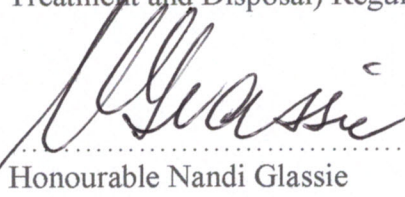


**APPROVED STANDARDS AND CODES OF PRACTICE
APPLICABLE TO THE REGISTRATION OF DESIGNS AND
PERSONNEL**

STANDARDS FOR REGISTRATION

These Standards and Codes of Practice have been approved under section 16 of the Ministry of Health Act 2013, and apply to all matters associated with the registration requirements and processes provided for under the Public Health (Sewage and Wastewater Treatment and Disposal) Regulations 2014.

These Standards and Codes of Practice are dated this *18th* day of *June*, 2014, and subject to regulation 2 of the Public Health (Sewage and Wastewater Treatment and Disposal) Regulations 2014, have immediate effect.



.....
Honourable Nandi Glassie
Minister for Health

CONTENTS

1. Application of these standards and codes of practice
2. Requirements for the registration of Installers and Servicing Agents
3. Requirements for the registration of Installers and Servicing Agents (Septic Tanks)
4. Registration requirements for Installers and Servicing Agents (Secondary/Advanced Sewage Treatment Systems)
5. Registration requirements for Sewage System Designers
6. Code of practice applicable to registered persons

.....
1. Application of these standards and codes of practice

- 1.1 These standards and codes of practice may be referred to as the “Standards for Registration”, and are to be read and applied in conjunction with other approved standards, including –
 - (a) the “Design and Construction Standards”; and

(b) the “Operating, Testing and Reporting Standards”.

1.2 These professional standards and codes of practice are made in support of the Public Health (Sewage and Wastewater Treatment and Disposal) Regulations 2014, and are approved standards for the purposes of those Regulations.

1.3 Unless otherwise stated, these standards and codes of practice apply to all persons seeking registration in any of the categories of registered professional under these standards.

2. Requirements for the registration of installers and servicing agents

2.1 The qualifications and requirements for registration as an approved installer or servicing agents of any class as recognised by the board may include all of the following criteria -

- (a) a *National Certificate in Drainlaying (Level 4)* from an NZQA accredited institution in New Zealand or a similar institution in Australia recognised by the Board;
- (b) at least 2 years of practical experience supervised by a drainlayer registered in New Zealand, Cook Islands, or Australia;
- (c) completion of a short course approved by the Board, on the Sewage Regulations and the approved standards.

2.2 Applicants who do not meet criteria 2.1, but who have a qualification in drainlaying from an institution outside of New Zealand or Australia, can apply to the Board for the discretionary approval.

2.3 An application for discretionary approval must include all of the following details -

- (a) Name
- (b) Contact details
- (c) Formal qualifications with full contact details of the institution certifying the qualification
- (d) Details of professional registration (type of licence, licence number, name and full contact details of the authority issuing the licence)
- (e) Membership of professional and/or trade bodies (if any) and their full contact details
- (f) Summary of experience in drain laying
- (g) Details of experience within the Cook Islands (if any)
- (h) Full contact details for three professionals and/or industry referees
- (i) Full contact details for three clients for jobs completed within the last three years
- (j) Notarised copy of formal qualifications and birth certificate

2.4 Applicants who do not meet criteria 2.1 (b) or (c) will not be registered by the Board.

2.5 The Sewage and Sanitation Board has authority to require the applicant to sit an assessment paper, or to have their work assessed by a registered Sanitary Professional.

- 2.6 Accredited institutions for the qualification of *National Certificate in Drainlaying (Level 4)* in New Zealand include any of the following -
- (a) Christchurch Polytechnic Institute of Technology;
 - (b) UniTec New Zealand;
 - (c) Waikato Institute of Technology;
 - (d) Wellington Institute of Technology;
 - (e) Plumbing, Gasfitting and Drainlaying ITO Ltd;
 - (f) any other institution or accredited organisation recognised by the Board.

3. Requirements for the registration of Installers and Servicing Agents (Septic Tanks)

- 3.1 The installation of primary treatment systems (septic tanks) will only be approved if they are installed by Cook Islands Registered Installers of Septic Tanks.
- 3.2 Only Cook Islands Registered Servicing Agents (Septic Tanks) are permitted to service septic tanks.
- 3.3 The general criteria for the registration of Installers and Servicing Agents of septic tanks are the same criteria used to determine Approved Installers and Servicing Agents under Section 2 - Requirements for the registration of Installers and Servicing Agents.
- 3.4 Annual renewal of registration is required, and the renewal date is the 1st October of each year.

4. Registration requirements for Installers and Servicing Agents (Secondary/Advanced Sewage Treatment Systems)

- 4.1 The installation of Secondary or Advanced Treatment Systems will only be approved if they are installed by Cook Islands Registered Installers (Secondary/Advanced Treatment Systems).
- 4.2 Only Cook Islands Registered Servicing Agents (Secondary/Advanced Treatment Systems) are permitted to service Secondary or Advanced Treatment Systems.
- 4.3 The qualifications and requirements for registration as a Registered Installer (Secondary/Advanced Treatment Systems) are as recognised by the board and may include any of the following criteria -
- (a) a *National Certificate in Drainlaying (Level 4)* from an NZQA accredited institution in New Zealand or a similar institution in Australia recognised by the Board;
 - (b) at least 2 years of practical experience supervised by a drainlayer registered in New Zealand , Cook Islands, Australia or any country recognised by the Board;
 - (c) completion of a short course approved by the Board, on the Sewage Regulations and the approved standards;

- (d) training and certification by a manufacturer of the Secondary and Advanced treatment systems as an installer and servicing agent for the respective model of that treatment system.

4.4 Annual renewal of registration is required and the renewal date is the 1st October of each year.

5. Registration requirements for Sewage System Designers

5.1 The qualifications and requirements for registration as a Registered Designer include all of the following -

- (a) the applicant must have an appropriate engineering or applied science degree or diploma from a tertiary institution recognised by the Board;
- (b) the applicant must have successfully completed any other course or hold any other certificate required by the Board so as to prove to the satisfaction of the Board that the applicant is sufficiently qualified to be registered as a designer.

5.2 If an applicant considers that he or she has qualifications and experience in sanitation equivalent to, or of a higher standard than, the qualifications specified in 5.1, an application can be made to the Board supported by sufficient evidence and testimonials to satisfy the Board that the applicant is sufficiently qualified to be registered as a designer.

5.3 An application under 5.2 must include all of the following details -

- (a) Name
- (b) Contact details
- (c) Formal qualifications with full contact details of the institution certifying the qualification
- (d) Details of professional registration (type of licence, licence number, name and full contact details of the authority issuing the licence)
- (e) Membership of professional and/or trade bodies (if any) and their full contact details
- (f) Summary of experience in sanitation engineering
- (g) Details of experience within the Cook Islands (if any)
- (h) Full contact details for three professionals and/or industry referees
- (i) Full contact details for three clients for jobs completed within the last three years

5.4 The Board has the right to require the applicant to sit an assessment paper, or to undergo any other form of assessment required by the Board.

6. Code of practice applicable to registered persons

6.1 All persons registered under the regulations and in accordance with these standards must comply with the provisions of the Public Health (Sewage and Wastewater Treatment and Disposal) Regulations 2014, and all approved standards made in support of those Regulations.

- 6.2 Each registered professional or technician must meet the ethical, professional and technical standards applicable to that category of profession or expertise applying in Australia and/or New Zealand.
- 6.3 In addition to the standards and codes of practice applied and adopted by this provision, each registered professional or technician is under a duty to do all of the following –
- (a) to comply with any direction given by the Board or a sanitary inspector within the stipulated time;
 - (b) to comply with any condition or requirement of a permit or approval relevant to the work of the registered professional or technician;
 - (c) to ensure that any harm to the environment or to human health from the work of the registered professional or technician is avoided or minimised, and that a prompt report is made to the appropriate authorities of any spill, release or other incident which could have adverse implications or impacts on the environment or human health.

TAKE NOTICE that any person to whom these standards or codes of practice apply, who breaches any requirement or obligation under these standards, commits an offence and is liable to be fined up to \$5,000 (or \$10,000 for companies).