

Food Safety, Catering and Liquor Management

1. Purpose

This document applies to all affiliated clubs, schools, volunteers, contractors, caterers, venue hirers, food vendors and other persons conducting food preparation, food service, catering activities or liquor service in connection with Rowing SA activities or within Rowing SA managed facilities.

This document establishes the requirements relating to:

- food preparation.
- catering activities.
- temporary food operations.
- beverage service.
- and liquor management

during activities conducted under the authority of Rowing South Australia (Rowing SA).

The document supports:

- participant health and safety.
- compliance with South Australian food safety and liquor licensing requirements.
- safe event operations.
- and appropriate management of food and beverage activities conducted by clubs, schools, volunteers, contractors, and event organisers.

This document should be read in conjunction with:

- the Rowing SA Safety and Training Policy.
- applicable Council permit conditions.
- Food Act 2001 (SA).
- Australia New Zealand Food Standards Code.
- Food Safety Standard 3.2.2A.
- Liquor Licensing Act 1997 (SA).
- and relevant SA Health guidance documents.

Affiliated clubs and schools conducting food preparation or food service activities must comply with applicable food safety legislation, implement safe food handling practices, maintain appropriate hygiene standards, and appropriately supervise volunteers involved in food preparation.

Persons handling food should:

- wash hands appropriately;
- avoid cross contamination;
- maintain safe food temperatures;
- and ensure food preparation areas remain clean and hygienic.

Temporary food operations conducted during events must be managed to minimise food safety risks to:

- participants;
- volunteers;
- spectators;
- and members of the public.

Where external food vendors or contractors are engaged, organisations should ensure appropriate registrations, approvals, insurances, and food safety requirements are maintained.

2. General Food Safety Requirements

All food preparation and food service activities conducted during Rowing SA activities must be undertaken in a safe and hygienic manner.

Clubs, schools, volunteers, contractors, caterers, and external vendors are expected to comply with:

- applicable food safety legislation.
- SA Health guidance.
- Environmental Health requirements.
- Council permit conditions.
- and operational directions issued by Rowing SA.

Food handling activities must ensure:

- food is protected from contamination.
- safe temperature controls are maintained.
- food preparation areas remain clean.
- and appropriate hygiene practices are followed.

3. Food Safety Standard 3.2.2A

Rowing SA acknowledges that Food Safety Standard 3.2.2A may apply to certain food businesses, including some sporting clubs and not-for-profit organisations, depending on the nature of the food activity, whether food is sold, whether the food is unpackaged and potentially hazardous, and how frequently the activity occurs.

Depending on whether the organisation is undertaking category one or category two food handling activities on a regular basis, affiliated organisations may be required to implement food handler training, appoint a certified Food Safety Supervisor, and, for category one businesses only, maintain or demonstrate evidence of key food safety controls.

Standard 3.2.2A does not apply to food handling activities for or at fundraising events; however, where food is sold, the general food safety standards still apply.

Examples that may trigger additional obligations include:

- regular barbecue operations.
- meal services.
- reheating and serving potentially hazardous food.
- and café or licensed venue style food service.

Food activities conducted solely for fundraising purposes may not be captured by Standard 3.2.2A; however, general food safety obligations under the Food Act 2001 (SA), the Food Standards Code, and applicable council requirements still apply.

Clubs and schools must confirm whether their specific food activities are captured by Standard 3.2.2A before commencing regular or higher-risk food service.

4. Food Safety Supervisors and Training

Where required by applicable legislation, affiliated clubs and schools must ensure an appropriately qualified Food Safety Supervisor is appointed.

Organisations are responsible for determining whether Food Safety Standard 3.2.2A applies to their activities and for ensuring any required training, supervision and certification requirements are met. Persons involved in food preparation or service must:

- understand safe food handling principles.
- maintain hygienic preparation practices.
- and ensure volunteers or workers are appropriately supervised.

Where a food safety supervisor is required, that person must hold the required certification, oversee food handling activities, and be onsite or contactable by phone during food operations.

5. Allergens and Potentially Hazardous Foods

Food allergens and potentially hazardous foods must be managed appropriately.

Reasonable steps must be taken to:

- minimise cross contamination risks.
- identify common allergens where practical.
- and ensure potentially hazardous foods are stored and served safely.

Potentially hazardous foods may include:

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| • cooked meats. | • prepared salads. |
| • dairy products. | • sandwiches. |
| • seafood. | • cooked rice or pasta. |
| • egg products. | • and other ready-to-eat foods. |

6. Temporary Food Operations and Catering

Council approvals (all locations)

Where food or beverage sales occur on local government land — whether at a Rowing SA venue or elsewhere — the organiser must obtain all required council approvals, permits, and environmental health notifications before trading.

Rowing SA approval (Rowing SA managed venues only)

Within Rowing SA managed areas, including the West Lakes precinct, external food operators must not operate on site without prior approval from Rowing SA.

Clubs, schools, or event organisers wishing to engage food trucks, caterers, coffee vendors, temporary food stalls, or other external food providers at a Rowing SA managed venue must obtain prior approval from Rowing SA, in addition to satisfying any applicable council or regulatory requirements

This requirement is in place to protect Oar Café operations, maintain venue control, and manage food safety, access, and compliance requirements.

Rowing SA may refuse approval or impose conditions on food operations where safety concerns exist, permit limitations apply, operational impacts arise, or venue obligations apply.

7. Club and school Barbecues (BBQ)

Volunteer-run fundraising barbecues should ensure:

- raw and cooked foods are kept separate;
- hand washing facilities or sanitiser are available;
- food is protected from dust, insects and contamination;

- food is cooked thoroughly; and
- potentially hazardous foods are not left unrefrigerated for extended periods.

8. BBQ, Cleaning and Waste Management

Where clubs, schools, or volunteers conduct barbecue or food service activities, reasonable steps must be taken to ensure:

- safe food handling;
- clean preparation areas;
- safe operation of gas or electrical equipment;
- and appropriate waste disposal;

Food preparation areas must not obstruct:

- emergency access;
- public pathways;
- or operational areas;

Waste must be disposed of appropriately and food preparation areas maintained in a clean and hygienic condition.

9. Oar Café and Venue Operations

Rowing SA owns the lawn area adjoining Oar Café. Other areas within the West Lakes precinct, including the reserve and waterway, are managed by Rowing SA under permit from the City of Charles Sturt.

Where food or beverage services operate within any Rowing SA managed facility - including the Rowing SA lawn area, Oar Café, and any other licensed areas — affiliated organisations, external operators, and hirers must comply with all Rowing SA venue operational requirements (as set out in the Rowing SA Safety and Training Policy, Section 16, and the West Lakes Permit Conditions), licence conditions, and access restrictions.

Rowing SA may refuse approval for external food vendors where the activity would conflict with existing tenancy arrangements.

External food operations must not:

- interfere with venue operations.
- obstruct operational areas.
- create safety risks.
- use any venue equipment, storage, power, water, or food preparation areas without prior written approval

10. Alcohol and Liquor Licensing

The lawn area and other reserve spaces may only be used for alcohol service when approved by Rowing SA and authorised under the relevant liquor licence, extension of trading area, or temporary permit. Alcohol may only be sold, supplied, and consumed within areas authorised by the relevant liquor licence and any approved extensions or temporary permits.

Rowing SA holds the liquor licence and is responsible for applying for any short-term extension. Persons serving alcohol should be familiar with responsible service of alcohol principles and must not serve alcohol to intoxicated persons or minors.

Any associated licence or compliance costs are the responsibility of the hirer or organising body.

The sale, supply, and consumption of alcohol must comply with:

- the Liquor Licensing Act 1997 (SA).
- licence conditions.
- Council permit conditions.
- and Rowing SA operational directions.

Rowing SA reserves the right to:

- restrict alcohol service.
- impose operational controls.
- or terminate alcohol related activities.

where safety, behavioural, or licensing concerns arise.

11. Incident Reporting

Any food safety concern, contamination issue, illness, injury, near miss, or operational incident relating to food preparation, catering, or liquor service must be reported in accordance with the Rowing SA Incident Reporting Procedure.

Depending on the nature of the incident, matters may also need to be referred to SA Health, the local council Environmental Health Officer, Consumer and Business Services, or emergency services.

12. Responsibilities

Role	Responsibility
Clubs and Schools	Ensure food activities comply with applicable legislation and approvals
Event Organisers	Ensure food and liquor operations are approved and managed safely
Food Vendors or Caterers	Comply with food safety legislation and council requirements
Volunteers	Follow food handling instructions and hygiene requirements
Rowing SA	Approve external food providers, manage venue requirements and monitor compliance

13. Related Documents and References

This document should be read in conjunction with:

- Rowing SA Safety and Training Policy.
- Rowing SA Incident Reporting Procedure.
- Rowing SA venue hire terms and licence-specific conditions, if applicable.
- City of Charles Sturt permit conditions.
- Food Act 2001 (SA).
- Liquor Licensing Act 1997 (SA).
- Australia New Zealand Food Standards Code.
- Food Safety Standard 3.2.2A.
- SA Health Temporary Food Premises Guidelines.
- and relevant Environmental Health guidance documents