

Mount Isa City Council

23 West Street, Mount Isa

PO Box 815,

Mount Isa QLD 4825

Telephone 07 4747 3200

Facsimile 07 4747 3209

Email city@mountisa.qld.gov.au Website www.mountisa.qld.gov.au



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

Non-Higher Risk Personal Appearance Service Notification

Type or print clearly and select boxes where applicable. Enter "n/a" if the question does not apply. Contact Council if you have any specific enquiries regarding fees or how to complete this form.

If applicant is a
company, insert
company name and
ABN

1. Notifiers details

Company name	ABN
Title ☐ Mr. ☐ Mrs. ☐ Ms ☐ Miss Other (specify)	
Family name	
Given names	
Position	
Postal Address	
Email Address	
Phone Number	Fax No
Mobile Number	

Business name must be
registered with the
Office of Fair Trading.
(Indicate actual site
where activity will take
place).
If a vehicle or stall –
advise exact location

2. Business details

Business name		
ABN		
Street address		
Locality / Suburb		
State	Postcode	
Postal address		
Locality / Suburb	State	Postcode
Description of the premises (e.g. shop, vehicle, caravan)		
Vehicle Registration Number (if applicable)		

Enter postal address if
different from street
address.

3. Services Provided (please tick)

Cutting of Hair	☐	Depilatory waxing (including paraffin treatment)	☐
Shaving	☐	Nail treatments	☐
Beauty treatments	☐	Closed ear and nose piercing	☐
Electrolysis	☐	Tattooing	☐
Colouring of Hair	☐	Face and Body Piercing	☐
Other			

4. Site Plan

The following details are required to be supplied under the relevant regulations and must be shown on an attached plan (drawing) showing:

- The proposed fixed and/or mobile premises to scale, no smaller than one to one hundred (1:100)
- Details of bench surface material
- Location of hand basin/s
- Other significant equipment and layout details

Two copies of site plan must be supplied.

5. Transfer (if applicable)

Previous licence holder to enter details below:

Title: ☐ Mr. ☐ Mrs. ☐ Ms ☐ Miss ☐ Other (Specify)

Full name

Position

Postal Address

Email Address

Phone Number Fax No

Mobile Number

Signature

Date / /

6. Lodgement (please attach the following)

NOTE: Applications for Renewal of Licence does not require attachments to be resubmitted.

New Licence Application

- 2 copies of intended plan/layout
- Copy of Additional premises details (if applicable)

7. Applicant Declaration & Signature

I undertake to advise Council of any changes to:

- Name of Business
- Manager/operator
- Location of Business
- Services provided

I, _____, certify that the above information and the information on all

Attachments, to the best of my knowledge are true and correct.

Signature

Date / /

PRIVACY STATEMENT

"Mount Isa City Council is collecting your personal information on this form in order to comply with its responsibilities and obligations as a Local Government. The information will only be accessed by authorized Council employees who have a legitimate need for the information to process applications, requests etc. Your personal information will not be given to any other person or agency unless you have given us permission to do so or we are required to do so by law".

application

Sundry Debtors Application / Update of Information



This form is to be used when a Sundry Debtor first applies to have a Sundry Debtors account with Council and when updating Sundry Debtor details. Please complete the details below and return to the Revenue Department within seven (7) days of receiving this application.

Debtor Code (Office Use Only)		Report Group Code (Office Use Only)	
Entity Full Name (as per ABN)		Trading Full Name	
Business Address		Postal Address	
Accounts Payable Officer Name		Accounts Payable Email	
ABN / ACN Number			
Phone		Mobile	
Fax		Email	
Council's preferred method of correspondence is via Email. Please provide an email address for invoices to be sent to:			

Details of any Current Accounts or Properties held with Council

Do you currently hold any other debtors account/s with Council? If YES, please list all accounts held	YES / NO	
Do you own any properties within the Mount Isa City Council Region? If Yes, please supply details of property (Property Address / Assessment Number)	YES / NO	

Service Type

☐ Waste Management	☐ Water & Sewerage	☐ Batch Plant – Concrete
☐ Town Planning / Building	☐ Environmental Health	☐ Other (Please specify) _____

What will be the average volume and/or value of goods and services per month? _____

FOR Waste Management Accounts ONLY – Please indicate ALL Registrations of Vehicles AUTHORISED to Use this Account:

*

FOR Horse Paddock Trustee Permits ONLY – Please read and sign this section if you are applying for a Sundry Debtors Account for a Horse Paddock Trustee Permit with the Mount Isa City Council:

I, _____, acknowledge that I am applying for a Sundry Debtors Account as part of my Horse Paddock Trustee Permit with the Mount Isa City Council. By signing this declaration, I am confirming that I am aware that, I will pay the first annual payment of the Horse Paddock Trustee Permit in advance, as per the conditions in the permit, and that no payment commitment will be approved for the first annual permit amount.

Name: _____ Signature: _____ Date: _____

Company Authority Position & Name:			
Company Authority Signature:		Date:	
This section must be completed by a legal representative: the individual, the Company Owner/s, Director/s, Chief Executive Officer and/or Manager. By signing this Debtor Form you the applicant acknowledge having read and understood the terms and conditions governing the Debtor arrangements between the applicant and Mount Isa City Council, as set out on this form.			

Please turn over page to review and sign Mount Isa City Council's Terms and Conditions. Your debtor application will not be processed unless the Debtors Application/Update Debtors Information Form & Terms and Conditions are fully completed and signed.

OFFICE USE ONLY

Officer	Signature	Date	Approved
Revenue and Customer Service Coordinator Approval:			YES / NO
Department Officer:			
Revenue Officer Processing Application:			

PRIVACY STATEMENT

Mount Isa City Council is collecting your personal information on this form in order to comply with its responsibilities and obligations as a Local Government. This information will only be accessed by authorised Council employees who have a legitimate need for the information to process applications, requests, etc. Your personal information will not be given to any other person or agency unless you have given us permission to do so, or we are required to do so by law.

Version 6.0 Dated 27 August 2022 - 8. Sundry Debtor Application Update of Information Version 6.0 Dated 27 August 2022.docx

REVENUE DEPARTMENT

Sundry Debtors Application / Update of Information

Terms & Conditions

From here within, the "applicant" refers to individuals, the company and/or business that have applied to hold a Sundry Debtors account with Mount Isa City Council. "Council" refers to the Mount Isa City Council as a whole, including all sections and subsidiaries of the entity.

Prior to issuing any credit, the applicant is required to complete the attached Sundry Debtors Application / Update of Information application and return it to the Council's Revenue Department for processing. The completion and return of this form is the sole responsibility of the applicant. A sundry debtor's account will not be created until this application form is returned, completed and approved by Council following credit checks. Please be advised that until your account has been approved by Council, all goods and services must be paid for prior to supply.

Council reserve the right to refuse to issue a line of credit to individuals, the company and/or businesses that have other sundry debtor/s accounts and properties with Council that are currently in arrears. All current accounts, including any rating accounts, need to be paid in full before Council will consider issuing a new line of credit.

By signing this application form you agree to abide by Council's payment policy, which is strictly net (30) days from the invoice issue date. Council reserves the right to suspend or cancel the supply of goods and services to any account which does not comply with this policy.

In accordance with the Sundry Debt Recovery Policy (available for viewing on www.mountisa.qld.gov.au)

- 30 Days after invoice is issued – Reminder Letter & Statement Issued
 - Advising:
 - Charges are overdue.
 - Legal action may be initiated unless the debt is paid in full or an approved payment commitment is entered into within fourteen (14) days.
 - Letter is also to advise that credit with Council is suspended and that all goods/services must be paid for upfront until the account arrears are cleared.
- 14 days after issue of Reminder Letter – Notice of Proposed Legal Action & Statement Issued
 - Advising:
 - Sundry Debtor that legal action may be initiated unless the debt is paid in full or an approved payment commitment is entered into within fourteen (14) days.
- 14 days after issue of Notice of Proposed Legal Action – Recovery Action
 - Advising:
 - Council or Council's appointed Legal Representative or Debt Recovery Agent will issue a letter of final demand to advise that if payment in full or an agreed payment arrangement is not entered into within fourteen (14) days, legal recovery action may commence.

All requests for a supply of goods and services by Council must be accompanied with a Purchase Order or a Letter of Authority from the customer, except where a purchase order covering a whole month period has been submitted. If a purchase order is covering a whole month period, this must be stated on the purchase order. This will ensure that the service provided has been appropriately authorised by the debtor. Purchase Orders and Letters of Authority must be on company letterhead and contain the following:

- ABN/ACN
- Name & Postal Address
- Contact Details
- Dates authorisation is effective
- Council's Goods & Service/s the customer is permitted to use / obtain
- Quoted price (if applicable)
- Signature of an authorised representative of the company (Chief Executive Officer, Director, Manager or Owner)

DECLARATION

By signing this Sundry Debtor Application Terms & Condition Section;

I, (Company Authority Name) _____ being the applicant, acknowledge that I have read and understand the Sundry Debtors Application Terms & Conditions that govern the Sundry Debtors arrangement between myself (the applicant) and the Mount Isa City Council, as set out in this form. I further acknowledge that should I fail to adhere to the above terms and conditions, that my Sundry Debtors account will be suspended and / or cancelled with no further allowance for credit.

Company Authority Position & Name:			
Company Authority Signature:		Date:	



Non-higher Risk Personal Appearance Services

Hairdressing

Information Sheet

This fact sheet provides information for operators about the health and hygiene requirements of the Public Health (Infection Control for Personal Appearance Services) Act 2003 and the Infection Control Guidelines for Personal Appearance Services 2012.

1. INTRODUCTION

Hairdressing is the procedure that is 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.

Under the *Public Health (Infection Control for Personal Appearance Services) Act 2003*, hairdressing is classified as a non-higher risk personal appearance service. This means that beauty therapists are not required to be licensed with Council; however you still have an obligation to notify local government if you start a new business and Council is obligated under the Act to inspect your business annually and charge a fee. Although you are not required to be licensed to operate, you must still take all reasonable precautions to minimise the risk of infection to clients as a result of procedures carried out by your business.

2. PREMISES

All hairdressing premises should be fitted out with the following:

- Adequate hand washing facilities
- Adequate equipment washing facilities
- Floors, walls, ceilings, benches and cupboard surfaces should be finished in materials suitable to enable easy cleaning
- Adequate vermin-proof cupboards for clean linen and clothing
- Adequate waste receptacles

3. PERSONAL HYGIENE

Hand washing is generally considered to be the most important measure in preventing the spread of infection. Hand washing removes significant numbers of infectious agents when it is done properly.

Hairdressers should wash their hands:

- Before and after treating a client
- After smoking, eating or going to the toilet
- After cleaning contaminated equipment

4. EQUIPMENT

- Clean, disinfect or sterilise instruments and materials, depending on the instrument and its use according to Guidelines 1.6 and 5 of the Infection Control Guidelines for Personal Appearance Services
- Handle, store and use all materials to a client in a way that minimises contamination
- Ensure that equipment is kept clean at all times

5. PROCEDURES

Re-usable instruments should be cleaned as per Guideline 1.6 prior to use on a client. If instruments accidentally become contaminated with blood, follow the cleaning instructions below:



Cleaning hair cutting scissors after accidental contamination with blood

- Clean the scissors as per Guideline 1.6; and
- Disinfect the cleaned scissors with either:
 - A 70-80% ethyl alcohol soaked wipe, or
 - A 60-70% isopropyl alcohol soaked wipe, or
 - A cloth or tissue soaked in methylated spirits

Cleaning electric hair clippers after accidental contamination with blood

- Clean electric hair clippers as part of routine cleaning and after accidental contamination with blood
- Disconnect the clippers from the power source
- Remove hair from the clipper teeth
- Clean the clipper with a plastic brush dampened with 70-80% ethyl alcohol or 60-70% isopropyl alcohol solution or methylated spirits. Wipe over visible accessible areas with a clean cloth dampened with detergent and water as per Guideline 1.6.1 of the Infection Control Guidelines for Personal Appearance Services 2004
- Allow clipper teeth and other cleaned areas to air dry
- Clean the cleaning brushes and cloths as per Guideline 1.6.3

Cleaning and sterilizing other instruments following accidental contamination with blood

If other re-usable instruments become contaminated with blood, clean and sterilise them (see guideline 50 before using on another person)

Head lice treatments

For treating clients with head lice:

- Use a non-chemical treatment (e.g. white hair conditioner and comb) or a chemical (insecticidal) treatment (by following the instructions on commercially available head lice products)
- Clean instruments used in head lice treatments (e.g. combs) as per Guideline 1.6.1, method 1
- Kill head lice and their eggs which stick to linen by:
 - Washing the linen in a washing machine using the hot water cycle; or
 - Placing the linen in a hot clothes-dryer cycle for 15 minutes; or
 - Soaking the linen in near boiling water for 30 minutes

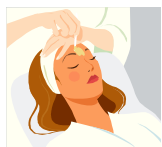
Shaving

- It is recommended that a new single-use disposable safety razor or a single-use disposable open straight blade razor is used on each client
- If a razor with a re-usable handle is used, operators must ensure that a new razor blade is used for each client. The razor blade must be immediately disposed of after use
- If a re-usable open straight blade razor is used, it must be cleaned after each use as per the directions of Guideline 1.6
- Razors accidentally contaminated with blood or other body substances, it must be cleaned and sterilised as per Guideline 5 before it is re-used on another client

6. POST-TREATMENT

Ensure that you wash your hands after providing a service to each client and ensure that all equipment is cleaned and sterilised according to the Infection Control Guidelines for Personal Appearance Services 2012.





Non-higher Risk Personal Appearance Services Beauty Therapy Information Sheet

This fact sheet provides information for operators about the health and hygiene requirements of the Public Health (Infection Control for Personal Appearance Services) Act 2003 and the Infection Control Guidelines for Personal Appearance Services 2004.

1. INTRODUCTION

Beauty therapy means a procedure, other than hairdressing, intended to maintain, alter or enhance a person's appearance including the following:

- Facial or body treatments
- Application of cosmetics
- Manicure or pedicure
- Application of, or mending, artificial nails
- Epilation including by electrolysis or hot or cold wax

Under the *Public Health (Infection Control for Personal Appearance Services) Act 2003*, beauty therapy is classified as a non-higher risk personal appearance service. This means that beauty therapists are not required to be licensed with Council; however you still have an obligation to notify local government if you start a new business and Council is obligated under the Act to inspect your business annually and charge a fee. Although you are not required to be licensed to operate, you must still take all reasonable precautions to minimise the risk of infection to clients as a result of procedures carried out by your business.

2. PREMISES

All beauty therapists' premises should be fitted out with the following:

- Adequate hand washing facilities
- Adequate equipment washing facilities
- Floors, walls, ceilings, benches and cupboard surfaces should be finished in materials suitable to enable easy cleaning
- Adequate vermin-proof cupboards for clean linen and clothing
- Adequate waste receptacles

3. PERSONAL HYGIENE

- Hand washing is generally considered to be the most important measure in preventing the spread of infection. Hand washing removes significant numbers of infectious agents when it is done properly.

Hairdressers should wash their hands:

- Before and after treating a client
- After smoking, eating or going to the toilet
- After cleaning contaminated equipment





4. EQUIPMENT

- Clean, disinfect or sterilise instruments and materials, depending on the instrument and its use according to Guidelines 1.6 and 5 of the Infection Control Guidelines for Personal Appearance Services
- Handle, store and use all materials to a client in a way that minimises contamination
- Ensure that equipment is kept clean at all times

5. PROCEDURES

Beauty and nail treatments

- Apply materials (e.g. cosmetics, creams, powders or nail polish) to client with clean, single use equipment OR with equipment that has been cleaned as per Guideline 1.6.1
- Do not apply cosmetic testers (e.g. lipsticks) directly to face or mouth, to avoid potential infections such as cold sores
- To avoid cross contamination, dispense sufficient material (e.g. cream) from the original container into another clean container (to be used for one client only) or onto a single-use applicator
- Place single-use disposable instruments (e.g. applicators) in a waste container after use and do not re-use on another client
- Do not apply materials to a client if it has been applied to another person, with the exception of wax (if it has been used and cleaned as per instructions below)
- Clean and sterilise instruments that do not normally penetrate the skin but which may become contaminated with blood and body substances (e.g. manicure instruments) before using them on another client

Depilatory waxing (including paraffin treatment)

- Heat and strain re-usable wax to remove hair and reheat it to at least 130°C for 15 minutes before it is used on another client. Use a thermometer to check the temperature of the wax
- Place the strained material (hair and other matter) in the waste container and clean the strainer after each use
- Clean wax pots and tongs daily to remove the build up of hair and other matter
- Clean spatulas before re-using on another person, or use disposable spatulas (wax may become contaminated by dipping a spatula into the wax pot, transferring wax to the area of the skin from where the hair is to be removed and then dipping the spatula into the wax pot)

Electrolysis

- Before starting the procedure, the client's skin should be cleaned as per Guideline 4.1
- Ensure that all needles used in electrolysis are sterile, single-use disposable needles are recommended
- If non-disposable needles are used, sterilise them before re-use as per Guideline 5
- If a single sterile needle is used to remove as many hairs as necessary from a client on a single occasion, dispose of the needle in a sharps container and do not re-use on another client
- Clean needle holders with warm water and detergent and dry them

6. POST-TREATMENT

Ensure that you wash your hands after providing a service to each client and ensure that all equipment is cleaned and sterilised according to the Infection Control Guidelines for Personal Appearance Services 2004.





Non-higher Risk Personal Appearance Services

Closed Ear and Nose Piercing

Information Sheet

This fact sheet provides information for operators about the health and hygiene requirements of the Public Health (Infection Control for Personal Appearance Services) Act 2003 and the Infection Control Guidelines for Personal Appearance Services 2004.

1. INTRODUCTION

Closed ear and nose piercing involves piercing a person's ear or nose with a closed piercing instrument that-

- Does not come into contact with the person's skin or mucous membrane; and
- Is fitted with a sterilised single-use disposable cartridge containing sterilised jewellery and fittings

Under the *Public Health (Infection Control for Personal Appearance Services) Act 2003*, closed ear and nose piercing are classified as a non-higher risk personal appearance services. This means that these activities are not required to be licensed with Council; however you still have an obligation to notify local government if you start a new business if you carry out these activities. Although you are not required to be licensed to operate, you must still take all reasonable precautions to minimise the risk of infection to clients as a result of procedures carried out by your business.

2. PREMISES

All beauty therapists' premises should be fitted out with the following:

- Adequate hand washing facilities
- Adequate equipment washing facilities
- Floors, walls, ceilings, benches and cupboard surfaces should be finished in materials suitable to enable easy cleaning

3. PERSONAL HYGIENE

Hand washing is generally considered to be the most important measure in preventing the spread of infection. Hand washing removes significant numbers of infectious agents when it is done properly. Piercers should wash their hands:

- Before and after each client
- Before putting on and after removing gloves
- After contact with instruments that penetrate the skin
- After contact with blood or other body substances
- After contact with used instruments or jewellery
- After smoking, eating or going to the toilet
- Whenever hands are visibly soiled
- In any other circumstances when infection risks are apparent

Operators should not smoke, eat or drink while attending to a client. Clean, sterile gloves should be worn when handling sterile instruments or jewellery. New gloves should be used for each client.

4. EQUIPMENT

- Ensure that the closed piercing instrument is fitted with a sterilised single-use disposable cartridge containing assembled sterilised jewellery and fittings. It should be noted that some instruments



need the jewellery stud and clasp to be directly fitted to the instrument. This allows the cartridge to be discarded.

- Use an instrument for piercing ears, only for piercing ears and not for piercing any other part of the body
- Use an instrument for piercing noses, only for piercing noses and not for piercing any other part of the body
- Clean closed piercing instruments as per Guidelines 1.6.1 of the Infection Control Guidelines for Personal Appearance Services 2004
- Handle, store and use all materials to a client in a way that minimises contamination
- Ensure that equipment is kept clean at all times

5. PROCEDURES

- Use only sterile jewellery on clients
- Mark the site to be pierced before cleaning the site
- Clean each client's skin as per Guideline 4.1
- Use closed piercing instruments only for the purpose the manufacturer has instructed in writing. Keep the manufacturer's written instruction instructions at the premises where the instrument is used
- Avoid bringing the closed piercing instrument into contact with the person's skin or mucous membrane
- Do not re-use jewellery or fittings on another person unless it has first been sterilised as per Guideline 5

6. POST-TREATMENT

After ear piercing:

- Place used single-use disposable items in a waste container
- Clean the gun with detergent and water to remove any contaminants before re-use on another client
- Sterilise re-usable equipment in accordance with Infection Control Guidelines for Personal Appearance Services 2004
- Clean the immediate working area in which the procedure was performed
- Store ear piercing guns in a clean and hygienic manner
- Provide your client with after-care information to avoid infection, including:
 - Cleaning of site and jewellery
 - Infections and what to look for
 - General care instructions
 - Healing times

