



## Weipa Community Care Association Inc

Hibberd Centre, 1 Hibberd Drive, Rocky Point

PO Box 902, Weipa, Qld, 4874

Ph: 07 4069 9272

Fax: 07 4069 9130

E-mail: [development@weipacommunitycare.com](mailto:development@weipacommunitycare.com)

### ESSENTIAL ITEMS EMERGENCY RELIEF REGISTRATION APPLICATION FORM

#### 1. Personal Details

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss
First Name	
Last Name	
Address – Residential	
Address - Postal	
Suburb	
State & Postcode	
Date of Birth	
Phone (Mobile)	
Email	
Dogs on Premises	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please ensure they are restrained during delivery times.

#### 2. Spouse / Dependants Details

Do you have a spouse or dependants that reside in the same household with you?

Spouse	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Spouse	
Spouse's Mobile	
Spouse's Email	
Number of Dependants	
Age of Dependants – please list all ages	
Details of other persons residing at your residence	

### 3. Medical Conditions

Please provide details of any pre-existing medical conditions, disabilities, other chronic illnesses, complex medical needs, if you are pregnant or at high risk, of any person/s residing in your household.

### 4. Woolworths Gift Card Registration

Value of Gift Card \$	Gift Card Number:
Value of Gift Card \$	Gift Card Number:
Value of Gift Card \$	Gift Card Number:

### 5. Essential Items Grocery List

Attached is a Grocery Shopping List, upon completion and submission of this form you will be emailed confirmation of your **ESSENTIAL ITEMS EMERGENCY RELIEF REGISTRATION** including details of the Woolworths Gift Card/s and an electronic copy of the Grocery Shopping List for your convenience.

### 6. Substitute Groceries

Although every effort will be made to complete your shop as per request, in the event that the brand or flavour of an item you have requested is not available, you have the option of accepting a substitute product eg white bread is out of stock and you are willing to accept wholemeal bread.

Please indicate below whether you would like to accept substitute groceries?

Yes ☐ No ☐

## 7. Delivery Process

Once we have received notification from you that your household has been placed in quarantine and you provide us in writing with your requested shopping list of essential items, we will purchase your essential groceries as soon as is practicable. We will call you just prior to going to Woolworths to confirm your request and to arrange delivery. Once we have completed your purchase we will again call you to let you know that we are on our way to delivery your groceries and for you to remain indoors until we have dropped off your shopping to you and returned to our vehicle where we will beep twice to let you know we have completed the delivery. If you have dogs, please ensure they are restrained during time of delivery. We will ensure that we obtain a duplicate receipt from Woolworths and place one inside your shopping bag and we will retain one for our records.

Please indicate below that the Delivery Process has been explained to you and that you understand and accept the process and will adhere to the process?

Yes ☐ No ☐

## 8. Additional Funds required on Woolworths Gift Card

If the situation arises whereby you require further Essential Items be purchased for your household and the funds on your Woolworths Gift Card have been used, you can contact WCCA Inc. on 4069 9272 and complete an additional purchase of a Woolworths Gift Card over the phone. This will only be conducted in increments of \$100. Please keep in mind that any excess funds you have on any of your Woolworths Gift Card/s will be returned to you upon completion of the authority legislated quarantine period.

Please indicate below that the Additional Funds Process has been explained to you and that you understand and accept the process and will adhere to the process?

Yes ☐ No ☐

## 9. Conditions of registering for the ESSENTIAL ITEMS EMERGENCY RELIEF

WCCA Inc. prides itself on the professionalism and ability of its Employees, Volunteers and Management Committee to meet community needs.

WCCA Inc. Code of Conduct, is designed to ensure that all Employees, Volunteers, Management Committee and Community Members are treated in a manner that reflects the mission, culture and legal obligations of the organisation.

Employees and Volunteers are expected to provide a high standard of service, but the organisation does not accept any form of aggressive, threatening or abusive behaviour towards its Employees or Volunteers. If an Employee or Volunteer is unable to calm the

aggressor and/or believes the situation places them, their family or other employees in danger, they will notify the CEO or appropriate emergency services and the offender will be removed from the register for **ESSENTIAL ITEMS EMERGENCY RELIEF** and no further relief will be provided.

All Employees, Volunteers and Management Committee members will:

- obtain the certificate of Infection Control issued by Australian Government – Department of Health,
- observe all policies, procedures, rules and regulations always,
- comply with all Federal, State and local laws and regulations,
- comply with all reasonable, lawful instructions and decisions related to their work,
- maintain a high degree of ethics, integrity, honesty and professionalism in dealing with community members and other stakeholders,
- adhere to the Workplace Health and Safety Policy and Procedure,
- maintain the confidentiality of the organisation's operations in relation to service activities, confidential documentation and work practices,
- take reasonable steps to ensure their own health, safety and welfare in the workplace, as well as that of other employees, community members and clients,
- use personal information only for the purposes for which it was collected. Do not disclose personal information to another party unless the individual is aware of, or has consented to, the disclosure.

## 10. Declaration

By submitting this application, I declare that:

- ☐ The information I have provided is true and accurate
- ☐ I have read and understood the above material regarding registration for the **ESSENTIAL ITEMS EMERGENCY RELIEF** offered by Weipa Community Care Association Inc
- ☐ I understand that the **ESSENTIAL ITEMS EMERGENCY RELIEF** is only to be accessed in an emergency, and only if other services, neighbours, friends or family are unable to assist.
- ☐ I accept that any unused funds on the Woolworths Gift Card/s I provide will be returned to me via Registered Post, to the postal address I have provided.

\_\_\_\_\_  
Signature – Registered Person

\_\_\_\_\_  
Signature – Weipa Community Care Staff

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date