



NOTICE OF MEETING

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

DATE: Wednesday 13 February 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

Nora Pasfield

Community Member

John Collins

Community Member

Robert Reed

Community Member

Michelle Sas

Community Member

Council Staff

Kathryn Fayle

Divisional Manager Human Services and
Facilities

Eric Poulos

Community Services Manager

Tom Miles

Food Services Coordinator

Sandra Faase

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 Fayle

Divisional Manager

Human Services and Facilities

Date:



AGENDA

Meals on Wheels Advisory Committee

MEETING TO BE HELD ON WEDNESDAY 13 FEBRUARY 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 October, 2012 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 13 March, 2013 |



MINUTES OF MEETING

MEALS ON WHEELS COMMITTEE

HELD WEDNESDAY 10 OCTOBER 2012

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)

Nora Pasfield

Community Member

John Collins

Community Member

Steve Byrne

Community Member

Robert Reed

Community Member

Council Staff

Kathryn Fayle

Community Services Manager (CSM)

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 10 October 2012, 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

Michelle Sas

ACTION

ITEM 2 DECLARATION OF INTEREST

Nil.

ITEM 3 CONFIRMATION OF MINUTES

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

Secretariat

MATTERS ARISING

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

ITEM 4 FINANCE REPORT

The Food Services Coordinator (FSC) explained the 2012-13 Income

and Expenditure Report YTD (September 2012) report:

- Operating surplus for September is \$16,115.18.
- Cost for use of temporary chest freezer while awaiting installation of new freezer, is shown in the Expenditure line: Other.
- FSC advised that the service is expecting Master Catering to raise the price of meals soon, and the impact on price of meals to clients will be discussed when this occurs.
- Currently 60% of clients pay by cheque, 25% by cash, and 15% by EFTPOS.

Recommendation:

1. That the Finance Report for September 2012 be accepted and attached to the minutes for Council's consideration.

ACTION

ITEM 5 COORDINATOR'S REPORT

The FSC explained the September 2012 Coordinator's Report. Items of interest include:

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

- Client numbers for September: 195 (185 HACC clients + 10 non-HACC clients)
- Target for 2012-13 = 38,266 meals (monthly target = 3,189).
- Meals delivered in September: 2,061
- YTD target (July – September) = 9,567 meals; Actual meals delivered during period: 6,381 (67.6%).
- Meals delivered to HACC clients: 1,631 – 86 meals/day
- Meals delivered to non-HACC clients: 167 (not counted in total)
- Meals sold at the Centre: 244
- Manly Community Restaurant (held 4 Fridays): 72 meals
- Manly CBD Community Restaurant (held 4 Tuesdays): 64 meals
- Seaforth Community Restaurant (held 1 Mondays): 15 meals
- Shopping service to Warringah Mall (4 Tuesdays): 27
- Social outings (1): 8

Service Sustainability & Growth

- 2011 Census statistics were tabled, showing a marked decrease of 440 (15.4%) since the last census in 2006, of people aged 75 and over in the Manly LGA. This may partly explain the drop in client numbers. Of interest also is there has been a marked increase in people 60-74 during this period.
- There was a fire on one of the stand-alone freezers quite some time ago and a reach-in freezer will be installed in the next few weeks to replace it. Paperwork to cover costs via Insurance has been submitted to Council's insurance officer.
- Research is being undertaken to consider providing a line of premium meals to grow the service, with taste testing of meals from two potential suppliers. Meals from ROTH Cuisine were taste tested with these meals costing \$9 to \$14 for one course. There were six responses, and those who had tried the Ku-ring-gai Meals on Wheels meal thought those meals were of a better standard. Ku-ring-gai will deliver a selection later this week for volunteers to sample and provide feedback, and the Committee will also be asked to try them. Ku-ring-gai meals cost around \$10 for a main and dessert (plus a delivery fee).
- A TV for training purposes will be installed soon in the Volunteer's Room and the room has been alarmed to ensure it is secure from

theft.

Service governance and other matters

- As from 1 July 2012, the service has been funded by the Commonwealth Dept. of Health & Ageing/DoHA, for clients 65 and over. Clients under 65 are funded by the State/Ageing Disability & Home Care. Under the funding agreement with DoHA, has come increased accountability reporting, and all reports have been submitted that were due 30 September, which included submitting an Assets Register and Subcontractors Register.
- As per the Commonwealth Community Care Common Standards (CCCS) requirements, all volunteers are to undergo police check every three years. These are almost completed with 14 to go.
- A survey of clients is currently being undertaken.
- Connection to Council's intranet should occur soon. The IT infrastructure is now in place with an electrician to carry out the final work to enable the connection.
- Planning for the Volunteer Christmas Party is underway for Wednesday 5 December at the Balgowlah Heights Bowling Club. The meeting agreed that table service was preferable over a buffet.
- The FSC is working with Council's Work Health & Safety Coordinator on an Emergency Evacuation Plan for the service and Manly Seniors Centre.

ACTION

Recommendation:

1. That the Coordinator's Report for September 2012 be accepted and attached to the minutes for Council's consideration.

ITEM 6 GENERAL BUSINESS

A letter of complaint has been received from the Manly Club for Seniors regarding the new alarm installed in the Volunteer's Room to ensure the room is secure with the new TV to be installed soon. The Club advises that they should have access to this room, as historically it has been their space. A letter of response will be drafted to the Club.

ITEM 7 NEXT MEETING DATE:

Date: Wednesday 14 November 2012

Time: 3.00pm

Venue: Volunteers Room, Meals on Wheels Distribution Centre

Meeting closed at 4.10pm