



MINUTES OF MEETING

MEALS ON WHEELS ADVISORY COMMITTEE

HELD WEDNESDAY 13 APRIL 2016

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

PRESENT:

Councillors: Cllr Adele Heasman

Other Representatives:

John Collins	Community Member - Chairperson
Robert Reed	Community Member
Michelle Sas	Community Member
June Whelan	Community Member
Maureen Cotterell	Community Member
Andrew McEwan	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 13 April 2016, to consider the matters referred to it and now provides the following advice to Council.

OPEN	The meeting commenced at 3.05pm	
ITEM 1	APOLOGIES & LEAVE OF ABSENCE Cllr Jean Hay, Mayor (ex-officio)	ACTION
ITEM 2	DECLARATIONS OF INTEREST Nil.	
ITEM 3	CONFIRMATION OF MINUTES & MATTERS ARISING The minutes of 10 February 2016 are confirmed and were adopted at Council's Meeting of 7 March 2016	Secretariat
ITEM 4	FINANCE REPORT The Finance Report for the financial year to March 2016 was presented to the Committee by the FSC.	

- The report shows operating grants from the State and Federal Governments are up-to-date to March 2016, and an operating surplus of \$21,013.28.

Recommendation

The Committee recommends to the General Manager that:

1. That the Finance Report for the financial year to March 2016 be accepted and attached to the minutes for Council's consideration.

ITEM 5 COORDINATOR'S REPORT

The FSC presented the March & April 2016 Coordinator's Report. Items of interest include:

Service Target for 2015-16:

- Target 2015/2016 = 38,266 meals (per month = 3,189)
- YTD target (July 2015 – **March** 2016) = 28,701 services
- YTD delivered = 13,816 (**48.1%**)
- Meals/services delivered in Feb / March: (to 185 CHSP clients): **2,274**
- Meals sold at the Centre: **149**
- Clients at Manly Community Restaurant (7 Fridays): **80**
- Clients at Manly CBD Community Restaurant (9 Tuesdays): **241**
- Clients at Seaforth Community Restaurant (1 Monday): **16**
- Shopping bus to Warringah Mall (6 trips): **35**
- Social outings (3): **26**
- **Total services Feb / March = 2,821** (42 working days, 66 services/ day)

Service Sustainability & Growth

- The service currently has 143 volunteers.
- The number of meals delivered increased in March & April. More clients registered with the service for purchase of drop-in meals – a number of them members of the Manly Croquet Club.
- Referrals via My Aged Care are still low. Other services are experiencing the same. However, referrals can be received directly and after a client assessment, fed back to MAC.
- With the National Disability Insurance Scheme rolling out in the Northern Sydney area, the service needs to consider entering into an agreement with the National Disability Insurance Agency to enable it to provide services to clients aged under 65 with a disability if they are eligible for the NDIS.
CHSP clients will be one of the last clients groups to be approached for NDIS uptake. Experience has shown that many CHSP clients under 65 are not eligible for the NDIS. Payments for eligible NDIS clients would be retrospective from their NDIS funding package, which would pay for the administrative cost to provide the meal. The client would need to pay for the food/meal cost out of their own pocket.
- Themed lunches are quite popular & are now every month. March was St Patricks Day & Harmony Day, April will be ANZAC Day and May will be Mother's Day.

Service governance and other matters

- The Seniors Festival from 1 to 10 April was a success with a bus load of clients attending the Premier's concert and 20 attending an afternoon tea at Meals on Wheels.
- The service was promoted in Council's eNews on 4 and 11 April, including the new Winter Menu and shopping service.
- National Volunteer Week is from 9 to 13 May. A BBQ breakfast for volunteers will be held during the week to celebrate.
- New cash handling procedures have been put in place.
- Community Visitors Scheme: The CVS is not meeting its KPIs and Council will not re-apply to auspice the scheme. The transition of clients and volunteers will happen in June 2016.

Recommendation

The Committee recommends to the General Manager that:

1. That the Coordinator's Report for March/April 2016 be accepted and attached to the minutes for Council's consideration.

ITEM 6 GENERAL BUSINESS

Nil.

ITEM 7 NEXT MEETING DATE:

Date: Wednesday 8 June 2016

Time: 3.00pm

Venue: Volunteers Room, Meals on Wheels Distribution Centre

Meeting closed at 3.45pm