

# Third Party Retail Providers on USC Premises - Operational Policy

## 1. Purpose of policy

1.1 Provision of retail goods and services by third party providers can enhance the experience of staff, students and other visitors on University campuses. The following policy sets out the principles for sustainably managing third party retail providers on university premises.

## 2. Policy scope and application

2.1 This policy applies to all University premises.

## 3. Definitions

Please refer to the University's Glossary of Terms for policies and procedures. Terms and definitions identified below are specific to this policy and critical to its effectiveness:

Third party provider means any provider of retail goods and/or services that is not owned by the University of the Sunshine Coast, nor by one of its subsidiaries.

## 4. Principles

### 4.1 Provision of retail goods and services

4.1.1 The Chief Operating Officer, in consultation with the Director, Facilities Management, will on an ongoing basis determine and approve the provision of retail goods and services on University premises which are considered to best meet student, staff and visitor needs in a sustainable manner.

4.1.2 The Chief Operating Officer will determine the methodology for selection of third party retail providers of goods and services consistent with the particular requirements and good practice.

### 4.2 Approval to operate

4.2.1 Provision of retail goods and services on University premises by third party providers requires express written approval from the Director, Facilities Management.

4.2.2 This requirement for approval applies to all third party providers, on any USC owned and/or operated premises. Examples of activities requiring approval include, but are not limited to:

- (a) Long term lease arrangements, e.g. bookshop, coffee shop, clinics;
- (b) Short to medium term arrangements, e.g. coffee carts, regular market stalls; or
- (c) Casual arrangements, e.g. food or beverage van or market stalls, for a particular event

4.2.3 The Director, Facilities Management will determine conditions of any approval, including any amount payable, as seen fit in the circumstances. Matters that will be considered will include, but not be limited to, the ability of the University and/or other existing third party/parties to provide the goods and services and/or the potential impact on their commercial interests.

4.2.4 The University may set conditions on the third party provider's operations, through contractual agreement, including a retail lease. For example, the University can set limits on size and location of display advertising and can restrict sales of single use plastic bottled water.

4.2.5 Conditions on operations may include alignment of waste streams with the University's campus-wide recycling program, and a requirement to source and sell catering supplies compatible with the University's on-site composting apparatus (OSCA). The University encourages providers to seek alternatives to single use plastic packaging wherever possible.

APPROVAL AUTHORITY

Vice-Chancellor and President

RESPONSIBLE EXECUTIVE MEMBER

Chief Operating Officer

DESIGNATED OFFICER

Director, Facilities Management

FIRST APPROVED

28 September 2015

LAST AMENDED

31 July 2019

REVIEW DATE

26 September 2025

STATUS

Active

4.2.7 Any third party provider which cannot provide evidence of such approval upon request, or cannot demonstrate that they are operating within any specified terms and conditions, may be required to cease activity immediately and/or vacate the site.

END

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#### RELATED DOCUMENTS

- Catering - Operational Policy
- Conduct on University Premises - Operational Policy
- Hire of University Facilities - Operational Policy

#### RELATED LEGISLATION / STANDARDS

- University of the Sunshine Coast Act 1998 (Qld)
- Retail Shop Leases Act 1994 (Qld)