

Monash University Procedure

Procedure Title	Mobile Vendor Procedure
Parent Policy	Mobile Vendor Policy
Date Effective	21 August 2017
Review Date	21 August 2020
Procedure Owner	Director Food and Retail Strategy
Category	Operational
Version Number	3.0
Content Enquiries	Campus Community
Scope	Clayton and Caulfield campuses
Purpose	To ensure that Mobile Vendors are engaged in a coordinated way and operate in line with the Retail Strategy.
PROCEDURE STATEMENT	

Monash University Clayton and Caulfield campuses have a diverse range of on-campus retailers with the capacity to cater for a large range of campus needs. However, from time to time, Event Organisers may wish to use external Mobile Vendors. In all instances, Event Organisers are encouraged to first consider whether their requirements can be met by on-campus retailers, prior to bringing any Mobile Vendor onto campus.

Procedures.

- Mobile Vendors may trade on campus from time to time:
 - where the retail need cannot be met by on-campus retail options (eg retail is shut the day or time of the event, or the event requires a specific cuisine not available on campus).
 - to enhance the activation and vibrancy of a specific events or festival.
- When a Mobile Vendor does trade on campus, they must not be located in proximity to on-campus retail (see attached map for further information).

Responsibility

Event Organiser; Monash University Venues

- Prior to a Mobile Vendor being engaged, the event organiser should first seek approval from the Director Food and Retail (Campus Community Division) and the Manager, Campus Experience and Major Events (Campus Community Division), providing details including day, time, location and name of vendor. Any Mobile Vendor that has not been approved by Campus Community Division will be requested to leave and will be escorted off campus by Security.

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Responsibility

Event Organiser/Monash University Venues

4. When a Mobile Vendor is selected for a given day and time, the Event Organiser must advise Property and Leasing and/or Monash Venues of the following details:
- Company registered name
 - Company trading name
 - ABN
 - Email address
 - Phone number
 - Dates and time serving on campus
 - Location of mobile vendor (ensuring that the mobile vendor is not located near any on-campus retailers)

Responsibility

Event Organiser

5. The Mobile Vendor must provide Property and Leasing with all required documentation including relevant insurances, registrations and licences.

Responsibility

Mobile Vendor

6. Property and Leasing will send the Mobile Vendor License Agreement to the vendor.

Responsibility

Property and Leasing

7. Monash University Venues and the Event Organiser is responsible for ensuring the Mobile Vendor completes the University's OH&S induction training prior to arriving on campus. Failure to comply with this will result in cancellation of the Mobile Vendor's attendance.

Responsibility

Monash University Venues and the Event

8. Mobile Vendors should report to Security on arrival. The Campus Security & Traffic will safely escort mobile vendors on and off campus.

Responsibility

Campus Security and Traffic Coordinator

9. Event organisers are responsible for ensuring site is clean post event.

Responsibility

Event organisers

Responsibility for implementation	Campus Community Division and Buildings and Property Division
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Status	New
Approval Body	<p>Name: Chief Operating Officer and Senior Vice-President (Administration) Meeting: n/a Date: 21 August 2017 Agenda item: n/a</p>
Endorsement Body	<p>Name: Executive Director, Campus Community Division Meeting: n/a Date: 11 August 2017 Agenda item: n/a</p>
Definitions	<p>Mobile Vendor: Any vehicle, caravan, trailer, stall or e cart or any other method of transport from which a product (including food or beverage) is sold or provided.</p>
Legislation Mandating Compliance	<p>Food Trucks must comply with all relevant Federal, State and Local laws and University Policies, specifically:</p> <p>Food Act 1984 (Vic) Liquor Control Reform Act 1998 (Vic) Liquor Control Reform Regulations 2009 (Vic) Food Safety Standards (Australia only) Australia New Zealand Food Standards Code</p>
Related Policies	
Related Documents	

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Attachment 1: Clayton and Caulfield maps

Clayton campus



Mobile vendors are not permitted to trade in locations marked yellow unless permitted by Campus Community Division

Caulfield campus

Mobile vendors are not permitted to trade in locations marked green unless permitted by Campus Community Division

