



NOTICE OF MEETING

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

DATE: Wednesday 8th July 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.


Beth Lawsen, Deputy General Manager
General Manager, People Place Infrastructure
Manly Council

1 July 2015



AGENDA

Manly Council

Manly Meals on Wheels Committee

MEETING TO BE HELD ON WEDNESDAY 8 JULY, 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 13 May, 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: 9 September, 2015 |



MINUTES OF MEETING

MEALS ON WHEELS ADVISORY COMMITTEE

HELD WEDNESDAY 13 MAY 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
Michelle Sas	Community Member
Maureen Cotterell	Community Member
June Whelan	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 May 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), John Collins, Andrew McEwen

ACTION

ITEM 2 DECLARATIONS OF INTEREST

Nil.

ITEM 3 CONFIRMATION OF MINUTES & MATTERS ARISING

The minutes of 8 April 2015 are confirmed. These minutes were adopted at Council's Planning & Strategy Meeting of 4 May 2015.

Matters arising:

- As requested at the previous meeting, Council submitted to the CHSP proposed Fees Policy, advising fees are set too high with the lowest fees proposed doubling the price of a meal, making services unviable. All services have now received written advice that the proposed fees have been misinterpreted, adding to the confusion at a time of significant reform.
- **The Committee supported meeting bi-monthly** given the Commonwealth Community Care Common Standards advised management committees need to meet 'regularly' and

Secretariat

	benchmarking with other management committees found they met either bi-monthly or quarterly. Suggested forward meeting dates for 2015 are: 8 July, 9 September, 11 November, then February 2016. Reports to be forwarded to Committee in the non-meeting months. Recommendation: The Committee recommends to the General Manager that: 1. The Committee supports meeting bi-monthly with the next meeting date proposed on 8 July 2015.	ACTION IFBM
ITEM 4	FINANCE REPORT The FSC presented the April Finance Report. An \$18,707 deficit shows. However, the DSS fourth quarter operating grant has been received by Council (\$69,178) and once transferred to the service accounts, an operating surplus will show. • It was noted that item marked CVS Expenses should be taken out and put in the Community Visitors Scheme finance statement. • The FSC advised the Committee that there is a service to assets register on which depreciation is tracked. Recommendation: The Committee recommends to the General Manager that: 1. The Finance Report for April 2015 be accepted and attached to the minutes for Council's consideration.	
ITEM 5	COORDINATOR'S REPORT The FSC presented the April 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 - April) = 31,890 services • Services/meals delivered in April = 1,802 • YTD delivered = 18,112 (56.8%) • Meals/services delivered in April (to 203 CHSP clients): 1,544 • Meals sold at the Centre: 108 • Clients at Seaforth community Restaurant (1 Monday) = 15 • Clients at Manly Community Restaurant (3 Fridays): 27 • Clients at Manly CBD Community Restaurant (3 Tuesdays): 70 • Shopping bus to Warringah Mall (4 trips): 20 • Social outing (2): 18 • Total services in April = 1,802 (20 working days; 90 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 May the theme was Mother's Day; the June theme Italian National Day with a special menu. • The service will celebrate 50 years serving the community on 1 November. A sub-committee is working out how best to celebrate the occasion. • The Community Visitors Scheme brochure is near completion and will be distributed soon. • Men's Health Week is from 20 to 26 June and the Friday BBQ on 26 June will be promoted as a Men's event.	

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.
- 3 staff have undergone CPR training and the FSC will attend a Dementia Forum in late May.
- Volunteer Week is 11 to 15 May, with the popular BBQ volunteer breakfast planned for that week.

Recommendation:

The Committee recommends to the General Manager that:

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

ITEM 6 GENERAL BUSINESS

Nil

ITEM 7 NEXT MEETING DATE:

Date: Wednesday 8 July, 2015

Time: 3.00pm

Venue: Volunteers Room, Meals on Wheels Distribution Centre

Meeting closed at 3.50pm