

## Vending Machine Procedure

P&F manages the number, location, operational and aesthetic aspects of vending machines on all University campuses and sites.

This procedure outlines the process for obtaining approval and complying with the requirements of the University in relation to the location and operation of all vending machines on University campuses and sites.

This procedure applies to all University sites including sites that are leased by the University. It covers all vending machines which are managed, or proposed to be managed, by:

1. University staff and students, and all staff, students or contractors of faculties, institutes, schools or any other associations affiliated with the University.
2. any occupier of University land or buildings.

### 1. Definitions

**Applicant** an individual or group who have direct association with The University of Queensland, such as University of Queensland divisions, faculties, schools and other sub-units including associations, social clubs, UQ Sport and UQ Union.

**COO** Chief Operating Officer

**Occupier** an individual or entity which is granted the right to occupy University land or buildings in accordance with [PPL 7.50.01 Occupation of University Land and Buildings by Lease or Licence](#) or another arrangement approved by the COO. Occupiers can include:

1. External companies or businesses;
2. Organisations which are related to the University but which are separate legal entities;
3. External organisations, including State or not-for-profit organisations; or
4. University clubs and associations.

For the purpose of this document, the term 'occupier' also includes any individual or entity which occupies any part of University land or buildings where [PPL 7.50.01 Occupation of University Land and Buildings by Lease or Licence](#) has not been complied with or for which arrangements have not been approved by the COO.

**Senior Officer** This refers to the person who has senior authority to approve applications e.g. Executive Dean, Head of School, School Manager, Director of Institute.

**Supplier** a company or individual that provides goods, equipment or services for vending machines.

**UQ Rules** any statutes, rules, policies and procedures of UQ that from time to time may be amended, cancelled, added to or suspended by UQ.

**Vending Machine** any machine that dispenses any item in exchange for payment, irrespective of size, product, branding and location.

## 2. Process

The proposed installation of all vending machines must be approved by P&F prior to installation.

The number, location, type, colour and size of vending machines must comply with the requirements of the University in relation to number, location, amenity, aesthetic impact and sustainability to ensure that they meet the operational and aesthetic requirements of the University.

P&F is not required to approve any application that does not meet the policy requirements.

For existing installations, where previous approval has not been granted, approval from P&F is also required for the continued operation of all vending machines which were installed on University campuses and sites as at the date of commencement of this procedure.

All costs associated with the installation, operation and maintenance of vending machines on all University sites are to be borne by either the applicant or supplier (or both).

## 3. Requirements

### 3.1 Obligations

If the applicant or supplier fails to perform or observe any obligation such as keeping the vending machine in good order, clean and tidy and free from rubbish and fails to remedy the default within fourteen (14) days of UQ serving a notice on the applicant, UQ reserves the right to revoke the approval for the vending machine and the agreement with the supplier will be deemed to be terminated.

### 3.2 Operation and location

The determination to approve individual applications will take into account the size, number, location, amenity, aesthetic impact and sustainability to ensure that they meet the operational and aesthetic requirements of the University.

The location of vending machines will take into account such things as aesthetic impact and operational impacts (e.g. exposed refrigerated machines in western facing areas).

If the proposed location for the vending machine is a site which has more than one occupant (eg. a building which houses two organisational units), a memo and a copy of the [PF157 application form](#) will be forwarded to the relevant Senior Officer(s) for an opportunity to comment.

### 3.3 Safety

The applicant acknowledges that the safety and security of UQ staff, students and invitees is paramount. The applicant must ensure that the applicant, its suppliers, contractors, invitees and agents comply with UQ Rules.

All contractors must be approved by P&F and are subject to site induction requirements in accordance with [www.pf.uq.edu.au/contractors](http://www.pf.uq.edu.au/contractors)

UQ Rules means any statutes, rules, policies and procedures of UQ that from time to time may be amended, cancelled, added to or suspended by UQ.

Placement of the vending machines must not:

- be located anywhere where they may impede fire egress, equitable access areas (e.g. tactile paths).
- impede the movement of people or equipment
- interfere with the conduct of University business.
- be in contravention of any occupational health and safety policy, procedure or regulation.

### 3.4 Cleaning

Cleaning is the responsibility and at the expense of either the applicant or vending machine supplier.

The applicant or supplier must, at their own cost, keep and maintain the vending machine in good order, clean and tidy and free from rubbish. UQ may carry out any part of the applicant's obligations if the applicant or supplier fails to do so. The applicant or supplier must pay all charges (including charges from UQ) and costs associated with the obligations carried out by UQ when they fall due in accordance with applicable invoices or otherwise within 14 days of request for payment by UQ.

### 3.5 Maintenance

Maintenance is the responsibility and at the expense of the vending machine supplier. The installation and running costs is the responsibility of the applicant.

## 4. Applications

The applicant must complete in full the [PF157 Application Form](#). The application must include:

1. A detailed description of the proposed location for the vending machine, including the Space ID, and
2. A sketched floor plan documenting the exact proposed location of the vending machine (space measurements must be included) and detailing the dimensions of the vending machine itself.

The completed [PF157 Application Form](#) must be signed by the Senior Officer responsible for the space in which the vending machine is proposed to be located, and submitted to the Property Manager, P&F. Incomplete applications will not be processed.

## 5. Evaluation and Outcomes

Machines must comply with the requirements of the University. Once the application is received, P&F will evaluate the proposal in accordance with the requirements of the University. P&F may either:

- Request that the applicant amend and resubmit the proposal to meet P&F's requirements;
- Approve the applicant's proposal, with or without conditions imposed; or
- Reject the applicant's proposal.

P&F are not obliged to provide reasons to any party in relation to the decision that is made as a result of an unsuccessful application for a vending machine.

The Senior Officer is responsible for ensuring that the University does not enter into any contract or agreement with the supplier of a vending machine before the written approval of P&F is obtained in accordance with this procedure.