



NOTICE OF MEETING

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

DATE: Wednesday 13 March 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

John Collins

Robert Reed

Michelle Sas

Community Member

Community Member

Community Member

Community Member

Council Staff

Eric Poulos

Carmen Dowling

Sandra Faase

Community Services Manager

Acting Food Services Coordinator

Community Development Coordinator

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 Hayle

Divisional Manager

Human Services and Facilities

Date: 4.3.13



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

ITEM 1	Apologies and leave of absence
ITEM 2	Declarations of Interest – Pecuniary Non- Pecuniary
ITEM 3	Confirmation of Minutes held on 13 February, 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 10 April, 2013



MINUTES OF MEETING

MEALS ON WHEELS COMMITTEE

HELD WEDNESDAY 13 FEBRUARY 2013

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

PRESENT:

Councillors

Other Representatives

Arthur Pasfield
John Collins
Robert Reed
Michelle Sas

Community Member (Chairperson)
Community Member
Community Member
Community Member

Council Staff

Eric Poulos
Tom Miles
Sandra Faase

Community Services Manager (CSM)
Food Services Coordinator (FSC)
Community Development Coordinator (CDC) - Minutes

TO THE MAYOR AND COUNCILLORS OF THE COUNCIL

The **Meals on Wheels Committee** met on Wednesday 13 February 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, Cllr Adele Heasman, Nora Pasfield

ACTION

ITEM 2 DECLARATION OF INTEREST

Nil.

ITEM 3 CONFIRMATION OF MINUTES

The minutes of the Meals on Wheels Committee meeting of 12 October 2012 are confirmed.

Secretariat

MATTERS ARISING

The minutes of the Meals on Wheels Committee meeting of 12 October 2012 were forwarded to the General Manager for endorsement.

ITEM 4 FINANCE REPORT

FSC explained the 2012-13 Income and Expenditure Report YTD January 2013:

- Operating surplus for January: \$34,235.95.
- New Expenditure line in the report Rent, Senior Citizens Centre: \$10,500 (\$800 pw) which is Council's quarterly charge for rental of the Seniors Centre.
- When the service finances were transferred into Council's accounts in July 2012, the \$220,000 service term deposit amount was also transferred to Council's accounts. This money was to be 'quarantined' into a separate account. The Committee would like the interest from this investment to be included as income on the service Income & Expenditure statement.

ACTION

Recommendation:

1. Enquire from Finance whether the interest from the service term deposit transferred to Council's accounts last year, can be included as service income.
2. That the Finance Report for January 2013 be accepted and attached to the minutes for Council's consideration.

**FSC /
Finance**

ITEM 5 COORDINATOR'S REPORT

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

Client numbers and Meals/Services Target for 2012-13:

- Clients January: 205 (194 HACC + 11 non-HACC clients)
- Target for 2012-13 = 38,266 meals; monthly = **3,189**
- Meals/services delivered in January: **1,901**
- YTD target (July – January) = **22,323 meals**;
Actual meals/services delivered YTD: **14,216 (63.7%)**.
- Meals delivered to HACC clients: 1,571 – 86 meals/day
- Meals delivered to non-HACC clients: 104 (not counted in total)
- Meals sold at the Centre: 166
- Manly Community Restaurant (held 4 Fridays): 55 clients
- Manly CBD Community Restaurant (held 4 Tuesdays): 68 clients
- Seaforth Community Restaurant (1 Monday): not held
- Shopping service to Warringah Mall (5 Tuesdays): 30
- Social outings (1): 11

FSC noted that all Sydney Meals Services are low in their outputs. FSC to present outputs in a graph for next meeting, which will assist service planning.

FSC

Service Sustainability & Growth

- Research is being undertaken to provide a line of premium meals to grow the service. Legal advice has now been received that the contract with Master Catering does not preclude distributing meals from another supplier.
 - Meals from ROTH Cuisine were taste tested (\$9 to \$14 one course). Ku-ring-gai Meals on Wheels meals have also been tested, and also thought not to be to standard for a premium line and difficult to market to ageing baby boomers with the negative connotations of Meals on Wheels branding (cost approx. \$10 for a main and dessert plus delivery fee).
 - Meals from Simplot, who distribute Lite & Easy, are now being trialled. The new line is called Life and has been especially developed for catering to the needs of older

people. These frozen meals have been tasted by Council staff and were distributed to the Committee for tasting.

Service governance and other matters

- From 1 July 2012 the the Commonwealth Dept. of Health & Ageing (DoHA),has funded the service for clients 65 and over. Clients under 65 are funded by the State (ADHC). Under the funding agreement with DoHA, there is increased accountability reporting, The next reports are due 31 March: a progressive Output Variation Reports (OVRs) and progressive Financial Accountability Reports (FARs) for 1 July 2012 to 31 December 2012.
- The remainder of the service policies & procedures require completing as a matter of priority.
- The Volunteers Handbook requires amending with updated insurance information and other changes required, and needs reformatting.
- Connection to Council's intranet has now been completed. Staff received their new email addresses and the service will keep its old phone numbers for a year. Clients and other stakeholders will be notified of changes, and all brochures and other material, will need to be updated, as well as Council's website. Staff will undergo training to use Council's TRIM document management system and other systems as required.

FSC

FSC

FSC

**FSC/ MoWs
staff**

ACTION

Recommendation:

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

ITEM 6

GENERAL BUSINESS

- A letter was tabled from Master Catering dated 24 October 2012 (attached) advising of price increases due to CPI. FSC noted that as not all clients requested all items in a meals package, savings were made, and therefore the cost of a meal package should remain at \$6.00. This was reflected in the attached financial statement, where 2012-13 total meals sales income is \$76,900; and total meals expenditure is \$71,050.16.
- A letter was tabled from long-standing Committee member Nora Pasfield (attached) announcing her resignation. The Committee accepted this resignation reluctantly and thanked Mrs Pasfield for her dedication and work on the Committee over many years.
- FSC also noted that past Committee member Steve Byrne had not re-applied to join the Committee this term, and that active recruitment for new Committee members was taking place.

Secretariat

Recommendation:

1. That the cost of a meal package remains the same for reasons explained above.
2. That the Committee would like to put on record its appreciation for the work carried out by retiring Committee members.
3. That the Coordinator's Report for January 2013 be accepted and attached to the minutes for Council's consideration.

ITEM 7

NEXT MEETING DATE:

Date: Wednesday 13 March 2013

Time: 3.00pm

Venue: Volunteers Room, Meals on Wheels Distribution Centre

Meeting closed at 4.30pm