

# Contact Tracing Requirements

It is a condition of hire that you ensure the collection of the contact details of all persons aged 16 years or over who is attending your event.

## What is provided to help you achieve this requirement?

There is a QR Code at each facility that can be scanned by your guests using the SafeWA app. Using the SafeWA app is not mandatory and you are required to also have available a paper-based contact register that your guests can complete on arrival.

## What am I required to do to meet these requirements?

You can request your guests use the QR code displayed at the facility as a way of registering their attendance at your event. If they scan the QR code, there is no further registration that your guest must undertake and no further action required from you.

You must also supply a paper-based register (we have blank ones on site for you to use). You must ensure that you collect the date, name, telephone number and arrival time of all guests at your event aged 16 years and over.

Please take the completed manual register with you and keep this register for 28 days. You must be able to provide this register to the Health Department if requested to do so. You can dispose of the register securely after 28 days has passed.

## Are there penalties for non-compliance?

Yes! Failing to comply could result in fines and penalties of up to \$50,000 for an individual and \$250,000 for a body corporate or 12 months' imprisonment.

Any Questions – please speak with your bookings officer Tel: 6350-7300

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