Nutrition and the Mealtime Experience Specific Interest Advisory Committee

Terms of Reference

January 2019

Introduction

This document summarises the responsibilities of the Nutrition and the Mealtime Experience Specific Interest Advisory Committee (SIAC) and represents an agreed approach for the conduct of work.

The Nutrition and the Mealtime Experience (SIAC) is one of ten SIAC which operates under the direction of the Aged Services Industry Reference Committee (IRC). IRC members have ultimate and final decision making authority regarding training package development.

The Nutrition and the Mealtime Experience SIAC membership comprises organisations and nominated individuals who represent sectors as relevant to the training package work proposed.

Purpose

The Nutrition and the Mealtime Experience SIAC will provide high-level advice and strategic input to inform the development of training package products specific to nutrition within the Aged Care sector.

Adequate nutrition and the quality of the "dining" or "mealtime experience" of aged care residents are inextricably linked.

Mealtimes are very significant elements in the quality of life experienced by residents; they regulate the day, provide sensory satisfaction, can help people connect to memories of childhood food favourites, are very often a social highlight of the day and, of course, provide necessary nutrition.

It follows that if residents find their mealtimes to be positive and pleasurable events in their day, they are likely to be more receptive to the intake of adequate and nutritionally appropriate food. The mealtime experience should become linked with other aspects of care and support through the care planning and evaluation processes.

From the perspective of social and nutritional benefit, mealtimes, and how residents experience them, are one of the most significant aspects of the lives of aged care residents over which providers have almost complete control and responsibility.

The challenge for the aged care sector is to ensure the availability of sufficient numbers of appropriately trained staff who are sensitive to these considerations and are equipped to
provide meals of suitable quality, variety and appeal, in a socially rewarding setting, to the increased benefit of residents.

Key objectives of the SIAC will be to:

- Consider and where appropriate review or incorporate recommendations and findings of the Aged Care Workforce Strategy Taskforce report, *A Matter of Care* (June 2018), in training package product work
- Contribute to the development of the Aged Services training package products particularly by the development of relevant competencies that support appropriate dining or mealtime experiences of care recipients
- Consider the draft units of competency and provide assistance to other SIACs as required
- Consider how industry can be assisted or encouraged to embed the new approaches into their organisations and practices.
- Identify how units of competency from other training packages can be used within Aged Services qualifications with or without the need for amendment or contextualisation
- Assist SkillsIQ to communicate with the broader sector
- Identify any sector specific national industry standards and consider how or if these should be addressed in the training package.

Membership

Membership is intended to cover a broad spectrum of the sector to ensure adequate coverage, input and insight. The Chair of the Aged Services IRC will work with SkillsIQ to ensure all jurisdictions and broad sector representation.

The following industry technical experts were appointed by the Department of Education and Training in November 2018:

- **Dr Cherie Hugo (Chair)**  
  Founder of The Lantern Project
- **Peter Morgan-Jones**  
  Food Ambassador for HammondCare and Maggie Beer Foundation
- **Troy Litzow**  
  QLD Health – Foodservices/Project Officer, Chair of Institute of Hospitality in Healthcare.
- **Annette Byron**  
  Dietitian's Association of Australia
- **Maryanne Kerin**  
  National Food and Hospitality Manager for Whiddon Group
- **Ellis Wilkinson**  
  CCI Group Purchasing and Director of Hotel Services Management Solutions
- **Ivan Zrinscak**  
  Facility Operation Manager - Salvation Army Australia
- **Colin McDonnell**  
  Dementia Excellence Consultant, Scalabrini Aged Care
In recognition of the cross-cutting nature of the Aged Services industry, on occasion other relevant stakeholders or suitably qualified subject matter experts may be invited to provide input.

Nutrition and the Mealtime Experience SIAC members must be able to meet face to face for at least two of TAC meetings and engage in at least two additional SIAC discussion forums during the project cycle.

Members may cease participation in the Nutrition and the Mealtime Experience SIAC at any time by notifying SkillsIQ in writing of their intention to do so.

Roles and Responsibilities

The Chair of the Nutrition and the Mealtime Experience SIAC

The Nutrition and the Mealtime Experience SIAC will be led by its appointed Chair, Dr Cherie Hugo, supported by SkillsIQ as Secretariat and responsible to the Industry Reference Committee (IRC).

In conjunction with SkillsIQ, the role of the SIAC Chair may include:

- ensuring the SIAC performs its functions and complies with the policies of the IRC;
- facilitating the conduct of meetings to allow frank and open discussions;
- ensuring individual members make an effective contribution;
- facilitating the flow of relevant information from the IRC to SIAC Members, in conjunction with SkillsIQ; and
- providing input into the nomination, selection and recruitment process for new members.

Members of the Nutrition and the Mealtime Experience SIAC will:

- have the appropriate qualifications, expertise and experience in industry and possess a demonstrated capacity to contribute to the improvement of Training Package Products;
- provide specialist advice and direction in relation to stakeholder feedback and issues relevant to the work of the SIAC;
- provide views and feedback on behalf of the sector/s they represent or are associated with;
• share relevant communications and information with the sector/s they represent;
• support and facilitate communication and consultation with the sector, including members of their organisations, and their broader networks;
• validate feedback on the proposed changes to relevant Training Package Products;
• make all effort to ensure the work of the SIAC produces high quality outcomes that reflect the needs of the sector;
• review and provide comment on documentation relevant to the work of the SIAC including draft versions of the Qualifications and Units of Competency;
• provide support for the final version of Training Package Products prior to submission to the Australian Industry & Skills Committee; and
• notify the Chair and SkillsIQ as soon as practical if any matter arises which may be deemed to be a conflict of interest.

Conduct

The SIAC Members must always:
• act in the best interests of the SIAC and the Aged Services Industry IRC;
• act in good faith, honestly and for a proper purpose;
• exercise appropriate care and diligence in providing industry information;
• not improperly use their position to gain an advantage;
• disclose and avoid conflicts of interest; and
• protect proprietary knowledge and SIAC and IRC plans and strategies.

Operation

The Nutrition and the Mealtime Experience SIAC will operate from March 2019 to 31 December 2020 with discussion forums (face to face and teleconferences) convened as agreed by the Aged Services IRC. Meetings will be convened as agreed between the Chair, SIAC members and SkillsIQ.

SkillsIQ will provide secretariat support, including the preparation of agendas and relevant meeting papers and will provide staff to take minutes of each meeting. SkillsIQ will also provide a dedicated Skills Engagement Executive to undertake any required consultations. All papers distributed to the SIAC members prior to meetings are to be treated as confidential and not for general release.

As a general principle, out-of-session business will cover only those matters that have been previously discussed by the SIAC, or draft documents for SIAC consideration. Ten (10) business days will be allowed for comment, with no response after this time to be taken as assent.

Members of the SIAC will be expected to attend all meetings. In the event that this is not possible, a proxy, from the same organisation, may be nominated to attend.
Meetings will be hosted at SkillsIQ premises and travel to and from and attendance at such meetings will be funded by SkillsIQ according to the Travel Policy.

Agreement

Members of the Nutrition and the Mealtime Experience SIAC are required to acknowledge, in writing, that they have read and agree to participate in accordance with the Nutrition and the Mealtime Experience SIAC Terms of Reference.

To formalise your acceptance and acknowledgement of the Nutrition and the Mealtime Experience SIAC Terms of Reference, please complete the below fields.

I, the undersigned, confirm that I have read and understand these Terms of Reference and agree to participate as a member of the Nutrition and the Mealtime Experience SIAC according to the responsibilities contained therein.

| Member name: |  |
| Organisation name: |  |
| Signature: |  |
| Date: |  |