



Information Booklet for Companion Organisations

2017 Edition



Health
Illawarra Shoalhaven
Local Health District

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Stir it up! Project Coordinator

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About *Stir it up!*

- *Stir it up!* is a healthy eating project developed by Illawarra Shoalhaven Local Health District (ISLHD) Health Promotion Service.
- The aim of *Stir it up!* is to train community members to become advocates for healthy eating. Interested volunteers from the community complete a free training program and are then supported to promote healthy eating in their local communities.
- Since September 2010, trained *Stir it up!* volunteers have been involved with community gardens, provided nutrition talks and recipe demonstrations, facilitated cooking groups, run supermarket tours and taken part in community events.
- Food insecurity affects a significant proportion of the population, with higher rates in vulnerable communities. Key barriers to food security are a lack of food knowledge and skills, preparation and cooking facilities, financial resources and social support. *Stir it up!* aims to improve food security by providing education and practical skills to the community.
- *Stir it up!* aims to improve access to nutrition information and to increase cooking knowledge and skills. The focus is healthy eating on a budget that is environmentally-friendly.
- More information is available at <http://www.foodfairnessillawarra.org.au/projects-stories/stir-it-up> or contact the *Stir it up!* Project Coordinator.

***Stir it up!* Companion Organisations**

- *Stir it up!* Companion Organisations broaden the reach of *Stir it up!*
- The goal is to support your community members to become *Stir it up!* peer-educators who can then use their skills to promote healthy eating within your organisation

Benefits for your community members:

- A free training course
 - Nationally recognised qualification
 - Free childcare during training sessions
 - An opportunity to learn about healthy eating
 - Skills to pass on knowledge about healthy eating to others
 - The Food Handlers Certificate is part of the course
 - More information about the training is on pages 8 - 9
- An opportunity for community members to:
 - Enhance their confidence and self-esteem
 - Reduce social isolation
 - Develop pathways to further education and employment prospects
 - Improve individual and family eating patterns

For your organisation this is an opportunity to:

- Pass on healthy eating messages to your community members
- Build the capacity of your community members and staff to promote healthy eating and deliver healthy eating initiatives

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Stir it up! peer-educators are volunteers trained in basic nutrition concepts and it is not their role to provide complex nutrition presentations or individual health or nutrition advice. People requesting such advice are referred to their GP, other health professional or Accredited Practising Dietitian

The basic healthy eating messages promoted by *Stir it up!* peer-educators are:

- Eat more fruits and vegetables
- Eat more freshly prepared foods and whole foods (rather than processed or fast foods)
- Eat a healthy breakfast everyday
- Drink more water



Stir it up! was inspired by the Community Foodies Project
in South Australia

Benefits of becoming a *Stir it up!* Companion Organisation

- *Stir it up!* provides free and ongoing training for your volunteers who then pass on their knowledge and skills to their peers in the community and within your organisation
- Your organisation will have increased capacity to offer healthy eating programs for your local community
 - Programs that could be run by *Stir it up!* volunteers within your organisation and community include cooking groups, cooking demonstrations, talks, gardening activities and supermarket tours
- *Stir it up!* provides a positive contribution to your organisation
 - Stir it up!* training and activities can contribute to Key Performance Indicators for health and well-being strategies
- Outcomes for *Stir it up!* volunteers have included an increase in self esteem and confidence; increased sense of competence; social inclusion; links to education and employment and community development
- Health improvements have been seen among peer-educators with positive changes to individual and family eating patterns. Community members who attend *Stir it up!* activities also report positive changes to individual and family eating
- Networks and links with other projects, both in-house and with partner organisations
- Ongoing support and resources are provided by the *Stir it up!* Project Coordinator
- A Snapshot of Evaluation Results is on page 14

What is required of Companion Organisations?

- Management support for the *Stir it up!* Project
- A staff member[^] who can support *Stir it up!* volunteers to be advocates for healthy eating and can liaise with the *Stir it up!* Project Coordinator regarding ongoing training, resources and evaluation ([^]Local Support Person – see page 18 for more details)
- Registration of *Stir it up!* peer-educators as volunteers with your organisation – see pages 11 – 13 for more information
- A willingness to encourage the Basic Messages and Philosophy of *Stir it up!* (See the *Stir it up!* Information Booklet for details)
- How much staff time is needed?

The time commitment for the Local Support Person will depend on the number of *Stir it up!* volunteers registered with your organisation, and the number and type of healthy eating activities they are involved in. *Stir it up!* Peer-educators are encouraged to be involved in at least two healthy eating activities each year and to attend regular ongoing training (catch-ups).

Ongoing volunteer training sessions (catch ups) are provided by the *Stir it up!* Project Coordinator and resources and equipment are available for peer-educators to use when running healthy eating activities in the community. See page 10 for more details.

How will ISLHD Health Promotion Service support your organisation?

The *Stir it up!* Coordinator is employed by ISLHD HPS and is responsible for:

- Coordinating the *Stir it up!* Project
- Coordinating the initial training for peer-educators in partnership with a Registered Training Organisation
- Conducting ongoing training for peer-educators (catch ups)
- Developing project resources for peer-educators to use
- Supporting Local Support Person(s) from Companion Organisations
- Conducting project evaluation
- Developing Statements of Understanding between ISLHD and Companion Organisations

The *Stir it up!* Coordinator will:

- Assist Companion Organisations to recruit volunteer peer-educators, including screening potential volunteers by conducting Working With Children Checks
- Provide:
 - *Stir it up!* apron and chef hat for each *Stir it up!* volunteer
 - Online and other information for Local Support Person and *Stir it up!* volunteers
 - Equipment to borrow (such as cooking kits), where available
 - Resources to enable applications to be completed for Working With Children Checks for *Stir it up!* volunteers

***Stir it up!* Training Course**

The *Stir it up!* training includes basic nutrition principles, food safety, healthy eating on a budget and presentation skills. The course includes the Food Handlers Certificate and the four basic *Stir it up!* messages. (See page 4).

The training is held at a community venue and childcare is provided free-of-charge if needed. There is no cost to the participants or the Companion Organisations for the training.

The 2017 *Stir it up!* training course will be delivered by Kiama Community College. Participants who successfully complete the course will receive a Statement of Attainment. Literacy and numeracy support is available if required.

It is envisaged that the 2017 training will run one day a week between 9.30am and 2.30pm over 20 weeks within school terms 2 and 3. Final details and dates will be available in Term 1 2017.

It is hoped to run *Stir it up!* in both the Illawarra and Shoalhaven areas in 2017.

The Illawarra training will be run at Flourish Australia, 3 Station Street, Wollongong, on Fridays in Terms 2 and 3.

Venue and times for the Shoalhaven training are currently in negotiation.

Training Course Details

In 2016, participants were required to meet the following criteria to be eligible for the *Stir it up!* training course. This may vary for 2017.

- Be 15 years or older and no longer at school
- Currently live or work in NSW
- Be an Australian or New Zealand citizen, Australian permanent resident or humanitarian visa holder and able to produce evidence of this
- Have had limited educational opportunities in the past
- Have barriers to completing a full qualification such as financial limitations accessing childcare, transport, respite care, ongoing personal circumstances that impact on educational achievement, very low literacy, language or numeracy skills
- A satisfactory Working With Children Check

Proposed Units for 2017 *Stir it up!* Training

Skill Area	Unit of Competency	
Communication/ Presentation Skills	NAU	Use oral communication skills for effective workplace presentations
Developing a Presentation	BSBITU101	Operate a personal computer
Developing a Presentation	NAU	PowerPoint for Workplace Presentations
Dealing with Diversity	SITXCOM201	Show social and cultural sensitivity
Confident Message Delivery	FSKOCM07	Interact effectively with others at work
Problem Solving (Integrated Unit)	FSKLRG09	Use strategies to respond to routine workplace problems
Kitchen Hygiene	SITHACS001	Clean premises and equipment
Kitchen Hygiene	SITXFSA101	Use hygienic practices for food safety
Food Preparation	SITHCCC102	Prepare simple dishes
Food Preparation	SITHFAB004	Prepare and serve non-alcoholic beverages
Nutrition Basics/ Healthy Food Habits	NAU	Provide healthy eating information

Course content is being reviewed and may vary slightly. NAU = Non-accredited unit

Ongoing Training and Support

Regular ongoing training (catch ups) are delivered by the *Stir it up!* Coordinator. These sessions are run eight times a year during school terms and are an opportunity for *Stir it up!* volunteers to keep up-to-date with *Stir it up!* news and resources, learn more about healthy eating and presentation skills and share experiences with other *Stir it up!* volunteers.

There is no cost involved and free childcare is available. Catch ups run from 10am to 12pm. In 2017, the Illawarra catch ups will be held at Albion Park Rail Neighbourhood Centre.

Past catch ups have included:

- Making rice paper rolls and healthy dips
- Preparing meals from pantry items and leftovers
- Analysing recipes and reading food labels
- Modifying recipes
- How to use *Stir it up!* Display Kits
- Supermarket Tours
- Visits to Botanic & Community Gardens
- Guest Speakers

Resources

The *Stir it up!* Project has a variety of resources for volunteers to borrow. *Stir it up!* volunteers will have access to a password-protected webpage to download online resources and they can borrow Display Kits, Activity Kits and cooking equipment kits.



Stir it up! Volunteers

Stir it up! peer-educators need to be registered with your organisation as volunteers and covered by Personal Accident (Volunteer) Insurance. The *Stir it up!* Coordinator can discuss other options with you if required.

There are a number of recommended processes for organisations who have volunteers. These are listed below. The *Stir it up!* Project Coordinator can assist you with resources and information if needed.

Issues to consider for volunteer registration	Resources available
Volunteer Training Course	Organised by <i>Stir it up!</i>
Ongoing Training	Delivered by <i>Stir it up!</i> Coordinator
Role Description	Available from <i>Stir it up!</i>
Volunteer Screening <i>See details on next page</i>	<i>Stir it up!</i> will organise Working with Children Checks as part of application process
Orientation to your organisation	Explain WHS procedures
Volunteer Policy <i>See link on next page</i>	Ensure your paid staff are aware of Volunteer Rights – document available from Volunteering Australia
Volunteer Management/Supervision	Staff member from your organisation with support from <i>Stir it up!</i> Coordinator (Local Support Person)
Volunteer Insurance	Organised by Companion Organisation – see information on following pages
Volunteer Records	Templates available from <i>Stir it up!</i>
Communication	Via <i>Stir it up!</i> newsletter and emails
Resources	Available from <i>Stir it up!</i>
Volunteer Agreement	Part of <i>Stir it up!</i> Application process

Volunteer Insurance

Personal Accident (Volunteer) Insurance pays an amount to help volunteers cover their costs if they are hurt while working in an authorised volunteer role. The following links provide information about insurance cover for community and not-for-profit organisations.

- http://www.ourcommunity.com.au/insurance/view_help_sheet.do?articleid=263f
- <http://www.volunteering.com.au/for-organisations/managing-volunteers/volunteer-insurance>
- <http://www.volunteeringaustralia.org/policy-and-best-practise-insurance-2/>

A Role Description for Peer-educators and other resources required for Volunteer Insurance are available from the *Stir it up!* Project Coordinator.

Volunteer Policy

It is recommended that:

- Paid staff in your organisation are made aware of Volunteer Rights. These are outlined in the document: http://www.volunteeringaustralia.org/wp-content/files_mf/1376971192VAVolunteerRightsandchecklist.pdf (Copies available from *Stir it up!* Coordinator)
- Volunteers are provided with Orientation to your organisation, including WHS procedures

Criminal Record Checks

It is recommended that volunteers are screened by completing a Criminal Record Check (National Police Check). This process is part of the Working With Children Check (WWCC) that all applicants will be asked to complete. Acceptance into the *Stir it up!* Project will depend on satisfactory WWCC results.

Working with Children Checks

From 15 June 2013, volunteers must organise their own Working With Children Check. People applying to be part of *Stir it up!* will be able to complete the online form at the Information/Application Sessions. The process is straightforward. An application number is generated. The applicant needs to take this number and proof of identity to their local NSW motor registry or Services NSW office that has RMS services. The check takes about four weeks. This process is free for volunteers.

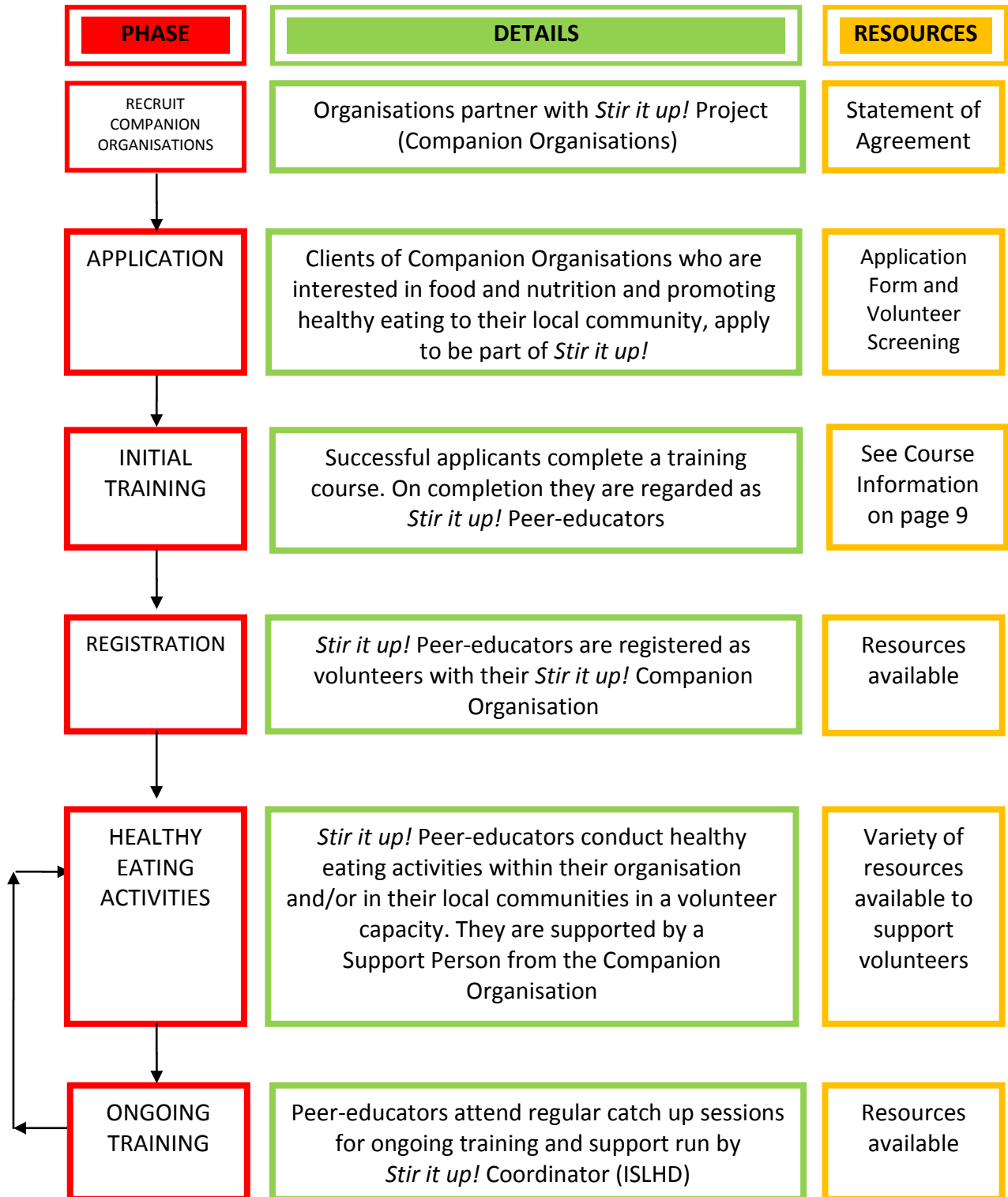
More information is available from:

<http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check>

A Snapshot of *Stir it up!* Results since 2010



Where to from here?



Guidelines for assessing a request for *Stir it up!* Peer-educators

These guidelines help the Project Coordinator or **Local Support Person** decide if a request for *Stir it up!* Peer-educators fits the criteria and philosophy of the *Stir it up!* Project.

Criteria	Rationale	Yes	No
1. Is the Organisation making the request aware of their roles and responsibilities?	Has the Organisation been involved in the project previously? Are they aware of the <i>Stir it up!</i> Project Philosophy?		
	A representative from the Organisation must be present at the activity		
	The Organisation is responsible for all expenses relating to the activity		
	All WHS procedures must be followed		
	The Organisation must have Public Liability Insurance		
	The venue must have Public Liability Insurance		
	The Organisation must complete a Risk Assessment Form for the venue		
2. Is the Organisation a not-for-profit or community organisation?	No individual or company should gain financially from their association with <i>Stir it up!</i>		
3. Does the requested activity have an educational component?	The <i>Stir it up!</i> Project promotes healthy eating messages to the community.		
4. Will the activity promote any of the key messages from the <i>Stir it up!</i> Project?	The four key messages are: <ul style="list-style-type: none"> • Eat more fruits and vegetables • Eat more freshly prepared foods • Eat a healthy breakfast everyday • Drink more water 		
5. Is the topic within the scope of the volunteers' knowledge and skills?	Volunteer peer-educators are not health professionals and are not expected to conduct in-depth clinical talks or provide individual health or nutrition advice		

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Criteria	Rationale	Yes	No
6. Is the volunteer's workload reasonable? Is there adequate time to prepare?	Volunteers should not be asked to conduct tasks that require more than 15 hours a week. Volunteers should be given at least a week to prepare presentations. This will vary between volunteers depending on the type of presentation and previous experience		
7. Are the volunteers expected to provide catering for an event?	The <i>Stir it up!</i> Project is <u>not</u> a catering service. Activities should have an educational component (see criteria 4 & 5 above).		
8. Is the activity within the geographical limits of the project (if any)?	Consideration needs to be given to the travel requirements of the volunteers. For activities run at more remote locations, petrol vouchers for the volunteers should be negotiated with the Organisation		
9. Has adequate time been allowed for the project coordinators to organise volunteers to do the activity?	A minimum of 4 weeks is preferred. Shorter time frames may be accepted depending on the capacity of the Project Coordinator or Local Support Person and the type of presentation		
Decision	✓	ID number:	
Proceed		Request from:	
Do not proceed		Beyond scope of volunteers	
		Beyond scope of project guidelines	
		Does not fit <i>Stir it up!</i> Philosophy	
		No volunteers available	
Notes			

The Local Support Person Role

The most important task of the Local Support Person is to support the volunteers in their role as peer-educators. Inexperienced peer-educators may require extra levels of support in the early stages. Volunteer support may also include resolving issues between peer-educators. Local Support Person(s) will need to have a flexible attitude and an understanding of the barriers that may arise for volunteers including life events, sick family members and access to transport.

The Local Support Person role is to encourage *Stir it up!* volunteers to conduct at least two healthy eating activities each year. We want *Stir it up!* volunteers to promote healthy eating in whatever way they feel comfortable. This may be a talk, display, recipe demonstration or other activity. Any positive or constructive feedback should be passed onto the peer-educators to show encouragement and support of their role, and to enable them to further develop their capacity as a *Stir it up!* volunteer peer-educator and member of the community.

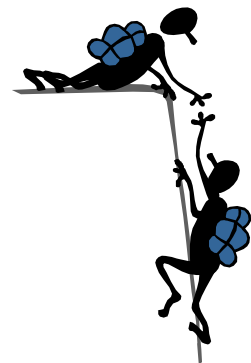
Stir it up! Companion Organisations are encouraged to regularly acknowledge the volunteers' efforts and to include *Stir it up!* volunteers in any volunteer celebratory events. Recognition may be via newsletters, media, project reports and updates to participating organisations.

More information about *Stir it up!* is available from:

<http://foodfairnessillawarra.org.au/projects-stories/stir-it-up>

Documents available:

- *Stir it up!* Information Booklet
- *Stir it up!* Information Booklet for Companion Organisations
- *Stir it up!* Annual Reports
- Sample Peer-educator Log Book
- Volunteer Rights Document



Where to from here?

Information Sessions or meetings can be arranged at a time to suit your organisation. For more details contact the *Stir it up!* Project Coordinator on 4221 6777 or robyn.tindall@health.nsw.gov.au

In the Shoalhaven area, you can also contact Kim on 4455 5366 or kim.thompson@health.nsw.gov.au