

Waste and Recycling Education Tour/Guest Presentation Booking Form



Privacy Notice: Council deals with personal information in accordance with law, including the *Information Privacy Act 2009*.

This form is to be completed when a school or other organisation requests a Waste and Recycling education tour or guest presentation at a Council waste facility or other venue.

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Customer Details	
Organisation name:	ABN:
Contact name (<i>primary</i>):	Position in organisation:
Contact name (<i>secondary</i>):	Position in organisation:
Mobile phone number:	Email:
Booking Details	
Preferred location of request:	<input type="checkbox"/> Guest presentation at your organisation's venue <input type="checkbox"/> Lakes Creek Road Waste Management Facility education tour (Address: 152 Lakes Creek Road, North Rockhampton) <input type="checkbox"/> Other Rockhampton Regional Council waste facility: (<i>please specify below</i>)
Please note: Tours are best available weekdays between 9am – 3pm. All tours require one hour on site so please take into consideration your additional travel time.	
Preference 1	
Date:	Start time: <input type="checkbox"/> am / <input type="checkbox"/> pm Finish time: <input type="checkbox"/> am / <input type="checkbox"/> pm
Preference 2	
Date:	Start time: <input type="checkbox"/> am / <input type="checkbox"/> pm Finish time: <input type="checkbox"/> am / <input type="checkbox"/> pm
Participant Details	
Name of #1 responsible adult on tour:	Name of #2 responsible adult on tour:
Number of youth participants:	Number of adult participants:
Average age of youth participants:	Grade/learning level of participants:
Any specific curriculum focus or assessment question requests:	

OFFICE USE ONLY	Date received:	CSO:	ECM:	Pathway (WASGEN):
	RO:	MRF:	Forms issued:	Confirmation emailed:

Participant special needs:

Number of high-vis vests required for adult participants *(if you don't have your own)*:

Please specify the transport arranged for participants to and from site below:
Transport company name: _____ Transport company contact number: _____

Guest Presentation at your Organisation's Venue

Venue street number and name:

Suburb:	State:	Postcode:
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Details on arrival at venue:

Please note: We ask that you provide a data projector, an audience viewable screen (large and in a darkened room), and a person with knowledge of your venue's IT system if requesting to host a guest presentation at your organisation's venue.

Does the Council guest speaker need to bring a laptop along to your organisation's venue? Yes No

Supporting Documentation

Please remember to provide the following supporting documentation on arrival:
 Signed Indemnity Form

Additional Information

- These education tours and guest presentations are provided in alignment with Rockhampton Regional Council's Waste Strategy 2020-2030 Waste Education Plan.
- Prior to your education tour date, an email will be sent with a site specific risk assessment and site map showing the tour's starting point – **please provide this information to your transport driver.**
- A signed indemnity form and accurate attendance numbers need to be presented to Council's tour guide on arrival to abide by workplace health and safety, particularly emergency evacuation procedures.
- Schools/community groups are required to keep their own attendance registers with full contact details in the event of COVID contact tracing requirements.

