



NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that a meeting of the **Meals on Wheels Committee** will be held:

DATE: Wednesday 8 April 2015

TIME: From 3pm – maximum 2 hours

PLACE: Volunteers' Room, Meals on Wheels Distribution Centre

COMMITTEE MEMBERS:

Councillors

Cllr Adele Heasman

Councillor

Other Representatives

John Collins

Community Member

Robert Reed

Community Member

Michelle Sas

Community Member

June Whelan

Community Member

Maureen Cotterell

Community Member

Andrew McEwen

Community Member

Council Staff

Sandra Faase

Senior Community Development Officer

Tom Miles

Food Services Coordinator

All other Councillors are free to attend as observers and are invited to do so and to engage in discussions, but not in voting, on any matter before the Committee.

Kathryn Fayle

Divisional Manager

Human Services and Facilities

Date:

18/3/15



AGENDA

Manly Council

Manly Meals on Wheels Committee

MEETING TO BE HELD ON WEDNESDAY 8 APRIL, 2015

Volunteers' Room, Meals on Wheels Distribution Centre

- ITEM 1** **Apologies and leave of absence**
- ITEM 2** **Declarations of Interest – Pecuniary
Non- Pecuniary**
- ITEM 3** **Confirmation of Minutes held on 11 March, 2015 and Matters Arising**
- ITEM 4** **Finance Report**
- ITEM 5** **Coordinator's Report**
- ITEM 6** **General Business brought to the attention of the Chair prior to the
Meeting and Approved for Consideration**
- ITEM 7** **Date for Next Meeting: 13 May, 2015**



MINUTES OF MEETING

MEALS ON WHEELS COMMITTEE

HELD WEDNESDAY 11 MARCH 2015

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

PRESENT:

Councillors

Other Representatives

John Collins	Community Member (Chairperson)
Maureen Cotterell	Community Member
Robert Reed	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 11 March 2015, 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), Cllr Adele Heasman

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 February are confirmed. They were adopted at Council's Ordinary Meeting of 9 March 2015.

Secretariat

ITEM 4 FINANCE REPORT

FSC presented the 2014-15 Finance Reports for February.

- The report shows an operating deficit of \$48,842.99
Third quarter operating grants totalling \$73,498 have been received by Council but are not yet showing up in the service accounts. If factored in a surplus of \$25,655 would show. SCDO to check again the grants have been transferred to the service (Note, deposits checked and 3rd quarter grants were deposited in early February).

- There was a question about what would happen to the service accumulated surplus, which is invested in a high interest account, when Council's amalgamate.

Recommendation:

The Committee recommends to the General Manager that:

1. The Finance Report for February 2015, be accepted and attached to the minutes for Council's consideration.

ACTION

ITEM 5 COORDINATOR'S REPORT

The FSC presented the February 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 - **February**) = 25,512 services
- Services/meals delivered in **February** = 1,713
- YTD delivered = 14,427 (57%)
- Meals/services delivered in **February** (to 223 CHSP clients): **1,373**
- Meals delivered to 4 non-CHSP clients (not in total): 51
- Meals sold at the Centre: **131**
- Clients at Seaforth community Restaurant (1 Monday) = **19**
- Clients at Manly Community Restaurant (4 Fridays): **49**
- Clients at Manly CBD Community Restaurant (4 Tuesdays): **109**
- Shopping bus to Warringah Mall (4 trips): **22**
- Social outing (held once): **10**
- **Total services delivered in February = 1,713** (20 working days; 86 per day)

Service Sustainability & Growth

- The service currently has 154 volunteers.
- There have been quite a few new clients, most accessing the service after a stay in hospital.
- The CBD restaurant's monthly themed lunch very popular; the next one is St Patrick's Day with a special menu.
- A next of kin survey was conducted with feedback overall positive for all aspects of the service (see attached report for more details). It was a good opportunity to highlight to family that the service has feedback and complaints mechanisms in place. And more work will be done to ensure clients, family, carers and volunteers are aware of these.
- The Community Visitors Scheme brochure is near completion and will be distributed soon.
- Seniors Week is 14 to 22 March: the service will run a bus trip to Akuna Bay (fully booked), themed lunches at the Tuesday and Friday community lunches, an afternoon tea on Thursday, and will accompany clients to the Premier's Concert.
- The service will celebrate 50 years serving the Manly community on 1 November. A sub-committee will work out how best to celebrate the occasion.

FSC

Service governance and other matters

- As per the service Strategic Plan, the services will undergo Third Party Verification to the Disability Service Standards by 30 June. Surveys such as the Next of Kin survey noted above are an integral part of reporting service quality for this accreditation.
- The Commonwealth have released its proposed fees for the

Community Home Support Program, to be introduced for all service types including meals services, in the new contract period starting 1 November 2015.

- o The Committee were very concerned that for each meal delivered, the Commonwealth proposes to collect at least a \$9 fee. This will double the cost of a meal and will make the service unaffordable and put at nutritional risk those who are most vulnerable: the frail aged.

Recommendation:

The Committee recommends to the General Manager that:

1. Council submits a vigorous submission to the Commonwealth in relation to the proposed CHSP fees for meals services.
2. That the Coordinator's Report for February 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 8 April, 2015

Time: 3.00pm

Venue: Volunteers Room, Meals on Wheels Distribution Centre

Meeting closed at 4.05 pm