

# WESTERN SYDNEY HACC FOOD FORUM

## Terms of Reference

November 2008

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### 1) Aim and role

The forum's aim is to provide an opportunity for different people working on food services and issues within Western Sydney to share resources and information that will improve service delivery of Home And Community Care (HACC)-funded food services.

- It will provide a co-ordinated and strategic approach to food issues across Western Sydney, in order to avoid duplication of resources and to enable people to feel supported in their individual work and linked to a broader network working on similar issues.
- It will enable services to gain a clearer perspective on where their work fits into the overall picture.
- It will provide advice and guidance on national, state and regional initiatives and schemes relating to HACC food services.
- It will be an opportunity for further partnerships linked to food services to arise, and will encourage a shared vision for the promotion of accessible, healthy and appropriate diet among frail aged and people with disability in Western Sydney.
- It will provide inputs for regional planning and sector development.

All meetings of the forum will be underpinned by relevant government food regulations including HACC program guidelines.

### 2) Forum Coordinator

This role will be taken on by the appointed Regional Resource Worker at Western Sydney Community Forum.

The Forum Coordinator will –

- Facilitate convening of meetings, in consultation with the appointed Chair.

- Manage information on forum membership.
- Facilitate emailing and other means of communication through the group email list.
- Develop and maintain webpage information (found at the Western Sydney Community Forum website, HACC webpage).
- Keep archive copies of minutes of meetings and other relevant documents.

### **3) Forum Membership**

Membership is informal and composed of HACC-funded food services in Western Sydney, HACC-funded development workers, DADHC, NSW Meals On Wheels and individuals with interest in food service provision to HACC target groups.

### **4) Forum Meetings**

- Forum meetings will be held quarterly on the first Wednesday of the month (see Calendar of Meetings) at Blacktown Meals On Wheels, Gribble Place, Blacktown, 2:00- 4:30 p.m.
- A calendar of forum meetings will be posted at the Western Sydney Food Forum webpage section (see below).

#### **a) Chair**

It is proposed that forum members nominate and appoint a chairperson per meeting (4 chairpersons per annum).

The chair's role will be to –

- Prepare the meeting agenda and email to forum email list.
- Invite speaker or resource person for the meeting, if any, in coordination with forum coordinator.
- Preside over/ facilitate the meeting.
- Review the minutes prior to distribution to ensure accuracy.

#### **b) Minute-taker**

It is proposed that forum members nominate and appoint the minute-taker for each meeting (4 minute-takers per annum).

The minute-taker's role will be to –

- Take down notes from the meeting following a template.

- Submit the minutes to the Chair for review and distribution.

## 5) Forum Communication

To facilitate communication, a “Western Sydney Food Forum” section will be developed in the HACC webpage of Western Sydney Community Forum:

[http://www.wscf.org.au/index.php/home/hacc\\_home\\_and\\_community\\_care](http://www.wscf.org.au/index.php/home/hacc_home_and_community_care)

The webpage section will contain links to the following documents (the documents will also be emailed to members):

- *Annual Calendar of Meetings*
- *Directory of food services in Western Sydney*
- *Food service member profile*
- *Agenda of next meeting*
- *Minutes of meetings- archives*
- *Western Sydney HACC Food Forum Flash – as needed*
- *Other useful links*

An email contact group (administered by the forum coordinator) has also been established where members can send out information to everyone in the group.

## 6) Exclusions

It is not the purpose of this group to –

- Provide formal training courses unless provided as “snippet” training or mini group workshops within forum meetings.
- This exclusion is to minimize duplication of resources.

## 7) Amendments

Amendments to this Terms of Reference (TOR) may be made upon annual review.

## 8) Date of last review

Wednesday, 5 November 2008.

## 9) Queries

Queries may be directed to the forum coordinator:

Rocellita Lacsina, Western Sydney Community Forum Regional Resource Worker

Ph 9687 6804 E-mail [rocellital@wscf.org.au](mailto:rocellital@wscf.org.au)