



MINUTES OF MEETING

MEALS ON WHEELS ADVISORY COMMITTEE

HELD WEDNESDAY 8 APRIL 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

John Collins	Community Member (Chairperson)
Maureen Cotterell	Community Member
June Whelan	Community Member
Andrew McEwen	Community Member

Council Staff

Tom Miles	Food Services Coordinator (FSC)
Sandra Faase	Senior Community Development Officer (SCDO) - Minutes

TO THE MAYOR AND COUNCILLORS OF THE COUNCIL

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

OPEN The meeting commenced at 3.02pm

ITEM 1 APOLOGIES & LEAVE OF ABSENCE

Cllr Jean Hay, Mayor (ex-officio), Michelle Sas, Robert Reed

ACTION

ITEM 2 DECLARATIONS OF INTEREST

Nil.

ITEM 3 CONFIRMATION OF MINUTES & MATTERS ARISING

The minutes of the Meals on Wheels Committee Meeting of 11 March 2015 are confirmed. The minutes are scheduled for adoption at Council's Ordinary Meeting of 20 April 2015.

Secretariat

Proposed Commonwealth Home Support Program National Fees

Policy: It was acknowledged much of the service strategic plan cannot be implemented until the future of the service is clearer as a minimum \$9 fee is proposed on top of the cost of a meal in the draft Fees Policy.

At the March meeting the Committee recommended that Council lodges a vigorous submission to the Commonwealth in relation to the fees proposed. A submission is currently before the General Manager

for approval. As well, the FSC and his colleagues from the Northern Sydney Food Services Network have lodged a submission and a generic submission has been forwarded for incorporation into the LGNSW submission. The Committee asked that the LGNSW submission be emailed to them. Submissions close 15 April.

ACTION

SCDO / FSC

Recommendation:

The Committee recommends to the General Manager that:

1. Council lodge a vigorous submission to the Commonwealth in relation to CHSP National Fees Policy
2. Consideration be given to bringing the submission to the attention of the Federal Member for Warringah, Tony Abbott MHR.

ITEM 4 FINANCE REPORT

As the March financial figures were not available to the bookkeeper at the time of the meeting, the March 2015 Finance Report could not be compiled. The Report will be emailed to Committee members when it is available and will be considered at the May meeting.

ITEM 5 COORDINATOR'S REPORT

The FSC presented the March 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 - **March**) = 28,701 services
- Services/meals delivered in **March** = 1,883
- YTD delivered = 16,310 (56.8%)
- Meals/services delivered in **March** (to 219 CHSP clients): **1,475**
- Meals delivered to 4 non-CHSP clients (not in total):
- Meals sold at the Centre: **143**
- Clients at Seaforth community Restaurant (1 Monday) = **18**
- Clients at Manly Community Restaurant (4 Fridays): **45**
- Clients at Manly CBD Community Restaurant (5 Tuesdays): **148**
- Shopping bus to Warringah Mall (4 trips): **21**
- Social outing (3 outings): **33**
- **Total services delivered in March = 1,883** (22 working days; 86 per day)

Service Sustainability & Growth

- The service currently has 153 volunteers.
- Most new clients have been self-referrals requiring service after a hospital stay.
- The CBD restaurant's monthly themed lunch is very popular; an ANZAC themed lunch is planned in April.
- Seniors Week was a big success with a booked out day trip to Akuna Bay, popular themed lunches at the Tuesday and Friday community lunches, a special afternoon tea and clients accompanied to the Premier's Concert.
- The service will celebrate 50 years serving the community on 1 November. A sub-committee is working out how best to celebrate the special occasion.
- The Community Visitors Scheme brochure is near completion and will be distributed soon.

FSC

Service governance and other matters

- The service will undergo a Third Party Verification Quality Audit on 26 / 27 May to meet the Disability Service Standards.
- A cash handling audit will be carried out on 8 April.
- It was proposed the Committee meets bi-monthly. Benchmarking with other Council run CHSP service Committees showed they met either bi-monthly or quarterly. If there are bi-monthly meetings, the monthly financial report and FSC report could be emailed to the Committee in the non-meeting months.

Recommendation:

The Committee recommends to the General Manager that:

1. It supports bi-monthly meetings as long as there is no stipulation that it has to meet more regularly to meet its governance obligations to funding bodies eg. for oversight of Financial reports.
2. That the Coordinator's Report for March 2015 be accepted and attached to the minutes for Council's consideration.

SCDO

ITEM 6 GENERAL BUSINESS

Nil

ITEM 7 NEXT MEETING DATE:

Date: Wednesday 13 May, 2015

Time: 3.00pm

Venue: Volunteers Room, Meals on Wheels Distribution Centre

Meeting closed at 3.50pm