



NOTICE OF MEETING

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

DATE: Wednesday 13 November 2013

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

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 Foyle

Divisional Manager

Human Services and Facilities

Date: 7.11.13



AGENDA

Meals on Wheels Advisory Committee

MEETING TO BE HELD ON WEDNESDAY 13 NOVEMBER 2013 AT 3.00PM

Volunteers' Room, Meals on Wheels Distribution Centre

- | | |
|---------------|---|
| ITEM 1 | Apologies and leave of absence |
| ITEM 2 | Declarations of Interest – Pecuniary
Non- Pecuniary |
| ITEM 3 | Confirmation of Minutes held on 9 October 2013 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 – 12 February 2014 |



MINUTES OF MEETING

MEALS ON WHEELS COMMITTEE

HELD WEDNESDAY 9 OCTOBER 2013

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

PRESENT:

Councillors

Other Representatives

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

Council Staff

Tom Miles	Food Services Coordinator (FSC)
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 8 October 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), Cllr Heasman, Eric Poulos (Community Services Manager)

ACTION

ITEM 2 DECLARATION OF INTEREST

Nil.

ITEM 3 CONFIRMATION OF MINUTES

The minutes of the Meals on Wheels Committee meeting of 11 September 2013 are confirmed. These minutes were adopted at Council's Ordinary Meeting on 14 October 2013.

Secretariat

MATTERS ARISING

Nil

ITEM 4 FINANCE REPORT

FSC explained the 2013-14 Income & Expenditure Report YTD September 2013:

- Operating surplus: \$38,575.00
- One of the service funding bodies, ADHC, advised the following amount of indexation funding: \$416.00.
- The new freezer will be out of warranty soon and the FSC will organise for it to be checked before the warranty elapses. It was suggested that the cost of a maintenance schedule for the freezer be looked into. FSC to investigate.
- It was noted that St Matthews are still not invoicing at regular intervals for hire of their hall for Tuesday community lunches and this to be followed up.

Recommendation:

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

ITEM 5 COORDINATOR'S REPORT

The FSC presented the September 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 - September 2013) = 9,567
- Services/meals delivered in September = 1,972
- YTD services delivered = 6,256 (65.4%)
- Meals/services delivered in August (to 194 HACC clients): **1,583**
- Meals delivered to 8 non-HACC clients (not in total) = 125
- Meals sold at the Centre: **177**
- Manly Community Restaurant (4 Fridays): **48** clients
- Manly CBD Community Restaurant (4 Tuesdays): **108** clients
- Seaforth Community Restaurant (1 Monday): **19** clients
- Shopping service to Warringah Mall (4 Wednesdays): **29**
- Social outing (1): **8**
- **Total services delivered in August = 1,972**

Service Sustainability & Growth

- FSC noted that despite the excellent publicity for the service during Meals on Wheels Week with three items in the Manly Daily, this did not translate to new referrals.
- A new marketing strategy is planned and the FSC and CD&DS Coordinator will meet next week with Council staff who have expertise in marketing. The cost of new initiatives will be covered by the \$40,000 one-off HACC transition funds.
- Simplot meals are \$8 for a 3 course package and there is room for growth. Promoting them will be part of the new marketing strategy.
- FSC presented to members of Seaforth Bowling Club in September and will present to Balgowlah School for Seniors and Manly View Club in October.

Service governance and other matters

- FSC is completing an online course via University of Tasmania on dementia and two staff are attending Alzheimer's Australia information sessions.
- Community luncheon volunteers will undergo food handling

ACTION**FSC****FSC**

training on 10 October.

- The Volunteer Christmas lunch has been booked for 4 December at Balgowlah Bowling Club. There was a preference for individual servings rather than have platters served where people helped themselves.
- Briefs have now been sent to consultants to put in expressions of interest to complete the drafting of the service policies and procedures, to be paid for by the \$40,000 one-off HACC transition funds.
- Council's auditors will be visiting the service soon, ahead of the 2012-13 Financial Accountability Report (eFAR) due by end October to the Commonwealth Dept of Social Services.
- The ADHC financial acquittal is due in November.
- FSC had received a letter dated 10 September 2013 from Master Catering advising of a price increase (attached) taking effect from 7 October. It was recommended there be a price increase for a meals package from \$6.00 to \$7.00, which was still well under the \$8.50 charged by Northern Beaches Foods Services.
 - All were in favour of this price increase.

Recommendation:

1. That the cost of a meals package be increased from \$6.00 to \$7.00 given price rises from suppliers Master Catering.
2. That the Coordinator's Report for September 2013 be accepted and attached to the minutes for Council's consideration.

FSC

ITEM 6 GENERAL BUSINESS

Nil

ITEM 7 NEXT MEETING DATE:

Date: Wednesday 13 November

Time: 3.00pm

Venue: Volunteers Room, Meals on Wheels Distribution Centre

Meeting closed at 4.05pm