



Food Service Plan

For any self-catered camp, excursion or event where the club prepares, cooks or serves its own food.

How to use

Complete this plan for any event where the club prepares, cooks or serves food itself.

Perishable food handling must be supervised throughout by the club's nominated Club leader.

Submit this plan together with your Safe Food Handling Plan and Risk Assessment via Rubric at least 10 working days before the event. Liability cover cannot be approved until all required forms are received. See Clubs & Sports Handbook 6.5 and 6.9.

A. Event & club details

Club name		Event name	
Event date(s)		Location / venue	
On-campus / Off-campus	On / Off	Overnight?	Yes / No
Expected no. of attendees		Under-18s involved?	Yes / No
Nominated Club leader (name)		Nominated Club leader contact	

B. Food service overview

Catering arrangement	Self-catered / External caterer / Mix
Service style	Plated / Buffet / BBQ / Packed / Other:
Number of separate meals served across the event	
Cooking facilities available	<i>e.g. kitchen, oven, stovetop, BBQ, gas</i>
Refrigeration available	Fridge / Freezer / Eskies + ice / None
Hand-washing & cleaning facilities available	Yes / No — detail:
Potable (drinking) water available	Yes / No

C. Menu & meal schedule

List every meal and snack to be served. Flag perishable items (anything not pre-packaged and shelf-stable) and high-risk foods (meat, poultry, seafood, eggs, dairy, cooked rice/pasta).

Day / date	Meal	Menu items	Serves	Perishable?	High-risk?
				Y / N	Y / N

Day / date	Meal	Menu items	Serves	Perishable?	High-risk?
				Y / N	Y / N
				Y / N	Y / N
				Y / N	Y / N
				Y / N	Y / N
				Y / N	Y / N
				Y / N	Y / N

D. Dietary requirements, allergens & labelling

How dietary / medical requirements are collected	<i>e.g. Participant Information Forms before the event</i>
Known dietary requirements / allergies (list)	
Allergen management approach	<i>e.g. separate prep, no cross-contact, labelling</i>
Will served items be labelled with key allergens?	Yes / No

E. Procurement & funding

Where food will be purchased / suppliers	
Who will purchase (Weel cardholder)	
Estimated food budget	\$
Funding source	Club Account / SSAF / Mix
Tax invoices retained & uploaded to Rubric?	Yes / No

Note: alcohol is not a food item and is not covered by this plan. Alcohol is fundable only as part of a food & beverage package at a licensed venue (max 50% SSAF) — see Handbook 6.5.

F. Storage, transport & temperature control

How cold food is kept at or below 5°C	fridge / eskies + ice / other
How hot food is kept at or above 60°C	
Transport method & duration (supplier → venue)	
Maximum time perishable food will be unrefrigerated	
Temperature checks recorded?	Yes / No — how:
Leftovers & waste disposal plan	

G. Food safety controls

Tick to confirm each control is in place for this event.

☐

The nominated Club leader supervises all perishable food preparation and cooking throughout the event.

☐	Hand-washing facilities and/or sanitiser are available and used by all food handlers.
☐	Separate boards and utensils are used for raw and ready-to-eat food (no cross-contamination).
☐	High-risk foods are cooked to safe core temperatures and reheated once only.
☐	The cold chain is maintained — food is not left in the 5–60°C danger zone for more than two hours.
☐	Surfaces, equipment and utensils are cleaned and sanitised before and during service.
☐	Food handlers are free of illness; cuts are covered; hair is tied back.
☐	Waste and grey water are disposed of safely.

H. Food handling team & service roster

Name	Role	Certificate(s) held	Meal / shift