

Application Form – Educational Visits

Permission to use or occupy Regional Parkland for Field Visits.

Part A: Contact Details

Applicant Name	<input type="text"/>			
Name of School	<input type="text"/>			
Postal address	<input type="text"/>			
	<input type="text"/>			
	<input type="text"/>			
Phone numbers	Business	<input type="text"/>	After hours	<input type="text"/>
	Mobile	<input type="text"/>		
Email	<input type="text"/>			

Part B: Description of Proposed Field Work

Date of activity	<input type="text"/>	Location Park	<input type="text"/>
No. of students	<input type="text"/>	No. of teachers	<input type="text"/>
Year level	<input type="text"/>	Rain date	<input type="text"/>

Description of proposed activity

Include objectives, number of sampling sites, methods and equipment used to collect samples

Part C: Environmental Impact Assessment

If your activity is within kauri protected areas you will need pre-approval from Auckland Council Regional Parks. Please visit <https://www.kauriprotection.co.nz> for more recent information on the principles of hygiene in kauri forests.

Part D: Health and Safety

- | | Yes | No |
|---|-----|----|
| 1. Does your school have a current Health and Safety Plan for your proposed activity? | | |
| | Yes | No |
| 2. Does your school have a RAMS (Risk Assessment and Management) form for your proposed activity? | | |

Part E: Consultation

It is essential that you discuss your proposal with all known interested or potentially affected parties. Interested parties may include adjacent neighbours, iwi, existing park users, or other community or interest groups. The Senior Ranger can assist in identifying appropriate people and groups who should be contacted.

Name	Organisation / relationship	Method of consultation	Outcome	Mitigation or avoidance measures
e.g. J. Smith	e.g. Adjacent neighbour	e.g. Written correspondence	e.g. Concerns about noise levels.	e.g. Describe measures to mitigate noise.

Part F: Declaration

I hereby certify that, to the best of my knowledge and belief, the information given in this application is true and correct. I undertake to pay all actual and reasonable application processing costs incurred by the Auckland Council.

I undertake to pay all actual and reasonable application processing costs incurred by the Auckland Council. I will acknowledge the Auckland Council as the landowner and provide a copy of the research results once completed.

Signature of Applicant _____ Date _____

Name in full (block capitals) _____

Applications are to be emailed or posted to:

Visitor Experience Team, Parks & Community Facilities	
Email:	visitorexperienceparksservices@aucklandcouncil.govt.nz
Post:	Private Bag 92300 Victoria Street West Auckland, 1142

Attachment 1: Myrtle Rust Information.

Myrtle Rust Field Decontamination Guidelines for Regional parks

1. Bring a decontamination kit with you while working in vegetated areas.
2. If you are working in cool/wet conditions, or are a reasonable distance off track, away from your vehicle or office, take a spare outer layer of clothing.
3. Keep vigilant of your surroundings for any possible Myrtle Rust infection. If you are specifically working in myrtaceous vegetation, take the time to thoroughly look at the vegetation before proceeding. You may want to take binoculars.
4. Inspect yourself regularly for any sign of rust spores (check your shoulders, arms, trouser legs, hair, beard, and any head-wear or backpack).
5. If you are contaminated with rust spores, then stop and inspect the site for where the contamination may have come from.
6. Save the GPS waypoint or otherwise accurately record the location of the site you detected you were contaminated.
7. Photograph the contamination on any plants, if you can do so without further contaminating yourself or spreading spores (do not touch plants you suspect are infected).
8. Call the office (if no point of contact is specified in your permit, default to Council on 09 301 0101) and tell them you are decontaminating after encountering myrtle rust, and your location. Report the observation to MPI immediately (0800 80 99 66), otherwise radio the information to someone who can call the report in to MPI.
9. Back-track out of the contaminated area to where you are sure there is no more myrtle rust and remove any contaminated outer clothing. Bag contaminated clothes, packs, hats and gear. When removing clothing, roll it inward on itself where possible to cover contamination. Spray the inside of the bag with 70% methylated spirits and seal it. Place it into another plastic bag and seal that bag as well. Avoid forcefully squeezing excess air out of the bags as this may carry rust spores.
10. Be careful not to transfer spores between contaminated and clean gear. Use nitrile gloves and alcohol wipes to prevent cross-contamination while handling items. Nitrile gloves can be turned inside-out to enclose spores on their surface while removing them, or to cover an item held in the hand.
11. Items important to safety and navigation such as glasses, footwear, GPS units etc which cannot be bagged should be sprayed with 70% methylated spirits, and wiped with alcohol wipes, which can then be bagged as above. It is preferable to wipe a phone or camera with an alcohol wipe or soft cloth and then with water to prevent damage to the screen.
12. Once all contaminated gear has been bagged, wipe down your hands with alcohol wipes and bag those. Put on the clean overalls and exit the site, carrying with you the sealed plastic bags.
13. Immediately on return to the office etc., shower to clean your hair and skin.
14. Clothing worn in the field must be washed in hot water and detergent, without mixing it with other laundry.
15. Place used plastic bags one inside the other and dispose to landfill.

Decontamination Pack Contents:

- A pair of overalls (disposable or cloth), nitrile gloves for each person including the responders*.
- Spray bottle with 70% methylated spirits.
- A soft or microlite cloth.
- Alcohol wipes to wipe down glasses/phones/radios/watches.
- 3 Large plastic bags big enough to contain your pack.
- 3 Plastic bags for contaminated clothing
- Small plastic bag for disposable items such as used alcohol wipes.
- Tape for sealing plastic bags.
- A copy of these Myrtle Rust Field Decontamination Guidelines.

**If a 'responder' situation the rescuers will need overalls. Have multiple pairs available to add to the grab bag depending on the situation.*

Attachment 2: Risk Management Form

RISKS: Potential losses/incidents	1	Identify the risks/losses you are trying to avoid	6	
	2		7	
	3		8	
	4		9	
	5		10	

RISK MANAGEMENT FORM

CAUSAL FACTORS		RISK REDUCTION STRATEGY
RISKS: Skills, attitude, age, fitness, health, ratios, experience etc.	For each risk/loss identified, list the causal factors that could lead to it.	
	Number these to correspond to the risk/losses above.	For each causal factor work out risk reduction strategies that will eliminate, isolate or minimise to an acceptable
	List the way that guides/clients/staff could cause the losses/incidents above	
EQUIPMENT: Vehicles, clothing, shelter, transport, activity specific gear, safety equipment etc.	For each risk/loss identified, list the causal factors that could lead to it.	
	Number these to correspond to the risk/losses above.	For each causal factor work out risk reduction strategies that will eliminate, isolate or minimise to an acceptable
	List the way that guides/clients/staff could cause the losses/incidents above	
ENVIRONMENT: Weather, terrain, water, season, etc.	List the ways that environment (terrain, weather) could cause the losses/ incidents above.	For each causal factor work out risk reduction strategies that will eliminate, isolate or minimise to an acceptable level.

EMERGENCY PLAN

EMERGENCY PLAN		EMERGENCY GEAR REQUIRED
1	<i>Prepare an emergency procedure for coping with each significant foreseeable risk/loss identified</i>	
2		
3		
4		
5		

ACCIDENT NOTIFICATION PROCEDURES

<i>In the event of a non-serious harm accident or a near miss accident you need to follow the reporting procedures of your organisation (if applicable) and also notify the Auckland Council of the details the accident (as per the contact details provided in the Consent form).</i>	
<i>In the event of a serious harm accident you need to follow the reporting procedures of your organisation (if applicable), including notifying the Ministry of Business, Innovation & Employment within 24 hours and also notify the AC of the details of the accident (as per the contact details provided in the consent form).</i>	

Name: _____

Signature: _____

Approved by applicant: _____ Dated: _____

Name: _____

Signature: _____

Distribution List: _____

