

Manly Meals on Wheels Client Referral Form



If you need help lodging your form, contact us		
Email	council@northernbeaches.nsw.gov.au	
Phone	1300 434 434	
Customer Service Centres	Manly Town Hall, 1 Belgrave Street Manly NSW 2095	Dee Why Civic Centre, 725 Pittwater Road Dee Why NSW 2099
	Mona Vale 1 Park Street Mona Vale NSW 2103	Avalon 59A Old Barrenjoey Road Avalon Beach NSW 2107

Office use only	
Form ID	2014
TRIM Ref.	
Last updated	June 2023
Business unit	Community, Arts & Culture
Application no.	
Receipt no.	

Privacy Protection Notice	
Purpose of collection	For Council to provide services to the community
Intended recipients	Northern Beaches Council staff
Supply	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/Correction	Please contact Customer Service on 1300 434 434 to access or correct your personal information

Part 1: Client Details

Title	<input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Other				Gender	
First Name						
Last Name						
Address						
Suburb		Postcode				
Phone		Date of Birth (dd/mm/yyyy)				
Country of Birth		Language				
Pension/Benefit Status		Aboriginal/Torres Strait Islander				
Accommodation Setting		My Aged Care				
Usual Living Arrangements	Alone	With Others	With Family	Not Stated		
Do you have a Carer	Yes	No	Does the Carer live with you?	Yes	No	
Carer Relationship to Client						
Referral Source			Initial Assessor			
Organisation			Phone			
Reason for Referral	Frail/Aged	<65 with a Disability	Carer			

Part 2: Meal Requirements

Meal Requirements			
Type of Delivery	Cold	Hot	Frozen
Diet	Likes/Dislikes		
Date of First Delivery	Payee		

Part 3: Contacts

Doctor		Phone	
Emergency Contact 1		Relationship to Client	
Phone	Home:	Work:	Mobile:
Emergency Contact 1		Relationship to Client	
Phone	Home:	Work:	Mobile:
Other Services		Case Manager	

Part 4: Checklist

Referral taken by			
Informed client/carer of purpose of the assessment		Informed client/carer of their rights and responsibilities	
Outlined access to complaints and appeals mechanisms		Advise copy of these processes will be left with them	
Identified the outcomes of the assessment and formally obtained endorsement of proposed actions, including referral/s		Verbal agreement from client that information can be used for appropriate referral and MDS reporting	