

# RECORD KEEPING

## Entry by the PLA

Officers of the PLA may conduct official audits or inspections of the licensed brothel in which you work. You will most likely meet the Compliance Officers who are responsible for monitoring the operation of licensed brothels. It is a requirement of your Conditions of an Approved Manager Certificate that you must:

*“allow the PLA, or an officer appointed by the PLA, to inspect the brothel premises or any part therein and all operational aspects of the brothel business (including private interviews with sex workers or employees engaged on the premises) to ensure that the business is being conducted in compliance with the Prostitution Act 1999 and the conditions of the brothel licence”.*

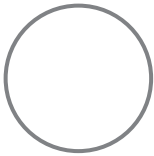
The PLA expects that any officer conducting his or her duties on behalf of the PLA be afforded reasonable co-operation.

### What to do

1. Allow the officers of the PLA to enter the premises.
2. Provide any document or thing requested of you that relates to the operation of the brothel. This may include financial records, health certificates, Deeds of Licence, invoices, day diaries etc.
3. Sign the officers into the **Record for PLA Entries**.
4. Sign the officers out of the record when complete.

It is a condition placed upon your certificate that you provide access and information to officers of the PLA. Should you find that policies and procedures for the brothel contradict the conditions of your certificate then you should be aware that your responsibility (and that of the licensee), is to the PLA. You may face disciplinary procedures or have your manager's certificate





cancelled should you not meet the obligations of the conditions of your certificate.

**If you are concerned** with any apparent conflict between the requirements of your manager's certificate and procedures at the brothel, please feel free to contact the PLA to discuss the circumstances. This can be done in complete confidence.

## Entry by the Queensland Police Service

An officer of the Queensland Police Service (QPS) may enter the brothel as a result of emergency circumstances or a call for assistance or as part of an official police investigation. These types of entry are made under the *Police Powers and Responsibilities Act 2000*. In these circumstances you must have the police complete a **Record of Police Entry**.

However, when the QPS enter a licensed brothel under the Act you are required to complete the **Record of Police Entry and obtain information relating to the Officers authority** to enter. Entering a licensed brothel should be authorised in writing by an Inspector or higher rank. Ranks commence as follows: Constable, Senior Constable, Sergeant, Senior Sergeant, Inspector, Superintendent, Chief Superintendent, Assistant Commissioner, Deputy Commissioner, Commissioner. If there is an Inspector or a higher ranked officer in attendance, then written authority is not required.

### What to do

1. Allow reasonable entry to the police officers.
2. Complete the **Record of Police Entry** for all police entries.
3. Request a copy of the authorisation if required.

Officers of the PLA will request to see these records during audits or inspections and take details of all police entries.

## Entry by the other Government Agencies

Officers from government agencies other than the PLA and QPS may also attend the brothel. These include, but are not limited to, officers from the local government ('the Council'), Queensland Health, Division of Workplace Health and Safety, Department of Industrial Relations, Environmental Protection Agency, Crime and Misconduct Commission, Australian Taxation Office and Australian Federal Police.

It is a requirement of the Brothel Licence Conditions that any entries made by government officers on official business be recorded in the prescribed way. The details that must be recorded are:

- a) date and time of the entry,
- b) if an approved manager was at the brothel at the time of the entry – the name of the approved manager,
- c) whether the licensee was at the brothel at the time of the entry,
- d) the name and official position of each officer who entered the brothel,
- e) purpose of the entry,
- f) if possession of a thing was taken during the entry – a description of the thing.

### What to do

1. Sign the officers into the **Record for Entries by Other Government Agencies**.
2. Sign the officers out of the record when complete.





## Retaining Records

S11 of the *Prostitution Regulation 2000* requires that the following records be kept for the brothel and **retained for 7 years**.

### S11 (1)

- (a) the times at which the brothel was open for business;
- (b) the licensee or manager who personally supervised the brothel during the period;
- (c) the times during which the licensee or approved manager personally supervised the brothel;
- (d) the name of each person who provided prostitution at the brothel during the period;
- (e) the times during which each person who provided prostitution during the period was at the brothel during the period.

**S(11) (2)** also states the licensee of a brothel must not-

- (a) remove, or allow a person to remove, a part of the record; or;
- (b) erase or obliterate an entry in the record; or
- (c) allow a person to erase or obliterate an entry in the record.