



NOTICE OF MEETING

**Notice is hereby given of the Meeting of the
Regulatory Services Committee
to be held in the Council Chamber,
First Floor, Civic Administration Building,
101 Esk Street, Invercargill on
Tuesday 14 May 2019 at 4.00 pm**

Sir T R Shadbolt, KNZM JP
Cr R R Amundsen (Chair)
Cr T M Biddle (Deputy Chair)
Cr K F Arnold
Cr A H Crackett
Cr D J Ludlow
Cr L F Soper

EIRWEN HARRIS MITCHELL
MANAGER, SECRETARIAL SERVICES

Council's Values:

- Responsibility Take ownership of decisions and outcomes, both collectively and individually.
- We willingly share our knowledge.
 - We acknowledge our mistakes, work to resolve them and learn from them.
 - We give and receive feedback in a constructive manner to resolve issues.
 - We do our job with total commitment.
- Respect Everyone is important, as are their views.
- We support and care for each other.
 - We stop to listen, learn and understand.
 - We communicate in an honest, up-front and considerate manner.
 - We maintain confidences and avoid hurtful gossip.
- Positivity Always look on the bright side of life.
- We are approachable, interested and friendly.
 - We are open and receptive to change.
 - We acknowledge and praise the efforts of others.
 - We work together as a team to get the job done.
- Above and Beyond Take opportunities to go the extra mile.
- We take the initiative to improve our work practices to get the best results.
 - We challenge ourselves and each other to make it better.
 - We take pride in providing the best possible outcomes.
 - We are ambassadors for our Council at all times.

Council's Vision for the City:

Enhance our City and preserve its character, while embracing innovation and change.

Council's Vision:

We are an energised, fun and innovative team that makes it better for each other and our community.

Council's Mission:

Making it better by making it happen.

AGENDA

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**INVERCARGILL CITY COUNCIL ELECTED MEMBERS
INTEREST REGISTER**

ELECTED MEMBERS			
NAME	ENTITY	INTERESTS	PROPERTY
RONALD LINDSAY ABBOTT	Invercargill City Council Kiwi-Pie Radio 88FM Invercargill Invercargill Art Gallery Invercargill Venues and Events Management	Councillor Director / Broadcaster Council Representative / Board Member Director	
REBECCA RAE AMUNDSEN	Invercargill City Council Arch Draught Ltd BP Orr Ltd Task Ltd Arts Murihiku Dan Davin Literary Foundation Heritage South Glengarry Community Action Group SMAG Board Venture Southland Southland Regional Heritage Committee	Councillor Director Director Director Trustee Trustee/Chair Contractor Events Co-ordinator (Volunteer) Council Representative Council Representative Council Representative	

**INVERCARGILL CITY COUNCIL ELECTED MEMBERS
INTEREST REGISTER**

ALLAN JAMES ARNOLD	Invercargill City Council Ziff's Café Bar Ltd Buster Crabb Ltd Ziff's Tour Ltd Ziff's HR Ltd Ziff's Trust NZMCA Southland Aero Club Invercargill Club Invercargill East Rotary Southland Aero Club	Councillor Executive Director Executive Director Executive Director Executive Director Trustee Administrator Member Member Member Member Committee Member	
KAREN FRANCES ARNOLD	Invercargill City Council Funding Scheme	Councillor Trustee/Chair	
TONI MARIE BIDDLE	Invercargill City Council Invercargill Venue and Events Management Limited Southland Museum and Art Gallery Trust Board McIntyre and Dick Waihopai Runaka	Councillor Director Trustee Husband (Kris MacLellan) – Chief Executive Officer As a contractor	

**INVERCARGILL CITY COUNCIL ELECTED MEMBERS
INTEREST REGISTER**

ALEX HOLLY CRACKETT	Invercargill City Council Ride Southland Southland Youth Futures Advisory Board Venture Southland and Sub Committee Sport Southland McIntyre Dick	Councillor Chair Chair Council Representative Trustee Marketing Manager	High Street Invercargill
IRWIN LLOYD ESLER	Invercargill City Council Bluff Community Board Bluff Maritime Museum Otatara Landcare Group	Councillor Council Representative Council Representative Member	
GRAHAM DAVID LEWIS	Invercargill City Council Invercargill City Holdings Limited Southland Indoor Leisure Centre Charitable Trust Bluff 2024 Rejuvenation Invercargill Community Recreation & Sports Trust Hospice Southland Invercargill City Properties	Councillor Director Trustee Officer Trustee Trustee Director	

**INVERCARGILL CITY COUNCIL ELECTED MEMBERS
INTEREST REGISTER**

DARREN JAMES LUDLOW	Invercargill City Council Radio Southland Invercargill City Holdings Limited Invercargill Venue and Events Management Southland Museum and Art Gallery Trust Board Healthy Families Invercargill Murihiku Maori Wardens Southland Community Law Centre Invercargill Community Recreation and Sport Trust Invercargill City Properties	Councillor Manager Director Director / Chairman Trustee Board Member Board Member Board Member Trustee Director	770 Queens Drive Invercargill
IAN REAY POTTINGER	Invercargill City Council Southland Electronics Limited Santa Parade Organiser	Councillor Director Alice Pottinger (Wife)	171 Terrace Street Invercargill 9810
TIMOTHY RICHARD SHADBOLT	Invercargill City Council Invercargill Airport Limited Kiwi Speakers Limited SIT Ambassador	Mayor Director Director Contractor	

**INVERCARGILL CITY COUNCIL ELECTED MEMBERS
INTEREST REGISTER**

LESLEY FRANCES SOPER	Invercargill City Council Breathing Space Southland Trust (Emergency Housing) Omaui Tracks Trust National Council of Women (NCW) Active Communities Invercargill Public Art Gallery Citizens Advice Bureau Southland ACC Advocacy Trust	Councillor Chair Secretary/Treasurer Member Chair/Trustee Board Member Board Member Employee	137 Morton Street Strathern Invercargill 24 Margaret Street Richmond Invercargill
LINDSAY STEWART THOMAS	Invercargill City Council Invercargill City Holdings Limited HWCP Management Limited	Councillor Director Director	

**INVERCARGILL CITY COUNCIL ELECTED MEMBERS
INTEREST REGISTER**

EXECUTIVE STAFF			
NAME	ENTITY	INTERESTS	PROPERTY
PAMELA GARE	Invercargill City Council DJ & PM Gare Family Trust	Director of Environmental and Planning Services Trustee	
CLARE HADLEY	Invercargill City Council	Chief Executive	
CAMERON MCINTOSH	Invercargill City Council	Director of Works and Services	
DAVID FOSTER	Invercargill City Council	Acting Director of Finance and Corporate Services Executive Director Foster and Associates Ltd	

**MINUTES OF A MEETING OF THE REGULATORY SERVICES COMMITTEE HELD IN
THE COUNCIL CHAMBER, FIRST FLOOR, CIVIC ADMINISTRATION BUILDING,
101 ESK STREET INVERCARGILL ON TUESDAY 2 APRIL 2019 AT 4.00 PM**

PRESENT: Cr R R Amundsen – Chairperson
Cr T M Biddle – Deputy Chairperson
Cr K F Arnold
Cr A H Crackett
Cr D J Ludlow
Cr L F Soper

IN ATTENDANCE: Cr A Arnold
Mrs G Henderson – Bluff Community Board
Mrs P Gare – Director of Environmental and Planning Services
Mr T Boylan – Planning Manager
Ms M Brook – Manager Strategy and Policy
Mr M Morris – Acting Environmental Health Manager
Ms L Kuresa – Governance Officer

1. **APOLOGIES**

His Worship the Mayor and Cr L F Soper for lateness.

Moved Cr K Arnold, seconded Cr Ludlow and **RESOLVED** that the apologies be accepted.

2. **PUBLIC FORUM**

Nil.

3. **INTEREST REGISTER**

Nil.

4. **LOCAL ALCOHOL POLICY DELEGATION OF POWERS TO JOINT COMMITTEE**

Moved Cr K Arnold, seconded Cr Ludlow that:

1. The Committee receives the report and recommends to Council that:
2. Council delegates its powers to the Joint Committee, as provided in Part 2, Subpart 2 of the Sale and Supply of Alcohol Act 2012 (“the Act”) and the Local Government Act 2002, to develop and hear the Local Alcohol Policy, other than the discretion contained in Section 88 (to discontinue) the power to bring the LAP into force – Section 90.
3. The Resolution of 11 December 2018 be amended to read:
 - 3.1 at part 4, the Committee is to be Southland District Council and Invercargill City Council,
 - 3.2 at part 6, that Council will cover the administration costs,
 - 3.3 at part 7, Council resolves to pay half of any legal costs of any appeal.

Mr Morris explained that the powers reserved to Council were to formally decide to discontinue the development of the current LAP and also to make the ultimate decision to adopt and operate the new LAP once it goes through the appeal stage.

Note: Cr Soper joined the meeting at 4.03 pm.

The motion, now being put, was **RESOLVED** in the **affirmative**.

5. **PROPOSED ROAD NAMES IN RELATION TO THE SUBDIVISION OF 33* AND 46* SUNRISE DRIVE**

Moved Cr K Arnold, seconded Cr Crackett and **RESOLVED** that the report be received,

AND THAT

It be **RECOMMENDED** to Council that Council adopts the following proposed roads names:

- Lot 301 to be named Chatham Rise as it is the developer's preferred name and meets Council's naming convention.
- Lot 304 to be named Glenda Place as it is a short name, the developer's second preferred name and meets Council's naming convention.

6. **URGENT BUSINESS**

Nil.

There being no further business, the meeting finished at 4.05 pm.

TO: REGULATORY SERVICES COMMITTEE

**FROM: BETTY HOLDEN – TEAM LEADER ENVIRONMENTAL HEALTH AND
MICHAEL MORRIS - ACTING ENVIRONMENTAL HEALTH MANAGER**

MEETING DATE: TUESDAY 14 MAY 2019

HEALTH AND HYGIENE BYLAW

SUMMARY

<p>This report recommends that the Committee recommend to Council that the Health and Hygiene Bylaw be adopted and made operative on 1 July 2019. It also sets out the implementation process for the Committee’s information.</p>
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RECOMMENDATIONS

- 1. That the Committee receive the report and recommend to Council:**
 - 1.1 That Council make the Health and Hygiene Bylaw operative on 1 July 2019; and**
 - 1.2 That the first review of the Bylaw be within 18 months of the operative date.**

IMPLICATIONS

1.	<i>Has this been provided for in the Long Term Plan/Annual Plan?</i> No
2.	<i>Is a budget amendment required?</i> No
3.	<i>Is this matter significant in terms of Council’s Policy on Significance?</i> No
4.	<i>Implications in terms of other Council Strategic Documents or Council Policy?</i> Considered as part of the Bylaw development.
5.	<i>Have the views of affected or interested persons been obtained and is any further public consultation required?</i> Views of concerned industries and agencies have been obtained as part of the Bylaw development.
6.	<i>Has the Child, Youth and Family Friendly Policy been considered?</i> It was considered as part of the Bylaw development.

FINANCIAL IMPLICATIONS

It is proposed that the first registration year be without charge to ensure as many of the premises affected are registered before the fee is imposed.

For the cost of each registration there will be at least one inspection per year of the premises to monitor compliance. Other inspections will be on the basis of complaints.

No extra staff resources are needed for the implementation of this Bylaw.

BACKGROUND

The Regulatory Services Committee heard and considered submissions to the draft Health and Hygiene Bylaw at its May 2018 meeting. After feedback a further draft was presented to the August 2018 meeting where the Bylaw was approved for submission to the Director-General of Health.

A copy of the draft Bylaw was forwarded to the Director-General in accordance with Section 67 of the Health Act 1956. The time period for the Director-General to require changes has passed and this means that Council may now adopt the Bylaw and make it operative.

A copy of the Bylaw is attached.

ISSUES AND OPTIONS

The Bylaw needs to become operative on a date and have a first review date imposed if different to the normal 5 year review.

However, to ensure there is adequate notice period to the owners of premises affected by the Bylaw, it is suggested that the operative date be 1 July 2019.

This will enable staff to work with industry members to ensure they are ready for the start of the Bylaw and have the necessary documents prepared.

The review date needs to be within at least two years as this is a new Bylaw and a similar one has not been in place before in Invercargill. An 18 month review process will allow staff and industry members the chance to review the Bylaw and its effectiveness (including whether other areas need to be added into the ambit of the Bylaw) before the Bylaw is too entrenched to consider changes. This was also suggested as part of the discussions on the Bylaw.

IMPLEMENTATION PROCESS – HEALTH AND HYGIENE BYLAW

We have been working on an implementation process for this Bylaw to ensure that the coverage is wide and accurate.

The implementation process of the Health and Hygiene Bylaw will be as follows:

1. Media campaign of the Health and Hygiene Bylaw and the registration process (from now to 1 July 2019).
2. No fees for premises in the first year to encourage registration.
3. Registration of premises commencing from 1 July 2019.
4. Graduated approach for registration of premises (Tattooing/ Body piercing/ Electrolysis/ Acupuncture).

5. First inspection workshop with education component.
6. Second Registration commences 1 July 2020, with fee.
7. Review of Bylaw commenced by 1 January 2021.

IMPLEMENTATION DISCUSSION

Between now and 1 July, we plan to contact the premises directly and undertake a media campaign to raise awareness of the Bylaw, most importantly the campaign is to alert the premises that registration is coming and what they will be required to do.

To ensure as many premises as possible are registered, the first year (July 2019 – 2020) will be free of charge.

Below is the approximate number of premises and the proposed registration dates:

Tattooing (10) July/ September 2019,
Body piercing (6) October/ December 2019,
Electrolysis (3) January/ March 2020,
Acupuncture (3) April/ June 2020.

We intend to operate a graduated registration process to enable staff to work with each provider and to ensure that all registrations and inspections are not all due at the same time in each calendar year.

During the registration period there will be education/ workshops on registration and expectations of the inspection procedures.

Staff will undertake training to ensure we can carry out the inspections. We will do this by looking at technical/ knowledge skills to carry out the inspections i.e.: assessment of premises, conduct and practices, training and cleaning (disinfection and sterilising practices).

Health and Hygiene Bylaw

DRAFT

Invercargill City Council
2018

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1.0 GENERAL PROVISIONS

A Bylaw of the Invercargill City Council made in accordance with powers contained in the Health Act 1956 and the Local Government Act 2002.

1.1 SHORT TITLE

The short title of the bylaw shall be the Health and Hygiene Bylaw (year adopted by Council).

1.2 COMMENCEMENT

The Bylaw shall commence on (date approved by Council).

1.3 PURPOSE

To manage the risk relating to the transfer of communicable diseases than can occur as a result of activities undertaken by various activities listed in the Bylaw.

The Bylaw requires that any person undertaking acupuncture, body piercing, tattooing, traditional tattooing, semi-permanent skin colouring or electrolysis, shall be registered and conduct the activity in compliance with its requirements.

1.4 EXEMPTIONS

1.4.1 The Bylaw does not apply to the following:

1.4.1.1 Any commercial service undertaken by health practitioners covered by the Health Practitioners Competence Assurance Act 2003 in the practice of their profession;

1.4.1.2 Acupuncture undertaken by members of the New Zealand Register of Acupuncturists or members of the New Zealand Acupuncture Standards Authority;

1.4.1.3 Traditional ta moko undertaken by artists on, or under the authority of, a marae in the Invercargill City District area under tikanga-maori; or

1.4.1.4 Commercial ear piercing services undertaken in a pharmacy licenced by the Ministry of Health.

1.5 ENFORCEMENT, OFFENCES AND PENALTIES

1.5.1 The Council may use its powers under the Local Government Act 2002 and Health Act 1956 when enforcing the Bylaw.

1.5.2 An Environmental Health Officer may undertake inspections, take or remove a sample or other object for analysis if required, for the purpose of determining whether or not the Bylaw is being complied with.

1.5.3 A person who breaches the Bylaw conditions is liable to a penalty under the Local Government Act 2002 and the Health Act 1956.

2.0 INTERPRETATION

ACUPUNCTURE is the practice involving the insertion of needles through the skin and tissues for the intended purpose of alleviating ailments or injuries.

BODY PIERCING is the practice of piercing the skin for decorative purposes, inserting jewellery or implants to alter the appearance of the skin.

COMMUNICABLE DISEASES such as Hepatitis B and C, HIV/AIDS, bacterial skin infections.

COMMERCIAL SERVICE is the service provided by one or more people for another person in exchange for money or any other consideration.

COUNCIL is the Invercargill City Council.

CLIENT or CUSTOMER is a person on who has received, is receiving or is about to receive a service.

ELECTROLYSIS is a practice involving the insertion of a sterilised needle into individual hair follicles. An electric impulse is passed through the needle to the root area to aid in the removal of hair.

ENVIRONMENTAL HEALTH OFFICER is a health professional with powers under legislation to investigate premises for compliance with bylaws and legislation.

HEALTH PRACTITIONER is a person who is, or is deemed to be, registered under the Health Practitioners Competence Assurance Act 2003 as a practitioner of a particular health profession.

OPERATOR is the person undertaking the operation in an industry on a person.

OWNER is the person who owns a business which involves on of the activities listed in the Health and Hygiene Bylaw, or alternatively the holder of the Certificate of Registration.

PREMISES are the physical location of the business, including mobile business “premises”. It does not include a client’s dwelling or premises.

QUALIFICATION in this bylaw includes any training offered by a recognised training institution or evidence of education undertaken as part of professional development in the commercial service relevant to the treatment to be undertaken by the person. Where formal training is not available and/or undertaken an operator or owner will be required to show understanding of the health and hygiene requirements for operations at a minimum.

TATTOOING is a process by which indelible marks are made in human skin or tissue by inserting pigments or dyes into punctures. Tattooing also includes the process known as pigment implantation or permanent makeup.

THREADING is the lifting of hair out from the follicle by entwined thread.

TRADITIONAL TATTOOING is the practice of making indelible marks in the human skin or tissue by inserting pigments or dyes into punctures made in the skin or tissue using culturally

traditional tools. Examples are, ta moko, Tatau, uhi or any other traditional tattooing practice that has recognised cultural significance.

3.0 REGISTRATION AND LICENSING

- 3.1 No person shall operate in an industry detailed in this Bylaw unless they hold a current Certificate of Registration. The operator shall comply with the conditions of the Certificate of Registration and the requirements of the Bylaw, unless a written exemption is obtained.
- 3.2 The Certificate of Registration shall be prominently displayed at the principal entrance to the premises to which the certificate relates.
- 3.3 Applications for a Certificate of Registration shall be made by the owner, or operator on the prescribed form. Applications will require proof of qualifications for all operators to be supplied.
- 3.4 Registration fees (as set by the Council annually through its Annual Plan or Long-Term Plan process) shall be payable on application and renewed thereafter on an annual basis, in accordance with the Bylaw for a term of no more than one year.

4.0 GENERAL CONDITIONS OF OPERATION

- 4.1 In industries where qualifications are available the operators shall work under the direct supervision of a suitably qualified person and be working towards obtaining a recognised qualification if a recognised qualification has not been obtained.
- 4.2 The operators shall not carry out any service on a person they suspect is under the influence of alcohol, drugs or mind-altering substances, except when they are prescribed for a medical condition.
- 4.3 The operator must ensure that any treatments are carried out in a safe and hygienic manner. In particular they must ensure that:
 - 4.3.1 clothing, hands, and fingernails are clean, and shall cover any infected, damaged or inflamed skin with an impermeable dressing;
 - 4.3.2 premises are kept clean and hygienic. Where there is a risk of blood this may require the workspace to be free from any carpet unless otherwise covered in a disposable covering;
 - 4.3.3 a hand hygiene system is implemented in a manner that is consistent with the Hand Hygiene New Zealand Implementation Guidelines including the use of disposable gloves where the risk is indicated (such as the presence of blood or open cuts or wounds); and
 - 4.3.4 treatment sites are sterilised using an appropriate method based on the risk of the treatment

- 4.4 The owner or operator must ensure that all instruments used in the treatments of clients are single-use and disposable or readily able to be sterilised in accordance with this Bylaw.
- 4.5 The operator shall put procedures in place, including record keeping, for dealing with customers and staff if accidental exposure to another customer's blood or bodily fluid occurs.
- 4.6 The operator shall put procedures in place to deal with incidents where prolonged or unexpected bleeding occurs. The procedures shall be written down and remain in view of the operators at all times. Operators must be trained to comply with the procedure, copy of which is to be made available when requested by an Environmental Health Officer.
- 4.7 Towels, linen, cloths, pillows or any other protective garment or covers shall be kept clean and tidy, and washed and laundered after every service. Clean items shall be stored in a clean area, dust proof area. Dirty or soiled items must be stored in a closed or covered container away from treatment areas.
- 4.8 Permanent covers over mattresses, squabs and cushions must be maintained in good repair and cleaned when necessary.
- 4.9 Creams, lotions, or sprays shall be dispensed from a container in a manner that minimises the risk of contamination of the contents.
- 4.10 Owners and or operators must ensure that all chemicals are clearly labelled for identification and bottles shall not be reused other than with the original product and stored safely.
- 4.11 Dust proof spaces shall be provided for the storage of sterile dressings, sterile instruments and all sterile articles, including jewellery to be inserted into an open wound.
- 4.12 Any sharps containers and/or bio-hazard bins shall be dry and puncture-proof and comply with AS/NZS 4031: 1992. Operators shall demonstrate that they have made appropriate arrangements to dispose of any sharps and bio hazard bins.
- 4.13 No animals, except for registered disability assist dogs, shall be permitted on the premises.
- 4.14 No owner or operator shall carry out any operation on any person under the age of:
 - 4.21.1 16 years without the written permission of that person's parent or legal guardian; or
 - 4.21.2 18 years in the case of sun-beds.

5.0 RECORDS

- 5.1 The owner shall keep appropriate records relating to each client. These records are health information records and must be kept in a secure and confidential manner in accordance with the *Health Information Privacy Code 1994*. Records must be kept by the owner for a minimum period of two years and made available when requested by an Environmental Health Officer.
- 5.2 The records shall contain the following in written or typed form:
 - 5.2.1 Client's name, address and contact details
 - 5.2.2 Client's date of birth
 - 5.2.3 Acknowledgement by the client of any potential risk associated with the treatment or process undertaken
 - 5.2.4 Client's health information such as:
 - 5.2.4.1 Any medication that may affect the treatment or procedure
 - 5.2.4.2 Any known blood or bleeding disorder or blood thinning medication taken
 - 5.2.4.3 Any medical history or known allergies or adverse reactions
 - 5.2.4.4 Any medical history in relation to communicable or infectious diseases
- 5.3 The operator shall record incidents where exposure to another customers blood or bodily fluid occurs, including the name and address (es) of those exposed and steps undertaken to respond to the incident.
- 5.4 The operators shall provide documented evidence of the regular servicing of all equipment used for sterilisation such as an autoclave, UV cabinet or glass bead steriliser.
 - 5.4.1 Such records shall be kept for a minimum of 12 months (including when the owner ceases business before the 12 month period expires).
 - 5.4.2 Such records shall be made available to and Environmental Health Officer on request.
- 5.5 The operator must also hold a record of the disposal of sharps containers and/or bio hazard bins.
 - 5.5.1 Such records shall be kept for a minimum of 12 months (including when the owner ceases business before the 12 month period expires).
 - 5.5.2 Such records must be made available to an Environmental Health Officer on request.

6.0 ACUPUNCTURE

- 6.1 Needles shall not be entered into open wounds.
- 6.2 Needles shall be inserted quickly into the skin.

7.0 BODY PIERCING

- 7.1 No operator shall use any instrument – including ear or body studs or keepers, or similar jewellery – in connection with carrying out a service unless immediately prior to its use, it has been sterilised, or kept in a manner which maintains its sterility.
- 7.2 All body piercing jewellery for primary piercing shall be made of high quality 14 carat or 18 carat yellow or white gold, surgical grade stainless steel (316L or LVM), titanium, niobium, platinum or inert plastics.
- 7.3 Jewellery that has been damaged or scratched shall not to be used.
- 7.4 The operator shall ensure that no jewellery thinner than 14 gauge is used below the neck.
- 7.5 The operator must comply with 'Guidelines to Safe Piercing of Skin' published by the Ministry of Health.

8.0 ELECTROLYSIS

- 8.1 The operator shall ensure that records of maintenance and calibration of electrolysis equipment are kept for two years and the records shall be available to an Environmental Health Officer on request.
- 8.2 The operator shall obtain written medical consent to undertake electrolysis:
 - 8.2.1 For the removal of hair from moles or the inside of ears or nostrils; and
 - 8.2.2 On any customer who uses a hearing aid, or who has metal plates or pacemakers inserted in their body.

9.0 TATTOOING AND SEMI-PERMANENT SKIN-COLOURING

- 9.1 The area surrounding the skin shall be draped with a single-use disposable paper product, or with clean linen.

- 9.2 Ointments, lotions, lubricating gel and other products shall be disposed of carefully to avoid any contamination.
- 9.3 The operator shall ensure that they use only dye, pigment or solution that has been decanted into a clean, sterilised container. The container shall hold only enough liquid needed for the single customer.
- 9.4 The operator shall use only pre-purchased ink or pigments specifically manufactured for tattooing or semi-permanent skin-colouring purposes that comply with the Environmental Protection Agency's Tattoo and Permanent Make up Substances Group Standards.
- 9.5 The operator shall ensure that when the service is completed any decanted dye, pigment or solution residue remaining must not be used in connection with any other customer. It must be disposed of, and the container discarded by an approved bio-hazard waste collection service.
- 9.6 The operator must comply with the Environmental Protection Agency's "Tattoo and Permanent Makeup Substances Group Standard" to manage chemical risks associated with tattoo and permanent makeup substances.

10.0 TRADITIONAL TATTOOING

- 10.1 The operator shall clean, disinfect, and sterilise traditional tools both before and immediately after any tattooing process.
 - 10.1.1 It is recommended that if possible, the operator soaks tools and scrubbing implements for at least twenty minutes in Perasafe solution (or equivalent) mixed in accordance with the manufacturer's instructions.
- 10.2 If possible, the operator shall should clean tools and scrub implements in an ultra-sonic cleaner in accordance with the manufacturer's instructions. Tools should air dry for at least 45 minutes before reuse to protect them from contaminants and keep tools in such a manner to maintain sterility.
- 10.3 The operator must comply with the Environmental Protection Agency's "Tattoo and Permanent Makeup Substances Group Standard" to enable them to manage chemical risks associated with tattoo and permanent makeup substances.

12.0 STERILISATION

- 12.1 Single-use tools or equipment shall be used unless sterilisation has occurred in one of the following ways:
 - 12.1.1 The tools or equipment are thoroughly cleansed and then exposed to steam under pressure in a steriliser (autoclave) in accordance with the manufacturer's instructions. Records are kept that chemical indicator

strips have been used to demonstrate that the appropriate temperatures have been achieved during the sterilisation cycle. Records regarding chemical indicator strips shall be kept for a minimum of two years and made available at the premise to the Environmental Health Officer if requested.

12.1.2 Evidence of re-processing following a chemical indicator strip fail or load failure shall be kept and made available for inspection for a minimum of 12 months.

12.1.3 The tools or equipment are thoroughly cleansed then totally immersed in a glass bead steriliser in accordance with the manufacturer's instructions.

12.1.4 The tools or equipment are thoroughly cleansed by a method appropriate to the nature of the article, and then submitted to a process of sterilisation.

12.2 The operator shall provide evidence of regular servicing and calibration in accordance with the manufacturer's instructions, of all sterilisation equipment if requested.

12.3 All disposable needles shall be disposed of in a sharps container as medical waste discarded by an approved bio-hazard waste collection service.

12.4 All non-medical waste shall be is to be stored in a covered receptacle and removed from the premises on a regular basis.

12.5 All equipment, instruments and utensils that are unable to be sterilised shall be thoroughly cleaned and then disinfected by a thermal or chemical disinfection procedure. This includes but is not limited to:

12.5.1 Ethyl alcohol, isopropyl alcohol or methylated spirits (in each case containing no less than 70% alcohol); or

12.5.2 An industrial strength disinfecting solution (such as chlorine, phenol or Quaternary ammonium cation (QUAT) based solution) used in accordance with manufacturer's instructions.

12.6 If chemicals are used, the operator shall be able to demonstrate knowledge of chemical dilution rates, application method and contact time.

13.0 OFFENCES

13.1 Every person who fails to comply with the provisions of the this bylaw commits an offence and is liable to a penalty under the Local Government Act 2002 and or the Health Act 1956 or any subsequent Acts.

- 13.2 Every person who commits a breach of this bylaw creates an offence under the Health Act 1956, or subsequent Act is liable to a fine up to \$500 and to a further fine of up \$50 for every day on which the offence has continues.
- 13.3 Every person who commits a breach of this bylaw creates an offence under the Local Government Act 2002 or subsequent Act is liable to a fine up to \$20,000.

14.0 APPEALS

- 14.1 Any person who is dissatisfied with the decision or a requirement made by an Environmental Health Officer may appeal in writing to the Invercargill City Council Chief Executive within 14 days after being notified in writing of the decision or requirement.
- 14.2 Upon hearing the appeal, the Chief Executive may confirm, reverse, or modify the decision or requirement made by the Environmental Health Officer and this decision if final.

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HEALTH AND HYGIENE CHECKLIST

Trading name: _____ Date of visit: _____
 Address: _____ Time of visit: _____
 _____ EHO: _____
 _____ Licence Number: _____
 Scope Visit/Areas Inspected: _____

ASSESSMENT OF PREMISES STRUCTURE				
Requirement	Satisfactory		Comments/ compliance	Non-
	Y	N		
Floors, walls, ceiling, fixtures and fittings, smooth, impervious and easily cleanable in work areas				
Suitable lighting				
Suitable ventilation				
Good repair				
Building Act 2004 Code Compliance (new)				
Wash hand basin – adequate supply of hot water, conveniently accessible, soap, nailbrush, paper towels or single use towels.				
Sink (hot 63°) conveniently accessible for cleaning instruments and equipment				
Waste receptacles (covered)				
Waste removal suitable				
All furniture used for treatments impervious and easily cleanable				
Adequate storage facilities for cleaning materials, linen, soiled laundry, chemicals and equipment				
Refreshments – suitable dish washing facilities or single use utensils only				
Flammable substances storage, e.g. isopropyl, acetone, ethyl (maximum 10litres) < Dangerous Goods licence required				

ASSESSMENT OF CONDUCT AND PRACTICES				
Requirement	Satisfactory		Comments/ compliance	Non-
	Y	N		
No smoking onsite				
< 16 years of age parental consent				
No animals except guide dogs/ disability dogs				
Client consent forms including name, address, contact, procedure type, blood conditions				
After care instructions (written)				
Clients assessed for health history, e.g. haemophilia, medications such as anticoagulants, allergies, skin sensitivity, epilepsy, etc.				
Single use gloves used for skin piercing/tattooing				
Operator hygiene, protective clothing				

ASSESSMENT OF TRAINING, COMPETENCY AND SUPERVISION				
Requirement	Satisfactory		Comments/ compliance	Non-
	Y	N		
Qualifications obtained by operators				
Number of operators requiring direct supervision				

ASSESSMENT OF CLEANING (DISINFECTION AND STERILISATION)				
Requirement	Satisfactory		Comments/ compliance	Non-
	Y	N		
• Overall premises clean and tidy				
• Adequate supply of cleaning materials, disinfectant, etc.				
• Hand sanitiser at wash hand basin				
• Suitable cleanser for skin swabbing (70% alcohol/ethyl or isopropyl)				
• Laundering towels, face cloths				
• Disposal of infectious medical waste arranged for sharps such as tattooing or electrolysis needles or other similar items that may cause physical harm and/or potentially spread infectious disease, sharps containers and contracted waste disposal				

Sterilisation – a process that eliminates (removes) or kills all forms of microbial life achieved by applying the proper combinations of heat, chemical, radiation, high pressure and filtration.

Only required for skin piercing/tattooing equipment that penetrates the skin

Steriliser Type	Calibration and/or Servicing at least every 12 months (includes bulb/glass bead replacement)	Records	Comments/ compliance	Non-
Autoclave 4 mins/134°C (Or state alternative time/ temperature/ pressure combination)				
UV Cabinet				
Glass Bead Steriliser				
Other: (specify)				

Requirement	Satisfactory		Comments/ compliance	Non-
	Y	N		
Evidence of reprocessing failed loads				
Sufficient supply of glass beads, UV bulbs, etc.				

Disinfection – the process of using a “disinfectant” is to destroy microorganisms. This is to kill all micro-organisms on equipment requiring disinfection, i.e. tattoo machines, tubes, needle bars, pedicure and manicure equipment, hair removal equipment, etc.

Disinfectant	Equipment/Surface required to be disinfected	Method	Comments/ compliance	Non-
E.g. 70% alcohol skin swabs (ethyl alcohol or isopropyl)				
Chemical used: (specify)				
Other: (specify)				

Treatments/Processes undertaken	Method/Equipment	Operator Competency (Training)	Comments/ compliance	Non-
Tattooing Top Tips <ul style="list-style-type: none"> • Single use, sterile needles • Disinfection of equipment • Stencils used for one client only • Decanting ink/pigment into single use containers • Single use gloves • After care instructions • Blood/tissue policy 				
Skin Piercing: Top Tips <ul style="list-style-type: none"> • Sterilisation of piercing instrument or single use/pre-sterile disposable • Sanitise skin prior • After care instructions 				