



MINUTES OF MEETING

MEALS ON WHEELS COMMITTEE

HELD WEDNESDAY 14 MAY 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 (A/Chairperson)
Maureen Cotterell Community Member
June Whelan Community Member

Council Staff

Eric Poulos Community Services Manager (CSM)
Tom Miles Food Services Coordinator (FSC)
Sandra Faase Senior Community Development Officer (SCDO) - Minutes

TO THE MAYOR AND COUNCILLORS OF THE COUNCIL

The **Meals on Wheels Committee** met on Wednesday 14 May 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, Katie Acheson (Coordinator Community Development & Direct Services)	ACTION
ITEM 2	DECLARATION OF INTEREST Nil.	
ITEM 3	CONFIRMATION OF MINUTES The minutes of the Meals on Wheels Committee meeting of 12 March 2014 are confirmed. These minutes were adopted at Council's Ordinary Meeting on 7 April 2014. There was no quorum at the 9 April 2014 meeting. The Notes from this meeting are attached to these minutes.	Secretariat Secretariat
ITEM 4	FINANCE REPORT FSC presented the 2013-14 Income & Expenditure Report YTD to	ACTION

April 2014:

- Report shows an operating surplus of \$31,210.89, which should cover expenditure to the end of the financial year.
- It was noted that the 5 year contract with Master Catering expires in October. It was suggested to investigate if the current contract could be extended to June 2015, which is when the funding contract with the Department of Social Services ends.
- Food prices had risen and with a new contract, the price of a meals package would probably have to rise from \$7.00 to \$8.00.
- A meals package is currently \$7.00 and this is charged whether the client has one (main meal) or the three courses.
- The Committee agreed given the price rises, that the FSC seek a cost for each of the 3 courses in the meal package so that in the future, clients can pay for the items they buy in a meals package.

FSC

FSC

Recommendation:

The Committee recommends to the General Manager that:

1. Enquiries be made to determine whether the current contract with Master Catering can be extended to June 2015, which is when the service funding contract with the Commonwealth ends.
2. Itemised prices for the courses in the food package be investigated.
3. The Finance Report for April 2014 be accepted and attached to the minutes for Council's consideration.

FSC

FSC

ITEM 5 COORDINATOR'S REPORT

FSC presented the April 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 - April 2014) = 38,266 services
- Services/meals delivered in April = 1,589
- YTD services delivered = 18,452 (57.9%)
- Meals/services delivered in April (to 172 HACC clients): **1,304**
- Meals delivered to 7 non-HACC clients (not in total) = 117
- Meals sold at the Centre: **84**
- Manly Community Restaurant (2 Fridays): **22** clients
- Manly CBD Community Restaurant (5 Tuesdays): **125** clients
- Seaforth Community Restaurant – (1 Monday): **18** clients
- Shopping service to Warringah Mall (5 Wednesdays): **25**
- Social outing (held twice): **18**
- **Total services delivered in August = 1,589** (19 working days; 84 per working day)

Service Sustainability & Growth

- Service currently has 158 volunteers.
- The marketing campaign is underway and staff have met with Council's Communications team on several occasions to discuss ways to promote the service – information in the Manly Daily, brochure redesign, a print and digital advertising campaign, ad in the Manly Hospital Patient Guide, banners on the Whistler Street car park gates, a teardrop banner outside the Seniors Centre and

a banner on the fence near the roundabout. A letterbox drop with a free trial offer is also going ahead and the service web page will be upgraded with photos of meals etc. It was also suggested the new brochure be posted out with the rates notices in April 2015.

- Social outings are very popular and are now held twice a month. The two May outings are full with a wait list.
- Cooking classes for older men who are carers are being discussed with the Dept. of Health, with the Meals on Wheels kitchen a possible venue.
- The FSC and other service staff are meeting with the CSM & CCD&DS on 16 May to discuss and formulate the 5 year strategic plan for the service. The plan will be presented to the Committee at the June meeting.
- The Community Visitors Scheme has been signed off by the GM. Council awaits funding from the Department of Social Services to commence. A PD for a two day per week position has been developed and software systems are being investigated.

Service governance and other matters

- The service policies & procedures have been completed by Practical HR Solutions and have been submitted for approval.
- A client survey will be administered in June. A volunteers' survey is currently being administered.
- Nine volunteers attended a course: Basic Emergency Response for Volunteers.
- National Volunteer Week is from 12 to 18 May and all volunteers have been invited to a BBQ breakfast, as well as staff and the Mayor and Councillors.
- All service staff are attending a Manual Handling Course and the FSC has renewed his First Aid Certificate.
- A volunteer has been approached to participate in the Committee.

Recommendation:

The Committee recommends to the General Manager that:

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

ITEM 6 GENERAL BUSINESS

Nil

ITEM 7 NEXT MEETING DATE:

Date: Wednesday 11 June 2014

Time: 3.00pm

Venue: Volunteers Room, Meals on Wheels Distribution Centre

Meeting closed at 4.15pm