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.

1. 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.

2. 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

3. 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.
Monash University Procedure

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
## Monash University Procedure

<table>
<thead>
<tr>
<th>Status</th>
<th>New</th>
</tr>
</thead>
</table>
| Approval Body| Name: Chief Operating Officer and Senior Vice-President (Administration)  
               Meeting: n/a  
               Date: 21 August 2017  
               Agenda Item: n/a |
| Endorsement Body| Name: Executive Director, Campus Community Division  
                   Meeting: n/a  
                   Date: 11 August 2017  
                   Agenda item: n/a |
| Definitions  | 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. |
| Legislation Mandating Compliance | Food Trucks must comply with all relevant Federal, State and Local laws and University Policies, specifically:  
                                    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 |
| Related Policies | |
| Related Documents | |
Attachment 1: Clayton and Caulfield maps