

Quick Meals for Kooris

TRAINERS MANUAL



Health
Central Coast
Local Health District

Acknowledgement

The first edition of Quick Meals for Kooris was written in 1999/2000 by project officer Jasmine Harris in consultation with Aboriginal organisations and Aboriginal community groups.

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Introduction



Introduction

Quick Meals for Kooris is a practical cookery program for Aboriginal people.

This 'hands on' program is a friendly, informal way for people to increase their cooking skills and nutrition knowledge.

This program has been written with two practical cookery sessions. It is hoped that participants will be able to put what they have learnt into practice at home when they are planning and preparing meals.

The information in this resource includes:

- Guidelines and information for people who are planning to run a program.
- How to plan and manage a practical cooking session.
- Practical, easy recipes and nutrition information for two practical cooking sessions.
- Basic health and nutrition information
- Basic safe food handling and hygiene information.

Throughout the program participants:

- will be encouraged to help prepare and cook the food.
- will have time to share ideas and discuss issues that affect the type of food they prepare for their family. Issues such as cost, food availability, cooking facilities, age of family members, family likes and dislikes and the number of people being cooked for.
- will have time to discuss nutrition and health issues.
- will talk about safe food handling and hygiene.

The content of this resource is for those people who are running a program. It is not for program participants.

It is recommended that the book *Quick Meals for Kooris at Home* be given to participants to support this program.

Quick Meals for Kooris at Home is available for free from www.cclhd.health.nsw.gov.au/ourservices/nutrition/Documents/Quick%20meals%20for%20Kooris_At%20home.pdf



How to plan a program



How to Plan a Program

Things to Consider

Who could attend the Quick Meals for Kooris program?

This program could be open to anyone. It can be adapted to suit the needs of the people attending.

This program has been written with two practical cookery sessions. There could be more than two sessions or there could be only one depending on the program leader and the needs of participants. If it is decided to have more than two sessions, extra recipe ideas are available in *Quick Meals for Kooris at Home*. If choosing recipes other than those in this manual or in *Quick Meals for Kooris at Home*, refer to the guidelines for planning what to cook on page 7.

The sessions could be shorter or longer than the suggested three hours. Perhaps cooking just one recipe may be best for some groups and group leaders.

The number of recipes being made would need to be reduced if session times are shortened. The length of the session will also affect choice of recipes. Recipes needing lots of preparation or long cooking times may not be suitable.

It is recommended that no more than about 12 people be in a program. More than this may be difficult to manage.

Does the leader need to be trained to run a program?

The answer is 'no'. By using this manual, a leader who has basic cooking skills and enthusiasm should be enough.

The program leader doesn't really need to know a lot about food, food preparation or nutrition. There is enough information in this manual.

It will be important for a group leader to be comfortable talking with participants, discussing their concerns and recognising the contribution that participants can make to the program.

When to run a program

Plan the program dates so that they don't clash with other events or times such as public holidays or school holidays.

What time of day will be best to run the program?

This will depend on who is coming.

- School hours may be best for participants with school age children.
- Daylight hours might be best for older people or people who rely on public transport.
- Evenings may suit those who work or study during the day.

Where to run a program

The venue will have to be large enough for participants to be able to move about and prepare food safely. It is important to have somewhere people can sit comfortably, have a talk and eat the food they have cooked.

Choose a kitchen or room that has:

- Electricity and enough power points
- Hot and cold water, sink with a plug
- Plenty of work space and food preparation equipment
- A refrigerator
- Oven / hot plates
- Crockery and cutlery
- Table and chairs
- Fans or air conditioning if needed
- Access to toilets.

Budget and costs to run a program

Expenses may include room hire, food costs, transport, equipment, child minding, advertising costs, staff payments and printing or photocopying of booklets or recipe sheets for participants.



Safe food handling and hygiene

This is important in a group setting. Refer to Safe Food Handling and Hygiene section on page 43-44 for more information.

Will child care be needed?

A child care person may be needed. Some groups (such as a young Mums group) may like children to participate. This will depend on space, number of adults and the age and number children to be involved. Safety will be important and extra helpers will probably be needed.

Transport to program venue

Try to get a venue that has easy parking and is close to public transport. Some participants may not have a car. If public transport is not available or suitable, try to arrange alternative transport to 'pick up and deliver home'.

How will people find out about the program?

- 'Word of mouth' is good.
- Develop a promotional flyer. Flyer will need to include:
 - » details such as venue name and address
 - » dates and times for program sessions
 - » cost (if any)
 - » how to register to attend
 - » a contact number for people to call if they wish to find out more about the program.
- Promote flyer through your organisation's social media communication channels and newsletters (if available) e.g. Facebook
- Promote flyer through the social media channels or newsletters of other organisations (if available) e.g. local schools, playgroups, child care centres.
- Advertise in local papers.
- Talk to groups e.g. Aboriginal interagency meetings, other network meetings.

It will be important to make contact with participants about a week before the program starts to make sure all arrangements are satisfactory and to find out if there are any 'special needs'.

Evaluating the program

It is good practice to evaluate your program to determine whether it was a success and to reflect on how it might be improved next time you run a program.

Conducting an evaluation may also provide you with information to help secure further funding to run more practical cooking programs.

Sample process and outcome evaluations have been developed. These can be modified to suit your program. The process evaluation questions could be discussed as a group at the end of each session and the responses recorded by the group leader. The outcome evaluations have been designed to be completed before the program, immediately post program and 6 weeks after the program. The results from these 3 evaluations need to be matched for each individual participant. (See Appendices 6 - 8).

Planning What to Cook

In this program the recipes have been chosen because:

- they are easy and quick to prepare.
- they are not expensive.
- ingredients are usually easily available.
- they can be cooked using a hot plate, oven, barbeque, camp oven or frypan.

All the recipes included in this manual can be found in the booklet *Quick Meals for Kooris at Home*.

If the group leader or the participants would like to use different recipes, choose recipes that:

- the whole family will eat.
- are quick and easy to prepare.
- do not have too many ingredients.
- have ingredients that are easy to find and are not too expensive.
- have ingredients that can be used in other recipes so that left over ingredients are not wasted.
- do not have too many steps and have instructions that are easy to follow.
- use equipment and utensils that people are most likely to have at home.

It is a good idea to:

- Try out recipes to make sure they work.
- Work out the quantity of ingredients needed for the group and make a shopping list.
- Make sure there is enough equipment for the group to use when making recipes and that the equipment is in good working order.
- Make sure that the recipes can be prepared in the time available.



Session Management



Session Management

Important Planning

At least 2 WEEKS before the starting date it is important to have:

1. Decided on the recipes.
2. Written the shopping list for all of the recipes. Most of the recipes in this manual serve 4 to 6 people so, recipe ingredients may need to be increased depending on the number of participants.
3. Checked the equipment to make sure there is enough and that electrical equipment is working.
4. Checked the venue booking.
5. Contacted participants to remind them of the date, time and venue and to check if they need transport or child minding.
6. Made sure there are enough *Quick Meals for Kooris at Home* books. One for each participant.
7. Made sure any handout sheets for participants have been printed.

About 1 WEEK before the program starts make sure:

1. There are copies of the recipes for each person (if not using books).
2. There are name tags for everyone.
3. There is a complete first aid kit.
4. Confirm transport and child minding details.
5. The food items that don't need refrigeration have been bought (i.e. cans or packets of ingredients).

The day before the program starts:

1. Purchase the perishable food items if there is enough refrigerator space. If refrigerator space is not available these food items will need to be picked up (or delivered) on the day.
2. Have the session management worked out and completed. As a guide, use the Session Management Template (see appendices page 47) and the Sample Session Plan page 11.



On the Day of the Program

- The room will need to be set up for comfort and safety.
- Arrange work areas so that there is plenty of room for people to move around easily. Make sure the urn or kettle is in a safe place and turned on so that when people arrive they can have a cup of tea or coffee. Cold water should also be available.
- Make sure paper towels and hand washing soap are next to the hand washing basin. Disposable gloves will need to be used when preparing food that is not going to be cooked.

It will help the sessions to run smoothly if:

- The ingredients needed for each of the recipes are collected (not necessarily measured) and placed in one place or on a tray with a recipe label. This will make it easy for participants to get started on 'their' recipe.
- The equipment needed to prepare the recipe is placed with the ingredients. This may not always be necessary but it is helpful for those people who don't know where equipment is kept. It will also help to get things done on time.
- The leader makes sure that
 - » The welcome, discussion topics and recipe explanation take no longer than the time suggested by the sample session plan on page 11.
 - » Each participant knows exactly what recipe they are preparing and who their co-workers are.
- That participants 'get going' as soon as possible so that they have at least 60 minutes to prepare the recipes. With the exception of rice or pasta, all the recipes in this manual take a similar time to prepare and cook. If having rice or pasta, they will need to be placed on to cook about 20 minutes before serving time.

When everyone has arrived:

- The leader could have people introduce themselves.
- Make sure everyone has name tags.
- Make sure everyone understands that this is an informal program meant to be enjoyed. People can ask questions, talk about food, discuss related issues and exchange ideas.
- Let everyone know of any safety and 'housekeeping' issues.

Sample Session Plan

In this kit, each session has been planned to run for 3 hours. This is an example of how a 3 hour session could be planned.

Time Taken	Activity/Tasks
5 minutes	Welcome, Acknowledgement to Country and introductions. Let people know where the toilets are and any safety issues. Perhaps participants could have a cuppa and something to eat e.g. cut up fruit.
30 - 40 minutes	Explain how the program works. Talk about the recipes. Discuss some of the food preparation steps and demonstrate if necessary.
10 - 15 minutes	Organise people into groups or pairs. Decide which group will cook each recipe.
60 minutes	Participants prepare ingredients and cook recipes.
40 minutes	Time for eating, yarning and sharing ideas.
20 minutes	Cleaning up Evaluation

What if extra people turn up?

Always have extra rice, pasta or bread (and spreads) on hand. Wholemeal or wholegrain bread is a much better choice than white bread. These breads are more nutritious than refined white bread. Wholemeal pasta is more nutritious than white pasta made from refined flour.

There will need to be enough equipment and work space for extra people. There will also need to be enough space to walk and move around comfortably and safely.

Safety is important. It may be that some of the extra people will have to sit and watch. If extra food is cooked (rice, pasta) then everyone will be able to eat. People who have been watching may be keen to participate another time. Hopefully the program leader will be able to run a second program for these people.



What if no measuring cups or spoons are available?

It really doesn't matter what cup you use to measure the ingredients as long as the same cup is used to measure everything. A large cup or mug will be best. Using a small tea cup may result in the amount of food not being enough to feed everyone.

If there are no measuring spoons, use your ordinary spoons.

2 teaspoons (tsp) = 1 dessertspoon

1 tablespoon (T) = 2 dessertspoons

When measuring cups of sugar or flour, do not pack down unless the recipe says to do so.

Scales are not needed for recipes in *Quick Meals for Kooris at Home*.

Oven temperature

Warm oven = 150°C

Moderate oven = 180°C

Hot oven = 200°C

Very Hot = 250°C

- The above temperatures are a guide only.
- Food cooked in fan forced ovens will need to be cooked at lower temperatures than foods cooked in conventional ovens.
- Recipes will often say what temperature is needed.
- Most recipes can be cooked by a moderate temperature.

Session 1





SESSION 1

Recipes

Family Mince

Rice or Pasta

Tuna Mornay

Fruit Crumble and Custard

Garden salad (or any other salad)



These recipes:

- are quick and easy to prepare
- contain ingredients that should be readily available
- can have extra vegetables added.

After each recipe there are hints and information for the leader to share.

If choosing different recipes for this session, refer to page 7 for things to consider.

Equipment

Chopping boards, vegetable knives, wooden spoons (or similar), measuring cups, tablespoons, teaspoons, grater, can opener, frying pan or electric frypan or a large saucepan for cooking the mince, mixing bowl, strainer or colander, large saucepans for cooking rice, large saucepan and oven proof dish for the mornay, pot holders, oven holders/mits.

If an oven is not available both the Tuna Mornay and the Fruit Crumble can be completed in a saucepan.

Discussion topics

1. The importance of eating plenty of vegetables.

Try to have 5 serves of vegetables each day. A serve is $\frac{1}{2}$ a cup of cooked vegetables or 1 cup of salad. This is not as difficult as it sounds as foods such as baked beans and other legumes, canned vegetables such as mushrooms, peas etc. are all included. All vegetables are good, fresh, frozen or canned.

2. Water is the best (and cheapest) thirst quencher.

Encourage people to drink tap water. Bottled water is expensive and is rarely ever needed to replace tap water. Discourage soft drinks as these are very high in sugar. Not good for weight, not good for teeth.



FAMILY MINCE



Recipe serves

4-6

Preparation and cooking time

30 minutes



Ingredients

500g lean minced meat (beef, lamb or kangaroo)

¼ cabbage, chopped or shredded

½ cup celery *or* green beans, cut into small pieces

1 onion *or* 1 shallot, chopped

2 medium *or* 1 large carrot, sliced or grated

1 tablespoon soy *or* Worcestershire *or* barbeque sauce

2 beef stock cubes (crushed) *or* 2 dessert spoons beef stock powder

2 teaspoons curry powder (if you like)

1 tablespoon oil



Method

- 1 Heat oil in a frying pan or an electric fry pan or a large saucepan. Add meat and chopped onion. Use moderate heat, cook until meat is brown.
- 2 Add all other ingredients, except cabbage. Simmer gently for 15 minutes.
- 3 Add cabbage, reduce heat to low and cook for 5 more minutes.
- 4 Serve with rice, pasta (wholemeal if possible), quick cooking noodles or toast.

Ideas & Hints

- » Any vegetables can be used. Fresh, frozen, canned or cooked leftovers.
- » 1 teaspoon of Vegemite™, Marmite™ or Promite™ can be used instead of the beef cubes.
- » Use outside leaves of lettuce instead of cabbage. Wash well, shred and add just before serving.

Equipment needed to prepare and cook Family Mince

Chopping boards, vegetable knives, wooden spoon or cook's spoon, cup, tablespoon, teaspoon, frying pan or an electric frypan or a large saucepan, another large saucepan for cooking the rice, a colander or a strainer.

Information about the Family Mince recipe for leader to share with group

- Family mince is quick and easy to make.
- Use better quality mince. Hamburger mince is usually very fatty and not good value as you are paying for a lot of fat.
- Any vegetables are suitable, fresh, frozen or canned. Canned legumes such as baked beans, chick peas and butter beans are good choices. Left-over cooked vegetables could be added. The softer stems of broccoli and cauliflower can be cut up thinly and added. The outer leaves of lettuce can be used instead of cabbage, shred and fold through just before serving.
- If unexpected people arrive add more chopped up vegetables or canned beans. Baked beans would be good.
- Mince should be cooked for at least 20 minutes to make it safe to eat.
- Allow about $\frac{1}{4}$ cup of uncooked rice per person.
- Don't cook the rice too early as it may go gluggy if it has to be kept hot for long. Rice takes about 20 minutes to cook in boiling water.
- If serving pasta instead of rice allow about $\frac{1}{3}$ cup uncooked pasta per person.

Ways to use left-over *Family Mince*

1. Use as filling for 'toasties' or jaffles.
2. Heat up and serve on toast.
3. Use when making tacos.
4. Make a Shepherd's pie.



TUNA MORNAY



Recipe serves

4-6 

Preparation and cooking time

40 minutes 



Ingredients

425g can tuna, drained

420g can of condensed asparagus *or* condensed chicken soup (not 'ready to heat and eat' soup)

1 large tomato, chopped

1 onion, chopped finely

1 cup grated cheese

Oil or margarine for greasing oven dish



Method

- 1 Mix the tuna, soup, tomato, half of the cheese and onion together.
- 2 Pour into a greased oven dish, sprinkle with remainder of the cheese and place into a moderate oven (about 180°C) to heat through. This will take about 20 minutes.
- 3 Serve with rice and salad or extra vegetables.

Ideas & Hints

- » If no oven available, heat in a saucepan, serve, and then sprinkle with cheese.
- » For a flavour change add about 1 teaspoon of mustard or curry powder.
- » Canned salmon can be used instead of tuna.
- » Can sizes of the different foods may vary slightly.

Equipment needed to prepare and cook Tuna Mornay

Oven proof dish, cup, can opener, large cooking spoon, 2 large saucepans, chopping board, sharp knife, grater, oven holders/mits.

Information about the Tuna Mornay recipe for leader to share with group

- Quick and easy as canned soup is used instead of making a white sauce.
- Cooked, chopped up chicken or canned salmon could be used instead of tuna. Cooked fresh fish could also be used.
- A small can of diced tomato could be used instead of fresh tomato.
- Extra vegetables can be added e.g. chunks of cooked potato, cooked pumpkin and cooked sweet potato, frozen peas, frozen corn, canned peas and canned legumes such as butter beans, chick peas or soy beans.
- If no oven is available, complete Mornay in a saucepan. Simply combine all the ingredients including half the cheese. Heat through, serve and sprinkle with remainder of cheese.
- Rice and pasta will take about 15 – 20 minutes to cook. Don't cook too early as they may go gluggy if kept hot for too long. Some wholemeal pasta only takes about 10 minutes to cook.

Ways to use left-over Tuna Mornay.

1. Heated on toast
2. Use as a filling for 'toasties' or jaffles.

Choosing and cooking rice

- Choose long grain rice, Basmati, Doongara or 'clever' rice.
- Allow about ¼ cup of uncooked rice per person. Rice triples in bulk when cooked. That is, 1 cup of uncooked rice becomes 3 cups of cooked rice.
- Cook until tender in plenty of boiling water.
- Barley can be used instead of rice. Cook the same as you would cook rice. Barley may take a little longer to cook than rice.

Choosing and cooking pasta

- Any pasta is fine. Wholemeal pasta will provide more fibre and iron.
- Allow at least ⅓ cup of uncooked pasta per person. White pasta approximately doubles its bulk when cooked. Wholemeal pasta may not swell up quite as much.
- Cook until tender in plenty of boiling water.

Keeping Family Mince, Tuna Mornay, rice and pasta safe to eat.

- Mince should be cooked for at least 20 minutes to destroy any germs.
- Cooked rice and cooked pasta should not be left at room temperature for more than 2 hours before putting in the refrigerator.
- Refrigerate cooked rice or pasta for no more than 2 days. After 2 days if not eaten, throw away.
- Cooked rice can be frozen. Thaw in the refrigerator. It can be thawed in a microwave if it is going to be used straight away.
- Cooked pasta can be frozen but will thaw better if mixed with a little of the meat sauce, or a little oil before freezing.
- Both the Family Mince and the Tuna Mornay are 'high' risk foods in which germs can grow easily. This means that any left-overs should not be left at room temperature for more than 2 hours before putting in the refrigerator.
- Left-overs of the Family Mince or the Tuna Mornay should not be kept in the refrigerator for more than 2 days before eating. After 2 days, throw away.
- Both the Family Mince and Tuna Mornay can be frozen.
- If freezing rice, pasta, Family Mince or Tuna Mornay, do not leave for more than 2 hours at room temperature before putting into freezer. Food should be put into shallow containers then placed in freezer so cold air can circulate around each container. This will allow food to freeze as quickly as possible.



FRUIT CRUMBLE



Recipe serves

4-6 

Preparation and cooking time

30 minutes 



Ingredients

800g can solid pack apples (sometimes called 'pie pack')

½ cup flour (plain or self-raising)

¼ cup sugar (white or brown)

¼ cup coconut

¼ cup rolled oats (traditional or quick cooking)

3 tablespoons margarine



Method

- 1 Place apple into an oven proof dish.
- 2 Place all dry ingredients into a bowl and rub in the margarine.
- 3 Sprinkle crumble mix over apple and place in a moderate oven (about 180°C).
- 4 Bake for about 20 minutes or until the crumble is lightly browned.
- 5 Serve with reduced fat yoghurt or custard.

Ideas & Hints

- » Use any fruit. If fruit is canned in juice, drain off about half of the juice.
- » Stewed fruit can be used.
- » Coconut can be replaced with extra rolled oats.
- » Make twice as much crumble and freeze half for next time.

Equipment needed to prepare and cook Fruit Crumble

Oven proof dish, large mixing bowl, mixing spoon, measuring cup, tablespoon, can opener, large saucepan to cook crumble in if there is no oven, oven holders/mits.

Information about the Fruit Crumble recipe for leader to share with group

- Solid or pie pack fruit is good value for money as it has very little liquid. It is mostly fruit. Other canned fruits are suitable just drain off about half of the juice. You could stew your own fruit.
- Use an oven dish with high enough sides to prevent juice boiling over.
- Such a small amount of flour is in the recipe, any type is suitable, plain, self-raising, refined or wholemeal.
- Uncooked crumble can be frozen. Make extra and freeze for next time
- If no oven is available, place the crumble mix into a saucepan, stir all the time over moderate heat until it is lightly browned. Sprinkle browned crumble over fruit. A little extra margarine may be needed (about a tablespoon) when browning.
- Serve with reduced fat custard. Ready-made 'long life' (UHT) or custard from the refrigerator section at the supermarket.
- If making your own custard, follow the directions on the custard powder container and use reduced fat milk.





Session 2



SESSION 2

Recipes

Pizza

Coleslaw (or any other salad)

Corn on the Cob

Fruit Scones

Stir-Fry Kangaroo and Vegetables in Oyster Sauce



These recipes:

- are quick and easy to prepare
- most ingredients should be readily available
- can have extra vegetables added

After each recipe there are hints and information for the leader to share.

If choosing different recipes for this session, refer to page 7 for things to consider.

Equipment

Oven proof trays, vegetable knives, measuring cups and spoons, large mixing bowl, cutting boards, scone cutter, strainers or colander, large serving bowl, fry-pan or frying pan or large saucepan (for stir fry), cook's spoons, stirring spoons, baking paper, pot holders or oven holders/mits.

If no oven is available scones could be cooked in a camp oven, pizza could be cooked in a camp oven or in a barbeque that has a lid.

Discussion Topics

1. Packed lunches

Packed lunches from home save money. Packed lunches, whether they are for school or work, need to be nutritious, satisfying, enticing and travel well. Use insulated bags, cold bricks or frozen drinks to keep high risk foods cold.

Ideas for packed lunches include:

- Wholemeal sandwiches, wraps and rolls with fillings such as lean meat, canned fish, baked beans, egg and salad.
- Cold pasta and rice dishes.
- Baked vegetable slice and vege burgers.
- Canned baked beans, 3-bean mix.
- Vegetables such as carrot sticks, cucumber chunks, tomato wedges, snow peas, green beans (raw or cooked and cold cooked potato).
- Fruit – fresh or canned.
- Reduced fat yoghurt (plain or fruit). Small tubs are fine but they cost more than buying a 1 kilo tub and then filling small containers suitable for the lunch box.

- Something to drink. Tap water is the best and cheapest thirst quencher. Reduced fat milk could be included. Small boxes of reduced fat UHT milk (plain or flavoured) are suitable. These do not have to be refrigerated but could be frozen and packed in the lunch box to help keep other food cold.

Foods such as potato crisps, fruit straps, muesli bars, lollies, chocolates and sweet biscuits are high in sugar, fat or salt (or the lot). They are costly and contribute to tooth decay and unwanted weight gain. They provide little or no nutrition. These foods are 'sometimes' foods. They are not meant to be eaten every day.

Soft drinks, sports drink and cordial contain no nutrition and a lot of sugar. This means extra kilojoules that can lead to weight gain. These drinks can cause tooth decay. Low joule soft drinks can damage tooth enamel because of the acid they contain.

Fruit juice contains a significant amount of sugar even if it is unsweetened. It is easy to drink large amounts of juice and this will mean lots of sugar. Limit juice to one small glass a day (if at all). Fresh fruit is best.

2. The importance of eating regular meals

Missing meals, especially breakfast could lead to:

- Poor concentration
- Accidents in the workplace
- Overeating
- Lack of energy
- Poor blood sugar control
- Eating the wrong foods
- Missing out on certain nutrients

Breakfast can be as easy as:

- Wholegrain cereal and reduced fat milk
- Baked beans on toast
- Banana wrapped in a slice of wholemeal bread
- Wholegrain cereal and a fruit smoothie made with fat reduced milk
- Raisin toast and glass of reduced fat milk
- Scrambled egg on toast.



PIZZA



Recipe serves

1 

Preparation and cooking time

10-15 minutes 



Ingredients

1 Lebanese bread

2 tablespoons passata or pizza sauce

¼ cup grated mozzarella cheese

Topping ingredients

Choose a combination of any of the following

Well drained pieces or slices of pineapple; chopped capsicum; sliced mushrooms; thin slices of cooked sweet potato; thinly sliced onion or shallot; thin slices of tomato or cherry tomatoes cut in half; fresh herbs such as basil; fresh or minced garlic; cooked minced meat or cooked chicken; chopped lean ham; baked beans (drained).

Make sure the toppings you choose are not too sloppy.



Method

- 1 Before topping, bake bread in the oven at 200°C for 2 - 3 minutes.
- 2 Spread sauce over the Lebanese bread, place on the toppings then sprinkle with cheese.
- 3 Place into the oven and cook for about 10 minutes.

Ideas & Hints

- » English muffins could be used as a pizza base.
- » Commercial pizza bases are available.
- » Scone dough makes a good pizza base.

Equipment needed to prepare and cook Pizza

Chopping board, chopping knives, strainer or colander (depending on what canned food needs to be drained), grater (if grated cheese has not been purchased), oven proof tray, buttering knife, soft scraper to spread topping over base, baking paper, pot holders or oven holders/mits.

Information about Pizza for leader to share with the group

- This is a quick and easy way of making pizza.
- Children can be involved in making their own.
- Other pizza bases that can be used include English muffins, commercial pizza bases or scone dough.
- A variety of toppings can be used.
- Avoid toppings such as fatty deli meats e.g. salami, bacon.
- Use reduced fat cheese if possible.
- ‘Sloppy’ toppings or too much topping can spoil result.
- Pizza can be cooked in a camp oven or barbeque with a closing lid.
- Left over Pizza is good for the lunch box. Make sure that it is kept at a safe temperature (cold).



STIR-FRY KANGAROO AND VEGETABLES IN OYSTER SAUCE



Recipe serves

4-6 

Preparation and cooking time

45 minutes 



Ingredients

500g kangaroo fillet, thinly sliced

5 cups of a variety of vegetables (fresh, frozen or canned)

2 teaspoons minced garlic

2 teaspoons minced ginger

2 teaspoons of mixed herbs or bush spice

¼ cup oyster sauce

¼ cup soy sauce

2 tablespoons oil



Method

- 1 Cut vegetables into thin slices or strips.
- 2 Mix together the garlic, ginger, oyster sauce and soy sauce.
- 3 Heat the oil in a large frypan, add meat. Cook, using moderate to high heat, for 5-10 minutes (depending on the size of meat pieces). Stir all the time.
- 4 Add vegetables and sauce mix to the meat and cook for another 5 minutes or until vegetables are just tender. Stir all the time.
- 5 Serve with rice or pasta.

Ideas & Hints

- » Cook in a frying pan, electric frypan, wok or a large saucepan.
- » Fresh garlic and ginger can be used.
- » If serving 10 people, double the ingredient amounts and cook the meat in batches.

Equipment needed to prepare and cook Stir-Fry Kangaroo and Vegetables in Oyster Sauce

Cutting boards, cutting knives, measuring spoons, measuring cups, small mixing bowls, stirring spoons, large saucepan (for cooking rice or pasta), large saucepan, frying pan or electric fry pan, colander or strainer for draining rice or pasta, food tongs, pot holder.

Information about Stir-Fry Kangaroo and Vegetables in Oyster Sauce for leader to share with group

- Lamb, veal, cross cut blade, minced beef, chicken or fresh fish can be used instead of kangaroo.
- Canned legumes such as chick peas or butter beans could be added.
- Fresh garlic and ginger could be used. Finely chop or crush garlic. Finely chop or coarsely grate ginger.
- This dish can be cooked in a wok or on the barbeque.
- It is a good idea to use separate boards for cutting the meat and the vegetables.

Ways to use leftovers

1. Leftovers of this dish can be frozen. Some vegetables do not freeze well (e.g. chunks of potato and soft vegetables such as zucchini and squash) so, if you are planning on cooking extra for freezing, avoid those vegetables.
2. Reheated and served on toast, sprinkle with grated cheese.
3. Packed in the lunch box. Make sure it is kept at a safe temperature (cold).



CORN ON THE COB



Equipment needed to prepare and cook Corn on the Cob

Microwave and suitably sized microwave containers or saucepan for boiling corn or a barbeque, food tongs and a colander.

Information about Corn on the Cob for leader to share with group

Frozen corn

As the freezing process softens the corn, frozen corn need only be heated in the microwave, just brought to the boil in a small amount of water or heated on the barbeque.

Fresh corn

Young fresh corn needs very little cooking. Microwave, steam or boil. To barbeque fresh corn, wrap in foil, place on the barbeque and cook for about 10 minutes, turn frequently. If not wrapping in foil, a little oil may be needed. Note that the corn with the husk still on can be cooked on the barbeque.

Fresh corn can be cooked in the microwave or boiled in a small amount of water. Young corn will take about 3 minutes in the microwave or about 5 minutes if boiling.



FRUIT SCONES



Recipe makes

10-12 small scones

Preparation and cooking time

20 minutes 



Ingredients

2 cups self-raising flour

1 cup reduced fat milk

1 tablespoon sugar

2 tablespoons margarine

½ cup sultanas or chopped dates



Method

- 1 Preheat a hot oven (about 200°C).
- 2 Rub margarine into flour and sugar.
- 3 Add sultanas or dates then stir in enough milk to make a soft dough.
- 4 Gently knead dough on a lightly floured board, pat out to about 2 centimetres thick.
- 5 Cut out scones and place (just touching each other) on a greased oven.
- 6 Bake for 8 - 10 minutes.

Ideas & Hints

- » If the scone dough is too soft to knead, place all the dough in a greased baking dish and bake at 180°C for 20 - 30 minutes. Test with a skewer. Cool before cutting into slices.

Equipment needed to prepare Fruit Scones

Mixing bowls, measuring cups and spoons, spoon or flat bladed knife for stirring, scone cutter, board (or bench top) for kneading dough on, oven tray, oven holder/mit.

Information about Fruit Scones for leader to share with group

- Using $\frac{1}{2}$ wholemeal flour and $\frac{1}{2}$ white flour (both self-raising) will improve nutrition. All self-raising wholemeal flour can be used but the scones will not rise as much.
- Use poly or monounsaturated margarine.
- Milk can be fresh, powdered, canned, long life or soy milk. Choose reduced fat or skim if possible.
- Uncooked scone dough can be frozen.
- Cooked scones can be frozen.
- It should not be necessary to use lots of flour on the board when kneading dough, a light dusting of flour should be all that is needed if dough is a good consistency i.e. soft, not dry or sloppy.
- Light kneading is all that is needed. Over kneading causes dough to toughen and the resulting scones will not rise as well as they should.
- After dough is lightly kneaded, sharply cut to make scones using a scone cutter or a knife. Twisting scone cutter back and forth is not needed. If using a knife simply cut scones into squares.
- If too much milk is added and the dough is too soft to knead, bake as a loaf. Grease and line a loaf or cake tin, place dough into the tin and bake at about 180°C for 20-30 minutes. Cool before cutting into slices.
- There is a variety of ways that scone dough can be used. See page 37 of *Quick Meals for Kooris at Home*.



COLESLAW



Recipe serves

4-6

Preparation and cooking time

20 minutes



Ingredients

3 cups shredded cabbage - green and/or red cabbage

1 capsicum, diced or thinly sliced

1 apple, skin on, diced

2 carrots, grated

2 sticks celery chopped

1 shallot, chopped

Method

- 1 Wash all vegetables well.
- 2 Shred, dice or chop.
- 3 Mix all ingredients together.
- 4 Add salad dressing (optional).

NOTE: On page 13 in the 'Quick Meals for Kooris at Home' book there is a picture of the coleslaw and a list of the ingredients however, the amounts of ingredients are not included. Photocopy enough of the coleslaw recipe page from this manual for each of the group participants.

SALAD DRESSING

Ingredients

- 1 clove garlic, sliced then 'smashed' or ½ teaspoon of crushed garlic
- ¼ cup vinegar or lemon juice or lime juice or orange juice
- ½ cup olive oil
- ¼ teaspoon pepper (optional)
- ½ teaspoon mustard (optional)

Method

Place all ingredients in a jar and shake well.

Health Information



Health Information

This section contains general information only on:

- Diabetes
- Heart disease
- Maintaining a healthy weight
- Food allergies and intolerances

Program participants that need more specific and individual advice on a special diet should be encouraged to speak to a dietitian or their doctor.

Diabetes

Diabetes is a condition in which the level of glucose (a sugar) in the blood is too high. This is caused by a problem with the hormone 'insulin' and its role in controlling blood glucose levels.

There are different types of diabetes. Some of these include:

Type 1:

- Develops when the pancreas stops producing insulin, preventing glucose from entering the muscle or other body cells.
- Is caused by the body's immune system attacking and destroying the insulin producing cells.
- Is less common than type 2 diabetes and usually occurs under the age of 30.
- Comes on quickly and can be severe and life threatening if treatment is delayed.

Type 2:

- Insulin is still produced by the pancreas but there is not enough or it may not work effectively.
- This may be caused by genetic factors but can be triggered or made worse by being overweight and lack of exercise.
- Is the most common type of diabetes and usually occurs in people over the age of 30 but is becoming more common in children and middle aged adults due to the increase in obesity.

Gestational diabetes:

- Occurs when glucose levels in the blood are higher than usual during pregnancy. It usually goes away once the baby is born.
- Gestational diabetes can put the health of mother and baby at risk. If blood sugar levels are not managed it can lead to problems such as a large baby, pregnancy loss or premature delivery.
- Women who have gestational diabetes are at increased risk of gestational diabetes in future pregnancies and developing type 2 diabetes in the future.

How is diabetes treated?

- 1. Type 1 diabetes** is treated with insulin replacement injections, usually several times a day.
- 2. Type 2 diabetes** is treated with a healthy balanced diet, medications and eventually insulin injections may be needed as the disease progresses and the pancreas produces less insulin. Prevention of the condition is preferred to avoid long-term complications by:
 1. Weight management, with a healthy diet and exercise.
 2. Regular blood glucose and blood cholesterol checks.
 3. Having frequent blood pressure checks.
- 3. Gestational diabetes** is treated with a healthy balanced diet, exercise and blood sugar monitoring. If blood sugar is too high, insulin injections or medication are required.

Carbohydrate

- Carbohydrate is found in a variety of food and drink and provides the body with fuel (energy).
- Many foods containing carbohydrate also provide fibre, vitamins and minerals.
- Carbohydrate breaks down into glucose (sugar) during digestion and is absorbed into the blood stream.
- The type and quantity of carbohydrate eaten will affect blood glucose levels.

Foods that contain carbohydrate

Healthy carbohydrate foods	Less healthy carbohydrate foods
<ul style="list-style-type: none"> • Wholegrain bread • Wholegrain breakfast cereal • Grains e.g. barley, quinoa • Pasta, noodles • Rice • Wholegrain & wholemeal flour • Lentils and legumes • Starchy vegetables - potato, sweet Potato, corn • Fruit • Reduced fat milk, yoghurt, custard 	<ul style="list-style-type: none"> • Biscuits • Cakes, pastry • Sugar, jam • Honey, maple syrup • Chocolate, confectionary • Regular soft drink, cordial • Fruit juice • Potato crisps, corn chips • Ice-cream

Glycaemic Index (GI)

- Carbohydrates that are **slowly digested** and absorbed into the blood stream are said to have a **low glycaemic index**.
- Carbohydrates that are **quickly digested** and absorbed into the blood stream are said to have a **high glycaemic index**.

It is recommended that people with diabetes try to include at least one low GI food at every meal and use low GI ingredients in recipes where possible.

Low GI carbohydrates:

- result in a slower rise in blood glucose levels after eating
- provide a feeling of fullness for longer and therefore may assist weight control.

Low GI foods and ingredients include:

- some wholegrain breads, sourdough bread, fruit bread
- rolled oats (not instant), untoasted muesli, Semolina
- pasta (spaghetti, macaroni, vermicelli, noodles)
- barley
- Basmati or Doongara or Clever rice
- dairy milk, soy milk, yoghurt, custard
- legumes (baked beans, 4 bean mix, chick peas, all lentils)
- potatoes such as canned new potatoes, 'Nadine', 'Carisma' and 'Nicola'
- butternut pumpkin, corn, peas

- most fruits.

Healthy eating for people with diabetes is no different to healthy eating for everyone. There is no need to prepare separate meals or buy special foods. Healthy eating should be enjoyed with the whole family.

Note: People with diabetes were once told not to eat sugar or sugary foods. Small amounts of sugar are O.K when eaten as part of a meal. So it is acceptable to have:

- a teaspoon of sugar on breakfast cereal
- a teaspoon of sugar in tea or coffee
- a thin spread of jam, marmalade, golden syrup or honey on toast.

But remember:

- Soft drinks contain lots of sugar, so it's best to avoid them.
- Diet or 'no added sugar' cordials are a better choice.
- Whole fruit rather than fruit juice is encouraged. No more than one small glass of fruit juice (with no added sugar) is recommended, a day.

Water is the best thirst quencher!

For best health outcomes (for everyone) choose foods that are low in fat to help control weight and low in saturated fat to help lower cholesterol levels.



Heart Disease

Heart disease is commonly related to atherosclerosis, where over time fatty material builds up on the blood vessel walls, causing them to narrow and possibly block completely.

When atherosclerosis affects the major arteries in the body it can cause a heart attack, stroke or peripheral arterial disease.

Nutrition related risk factors for heart disease are high blood pressure, a high blood cholesterol level and being overweight. A healthy diet and exercise plan can help reduce these risk factors.

Salt

Too much salt can contribute to high blood pressure.

Most salt in the diet comes from processed foods so 'salt reduced' or 'no added salt' products should be used when available.

Foods that are naturally low in salt include:

- Fresh meat, fish and poultry
- Eggs
- Fresh and frozen vegetables
- Rice and pasta
- Milk and yoghurt

Most savoury recipes are Ok without adding salt. Herbs and spices can be used for added flavour. Avoid recipes that contain lots of salty ingredients.

Salts such as chicken salt, garlic salt, herb salt, organic salt and rock salt are all still salt.

Fat

Fats are an important part of a healthy balanced diet and should not be excluded. There are different types of dietary fats. Choosing foods containing healthier unsaturated fats instead of foods containing saturated and trans fat will help to lower total and LDL (bad) cholesterol and reduce the risk of heart disease. All fats have the same energy (kilojoules), so it may be necessary to limit quantities of 'healthy fats' to help with weight management.

Unhealthy fats (Avoid)

1. Saturated fats and trans fats > Increase LDL 'bad' cholesterol

Examples of foods containing saturated fats and trans fats: butter, ghee, lard, dripping, copha, palm oil (common in processed foods), fat on meat, skin on chicken, processed deli meats (e.g. salami, sausage), full fat cheese, full cream yoghurt and full cream milk, cream, ice cream, deep fried foods, pastry, doughnuts, cake, biscuits, chocolate, crisps, coconut oil, coconut cream or milk.

Healthy Fats (Replace saturated fats and trans fats with these fats)

1. Polyunsaturated Fats > Reduce LDL 'bad' cholesterol
Increase HDL 'good' cholesterol

Examples of foods containing polyunsaturated fats: Oily fish (e.g. salmon, sardines, tuna, blue-eyed trevalla, flathead), sunflower oil & margarine, soybean oil, grapeseed oil, walnuts, hazelnuts, brazil nuts, omega 3 enriched eggs, chia seeds, flaxseeds, sunflower seeds, tahini.

2. Monounsaturated Fats > Reduce LDL 'bad' cholesterol

Examples of foods containing monounsaturated fats: Olive oil, canola oil, peanut oil, margarine (e.g. Olive Grove, Gold n Canola), avocado, almonds, peanuts, cashews.

To reduce unhealthy saturated fats and trans fats:

- Choose reduced fat or low fat milk, yoghurt and custard.
- Choose lean meat and trim off any fat before cooking.
- Buy skinless chicken. Remove the skin from barbequed chicken.
- Avoid using butter, lard, dripping, cream, sour cream, copha, coconut milk and coconut cream.
- Try reduced fat cheese.
- Don't have pastries, cakes, sweet and cream biscuits every day and when you do have these foods, have small serves. Savoury snack foods like biscuits and dips can be high in saturated fat.
- Try not to have processed deli meats such as devon, polony, fritz, chicken loaf, salami etc. or fatty sausages, no more than once or twice a week (if at all).
- Try to limit takeaway food such as pies, sausage rolls, pasties, chips, fried chicken and battered fish to no more than once a week.
- Choose sauces that are mostly tomato or based on other low fat ingredients.
- Choose low fat salad dressings made with small amounts of healthy oils such as sunflower, grape seed, olive or canola oils.
- Limit creamy style soups as they may contain lots of saturated fat including cream.
- When frying food use a non-stick pan so that no oil or fat is needed. If using an ordinary frying pan use just enough oil to thinly coat the bottom of the pan.
- Try to have fish about twice a week. Choose grilled or baked fish. Fried battered or crumbed fish is not a low fat choice. Canned fish is fine. If canned in oil, drain off as much oil as possible.
- When making baked products such as cakes or biscuits use polyunsaturated or monounsaturated margarine or oil instead of butter.

Eating plenty of fruit and vegetables will help to reduce fat in the diet and promote good health.

Maintaining a Healthy Weight

Being within your healthy weight range is important for the prevention of chronic diseases, including diabetes, high blood pressure, hip and knee problems, some cancers and sleep apnoea.

Excessive weight around the waist area indicates fat deposits that can sit around the heart, kidneys, liver and pancreas increasing the risk of health problems.

Waist size is a measure of central (abdominal) obesity.

Your health is at risk if your waist size is:

Men: over 94cm (about 37 inches)

Women: over 80cm (about 31.5 inches)

Measure the waist around where the 'belly button' is.

Any reduction in waist size will help.



Some tips to help reach and maintain a healthy body weight:

- Reduce the amount of food eaten by having smaller serve sizes.
- Limit take-away food to no more than once a week.
- Eat plenty of vegetables including salad.
- Avoid foods high in fat or cooked in fat.
- When thirsty, drink water instead of soft drink or cordial.
- Limit alcohol consumption and try to have at least one alcohol free day each week.
- If you are eating because you are sad, stressed or bored perhaps talking to someone about these emotions could help.
- Keep active and exercise every day. Aim for about 30 minutes of moderate exercise daily – take the stairs, walk to work, get out in the garden or take the children to the park.

Doing only one of these is usually not enough.

Help is available to:

- ✓ Eat healthy
- ✓ Increase physical activity
- ✓ Reduce alcohol
- ✓ Achieve and maintain a healthy weight



The NSW Health Get Healthy Service is a free telephone coaching program for anyone aged over 16 years.

Over the phone, a health coach provides one on one support to help people reach their health goals. This support is provided through 13 phone calls over a six month period.

There is also an information pack specifically for Aboriginal or Torres Strait Islander people.

Call 1300 806 258 or register online www.gethealthynsw.com.au to get started.

Food Allergies and Intolerances

Parents or carers should be encouraged to take children with suspected allergies or food intolerances to a doctor. It is important to be certain that food is the problem. Only doctors trained in the area of allergies and intolerances are able to accurately diagnose a food allergy.

Passive smoking, house dust mites or viral infections may be responsible for asthma, eczema or other skin rashes.

By removing foods unnecessarily it may be difficult to get enough nutrition for growth and to fight off illness. Once a food allergy has been diagnosed, then a dietitian can provide information to help ensure a balanced diet can still be provided.

A food allergy is different to a food intolerance.

Food Allergies

Food allergies are immune reactions to the protein found in some foods. The most common foods capable of causing allergies are peanuts and tree nuts, egg, milk, fish, shellfish, sesame, wheat and soy. Symptoms can range from mild, such as a rash, to potentially life threatening (anaphylaxis). Food allergies occur very soon after (and every time) the 'culprit food' is eaten.

Management involves completely avoiding the offending food(s) and knowing what to do should an allergic reaction happen.

For children who attend child care, school or before and after school care, staff will need a written explanation of the food(s) a child is allergic to and description of the symptoms of an allergic reaction. There also needs to be a written explanation of what to do (Action Plan) should the child have an allergic reaction.

If there is a family history of allergies or you suspect your child may develop or have allergies, the following may help:

- Breastfeed your child for as long as possible.
- Start introducing a variety of solid foods around the age of 6 months.
- Once baby is 6 months old, there is no need to delay the introduction of eggs, fish, peanuts and tree nuts, sesame, soy and wheat. Small amounts of cow's milk may be used in the preparation of solid foods, however should not be given as the main drink in infants under 12 months.

Food Intolerances

Food intolerances are caused by the irritant effects of certain food substances. These can be natural food chemicals such as salicylates, amines or glutamates, or some additives such as colours, preservatives, or mono-sodium glutamate (MSG). Common symptoms include behaviour problems, irritable bowel, headaches, migraines and rashes. Some people may develop asthma symptoms. Reactions are dose related and can be delayed up to 48 hours. This can make it difficult to identify the cause.

There are no blood tests to accurately diagnose food intolerance. The only method that will produce accurate and reliable results is an 'elimination diet'. This is when all foods and food chemicals that might be responsible, are removed from the diet. This is then followed by "challenges" with individual food chemicals to see if there is a reaction. It is important that elimination diets and challenges are done in specialist centres or by dietitians who specialise in this area.

Lactose Intolerance

The sugar found in milk is called lactose. People who are unable to digest lactose are lactose intolerant. Symptoms include stomach pains, stomach cramps, wind (flatulence), loss of appetite and diarrhoea.

To properly diagnose lactose intolerance you need to talk to your doctor.

People who are diagnosed with lactose intolerance should always talk to a dietitian, doctor or health worker before changing their diet. This is especially important when it comes to growing children. Just cutting out all dairy food could mean poor nutrition.

Some dairy food tips for people who are diagnosed with lactose intolerance:

- Drinking small amounts of milk with meals may be okay.
- Regular milk may be better tolerated than reduced fat milk or skim milk.
- Low lactose milk (if available) may be tolerated.
- If using soy milk, buy soy milk that has added calcium.
- Yoghurt may be tolerated as bacteria used to make yoghurt reduce the lactose content.
- Hard cheeses do not contain lactose but soft cheeses (ricotta and cottage) do.



Safe Food Handling and Hygiene



Safe Food Handling and Hygiene

In a 'group cooking' situation, extra care is needed to help ensure food is safe.

Participants who are sick should stay at home.

To Help Prevent the Spread of Bacteria (germs)

Make sure the following information is discussed before starting, as well as throughout the program.

Washing hands

- Wash hands in a hand washing basin, not the sink that is used for washing fruit, vegetables or dishes.
- Wash hands using warm running water and soap and dry properly using paper towel.

Hands should be washed

- Before preparing food
- After going to the toilet
- After smoking
- After blowing nose
- After handling garbage
- After touching pets

What about wearing disposable gloves?

Washing hands thoroughly and regularly is as important as wearing disposable gloves.

In a group situation, gloves should be worn when preparing food that is not going to be cooked e.g. salads, sandwiches, fruit, beverages such as fruit smoothies and cutting up cold meats.

Wherever possible, use utensils to handle food.

Important: Gloves can carry germs unless they are used properly and changed often. They need to be changed if damaged as well as every time a new 'job' is started. Hands should be washed and dried each time gloves are changed.

If food is going to be well cooked, wearing gloves is not necessary.

You may like to seek advice from the local food inspector in regard to wearing disposable gloves.

Should aprons and hats be worn?

Wearing an apron in a group situation would be considered good practice. Wash these aprons after each cooking session.

Hats are not essential however hair should not be allowed to get into or onto food. How that is done could be decided by the 'leader' and group with advice from the local food inspector. Suggestions include tying hair back, wearing wide headbands or caps to keep hair in place or wearing hair nets.

Cleanliness in the Workplace

- Make sure that cooking equipment is clean and in good working order.
- Clean work areas by washing with hot water and detergent then wipe over with hot water or sanitiser.
- Cover food to protect from flies.
- Make sure hand washing basins, including the taps, are clean.

Keeping Food Safe

If present in large enough numbers, some germs and/ or the toxins (poisons) they produce can cause food poisoning.

Foods that germs (bacteria) like to grow in are called **high risk foods**.

Raw and cooked chicken, raw and cooked fish and other seafood, raw and cooked meat, particularly raw minced meats are **high risk foods**.

High risk foods also include processed foods containing eggs, legumes (e.g. baked beans, butter beans, red kidney beans), milk and other dairy foods, nuts or other protein foods including quiche and soy bean products.



Germs Grow Best Between 5°C and 60°C. This is the DANGER ZONE.

So

- If it takes more than ½ an hour to get home from the shops, take an esky and freezer bricks to keep the high risk foods cold.
- When thawing frozen high risk food (cooked or raw), thaw in the refrigerator. Meat and chicken can be thawed in the microwave but must be cooked straight away. This is because after thawing in the microwave they will be in the danger zone temperature.
- Put hot foods that are to be refrigerated or frozen, into smaller flat containers for quicker cooling. Food does not have to be completely cold before refrigerating or freezing but make sure cold air is able to circulate around each container.
- High risk food will still go 'off' in the refrigerator. After 3 days it is wise to throw high risk food away.
- Refrigerator temperature should be 5°C or below.
- Don't leave cooked, high risk food out of refrigerator for more than 1 hour.
- If left over high risk food is going to be taken home by participants, it should not have been sitting out at room temperature for more than 1 hour. It should be as cold as possible and packed into an esky or in a container with cold bricks for transporting. Once home the food should be refrigerated straight away.
- Boiling high risk food that has been out of the refrigerator for more than 3 hours will not make it safe. Boiling may destroy germs but will not get rid of toxins that germs have produced.
- Food should be reheated once only. Reheat as quickly as possible.

Cross Contamination

Germs are easily spread. To help prevent germs spreading (cross contamination):

- Wash and dry hands after touching raw meat, raw chicken or raw fish. If wearing disposable gloves they will need to be changed after handling these raw foods.
- Use a separate chopping board for preparing raw meat (including fish or chicken).
- Make sure that all food preparation equipment is properly washed after each use. Take care to properly clean cutting knives especially where the blade fits into the handle.
- Raw meats (or their juices) should not come in contact with foods that are ready to eat.
- Store raw meat, chicken and fish on the bottom shelf of the refrigerator so that raw juices cannot drip onto other food.

For more information contact the NSW Food Authority:

Phone: 1300 552 406

www.foodauthority.nsw.gov.au

Appendices



Appendices

1. Session Management - Outline of Things to Do.
2. Session Management (blank to copy)
3. Recipe labels (to copy)
4. Sample Letter to Participants.
5. Sample Process Evaluation - Feedback from Community Participants in Cooking Program.
6. Sample Evaluation - Participant Baseline Feedback.
7. Sample Evaluation - Participant Post Program Feedback.
8. Sample Evaluation - Participant 6 week Telephone or Face-to-Face Feedback.



Session Management

Outline of things to do

Use this sheet to work out your own session plan

Session:

Date to be held:

Equipment needed:

Food shopping

- Food bought in advance:

- Food to be bought fresh:

Other things to organise before program starts:

Recipe Labels

It can be helpful to have the ingredients required for each recipe organised together before the session starts. This is known as traying-up the ingredients.

Copy and cut out these recipe labels and place with the ingredients required for each recipe. If you decide to use different recipes you can make up your own labels.

Session One

FRUIT CRUMBLE

TUNA MORNAY

FAMILY MINCE

GARDEN SALAD

PIZZA

STIR FRY KANGAROO & VEGETABLES IN OYSTER SAUCE

COLESLAW

CORN ON THE COB

FRUIT SCONES



Sample Letter to Participants in Cooking Program.

(Date)

Dear (participant's name),

Thank you for your interest in **Quick Meals for Kooris**.

I am pleased to be able to confirm your place in the group

The bus will pick you up at (pickup time) at (pickup address).

Please bring along a food container if you would like to take any of the food home.

Could you please cut out or tear off this reminder and put it on the fridge or somewhere to remind you when the group starts.

If you have any questions please phone (coordinators name and phone number) I'll look forward to seeing you.

Yours sincerely

(Coordinators name)

(Title)

.....

Quick Meals for Kooris

(Date)

(Venue name)

(Venue address)

(Start time - finish time)

Sample Process Evaluation - Feedback from community participants in cooking program.

(These questions could be discussed as a group at the end of the program and responses recorded by the group leader)

What do you think of Quick Meals for Kooris?

1. **Was the venue OK?** Yes No

If No, could you suggest a better place to run the program? _____

2. **Did you enjoy the program?** Yes No

Please tell us why _____

3. **Did you learn any new or helpful cooking tips or skills?** Yes No

If Yes, what were they? _____

4. **Which recipe did you help prepare in Session one?** _____

Would you make it at home? Yes No

Please tell us why _____

5. **Which recipe did you help prepare in Session Two?** _____

Would you make it at home? Yes No

Please tell us why _____

6. **What other recipes that you tasted would you like to make at home?** _____

7. **Is there anything else you would have liked included in the program?** Yes No

If yes, please tell us: _____

8. **Any comments or suggestions for how we can improve the program?**

Gender: Male Female

Age: less than 20 20 - 34 35 - 49 50 - 65 more than 65

Sample Evaluation: Participant Baseline Feedback

Quick Meals for Kooris - Participant Baseline Feedback

(To be completed by participant before the program starts)

Date:

This survey is not a test. It is about evaluating the effects of the Quick Meals for Kooris program. Your honest answers will help us greatly in the future.

1. Why did you choose to come along to the 'Quick Meals for Kooris' program?

(You may tick more than one box)

- To improve my cooking skills/ learn new cooking skills
- To improve my food budgeting skills/learn how to stretch my food dollar further
- To improve both my cooking and budgeting skills
- To socialise and meet people in my community
- To learn new recipes
- Other (Please specify) _____

2. Please tick Yes or No to the following questions:

Are you the main food shopper in your household? Yes No

Are you responsible for cooking most meals in your household? Yes No

3. On average, how often do you cook or prepare an evening meal at home?

(Please tick the box that best applies)

- Rarely Or Never Once a Week Twice a week 3 times a week
- 4 times a week 5 times a week 6 times a week Daily

4. How would you describe your confidence to cook an evening meal?

(Please tick the box that best applies)

- Not Confident Confident Very Confident

5. Personal Details:

Gender: Male Female

What is your age? (Please tick only one age range box)

- Under 20 years 20 34 years 35 -49 years 50 - 65 years Over 65 years

Thank you for your time and cooperation.

Sample Evaluation: Participant Post Program Feedback

Quick Meals for Kooris - Participant Post Program Feedback

(To be completed by participant after completing the program)

Date:

This survey is not a test. It is about evaluating the effects of the Quick Meals for Kooris program. Your honest answers will help us greatly in the future.

1. On average, how often do you cook an evening meal at home?

(Please tick the box that best applies)

- Rarely Or Never Once a Week Twice a week 3 times a week
 4 times a week 5 times a week 6 times a week Daily

2. Please complete the following statement by ticking the response that best applies to you:

After attending the Quick Meals for Kooris program, the number of times I cook an evening meal at home.....

- has increased has decreased has stayed the same

3. Which of the following have influenced your cooking habits?

(You may tick more than one box)

- TV cooking shows Quick Meals for Kooris program
 Other Cooking courses Newspapers, magazines, Recipe books
 Relatives or friends Other (please specify) _____

4. How would you describe your confidence to cook an evening meal?

(Please tick the box that best applies)

- Not Confident Confident Very Confident

5. Did you receive a copy of the *Quick Meals for Kooris at Home* book?

- Yes No (if no go to Question 10)

6. Have you used any of the recipes in *Quick Meals for Kooris at Home* to prepare a meal?

- Yes No

If Yes, on average, how often?

- Once per week 2 times per week 3 times per week More than 3 times per week

Which recipes are your favourites? _____

Please turn the page....



7. Do you use any other information in *Quick Meals for Kooris at Home*? Yes No

If Yes, what did you find useful? _____

8. Personal Details:

Gender: Male Female

What is your age? (Please tick only one age range box)

Under 20 years 20-34 years 35-49 years 50-65 years Over 65 years

Thank you for your time and cooperation.

Sample Evaluation - Participant 6 week Telephone or Face-to-Face Feedback

Quick Meals for Kooris - Participant Feedback after 6 Weeks

Date:

This survey is not a test. It is about evaluating the effects of the program. Your honest answers will help us greatly in the future.

1. On average, how often do you cook an evening meal at home?

(Please tick the box that best applies)

- Rarely Or Never Once a Week Twice a week 3 times a week
 4 times a week 5 times a week 6 times a week Daily

2. Which of the following have influenced your cooking habits?

(You may tick more than one box)

- TV cooking shows
 Quick Meals for Kooris program
 Other Cooking courses
 Newspapers, magazines, Recipe books
 Relatives or friends
 Other (please specify) _____

3. How would you describe your confidence to cook an evening meal?

(Please tick the box that best applies)

- Not Confident Confident Very Confident

4. Do you still use any of the recipes in *Quick Meals for Kooris at Home* to prepare a meal?

- Yes No (If no, go to question 6)

If Yes, on average, how often?

- Once per week 2 times per week 3 times per week More than 3 times per week

5. Which recipes have you made? _____

Please turn the page.....



6. Have you made any changes to the food you eat since attending the Quick Meals for Kooris program?

Yes No

If yes, what changes have you made? (please describe)

7. Personal Details:

Gender: Male Female

What is your age? (Please tick only one age range box)

Under 20 years 20 - 34 years 35 - 49 years 50 - 65 years Over 65 years

Thank you for your time and cooperation.



