



Fact Sheet

Food service options for schools

Many WA schools provide a canteen/food service for their students. School canteens have a special role to play in supporting the education, health and well-being of the students and school communities they service.

The Western Australian School Canteen Association Inc. (WASCA) assists schools of all education systems and community groups to establish and maintain healthy, profitable food services. WASCA provides menu advice, resources and training to support the day-to-day operation of food services and the implementation of the *Healthy Food and Drink* policy. For further details, contact WASCA on (08) 9264 4999 or waschoolcanteens.org.au.

Food and drinks supplied through the school canteen/food service must comply with the Department of Education's *Healthy Food and Drink* policy and can only be established and operated through one of the following options.

Options	How does it work?	Who do I contact for advice?
Parents & Citizens' (P&C) Association Parents & Friends' (P&F)	Under the <i>School Education Act 1999</i> and <i>School Education Regulations 2000</i> , and with the Principal's written permission, a P&C/P&F Association may use the facilities of the school to operate a food service. They must be formally registered as a corporate body and as a business. Appropriate insurances and registrations must be obtained	Western Australian Council of State School Organisation Inc. (WACSSO) (08) 9264 5026 wacssso.wa.edu.au
Incorporated school council/ board	A school council/board must apply to become incorporated in order to undertake additional functions, such as managing or operating a canteen facility at the school. Through this process, approvals need to be sought from the Deputy Director General, Public Schools, and the Department of Mine, Industry Regulation and Safety. To proceed with becoming incorporated, it is recommended that advice and referral is sought from the Leadership Institute.	Department of Education Leadership Institute 1300 610 801 schoolcouncils-boards@education.wa.edu.au
Management contract (Contract for Service)	This is a Contract for Service that falls under the State Supply Commission Policies. Under this option a formal tendering process is called for the services of a Manager to oversee and run the canteen for a set fee, however, the school still owns and controls the stock	Department of Education Commercial Services (08) 9264 5567 buying@education.wa.edu.au https://ikon.education.wa.edu.au/-/follow-rules-for-buying-goods-and-services
Licensing agreement (Deed of Licence)	Under this option the canteen premises is licensed to a contractor for the purpose of running a canteen. Contracted services can range from a full canteen operation (source food, menu plan, prepare and sell food) to canteen service (prepare and serve food). The contractor runs this as a business and pays a fixed rent or rent as a percentage of turnover. All fees received for the hire out of school facilities through a Deed of Licence must be received into the School's bank account under the expenses code 'C1790 Deed of Licence'. For further financial advice, please refer to your Senior Financial Consultant	Department of Education Commercial Services (08) 9264 5567 buying@education.wa.edu.au https://ikon.education.wa.edu.au/-/establish-and-manage-a-licence-to-use-school-facilities#toc10

Options	How does it work?	Who do I contact for advice?
Direct employment of staff	Prior to conducting direct employment of staff to operate a canteen/food service, schools should contact Workforce Management. This can only occur where no other options are viable and a business case is approved.	Workforce Management (08) 9264 5406 HRWorkforce@education.wa.edu.au
Local arrangements	Food services may be provided through external (off campus) providers such as another school, a shop, deli or roadhouse	Western Australian School Canteen Association (WASCA) (08) 9264 4999 wasca@education.wa.edu.au

For advice on operating a healthy financially viable canteen/ food service, including training, resources, menu, product and recipe assessment, or one-on-one consultancy, contact the
WA School Canteen Association

For advice or information specifically relating to the *Healthy Food and Drink* policy and procedures, contact
Department of Education
Statewide Services
 (08) 9402 6248