



MINUTES OF MEETING

MEALS ON WHEELS COMMITTEE

HELD WEDNESDAY 12 JUNE 2013

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

PRESENT:

Councillors

Cllr Adele Heasman Manly Council

Other Representatives

Arthur Pasfield	Community Member (Chairperson)
John Collins	Community Member
Michelle Sas	Community Member
June Whelan	Community Member
Maureen Cotterell	Community Member

Council Staff

Tom Miles	Food Services Coordinator (FSC)
Sandra Faase	Community Development Coordinator (CDC) - Minutes

TO THE MAYOR AND COUNCILLORS OF THE COUNCIL

The **Meals on Wheels Committee** met on Wednesday 12 June 2013, to consider the matters referred to it and now provides the following advice to Council.

OPEN The meeting commenced at 3.10pm

ITEM 1 APOLOGIES & LEAVE OF ABSENCE

Cllr Jean Hay, Mayor (ex-officio), Robert Reed, Eric Poulos,
Community Services Manager
The Committee welcomed its two new members, June Whelan and
Maureen Cotterell.

ACTION

ITEM 2 DECLARATION OF INTEREST

Nil.

ITEM 3 CONFIRMATION OF MINUTES

The minutes of the Meals on Wheels Committee meeting of
8 May 2013 are confirmed.

Secretariat

MATTERS ARISING

The minutes of the Meals on Wheels Committee meeting of
8 May 2013 were adopted at Council's Ordinary Meeting of 3 June
2013

ITEM 4 FINANCE REPORT

FSC explained the 2012-13 Income & Expenditure Report YTD to May 2013:

- Operating deficit: \$8,389.59
- FSC noted the deficit was due to costs in this financial year not present in previous years ie. since July 2012, Council has charged rental to use the facility of \$42,000 per year, and the purchase of the new freezer (\$23,760), offset by insurance for the old freezer that caught fire (\$9,890), cost totalling \$13,870.
- Also, the interest from the substantial surplus the service had at end 2011-12 which Council invested in a Term Deposit on behalf of the service since July 2012, is no longer reflected in the Income & Expenditure statement. This interest would offset the operating deficit. Last financial year (2011-12) this interest totalled \$14,542.
- The income from the sale of meals (\$118,278) is somewhat higher than expenditure on meals purchase (\$106,720.30), thus a price rise for meals was seen as not necessary.

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Recommendation:

That the Finance Report for May 2013 be accepted and attached to the minutes for Council's consideration.

ACTION

FSC

ITEM 5 COORDINATOR'S REPORT

The FSC explained the May 2013 Coordinator's Report. Items of interest include:

Client numbers and Service Target for 2012-13:

- Target 2012-13 = 38,266 meals; monthly target = 3,189
- Meals/services delivered in May: **2,137**
- YTD target (July – May) = 35,079
- Actual meals/services delivered YTD: 21,649 (61.7%).
- Clients May: 195 HACC + 6 non-HACC clients
- Meals delivered to HACC clients: **1,694**
- Meals delivered to non-HACC clients: 72 (not counted in total)
- Meals sold at the Centre: **250**
- Manly Community Restaurant (held 4 Fridays): **74** clients
- Manly CBD Community Restaurant (held 4 Tuesdays): **60** clients
- Seaforth Community Restaurant (1 Monday): **17** clients
- Shopping service to Warringah Mall (4 Tuesdays): **33**
- Social outings (1 – 3rd Mondays): **9**
- Volunteers: 164

It was noted that all Sydney Meals Services are low in their outputs compared to targets.

Service Sustainability & Growth

- There were 12 new clients in May (5 walk-in, 7 delivery clients). Most heard of the service via word-of-mouth.
- During Men's Health Week, male clients and volunteers will be sent information about men's health. And there will be a special men's bus outing to view vintage cars on 17 June. Similar men's outings may be held again if this proves popular. These are initiatives stem from training the FSC attended re engaging men in HACC services.

ACTION

- The new Simplot meals line is now available at \$8 for a meals package. They are being promoted as a 'premium' line and feedback has been positive so far. It is hoped the service will grow with these meals now available.
- FSC has been promoting the service to Manly Housing Department residents.
- FSC will promote the service to the Balgowlah School for Seniors in June and Balgowlah RSL Sub-branch in July. And has contacted other Clubs to schedule promotional presentations.
- The A-Frame to promote the Manly CBD Community Lunch will be delivered soon – enabling promotion of the lunch at the site visible from The Corso.
- There has been no advice yet from DoHA re the application submitted to run a Community Visitors Scheme.

Service governance and other matters

- The remainder of the service policies & procedures require completing as a matter of priority. The FSC has contacted other Councils who run meals services for theirs as this task could be shared. It was found that the majority have not yet drafted them as required under the Commonwealth Community Care Common Standards (CCCS).
- An application for HACC transition funds has been submitted to enable the policies and procedures to be completed, the outcome of which should be known soon.
- The NSW Food Authority will conduct its annual audit of the service on Wednesday 12 June.
- New contracts have been signed with NSW BusinessLink for volunteer police checks, and PFD Food Services, for sandwich supply.
- The Volunteer Handbook was updated with Insurance information recently. However, this resource and Council's generic Volunteer handbook requires rewriting, after the new Volunteer Coordinator is appointed by Council.
- FSC is investigating smart TVs for purchase – which will have the ability to connect to the internet via wireless and via Council's network, and will be used for such purposes as training staff and volunteers.

FSC

FSC

Recommendation:

That the Coordinator's Report for May 2013 be accepted and attached to the minutes for Council's consideration.

ITEM 6 GENERAL BUSINESS

Nil

ITEM 7 NEXT MEETING DATE:

Date: Wednesday 10 July 2013

Time: 3.00pm

Venue: Volunteers Room, Meals on Wheels Distribution Centre

Meeting closed at 4.05pm