# Mandatory Contact Register

# As of 5 December 2020, it is mandatory for particular businesses and venues to collect contact details of patrons. Keeping a contact register will help the Department of Health with COVID-19 contact tracing. Do your part, keep WA safe.

# This list is to be completed by the person responsible for the running of the program/meeting taking place. Please complete the Attendance list for each session and return to [info@sjshire.wa.gov.au](mailto:info@sjshire.wa.gov.au) or to the Shire Administration Centre.

|  |  |
| --- | --- |
| Name of Person responsible for this meeting/Facility use |  |
| Contact Phone Number |  |
| Club/Organisation |  |
| Date of Hire |  |
| Facility |  |

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| --- | --- | --- | --- |
| Date: | Arrival time: | Name: | Contact Number |
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***The above details will be stored securely by the Shire of Serpentine Jarrahdale for 28 days and only accessed if requested by the Department of Health.***

***Please contact the Shires Bookings and Facilities Officer if you have any questions.***

Reference: E20/5478

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