



CONTACT REGISTERS

COVID 19 CONTACT TRACING

GENERAL INFORMATION FOR TENANTS AND THIRD PARTIES AT CURTIN UNIVERSITY

The WA Government requires [certain types of venues and events](#) to keep contact registers to allow the Department of Health to perform COVID-19 contact tracing if required.

At Curtin University, designated locations, whether operated by Curtin or by third parties, will require entrants aged 16 years and older to register their attendance at that location either using the WA Government SafeWA app or manually on a physical register (subject to some exceptions, such as customers collecting takeaway). In most instances, events held on campus by third parties will also be required to have a contact register.

Third parties are responsible for complying with their contact register requirements – this information is only provided as a starting point.

Any specific communications from the Department of Health about Curtin locations or events to third parties should be notified immediately to Curtin Safer Community on 9266 4444.

Compliance

It is a legal requirement to keep a contact register at the designated locations.

Significant penalties may arise under the *Emergency Management Act 2005* (WA) for non-compliance.

If a person refuses to complete the contact register, staff of the location or organisers of the event should refuse entry where possible or request that the person leaves the location. If the entrant refuses to comply, third parties can call Curtin Safer Community on 9266 4444 for assistance.

If a location or booked event cannot ensure compliance with the contact register requirements, Curtin will have to consider closing the location.

Further information

The WA Government Contact Registers [Stakeholder Toolkit](#) and [SafeWA website](#) contain further information and resources for the SafeWA app and physical registers.

Consider accessibility of your registers. Tips about accessibility for vision impaired people can be found through [VisAbility](#).

Third parties can also go to their Curtin contact with any questions about using the SafeWA QR codes for Curtin designated locations, or other ways to implement contact registers.