Department of
Education

GOVERNMENT OF
WESTERN AUSTRALIA

Learning changes lives

Yanchep Rise Primary School Canteen

Submit an expression of interest to provide an onsite canteen service

Yanchep Rise Primary School is seeking expressions of interest for the operation of a canteen service from the school site, commencing **1st February 2027.**

Parent and community feedback indicates that an onsite canteen service is well utilised, and a highly valued service to the school community.

The canteen would be expected to operate a recess (afternoon tea) and lunch service from Monday to Friday. The successful operator will need to adhere to the Department of Education Student Health in Public Schools Procedures Appendix B: Healthy Food and Drink.

Enrolments

This year, we have **542** students enrolled and the projected number for next year is **650**.

Premises

A purpose-built canteen is available for use including; **multiple bench tops for food preparation, a cool room/refrigerator, ovens, storeroom/pantry, sink.**

Licence agreement and fee for use of premises

The successful provider will be required to sign a 5-year licence agreement with the Department of Education. The licence agreement will include an agreed annual licence fee which is fixed for 12 months and then subject to review.

Evaluation process

This process is open to all interested providers. After the closing date, all expressions of interest will be considered by the Principal, Deputy Principal and Manager Corporate Services of **Yanchep Rise Primary School.** From the expressions of interest, up to three providers may be requested to make a formal presentation. The Principal, Deputy Principal and Manager Corporate Services will make the final recommendation on the selection of the provider. It is anticipated that this process will be completed by **27th November 2026.**

Notifications of outcome

All Respondents will be notified of the outcome of the process in writing by the Principal.

Next step

Expressions of interest must be received in writing no later than 4pm on **Friday 20th November 2026** using the form provided and can be posted or emailed using the details below.

PRIVATE AND CONFIDENTIAL

Yanchep Rise Primary School Canteen

Expression of Interest form

Note: all fields and requested attachments must be completed for a compliant response submission.

Provider details

Business Details	
Name of Legal Entity	
Business Name	
ABN	
ACN (if a company)	
Registered address of Company/ principal place of business:	
Contact Details	
Name	
Position	
Email	
Telephone	

Provider experience

Length of time in industry	
Is the business based in WA If no, provide contact details of local management	
No. of full-time employees in WA	

References

Provide references that can confirm your engagement in similar settings (upon request):

School/Organisation	**Contact Person**	**Contact Details**

Sample food menus and pricing	Attach detail
Proposed hours of operation	
Proposed licence fee to be paid to the school for the first year	
Staffing ratios and arrangements	
Complaints policy and procedures	Attach detail
Demonstration of previous/current service delivery in similar settings	
Commitment to sustainable practices	

Expression of Interest Conditions

1. The "Expression of Interest Conditions" are contained in Part A of the Request Conditions and General Conditions of Contract and contain important provisions regarding the nature of this EOI and the consequences of the Respondent submitting an Offer. The Respondent is deemed to have read and considered the Request Conditions prior to submitting an Offer.
2. The successful Respondent to this EOI may be required to ensure that all staff involved in providing of services at any time must submit to a Nationally Coordinated Criminal History Check (NCCHC) and receive a Screening Clearance Number (SCN) through the Department of Education's Screening Unit. The cost associated with the NCCHC are the responsibility of the successful Respondent.

Acknowledgements

I confirm that the details provided in the submission are true and correct at the time of submission.

_____
Name

_____
Signature

Date: ____/____/____