



MINUTES OF MEETING

MEALS ON WHEELS ADVISORY COMMITTEE

HELD WEDNESDAY 8 JULY 2015

NOTE: All minutes are subject to confirmation at a subsequent Council or Planning and Strategy Committee meeting.

PRESENT:

Councillors Cr Adele Heasman

Other Representatives

Robert Reed	Community Member
John Collins	Community Member
Maureen Cotterell	Community Member
Andrew McEwen	Community Member

Council Staff

Tom Miles Food Services Coordinator (FSC) - minutes

TO THE MAYOR AND COUNCILLORS OF THE COUNCIL

The **Meals on Wheels Committee** met on Wednesday 8 July 2015, to consider the matters referred to it and now provides the following advice to Council.

OPEN The meeting commenced at 3.00pm

ITEM 1 APOLOGIES & LEAVE OF ABSENCE

Cllr Jean Hay, Mayor (ex-officio), June Whelan, Michelle Sas, Sandra Faase

ACTION

ITEM 2 DECLARATIONS OF INTEREST

Nil.

ITEM 3 CONFIRMATION OF MINUTES & MATTERS ARISING

The minutes of 13 May 2015 are confirmed. These minutes were adopted at Council's Planning & Strategy Meeting of 1 June 2015.

Secretariat

Matters arising:

- The service recently achieved Third Party Verification to the Disability Service Standards and accreditation to the Home Care Standards with the Australian Aged Care Quality Agency auditors visiting on 18 July. The Committee wished to congratulate all staff involved for their hard work in meeting the standards.
- There was discussion about the service's 50th Birthday celebrations to be held later in the year. Cllr Heasman suggested that the Mayor be approached to have the function in the Council Chambers. Other venues were discussed. It was agreed that the

ACTION

Birthday function and Volunteer Christmas Function remain separate.

Recommendation

The Committee recommends to the General Manager that:

1. All staff involved in the recent successful service accreditations to the Home Care Standards and the Disability Service Standards be congratulated for their efforts.
2. That the service 50th Anniversary function remains separate to the Volunteers Christmas Function.

**Meals on
Wheels staff**

ITEM 4 FINANCE REPORT

There was no Finance Report available to present to the Committee. When the bookkeeper has received all of the information required, the Report will be completed and forwarded to the members of the Committee.

ITEM 5 COORDINATOR'S REPORT

The FSC presented the June 2015 Coordinator's Report. Items of interest include:

Service Target for 2014-15:

- Target 2014 - 15 = 38,266 meals (month = 3,189)
- YTD target (July - June) = 38,266 services
- Services / meals delivered in June = 1,789
- YTD delivered = 21,708 (56.7%)
- Meals/services delivered in June (to 191 CHSP clients): 1,484
- Meals sold at the Centre: 103
- Clients at Seaforth Community Restaurant (1 Monday) = 14
- Clients at Manly Community Restaurant (4 Fridays): 42
- Clients at Manly CBD Community Restaurant (5 Tuesdays): 132
- Shopping bus to Warringah Mall (3 trips): 14
- **Total services in June = 1,789** (21 working days; 86 per day)

Service Sustainability & Growth

- The service currently has 155 volunteers.
- There have been quite a few new clients with most being referred by family.
- The CBD restaurant's monthly themed lunch is very popular; in June the theme was Italian National Day with a special menu. In July, we will celebrate Bastille Day and Christmas in July.
- The service will celebrate 50 years serving the community on 1 November. A suggestion was made that the children of the original Committee be invited to celebrate with us. A sub-committee is working out how best to celebrate the occasion.
- The Federal Government announced that they will not proceed with the Commonwealth Home Support Program National Fees Policy. The Press Release, from Minister Fifield, guaranteed Service funding until 30 June, 2018.

Service governance and other matters

- The service has met the Disability Service Standards with the Third Party Verification Quality Audit conducted on 26 & 27 May.
- The Service has met the Home Care Standards as a result of a visit by the Australian Aged Care Quality Agency on 18 June.

Recommendation:

The Committee recommends to the General Manager that:

1. That the Coordinator's Report for June 2015 be accepted and attached to the minutes for Council's consideration.

ITEM 6 GENERAL BUSINESS

Nil

ITEM 7 NEXT MEETING DATE:

Date: Wednesday 9 September, 2015

Time: 3.00pm

Venue: Volunteers Room, Meals on Wheels Distribution Centre

Meeting closed at 4.05 pm