



MINUTES OF MEETING

MEALS ON WHEELS ADVISORY COMMITTEE

HELD WEDNESDAY 10 FEBRUARY 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
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 10 February 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 11 November 2015 are confirmed and were adopted at Council's Ordinary Meeting of 7 December 2015	Secretariat
ITEM 4	FINANCE REPORT The Finance Report for the financial year to January 2016 was presented to the Committee by the FSC.	

- The report shows operating grants from the State and Federal Governments are up-to-date and the \$15,000 CHSP transition funding in September, which has now been acquitted.
- The service is in surplus by \$74,303.81, with an expected \$25,000 per month to be expended until the next operating grants are deposited in April.

Recommendation

The Committee recommends to the General Manager that:

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

ITEM 5 COORDINATOR'S REPORT

The FSC presented the February 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 - **January** 2016) = 22,323 services
- YTD delivered = 10,995 (49.3%)
- Meals/services delivered in December / January: **2791** (to 179 clients in Dec; 154 in January): 2532
- Meals sold at the Centre: **110**
- Clients at Seaforth Community Restaurant (1 Monday in Dec): **11**
- Clients at Manly Community Restaurant (8 Fridays): **145**
- Clients at Manly CBD Community Restaurant (6 Tuesdays): **112**
- Shopping bus to Warringah Mall (6 trips): 34
- Social outings (4): 36
- **Total services Dec. / January = 2,980 (149 working days)**

Service Sustainability & Growth

- The service currently has 154 volunteers.
- A few long term clients exited the service in January and with few referrals via My Aged Care (MAC), this resulted in low figures for December/January.
Other services are experiencing the same low referral rate via MAC. However, referrals can be received directly by the service and after a client assessment, are fed into the MAC Portal.
- It was noted that under the new Commonwealth Home Support program contract with the Federal Dept of Health, services could expand into the Northern Sydney region as these contracts cover larger regions to allow them to expand if they have the capacity, To this end, it was thought that the service should consider delivering to the suburbs north of the current LGA boundary eg. North Manly, Queenscliff, Freshwater, & Manly Vale, to increase its reach and outputs, and ensure future viability.
- Sometime this year, 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 (12 clients) given the roll out of the NDIS in mid-2016 in Northern Sydney. Payments under the NDIS would be retrospective at full cost ie. admin fee plus meal cost.

SCDO/FSC

- Community Visitors Scheme: The CVS is not meeting its KPIs and Council will not re-apply to auspice the scheme. It was requested that a report be prepared to enable an understanding of the issues faced by the CVS in recruiting clients.

FSC/SCDO

Service governance and other matters

- Seniors Centre users are parking in the Meals on Wheels reserved spaces in the morning and complaints have been made by volunteers to service staff.
A letter will be drafted to the Manly Club for Seniors to ensure their activity coordinators and members are aware these spaces in the mornings are for service volunteers, as per signs.
It was suggested that witches hats could also be used in the mornings in these spaces to ensure they are reserved.
- The service Volunteer Christmas lunch at Balgowlah RSL on 2 December was a success with 90 attending.
- New cash handling procedures have been put in place.
- The service received an A rating from the NSW Food Authority after an audit in December.
- Committee members were still interested in the service hosting a Work for the Dole volunteer worker. However, such a role would need to be shared with another Council service area as the WFTD volunteer needs to undertake 15-25 hours per week, dependent on their age.
- Financial acquittals for 2012-2015 service contracts were submitted and accepted.

SCDC/FSC

Recommendation

The Committee recommends to the General Manager that:

1. That the Coordinator's Report for February 2016 be accepted and attached to the minutes for Council's consideration.
2. A letter be written to the Manly Club for Seniors to ensure that Meals on Wheels parking is not parked out in the mornings.
3. A report be prepared to the Committee for April to enable an understanding of the issues faced by the CVS in recruiting clients.
4. Council consider expanding meals service delivery to the suburbs of North Manly, Queenscliff, Freshwater and Manly Vale to ensure service viability.

SCDC/FSC

FSC/SCDO

ITEM 6 GENERAL BUSINESS

The Committee wished to congratulate Tom Miles on his well-deserved award of 2016 Manly Citizen of the Year.

ITEM 7 NEXT MEETING DATE:

Date: Wednesday 13 April 2016

Time: 3.00pm

Venue: Volunteers Room, Meals on Wheels Distribution Centre

Meeting closed at 4.00 pm