

Public Health (Infection Control for Personal Appearance Services) Act 2003

**Report on activities administered and enforced
by Local Government 2016–17**

February 2018

Report on local government activities 2016–17

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An electronic version of this document is available at

www.health.qld.gov.au/eholocalgov/secure_area/icpasact2003/default.asp

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Summary

Local governments and Queensland Health are accountable to the community for ensuring that businesses providing personal appearance services in Queensland have acceptable infection control standards and practices in place and are therefore meeting their obligations under the *Public Health (Infection Control for Personal Appearance Services) Act 2003* (Qld) (the Act), *Public Health (Infection Control for Personal Appearance Services) Regulation 2016* (Qld), (the Regulation) and the *Infection Control Guidelines for Personal Appearance Services 2012* (the Guidelines).

This report is one way of demonstrating that both local government and Queensland Health (QH) take their responsibilities seriously in addressing the risk posed to the community by providers of personal appearance services.

However, it is important to be aware that the data provided in this report is collated from information received by QH on a **voluntary** basis from local governments. Accordingly, the data in the report may not accurately reflect the true numbers of businesses providing services under the Act.

The administration and enforcement of the Act, the Regulation and the Guidelines falls under the functions of local government. The Executive Director of the Communicable Diseases Branch (CDB), the Department of Health, within Queensland Health is the delegated custodian of the legislation on behalf of QH. The function of the custodian is to support and assist local governments with the challenges that are faced with the ever changing personal appearance service sector.

The 2016/17 report is the third report since the inception of voluntary reporting by local governments on compliance by persons in the community with the legislation.

The response rate for local governments providing data to QH has fluctuated over this time, and it is recognised that providing this data is a resource intensive process. Statistically, for the 2016/17 reporting period, the response rate from local governments decreased from 93.5% to 85.7%.

The reporting template used for this report was slightly modified from the previous version, in order to improve the accuracy and quality of the data collected (Attachment A).

The number of higher risk personal appearance service (HRPAS) licences issued has risen from 508 to 530. One local government showed an increase of 21 licenced higher risk personal appearance service businesses in their local government area.

The data provided identified that most issues, or breaches of the legislation, did not proceed to prosecution.

During the 2016/17 year, the revised Regulation came into force on 1 September 2016. In addition, the amendment from the previous reporting period (tattoo removal (involving skin penetration) prescribed as a HRPAS) commenced on 1 July 2016. Tattoo removal by laser is not a HRPAS under the Act.

Amendments to the *Public Health Regulation 2005* (Qld) during the reporting period included the prescribing of a new state public health risk (Regulation 2XA Invasive procedures). The amendment means that procedures and practices which involve an activity associated with, or part of, an invasive procedure that may expose a person to an infectious condition, for example, colonic irrigation, are covered by this regulation and not the Act or Regulation. While this amendment does not directly affect the Act, it complements the Act and Regulation by allowing for procedures out of scope of the personal appearance legislation to be regulated as a public health risk.

Background

The Act is the primary Queensland legislation that deals with body art and personal appearance services.

When the Act commenced in 2003, it established a legislative framework to protect the health and wellbeing of the community by minimising the risk of infection that may result from the provision of personal appearance services. Personal appearance services were prescribed to include beauty therapy, hairdressing or skin penetration services, which are provided as part of a business transaction. The Act does not apply to personal appearance services provided in a health-care facility. A health-care facility is a place where a health service is provided, with 'health service' being defined in section 15 of the *Hospital and Health Boards Act 2011* (Qld).

The purpose of the Act is to minimise the risk of infection that may result from the provision of hairdressing, beauty therapy and skin penetration services (collectively referred to as 'personal appearance services').

The Act provides for the licencing of businesses providing HRPAS (such as tattooists and body piercers), and for the person providing the HRPAS to hold a designated infection control qualification.

All personal appearance service providers must comply with the infection control guidelines, which are made under s28 of the Act or by adopting and following another way that minimises the infection risk. This includes hairdressers and beauty therapists, in addition to all tattooists and body piercers.

Providers of non-higher risk personal appearance services, for example:

- hairdressing
- beauty and nail treatments
- foot spas
- waxing
- electrolysis and
- skin penetration procedures such as closed ear or nose piercing,

are not required to be licenced, hold an infection control qualification, or meet other obligations such as ensuring the suitability of their premises. However, they are expected to take all reasonable care and precautions to minimise the infection risk to clients.

Together, Queensland Health and local governments are accountable to the community for ensuring that acceptable infection control standards are being achieved by body art and personal appearance services businesses.

Emerging practices that are not currently licenced, but which expose clients to infection risks from serious blood-borne diseases, include a range of skin penetrating activities such as

dermal rolling, skin needling and foot razoring. Under the Act, licences are only required for persons carrying on a business providing HRPASSs. However, there are obligations under the Act on businesses providing personal appearance services. Advice is provided on these issues to local governments through the Local Government Advisory Group (LGAG) and Environmental Health Australia (EHA) Regional Group meetings.

The membership of the LGAG is drawn from local governments, the Local Government Association of Queensland (LGAQ) and Hospital and Health Services Public Health Units. It is chaired by the Communicable Diseases and Infection Management Section of the CDB of QH.

The role, function and responsibility of the LGAG is to identify and discuss the efficacy/effectiveness of the legislation, including barriers, issues and challenges arising from the implementation of the Act and the Regulation and the delivery of environmental health outcomes.

The LGAG supports local government to discharge their responsibilities under the Act by:

- identifying trends and developments using evidence-based intelligence and data analysis
- the provision of expert advice and assistance,
- provision of guidelines and standard administration tools,
- providing opportunity for guided skills development and mentorship.

This report builds on the baseline information contained in the two previous reports. The information provided by local governments to QH, which informs this report, assists in monitoring legislative compliance with the Act, the Regulation and the Guidelines, across the State.

Design and Methodologies

There has been no change to the methodology used for gathering the data since the initial 2014/15 report. The LGAG continues to provide a forum between local government and Queensland Health, and facilitates a collaborative approach to capture and address issues and challenges associated with the implementation, monitoring and enforcement issues of the Act, the Regulation and the Guidelines.

The LGAG was consulted in the design of the reporting template, and actively encouraged local governments to complete the report. In this reporting period, the reporting template was slightly modified.

Additional information sought for the 2016/17 reporting template included:

- whether council staff who administer and enforce the Act have the appropriate skills and knowledge to undertake inspections of personal appearance service premises; and
- If they do not, where there are gaps what could be done by both QH and local government to fill the gaps?

Population figures used for comparison in this report were based on the projected population, by local government area in Queensland, from 2011 to 2036 (medium series) published by the Queensland Government Statisticians Office (QGSO)ⁱ.

The reporting parameters were broken down into six categories for this report - five categories used for the previous report, namely:

- licences issued
- inspections (higher risk premises)
- inspections (non-higher risk premises)
- complaints
- enforcement actions.

A new category included whether local governments have an enforcement plan or matrix.

This data was compared to data presented in the inaugural 2014/2015 report. The new data presented in this report will be used as baseline data for future reports.

Approximately two (2) months prior to the end of the 2016/17 financial year, an email was sent to all local governments reminding them to submit their annual compliance report by 30 August 2017, in the current reporting template. The submitted report data was interrogated and the 2016/17 state-wide report completed.

Results

There are 77 local governments in Queensland. The local government response rate to the data request was 85.7% (66/77). This represents a decrease in the response rate from that attained for the previous reporting period (93.5%).

The current estimated Queensland population is 4,853,048 persons (QGSO 2016). The local government responses received represent 94.2% of the estimated Queensland population, namely, 4,571,571 persons.

The number of HRPAS licences issued by local governments rose from 508 in the 2015/16 reporting period to 530 in this reporting period.

Licences issued

This reporting period has seen some small changes to the overall demographics of the personal appearance service industry. On the data provided for this reporting period, 36 local governments have licenced businesses in their local government area, and 32 local governments do not have any licenced businesses in their local government area.

While a total of 530 HRPAS businesses were licenced during the 2016/17 financial year, based on the comparisons between previous reporting period data, there appears to be an increase in the number of licenced HRPAS business in Queensland.

Table 1 below represents a comparison between the 2014/15, 2015/16 and 2016/17 reporting periods for reports submitted and licences issued by local government under the Act.

Table 2 below represents a breakdown of the number of HRPAS licences issued by local government during this reporting period. It shows the two local governments with the major share of HRPAS businesses each have >90 licenced HRPAS businesses with a combined total of 208 licenced HRPAS businesses. This is approximately 44.7% of the total number of licenced HRPAS businesses in Queensland. Their share is up from 177 in the previous year. 32 local governments do not have any HRPAS licenced businesses within their boundaries, and 15 local governments have less than five licenced HRPAS businesses.

Table 1: Comparison of reports submitted for 2014/15, 2015/16 and 2016/17 reporting periods.

Factor	2016/17 reporting period	2015/16 reporting period	2014/15 reporting period
Reports submitted	66	73	65
Reporting rate	85.7%	93.5%	84.4%
Licences issued	565	508	416

Table 2: Comparison of licenced higher risk personal appearance service businesses 2015/16 and 2016/17

Range of higher risk licences (column 1)	Number of local governments with licenced businesses within the identified ranges in column 1 for the 2015/16 year (column 2)	Total number of business licences issued 2015/16 (column 3)	Number of local governments with licenced businesses within the identified ranges in column 1 for the 2016/17 year (column 4)	Total number of business licences issued 2016/17 (column5)
0	38	0*	32	0*
<5	18	40*	15	25*
5 - <20	10	91*	13	126*
20 - <50	5	169*	3	90*
50 - <90	0	0*	1	52*
>90	2	208*	2	237*
Total	73	508*	66	530*

*Total number of licences issued by the local governments in the category

Inspections of licenced HRPAS businesses

Routine inspections were conducted on 93.4% (528/565) of the licenced HRPAS businesses. This represents a slight increase in the inspection rate from the previous reporting period (87.4%; 444/508). Fifty-two inspections were also conducted on non-higher risk personal appearance service businesses.

The non-higher risk personal appearance service businesses such as beauty therapy salons, nail salons and hairdressing establishments, are not licenced by local government and are generally only inspected on complaint or as part of a pro-active program, e.g. when a joint State and local government survey is undertaken. No joint surveys were undertaken in 2016/17.

Complaints

One hundred and twenty-eight complaints from members of the public were received and dealt with by 19 local governments during this reporting period. Seventy (70) of these complaints concerned non-higher risk premises, while the remainder of the complaints (58), concerned issues at HRPAS premises. Forty-five of the local governments who provided data did not receive any complaints from the public about personal appearance service businesses within their local government area.

Table 3: Comparison of complaint numbers 2014/15 to 2016/17

Reporting period	Higher risk PAS complaints	Non-higher risk PAS complaints	Total complaints
2014/15	87	6	93
2015/16	73	29	102
2016/17	58	70	128
Total Complaints	218	105	323

Enforcement actions

The majority of identified breaches of the legislation were resolved without the need to initiate enforcement actions available under the Act. Remedial notices were the most commonly used enforcement tool to rectify identified breaches of the Act and Guidelines. No Prescribed Infringement Notices (PINs) were issued during the reporting period.

The most common sections of the Act where breaches were reported included:

- section 19 'Obligation of business proprietor and operator'
- section 22 'Licence required for business providing higher risk personal appearance services'
- section 24 'Particular person must hold infection control qualification'
- section 42 'Licensee must comply with licence conditions'.

Additional actions included, for example, educational activities, letters for minor non-compliances and advisory letters (for educational purposes, generally the first level of response for minor complaints about non-higher risk personal appearance services).

Appropriate skills and knowledge to undertake inspections of personal appearance service premises

The overall responses indicated that the authorised persons appointed by local government to administer and enforce the Act and Regulation (Environmental Health Officers (EHOs)) had appropriate skills and knowledge.

The question 'Do council staff that administer and enforce the Act have appropriate skills and knowledge to undertake inspections of personal appearance service premises?' was included for the first time in this reporting period. The purpose for including this question was to identify what support should potentially be provided to support local government officers in the administration and enforcement of the Act. Common themes included:

- Refresher training or advanced skills training would be helpful.
- Information provided at Environmental Health Australia regional group conferences would be a good way to distribute information.
- Additional training is always welcome, especially in areas of the operation, maintenance and record keeping required for sterilisers used in Personal Appearance Services.

Discussion

Issues identified by local government that impact on the administration and enforcement of legislation.

Several issues were raised in the reports provided by local government that have adversely impacted their ability to administer and enforce the legislation. The issues include:

- compliant autoclaves (authorised officers knowledge of autoclaves including how they operate and factors affecting their operation – packing, maintenance and validation)
- enforceability of infection control guidelines
- service levels or compliance monitoring for non-higher risk personal appearance services
- limited local government staff and other resources for the administration and enforcement of the Act
- a lack of a design guide for mobile units
- restoration of a licence (if a licence lapses a full application for a licence must be submitted to the local government).

These issues will be the subject of discussions at future LGAG meetings.

Inspections of licenced HRPAS businesses

Each local government has its own licenced business annual inspection program which in some cases does not coincide with the financial year. For example, the local governments may undertake inspections from 1 September–31 August, while this report is based on data from 1 July–30 June each year. A change to the date by when the report is to be submitted may provide a more accurate reflection of the number of licenced higher risk personal appearance service businesses in Queensland and issues which impact the administration and enforcement of the legislation as the annual inspection program would have been recently concluded.

Licensing and Inspections to monitor compliance

The licensing regime which underpins the administration of the Act by local government relies on the interpretation of the definitions in the Act, which determine if a procedure is a higher risk personal appearance service, a non-higher risk service, or a service that is regulated under other legislation. As new practices and procedures are being developed and implemented in the body art and personal appearance service industry, consideration will need to be given to ensuring the current Act and Regulation keep pace with these new practices and procedures.

Transient operators

The situation remains unchanged from that reported in the previous year, i.e. data on unlicensed/illegal operators is limited because of the transient nature of the operators. One local government had been undertaking an investigation into an illegal operator only for the operator to move from the residence to a new unknown address. As stated in the previous report, it is common for illegal operators to move to either a neighbouring local government area or further afield. Options to improve coverage of illegal operators will be examined at upcoming LGAG meetings.

There are many variables in the decision making process for establishing a HRPAS business in Queensland, including local demand, business viability and local population demographics. However, analysis of the data provided and the estimated population figures indicates an approximate population of 11,400 persons (based on submitted reports and QGSO population statistics) may be required to sustain demand for a HRPAS business.

Resourcing

The data provided indicates that there may be a lack of uniform resources for local government to assist in their administration and enforcement of the Act, and that this has been a perennial issue. It is of particular concern where a local government may not have previously had any HRPAS businesses in their area, and may not have staff with experience in dealing with HRPAS practices. The LGAG provides a forum for the review and development of resources to assist local government, business proprietors and operators to fulfil their obligations under the personal appearance service legislation.

Some local governments do not currently have sufficient resources for routine assessments of higher risk or non-higher risk personal appearance services provided within their local government area.

Fit-out requirements

In this reporting period, the fit-out requirements of HRPAS businesses, or a design guide for mobile operators, have been identified as a priority. Under the *Queensland Development Code MP 5.2 – Higher Risk Personal Appearance Services*ⁱⁱ there is no differentiation between the requirements as they apply to mobile operators or fixed premises operators. Given the changing nature of community expectations, some guidance material may need to be developed to support local government address fit-out issues for mobile premises and for one-off events, such as tattoo shows. This may be incorporated into the updating of the document 'A guide for local governments - Public Health (Infection Control for Personal Appearance Services) Act 2003'ⁱⁱⁱ. This document, which is produced by QH, provides information for local government about the application of the Act to personal appearance services such as hairdressing, beauty therapy and skin penetration procedures.

Infection Control Guidelines

This reporting period identified that several businesses had breached the provisions of the Guidelines. The most common breaches reflect those previously identified in the 2015/16 report, namely:

- Section 7 'Records'

- Section 5 'Sterilising Instruments'
- Section 1.2 'Hand hygiene'.

Data provided identified uncertainty surrounding the enforcement of the Guidelines as an issue. The issue centred on the conditions of a licence which are imposed by the local government when the licence is approved, renewed, amended or transferred. Other reasonable conditions which the local government considers appropriate to give effect to this Act can be imposed. In particular, although it is a required condition for each licence issued that a copy of the Guidelines must be kept on site, it is not a required condition that the Guidelines must be complied with. The imposition of a condition requiring the compliance with the infection control guidelines or by adopting and following another way that minimises the infection risk would alleviate any uncertainty and help to ensure state-wide consistency of the interpretation and enforcement of the Guidelines.

The Guidelines are currently under review by the QH, including with technical input being sought (for example, relevant to compliant autoclaves), and a final revised version is being prepared. It is anticipated that the revised Guidelines will provide regulators and businesses with greater clarity regarding the requirements relevant to infection control practices.

Enforcement actions

The enforcement actions available for local governments under the legislation regulating HRPAS businesses appear to be adequate to deal with emergent concerns. In some cases local government policy may reduce the enforcement options available, for example, some local governments may not support the issuing of Prescribed Infringement Notices (PINs) within their local government area. However, the data provided indicates that this has not reduced their ability to achieve the desired outcomes.

Consistency is required with changes in industry practice. Local governments noted an increase in non-conformance complaints relevant to infection control practices at non-higher risk personal appearance service businesses. One local government raised an issue that the Act does not provide appropriate enforcement actions for regulating non-higher risk premises, which are not required to be licenced, and this will require further discussion with that local government. This comment may reflect a need for the local government to improve their understanding of the legislation and to review their enforcement policy as action can be taken for breaches of the Act by non-higher risk personal appearance services providers.

One key issue that will be pursued is the need to address the situation where a business licence lapses and is not renewed within the required time period. The current process requires a new application to be submitted, which imposes an additional cost on the person carrying on the business. The ability to restore a licence without a new application process would reduce unnecessary 'red tape'. Section 73 of the *Food Act 2006* (Qld) 'Application for restoration' allows a licensee to apply to the local government that issued their licence, for restoration of the licence, and a provision similar to this may be considered for the Act.

Complaints

While the data provided reports an overall number of complaints about personal appearance services under the Act has increased, the number of complaints regarding HRPAS has

decreased. One complaint investigated involved an alleged unlicensed HRPAS (tattoo) business operating within the local government area. The investigation did not reach a successful conclusion due to the alleged operator moving from the premises which were the subject of the complaint to an unknown address.

With this increasing trend of complaints relevant to non-higher risk personal appearance services, further information relating to the substance of the complaints will be sourced to identify any common issues or trends in this area.

Infection Control Qualification

In compliance with section 24 of the Act and section 4 of the Regulation, *HLTINF005 – ‘Maintain infection prevention for skin penetration treatments’*^{iv} is the infection control qualification which operators are required to hold prior to providing a HRPAS. The business proprietor must ensure all operators employed, or otherwise engaged by them, to provide a HRPAS to a client, hold that infection control qualification prescribed under the Regulation.

This infection control qualification was formerly entitled: ‘HLTIN2A - Maintain Infection Control Standards in Office Practice Settings’, ‘HLTIN402B - Maintain Infection Control Standards in Office Practice Settings’ and ‘HLTIN402C - Maintain Infection Control Standards in Office Practice Settings’. These competencies fall under the Health Training Package^v.

A similar competency entitled ‘SHBBINF001 Maintain infection control standards’^{vi} is available under the Hairdressing and Beauty Services Training Package^{vii}. However, despite the similarities of this training with required infection control qualification training under the Health Training Package competency, it does not meet the requirements for section 24 of the Act and section 4 of the Regulation. While this may present a small impost for business, the operator may hold two similar infection control qualifications and two separate fees being levied to obtain the qualification, the pending review of the Hairdressing and Beauty Services Training Package may present an opportunity to resolve this issue.

Skills and knowledge of authorised persons undertaking inspections

Some issues reported by local government regarding the skills and knowledge of authorised persons included: staff turnover, the changing environment in personal appearance services, the preferred location for training, and adequate resources. The provision of specialist and/or refresher training in specific areas of infection control relating to various personal appearance services industries was considered to be highly desirable. It is the role of local government to ensure all staff appointed as authorised persons under the Act have the necessary skills, knowledge and expertise to fulfil this role.

Training for authorised persons in the infection control qualification ‘*HLTINF005 - Maintain infection prevention for skin penetration treatments*’ delivered by RTOs, is encouraged and a significant number of environmental health staff have completed this qualification.

In local governments that may have only one licenced premise, it may be difficult to justify attending any courses further afield than the local region. Information provided at EHA conferences may be one way to distribute course information so that it is easily accessible.

Topics considered relevant for specialist and/or refresher training include:

- Detailed sterilisation processes including specialist training in AS/NZS 4815 as applicable to businesses providing personal appearance services.
- The operation, maintenance and record keeping required for sterilisers used in personal appearance services.
- A standardised training package for all EHOs

Service delivery for training may include sessions at EHA group meetings, webinars, updates and newsletters. These options will be explored by the LGAG to identify the skills and knowledge requirements to support the administration and enforcement of the Act, regulation and Guidelines.

Reporting template

The local government reporting template was modified to include additional questions for this reporting period, and will continue to be refined as additional issues arise.

Recommendations

These recommendations have been developed following consideration of the issues identified by local government as affecting the administration and enforcement of the Act and Regulation. These four recommendations will be considered by the LGAG at subsequent committee meetings.

1. The LGAG is to continue its role in identifying and developing additional resources to assist local governments in the administration and enforcement of the Act and Regulation. Specific issues that will be addressed include the need for:
 - a. uniform interpretative guidelines for festivals, shows and one-off events
 - b. industry specific fact sheets
 - c. notice templates required under the Act for use by local governments
 - d. record templates for use by industry and local government
 - e. clarification and guidance on the requirements for the relevant infection control qualification.
2. Revise the Infection Control Guidelines for Personal Appearance Services.
3. Through the LGAG progress the development of infection control educational resources that support authorised persons in the continual improvement and updating of their skills and knowledge in the administration and enforcement of the Act, including updating the document titled 'A guide for local governments'^{viii}.
4. CDB is to progress legislative amendments, if required, on the restoration of a licence and the time period for a licensee to apply for renewal of their licence.

Glossary – definitions in the Act

Section 11 - *Beauty therapy* means a procedure, other than hairdressing, intended to maintain, alter or enhance a person's appearance, including the following—

- (a) facial or body treatments;
- (b) application of cosmetics;
- (c) manicure or pedicure;
- (d) application of, or mending, artificial nails;
- (e) epilation including by electrolysis or hot or cold wax.

Section 12 - *Body piercing* means the process of penetrating a person's skin or mucous membrane with a sharp instrument for the purpose of implanting jewellery or other foreign material through or into the skin or mucous membrane.

However, it does not include the process of piercing a person's ear or nose with a closed piercing instrument that—

- (a) does not come into contact with the person's skin or mucous membrane; and
- (b) is fitted with a sterilised single-use disposable cartridge containing sterilised jewellery and fittings.

Section 13 - *Hairdressing* means a procedure intended to maintain, alter or enhance a person's appearance involving facial or scalp hair and includes cutting, trimming, styling, colouring, treating or shaving the hair.

Section 14 - *Higher risk personal appearance service* means a personal appearance service involving any of the following skin penetration procedures in which the release of blood or other bodily fluid is an expected result—

- (a) body piercing;
- (b) implanting natural or synthetic substances into a person's skin, including, for example, hair or beads;
- (c) scarring or cutting a person's skin using a sharp instrument to make a permanent mark, pattern or design;
- (d) tattooing;
- (e) another skin penetration procedure prescribed under a regulation.

Section 15 - *Non-higher risk personal appearance service* means a personal appearance service other than a higher risk personal appearance service.

Section 16 - *Personal appearance service* means beauty therapy, hairdressing or skin penetration that is provided as part of a business transaction.

Section 17 - *Skin penetration* means a procedure intended to alter or enhance a person's appearance that involves the piercing, cutting, scarring, scraping, puncturing, or tearing of a person's skin or mucous membrane with an instrument.

Section 18 - *Tattooing* means the process of penetrating a person's skin and inserting into it colour pigments to make a permanent mark, pattern or design on the skin.

Tattooing also includes any process that penetrates the skin and inserts into it colour pigments to make a semipermanent mark, pattern or design on the skin including, for example—

- (a) the process known as cosmetic tattooing; or
- (b) the process for applying semipermanent make-up.

Abbreviations

CDB	Communicable Diseases Branch
EHA	Environmental Health Australia
EHO	Environmental Health Officer
HRPAS	Higher risk personal appearance services
LGAG	Local Government Advisory Group
LGAQ	Local Government Association of Queensland
PINs	Prescribed Infringement Notices
QGSO	Queensland Government Statisticians Office
QH	Queensland Health

References

Projected population (medium series), by local government area, Queensland, 2011 to 2036

<http://www.qgso.qld.gov.au/products/tables/proj-pop-lga-qld/index.php?region=mackay>


Public Health (Infection Control for Personal Appearance Services) Act 2003

<https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/P/PubHeICPA03.pdf>

Public Health (Infection Control for Personal Appearance Services) Regulation 2016

<https://www.legislation.qld.gov.au/LEGISLTN/SLS/2016/16SL139.pdf>

Attachment A. 2016/17 ICPAS Reporting template

 Queensland Government	Public Health (Infection Control for Personal Appearance Services) Act 2003	
Annual administration and compliance Information form.		
Local Government		
Contact Person		
Position Title		
Contact Phone		
Contact Email		
Secondary Contact		
Number of higher risk personal appearance service licences issued		
Number of single/one-off event higher risk licences issued		
Number of inspections - higher risk		
Number of inspections non-higher risk		
Number of complaints received		
		Total
		higher risk non-higher risk
Enforcement actions		
Does Council have an enforcement plan or matrix?		
Number of Penalty infringement notices (PIN)		Total
section 22		
section 23		
section 24		
section 42		
section 65 (2)		
section 65 (5)		
Number of Infection Control Guideline breaches - section breached		
Number of Show Cause Notices		
Number of Remedial Notices		
Number of licence cancellations		
Number of prosecutions		
Did this action resolve the issue?		Y/N
Do council staff who administer and enforce the Act have appropriate skills and knowledge to undertake inspections of personal appearance service premises?		
If no, what are the gaps and what could be done to fill the gaps?		
Issues affecting the administration and enforcement of the Act		
To be completed by 30 August each year.		
Please send completed form to the Notifiable Diseases Prevention and Control Section, Communicable Diseases Unit, Queensland Health at: NDPC@health.qld.gov.au with "Local Government ICPAS report" in the subject.		
If you require any further information on local government reporting please contact: Notifiable Disease Prevention and Control Unit Communicable Diseases Unit, Queensland Health on phone 33289276 or email NDPC@health.qld.gov.au		

ⁱ <http://www.qgso.qld.gov.au/subjects/demography/population-projections/tables/proj-pop-lga-qld/index.php>

ⁱⁱ

<http://www.hpw.qld.gov.au/SiteCollectionDocuments/MP%205.2%20High%20risk%20personal%20appearance%20services%20%28previously%20Part%2015%29.pdf>

ⁱⁱⁱ https://www.health.qld.gov.au/_data/assets/pdf_file/0027/442287/icpas-local-government.pdf

^{iv} https://training.gov.au/TrainingComponentFiles/HLT/HLTINF005_R1.pdf

^v <https://training.gov.au/training/details/hlt07>

^{vi} <https://training.gov.au/Training/Details/SHBBINF001>

^{vii} <https://training.gov.au/Training/Details/SHB>

^{viii} https://www.health.qld.gov.au/_data/assets/pdf_file/0027/442287/icpas-local-government.pdf