



## **Illawarra Forum Inc**

PO Box 53 Jamberoo NSW 2533

Tel 02 4236 1333 [www.illawarraforum.org.au](http://www.illawarraforum.org.au)

The regional peak and resource organisation for community services in the Illawarra and Shoalhaven.

### **CALL FOR EXPRESSIONS OF INTEREST CONSULTANT / PROJECT WORKER**

#### **FOOD SERVICES DEVELOPMENT PROJECT**

The Illawarra Forum is seeking to engage a consultant or project worker to undertake this strategic and interesting food services development project in the Illawarra.

**Contract price:** \$28,000 (GST inclusive)

**Contract options:** Applicants can submit an EOI as a consultant or as a project worker employed by the Illawarra Forum Inc.

Consultants will cover the costs of their travel, insurance and sundries within the agreed contract price. To submit an EOI as a consultant, applicants must have an ABN and all appropriate insurances.

Project Worker applicants will submit an EOI on the basis that they will be casual employees of the Illawarra Forum Inc. The Illawarra Forum will cover insurances, sundries, travel at award rates and wages on a casual basis. The employment contract will equate to \$38.14 ph to \$41.23 ph dependant on experience. Travel is reimbursed at 57c p.km. The total contract hours will not exceed 600 hours to be worked flexibly from commencement date until 30<sup>th</sup> June 2010.

**Closing Date for applications:** 8/2/2010

#### **Requirements for submitting an application:**

Applicants should submit:

- A two page summary of how you meet the selection criteria including relevant examples.
- A two page CV summarising similar projects undertaken.
- Details of two referees
- Indication of whether you are applying as a consultant or as a project worker

Applications should be posted to:  
Ms Simone Dallow  
Illawarra Forum Inc.  
PO BOX 53  
JAMBEROO NSW 2533

Email and fax applications will be accepted on the condition that prior contact is made with Ms Simone Dallow by phone: (02) 42361333.

**Project Brief:**

Attached is the Project Brief outlining the results to be achieved in the project.

**Further Inquiries:**

Should be directed to Ms Simone Dallow, Home and Community Care Development Officer, Illawarra Forum Inc. Ph: (02) 42361333.

Thank you for your interest in this project and we look forward to hearing from you,

Yours sincerely,

Simone Dallow  
HACC DO  
Illawarra Forum Inc.

## **Project Brief**

### **Food Services Development Project**

#### **Preamble:**

The Illawarra Forum Inc., the regional peak organisation for NGO community services in the Illawarra, seeks to assist Food Service providers to identify future directions in the delivery of food services to best meet the changing needs of the target client group.

#### **Purpose:**

To identify the best model for a comprehensive food service delivery system and associated services likely to be required by Home and Community Care (HACC) consumers over the next decade.

The aim of the project is to identify a new model(s) for a single service or a cooperative of agencies to deliver a variety of meal and food service options as well as social support services that will enhance the nutritional outcomes for HACC consumers in the Wollongong and Shoalhaven LGAs.

#### **Background / Context:**

Ageing, Disability & Home Care (ADHC) has indicated that: Food services, consumers and regional staff have identified the need for food services in the Illawarra to review their management, operations and service models to better meet market expectations and to create operational efficiencies.

Currently 7 independent food services and 2 cooperative food services operate within the Illawarra region. In order to meet the above expectations whilst retaining the benefits of small community based organisations stakeholders will be required to explore a range of options.

The Illawarra Forum Inc. acknowledges that there are a number of issues which will have an impact on the way that food services do business into the future. These are but a few of the issues that need to be explored:

- Population change – In the Wollongong region we can expect that 25% of our population will be aged over 65 in 2031; and the Illawarra (exc Wollongong) we can expect that 33% will be aged over 65, being amongst the top three highest regions in the State.

- CALD communities – an increase in the number of clients from Culturally and Linguistically Diverse communities and the need for culturally appropriate menus.
- ATSI – the need to provide services to clients of an Aboriginal or Torres Strait Island background in nutritionally and culturally appropriate manner.
- Baby boomers – who have greater access to superannuation than the current generation of services users, have more exposure to a range of foods, have fewer children than the previous generation and live to an older age. “The year 2010 is significant as it marks the first of the baby-boomer generation turning 65 years of age. By 2020 there will be around 75,000 baby boomers with dementia.” Source: Keeping dementia front of mind: incidence and prevalence 2009-2050, August 2009, Final report
- Dementia – “There are currently around 245,000 people with dementia in Australia. By mid-century, we will have over 1.13 million Australians with dementia.” Source: Keeping dementia front of mind: incidence and prevalence 2009-2050, August 2009, Final report
- The move to a ‘Wellness’ model which in simple terms requires providers to individualise service delivery to all clients and to build strengths rather than focusing on deficiencies.

This project will allow stakeholders to address these and other issues and develop a strategic plan for the future delivery of food services in the Illawarra which will represent value for money for ADHC and best possible outcomes for the changing profile of future clients.

#### **Project Officer roles/tasks:**

- To convene a Steering Committee with representation from Illawarra Food Services Forum.
- To undertake a Literature Review including:
  - Current and recent Food Service reviews and reports
  - Best practice examples
- To review and compile current and projected Demographics paying particular attention to possible emerging groups within each area, e.g. mental health.
- To research the relationship between Package<sup>1</sup> providers and Meals On Wheels providers into the future.
- To conduct research and consultations with consumers and service providers, using as appropriate, quantitative methods (Surveys) and qualitative methods (Focus groups and interviews). To utilise the findings from consultations to develop recommendations for a future food service delivery system in the Illawarra.
- To compile the final Report.

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<sup>1</sup> Community Aged Care Packages, Extended Aged Care at Home and Extended Aged Care at Home - Dementia

**Selection Criteria:**

1. Excellent oral and written communication skills including the ability to facilitate groups, plan and present information and deliver high level reports.
2. Demonstrated ability to Project Manage and work with a high level of independence.
3. Demonstrated commitment to consultation and ability to lead strategic thinking.
4. An understanding of ADHC funded Meals On Wheels Services and the HACC target group.

The applicant must have the ability to provide own transport throughout the Wollongong, Shellharbour, Kiama and Shoalhaven LGA's.

**Outputs Required:**

Provide Illawarra Forum Inc with a report detailing the best model for a comprehensive food service delivery system and associated services likely to be required by HACC consumers in the Illawarra region. Report will be submitted to ADHC.

**Timeframe:**

Report to be delivered to ADHC by June 2010.

**Reporting Requirements:**

A final Report to be delivered.

## Copy of Advertisement

### **Call for Expressions Of Interest – Consultant/Project Worker Food Services Development Project**

Applicants can submit an EOI as a consultant or as a project worker employed by the Illawarra Forum Inc.

Time limited contract until 30<sup>th</sup> June, 2010

The aim of the project is to identify a new model(s) for a single service or a cooperative of agencies to deliver a variety of meal and food service options as well as social support services that will enhance the nutritional outcomes for HACC consumers in the Illawarra region.

Obtaining an information package is **essential**: available on website: [www.illawarraforum.org.au](http://www.illawarraforum.org.au) (under Projects), or contact Simone Dallow, HACC Development Officer, Illawarra Forum ph 42361333. Applications close Mon 8<sup>th</sup> February 2010.