



🏠 **Location:** 32 Quinlan Street GOOMALLING
📅 **Date:** 30 November 2020
🕒 **Time:** 11.30am

CONTACT REGISTERS

The State Government has advised that Western Australia is moving to a requirement for a number of business types to provide formalised contact registers in the fight against COVID-19 and its possible spread. Below is information for both business and individuals as to what is required. The **For Businesses** section is designed to outline the responsibilities of the business community and the **For Individuals** section outlines what is required from individuals entering those business, service or entertainment premises.

The State Government has created an app that can make the registration a quick and easy scanning of a QR code provided at each business. As you enter it will register the details of the business automatically and when you were there. For business, this will make it easier for them as the contact registration is fully automated. Please read the relevant section below, for business or individuals. The requirement for these contact register measures commences on December 5 this year and will continue until notification from the State Government advises otherwise. There is a section at the end of this notice about Shire Facilities.

FOR BUSINESSES.....

Who needs to maintain a contact register?

To keep all Western Australians safe, particular businesses and venues must maintain a contact register of patrons, staff, visitors and contractors for COVID-19 contact tracing, if required. **Particular businesses are:**

- food and licensed venues (restaurants, cafés, bars, pubs, taverns, nightclubs)
- gyms, indoor sporting centres and pools
- places of worship, and funeral parlours
- beauty and personal care services including hairdressers and barbers
- galleries and museums
- cinemas, theatres and other entertainment venues
- auction houses and real estate inspections
- community facilities, libraries and halls
- zoos and amusement parks
- function centres
- accommodation facilities that already have check-in arrangements in place (for example, hostels, hotels, large camp grounds).

Details required are location, date, name, telephone number and arrival time. Email addresses are optional.



🏠 **Location:** 32 Quinlan Street GOOMALLING
📅 **Date:** 30 November 2020
🕒 **Time:** 11.30am

You must:

- keep contact details for 28 days
- store the information confidentially and securely.

As a business, you will have the right to deny entry to anyone who refuses to provide their contact .

Keeping a contact register

To help businesses and venues, the WA Government has developed the SafeWA app. This is a free system that uses QR codes to register attendance. It's quick, convenient, easy to use and contactless.

It is not mandatory to use SafeWA, but it is encouraged.

The SafeWA app can be downloaded from the [Apple App Store](#) or the [Google Play Store](#). Alternative contact register formats are available, including recording details electronically or on paper. A template is available on the WA Government's COVID-19 [Toolkit](#) page.

The Businesses within the above listing must still maintain a written contact register for people who choose not to use the SafeWA app.




FOR INDIVIDUALS.....

From 5 December 2020, you must register your contact details when visiting particular businesses or venues, such as those listed in the above Business section. The details you will be required to provide include your name, contact number, date and arrival time. Businesses have the right to deny entry if you refuse to provide valid contact information. **You don't have to use the SafeWA app but if you don't, then you will need to provide your details on a paper version of the contact register.**

Using the SafeWA online contact register system

Businesses and venues can use the WA Government's SafeWA contact register app to help you register your attendance in a convenient, contactless and hygienic way. If you download the SafeWA app, you will be able to sign in using your mobile phone at venues which also use the app. Simply download the free SafeWA app from the [Apple App Store](#) or the [Google Play Store](#).



 **Location:** 32 Quinlan Street GOOMALLING
 **Date:** 30 November 2020
 **Time:** 11.30am

Your contact information is only accessible to authorised WA Health personnel and will not be provided to any other Government entity or third party marketing agency. It is not available to the business premises that you are visiting either.

Setting up your personal account on SafeWA

1. Download SafeWA App

You can download SafeWA from:

- [Apple's App Store](#)
- [Google Play](#).

2. Create an account

- Tap the individual icon.
- Enter your information.
- Create a password.
- Enter the security PIN sent via SMS to verify your account.

3. Check in

- Open the SafeWA app.
- Scan the venue or business's QR code to check in.

You can also add other people who are with you and do not have the app.

How does SafeWA work?

The SafeWA app sends accurate customer information directly to WA Health, meaning data does not have to be stored by the business and is readily available for WA Health to access if it becomes necessary.

If you are visiting a venue as a family, all individuals aged 16 years and over in your group will need to register their contact details either via the SafeWA app or manually on the contact register at the premises. Adults that accompany children under 16 are encouraged to register those children's details as well however, any child in your group (under 16 years) is not required to register their details.



🏠 **Location:** 32 Quinlan Street GOOMALLING
📅 **Date:** 30 November 2020
🕒 **Time:** 11.30am

SHIRE FACILITIES.....

Council has a number of facilities that will require you to register when entering. The following facilities will have a QR code sheet available near the entry points and patrons will be required to either use the SafeWA app to scan these codes to register or use the provided contact tracing sheet and provide written details as stated above.

The facilities affected are as follow:

- Goomalling Tennis Pavilion
- Goomalling Town Hall
- Goomalling Memorial Pool
- Goomalling Library/Community Resource Centre
- Goomalling Gymnasium

If patrons are found not to be registering their details by either the SafeWA app or on the contact tracing sheets at unmanned facilities such as the Gym, we may consider shutting those facilities down to comply with the State Government's requirements of us as a business.

I urge users of these types of facility, particularly the Gym, to either download the app and use it or make sure that you register on the paper version. Staff attending these businesses must also register each day they work, when they change location to another facility or visit another facility and return to their normal place of work.

If you have any further questions you can contact the SafeWA Support line below.

SafeWA support

For support, call 13COVID (13 26843).

PETER BENTLEY
CHIEF EXECUTIVE OFFICER