

Department of Human Services

**Public Health Nutrition Program  
Food and Health Development Section  
Public Health Group  
Rural and Regional Health and Aged Care**

**PROJECT BRIEF**

**Implementation of the Healthy Eating Project in  
Victorian Juvenile Justice Centres**

**1. Introduction**

In 1999 – 2000 the Victorian Department of Human Services, Public Health Group, funded the *Healthy Eating Project* in Victorian Juvenile Justice Centres, namely Parkville Youth Residential Centre, Melbourne Juvenile Justice Centre and Malmsbury Juvenile Justice Centre. The objective of this project was to maximise the opportunities for clients of Juvenile Justice Centres to experience and learn about the benefits of, and the practical ways to achieve healthy eating. Working with management, staff and clients of Juvenile Justice Centres, the project involved the identification of opportunities and development of resources to build healthy eating information, education and experiential opportunities into existing programs and resources. The three Juvenile Justice Centres differ in relation to client profile (and resulting nutritional needs) and structure of the Food Service, however the broad outcomes of the project included:

- Development of nutrition education resources.
- Investigation and recommendations regarding implementation of healthy eating programs utilising the developed nutrition education resources.
- Evaluations of the Food Service in each Centre and recommendations for change to better meet the needs of clients.

This project will address the recommendations made through the *Healthy Eating Project* to further enhance and develop nutrition and food service policy and programs within the Juvenile Justice residential system.

## 2. Rationale

Adolescence is a period of significant growth and development with optimal nutrition playing a vital role in maximising potential in these areas. Psychologically this may also be a period of change further enhancing the need for an understanding of the need for and resources to support the independent selection of a healthy diet.

In addition to typical adolescent requirements for growth and development, it has been identified that within the custodial system there exists a high incidence of specific nutritional requirements that are outcomes from problems such as substance abuse, Hepatitis C and teenage pregnancy. Additionally, social circumstances may have resulted in a poor nutritional intake for some years prior to entry into a Juvenile Justice Centre.

The Juvenile Justice Centre environment provides an ideal opportunity for the management of clinical requirement for dietary management but also the development of important nutrition-related skills and knowledge to better prepare clients for improved nutritional and medical health when living in the community.

## 3. Project Aim

This project has two related aims:

- To provide consultancy to the Juvenile Justice Program on statewide nutrition, food service and food safety policy and associated operational guidelines.
- To implement recommendations of the Healthy Eating Project in Juvenile Justice Centres (DHS, Public Health Division, 2000).

## 4. Project Tasks

There are four inter-related task areas.

### **Task Area 1:**

#### **Consultancy to Statewide Nutrition Policy and Operational Guidelines.**

The Juvenile Justice Program is currently developing Victorian Custodial Standards and associated operational guidelines/instructions. The consultant will provide professional expertise to the development of the nutrition-related and food safety components of the Standards.

### **Task Area 2:**

#### **Consultancy to Food Service at Individual Juvenile Justice Centres**

The consultant will provide professional expertise and guidance to each of the three Juvenile Justice Centres (Malmsbury, Melbourne and Parkville) to assist in the provision of a high standard of food service that meets the nutritional, medical, social, cultural and religious needs of residents. This will include advice on:

- Development and implementation of a nutrition policy.
- Development of menus appropriate to the food service system, seasonal variation

- and resident profile at each individual centre.
- Development of a monitoring framework and quality improvement cycle for food services in the Juvenile Justice Program.

### **Task Area 3:**

#### **Evaluation of Developed Nutrition Resources**

The consultant will be required to undertake a pilot evaluation of the deliverables of the Healthy Eating Project, namely:

- *A Youth Workers Guide to Nutrition for Young People*
- *Cheap and Healthy Eats for Young People*
- *Food and Nutrition* pamphlet series

This pilot evaluation can be undertaken in conjunction with the activities of Task Area 4. The consultant will be required to undertake any modification to the developed nutrition resources identified as an outcome of the pilot evaluation.

### **Task Area 4:**

#### **Development of Nutrition Education Framework for Staff**

The consultant will develop a nutrition education framework for direct care staff and food service staff working in the Juvenile Justice Program. The framework should be competency based and address relevant training program/s within the Community Services Package taught through the TAFE sector and workplace education and assessment programs. This component of the project will involve the development of any additional nutrition education resources identified as needed to support the education framework. A focus of this task will be to ensure the developed framework is sustainable and cost-effective in the long term.

The consultant will be required to pilot and evaluate the workplace education component of the developed nutrition education framework in at least one Centre and make recommendation for statewide implementation.

## **5. Guidelines for Methodology**

The consultant will be required to be rigorous in the identification and provision of a solid methodology framework to undertake this project. This will include:

- Research into the nutrition and food-related policy requirements for Juvenile Justice Centres in Victoria.
- Investigation, development and implementation of a competency based education framework, including sound evaluation of current education resources.
- Development of an education framework with potential transferability to address education needs in other content areas of public health activity.
- Implementation strategies to ensure effective outcomes of the project.
- A sound process for evaluation of the pilot implementation component of the project to ensure accuracy and appropriateness of data collection and analysis.

## **6. Intended Products**

A written report is required detailing the processes and outcomes of all Phases of the project. This will include details on the development, implementation and evaluation of the nutrition education framework, and copies of any materials developed as resources to support the teaching and learning program.

One hard copy of each product is required. Products are also required to be delivered on computer disc and prepared using Microsoft Word.

## **7. Selection Criteria for the Consultant**

- Appropriate qualifications and experience in nutrition, the promotion of healthy eating and in food safety.
- Experience in working with nutrition-related health issues pertaining to disadvantaged adolescents.
- Demonstrated understanding of the nutrition policy and operational systems required within the Juvenile Justice Program in Victoria. Experience in policy and guideline development is desirable.
- A sound knowledge of the development and implementation of competency based education programs.
- Excellent verbal and written communication skills.
- Demonstrated understanding of the brief and required outcomes and a capacity to deliver the required outcomes within the agreed timeframe.

## **8. Roles and Responsibilities**

### **Management**

The Department of Human Services will be the contract manager of the project. A Department of Human Services project manager will be identified for the day-to-day management issues.

### **Project Advisory Group**

A Project Advisory Group will be formed by the Juvenile Justice Group, Department of Human Services, and will provide the consultant with advice on various project issues, including communication key stakeholders, budget issues and project accountability. The Project Advisory Group will also be available to read and provide comments on early and final drafts of the products.

### **Consultant**

Guided by feedback from the Project Advisory Group, the consultant will be required to complete all tasks necessary to achieve the intended products and outcomes (as articulated in Section 6). The consultant will be required to sign a Standard Department of Human Services contract.

The consultant will attend Project Advisory Group meetings providing project status reports. An early draft version of the final products to be submitted to the Project Advisory Group prior to the end of the contract period.

## 9. Budget

Funding of up to \$30,000 is available for the project. This funding is to cover all work, products and other costs required for the successful completion of the project, exclusive of GST.

A detailed budget is to be included as a part of the submission.

## 10. Timeline

The project will need to be completed in a within in a 12 month period from commencement of the project.

## 12. Submissions

- Written submissions are required to include the following sections: *Project Title, Background, Response to Selection Criteria, Proposed Methodology, Project Timetable and Budget Justification. Curriculum vitae of person/persons to be directly involved in the project are required.*
- Potential consultants that are short listed within this process may be required to give an oral presentation of their proposal to a panel selected from the Project Advisory Group.
- Three copies of written submissions are required.
- Closing date for submissions is 23 April 2002.
- Submissions to be forwarded to:  
Sue Milner  
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Health Development Section  
Public Health Group  
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