

A.15 COVID 19 Contact Registers

Policy Objective

To ensure that the Shire of Dundas complies with Western Australian State Government requirements in the implementation of COVID-19 contact registers; and that the data collected from the registers put in place by the Shire of Dundas meets the requirements of the State Records Commission outlined in the Ad Hoc Disposal Authority - COVID-19 - Contact Registers.

Policy Statement

COVID-19 Contact Registers were implemented by the Western Australian State Government during the COVID-19 Pandemic. These registers may be necessary to assist Public Health with contact tracing in the event of a positive COVID-19 case in a State or local government premises. The registers contain personal contact details of individuals, and as such the Shire of Dundas will ensure that people's personal information is treated with care and in accordance with Government directives.

Policy Scope

This policy applies to all venues, events, and functions where the Shire of Dundas is responsible for the implementation of a COVID-19 Contact Register.

The Shire of Dundas is required to request the contact details of each person that appears to be aged 16 years and over who enters a venue, event, or function where the Shire of Dundas has a COVID-19 Contact Register, this includes patrons, staff, volunteers and contractors.

Records are not required to be collected for:

- children under 16 years
- people entering for medical or emergency purposes

Policy Procedure

1. Accessibility and Inclusion

To ensure access to Shire venues is inclusive and allows patrons who do not use the SafeWA App, an alternative registration method is provided; Paper-based registers, in the form of individual slips to be placed in a secure lock box, are available at the front counter of the Shire's Administration Building (Public Library) and Gym. A paper list register is provided at the remaining venues without lock boxes.

2. Collection of Paper Contact Register Information

The Shire Records Officer will ensure weekly collection of all paper Contact Register information.

Where paper Contact Registers are used at an event, the officer in charge of the event will submit the registers to the Shire Records Officer immediately following the event. Where this is not practicable the officer in charge will ensure the register is placed in a secure and private location and will submit the register on the next business day.

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3. Shire Facilities and Venues

The Shire of Dundas has identified the following Community Facilities as venues requiring a contact register and have been registered separately for a QR code which will be displayed in a prominent place for use by those with the SafeWA app. Shire Senior Managers will ensure the Contact Registers are in place as per the Government requirements.

- Public Library (located within the Shire Administration Office)
- Norseman Aquatic Centre
- Norseman Gym
- Norseman Youth Centre
- Norseman Town Hall
- Eucla Community Hall
- Roberts Street Community Craft Building, and
- Woodlands Cultural, Community, and Visitor Centre

4. Requesting People to use the Register

Shire of Dundas staff are required to request each person that appears to be aged 16 years and over who enters a venue, event, or function where the Shire of Dundas has a COVID-19 Contact Register, this includes patrons, staff, volunteers and contractors to complete the register.

Shire staff will not request children under 16 years or people entering for medical or emergency purposes to use the COVID-19 Contact Register.

Where there is a refusal to use COVID-19 Contact Register the Shire of Dundas CEO has the right to refuse entry. Where the CEO is not available this responsibility will be delegated to a Senior Manager.

5. Retention and Disposal of Contact Registers

The Shire of Dundas will ensure that Contact Register data and records will be permanently deleted 28 days after collection of information, unless the Commissioner of Police, or delegate, requests the contact information is retained for a longer period for contact tracing, as per the advice of the Ad Hoc Disposal Authority.

Policy Adopted : XXXX