

## Resource Recovery Education Program - Tour/Presentation Booking Request Form

Thank you for your interest in Cairns Regional Council's Resource Recovery Education Program. Please complete the form below if you would like to book a tour or presentation.

Tours and presentations are available to all residents of Cairns Regional Council free of charge, provided the following terms and conditions are followed. Additional risk assessment and itinerary documentation for these activities will be provided upon confirmation of available dates/times.

Due to high demand (under business as usual operations) we recommend booking as longer term as possible, giving at least 4 weeks' minimum notice prior to requested date(s).

### Terms and Conditions:

<b>Who can take part?</b>	Subject to the conditions below, tours & presentations are available to Cairns Regional Schools, Early Learning Centres, Community Groups & Local Business
<b>Operating days</b>	<b>Presentations:</b> available Monday to Friday <b>Tours:</b> Tuesday - Thursday
<b>Cost</b>	Presentations & tours are free of charge for Council residents (required bus charters for tours are not included)
<b>Age restriction</b>	Participants must be ages 4 and above
<b>Minimum/Maximum Participants</b>	<ul style="list-style-type: none"> <li>• <b>Presentations:</b> Minimum 15, no maximum limit – (eg. available for school assemblies)</li> <li>• <b>Tours:</b> Minimum 15, maximum of 65* - larger groups require approval</li> </ul>
<b>Student/community Group supervision</b>	<p>Cairns Regional Council Officers will conduct activities with teachers/facilitators present.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Schools/Groups must ensure sufficient supervision as per their own policies and requirements for tours and presentations</li> <li><input type="checkbox"/> Organising teacher/facilitator must sign acknowledgement form (provided upon confirmation of request)</li> <li><input type="checkbox"/> <b>Behaviour management of children/students is the school/ELC/Group's responsibility</b></li> <li><input type="checkbox"/> <b>Teachers/Facilitators are expected to supervise their children/student participants and Uphold hygiene and social distancing measures while maintaining a safe environment.</b></li> </ul>
<b>Pre-excursion presentation</b>	Prior to completing a tour we recommend a pre-presentation for students/early learning groups (able to be arranged at the time of booking)
<b>Emergencies</b>	In an emergency, participants should adhere to instructions given by teaching/facilitation staff.
<b>Contact details:</b>	<p>Organisation: Cairns Regional Council          Phone number: 1300 MyCairns (1300 69 22 47)          Email: <a href="mailto:wasteservices@cairns.qld.gov.au">wasteservices@cairns.qld.gov.au</a></p>
<b>Cancellations</b>	Tours and presentations may need to be cancelled or rescheduled with short notice in the event of staff illness, extreme weather conditions, operational requirements, QLD Health advice or other unforeseen circumstances.

Please return the completed Booking request form to [wasteservices@cairns.qld.gov.au](mailto:wasteservices@cairns.qld.gov.au)

### **Bookings Request Form (please complete)**

Upon receiving your booking request our waste education officer will contact you with further information including risk assessment documentation that must be completed prior to tours/presentations taking place.

<b>Contact Person:</b>		
<b>Contact Phone Number:</b>		
<b>Contact Email:</b>		
<b>School/Group/Organisation:</b>		
<b>Year Level(s) / Age:</b>		
<b>Number of participants:</b>		
<b>Special requirements</b>		
<b>Preferred Date:</b>	<b>2<sup>nd</sup> Preference:</b>	<b>3<sup>rd</sup> Preference:</b>
<b>Purpose of Tour/Presentation: (Classroom /Specialist Group/Event)</b>		
<b>Requested Activity:</b>		
Presentation (incursion only)	Pre-presentation (incursion) & Tour	Tour
*for more information on these programs, please see <a href="https://www.cairns.qld.gov.au/water-waste-roads/waste-and-recycling/education">https://www.cairns.qld.gov.au/water-waste-roads/waste-and-recycling/education</a>		
<p><b>The Resource Recovery program can be delivered in-School/Early Learning Centres/Community group/Local Business locations providing access to:</b></p> <ul style="list-style-type: none"> <li>• Suitable venue for program delivery</li> <li>• Classroom/hall/room allowing for total number of participants including presenter</li> <li>• Handwashing facilities</li> <li>• Suitable AV system (projector, TV-HDMI connection, speakers). *For cohort/assembly presentations please make sure a large TV or projector (with working sound &amp; HDMI connection) has been pre-arranged.</li> </ul>		
<b>Office Use Only</b>		
Received Date:	Confirmed Date:	
Signed:	Signed:	

For further information please contact us via email: [wasteservices@cairns.qld.gov.au](mailto:wasteservices@cairns.qld.gov.au) or call 1300 692247.