



# Quick Member Info

## Closing a P&C Operated Canteen

In order to no longer operate a Canteen that is currently operated by the school P&C Association, the following steps are recommended:

- A motion needs to be put at the P&C Association to do so. This motion is to be sent to all financial members on the Agenda. Motion and Agenda distribution needs to follow the by-laws and rules of the P&C Association about notice to the members.
- To be a successful motion would mean a majority of eligible financial members in attendance and voting, vote for the motion.

### Should the motion be successful then the P&C Association need to:

- Take stock of all monies, food stock, and equipment that has been and is the P&C Associations.
- Equipment may need to be returned to external agencies/businesses and notice may need to be given to debtors on settlement of accounts.

There is a possibility to either sell the stock (Food or Equipment) to the next operator and keep the funds or sell the stock off privately with all funds belonging and being returned to the P&C account - that is the choice the meeting needs to make.

### Should there be employees of the Canteen they need to be consulted with as to the closure process and how it will occur:

- Employees will need to be terminated or contract not renewed;
- Employees entitlements are to be calculated and paid;
- Employees are given a reference detailing their term of employment and their role description;
- Refer to [Fair Work](#) for advice relating to ending employment;

If the new canteen operator wishes to employ the current Canteen personnel, this is their decision; however the employee's services still need to be terminated by the P&C Association.

### What happens now to the Canteen services?

In relation to the future of food services on the school site. The School through the Principal will decide on how to operate the Canteen, this should include community consultation and follow Department of Education Policy and guidelines.

### Will the menu remain healthy?

Regardless of which method of operation a Canteen functions on a public school site the menu must comply with the Department of Education [Nutrition in Schools Policy](#). Where a canteen does not meet the guideline standards a complaint should be lodged with the Principal or Director of Public Education should a Principal be involved in the non-compliance.

If you require further information or clarification contact P&C Federation's Member Services Team [mail@pandc.org.au](mailto:mail@pandc.org.au) or 1300 885 982

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