



NOTICE OF MEETING

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

DATE: Wednesday 10 February 2016

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

Maureen Cotterell

Community Member

June Whelan

Community Member

Andrew McEwen

Community Member

Council Staff

Tom Miles

Food Services Coordinator

Sandra Faase

Senior Community Development Officer

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

People Place & Infrastructure

Lisbeth Lawsen

Date: 28/1/2016
Deputy General Manager
People Place Infrastructure
Manly Council



MEETING TO BE HELD ON WEDNESDAY 10 FEBRUARY 2016 AT 3.00PM

ITEM 1	Apologies and leave of absence
ITEM 2	Declarations of Interest – Pecuniary Non- Pecuniary
ITEM 3	Confirmation of Minutes held on 11 November 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 April 2016



MINUTES OF MEETING

MEALS ON WHEELS ADVISORY COMMITTEE

HELD WEDNESDAY 11 NOVEMBER 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
Robert Reed	Community Member
Michelle Sas	Community Member
June Whelan	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 11 November 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, Maureen Cotterell	ACTION
ITEM 2	DECLARATIONS OF INTEREST Nil.	
ITEM 3	CONFIRMATION OF MINUTES & MATTERS ARISING The minutes of 9 September 2015 are confirmed and were adopted at Council's Ordinary Meeting of 6 October 2015	Secretariat
ITEM 4	FINANCE REPORT The Finance Report for the financial year to October 2015 was presented to the Committee by the FSC.	

The service is in surplus by \$4,050.94, with the Dept of Social Service funding paid up to 30 October 2015.

Enquiries are being made as to the cost of waste disposal services that are used, which had seemed high.

Recommendation

The Committee recommends to the General Manager that:

1. That the Finance Report for the financial year to October 2015 be accepted and attached to the minutes for Council's consideration.

ITEM 5 COORDINATOR'S REPORT

The FSC presented the September/October 2015 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 - October 2015) = 12,756 services
- YTD delivered = 6,371 (50%)
- Meals/services delivered in September / October: **2791** (to 184 CHSP clients):
- Meals sold at the Centre: **157**
- Clients at Seaforth Community Restaurant (2 Mondays): **45**
- Clients at Manly Community Restaurant (10 Fridays): **198**
- Clients at Manly CBD Community Restaurant (8 Tuesdays): **134**
- Shopping bus to Warringah Mall (6 trips): 29
- **Total services in July / August = 3,356** (42 working days)

Service Sustainability & Growth

- The service currently has 160 volunteers.
- Few referrals are coming via the My Aged Care Portal: about 10%. Other services are experiencing the same volume via the Portal. Referrals received directly need to be recorded in the Portal.
- The CBD restaurant at St Matthews is very popular and often attracts over 40 diners. The community restaurant celebrated its third year in operation in August.
- The Department of Social Services has submitted the Funding Agreement for the period 1 November 2015 to 30 June 2018 – which is currently being considered by Council. Full funding has been offered.
- The Department has also released its Client Contribution Framework.
- From early 2016, the service has to enter into an agreement with the National Disability Insurance Agency to provide services to clients aged under 65 with a disability, given the roll out of the NDIS in mid 2016 in Northern Sydney. 6 clients are in this group.
- The Community Visitors Scheme brochure has been distributed.

Service governance and other matters

- On 1 November the service marked 50 years of operation. This milestone was celebrated with a special anniversary event hosted by the Mayor on 5 November with over 95 attending – mainly volunteers.

- A special anniversary quilt which was sewn by clients and volunteers was presented at the event, which now has pride of place in the service offices. The 50th anniversary was publicised in Council's eNews and the Manly Daily.
- The service Volunteer Christmas lunch has been booked with Balgowlah RSL for Wednesday 2 December. 90 are expected to attend. Given the 50th Anniversary event was held recently, it was decided not to provide volunteers with a gift this year.
- Police checks of volunteers are now conducted via the Meals on Wheels Association given the cost saving.
- If approved, the service would like to host some 'work for the dole' volunteers. Those under the scheme are required to volunteer in a role least 15 hours per week and are aged under 50 and have been unemployed 6 months or more.
- The acquittal for the service funding was submitted to the Dept of Social Services in late October and to NSW FaCS on 11 November – thus financial reporting to date is complete.
- As is the case every year, there will be no December meeting due to the service Christmas Party on 2 December, and no January meeting due to the holiday period. During this time, the monthly Financial Report and Coordinator's Report will be forwarded to Committee members. Meetings to resume bi-monthly on 10 February 2016.

SCDO/ DGM

Secretariat

Recommendation

The Committee recommends to the General Manager that:

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

ITEM 6 GENERAL BUSINESS

Nil

ITEM 7 NEXT MEETING DATE:

Date: Wednesday 10 February 2016

Time: 3.00pm

Venue: Volunteers Room, Meals on Wheels Distribution Centre

Meeting closed at 3.55 pm