



MINUTES OF MEETING

MEALS ON WHEELS COMMITTEE

HELD WEDNESDAY 12 FEBRUARY 2014

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

PRESENT:

Councillors

Cllr Adele Heasman

Other Representatives

John Collins

Community Member (Acting Chairperson)

Maureen Cotterell

Community Member

June Whelan

Community Member

Council Staff

Eric Poulos

Community Services Manager (CSM)

Katie Acheson

Coordinator Community Development & Direct Services (CCD&DS)

Sandra Faase

Senior Community Development Officer (SCDO) - Minutes

TO THE MAYOR AND COUNCILLORS OF THE COUNCIL

The **Meals on Wheels Committee** met on Wednesday 12 February 2014, 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), Arthur Pasfield, Michelle Sas, Robert Reed, Tom Miles (Food Services Coordinator)

ACTION

ITEM 2 DECLARATION OF INTEREST

Nil.

ITEM 3 CONFIRMATION OF MINUTES

The minutes of the Meals on Wheels Committee meeting of 13 November 2013 are confirmed. These minutes were adopted at Council's Planning & Strategy meeting on 3 February 2014.

Secretariat

MATTERS ARISING

A 'tear drop' banner to publicise availability of walk in meals at the Seniors Centre and the community restaurant still needs to be purchased.

FSC

ITEM 4 FINANCE REPORT

In FSC's absence, the CCD&DS presented the 2013-14 Income & Expenditure Report YTD to January 2014:

- Report shows an operating surplus of \$27,709.07

Recommendation:

The Committee recommends to the General Manager that:
That the Finance Report for January 2014 be accepted and attached to the minutes for Council's consideration.

ITEM 5 COORDINATOR'S REPORT

In FSC's absence, the CCD&DS presented the January 2014 Coordinator's Report. Items of interest include:

Client numbers and Service Target for 2013-14:

- Target 2013-14 = 38,266 meals (monthly target = 3,189)
- YTD target (July 2013 - January 2014) = 22,323 services
- Services/meals delivered in January = 1,644
- YTD services delivered = 13,473 (60.4%)
- Meals/services delivered in January (to 168 HACC clients): **1,357**
- Meals delivered to 8 non-HACC clients (not in total) = 97
- Meals sold at the Centre: **105**
- Manly Community Restaurant (5 Fridays): **55** clients
- Manly CBD Community Restaurant (4 Tuesdays): **86** clients
- Shopping service to Warringah Mall (4 Wednesdays): **22**
- Social outing (held twice): **19**
- **Total services delivered in August = 1,644** (79 per working day)

Service Sustainability & Growth

- Service currently has 157 volunteers.
- The marketing strategy using the HACC transition funds is underway. A new brochure is planned to show the uniqueness of the services featuring clients' stories. This will be distributed via the rates notices and Manly Daily. Banners on the gates of Council car parks are planned. And also pictures of the summer menu will be put on Council's website.
- Promotion of the Manly CBD Community Lunch is working well, with numbers increasing. It is planned to have a themed lunch every month eg. Mothers' Day, Fathers' Day, Oktoberfest, Bastille Day, Melbourne Cup etc.
- Given the popularity of the social outings they have increased to two per month.
- The CSM advised that Council was successful in gaining funding from the Federal Government to run a Community Visitor's Scheme until June 2016. This would mean a two day a week position based at Meals on Wheels. Current volunteers will be approached as well as new volunteers identified who would like to be visitors. It is expected to have 20 clients by June who will be visited fortnightly.

Recommendation:

The Committee recommends to the General Manager:
That it endorses the new Community Visitor's Scheme, to be coordinated from Meals on Wheels, and congratulates Council on receiving this funding.

Service governance and other matters**ACTION****IFBM**

- Using the HACCC transition funding, the service Policies & Procedures (P&Ps) are being completed by Practical HR Solutions. A meeting was held on 3 February with the consultant and it is expected the final P&Ps will be submitted to the March Committee meeting.
- The service operated over the Christmas period ensuring clients were catered for.

Recommendation:

The Committee recommends to the General Manager:

1. That the Coordinator's Report for January 2014 be accepted and attached to the minutes for Council's consideration.

FSC

ITEM 6 GENERAL BUSINESS

Nil

ITEM 7 NEXT MEETING DATE:

Date: Wednesday 12 March 2014

Time: 3.00pm

Venue: Volunteers Room, Meals on Wheels Distribution Centre

Meeting closed at 4.05pm