**BRIEFING NOTE**

Executive Director

Health Protection Directorate

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| **Requested by:** | **Date requested:** | **Action required by:** |

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| **Action required** | | |  | **Other attachments for consideration** | | |
| For approval |  | With correspondence |  | Chief Executive’s authorisation |  | Authority to publicise |
| For meeting |  | For Information |  | letter of advice |  |  |
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**TEMPLATE - BRIEFING NOTE FOR APPROVAL OF A PREVENTION AND CONTROL PROGRAM**

**This briefing note template is for use by Queensland Health to approve a prevention and control program. Local governments may use this template as a guide and customise it to facilitate council specific administrative requirements and consultation processes outlined in section 36(5) of the *Public Health Act 2005.* The italicised information in this document can be used as a reference to prepare information or comments for the specific prevention and control program subject to approval by the Chief Executive (or delegate) of Queensland Health.**

**PLEASE DELETE THIS TEXT BOX FROM ANY BRIEFING NOTE BASED ON THIS TEMPLATE**

Version August 2011

**SUBJECT:** **Authorisation of a Prevention and Control Program under section 36(2) of the *Public Health Act 2005* in relation to designated pests**

**Proposal**

To request from the delegate of the Chief Executive of Queensland Health written authorisation under the ‘Public Health Act 2005’ for a prevention and control programfor the area of (insert areas subject to the approval eg. Brisbane) given the outbreak/potential outbreak (delete whichever is not applicable) of the disease (insert name of disease capable of transmission to humans by designated pests eg. Ross River Fever, or to reduce the risks from a plague or infestation of designated pests eg. mosquitos, rats or mice).

**Urgency**

Detail conditions and factors which have contributed to the current situation’s allocated status

Critical (major or significant public health risk because of no action)

Urgent (compelling or requiring immediate action or attention)

Routine (action required within next week)

**Background**

Sections 36 - 46 of the *Public Health Act 2005* provide details about measures that may be taken under an authorised prevention and control program in relation to designated pests. These programs are authorised by the chief executive (or delegate). The chief executive should be satisfied that there is, or it is likely to be, in an area an outbreak of a disease capable of transmission to humans by designated pests, or a plague or infestation of designated pests.

(Insert eg. Outbreaks have increased in the area over given periods and quantify if possible. List any deaths associated with the outbreak or infestation).

The authorisation of the prevention and control program will enable the reduction of (insert designated pests/vectors) thereby reducing the severity of the outbreak. The focus of prevention activities will be (insert eg. 'the identification of high risk areas identified in previous outbreaks').

(Insert eg. 'Consultation occurred with (Communicable Diseases Branch and/or Environmental Health Branch as required) and (name of councils and if applicable DEEDI) as required under the Act (refer to Attachment 4').

**Key issues**

To request from the delegate of the Chief Executive of Queensland Health written authorisation under the ‘Public Health Act 2005’ for a prevention and control programfor the area of (insert areas subject to the approval eg. Brisbane) given the outbreak/potential outbreak (delete whichever is not applicable) of the disease (insert name of disease capable of transmission to humans by designated pests eg. Ross River Fever, or to reduce the risks from a plague or infestation of designated pests eg. mosquitoes, rats or mice).

# (*Insert details of designated pest situation as it relates to the outbreak or potential outbreak caused by the human transmissible disease and its impact on the health status of the community*).

## (Insert details of activities to be undertaken during the prevention and control program eg. 'Activities undertaken during this dengue mosquito prevention and control program are consistent with the Queensland Dengue Management Plan (DMP) 2010 - 2015 and include...').

## (Insert detail of the evaluation and reporting process for the program).

**Consultation**

Including internal and external stakeholders (i.e. Communicable Diseases Branch or Environmental Health Branch)

If no consultation was undertaken state reason why

**Financial implications**

(Insert details if applicable).

**Legal implications**

The legal implications of the matter must be identified, or make a statement such as “There are no legal implications”.

**Proposed actions**

## (Insert details of activities to be undertaken during the prevention and control program eg. 'Activities undertaken during this dengue mosquito prevention and control program are consistent with the Dengue Fever Management Plan 2005-2010 and include...').

## (Insert details of the evaluation and reporting processes for the program including time frames).

**Attachments – please ensure all attachments referred to are included and numbered.**

**Recommendation**

That the Executive Director

**Approve** the briefing note and

* Authorise the proposed prevention and control program by signing the Chief Executive’s Authorisation detailed in Attachment 1;
* Authorise the publication of the prevention and control program detailed in Attachment 2 (by newspaper, radio or television) in the area to which the program relates; and
* Sign the letter (insert eg. Attachment 3) to (insert name of local government or government department) advising them the proposed prevention and control program has been authorised

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| **APPROVED/NOT APPROVED** | **NOTED** |
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| **Sophie Dwyer** |  |
| **Executive Director** |  |
| **/ /** |  |

**Executive Director, Health Protection Directorate comments**

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**General information to the briefing note**

*(Note this section has been added as general information to the briefing note. Please delete prior to forwarding to the delegate of the chief executive).*

*The authorisation of a prevention and control program has been delegated down to the positions of Chief Health Officer and the current position of Executive Director Health Protection Directorate. Queensland Health staff can obtain the delegations for the Public Health Act 2005 from the Queensland Health Intranet via the EH Practitioners’ Online Manual.*

*While this format of the briefing note must be used for the Director-General (Chief Executive) and the Chief Health Officer it will also be accepted by the position of Executive Director Health Protection Directorate.*

*The relevant sections of the Public Health Act 2005 will need to be checked, in order to ensure that the delegate is aware of all his/her responsibilities when one of these programs is authorised. This could be facilitated by attaching a copy of sections 36-46 of the Act.*

*Under section 36(5) the delegate must consult with the local government for the area to which the program relates.*

*If a prevention and control program relates to an outbreak of an exotic disease under the Exotic Diseases in Animals Act 1981 or a notifiable disease under the Stock Act 1915, the delegate must consult with the chief executive of the department in which the relevant Act is administered (currently the Department of Employment, Economic Development and Innovation). A list of exotic diseases such as foot and mouth disease or rabies is found in Schedule 2 of the Exotic Diseases in Animals Act 1981. A list of notifiable diseases, such as anthrax and brucellosis is found in Schedule 6 of the Stock Regulation 1988. (These two pieces of legislation will be repealed, and a new Bill, the Bio-security (Animal Health) Bill introduced to Parliament possibly in 2006).*

**PLEASE DELETE THIS TEXT BOX FROM ANY BRIEFING NOTE BASED ON THIS NOTE**

**Attachment 1**

**TEMPLATE – AUTHORISATION OF PREVENTION AND CONTROL PROGRAM**

**This template document is intended for use under section 36(2) of the *Public Health Act 2005,* which requires the Chief Executive (or delegate) of Queensland Health to authorise in writing a prevention and control program for an area (the ‘Chief Executive’s Authorisation’**).

**NOTE THIS TEXT BOX IS NOT TO BE INCLUDED IN THE FINAL AUTHORISATION DOCUMENT**

**AUTHORISATION OF PREVENTION AND CONTROL PROGRAM**

***Public Health Act 2005***

Section 36(2)

I, (insert person's name and position), a delegate of the Chief Executive of Queensland Health authorise a prevention and control program with the following conditions.

* The program will operate in (insert area(s) to which the program relates eg. the local government areas of Townsville and Thuringowa City Councils').
* The program will be undertaken by authorised persons under the *Public Health Act 2005* from (insert who is to undertake the program eg. Townsville City Council, Thuringowa City Council and Queensland Health).
* The program is necessary to minimise risk of (insert the reasons for the program in terms of the risk to public health eg. dengue outbreaks throughout north Queensland).
* The program will target (insert type of designated pest targeted in the program eg. the dengue mosquito 'Aedes aegypti').
* The program will involve (insert the types of places within the area to which the program relates eg. inspection of yards)by authorised persons.
* Measures taken under the program may include (insert measures to be taken under the program eg. application of appropriate chemicals and deployment of mosquito traps where appropriate at commercial, industrial and residential premises).
* The program will be undertaken (insert any conditions about the way the program is to be undertaken such as during specific times of the day and/or on specific days).

The program is hereby authorised from the date of this authorisation until (insert duration of the program eg. a date six months from the authorisation date).

The program will be (insert process for evaluation and reporting on the program eg the program will be evaluated and a report be provided to the Senior Director Communicable Diseases Branch by...).

………………………………………

**Delegate of the Chief Executive**

(Insert dd/mm/yyyy)

**Attachment 2**

(Local government(s) may substitute own logo)

**TEMPLATE – PUBLICATION OF AUTHORISED PREVENTION AND CONTROL PROGRAM**

**This document is a template for a publication under section 38 of the *Public Health Act* 2005. The Chief Executive (or delegate) is required to publish the ‘Chief Executive’s Authorisation’at least 7 days before the start of the program, in the area to which the program relates, by newspaper, radio or television. Public notice sections of newspapers may be used to publish the Chief Executive’s authorisation. If the Chief Executive’s authorisation cannot be published in a timely manner radio or television publication options should be considered. Failure to publish the authorisation does not affect the authorisation.**

**NOTE THIS TEXT BOX IS NOT TO BE INCLUDED IN THE FINAL DOCUMENT OR PUBLICATIONS**

**AUTHORISED PREVENTION AND CONTROL PROGRAM**

***Public Health Act 2005***

Section 38

Queensland Health has authorised a prevention and control program with the following conditions.

* The program will operate in (insert area(s) to which the program relates eg. Townsville region).
* The program will be undertaken by authorised persons under the *Public Health Act 2005* from (insert who is to undertake the program eg. Townsville City Council and Queensland Health).
* The program is necessary to minimise the risk of (insert reasons for the program in terms of risk to public health eg. dengue outbreaks throughout north Queensland).
* The program will target (insert type of designated pest targeted in the program eg. the dengue mosquito 'Aedes aegypti').
* The program will involve (insert the types of places within the area to which the program relates eg. inspection of yards at commercial, industrial and residential premises) by authorised persons*.*
* Measures taken under the program may include (Insert measures to be taken under the program eg. Properties will be accessed for yard inspections to identify, move or treat receptacles that are containing water that are breeding, or have a potential to breed, dengue mosquitos. Mosquito traps will be deployed where appropriate).
* The program will be undertaken (insert any conditions about the way the program is to be undertaken such as during specific times of the day and/or specific days).
* The program will be in place (insert duration of the program eg. between 30 January 2006 and 30 June 2006).

(Insert optional information eg. 'For more information please visit website www.health.qld.gov.au/dengue and/or call: Tropical Population Health Unit Townsville telephone,... Townsville City Council telephone,... or Thuringowa City Council telephone,...).

**Attachment 3**

**TEMPLATE – LETTER ADVISING OF AUTHORISED PREVENTION AND CONTROL PROGRAM**

**This correspondence template is a courtesy letter that may be sent at a local level by Queensland Health to formally advise a local government of the approval of a prevention and control program and acknowledge the consultation process that was undertaken as required between the chief executive (or delegate) of Queensland Health and a local government for the area to which the ‘Authorised Prevention and Control Program’ relates (section 36(5) of the Act). It also provides a copy of the ‘Chief Executive’s Authorisation’.**

**This template may be used to acknowledge the consultation process and provide a copy of the Chief Executive’sauthorisation for sections 36(3) and 36(4) ie. if a prevention and control program relates to an outbreak of an exotic disease under the *Exotic Diseases in Animals Act 1981* or a notifiable disease under the *Stock Act 1915* the chief executive (or delegate) of Queensland Health must consult the chief executive of the department in which the relevant one of those Acts is administered (currently the Department of Employment, Economic Development and Innovation).**

**NOTE THIS TEXT BOX IS NOT TO BE INCLUDED IN THE FINAL CORRESPONDENCE**

(Insert name of local government chief executive officer or chief executive of DEEDI)

(Insert title eg Chief Executive Officer or Chief Executive of DEEDI)

(Insert name of council or Department of Employment, Economic Development and Innovation)

(Insert postal address)

Dear (Insert name of local government chief executive officer or chief executive of DEEDI)

I refer to previous consultation with my representatives from the (insert name of unit area eg. Population Health Unit) regarding the authorisation of a prevention and control program under section 36 of the *Public Health Act 2005* in relation to designated pests. The authorisation for the program will be valid from the date of this letter to (insert date when authorisation of program will end).

Please find attached a copy of the Chief Executive’s authorisation in relation to the prevention and control program for (insert name of designated pest eg. 'Aedes aegypti') in the area of (insert area subject to the program the local government administers or if to the DEEDI all areas subject of the approved program).

The Queensland Health contact person is (insert name, position, unit location and telephone of contact person(s)).

Yours sincerely

(Insert name of Chief Executive (or delegate) of Queensland Health)

**(Insert position)**

**(Insert name of work unit eg Environmental Health Branch)**

(Insert DD/MM/YYYY)

**Attachment 4**

**TEMPLATE – LETTER PROPOSING AN AUTHORISED PREVENTION AND CONTROL PROGRAM**

**This template example correspondence is intended for initial consultation that should occur locally at a Public Health Unit level. It assists in the consultation process required between the Chief Executive (or delegate) of Queensland Health and a local government for the area to which the ‘Authorised Prevention and Control Program’ relates (section 36(5) of the Act). This template can also be used to fulfil the requirements of sections 36(3) and 36(4) of the Act ie. if a prevention and control program relates to an outbreak of an exotic disease under the *Exotic Diseases in Animals Act 1981* or a notifiable disease under the *Stock Act 1915* the chief executive (or delegate) of Queensland Health must consult the chief executive of the department in which the relevant one of those Acts is administered (currently the Department of Employment, Economic Development and Innovation).**

**For the purposes of consultation with Queensland Health delegates, local governments and the Department of Employment, Economic Development and Innovation must ensure they have appropriate delegations in place within their organisation to facilitate efficient consultation processes as required by section 36 of the Act.**

**Consultation processes required by section 36 of the Act should initially occur locally at the Public Health Unit level. If contentious issues arise or there is disagreement, local government and/or the Department of Employment, Economic Development and Innovation may take up the issues or disagreement directly with the Chief Executive (Director-General) of Queensland Health.**

**It is suggested that a written response (flagging the urgency if necessary) is requested from local government and DPI&F indicating their support for the program. Normally the letter would be signed by the Executive Director Health Protection Directorate.**

**NOTE THIS TEXT BOX IS NOT TO BE INCLUDED IN THE FINAL CORRESPONDENCE**

(Insert name of local government chief executive officer or chief executive of DEEDI)

(Insert title eg Chief Executive Officer or Chief Executive of DEEDI)

(Insert name of council or Department of Employment, Economic Development and Innovation)

(Insert postal address)

Dear (Insert name of local government chief executive officer or chief executive of DEEDI)

The (insert name unit eg. Cairns Public Health Unit) would like to initiate a prevention and control program for (insert type of prevention and control program eg. 'mosquitos capable of transmitting dengue') as a result of (insert details of the designated pest situation in specific areas and the resulting inpact (likely or actual) as a result of the outbreak of a disease capable of transmission to humans by designated pests or plague or infestation of designated pests) in (insert areas eg 'the Toowoomba area'). Before doing so, section 36(5) of the *Public Health Act 2005* requires the Chief Executive (or delegate) of Queensland Health to consult with the local government for the area to which the program relates.

The principal activities by (insert name unit eg. Cairns PublicHealth Unit) under this program would be undertaken by (insert unit areas involved eg. the Dengue Action Response Team). The activities would include, but not be limited to (insert activities).

(Insert name of unit eg. Cairns Public Health Unit) activities will complement any existing Council programs. Whilst responding to the (insert type of outbreak, plague or infestation) Council could be called on to commit similar resources to surveillance and eradication measures (insert eg. 'as with previous Council dengue responses as outlined in the 'Dengue Fever Management Plan 2005-2010'). Outside of this, there could be little additional impost on Council resources unless there (insert possible developments that would require additional resources eg. 'are further confirmed cases of dengue fever') in the Council’s area. (OR where there are no existing management or partnership plans, it is recommended that a paragraph be included outlining any joint activities negotiated at officer level).

Your written response regarding your support for the proposed program is requested (if applicable insert 'and commitment of council resources as negotiated'). When the proposed program is approved a copy of the ‘Chief Executive’s Authorisation’ will be sent to you and subsequently published in the local newspaper. Once this authorisation is given the powers outlined in Chapter 2 Part 4 of the *Public Health Act 2005* will be enacted as per the commencement date of the authorisation.

Should you require any further information regarding this program, please do not hesitate to contact (insert name, position, unit location and telephone of contact person(s)).

Yours sincerely

(Insert name of Chief Executive (or delegate) of Queensland Health)

**(Insert position)**

**(Insert name of work unit eg Communicable Diseases Branch)**

(Insert DD/MM/YYYY)