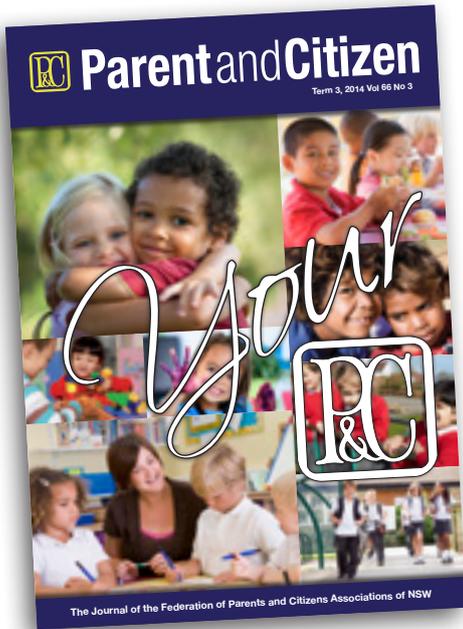




Parent and Citizen

Term 3, 2014 Vol 66 No 3





Parent and Citizen Journal

The Journal of the Parents and Citizens Associations of New South Wales

Ph: 1300 885 982
Fax: 1800 655 866
Email: journal@pandc.org.au
Website: www.pandc.org.au
Contributors and feedback to: journal@pandc.org.au

Advertising:

The Federation of Parents and Citizens Associations of New South Wales
E: journal@pandc.org.au
T: 1300 885 982

The views expressed in the journal are not necessarily those of the Federation of Parents and Citizens Associations of New South Wales

webstar 
PASSIONATE ABOUT PRINT

83 Derby Street,
Silverwater NSW 2128
T: 02 9748 0020
E: webstar@bluestargroup.com.au

KYSO

Suite 107, 20 Dale Street,
Brookvale NSW 2100
T: 02 9938 5100
E: info@kyso.com.au

A MESSAGE FROM THE MINISTER

Local P&Cs perform an important role in public schools across the State, providing vital support and services in local schools. While the Federation of P&Cs is undergoing significant change, I want to assure parents that their local P&C is not affected by these changes and the support previously provided by the Federation is continuing.

An administrator was recently appointed to the Federation to address the governance issues facing the organisation and I am pleased to report that much progress has been made. This includes a new constitution, new e-forms for various services, a new website, and elections will be held in November for Councillors and Delegates for the P&C Federation. I am sure you are pleased, as I am, to see the improvement in service functions from the Federation, in addition to its advocacy role.

I would like to thank you for the work you do in our schools every day, and I wish you and your school well for the beginning of Term Three.

Adrian Piccoli

Hon. Adrian Piccoli MP
Minister for Education





18



17



14



7

Minister's Message	2
Administrator's Message	4
Working with Children check for parents	5
Election Timeline	6
Youngstars	7
Insurance	9
Minister's FAQ's	10

Centaur Remembered	14
Our Berry Kitchen	17
Woolgoolga Anti Bullying and Harmony Day	18
Constitution	20
SSTP Project	37
Love Food Hate Waste	38

MESSAGE FROM THE ADMINISTRATOR TO PRESIDENTS OF PARENTS AND CITIZENS ASSOCIATIONS

As you are probably aware, I have been appointed by the Minister for Education, the Hon. Adrian Piccoli MP as the Administrator of the NSW Federation of Parents and Citizens Associations. This followed an amendment to the Parents and Citizens Incorporation Act 1976 in response to strong concerns about the governance of the P&C Federation.

The period of Administration is from 23 May 2014 to 19 December 2014.

As the Administrator I am exercising all the functions of the P&C Federation until the election of new councillors and delegates.

I have a range of responsibilities including engagement of the NSW Electoral Commission to conduct the first election of councillors and delegates; to act as the returning officer in the election of office holders of the Executive Committee; the management of the P&C Federation office; the provision of services; and most importantly, the restoration of confidence in the P&C Federation as an effective service provider and as a strong representative organisation promoting public education in this State.

It is my intention to maintain regular communications between the P&C Federation and parents and citizens associations. The purpose of this first message is to introduce myself to you and to let you know what I have been doing over the last couple of weeks.

You may be assured of my commitment to the P&C Federation's role and to ensuring it is a responsive and effective organisation meeting the needs of affiliated associations.

Rebuilding confidence will take time but the process leading to this has already started and will gather momentum in the coming months. The role of parents and the community as a critical part of the public education process is of primary importance to the P&C Federation's activities.

I know that a major concern to P&C associations relates to the provision of insurance for the year 1 August 2014 through to 31 July 2015. I met with the insurance brokers and underwriters recently to negotiate insurance renewal for members. I am pleased to be able to inform you that we can offer the same policy options to members as last year. We will be doing this without any premium or CPI increase but with an additional \$5 million public liability, taking the total to \$20 million.

In relation to the election for councillors and delegates, a timetable is currently being developed with the NSW Electoral Commission. A new constitution for the P&C Federation has been approved by the Minister and is expected to be gazetted by Friday 27 June 2014. A copy of the constitution and the election timetable will be available shortly.

Some associations have been enquiring about the current position of regional and district councils. The recent legislation reforming the P&C Federation did not impact or change in any way the operations of local P&C associations. They continue to operate as they have always done.

While groups of local associations can form a district council or any other organisation, these are not affiliated with the P&C Federation. Only local school-based P&C associations can be members of the P&C Federation. This enables the P&C Federation to focus its efforts and activities on the key stakeholder groups.

No one is authorised to represent the P&C Federation. If you have any concern in this regard please contact the P&C Federation office.

It is my intention to continue to issue the Journal of the Federation of Parents and Citizens Associations of NSW as a means of keeping associations informed. Should your association have an activity you would like published you can contact the office.

Finally, I look forward to working with you over the coming months. Please contact our office if you need assistance or for information or services.

Yours sincerely

Garry Payne AM

Administrator
25 June 2014



Working with Children check for parents

A Working With Children Check is a prerequisite for child-related work in NSW and anyone who works or volunteers with your child should hold a clearance. It does not matter whether they are paid or unpaid, supervised or unsupervised. This includes, but is not limited to: au pairs and nannies (except privately arranged babysitting), tutors, sports coaches and music teachers.

HOW TO FIND OUT WHETHER SOMEONE IS CLEARED TO WORK WITH CHILDREN

If your child participates in an activity that requires the coach, tutor, teacher or nanny to have a working with children check it is your responsibility as a parent to make sure they are eligible to be working with your child. All it takes is a few easy steps to ensure the person interacting with your child has a working with children check.

The new Check is paperless, and you cannot accept printed evidence of a clearance. The only way to tell whether someone is cleared to work with children is

to verify their Working With Children Check (WWC) number online. You will need the person's WWC number (or APP number if they have completed an application for a Check), surname and date of birth.

HOW TO VERIFY FOR PARENTS

1. Go to www.kidsguardian.nsw.gov.au/check
2. Click the Start here button on the right hand side of the page. You will be taken to a new page.
3. Under Verify, click the Individuals (e.g. parents) Verify button.
4. Complete the form, including the reason for verification (e.g. sports coach, nanny etc) and information about the worker.
5. Click Submit. You will receive the outcome by email (or post if you don't have an email address). If the result is 'cleared' or 'application in progress' they may begin work immediately. If the result is 'barred', 'interim barred' or 'not found' they are not authorised to work with children and it is a criminal offence for you to engage them for child-related work.

PARENT VOLUNTEERS

As with other state and territory models, the NSW Working With Children Check allows parents to volunteer in activities that involve their own children without needing a Check. However, this is NOT a blanket exemption for all parent volunteers. If the work is part of a formal mentoring program or involves intimate personal care of children with a disability, the parent volunteer must get a Check.

There are only two exemptions for parent volunteers:

Volunteering by a parent or close relative of a child in activities for the child's school, early education service or other educational institution

Volunteering by a parent or close relative, with a team, program or other activity in which the child usually participates or is a team member.

If the volunteering work fits either of these descriptions, the parent does not need to get at Check.

For more information visit the office of the Children's Guardian
www.kidsguardian.nsw.gov.au



EMERDYN

Providing safety, comfort and style wherever people gather

Emerdyn for your School's furniture, fittings and facilities
p. 1800 980 008 m. 02 9534 1314 f. 02 9534 5298 e. sales@emerdyn.com.au www.emerdyn.com.au

Important dates for your P&C Association

Keep these important dates handy.



Election notice and nomination forms emailed to all member P&C Associations.



12noon today is your P&C Associations last chance to register to vote by providing your President's contact details to P&C Federation. If you need any assistance email the Administrator at administrators@pandc.org.au.



Nominations open today for the election of 1 Councillor and 2 Delegates from each of the 16 P&C Federation Electorates. Do you know which P&C Federation electorate your P&C Association belongs to? Visit www.pandc.org.au to find out.



Nominations close at 12noon today for the election of 1 Councillor and 2 Delegates from each of the 16 P&C Federation Electorates.



Keep an eye on the post. Today is the day that voting material is sent for contested electorates.



12noon today voting closes. At 1:30pm the Electoral Commission starts counting.

This is your chance to have a say in the future of your P&C Federation.

I encourage all member P&C Associations to consider nominating as a Councillor and/or Delegate.

The NSW Electoral Commission is conducting the election. You can contact Diana Koseifi at the Election Commission if you have any queries about the process.



Garry Payne AM

The Best Boys' Weekend

The first in a series of father-son adventure camps will kick off this Father's Day weekend (7th September 2014) in the Hawkesbury.

An initiative between Sport and Recreation and the Pathways Foundation, the YoungStars program is designed to cater for primary school boys aged seven and up and their fathers, creating a space where dads can connect and bond with their sons in a natural environment without the distractions of technology and modern life.

Paul Doorn, Executive Director of Sport and Recreation said, "In today's busy world, quality time too often means shuttling kids from one activity to the other. This weekend brings fathers and sons together in a way where they really spend time together doing fun things like setting up camp and playing games."

"Whilst most men know how important it

is to spend time with their boys", said Paul Henley, Director of Pathways Foundation, "there can be many obstacles to getting away for a camping weekend. Why this program works so well is that families only need to bring a tent and sleeping bags, we do the rest."

As well as building confidence and resilience in young boys, the weekend also offers fathers the chance to share with other dads their experiences raising sons.

The first YoungStars camp will take place at Milson Island Sport and Recreation Centre on September 6-7. The second and third will be held at Berry Sport and Recreation Centre on October 19-20 and November 15-16.

For more information about YoungStars call Sport and Recreation on 13 13 02 or visit www.dsr.nsw.gov.au/youngstars.

Image credit: ©iStock.com/kall9



Focus Uniforms

focusuniforms.com.au



MAKE YOUR UNIFORM ENHANCE YOUR SCHOOL

- 100% Australian owned company established in 1986
- Complete garment management – stock always held
- Outstanding customer service and reliability
- Highest quality garments and fabrics
- Artwork and design facilities available

CALL NOW! We are happy to help in any way.

02 9742 5173

DESIGNERS MANUFACTURERS CONSULTANTS

1 Cosgrove Rd South Strathfield NSW 2136 Australia P. +61 2 9742 5173 E. admin@focusuniforms.com.au



MORE THAN JUST

Lamingtons

P&C FEDERATION INSURANCES -
BECAUSE P&C ASSOCIATIONS ARE SO MUCH MORE THAN FUNDRAISING

Membership and Insurance Renewal

P&C Association Membership and Insurances are due by the 1 August 2014. This year your P&C Association Membership fees and Insurance premiums are offered at the same prices as last year! That's right, no price increase, not even CPI. On top of the great price your P&C Association will also receive public liability cover of \$20,000,000 million that is a \$5 million dollar cover increase at no extra cost.

There are a few small changes to the policies offered this year including an extension to the volunteer age, P&C Association volunteers are now covered up to 80 years of age and your pregnant

members can now volunteer past their second trimester. These fantastic changes are due to Accident & Health International, our new policy underwriter for the Voluntary Workers Personal Accident insurance.

P&C Federation's insurance products are underwritten by CGU and Accident & Health International, both leaders in the insurance industry, names you know and can trust.

The insurance policies on offer from P&C Federation have been refined over many years to provide the type of cover that our P&C Associations require for all meetings, activities and events.

Please make sure that you read the policy documents, schedules and insurance guide

and know the product and coverage you are purchasing. For all renewal documents and more information regarding membership and Insurance visit our website or call the office on 1300 885 982.

Your P&C Federation, working for you, the members who make public education better for children.



Supplying NSW Schools since 1998.



- Custom design and manufacture
- Experts in PBL and PBS signage
- Ask about our 10 year guarantee



For a no obligation consultation of your schools signage needs contact Larry or Simon NOW
 1800 140 940 e: sales@signpac.com.au w: signpac.com.au



P&C Federation reform

Questions and Answers

Q1. Why did the Minister make the decision to change the P&C Federation Act?

Internal tensions within the P&C Federation have been destructive and ongoing. Although the Roden Report of 2012 provided the Federation with a blueprint for positive change, the organisation has not been able to act on recommended reforms and end its internal dysfunction. As a result two people now purport to be President and are planning two separate 2014 Annual Conferences.

The P&C Associations Incorporation Act (1976) does not provide the Minister with the power to intervene or change the organisation's unwieldy governance structure. Amendments to the Act will ensure the organisation returns to a representative body that delivers what parents need.

The Minister and Department of Education and Communities have been asked to respond to more than 100 representations from school P&C Associations, Local Members and Federation members since July 2013. These representations are asking for a timely intervention to break the current deadlock that has led to the Federation ceasing service delivery to affiliates.

The new governance model has the support of primary and secondary school principals groups and the Teachers Federation.

Q2. Will these changes affect the operation of school P&C Associations?

No. School P&Cs will continue business as usual, though they will be asked to participate in the election of a new state-wide governing body. The Minister acknowledges the valuable role school P&C Associations fulfil in schools across the state.

Q3. When will these changes take effect?

Once the Act is proclaimed, the changes will take immediate effect. An Administrator, appointed by the Minister, will take charge of the organisation, its staff, and its assets and commence the process of electing a new, representative governing body under the supervision of the NSW Electoral Commission.

It is expected that the Board of Management will be in place during Term 4, 2014.

Q4. Will these changes affect the P&C district councils that are currently operating?

No. District councils can choose to continue to operate as they currently do now.

Q5. Will school P&C Association's insurance cover be affected by these changes?

The P&C Federation offers affiliates and like bodies (approved by Federation) a number of insurance policies including public liability, which are renewed in August each year.

It is anticipated that these arrangements will not be affected by these changes, although public liability insurance cover will be increased to ensure adequate coverage.

Q6. Will the \$380,000 Grant in aid funding be restored to the P&C Federation?

The Minister withdrew the Federation's 2013-14 Grant in aid funding of \$380,000 because the organisation did not reform as asked.

The Minister will reinstate the funding when the organisation returns to being a well-functioning, representative body that supports school P&C Associations.

Q7. How will changes to the P&C Federation be communicated to school P&C Associations and principals?

The Department of Education and Communities is communicating directly with every public school with a P&C Association. Principals will be asked to speak with the President of their P&C Association to explain how, while local P&Cs will continue to operate as usual, there will be changes to the governance of the Federation. Further information will be provided to all principals.

Q8. What will be the role of the Administrator?

The Administrator will be appointed by the Minister and will oversee all Federation of P&C Operations including staff, finances and service to school P&C Associations.

The Administrator's role will conclude when the Federation has an elected Board of Management and Executive Committee in place.

Q9. What will happen to the staff employed by the P&C Federation?

The changes will not directly affect Federation employees. The Administrator will play the role of the employer until the new executive is in place.

Q10. What will the new governance model look like?

There will be 16 Federation Electoral Areas across the state, varying in size.

Each electorate will elect one councillor, forming the Board of Management, as well as two delegates to attend the Annual General Meeting.

The Board of Management will elect an Executive Committee which will then select from its own ranks the President and Office Bearers.

Q11. How will a new state executive be elected?

The NSW Electoral Commission will conduct the inaugural election of 16 councillors and 32 delegates from 16 electorates. Elections will occur every two years from that point on.

Q12. Will school P&C Associations need to be affiliated with the newly formed P&C Federation? Will this be compulsory?

The new legislation will not change the current arrangements.

Q13. Who will participate in the state-wide elections?

A parent or carer of a student currently enrolled in a school in the electorate and who is a member of the P&C association at the school is eligible to participate in the election, and can nominate to be a delegate or councillor.

A citizen member has an active interest in a government school and is a member of a school P&C Association. Citizen members cannot nominate or vote for delegates or councillors, but their ongoing commitment to their local school community is acknowledged and recognised.

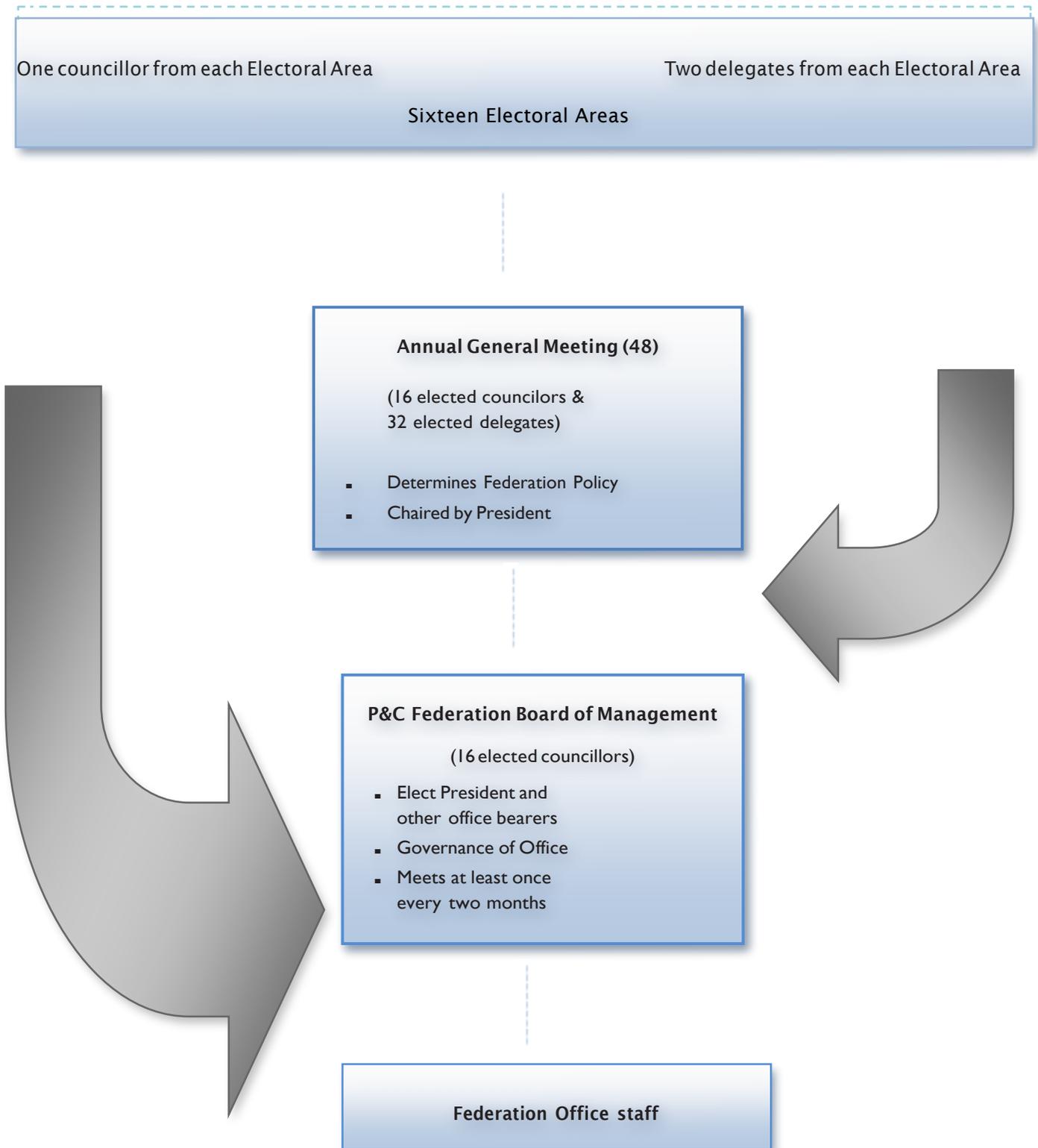
Each school's P&C Association will vote for one councillor and two delegates to represent their electorate.

Q14. What will the role of the Minister in the P&C Federation be in the short and longer term?

The legislation will allow the Minister to have oversight of the establishment of the new Federation and will withdraw involvement after a three year period, once the Federation has returned to being a well-functioning representative body.

Once established the new body will be self-governing and independent.

Figure 1: P&C Federation Governance Structure



PARKEQUIP

park & play  solutions



Playgrounds

School Seating

Shade Structures

Tiered Seating

Safety Surfacing

COLAS

Picnic Tables

Covered Walkways



Ph 02 9725 5604
www.parkequip.com.au

NSW Agent for Steel, Post & Rail

Local Government Procurement Contract T3.08 approved



Above: Christian Smith; Kyla Rumbelow; Annabelle Miller

Centaur Remembered

On the morning of 14 May, 1943 the hospital ship Centaur was sunk off the coast of Queensland by a Japanese submarine, it sank quickly and was not located until 2009.

Monday 12 May 2014, the sun shone brightly over Point Danger where all the students from Centaur Public School, teachers, special guests and visitors attended the 71st commemorative service. Every year the Centaur Public School attends Point Danger to remember the people who died

that day and place wreaths and flowers at the memorial during the service. Centaur Public School Captains gave an address about the days preceding and the fateful day when the Centaur was lost. The Centaur Public School choir sang "Lest WE Forget" and "Can you hear them Marching?"

Mr Brian Hunt, President of the Merchant Naval Association, addressed the assembly on the role of the AHS Centaur and the Merchant Navy.

Mrs Jan Thomas, whose father Doctor

Bernice Hindmarsh lost his life in this tragedy, spoke to the assembly and then presented the Hindmarsh medals to students from Centaur Public School who have consistently displayed courage and endeavour in our school community.

Catherine Dunn

Combination Wetpour Rubber/Landscape Turf Multi-Sport Play Area



Synthetic turf Multi-Purpose/Tennis Courts



Schools across Australia are discovering the huge benefit of converting their existing playgrounds, halls, sports courts, fields and equipment to CRS quality products.



Indoor PU Multi-Purpose Sports Flooring



Natural Play



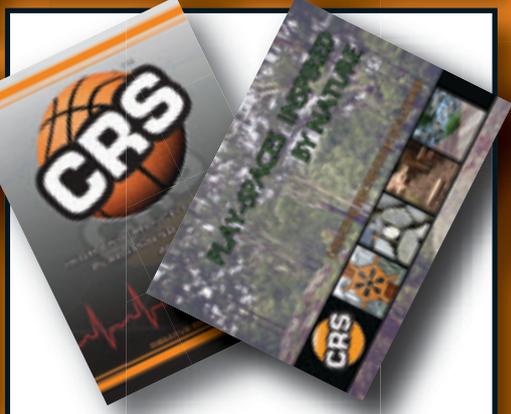
Creative Outdoor Play Areas



Synthetic Turf Fields



Mound/Tunnel Slides



Contact CRS today to request a copy of one of our comprehensive new booklets.



PLAYGROUND & SPORTING FACILITIES
 ✓ Safety ✓ Design ✓ Construction

P&C Federation
CONGRATULATES
public education

Each day you educate 760,000 children.

Your 2223 schools reflect true parent engagement & community spirit.

You are an investment in the future of Australia.

You are inclusive.

You are the people's choice!



Public education
- you have a right to be proud.

Our Berry Kitchen

In late 2013 Berry Public School published a school cookbook "Our Berry Kitchen", and to date we have raised over \$100,000 through sales, which the school plans to use to help fund a major reinvention of our library space.

We have received a lot of fabulous feedback about the quality of the book and it really has been embraced by the broader community. All of the recipes, photography, styling and writing was done by parents at the school. Our kids feature heavily too with their pictures, artworks and favourite recipes appearing throughout the book.

Since opening in 1860, the school has been at the heart of the community – and the community is its greatest support. This book is testament to the talent, energy and commitment of the families, teachers and businesses in this town.

Lucie Stanford



We are *the* experts in shade

For obligation-free advice and quotations Please call Sun Shade local call Australia wide tel: 1300 784 481 fax: 1300 784 485 email: sales@sunshade.com.au web: www.sunshade.com.au

Individually designed and engineered using the best available materials to ensure safety, strength and durability

Specialise in covering large areas using a minimum of support posts all kept on the perimeter

Designed to enhance the aesthetics of the surrounds while providing high levels of UV protection



Double the Celebration!



On Friday the 21st March Woolgoolga High School celebrated two special events: Harmony Day and National Day of Action against Bullying and Violence.

Each year Harmony Day is a day of cultural respect highlighting the fact that in Australia, everyone belongs. In joining together and celebrating this special day we acknowledge that all Australians from diverse backgrounds equally belong.

The National Day of Action against Bullying and Violence was an opportunity for the whole school community to 'take a stand together' against bullying and violence. Many students wore a superhero outfit to signify that true heroes don't stand for bullying.

The day was relaxed and fun with everyone joining in the variety of afternoon activities. We started the afternoon with a special assembly featuring a memorable Sikh musical item and special guests including Councillor John Arkan and Aulfina Deressa Bulto and his wife Alem, representatives from the Ethiopian/Kenyan community. Unfortunately special guest Aunty Marg, local Aboriginal Elder, was unable to attend but sent her support for this special day. Plenty of sports, multi-cultural foods and music as well as an anti-bullying photobooth all followed to highlight the message of cultural respect and anti-bullying.

As the day was jam packed with activities two of our SMILE Peer Mentors, Jessica Sutton and Caitlin Valentine, spoke to the whole school the following Monday about their strong anti-bullying message.

A big 'thank you' to all the special guests, students, staff and families in our local community who made the day such a success!

Alison Fenton
Student Support Officer
Woolgoolga High School



The Future Of Fundraising Online Community Raffles

No time?	No volunteers?	No money?
<input checked="" type="checkbox"/> Faster	<input checked="" type="checkbox"/> Easier	<input checked="" type="checkbox"/> Affordable

Unique Raffle Web Pages for Schools, Clubs and Charities.
Automated:- • Ticket Sales • Money Collection
• Raffle Draw • Reports

RAFFLELINK



www.rafflelink.com.au

PA MATTHEWS AUDIO *23 Years in NSW Schools*



Richmond, NSW

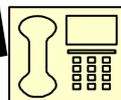
- ➔ AUTO BELLS & LINE UP MUSIC
- ➔ EMERG EVACUATION & PAGING
- ➔ OFFICE - ROOM INTERCOMS
- ➔ SCHOOL HALL PA & LIGHTS



“SIMPLE AS BLACK AND WHITE”

New High School Packages Now Available

Our “Total School Communications” System now in over 140 happy schools State Wide!



(02) 4576 5571

www.pamattthewsaudio.com.au

CONSTITUTION OF THE FEDERATION OF PARENTS & CITIZENS ASSOCIATIONS

1.1 Definitions

In this Constitution, unless the contrary intention appears and subject always to the provisions of the Act:

- (a) **Act** means the **Parents and Citizens Associations Incorporation Act 1976**.
- (b) **Annual General Meeting** means the Annual General Meeting of the Federation held pursuant to clause 8.
- (c) **Board** means the Board of Management of the Federation provided for in the Act.
- (d) **Citizen Member** means a Member who is not a Parent Member.
- (e) **Constitution** means this Constitution of the Federation.
- (f) **Councillor** means a person elected within a Federation Electoral Area as a Councillor within the meaning of the Act to undertake the duties and responsibilities of a Councillor in accordance with the Act and this Constitution.
- (g) **Delegate** means a person elected within a Federation Electoral Area to attend and participate in the Annual General Meeting of the Federation in accordance with the Act and this Constitution.
- (h) **Department** means the Department of Education and Communities of NSW.
- (i) **Election** means an election of Councillors and Delegates under clause 13.
- (j) **Electoral Commissioner** means the electoral commissioner of New South Wales appointed under the Parliamentary Electorates and Elections Act 1912.
- (k) **Electorate** means the electorate as provided for by under s23C (1) (a) of the Act.
- (l) **Eligible Voter** means a person who is eligible to vote in an election for a Councillor or Delegate under clause 13.
- (m) **Executive Committee** means the Executive Committee of the Federation in accordance with the provisions of clause 7
- (n) **Federation** means Federation of Parents and Citizens Associations of NSW constituted under the Parents and Citizens Associations Incorporation Act 1976.

- (o) **Government School** means a Government School established under the Education Act 1990
- (p) **Member** means a Parent and Citizens Association constituted under the Education Act, 1990 in respect of a Government School within a Federation Electoral Area which is a member of the Federation and is up to date with affiliation fees payable to the Federation each year in accordance with the provisions of clause 5.
- (q) **Minister** means the Minister administering the Parents and Citizens Associations Incorporation Act 1976 from time to time.
- (r) **Parent Member** means a person who is a member of a Government School P&C Association and who is a parent, a guardian or other person having the custody or care of a child attending the Government school as at:
 - i. in respect of candidates for the Board or for delegates for the AGM, the date of the call by the Returning Officer for nominations by persons wishing to be candidates for the Board or as delegates for the AGM (the date for the close of roll), and
 - ii. in respect of voting by a person who is a member of a P&C Association who is to vote on any matter relating to an election of persons to the Board or for delegates to the AGM, the date for the close of roll.
- (s) **P&C Association** means a Parents and Citizens Association constituted under the Education Act, 1990 in respect of a Government School within a Federation Electoral Area which is a member of the P&C Federation.
- (t) **President** means the President of the Executive Committee of the Board.
- (u) **President of a P&C Association** means a Parent or Citizen member who is elected as President of the local Government School's P&C Association.
- (v) **Principal** means the principal of a Government School and includes a person acting in that position.
- (w) **Returning Officer** means returning officer appointed to carry out any election in respect of the Federation.
- (x) **Roll** means a list that includes the names of member P&C Associations, Presidents of P&C Associations, Principals of Schools with a P&C Association and any other particulars prescribed in clause 13 (i).
- (y) **Secretary** means the secretary of the Executive Committee of the Board.
- (z) **Secretary of a P&C Association** means a Parent or Citizen member who is elected as Secretary of the relevant Government School's P&C Association.
- (aa) **Special Meeting** means a special meeting of the Board.

- (bb) **Transition Period** means the period of three years commencing on the day the Minister appoints the Administrator to the Federation pursuant to schedule 2 to the Act.

1.2 Interpretation

- (a) Words importing the singular number shall include the plural; and words importing the masculine gender shall include the feminine, and vice-versa;
- (b) The Federation is to be a not for profit organisation.

2. Name of the Corporation and Registered Office

The name of the Corporation shall be the Federation of Parents and Citizens Associations of New South Wales.

3. Aims and Objectives

The objectives of Federation shall be:

- (a) To promote public education and to facilitate community involvement in public education.
- (b) To co-operate with the Department and community organisations having an interest in public education, in relation to the matters involving public education.
- (c) To assist P&C Associations in carrying out their functions or activities.
- (d) To assist in the organisation of P&C Associations and to assist any such Association in such circumstances and such manner as may seem proper to the Federation.
- (e) To establish and expend funds both for the general conduct of the Federation and to enable the Federation to carry out its aims and objectives.
- (f) Federation shall be non-sectarian and non-party political.

4. Policy

- (a) The policy of the Federation shall be determined by the Annual General Meeting.
- (b) The Board may add to policy between Annual General Meetings but may not alter existing policy.

- (c) The Federation is required to publish any changes to policy on its website.

5. Affiliation and Membership

- (a) Members of the Federation shall be affiliated P&C Associations.
- (b) An affiliate shall be a P&C Association which has chosen to join the Federation by carrying a resolution to that effect at a general meeting and which has remitted the stipulated affiliation fee to the Federation.
- (c) The affiliation fees payable to the Federation shall be determined by the Annual General Meeting.
- (d) All affiliation fees shall become due and payable by 30 November each year.
- (e) An affiliate is an Association who pays their affiliation fees by the 30 November unless exceptional circumstances are considered by the Federation to exist.
- (f) Notwithstanding 5 (b) any P&C Association that is a member as at 30 June 2014 will be deemed to be an affiliate member for the purposes of the 2014 election.

6. Board of Management

(See Part 2, Division 3 & Schedule 1 Part 1 of the Act)

- (a) The implementation of Federation policy shall be carried out by the Board in accordance with the decisions of the Annual General Meeting and this Constitution and any By-Laws of the Federation.
- (b) Without limiting the operation of clause 6 (a) the Board's functions are: –
 - (i) to advise the Department and other entities about the Federation's views on matters relating to public education,
 - (ii) to liaise with national organisations on matters relating to public education,
 - (iii) to implement decisions of the Federation made at the Annual General Meeting,
 - (iv) to determine policies of the Federation, not inconsistent with decisions of the Federation made at an Annual General Meeting, in relation to matters involving public education; and
 - (v) to implement policies determined under paragraph (iv).

- (c) The Board may hold additional conferences, meetings or events from time to time at different locations around the State to allow issues to be discussed, but these do not have the function of determining the policy, decisions or actions of the Federation.
- (d) The procedure for the calling of meetings of the Board and for the conduct of business at those meetings is, subject to the provisions of the Act, particularly Part 1 of Schedule 1 of the Act and this Constitution, to be as determined by the Board.

7. Committees of the Board

(See Part 2, Division 4 & Schedule 1, Part 2 of the Act)

- (a) The Executive Committee is to consist of seven members of the Board. The Board is to elect one member of the Executive Committee as President, one as Secretary, one as Treasurer, and two Vice Presidents and two other members whose title and responsibilities (if any) may be determined by the Board from time to time.
- (b) The Board may elect from within itself such sub-committees as it deems necessary for the proper functioning of the Federation. Such committees shall have the power to co-opt individuals who are not members of the Board to assist their work, particularly to provide expertise that would not otherwise be available.
- (c) Executive Committee meetings shall be open to all Councillors to attend as observers, except that the meeting can be closed to attendance by observers by the decision of the President. The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting.
- (d) The Executive Committee is responsible for the day to day management of the Federation subject to the Act and the provision of this Constitution.
- (e) The Board must hold an election to decide the members of the Executive Committee as soon as is practicable after each election of Councillors.

Casual Vacancy in the Executive Committee

- (f) A person holding office as a member of the Executive Committee vacates office if the person: –
 - (i) dies, or
 - (ii) resigns the office by instrument in writing addressed to the Board, or
 - (iii) is removed from office in accordance with procedures provided for in this Constitution; or
 - (iv) no longer satisfies the criteria to be an Executive Committee member.

- (g) If a vacancy occurs in the office of a member of the Executive Committee (other than by expiration of the term of office), the Board is to appoint a Councillor to fill the vacancy. In doing so, the Executive Committee is to appoint as a replacement the person with the next highest number of votes for the relevant position at the most recent election for that post by relying on the determination referred to in clause 13(tt). In the event of an equality of votes, the President (or Secretary) is to conduct a draw to pick a candidate from amongst candidates having the same number of votes.
- (h) A Councillor appointed under subsection (g) holds office as a member during the unexpired term of the vacated office.

Terms and Duration of membership

- (i) A member of the Executive Committee holds office on the terms provided for in the Act.
- (j) A member of the Executive Committee holds office until the day Councillors and Delegates are next elected, unless the office of the member becomes vacant.
- (k) A Councillor may be elected as a member of the Executive Committee more than once.
- (l) A member of the Board or Executive Committee is to be paid allowances, for the reimbursement of reasonable costs incurred by the member in his or her capacity as member, in accordance with rates determined by the Board from time to time and approved by the Annual General Meeting.

Meetings of the Executive Committee

- (m) The Executive Committee is to meet as often as its members see fit to enable it to carry out the work of the Executive Committee.

Decisions of Executive Committee

- (n) A decision of the Executive Committee made at a meeting of the Executive Committee at which a quorum is present is a decision of the Board other than to the extent that the decision is inconsistent with the provisions of the Constitution, any legislation affecting the operation of this Federation or a decision of the Federation made at its Annual General Meeting

8. Annual General Meeting

- (a) The Annual General Meeting of the Federation shall be held once each calendar year at the place and time as determined by the Executive Committee. The President or Secretary must give each Councillor and

Delegate not less than two calendar months' notice in writing of the holding of the Annual General Meeting. The agenda for the Annual General Meeting is set by the Executive Committee.

- (b) The Annual General Meeting shall be constituted by the Board and Delegates.
- (c) The Annual General Meeting shall be convened for the purpose of determining the policies of the Federation and to decide matters relating to the implementation of its policies and other activities conducted by the Federation.
- (d) The procedure for calling of the Annual General Meeting and for its conduct of business is, subject to the provisions of the Act and this Constitution, to be determined by the Executive Committee.
- (e) At the Annual General Meeting, 25 persons who are either Councillors or Delegates shall form a quorum.
- (f) The following persons are eligible to attend the Annual General Meeting: –
 - (i) Councillors;
 - (ii) Delegates; and
 - (iii) other persons determined by the Executive Committee.
- (g) At the Annual General Meeting only Councillors and Delegates may vote.
- (h) A decision of the Annual General Meeting is a decision of the Federation other than to the extent the decision is inconsistent with this Constitution or the Act.
- (i) The President (or, in the absence of the President, a Councillor or Delegate elected to chair the meeting by the other Councillors and Delegates present) is to preside at the Annual General Meeting.
- (j) The person presiding has a deliberative vote and, in the event of the equality of votes, has a deciding vote.
- (k) A decision supported by a majority of the votes cast at an Annual General Meeting at which a quorum is present is a decision of the Federation.

9. Finance & Execution of Documents

- (a) The funds of the Federation shall be applied to further the aims and objectives of the Federation at such time and such manner as the Board may determine.

- (b) The income and property of the Federation however derived shall be applied solely towards the promotion of the objects of the Federation and no portion thereof shall be paid or transferred directly or indirectly by way of a dividend, bonus or otherwise by way of profit to any person provided that nothing herein shall prevent the payment in good faith of remuneration or reimbursement of approved expenses of any Officer or employees of the Federation.
- (c) The Federation shall have authority and power to borrow such sums of money on such terms and security as may be required for any purpose. Borrowing shall be carried into effect by prior resolution by the majority of the Executive Committee;
- (d) The Federation may execute a document without using its seal if the document is signed by the President and Secretary;
- (e) The Federation may execute a document with its seal if the seal is affixed to the document and the fixing of the seal is witnessed by at least two members of the Executive Committee;
- (f) The Federation may execute a document as a deed if the document is expressed to be executed as a deed and is executed in accordance with subsection (d) or (e).
- (g) This part 9 does not limit the ways in which the Federation may execute a document, including a deed.
- (h) This part 9 does not authorize the Federation to execute a document contrary to this Constitution.

10. Audit

A registered public accountant shall be appointed by the Annual General Meeting as auditor for the year. The books of accounts, vouchers and accounts shall be examined by the auditor and he shall report thereon to the following Annual General Meeting.

11. Amendment of Constitution

- (a) Following the transition period provided for in the Act, this Constitution may be amended only by the approval of a three quarters majority of the Board voting at a Special Meeting of the Board on a motion for its amendment of which at least one months' notice has been given to each Councillor.
- (b) During the transition period, the Federation shall not recommend a change to this Constitution to the Minister unless the recommendation is supported by a three quarters majority of the Board voting at a Special Meeting of the Board on a motion for its amendment of which at least one months'

notice has been given to each Councillor.

[Note the transition period ends on 23 May 2017].

12. Personal Liability

A matter or thing done or omitted to be done by the Board or Executive Committee, a member of the Board or the Executive Committee or a person acting under the direction of the Board or Executive Committee does not, if the matter or thing was done or omitted to be done in good faith for the purpose of executing any function of the Federation under the Act or this Constitution, subject that person personally to any action, liability, claim or demand.

13. Election of Councillors and Delegates

- (a) For the election by P&C Associations of persons to the Board (Councillors) and Delegates to the AGM:
 - (i) as at the date of their nomination be a Parent Member of a school based P&C Association within the Electorate from which candidature is sought;
 - (ii) have a child enrolled in the Government School where the person is a Parent Member at the time of the date of their nomination for election in the calendar year of their candidature but a person's term of office as a Councillor or Delegate does not end merely because that Councillor or Delegate ceases to be a Parent Member.
 - (iii) nominees for election must present to the Government School Principal relevant to the school to which their being a Member relates, a nomination form signed by the nominee and signed by the Government School Principal verifying that they are a parent of a child enrolled in that Government School at the date of nomination and that the surname of the candidate is on the nomination form as it appears in the school's enrolment information.
 - (iv) The President of the School P&C Association (or Secretary if the President is a candidate) is also to sign the nomination form verifying that the parent is a member of the P & C Association.
- (b) One Councillor and two Delegates are to be elected for each Electorate.
- (c) Each Electorate is represented on the Board by its Councillor.
- (d) Each Electorate is to be represented at the Annual General Meeting by its Councillor and two Delegates.

Conduct of Elections

- (e) All P&C Associations eligible to vote for election of Councillors and Delegates in each Electorate may participate in voting for election of the Councillors and Delegates for their respective Electorate in accordance with this Constitution.
- (f) Elections are to be held in accordance with the provisions of sections 23D – 23M of the Act and this Constitution.
- (g) In order for a P&C Association to be eligible to vote, it must provide the name of its President to the Federation. The Federation will give at least 2 weeks' notice of the date on which nominations will be called for.

Returning Officer Arrangements

- (h) The Federation must appoint a Returning Officer and come to agreement with that Returning Officer as to the detail of the carrying out of the election. Unless the Regulations under the Act stipulate to the contrary, the returning officer is to be the Electoral Commissioner of NSW. That agreement must be made not later than six (6) months before any election is due under this Constitution however a non-compliance with this provision will not, of itself invalidate any election.

Calling of Election

- (i) The Federation is to provide the Returning Officer with a roll of member P&C Associations and the email addresses for the Presidents of those member Associations and the email addresses of the Principals of those schools. The mail address of each school for each member P&C is also to be provided. The Federation will provide to the Returning Officer the Roll by midday the day before nominations open.
- (j) The roll will not be available for public inspection.
- (k) The Returning Officer is to issue a notice of election to each Member which must call for one Councillor and two Delegates to be elected to in each Electorate. This election notice is to be emailed at least 2 weeks prior to the opening of nominations. This election notice must invite candidates to nominate and identify the closing date for nominations.
- (l) Notice of Election is to be sent by e-mail to each P&C Association care of each relevant Government School's e-mail address and copied to the Principal of each Government School at which a Member P&C Association operates.
- (m) At least 35 school days must elapse between the issue of a notice of election and the close of nominations (inclusive of the date of issue of the notice and the date of close of nominations).

Candidature for Election

- (n) A valid nomination for a candidate for Councillor or Delegate must include a statutory declaration by the candidate that they are a Parent Member and are a member of the P&C Association of the Government School where their child attends within the Electorate to which the person seeks candidacy as at the close of Rolls for the election. On this nomination form the School Principal and P&C President (or the person designated in 13(bb)) will sign to verify the eligibility requirements as outlined in 13(a).
- (o) Candidates may provide a passport size photograph in electronic format, identify the school at which they are a member of a P&C Association and a statement of up to 100 words in English or in a certified translation into English in favour of their candidacy. This statement must not make reference to any other person in a way that allows the other person to be identified.
- (p) A Nomination must be lodged with the Returning Officer by no later than midday on the day of the close of nominations.
- (q) A candidate can only withdraw their nomination in writing. The signed withdrawal must be received by the Returning Officer prior to the close of nominations (an email is acceptable however it must contain the signature of the candidate).
- (r) A candidate can nominate for Councillor and Delegate. However they can only be elected to one position.
- (s) Each candidate can appoint only one scrutineer.

Procedure for Election

- (t) The Returning Officer must, as soon as possible after the date for closing of nominations, provide the Federation with details of the candidates and their supporting material. Where there is only one nominee for a position to be elected in an Electorate, that nominee is declared to be the occupant of the position if the Returning Officer accepts the nomination is duly made. If there is more than one nominee, an election is to take place;
- (u) The Federation will publish a list of candidates on its website once advised by the Returning Officer that the nominations have been accepted as duly made.
- (v) The candidate statements and photographs may be posted on Federation's website after the close of nominations. The Federation will be the sole determiner of the decision whether to publish the statement.

- (w) The Returning Officer is to create a ballot paper following a draw for each Electorate for which an election is to take place and send one ballot paper to the President of each Member P&C Association in the relevant Electorate. This may be addressed to each President care of the school to which the Association relates.
- (x) A candidate's surname and one given name will be printed on the ballot paper. The surname will be as it appears on the school enrolment documentation. Candidates are permitted:
- (i) an initial standing for that given name; or
 - (ii) a commonly accepted variation of the given name including an abbreviation or truncation; or
 - (iii) a commonly used other name specific to the candidate by which the candidate is usually identified.

No titles such as Dr for Doctor or JP for Justice of the Peace are permitted.

- (y) There are to be at least 40 school days between the time at which ballots are sent to each P&C Association and the date of closing of the relevant election.

Voting by P&C Associations

- (z) Each P&C Association is to conduct a vote at a meeting of that Association to determine the person or persons for whom that Association will vote. Only persons who are up-to-date paid Parent Members of each local P&C Association may vote in respect of its determination of the person or persons to whom that P&C Association votes. The Government School Principal (or delegate) is to have carriage of the conduct of the vote in the election by each P&C Association but that Principal has no vote.
- (aa) The President of each P&C Association completes the ballot paper for the particular P&C Association, in accordance with the votes of the relevant P&C Association and the relevant School Principal certifies that the vote has been conducted in accordance with the rules and constitution of that P&C Association and this Constitution.
- (bb) Where the President of a P&C Association is a candidate for election to the Board or as a delegate to the Annual General Meeting, the Secretary (or another member nominated by the Association) of that P&C Association will act for the purposes of paragraph 13(aa) in substitution for its President. Where this occurs, the President in question must nominate the other person to be the recipient of the ballot paper for the school. The President is to nominate their delegate in the election process at the time of nomination.

Method of voting

- (cc) The method of voting is to be the 'first past the post' method, that is, the candidate or candidates with the most votes is or are taken to be elected.

Election of Councillor

- (dd) Each Member shall record its vote by placing the number 1 in the square on the ballot paper next to the name of the candidate for whom it wishes to vote.

(ee) Election of 2 Delegates

- (i) Each Member shall record its vote by placing the numbers 1 and 2 in the squares on the ballot paper next to the names of the 2 candidates for whom they wish to vote.
- (ii) Instructions on the ballot paper should make a provision to allow members to place the number 3 in a square on the ballot paper next to an additional candidate for Delegates where one or more candidates have nominated as both Councillor and Delegate.
- (iii) The vote for the additional candidate will only be considered if one candidate voted for on the ballot paper is elected as councillor and becomes ineligible in the election of Delegates

Informal ballot-papers

- (gg) A ballot-paper of a Member at an election is informal if the elector has failed to record a vote on it in the manner directed on it.
- (hh) Despite subclause (gg), a ballot-paper of a Member at an election in which only one candidate is to be elected is not informal merely because a tick or a cross has been placed in one square and the other square or squares have been left blank. In such a case the tick or the cross is to be treated as one vote for that candidate.
- (ii) Despite subclause (gg), a ballot-paper of a Member at an election in which two candidates are to be elected is not informal merely because two (2) ticks or two (2) crosses have been placed in 2 squares and the other square or squares have been left blank. In such a case the ticks or the crosses are to be treated as a vote for each of the two eligible candidates.
- (jj) Despite subclause (gg), a ballot-paper of a Member at an election in which two candidates are to be elected is not informal merely because three (3) ticks or three (3) crosses have been placed in 3 squares and the other square

or squares have been left blank; and one (1) tick or one (1) cross is marked next to an ineligible candidate (i.e. a candidate elected as Councillor). In such a case the 2 remaining ticks or the 2 remaining crosses for the two eligible candidates are taken to be votes for those candidates.

- (kk) Despite subclause (gg), a ballot-paper of a Member at an election is not informal merely because a preference (other than a first preference) has been repeated or omitted so long as the ballot-paper shows up to the minimum number of preferences required by the directions.
- (ll) Despite subclause (gg), a ballot-paper of a Member at an election is not informal by virtue of the existence of an unnecessary mark on the ballot-paper if, in the opinion of the returning officer, the elector's intention is clearly indicated on the ballot-paper.
- (mm) Despite subclause (gg), a ballot-paper is not informal by reason only that the Member has placed one or more numbers, one or more ticks or a cross adjacent to but outside a square or squares if, in the opinion of the returning officer, the elector's intention is clearly indicated on the ballot-paper. In such a case, each such number, tick or cross is taken to have been placed within the relevant square.
- (nn) Nothing in this constitution authorises any person to encourage a voter to place a tick or a cross in a square on a ballot-paper.
- (oo) The decision of the Returning Officer as to the allowance or disallowance or the acceptance or rejection of any ballot paper is final.

Counting Votes and Declaration of Poll

- (pp) Each P&C Association is to return its ballot paper in the "Ballot Paper Only" Declaration Envelope provided. The Declaration Envelope would contain space for the insertion of a voter's name (the President); the name of the P&C Association; the address of the school to which the P&C Association belongs, the signature of the President and the name and signature of the witness (School Principal).
- (qq) The Declaration Envelope must be returned in the Reply Paid envelope and provided to the Returning Officer by the closing date for the election. Any ballot papers received after this date will not be admitted to the count.
- (rr) The Returning Officer shall count votes in respect of Councillors before counting votes for Delegates and shall declare the candidate elected who has the most votes for each position. In the event of an equality of votes, the Returning Officer is to draw a candidate at random from amongst

candidates having the same number of votes. The drawn candidate will be elected.

- (ss) If a person nominated as both Councillor and Delegate is elected Councillor the Returning Officer is to ignore any votes for that person as Delegate.
- (tt) The Returning Officer must at the conclusion of the declaration of the poll provide to the Federation a copy of the determination of the Returning Officer as to how the votes were cast for each candidate for each position.

Recount

- (uu) A candidate may request a recount of the ballot-papers used in the Electorate for which the candidate was nominated subject to the following requirements-
 - (i) the request must be in writing; and
 - (ii) must be signed by the candidate; and
 - (iii) must set out the reasons and any alleged irregularities clearly stated; and
 - (iv) must be lodged with the returning officer within 24 hours after the result of the count has been published.
- (vv) Following the receipt of the request, the returning officer will determine whether or not a recount will be granted. The returning officer will not grant a recount if there is not compelling evidence of irregularity.
- (ww) If the returning officer deems a recount is necessary, it will be conducted as soon as practicable following the original count.
- (xx) The returning officer is to determine whether the cost of any recount is to be paid by the candidate. If however the recount results in an alteration in the candidates who are elected the Federation will pay the cost of any recount.

Validity of elections

- (yy) An election is not invalid just because:
 - (i) there was a formal defect or error in or relating to the election, if the election was held substantially in accordance with this Constitution, or
 - (ii) there was a defect in the appointment of the returning officer, or

(iii) the time for closing the poll for postal voting was extended with the approval of the returning officer conducting the election.

Security of election materials

- (zz) The returning officer must after the declaration of the poll ensure that all copies of the roll, nomination papers, ballot papers, and any other papers and material that were used in the election, whether in printed or electronic form, are kept securely until the latest of the following:
- (i) the period of 6 months after the day of the count being published has expired,
 - (ii) if proceedings in a court or tribunal relating to the election have been commenced within that period - the proceedings have been finally determined.

This clause does not extend to those materials required to be provided to the Federation pursuant to clause 13(tt).

- (aaa) A person must not remove or disclose any election materials unless authorised to do so by the returning officer or required or authorised to do so by or under direction of a court.
- (bbb) On the expiry of the returning officer's obligations he or she may cause the election materials to be destroyed.

Term of Office

- (ddd) A Councillor or Delegate holds office until the day Councillors and Delegates are next elected under this Part, unless that Councillor's or Delegate's office becomes vacant.
- (eee) A person may be elected as Councillor or Delegate more than once.
- (fff) Where acting as Returning Officer the Electoral Commissioner may delegate to any staff of the office of the New South Wales Electoral Commission any of the returning officer's functions for the purposes of administering an election, other than this power of delegation.

14. Winding up

- (a) The Federation shall be dissolved in the event of the number of affiliate P&C Associations becoming less than one-fifth of the number of organisations

qualified to affiliate, or upon the vote of a two-thirds majority at a special Annual General Meeting called for this purpose and convened with the same representation as an Annual General Meeting. P&C Associations must receive 26 weeks' written notice of any intended motion to wind up the P&C Federation.

- (b) Upon dissolution, assets and funds on hand, after payment of all expenses and liabilities, shall not be paid to or distributed among the members. The assets and funds shall be given or transferred to some other charitable institution or institutions which shall also prohibit the distribution of its or their property among its or their members. Such charitable institution or institutions to be determined by the special Annual General Meeting making the decision to dissolve P&C Federation.
- (c) The Board of the Federation and its staff are authorised to take all steps necessary to wind up the Federation notwithstanding that the Federation has ceased to exist on the date determined by the special Annual General Meeting.

15 Change of Address

The Secretary must, within 14 days after the change of the address of its official office, advise the Secretary of the Department in writing and post the change of address details on the P&C Federation's website.

16 Publication of Constitution

The President must ensure a copy of this Constitution is available on the website of the Federation.

17 Service of Documents

- (a) A document addressed to the Federation may be served on the Federation –
 - (i) by leaving it at, or sending it by post to, the address of the Federation's official office, or
 - (ii) by delivering copies of it personally to the President or Secretary, or to each of two other members of the Executive Committee, or
 - (iii) in any other way provided for under this Constitution.
- (b) For the purposes of this clause, the address of the Federation's official office includes the address last notified to the Secretary of the Department by the Federation under the Act.
- (c) Nothing in this provision affects the operation of law or the rules of court authorising a document to be served on the Federation or a person in any other way.

Are you the parent or caregiver of a child with a disability?



Have your say!

Parenting a child with a disability comes with exceptional challenges. How do you know what's best and what works? We can provide specially-tailored parenting support but we need your help.

This is your chance to tell us about your child's experiences as well as your own. Let us know whether you're getting enough parenting support and share with us the types of support you would like to receive.

We'll use your views to deliver a parenting program in ways that suit families across Queensland, Victoria and New South Wales.

If you have a child with a disability, aged 2–10, go to the *My Say* website and help us improve parenting services for your family.

To have your say and to find out more about the program, visit www.mysay.org.au



This program is funded by the National Health and Medical Research Council, Australia.

LOVE FOOD hate waste

One of the most common ways we all waste food is by forgetting about vegetables hiding in the crisper in the fridge. In fact the average NSW household throws away over \$300 worth of fresh food every year. Most of that waste ends up in landfill which is bad for our environment as well as the household budget.

There are plenty of ways you reduce food waste. Pastas and risottos are simple basic recipes that can be adapted to use up any vegetables you happen to have in the fridge. With winter upon us you might want to eat more heartily so try these easy to prepare meals which can be varied to use whatever vegetables and fruit you have.



Lamb shank casserole

**A great dish to serve with roast vegetables.
25 mins preparation + 2-2½ hours cooking
Serves 4**

Ingredients

2 teaspoons olive oil
4 lamb shanks, tipped
Freshly ground or cracked black pepper, to taste
2 tablespoons plain flour
2 cloves garlic, crushed
1 large onion, sliced
2 turnips, peeled and cut into chunks
2 parsnips, peeled and cut into chunks
2 sticks celery, sliced
150g mushrooms, sliced
400g can whole tomatoes
1 2/3 cup (400ml) water
½ cup red wine (optional)
A few fresh herbs (parsley, thyme, marjoram, oregano) or ½ teaspoon dried Italian herbs
This recipe contains 16 serves of vegies.

Preheat oven to 160°C. Heat oil in a frypan. Toss lamb with flour and pepper in a plastic bag. Remove lamb, pan-fry until brown on all sides and place in a large casserole dish. Add all vegetables except tomatoes to the pan and cook for 5 minutes, turning constantly until they begin to colour slightly. Tip in remaining seasoned flour from the plastic bag. Add tomatoes and water and stir into vegetables. Add red wine and herbs. Bring to the boil and pour over lamb. Cover closely with a lid and bake in oven for 2 – 2 1/2 hours until meat is falling off the bones.

Serving suggestions

Serve with steamed, whole or mashed potatoes, broccoli florets and halved Brussels sprouts.

Variation

500g cubed chuck or blade steak may be used instead of lamb shanks.

Hint

Tipped or Frenched lamb shanks are prepared by detaching the meat from the top of the bone and pushing it down removing the skin and gristle.



Apple scroll

Apple scrolls make a delicious weekend snack, or serve hot with custard as a special dessert.

15 mins preparation + 25-35 mins cooking

Serves 12

Ingredients

1½ cups wholemeal self-raising flour
1½ cups white self-raising flour
45g margarine
1 cup low-fat milk
2 large apples
1 cup sultanas
2 teaspoons mixed spice
1 tablespoon extra milk
1 teaspoon sugar

Turn oven to 190°C. Sift flours into a large bowl.

Rub margarine into the flour until it looks like breadcrumbs.

Add milk gradually and mix into a soft dough.

Roll dough into a rectangle about 30cm x 23cm (put some extra flour under the dough).

Peel and core the apples. Chop apples into 1 cm cubes.

Mix apples in a bowl with sultanas and spice.

Sprinkle dough evenly with apple and sultana mixture.

Roll up lengthwise, sealing the join with a little water. Brush roll with extra milk.

Cut into 12 circles and lay around in a pie plate that is sprayed with cooking spray.

Bake for 25-30 minutes. Remove and brush with extra milk. Sprinkle with 1 teaspoon of sugar.

Bake for another 5 minutes.

Variation

Use chopped nuts and orange peel instead of sultanas, or sprinkle with chopped almonds or walnuts.

Hearty bean & ham soup



Ingredients

1kg lean bacon bones
5 cups water
440g can haricot beans, rinsed and drained
2 carrots, diced
2 sticks celery, sliced
2 zucchinis, diced
440g can tomatoes, peeled and diced
1 tablespoon tomato paste
2 tablespoons fresh parsley, chopped
This recipe contains 18 serves of vegies.

A delicious soup for those cold winter nights or weekend lunches.

15 mins preparation + 1hr 15 mins cooking

Serves 6

Place bacon bones and water in a large pot. Bring to the boil and simmer for 1 hour. Remove bones, strip any lean meat from them and set aside.

Skim any visible fat from top of pan with a large flat spoon (or blot with absorbent paper). Add remaining ingredients, except parsley, and return to the boil. Simmer over gentle heat for 15 minutes until soup looks thick and hearty. Return the lean meat and fold through parsley just before serving.

Variation

Use 300g dried beans and prepare according to packet directions.

Add soaked dried beans with bacon bones. Replace haricot beans with borlotti or soya beans.

Recipes provided by Go for 2&5®. © State of Western Australia, 2012

For more recipes visit www.lovefoodhatewaste.nsw.gov.au/cook-it/recipes

Love Food Hate Waste has been developed by the NSW Government to raise awareness of the problem of food waste and provide practical tips, tools and recipes to help you waste less food, save money and our environment.

Visit www.lovefoodhatewaste.nsw.gov.au for more information.

Love Food Hate Waste is an initiative of the NSW Government and is managed by the Office of Environment and Heritage.

CLOTHING AUSSIE KIDS

FOR OVER 90 YEARS

91 yrs
strong

Est. in 1922



Proudly an
Australian owned
family company

SCHOOL UNIFORMS MADE EASY

HUGE STOCK LEVELS

CUSTOM MADE GARMENTS

QUALITY ASSURED

EXTENDED CREDIT

**GIVE OUR CUSTOMER SERVICE TEAM A CALL ON
1300 367 167**

LW REIDTM
For one and all.



SHOP ONLINE
ANYTIME
www.lwreid.com.au