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| English |  |
| **GUIDELINES FOR YOUR COVID SAFETY PLAN** | **「COVID安全計劃」指南** |
| Effective 2 December 2020 | 2020年12月2日生效 |
| **Thank you for working with us to reduce the impact of**  **COVID-19 in the ACT.** | **感謝大家與我們齊心協力，共同減低冠狀病毒病(COVID-19)對首都領地的影響。** |
| This document provides guidance for the following businesses and undertakings that are required to develop a COVID Safety Plan: | 本文件為以下需要制定「COVID安全計劃」的業務和企業提供指引： |
| * Restaurants and cafes offering dine-in services (includes casino and hotel-based restaurants, bars and food courts * Gyms, health clubs and fitness or wellness centres * Yoga, Barre, Pilates and Spin facilities * Swimming pools * Boot camps and personal trainers * Personal services (e.g. hairdressers, barbers, nail salons, tattoo or body modification studios, day spas, and non-therapeutic massage services) * Steam-based services including saunas, steam rooms, steam cabinets and bathhouses * Organisers of weddings and funerals * Auction houses * Real estate agencies conducting open home inspections or auctions * Libraries | * 供應堂食的餐館及咖啡館(包括賭場及酒店内的餐廳、酒吧及美食廣場) * 健身室、健身俱樂部、健身或康體中心 * 瑜伽、芭蕾、普拉提與旋轉運動中心 * 泳池 * 體能訓練營及個人教練 * 個人服務(如美髮、理髮、美甲、紋身或身體整修工作室、日間水療及非治療性按摩服務) * 蒸氣類服務，包括桑拿浴室、蒸氣室、蒸氣浴室及浴場 * 婚禮及喪禮儀式策劃服務 * 拍賣行 * 開放物業供人睇樓或進行拍賣的房地產代理公司 * 圖書館 |
| * Galleries, museums, national institutions or historic sites. * Clubs and licensed venues * Cinemas, movie theatres and open-air or drive-in cinemas * Choirs, bands and orchestras * Dance classes * Concert venues, theatres, arenas, auditoriums or outdoor venues * Indoor amusement centres, arcades, and outdoor or indoor play centres * Hotels * Organised sport * Betting agencies and gaming venues | * 畫廊、博物館、國家機構或歷史遺址 * 俱樂部及持牌場所 * 電影院、電影劇場、露天/汽車影院 * 合唱團、樂隊及管弦樂團 * 舞蹈課 * 音樂會場舘、劇院、競技場、禮堂或室外場地 * 室內娛樂中心、街機遊戲場地、戶外或室內遊樂中心 * 酒店 * 有組織的體育活動 * 投注機構及博彩場所 |
| For places of worship and religious ceremonies, a COVID Safety Plan is required for those who wish to increase gatherings to more than 25 people. | 對於舉行崇拜及宗教儀式的場所，若希望聚會上限人數能超過25人，則須制定一個「COVID安全計劃」。 |
| **What is a COVID Safety Plan?** | **何謂「COVID安全計劃」？** |
| A COVID Safety Plan is a plan that sets out how you will keep your employees and customers safe during the COVID-19 pandemic. It will also help you ensure your business or undertaking is complying with relevant laws and regulations. | 「COVID安全計劃」是列明你如何在COVID-19疫情期間確保員工及顧客安全的計劃，此計劃亦會有助你確保業務或企業能遵守相關的法例及規管條文。 |
| **Templates** | **範本** |
| The ACT does not require the use of a standard template for ACT businesses when developing their COVID Safety Plan. This is to help maintain a level of flexibility for businesses. | 首都領地政府不會要求領地内的商企在制定「COVID安全計劃」時使用範本，此舉可以幫助商企維持一定的靈活程度。 |
| Your COVID Safety Plan should consist of a document in a written or electronic form that can be produced during a compliance check. When developing your COVID Safety Plan you should take into consideration the requirements of the Public Health Directions and any other requirements for your sector/industry specific to the ACT, along with the information and advice provided in these guidelines. | 你的「COVID安全計劃」必須是一份書面或電子版本的文件，在合規檢查時必須要將它出示給檢查人員看。你在制定「COVID安全計劃」時應考慮「公共衛生指示」(Public Health Directions)及特別在首都領地與你的領域/行業相關的規定，以及在指南中提及的資訊及建議。 |
| It should include your policies in relation to matters outlined in these guidelines, including:   * Ensuring physical distancing * Cleaning, sanitising and hygiene activities * Managing staff or customers presenting with illness * Additional requirements for certain businesses and organisations, including those required to request contact information from patrons or visitors and record it if received * Compliance and enforcement | 計劃内應包括你對這些指引中概述的事項而作出的相關政策，計有：   * 確保要保持人身距離 * 進行清潔、消毒及衛生工作 * 員工或顧客出現病狀時的處理方法 * 對部份商企及組織的額外規定，包括它們必須要求顧客或訪客提供聯繫資料，並將資料記錄下來 * 合規及強制執行 |
| Some jurisdictions and industry peak bodies have developed templates.  For businesses seeking a template the NSW and Commonwealth Governments websites may have some useful information. Alternatively get in touch with your industry peak body. | 某些司法管轄區及行業最高組織有制定計劃範本。  商企如需這些範本，可瀏覽新州及聯邦政府的網站，在那裏可能會找到一些有用的資訊，又或與你自己行業的最高組織聯繫。 |
| NSW COVID-safe business plans can be found on the [NSW Government Safe Business web page](https://www.nsw.gov.au/covid-19/covid-safe) | 「新州COVID安全業務計劃」可見於[新州政府安全業務網頁](https://www.nsw.gov.au/covid-19/covid-safe)（[NSW Government Safe Business web page](https://www.nsw.gov.au/covid-19/covid-safe) ） |
| Return to Play in a COVID Safe Environment Plan | 在COVID安全環境下恢復活動的計劃 |
| The ACT Government has developed specific guidelines for sporting clubs and venues to follow. If your sporting organisation or club has a ‘Return to Play in a COVID Safe Environment Plan’, this will meet the requirements of the COVID Safety Plan. Therefore, there is no requirement to produce an additional COVID Safety Plan. | 首都領地政府對體育運動俱樂部及場館制定了特別指引。假如你的體育運動組織或俱樂部有一個「在COVID安全環境下恢復活動的計劃」(Return to Play in a COVID Safe Environment Plan)，這便符合「COVID安全計劃」的規定，無需另行制定一個「COVID安全計劃」。 |
| Visit the [Sports ACT website](https://www.sport.act.gov.au/about-us/covid19-news) to download the guidelines for developing a Return to Play in a COVID Safe Environment plan. | 請在[首都領地體育運動網站](https://www.sport.act.gov.au/about-us/covid19-news)（[Sports ACT website](https://www.sport.act.gov.au/about-us/covid19-news)）下載指南，以制定「在COVID安全環境下恢復活動的計劃」。 |
| AIS Return to Sport Toolkit | AIS重返體育運動工具包 |
| Can be found on the [Sports Australia website](https://www.sportaus.gov.au/return-to-sport) | 可見於[澳洲體育運動網站](https://www.sportaus.gov.au/return-to-sport)（[Sports Australia website](https://www.sportaus.gov.au/return-to-sport)） |
| **COVID Safety Plan for Adult Venues** | **成人場所的「COVID安全計劃」** | |
| The ACT Government has developed a specific plan for strip clubs, brothels and escort agencies to follow that offers specific advice for the industry and employees.  For more information about developing a COVID Safety Plan for an adult venue go to the [business and work section of the COVID-19 website](https://www.covid19.act.gov.au/business-and-work/strip-clubs,-brothels-and-escort-agencies#restriction). | 首都領地政府為脫衣舞俱樂部、妓院和伴遊服務公司制定了一個特別計劃，讓這類行業及其員工可以遵照特定的指示來工作。  成人場所如何制定「COVID安全計劃」的詳情可見於 [COVID-19 網站的商務及工作部](https://www.covid19.act.gov.au/business-and-work/strip-clubs,-brothels-and-escort-agencies#restriction)份 （[business and work section of the COVID-19 website](https://www.covid19.act.gov.au/business-and-work/strip-clubs,-brothels-and-escort-agencies#restriction) ）。 | |
| **Your obligations** | **你的責任** | |
| The ACT Public Health Directions requires all venues, facilities and businesses that are permitted to open to develop a COVID Safety Plan. | 首都領地的「公共衛生指示」要求所有已被批准開放的場所、設施及商企必須制定一個「COVID安全計劃」。 | |
| Your COVID Safety Plan does not need to be submitted for approval but must be available to be produced on request by compliance and enforcement officers. | 你的「COVID安全計劃」無須遞交予以審批，但在合規及執法人員的要求下必須能夠出示該計劃。 | |
| The development of a COVID Safety Plan is an important step in ensuring that you keep your staff and the broader community safe. You should consult with your staff as you develop your COVID Safety Plan to ensure they are aware of their responsibilities and are able to carry them out. | 制定「COVID安全計劃」是確保你的員工及廣大社區安全的重要一步。在制定計劃時，你應該諮詢員工，以確保他們知道自己的責任及能夠予以履行。 | |
| The COVID Safety Plan should identify the risks posed by COVID-19 to your staff (including contractors and volunteers), business and customers, and should be guided by these guidelines. | 「COVID安全計劃」應列明冠狀病毒病對你的員工(包括合同工及義工)、業務及顧客帶來的各種風險，並應遵循指南内的指導。 | |
| Your COVID Safety Plan should be revisited and updated following further updates to public health advice, and any changes to the Public Health Directions. The most recent Public Health Directions can be found on the [COVID-19 website](https://www.covid19.act.gov.au/business-and-work). | 你應在政府更新公共衛生建議及修改「公共衛生指示」後，重新審查和更新你的「COVID安全計劃」；你可在COVID-19 website 這個網站上找到最新的「公共衛生指示」。 |
| Not all the points in this checklist will apply to every business, and this checklist is not intended to be exhaustive. | 這張清單中不是所有要點都適用於每家商企，同時該清單的目的也不是要列出全部要點。 |
| Completing a COVID Safety Plan does not replace your responsibilities under the *Work Health Safety Act* *2011* (ACT). | 制定好一個「COVID安全計 劃」並不能取代你在《 2011年工作健康安全法》（坎培拉）下應盡的責任。 |
| **Venue capacity and calculating usable space** | **場地容納數量和計算可用空間** |
| All businesses and undertakings should restrict their capacity as outlined in the Public Health Directions.  › Each venue can have 25 people across the entire venue.  › If a venue wants to have more than 25 people, it can have one person per two square metres of usable space in each indoor and outdoor space (excluding staff) provided they are using the Check In CBR app for contact tracing purposes.  › If a venue is not using the Check In CBR app, they can have one person per four square metres of usable space indoors and one person per two square metres in outdoor space (excluding staff)  › Maximum of 500 people for each space | 所有企業和業務都應遵照《公共衛生指南》中的人數限制規定。  › 每個場所在全場內可容納25人。  › 如果某個場所希望容納超過25人，則他們便要使用有追踪接觸者用途的Check In CBR應用程式，這樣就可在每個室內和室外空間實行每2平方米僅容1人（不包括員工）的規定。  › 如果場所沒有使用Check In CBR應用程式，則室內每4平方米可用空間僅容1人，室外空間每2平方米就僅容1人（不包括員工）。  › 每個空間最多可容500人 |
| You should refer to the fact sheet that assists you to calculate your the usable space for your business which can be found on the signs and factsheets section of the [COVID-19 website](https://www.covid19.act.gov.au/signs-and-factsheets) | 你應參考概況說明書，以幫助你計算業務的可用空間，你可在COVID-19 website 這個網站上的的「標誌和概況說明書」那部份找到。 |
| You should only factor in usable space when calculating how many people you can have in your premises. Usable space means the space that people can freely move around in, but does not include:   * Stages and similar areas, * Restrooms, changerooms and similar areas, * Areas occupied by fixtures, fittings and displays, and * Staff only areas and areas that are closed off or not being used. | 在計算你的場所可以容納多少人時，你只須考慮可用空間。 可用空間是指人們可以自由移動的空間，但就不包括：  • 舞台和類似區域，  • 洗手間、更衣室和類似區域，  • 固定裝置、配件和展示物佔據的區域，以及  • 只容許職員使用以及關閉/不使用的區域。 |
| **Physical distancing** | **人身距離** |
| * All businesses and undertakings should implement physical distancing as outlined in the Public Health Directions. | • 所有企業和業務都應按照《公共衛生指南》中的規定來推行人身距離措施。 |
| * Ensure appropriate physical distancing measures are in place, including maintaining a distance of 1.5 metres between people who do not know each other wherever possible. | • 確保採取適當的人身距離措施，包括讓互不認識的人盡可能保持1.5米距離。 |
| * For more information about how to implement physical distancing measures in your premises go to go to the business and work section of the [COVID-19 website](https://www.covid19.act.gov.au/home). | • 有關如何在你的場所中實行人身距離措施的詳情，請瀏覽COVID-19 website 這個網站上的「業務和工作」那部份。 |

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| **Cleaning, Sanitising and Hygiene Activities** | **清潔、消毒及衛生活動** |
| * All businesses and undertakings are required to demonstrate appropriate hand and general hygiene. * Businesses should also ensure they maintain appropriate cleaning and sanitising practices and supplies. * It is strongly recommended that all people working within a business, whether they be owners, employees or contractors, undertake relevant training. * A range of training options are available, some of which are nationally recognised and free to complete. * For more information on COVID-19 infection control training go to [Skills ACT website](https://www.skills.act.gov.au/Infection%20Control%20Training) * Checklists about keeping your workplace COVID safe can be found on the [Safework Australia website](https://www.safeworkaustralia.gov.au/collection/covid-19-resource-kit) * For practical resources go to the signs and factsheets page on the [COVID-19 website](https://www.covid19.act.gov.au/signs-and-factsheets) | * 所有商企及業務均須展示有實行手部及一般的衛生措施。 * 商企還應確保它們有適當的清潔及消毒程序與用品。 * 政府強烈建議在同一商企內工作的所有人員，無論是東主、僱員或合同工都應接受相關訓練。 * 有一系列訓練可供選擇，其中一些是全國認可及可供免費完成的訓練。 * 有關COVID-19防控感染的培訓，詳情可見於[首都領地技能網站](https://www.skills.act.gov.au/Infection%20Control%20Training) （Skills ACT website） * 有關如何保持你的工作場所COVID安全的清單，可見於[澳洲安全工作局網站](https://www.safeworkaustralia.gov.au/collection/covid-19-resource-kit)（[Safework Australia website](https://www.safeworkaustralia.gov.au/collection/covid-19-resource-kit) ） * 各類實用資源可見於 [COVID-19 website 這個網站上](https://www.covid19.act.gov.au/signs-and-factsheets)的「標誌和概況說明書」那頁。 |
| **Managing staff or patrons/visitors presenting with illness** | **員工或顧客/訪客出現病況時的處理** |
| * The Government is urging everyone to stay home if they are unwell. This applies to staff and the broader community. * Businesses and undertakings should be prepared to turn patrons or visitors away if they have clear symptoms of illness. | * 政府促請大家若有身體不適時，應留在家裏。員工及廣大社區人士都須這樣做。 * 如果顧客或訪客有明顯疾病癥狀, 商企及業務應作好準備拒絕他們内進。 |
| * A Hardship Isolation Payment is available for eligible workers who are unable to temporarily work under a COVID-19 direction or health guidance. For more information go to the [Families and households page](https://www.covid19.act.gov.au/business-and-work/economic-survival-package/families-and-households) * Ensure your staff are aware of any workplace policies on paid pandemic leave, if available. * If a direction is issued requiring your workplace to close due to confirmed case of COVID19 contamination, you must notify WorkSafe ACT. | * 因COVID-19疫情措施或衛生指引而暫時無法工作的人士，如若符合條件，便可申請「困難隔離補貼金」(Hardship Isolation Payment)。詳情可見於[「家庭及住戶」頁面](https://www.covid19.act.gov.au/business-and-work/economic-survival-package/families-and-households)（[Families and households page](https://www.covid19.act.gov.au/business-and-work/economic-survival-package/families-and-households)） 。 * 假如你的企業設有帶薪疫情假期，請確保你的員工清楚知道這類工作場所政策的内容。 * 如果有關方面發出指示，你的工作場所因有COVID-19確診病例的病毒污染而要關閉，你必須通知首都領地工作安全局(WorkSafe ACT)。 |
| **Additional Requirements** | **額外規定** |
| Some businesses and organisations will be required to provide additional information in their COVID Safety Plans and request contact information from patrons and visitors and record such details if they are provided. | 某些商企及組織需要在其「COVID安全計劃」内提供額外資料，並必須向顧客及訪客要求留下聯繫資料，若對方提供資料，便需要把它們記錄下來。 |
| **Collecting contact details** | **收集聯繫資料** |
| We understand the process of collecting information from every patron is time consuming. Fast access to accurate and complete records helps ACT Health to quickly alert people who may have been in contact with COVID-19 if required. Most people would now be aware of the requirements for businesses to request patron details for contact tracing, and patrons happy to oblige. | 我們明白要從每位顧客那裏索取資料是一個非常耗時的過程，首都領地衛生部若能迅速獲取準確而完整的紀錄，便可快速警告可能接觸過COVID-19病毒的人士。 現在，大多數人都已知道商企會根據規定而要要求顧客提供他們的聯繫資料，以作追踪接觸者之用，而顧客也很樂意履行此義務。 |
| The following businesses must request all patrons provide their first name and contact details: | 以下商企必須要求所有顧客提供名字及聯繫資料: |
| * Restaurants and cafes offering dine-in services (includes casino and hotel-based restaurants, bars and food courts) * Gyms, health clubs and fitness or wellness centres * Yoga, barre, pilates and spin facilities * Boot camps and personal trainers | * 供應堂食的餐館及咖啡館(包括賭場及酒店内的餐廳、酒吧及美食廣場) * 健身室、健身俱樂部、健美或康體中心 * 瑜伽、芭蕾、普拉提、旋轉運動中心 * 體能訓練營及個人教練 |
| * Personal services (includes hairdressers, barbers, nail salons, tattoo or body modification studios, day spas, and non-therapeutic massage services) * Organisers of weddings and funerals * Auction houses * Real estate agencies conducting open home inspections or auctions * Clubs, licensed venues and nightclubs that are operating as bars * Cinemas, movie theatres and open air or drive-in cinemas * Concert venues, theatres, arenas or auditoriums * Conference and convention venues * Indoor amusement centres, arcades and indoor play centres * Hotels * Betting agencies and gaming venues * Strip clubs, brothels and escort agencies * Places of worship where gatherings will exceed 25 people | * 個人服務(如美髮、理髮、美甲、紋身或身體整修工作室、日間水療及非治療性按摩服務) * 婚禮及喪禮儀式策劃服務 * 拍賣行 * 開放物業供人睇樓或進行拍賣的房地產代理公司 * 俱樂部、及持牌的場所及以酒吧形式經營的夜總會 * 電影院、電影劇場及露天/汽車影院 * 音樂會場舘、劇院、競技場或大禮堂 * 大型會議場所 * 室內娛樂中心、街機遊戲場地及室內遊戲中心 * 酒店 * 博彩機構及賭博場所 * 脫衣舞俱樂部、妓院及伴遊服務機構 * 會有超過25人聚會的崇拜場所 |
| Physical and electronic security must be considered to help guarantee that your patrons’ personal information is secure and the workspace can facilitate good privacy practices. | 要保證顧客的個人資料得以妥善保存，必須要有實物與電子方面的保安措施，同時工作場所亦能實行妥善的保密措施。 |
| **Check In CBR required for those applying the one person per two square metre rule indoors** | **當場所實施室內每2平方米僅容1人的規定時，必須使用 Check In CBR 應用程式。** |
| The Check In CBR app is a contactless, secure and convenient way for customers to sign into a Canberra venue. | 顧客在進入坎培拉某個場所時，使用 Check In CBR 應用程式來簽到，是一種非接觸、安全及便捷的方式。 |
| The app enables individuals to check-in to venues and have their data stored securely with ACT Health in the event contact tracking is needed. | 各人可以利用這應用程式在不同的場所簽到，登記的資料會由首都領地衛生部安全儲存，並在有需要時作追踪接觸者之用。 |
| When you register your business you will be provided a unique QR code unique, customers with the Check In CBR app simply scan the QR code and show your staff that they have successfully checked in. | 當你登記業務時，你會獲發一個獨有的QR碼，使用 Check In CBR 應用程式的顧客只需掃描QR碼，並向你的員工顯示他們已成功簽到。 |
| To find out more and register your business visit the Check In CBR page on the COVID-19 website. | 要了解更多資料及為你的公司登記，請瀏覽COVID-19網站上的Check In CBR 頁面。 |
| **Electronic collection (preferred method)** | **以電子方式收集（首選方法）** |
| Check In CBR is the preferred method of electronic collection and is a requirement for businesses applying the one person per two square metre rule indoors. | Check In CBR 是以電子方式收集數據的首選方法，也是商企在室內實行每2平方米僅容1人的情況下必須遵守的規定。 |
| Businesses collecting personal data via other electronic means (such as an iPad) must ensure systems are privacy compliant | 商企若通過其他電子方式（例如iPad）來收集個人數據，就必須確保系統是符合保障私隱的原則。 |
| Devices should also not be handed to patrons to enter their personal details as this creates a hygiene risk. Instead, have your staff operate the device. | 商企不應把設備交給顧客輸入其個人資料，因為這樣會造成衛生風險，你應讓員工來操作設備。 |
| Ensure passwords are regularly changed and your application protects data against unauthorised access. | 請確保定期更改密碼，同時你的應用程式能保護數據免受未經授權者挪用。 |
| **Paper-based collection** | **以紙質形式收集** |
| Consider having a staff member requesting patrons’ details on arrival (or once they are seated) on a form that is kept private from other patrons.  Once filled in, the forms should be kept in a place that is secure and out of sight of other patrons and unauthorised persons. | 你應考慮指派一名職員在顧客進門(或就座)時即向其索取聯繫資料，將資料收錄在一份其他顧客看不到的表格上。  表格填寫完畢後，應存放在安全的、其他顧客及未經許可人士不能取閱的地方。 |
| **Compliance and enforcement** | **合規及强行執法** |
| Developing and following a COVID Safety Plan is an important step in keeping your staff, customers, and the broader community safe as we continue to manage the impacts of the pandemic.  Compliance efforts will be focused on education and support. However, penalties could apply and may be issued for those who put the community at risk through serious or repeated breaches of the legal requirements and obligations. | 制定與遵從「COVID安全計劃」是我們在繼續應對大流行疫症的衝擊時，用以保持員工、顧客及廣大社區安全的重要一步。  按規定執行計劃的工作將側重於教育及支援。但是，商企若嚴重或屢次違反法律規定及責任而使社會陷入危險，便可能要面對處罰。 |
| **Signage** | **標誌** |
| All venues, facilities and businesses must clearly display occupancy allowance at entrance to each venue or space. | 所有場館、設施和商企必須在每個場館或場所的入口處清楚顯示場内人數限額。 |
| Consider also displaying information to your customers and staff about your COVID Safety Plan. | 各商企應考慮向顧客及員工展示你的「COVID安全計劃」。 |
| * Templates for posters and signage are available on the signs and factsheets page of the [COVID-19 website](https://www.covid19.act.gov.au/signs-and-factsheets) * Consider placing your COVID Safety Plan on your website or Facebook page. | * 海報及標誌的範本可見於 [COVID-19 網站](https://www.covid19.act.gov.au/signs-and-factsheets)（[COVID-19 website](https://www.covid19.act.gov.au/signs-and-factsheets)   ）中有關「標誌和概況說明書」那頁。   * 商企應考慮在自己的網站或 Facebook 頁面登載你的「COVID安全計劃」。 |
| **Review and monitor** | **覆審及監控** |
| * This document provides an overview of the risks that are likely to apply to most or all businesses.. You should consider and address risks that may be specific to your business. * Regularly review your policies and procedures to ensure they are consistent with current directions and advice provided by ACT Health. * Ensure there is an accessible copy of your COVID Safety Plan available on your premises as it must be produced if requested from a relevant compliance and enforcement officer. This may include producing an electronic copy. | * 本文件概述了大多數或所有商企有可能遇到的風險，你還應考慮並解決可能與你的業務特別相關的風險。 * 定期審核你的政策及程序，以確保它們符合首都領地衛生部的現行指示和建議。 * 確保商鋪内備有一份可方便取閱的「COVID安全計劃」。若有相關的合規及執法人員要求時，你必須能夠出示該計劃。此計劃可以是電子版本的。 |
| Failure to comply with directions may result in significant penalties.  Have a question? Looking for advice about operating in a COVID safe environment? Call the Access Canberra Business Liaison Line on **(02) 6205 0900.** | 未有遵照指示的商企可能會被重罰。  有疑問？你想取得在COVID安全環境下經營的建議嗎？ 請致電「坎培拉商務資源聯絡熱線」(**Access Canberra Business Liaison Line**)，電話是**(02)6205 0900。** |