



## NOTICE OF MEETING

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

**DATE:** Wednesday 12 February 2014

**TIME:** From 3pm – maximum 2 hours

**PLACE:** Volunteers' Room, Meals on Wheels Distribution Centre

### COMMITTEE MEMBERS:

#### Councillors

Cllr Adele Heasman

Councillor

#### Other Representatives

Arthur Pasfield

Community Member

John Collins

Community Member

Robert Reed

Community Member

Michelle Sas

Community Member

June Whelan

Community Member

Maureen Cotterell

Community Member

#### Council Staff

Eric Poulos

Community Services Manager

Katie Acheson

Coordinator Community Development & Direct Services

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.

Kathryn Fayle

**Divisional Manager**

**Human Services and Facilities**

**Date:** 29.1.14



## **AGENDA**

### **Meals on Wheels Advisory Committee**

**MEETING TO BE HELD ON WEDNESDAY 12 FEBRUARY 2014 AT 3.00PM**

**Volunteers' Room, Meals on Wheels Distribution Centre**

- |               |                                                                                                                       |
|---------------|-----------------------------------------------------------------------------------------------------------------------|
| <b>ITEM 1</b> | <b>Apologies and leave of absence</b>                                                                                 |
| <b>ITEM 2</b> | <b>Declarations of Interest – Pecuniary<br/>Non- Pecuniary</b>                                                        |
| <b>ITEM 3</b> | <b>Confirmation of Minutes held on 13 November 2013 and Matters<br/>Arising</b>                                       |
| <b>ITEM 4</b> | <b>Finance Report</b>                                                                                                 |
| <b>ITEM 5</b> | <b>Coordinator's Report</b>                                                                                           |
| <b>ITEM 6</b> | <b>General Business brought to the attention of the Chair prior to the<br/>Meeting and Approved for Consideration</b> |
| <b>ITEM 7</b> | <b>Date for Next Meeting – 12 March 2014</b>                                                                          |



## MINUTES OF MEETING

### MEALS ON WHEELS COMMITTEE

HELD WEDNESDAY 13 NOVEMBER 2013

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

#### PRESENT:

##### Councillors

Cllr Adele Heasman

##### Other Representatives

Arthur Pasfield

Community Member (Chairperson)

Robert Reed

Community Member

John Collins

Community Member

Maureen Cotterell

Community Member

June Whelan

Community Member

##### Council Staff

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 13 November 2013, to consider the matters referred to it and now provides the following advice to Council.

**OPEN** The meeting commenced at 3.00pm

##### ITEM 1 APOLOGIES & LEAVE OF ABSENCE

Cllr Jean Hay, Mayor (ex-officio), Michelle Sas, 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 9 October 2013 are confirmed. These minutes were adopted at Council's Ordinary Meeting on 11 November 2013.

**Secretariat**

##### MATTERS ARISING

Nil

#### ITEM 4 FINANCE REPORT

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

- Operating surplus: \$86,282.00
- This amount includes the \$40,000 one-off HACC transition grant shown in September – funding which is now committed as per expenditure guidelines.
- It was noted that St Matthews are still not invoicing at regular intervals for hire of their hall for Tuesday community lunches. It was reported that a standing order had been set up, so that there would be regular payments. .

#### Recommendation:

The Committee recommends to the General Manager that:  
That the Finance Report for October 2013 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 October 2013 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 - October 2013) = 12,756 services
- Services/meals delivered in October = 1,934
- YTD services delivered = 8,190 (62.4%)
- Meals/services delivered in October (to 183 HACC clients): **1,510**
- Meals delivered to 7 non-HACC clients (not in total) = 92
- Meals sold at the Centre: **189**
- Manly Community Restaurant (4 Fridays): **55** clients
- Manly CBD Community Restaurant (5 Tuesdays): **124** clients
- Seaforth Community Restaurant (1 Monday): **19** clients
- Shopping service to Warringah Mall (4 Wednesdays): **29**
- Social outing (1): **9**
- **Total services delivered in August = 1,935**

#### Service Sustainability & Growth

- Service currently has 167 volunteers.
- A new marketing strategy is planned and the FSC and CD&DS have met with Council Communications team to discuss this. It will include a video for Council's website, a new service brochure,, banners for the gates of Whistler Street car park, and photos of the food available for sale on Council's web site. Cost will be covered by the one-off HACC transition funds.
- It was suggested the service purchase tear drop flying banner signs to advise of availability of walk in meals at the Seniors Centre and publicise community restaurants.
- To publicise the service, a presentation was made to the Balgowlah School for Seniors on 15 October and the Manly View Club on 16 October.
- Given the popularity of the social outings they will be increased to two per month.
- The Manly Community Luncheons are working well with good attendance, particularly the Melbourne Cup lunch with 49 attending. A themed lunch every month is being planned eg. Mothers Day, Fathers Day, Bastille Day, Oktoberfest.

ACTION

FSC

### **Service governance and other matters**

- The service will be operating over the Christmas period.
- FSC has finished his on-line training course on dementia.
- Food handling training was held on 10 October by Council's Environmental Health Officers with 13 volunteers attending who assist with the community luncheons.
- The Volunteer Christmas lunch has been booked for 4 December at Balgowlah Bowling Club.
- The FSC was awarded a Rotary Balgowlah Pride in Workmanship Award on 23 October. The Committee wished to congratulate Tom on this award and for the outstanding work he does on behalf of the service and the community.
- Planter boxes have been installed at the Seniors Centre and it is proposed to have the Friday community lunch clients use them for gardening before their lunch.
- A consultant has now been engaged to complete the drafting of the service policies and procedures, the cost of which will be covered by the one-off HACCC transition funds.
- The service 2012-13 Financial Accountability Report (eFAR) has been submitted to the Commonwealth Dept of Social Services.
- The ADHC financial acquittal is due in late November.
- A letter was sent to clients on 11 November detailing price increases. The new prices are still below similar meals services on the Northern Beaches, with a meal package now \$7.00. This followed endorsement of the price increase at the October meeting on considering Master Catering's letter of 10 September advising of their price increases.

**FSC**

### **Recommendation:**

The Committee recommends to the General Manager that:

1. The service investigates the purchase of tear drop banners to publicise walk in meals purchase and community restaurants.
2. The FSC be congratulated on this Rotary Balgowlah Pride in Workmanship Award.
3. That the Coordinator's Report for October 2013 be accepted and attached to the minutes for Council's consideration.

**FSC**

**FSC**

### **ITEM 6 GENERAL BUSINESS**

A Committee member raised concerns that volunteers were being asked to park their cars at the Harris Farm car park when the Seniors Centre car park was flooded. This necessitates them having to cross near the roundabout with their cooler boxes containing meals.

### **Recommendation:**

The Committee recommends to the General Manager that:

The service explores a more suitable and sustainable arrangement for volunteer parking when the Seniors Centre car park is flooded.

**FSC**

**Meeting dates for 2014:** Were tabled and endorsed.

There will be no Committee meetings in December 2013 and January 2014. However, the FSC will report the Coordinator's report and the monthly financial reports to management during this period.

**Secretariat**

### **ITEM 7 NEXT MEETING DATE:**

**Date:** Wednesday 12 February 2014

**Time:** 3.00pm

**Venue:** Volunteers Room, Meals on Wheels Distribution Centre

Meeting closed at 4.00pm