



TIMBUMBURI PUBLIC SCHOOL PARENTS & CITIZENS ASSOCIATION

Canteen Committee Rules

1. Name

The committee shall be known as the Timbumburi Public School P&C Association Canteen Committee.

2. Aims

- (a) To provide a balanced and nutritious food service to children of the school at a reasonable cost.
- (b) To maintain standards of health care in relation to the preparation, supply and service of food at the canteen.
- (c) To provide a service to the school community.
- (d) To support the school in its health education program.

3. Membership of the Committee

The committee shall consist of four members elected annually at the annual general meeting of the P&C Association. Membership will consist of: a Canteen Convenor, a Canteen Scribe/Minute Taker, a representative of the Treasurer (this can be the Treasurer him/herself) and one other member of the P&C Association. The Principal shall be an ex-officio member of the committee.

4. Duties of the Committee

- (a) The committee shall organise and control the full administration of the canteen. However, the committee shall be responsible in all its actions to the P&C Association which shall have the right to reorganise, disband or close the committee, such decisions to be supported by majority vote at a general or special meeting of the P&C Association called for that purpose. Notice of Motion for action to reorganise, disband or close must be given in writing to the Secretary of the P&C Association and must be signed by six financial members of the P&C Association. Further, such notice shall be circularised to all members at least seven days in advance of the general or special meeting.
- (b) The committee shall present a report to each general meeting of the P&C Association.
- (c) The Treasurer's representative must lodge with the association's Treasurer a current financial statement for presentation to each general meeting of the association.

5. Meeting of the Committee

- (a) The committee shall meet at least once a month during school term time.
- (b) The quorum for all meetings shall be three members.
- (c) A special meeting may be summoned by the Canteen Convenor on a written request signed by at least two members of the committee. Seven days' notice of any such meeting, stating the business of the meeting, shall be given to all members of the committee.

6. Funds

- (a) All money received by the committee shall be deposited in an account in the name of the committee or the Association Account.
- (b) All accounts are to be paid by either cheque or direct credit. Cheques are to be signed by any two of the Office bearers of the P&C Association and direct credits are to be authorised by any two of the the Office bearers of the P&C Association.
- (c) All income received by the Canteen shall be given to:
 - (i) Canteen maintenance and replacement of stock or equipment.
 - (ii) The purchase of additional equipment for the efficient running of the Canteen.
 - (iii) The provisions of superannuation and/or long service leave, as may be required.
 - (iv) The general funds of the P&C Association.
- (d) Capital purchases exceeding \$500 must secure prior approval from the P&C Association or its Executive Committee.

7. Canteen Operation Rules

- (a) A stock-take shall be affected at the end of each term.
- (b) All discounts, allowances, complimentary articles, gifts, concessions and the proceeds thereof from any supplier of goods or services, directly or indirectly, to the Canteen shall remain the sole property of the Canteen and be properly recorded and later accounted for at the time of stock-taking.
- (c) All P&C-managed canteens must adhere to the DEC mandatory guidelines under the Nutrition in Schools Policy.

8. Employees

- (a) The committee, in consultation with the P&C Executive may appoint and employ a supervisor and other necessary staff and shall determine rates of remuneration and conditions of engagement and shall terminate such arrangements, provided that the relevant Award is adhered to.
- (b) The supervisor shall be responsible to the committee for the proper conduct of the canteen.
- (c) The committee shall ensure that the parent body has obtained workers compensation insurance to cover all employees and public liability insurance. The premium payable on any such policy or policies shall be charged to the canteen funds.

9. Audit

The accounts of the Canteen Committee shall be audited annually as part of the audit of the association accounts.

10. Alterations

No alterations shall be made to these rules except at a general or special meeting of the association.

Signed By:

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Committee Convenor Dated ___/___/___

Authorised By:

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P&C Association President Dated ___/___/___

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P&C Association Secretary Dated ___/___/___