

Tour Booking Request Form (Fitzroy River Water)

Privacy Notice: Rockhampton Regional Council is collecting the personal information you supply on this form for the purpose of organising and conducting a tour of its facility. Some of this information may be given to Council's Insurers, if required. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.



This form is to be completed when booking a tour at one of Council's FRW sites. All attendees will be required to complete an Entry onto Council Property Indemnity Form.

P: 07 4932 9000 | E: enquiries@rrc.qld.gov.au | W: www.frw.com.au | PO Box 1860 Rockhampton QLD 4700 | ABN: 59 923 523 766

Customer Details				
Organisation name:				
Contact name:				
Postal address:				
Preferred contact number:	Email:			
Tour Details				
Facility:				
Preferred date/s:	Preferred time/s: <input type="checkbox"/> am / <input type="checkbox"/> pm			
Anticipated number of visitors:				
Additional information: <i>(ie any special requirements)</i>				
School Groups Only <i>(select the relevant year level)</i>				
<input type="checkbox"/> Prep	<input type="checkbox"/> Year 1	<input type="checkbox"/> Year 2	<input type="checkbox"/> Year 3	<input type="checkbox"/> Year 4
<input type="checkbox"/> Year 5	<input type="checkbox"/> Year 6	<input type="checkbox"/> Year 7	<input type="checkbox"/> Year 8	<input type="checkbox"/> Year 9
<input type="checkbox"/> Year 10	<input type="checkbox"/> Year 11	<input type="checkbox"/> Year 12		
Does the tour fit into a subject being studied?		<input type="checkbox"/> Yes	Subject:	<input type="checkbox"/> No
University Students Only				
Course/subject being studied:				
Terms and Conditions				
I have read and agree to the terms and conditions: <input type="checkbox"/> Yes <input type="checkbox"/> No				
Supporting Documentation				
Please remember to provide the following supporting documentation when submitting this form:				
<input type="checkbox"/> Entry onto Council Property Forms <i>(if available, otherwise can be returned on the day of the tour)</i>				

FACT SHEET

Tour Booking Terms and Conditions

The following Terms and Conditions must be adhered to by any groups participating in a tour of the Glenmore Water Treatment Plant or other Fitzroy River Water facility:

1. The Fitzroy River Water Tour Booking Form is to be completed. Tours are available free of charge to schools and community groups within the Rockhampton Regional Council area.
2. The administration team will contact you via email to confirm the date and time of your booking and provide you with the necessary forms to be completed prior to arrival.
3. For staffing reasons, Fitzroy River Water requires at least four weeks notice for bookings and at least one week's notice for any cancellations.
4. Fitzroy River Water is committed to keeping all visitors to our sites safe. We reserve the right to cancel a booked tour, and ask individuals or groups to leave the site immediately if any action or behaviour is deemed unsafe.
5. All participants are to complete the appropriate Entry onto Council Property Indemnity Form and produce on arrival for the tour. Participants without a completed Indemnity Form will not be allowed to participate in the tour.
6. Site tours are only available to persons physically able to negotiate stairwells and narrow walkways of varying heights.
7. That site safety rules as per the FRW General Site Safety Rules Glenmore Water Treatment Plant are adhered to at all times.
8. Appropriate clothing is to be worn that is suitable for all weather conditions. Part of the tour is conducted outdoors. Hats are essential.
9. All tour participants are to wear flat, closed in footwear, as per Workplace Health and Safety requirements.
10. A minimum of eight and a maximum of 20 persons per group per hour is recommended for optimum enjoyment.
11. A supervision ratio of one adult to ten children (1:10) or part thereof is required. Do not include the Fitzroy River Water officer in your supervision ratio. Supervision and discipline of the children is the responsibility of the adult group leaders. This ratio is essential in the event that a child feels ill, is poorly behaved, or for another reason cannot continue on the tour.
12. At no point are the accompanying adults to leave the students unsupervised.
13. In the unlikely event that an evacuation of the facility is required, all tour participants MUST obey the directions of the FRW officer at all times. The FRW officer conducting the tour is trained for this type of event.