

COUNCIL OF DEANS OF NUTRITION AND DIETETICS (AUSTRALIA, NEW ZEALAND)

PREAMBLE AND PURPOSE

Education for nutrition and dietetics across both Australia and New Zealand has seen unprecedented growth in recent years. This forum will provide an avenue for leaders of these programs to communicate, advocate and influence the profession across research, education and workforce sectors

The Council of Deans of Nutrition and Dietetics (Australia, New Zealand) was established on July 17, 2015 with representation from all Universities currently offering qualifications in Nutrition and Dietetics across Australia and New Zealand that are recognised for dietetics practice by the Dietitians Association of Australia or the Dietitians Board New Zealand. The Council of Deans of Nutrition and Dietetics (Australia, New Zealand) aims to provide a forum for discussion, feedback, consultation and advocacy on issues relevant to nutrition and dietetics in Australia and New Zealand, independent of the Dietitians Association of Australia, Universities Australia, Dietitians Board New Zealand, Dietitians New Zealand and Universities New Zealand.

TERMS OF REFERENCE

1. Advise and advocate on standards required for the teaching, research and practice of Nutrition and Dietetics in Australia and New Zealand.
2. Consider environmental, social, political, scientific, employment and economic issues relevant to the direction and advancement of Nutrition and Dietetics education and the profession.
3. Encourage and nurture partnerships between Universities for collaboration in teaching, research and practice.
4. Provide a regular forum for the exchange of information and discussion among senior academics in Nutrition and Dietetics.
5. Contribute to international dialogue on advancing Nutrition and Dietetics education, research and practice in our changing global environment.

MEMBERSHIP

The Council of Deans of Nutrition and Dietetics (Australia, New Zealand) is composed of the Deans of University Faculties offering professional degrees in Nutrition and Dietetics across Australia and New Zealand that are recognised for dietetics practice by Dietitians Australia and the Dietitians Board of New Zealand. The Dean may nominate the Head of the Nutrition and Dietetic Discipline or most senior academic with dietetic qualifications (Level D or level E as their designate).

An identified Dean (or nominated designate) from a University that has submitted its initial documentation for the purpose of provisional accreditation with the Australian Dietetic Council or the Dietitians Board New Zealand may request membership. Upon provisional accreditation being granted, the Council of Deans of Nutrition and Dietetics (Australia, New Zealand) may formally invite the University to become a member. In the event that a dietetics' program at a university is no longer either a provisionally or fully accredited program, the identified representative will be required to tender their resignation effective from the last date of the accreditation period.

In the event that a university's Dean or nominated designate takes an extended period of leave, the Dean or nominated designate may nominate one person to be their proxy during this time. This proxy should be the next most senior academic with dietetic qualifications (Level D or level E).

ADMINISTRATION

The Council of Deans of Nutrition and Dietetics (Australia, New Zealand) will hold meetings with official agendas and minutes. Official communications will be circulated with an opportunity for members to comment.

Meetings: Will be held quarterly with one or more of these to be held in person. The Chair will call for agenda items one month prior to the scheduled meeting and arrange for preparation of meeting papers and chair the meeting. The Strategic Projects Manager will be responsible for the recording of meeting minutes and distributing minutes within one month of the meeting. Meetings in-person will rotate between convenient locations to minimise cost and increase efficiency. For meetings in person, travel costs will be met by each attending University, however University members can apply for travel reimbursement if necessary, which is capped annually based on location*. Meeting facilities, including teleconference, and catering costs will be met by the host state or from the Council budget. Teleconference costs for other meetings will be covered by the University holding the Council budget. One meeting per year will be dedicated for strategic planning.

Costs: AU \$4000.00 one-year membership fee (effective 2019) will be charged to each university member. This primarily covers the cost of employing a part-time Strategic Projects Manager and other costs as stipulated in the budget published in the Council's annual report, first publication commencing in 2019*.

Chair: Members of the Council can self-nominate as Chair and Deputy Chairs of the Council. There will be two Deputy Chairs, one from both Australia and New Zealand. They must be at a Level D or E. The Chair is responsible for ensuring action items are delivered. The Deputy Chairs will support the Chair. The Chair can serve a maximum of two consecutive terms, one term is two years. At the conclusion of a Chair's term the Chair will become the Immediate Past Chair, the Deputy will become the Chair, and the New Zealand Deputy position will rotate. At the November meeting prior to the completion of the Chair and Deputy-Chair's terms a returning officer will be nominated. Interested members should send their nomination that has been seconded by another member of the Council to the returning officer within two weeks of the call for Deputy nominations. The returning officer will announce the Chair and Deputy Chairs at the February meeting.

SUB-COMMITTEES

Sub-committees of the Council can be established for explicit purposes. These sub-committees will have their own terms of reference with membership determined that is fit for purpose. The Chair of a sub-committee will be a designated member of the Council and will report back to the Council at each meeting.

The terms of reference will be reviewed every two years.

* See Annexe Document: "Terms of Finance and Reporting"

Reviewed:

March 2015; September 2017; April 2018; February 2020; June 2020