

Food and Nutrition Governance Committee

HANDBOOK

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Introduction

The Queensland Corrective Services (QCS) Food and Nutrition Working Party was established in October 2007 and aims to address the provision of safe and nutritious food for staff and offenders on a daily basis. The working party's focus has been on:

- Consistent provision of standard food services to staff and offenders across the state;
- Provision of non-standard food to offenders who identify as religious, or who require specialised meals based on a diagnosed medical condition;
- Provision of food services that:
 - are safe and nutritious;
 - are within the allocated budget; and
 - are able to be sourced, prepared and served from appropriate kitchens and facilities.

The Food and Nutrition Governance Committee has been created to oversee the practices of the Food Services Area, and to progress necessary changes to practices upon implementation of the Food and Nutrition Policy.

Role of QCS Food and Nutrition Governance Committee

The role of the QCS Food and Nutrition Governance Committee is to:
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- Develop a governance model for the ongoing oversight of Food Services provision;
- Monitor implementation of Food Services review recommendations made by the Senior Adviser, Nutrition and Dietetics and provide advice as needed;;
- Provide advice regarding the Food and Nutrition Policy and Food Services to Legal Services Unit in relation to anti-discrimination claims commitments as part of an anti-discrimination settlement;
- Consider ideas and issues raised, provide advice and make recommendations to assist in Food Services policy development and operational practice;
- Act as points of contact between directorates and/or work units to assist in the delivery of Food Services;
- Assist to balance any conflicting priorities and resources;
- Act as promoters and supporters of the Food Services Area; and
- Assist to reconcile disputes arising over differences in opinion.

Membership of Food and Nutrition Governance Committee

The QCS Food and Nutrition Governance Committee membership shall comprise:

Constant Membership

- Executive Director, Offender Intervention Services (Chair);
- General Manager, Custodial Operations;
- Director, Operational Analysis and Contracts;
- Director, Policy and Planning;
- Senior Advisor, Nutrition and Dietetics; and
- Food Services Manager, Woodford Correctional Centre.

Rotational Membership

- Rotating General Manager – one from South-East and one Far North Queensland; and
- Rotating Food Services Supervisor / Manager – from a low security centre in South-East or Far North Queensland.

The term of rotational membership will commence at the inaugural meeting of the Governance Committee and conclude 12 months from the date of commencement. The term of rotational memberships may be reviewed at the conclusion of the first 12 month period.

The first rotational members are:

- General Manager, Brisbane Correctional Centre or nominee;
- General Manager, Townsville Correctional Centre or nominee; and
- Food Services Supervisor, Palen Creek Correctional Centre.

Attendance

Special representatives, consultants or advisors may be invited to attend meetings of the Food and Nutrition Governance Committee for discussion where relevant.

Committee members in their absence may be represented by another nominee from their division.

The Chair may nominate another permanent Committee member to chair a meeting in their absence.

The General Manager, Far North Queensland and Food Service Supervisor, Palen Creek Correctional Centre will not be required to attend the governance committee meetings in person and will use teleconference facilities to link into the meeting, unless attending State Law Building on other business on the day the meeting is held.

Food and Nutrition Governance Committee Meetings

The committee will meet on a monthly basis. If the need arises, special meetings of the Food and Nutrition Governance Committee can be convened.

Agenda

The agenda for the Food and Nutrition Governance Committee meeting will be determined by the Chair and be prepared by Offender Intervention Services.

Documentation for inclusion on the agenda must be submitted to Offender Intervention Services, by no later than the close of business five working days before the next meeting.

All papers to be considered at the meeting require endorsement from the Chair before being included on the agenda.

Forward agenda items can be submitted at any time to Offender Intervention Services.

Food and Nutrition Governance Committee members will be provided with a meeting agenda and any papers for perusal prior to the meeting.

Minutes

All decisions and actions arising from Food and Nutrition Governance Committee meetings will be recorded in the official minutes. These minutes will be put to the Committee for acceptance at the next scheduled meeting.

Actions arising from the meeting should generally be acted upon as soon as possible after the meeting by the responsible officer, rather than awaiting acceptance of the minutes at the next meeting.

Executive Support

Offender Intervention Services is responsible for administrative support for the Committee and for making the necessary arrangements for the effective and efficient functioning of the Food and Nutrition Governance Committee.

Responsibilities of Offender Intervention Services, will include:

- Scheduling meetings;
- Maintaining and preparing agendas for meetings;
- Maintaining and distributing minutes from meetings; and
- Providing administrative and operational support for the Food and Nutrition Governance Committee.

Reports to Commissioner

The Chair of the Committee will advise the Commissioner or delegate of meeting proceedings and actions arising as required.