

# WESTERN SYDNEY HACC FOOD FORUM

## Terms of Reference

May 2011

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### Purpose

The purpose of the Western Sydney Food Forum (WSFF) is to develop and maintain a co-ordinated and strategic approach to food issues for the Home and Community Care (HACC) target group across Western Sydney. It provides an opportunity for HACC funded food services in Western Sydney to come together to support each other, to share resources and information, and to address common issues.

### Aims

- To improve service delivery, through increased outputs of nutritious meals which offer clients variety and choice
- To provide equity of access to quality food services across Western Sydney
- To increase representation of Culturally and Linguistically Diverse (CALD) groups in HACC funded food services in Western Sydney
- To develop strategies to address the specific needs of people with dementia
- To enhance coordination with each other and develop linkages with other HACC and HACC related services in Western Sydney, such as HACC funded dietitians, MAPs workers, Dementia Advisors and case management services.
- To strengthen the connections between food services and the NSW Meals on Wheels Association
- To identify opportunities for efficiencies through joint promotion, joint projects, bulk purchasing etc
- To identify opportunities to trial new models of food service delivery
- To advocate for HACC funded food Services in Western Sydney by bringing issues to the attention of funders and policy makers
- To develop joint marketing strategies aimed at improving the image of Meals on Wheels Services and other HACC Food services in the community

### Membership

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

## Forum Meetings

Forum meetings will be held quarterly on the first Wednesday of the month (see Calendar of Meetings) from 1.30 pm- 4:30 p.m. Venues will be rotated as agreed by the members. A calendar of forum meetings will be posted at the Western Sydney Food Forum webpage section.

Time limited task groups may be formed from time to time to work on specific issues agreed by the members. A representative of the task group will report back to the full WSFF on activities and progress.

Meetings will be chaired by the Western Sydney Community Forum HACC Development Officer (HACC DO). The host venue will provide the minute taker. Administrative support will be provided by the HACC DO. This will include:

- Preparation and distribution of meeting agendas
- Inviting guest speakers as agreed by the members
- Distribution of minutes
- Maintenance of the "Western Sydney Food Forum" section of 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)
- Maintenance of the WSFF email contact list

## Review

The Terms of Reference (TOR) will be reviewed annually.

Updated: May, 2011.