

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 and operational requirements we require 4 weeks' notice prior to requested date(s).

Terms and Conditions:

Who can take part?	Subject to the conditions below, tours & presentations are available to Cairns Regional Schools, Early Learning Centres, Community Groups & Local Business
Operating days	Tuesday - Thursdays
Cost	Presentations and tours are free of charge for Council residents (required bus charters for tours are not included)
Age restriction	Participants must be ages 4 and above
Minimum/Maximum Participants	<ul style="list-style-type: none"> • Presentations: Minimum 15, no maximum limit – (eg. available for school assemblies) • Tours: Minimum 15, maximum of 65* - larger groups require approval
Student/community Group supervision	<p>Council Officers will conduct activities with teachers/facilitators present.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Schools/Groups must ensure sufficient supervision as per their own policies and requirements for tours and presentations <input type="checkbox"/> Organising teacher/facilitator must sign acknowledgement form (provided upon confirmation of request) <input type="checkbox"/> Teachers/Facilitators are expected to supervise their children/student participants and uphold hygiene while maintaining a safe environment <input type="checkbox"/> Behaviour of children/students is the responsibility of the school/early learning centre
Pre-tour presentation	A pre-presentation for students/early learning groups is recommended and will be arranged at the time of booking
Emergencies	In an emergency, participants should adhere to instructions given by teaching/facilitation staff.
About Council host	Council's Waste Education Officer is fully vaccinated, holds current Blue Card & First Aid Certification and can provide Public Liability Currency on request
Cancellations	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

Bookings Request Form (please complete)

Cairns Regional Council Resource Recovery Education Program - DM#6470704

www.cairns.qld.gov.au/waste-education

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.

Contact Person:		
Contact Phone Number:		
Contact Email:		
School/Group/Organisation:		
Year Level(s) / Age:		
Number of participants:		
Special requirements		
Preferred Date:	2nd Preference:	3rd Preference:
Purpose of Tour/Presentation: (Classroom /Specialist Group/Event)		
Requested Activity:		
Presentation (incursion only)	Pre-presentation (incursion) & Tour	Tour Only
*for more information on these programs, please see www.cairns.qld.gov.au/waste-education		
<p>The Resource Recovery program can be delivered in-School/Early Learning Centres/Community group/Local Business locations providing access to:</p> <ul style="list-style-type: none"> • Suitable venue for program delivery • Classroom/hall/room allowing for total number of participants including presenter • Handwashing facilities • Suitable AV system (projector, TV-HDMI connection, speakers). *For cohort/assembly presentations please make sure a large TV or projector (with working sound & HDMI connection) has been pre-arranged. 		
Further information – enquiries to:		Waste Education Officer Email: wasteservices@cairns.qld.gov.au Phone number: 1300 MyCairns (1300 692247)
Office Use Only		
Received Date:		Confirmed Date:
Signed:		Signed: