty Notice Number}		
<b>Defendant:</b>	{Defendant} {Defendant Date of Birth}		
<b>Offence:</b>	{Offence Legislation}		
<b>Penalty Notice Reviewing Officer:</b>	{Adjudicating Officer Name}		
<b>Position</b>	{Adjudicating Officer Role Name}		
<b>Signature (Required):</b>	{Adjudicating Officer Signature}		
<b>Date:</b>	{Adjudicating Officer Signature Date}		
<b>Decision (tick one):</b>	Penalty to stand (PTS) <sup>1</sup>	Caution <sup>2</sup>	No action <sup>3</sup>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Decision reason (if applicable):</b>			

## Workflow – Submission Of Briefing Note

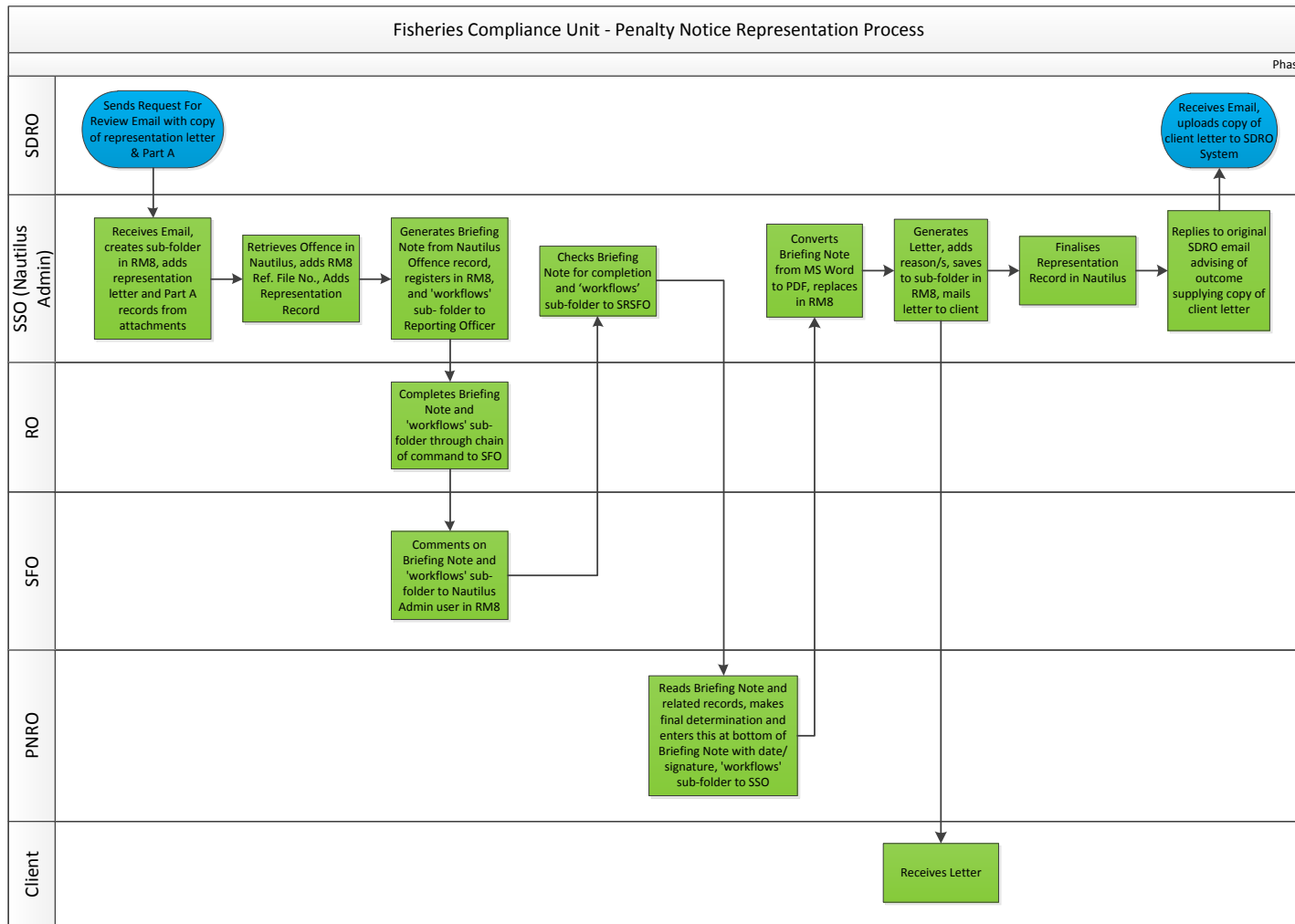


<sup>1</sup> PTS – You are satisfied the penalty was issued correctly and will proceed with the matter.

<sup>2</sup> Caution – You are satisfied the penalty was correctly issued however you have considered the issues raised and are withdrawing further action.

<sup>3</sup> No action – You have considered the issues raised and agree that the penalty should not have been issued.

## Workflow – Overall Representation Process<sup>4</sup>



<sup>4</sup> SDRO – State Debt Recovery Office, SSO – SEINS Support Officer, RO – Reporting Officer, SFO – Supervising Fisheries Officer, PNRO – Penalty Notice Reviewing Officer