

Tenant Operational Guide



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Welcome

The following document has been designed to assist you in the daily operations of your business and provide you with a source of information about Macquarie University.

Please take the time to read through this guide which has been designed to assist in your everyday needs.

Macquarie University Overview

Macquarie University is one of Australia's leading universities in one of the largest business and technology precincts in the southern hemisphere, creating a hub of innovation and excellence.

Located only 15 minutes from Sydney CBD, the North Ryde campus is set on 126 hectares of peaceful parkland which is protected by award-winning sustainability practices.

The campus features the most high-tech university library as well as the most technologically advanced private hospital on a university campus in Australia, including the country's only gamma knife for leading-edge treatment of brain cancer.

Further, Macquarie also boasts an exceptional swimming and sport complex, an on-campus railway station, sculpture park, several museums, refurbished teaching and research spaces, in addition to a wide range of eateries and recreational facilities. With such a huge array of superior facilities and infrastructure, it is no surprise that Macquarie was awarded five stars in the prestigious QS Stars rating system for high performance in areas such as teaching, research, graduate employability and facilities.

Recent investments of more than \$1 billion in facilities and infrastructure promote strategic alliances with external industry and research-based institutions, and offer staff and students invaluable opportunities for networking.

Macquarie's retail sector, encompassing catering, food and beverage services, events and function facilities and other retail outlets, also continues to develop and update its retail mix through the addition of new retail products and services and refurbishment of existing retail and food and beverage offerings in order to better meet the needs of students and staff.

Campus Life

It is the role of Campus Life (specifically, U@MQ Limited) to enhance the students' experience by fostering a healthy and balanced approach to university life.

This is achieved through the provision of facilities and amenity-based services on campus, including food and beverage, retail, accommodation services, convenience services, recreational and sporting facilities, events and catering, children's services, as well as well-being and engagement support services.



Key University Dates 2015

Tenants may wish to refer to the following dates as calendar events taking place on campus which may affect trading:-

January

1 New Year's Day
4 Info Day
5 Session 3 resumes
26 Australia Day public holiday
27 Session 3 exams commence

February

2 Session 3 ends
23-27 Orientation Week
(Session 1 begins)

April

3-19 Mid-session break
3 Good Friday public holiday
6 Easter Monday public holiday
20 Classes resume
25 Anzac Day public holiday

June

8 Queen's Birthday holiday
9 Session 1 exams commence
26 Session 1 ends

July

27 Session 2 begins

September

14-27 Mid-session break
28 Classes resume

October

5 Labour Day public holiday
17 Building Meeting

November

9 Session 2 exams commence
27 Session 2 ends

December

7 Session 3 begins
19 Mid-session break
25 Christmas Day
26 Boxing Day public holiday



Trading Hours and Hours of Access

Core Trading Hours:

During University Term:

Monday to Friday 9.00am – 5.00pm

Saturday 8.00am – 3.00pm

Closed Sunday and Public Holidays

During University exam and recess periods:

Monday to Friday 10.00am – 3.00pm

Closed Saturday, Sunday and Public Holidays

Access Hours:

During University Term:

Monday to Friday 6.30am – 8.00pm

Saturday 7.30am – 3.30pm

Closed Sunday and Public Holidays

During University exam and recess periods:

Monday to Friday 6.30am – 5.00pm

Closed Saturday, Sunday and Public Holidays

You may not trade on public holidays, Easter Monday and Christmas trading to New Year's Day (inclusive) and on any other day when Macquarie University shuts down its campus operations.

You are permitted to access the premises during the access hours set out above, however Campus Life may stop you, your employees and agents entering the Building outside those hours without prior consent.



Campus Life Store Directory

<u>Store Name</u>	<u>Store Location</u>	<u>Map Location (page 5)</u>
National Australia Bank	Level 0, Campus Hub Building C9A	L16
U Massage	Level 0, Campus Hub Building C9A	L16
Marxine's	Level 1, Campus Hub Building C10A	L18
The Grill	Level 1, Campus Hub Building C10A	L18
IKU Wholefood	Level 1, Campus Hub Building C10A	L18
Reuben & Earl Sandwiches	Level 1, Campus Hub Building C10A	L18
Thai Kiosk	Level 1, Campus Hub Building C10A	L18
Doner Wrap	Level 1, Campus Hub Building C10A	L18
The Wicked Mexican	Level 1, Campus Hub Building C10A	L18
Little Asia	Level 1, Campus Hub Building C10A	L18
Crispee Greens	Level 1, Campus Hub Building C10A	L18
Sushi World	Level 1, Campus Hub Building C10A	L18
Taste Baguette & Grill	Level 1, Campus Hub Building C10A	L18
Boost Juice	Level 1, Campus Hub Building C10A	L18
Pie Face	Level 1, Campus Hub Building C10A	L18
Natural Beauty	Level 1, Campus Hub Building C9A	L16
MacShop	Level 1, Campus Hub Building C9A	L16
STA Travel	Level 1, Campus Hub Building C10A	L18
Student Flights	Level 1, Campus Hub Building C10A	L18
University Co-Op Bookshop	Level 1, Campus Hub Building C9A	L16
Study Abroad	Level 1, Campus Hub Building C10A	L18
Accommodation Office	Level 1, Campus Hub Building C10A	L18



<u>Store Name</u>	<u>Store Location</u>	<u>Map Location (page 5)</u>
U Bar	Level 2, Campus Hub Building C10A	L18
Presse Café	Level 2, Campus Hub Building C10A	L18
KC Lee's Food Court	Level 2, Campus Hub Building C10A	L18
Pool tables and gaming	Level 2, Campus Hub Building C10A	L18
Globe Café	Ground Floor, Building E3A	Q21
Crunch Café	Sport and Aquatic Centre Building W10A	J12
Mezze Café	Faculty of the Arts Building Y3A	R6
Staff Café	Level 1, Building W5A	N14
Library Café	Ground Floor, Building C3C	Q17
Piccolo Lane	Outside Building E4A	Q22
Wally's Coffee Cart	Outside Building C7A	N15
<i>ATMs</i>		
NAB	Level 0, Campus Hub Building C9A	L16
CBA	Level 0, Campus Hub Building C9A	L16
CBA	Level 1, Campus Hub Building C10A	L18
ANZ	Level 1, Campus Hub Building C10A	L18
Westpac	Level 1, Campus Hub Building C10A	L18
RediATM	Level 1, Campus Hub Building C10A	L18



Campus Life Loading Dock

Loading Dock number 2 is located on the ground floor directly adjacent to the Campus Hub building and operates from 6.30am to 4.00pm daily. There is strictly no parking at the loading dock behind the Atrium. Access to the loading dock is for unloading and loading only with a maximum unloading/loading time of 10-15 minutes (this applies from 6am to 4pm, Monday to Friday).

Deliveries for tenants which need to be delivered to the upper level or tenant storage areas should be unloaded at the loading dock. The delivery vehicle must be moved to a safe/waiting area near the open field. The loading dock should not be blocked by unattended delivery vehicles. Tenant suppliers or delivery drivers should be informed of this procedure by the tenant.

The loading dock is strictly one way. Traffic signs should be followed at all times. The Loading dock (drive-way and platform) safety signs and warning beacon lights should be adhered to when motorised equipment is in use.

The Loading dock car parking spaces are strictly for contractors, sales representatives and Campus Life service vehicles only. Fines will apply to any unauthorised vehicle who are parked in this area (fines apply all day Monday to Sunday).

For deliveries to businesses outside of the Campus Hub, please liaise with the Building Manager (who of which you will receive the details of in your induction) in relation to accepting goods. The same conditions apply as above in relation to use of the loading dock and accepting deliveries.

Parking on Campus

For tenants wanting to park on campus, general parking is available to those who purchase a parking permit. Parking permits cost approximately \$357 for the full year, \$200 for a half year and \$110 for one month. This allows tenants to park at the general car park areas but does not allow access to restricted car parking areas (e.g. N1 car park).

To obtain a parking permit for general parking on campus, tenants need to first seek approval from Campus Life by sending an email to niels.pantenburg@mq.edu.au with the following information for staff wanting to purchase a parking permit:

- Staff Name
- Staff Number (if applicable)
- Car Registration Number

Campus Life will then send an approval email to the Cashier's office. Once approved, tenants can visit the Cashier's office, located at the Lincoln Building (C8A), to purchase their permit.



Food Safety

Food retailers are required to engage in safe food handling practices when preparing and serving food. Below are five important messages related to food safety:

Minimising contamination of food:

1. Keep hands and nails clean.
2. Keep the kitchen clean.
3. Handle food safely.
4. Cook high-risk foods thoroughly.
5. Keep hot food hot and keep cold food cold.

Food Hygiene program

Receival and storage- There must be someone to take delivery of all items that are sent direct to your business. The following items need to be checked;

- Correct quantity
- Correct temperature
- The delivery transportation was appropriate (i.e. refrigerated)
- That the packaging is not damaged

Ingredients and labelling

All of the ingredients and food contents should be available to any customer on request.

- All staff must be able to accurately answer questions relating to the contents of an item.
 - i.e. - If an item contains peanuts or shares the same preparation facility of an item that contains peanuts the customer has to be informed of this.
 - If it is specified to be a Vegetarian item, the dish must be entirely vegetarian and not contain any ingredients that contain traces of meat i.e.- Oyster Sauce

Food Illness questionnaire

If someone makes a complaint in relation to Food Illness and believes that the source of the Illness came from a food item purchased from your outlets than there needs to be a process that all staff who handle complaints can work through.

Food Safety Supervisor

All Food Service businesses must have a nominated Food Safety Supervisor that has completed the Food Safety Supervisor training through an approved training provider. From that date the local council must be advised of the business' representative, we also ask that for our records you advise Campus Life of who your Food Safety Supervisor is.



Food-related incidents

Please ensure that in the event of a Food Related Illness that the Campus Life Duty Manager is advised either at the time of the incident or as soon as possible so to either assist or for reporting purposes.

For further information relating to safe food handling, please visit the following website: -
www.foodstandards.gov.au

NSW Food Authority

Businesses are required to hold a NSW Food Authority licence to operate as these types of food businesses. The Authority undertakes regular audits and inspections of licensed businesses to check they are following regulations.

All other NSW businesses which handle food for sale are required by the Food Act 2003 only to notify the Authority of their food handling activities.

The Authority undertakes these activities so that the NSW public is offered safe and correctly labelled food. Both licensed and notifiable food businesses must comply with the relevant parts of the Food Standards Code (see NSW food business regulation and standards for more information).

For more information on food safety, please visit the NSW Food Authority website:
<http://www.foodauthority.nsw.gov.au/industry/food-standards-and-requirements/#.ULw9QeTFUWQ>



SALT program

Introduction

The SALT program (S - Seek justice; A - Alleviate hunger; L - Lift the burden today; T - Transforming lives) is a student-driven food donation initiative in which excess food items from the University campus are collected from participating retailers and are donated to The Salvation Army to distribute to impoverished or underprivileged persons.

Macquarie University aims to assist the Salvation Army to provide a better place to live for residents at the Ivanhoe Place Estate through the delivery of food from the University's catering outlets and departments and from tenants wishing to participate in the program.

Process

The process of the SALT process is detailed below.



Contact

For more information or to get involved in the SALT program, please contact Peter Brewty, Executive Chef, via phone on (02) 9850 7720 or email peter.brewty@mq.edu.au.



Workplace Health and Safety

As a person conducting a business or undertaking, each tenant has Work Health Safety (WHS) responsibilities and duties to their workers and others, including the landlord and vice versa.

Any acts or omissions by the tenant or the landlord which impacts on health and safety can lead to legal consequences under the provisions of the Work Health and Safety Act 2011 both to the tenant and the landlord.

It is important for the tenant and the landlord to cooperate on matters relating to health and safety. The tenant should inform the landlord on any matters that they have identified which can impact upon the safety and health of anyone who works or visits the premises.

For more information on Workplace Health & Safety, please visit the Macquarie University website <http://www.hr.mq.edu.au/HealthAndSafety/OHS/OHSMenu.html>

Tenant Help page

The Tenant Help page will provide you with the best way to engage the Infrastructure Support Team. The Team is responsible for supporting the operations of U@MQ Ltd by ensuring that the building fabric and plant equipment contained within are operating efficiently and to expectation. Specifically, we can help you address any concerns you may have with the following:

Electrical / Plumbing / Glass Replacement / Locksmith Works / Cleaning / Security / OH&S Concerns / General Fixing.

After submitting a job you will receive a confirmation email from the Infrastructure Support Team. Hold onto this information for reference until your job has been resolved. The following important items are listed within the response email:

Job number / Job description / Time job was logged / Job priority / Expected completion date / Assigned technician.

Infrastructure Support Contacts

For tenants outside the Campus Hub Building, a repair job can be logged through Macquarie University Projects on 02 9850 7145.

For those tenants operating in the Campus Hub Building, please contact Campus Life Facilities on 02 9850 6580 during business hours or the Security Manager on 0414 180 925 for after hours.

The Help Request Form may be found on the Macquarie University website via the following link <http://www.campuslife.mq.edu.au/about-us/tenants-help-page>



Contractors

The Macquarie University Campus Life Directorate cares about the safety of its Team Members, Customers, and Visitors and, of course, its Contractors, Suppliers and Demonstrators.

To enter a Campus Life venue to commence works, it is expected that all contractors, demonstrators and suppliers, undertaking physical work, must complete the following checklist and return the relevant completed documents to the Infrastructure Support Manager. These returnables must be received 14 days prior to the commencement of works for permission to be given to enter a Campus Life site.

Contractor Induction Checklist and Authorisation

- Macquarie University Health & Safety Induction received for each worker
- Safe Work Method Statements SWMS received
- Permits to Work received (if required)
- Workers Compensation Certificate received
- Public Liability Policy (\$20 million) received

The necessary forms listed below can be found on the Macquarie University website via the following link: <http://www.campuslife.mq.edu.au/about-us/contractors>

1. Macquarie University OHS Induction
2. Access Request to Campus Life Operated Locations
3. Hazardous Works Permit



Evacuation Control Organisation – C10A

Building Warden			
Building Warden	David Gangell	#7706	0407 409 914

Deputy Building Warden			
Nearest Deputy Warden*	Paul Hunter	#6580	0418 447 233
Alternate Deputy Warden	Building Security	#7603	0414 180 925

Ground Zero			
Floor Warden	Peter Brewty	#7720	0418 434 451
Area Warden	Richard Shen	#7704	
Area Warden	Lisa Zammit	#7610	

Level One			
Floor Warden	Melroy Rodrigues	#7613	0419 283 850
Area Warden	Nicole Switaj	#7774	0418 620 152
Area Warden	Arash Sarislani	#4201	0410 515 557
Area Warden	Kathleen Jones	#7724	0423 593 202
Area Warden			

Level Two			
Floor Warden	Nigel Halligan	#7627	0418 167 262
Area Warden	Luke Towers	#7729	0403 961 882
Area Warden	Peter Fasogiannis	#6541	0404 031 726

Level Three			
Floor Warden	Rachael Broek	#7626	0414 187 400
Area Warden	Christa Mellon	#7714	
Area Warden	Ross Turner	#7714	0417 232 853

First Aid Officers			
Nearest First Aid Officer*	Keryn Boland	#7734	0414 150 703

DESIGNATED ASSEMBLY POINTS
<ul style="list-style-type: none"> - Courtyard on Southern side of the U@MQ Building - Amphitheatre - MGSM Car Park

EMERGENCY PROCEDURES - SUMMARY
RACE
REMOVE - People from the immediate danger, continually assess the situation (DON'T put yourself at risk)
ALERT - People in the immediate vicinity or area of the emergency (Call "9999" to alert Security and Emergency Services)
CONFINE - The problem, Closing doors and windows behind you if safe to do so.
EVACUATE / EXTINGUISH - The fire if trained and safe to do so.



First Aid

There are over 62 First Aid officers located across Macquarie University. In addition First Aid facilities are located at key points convenient to staff and students, as well as in locations where there is a significant risk of an injury occurring.

First Aid kits are located in all areas of the campus, and are located in accessible areas. To locate a first aid kit you should look for the following symbols



The First Aid room is located on Level 1 of the Campus Hub Building behind the MUSRA office. It is equipped with first aid stock, a defibrillator, oxygen tank and wheelchair.

Should you require any first aid assistance please contact Campus Life Reception or one of the first aid officers listed on Page 13.



CAMPUS LIFE

FIRST AID OFFICERS

Your area representative is:



MACQUARIE
University



Daisy Sui
Library Café
0433 620 123
9850 9420



Diana Dudley
Piccolo Lane
9850 7725



Housien Koussan
Staff Café
9850 7646



Jerome Chalhoub
Crunch Café
0411 822 134
9850 9417



Koos Gruntjes
Crunch Catering &
Events
0414 164 205



Lauren Hargraves
Campus Engagement
(trained to administer
Oxygen)
9850 7779



Lisa Zammit
Campus Life Admin
(trained to administer
Oxygen)
9850 7610



Luke Towers
Ubar
(trained to administer
Oxygen)
0403 961 882
9850 7729



Patrick Mok
Globe Café
9850 7764



Pina Capizza
Wally's Coffee Cart
9850 4328



Rachel Broek
Crunch Catering &
Events
0414 187 400



Royal Maskey
MacShop
0423 360 705
9850 7393



Brett Nelson
Kitchen and Stores
9850 7707



Kathleen Jones
Grill & Marxine's
Café Team Leader
0423 593 202



Smoke Free Campus Policy: General Information

In August 2010 the University Executive approved a new policy covering smoking on campus. From 1 January 2011, smoking was restricted to a small number of designated 'smoking zones' on campus.

Whilst we respect that some staff and students will choose to smoke, Macquarie University is legally obliged to provide an environment free from the harmful effects of second hand tobacco smoke.

If you have any questions regarding the policy, please contact Campus Life in the first instance. If you need further help or information, please email the Health & Safety Unit at ohs@mq.edu.au

Map of designated smoking zones

Smoking is restricted to four (4) designated 'smoking zones' on campus. Smoking zones have been constructed far enough from buildings to prevent smoke entering smoke-free areas, but near enough to be accessible.

The zones are located at -

- Y3A - Grassed area to the rear of the building
- C7A - Library Road site
- Gymnasium Road - Across from Sports & Aquatic Centre
- MGSM - Grassed area



Sustainability

Retail plays a vital role in the sustainability process through products and services provided to the campus community. As part of the retail community on campus you can influence the products produced by manufacturers and cause their processes to become more sustainable. By selecting your products carefully you can support fair working conditions for all and reduce the impact manufacturing processes have on the environment.

Macquarie University is proudly one of only five Fair Trade certified Universities in Australia. To make sure our products are sustainable they have to be economically viable, environmentally sound and socially just. Please consider where your products come from and remember that buying the cheapest could cost the environment and you a lot more in the future. Also consider where your products go after you pass them on. Most importantly, help us create a culture that promotes responsible resource consumption.

Macquarie University aims to produce the leaders, professionals and policy makers of the future. The Campus community consumes a large amount of resources and is therefore always striving to be more sustainable. Most of our sustainability goals are achieved by involving staff and students in our initiatives. By doing this we not only reward the individual but also reach our targets.

Macquarie University aims to be environmentally, economically and socially sustainable and involve the wider campus community in reaching challenging but achievable targets. Sustainability is therefore a culture that we develop and encourage in all aspects of campus life. Creating a more sustainable society depends largely on Macquarie University educating individuals on how to become more sustainable in their workplace and at home. A balanced lifestyle with continuous education and healthy lifestyles are essential in creating a sustainable culture.

Environmental sustainability is a vital part of what we do and therefore we are always looking to use less water, electricity and other resources. With your contribution as part of the Macquarie University community we can build a more sustainable future.



Retail Levy Marketing Plan

The underlying goal of the Retail Levy Marketing Plan is to provide the ultimate retail experience via excellent products and services and value for money offerings, resulting in enhanced visitations across all businesses operating within the building.

In support of the underlying goal stated above, there are two objectives that will underpin the direction of the marketing and communications for 2015. These objectives include:

1. To publicise the offerings available at the Campus Hub with a heavy emphasis on quality, service and value for money.
2. To encourage the campus community to utilise and participate in the activities and events on offer at the Campus Hub.

Establishing these two goals underscores the purpose of Macquarie University Campus Life. The entity exists not only to provide services and facilities, but also to provide engagement opportunities, both formal and informal.

The two objectives will be the foundation of two key aims:

1. To publicise the offerings available at the Campus Hub to MQ students and faculty/ staff so that all tenants report greater patronage.
2. To encourage the campus community to visit the Campus Hub (for both chill-out space and special events) so that a greater feeling of having “spaces to engage” is reported.

For more information about the Retail Levy Marketing Plan and to get involved in marketing initiatives, please speak to our Marketing team, located in the Campus Life administration office of the Campus Hub Building. A copy of the Retail Levy Marketing Plan can be requested by emailing cl.marketing@mq.edu.au



Gift Vouchers

Campus Life invites you to participate in the new gift voucher system. Participating tenants could benefit from further traffic to their outlets.

Gift voucher users will benefit from the simple design and consistent offers and terms and conditions for easy recognition and processing. The vouchers are in the denominations of \$5.00, \$10.00 and \$20.00 and a Complimentary Coffee Voucher.



In addition, the gift vouchers have terms and conditions; a serial number and expiry date on the back of each voucher to ensure the use of vouchers are clear and fair to both you and the customers. Please give particular attention to the expiry date when receiving vouchers.

What are the Terms and Conditions?

- The voucher can only be redeemed in a single transaction at participating outlets.
- Valid until the specified expiry date. Expired vouchers cannot be honoured or extended.
- Not redeemable for cash and no change will be given.

How do I get payment for redeemed gift vouchers?

1. Send an Invoice and vouchers at the end of each month addressed to: U@MQ Limited, Locked Bag 3500, North Ryde NSW 1670 or deliver to the Campus Life Admin Office and attention to Nikki White.

Vouchers must be redeemed within a month of use. Invoice for redeemed vouchers must be sent progressively on a monthly basis as they are redeemed. The latest date to receive invoice is 2 months after the voucher expiry date. For example: Gift vouchers with expiry date 31 Dec 2014 should be accepted by outlets on or before 31 Dec 2014. Invoice for these gift vouchers must be received by U@MQ Limited by February 2015 at the latest. **Any redeemed gift vouchers which are invoiced beyond the 2 months invoicing period will not be honoured.**



2. Please provide in detail the quantity and value of the redeemed gift vouchers on the Invoice description and provide evidence of the date on which the vouchers were redeemed.
3. The invoice should state the GST amount as \$0.00 as the invoicing to U@MQ is not a taxable supply, hence no GST is applicable
4. Attach redeemed gift vouchers to the Invoice. **Invoices sent without the gift vouchers attached will not be accepted.** Tenants will be reimbursed for the full monetary value stated on the gift vouchers.

To take advantage of this opportunity, please complete the acceptance form attached and return to Dora Zhou, located at the Campus Life administration office in the Campus Hub Building. For more information, please contact Dora Zhou at dora.zhou@mq.edu.au or phone 9850 7731.



Gift Voucher Acceptance Form

You must complete this section

ACCEPTANCE OF GIFT VOUCHER OFFER:

I/We acknowledge we would like to participate in the voucher system outlined in the attached letter from the University. We accept the voucher terms and conditions and agree to abide by them. I/We will honour any vouchers presented to us in accordance with its terms and conditions.

ACCEPTED BY TENANT

Name of Retail Outlet:

Name of Tenant (Company Name):

Name of Tenant	Execution Date	Name of Witness
...../...../.....

Tenant Signature		Witness Signature
.....	

Name of Tenant	Execution Date	Name of Witness
...../...../.....

Tenant Signature		Witness Signature
.....	



Contact Details

Dependent on the nature of your trade/service, requirements or issues, please contact the relevant person below. For any operational concerns or queries, please make your first point of contact the Duty Manager who will assist you or refer your matter to the appropriate person.

General Manager - Campus Services

Niels Pantenburg
02 9850 1947
0417 289 346
niels.pantenburg@mq.edu.au

Asset Manager

Chris Mackinlay
02 9850 7138
0413 943 948
chris.mackinlay@mq.edu.au

Executive Assistant – Campus Services

Tanya Hunter
02 9850 1118
tanya.elias@mq.edu.au

Financial Accountant

Dora Zhou
02 9850 7731
dora.zhou@mq.edu.au

Duty Manager

Keryn Boland
9850 7734
0414 150 703
keryn.boland@mq.edu.au

Business Operations Manager

Peter Fasogiannis
02 9850 6541
0404 031 726
peter.fasogiannis@mq.edu.au

Facilities Supervisor

Paul Hunter
9850 6580
0418 447 233
paul.hunter@mq.edu.au

Infrastructure Support Manager

Dave Gangell
9850 7706
0407 409 914
dave.gangell@mq.edu.au

Stores Manager

Richard Shen
02 9850 7704
richard.shen@mq.edu.au

Assistant Marketing Manager

Jean Posthoorn
02 9850 9494
jean.posthoorn@mq.edu.au

Executive Chef

Peter Brewty
02 9850 7720
peter.brewty@mq.edu.au

Team Administrator - Events & Protocol

Jessica Boey
02 9850 1883
jessica.boey@mq.edu.au

Security Manager on Duty

0414 180 925

Campus Life Reception

02 9850 7610



Macquarie University Disclaimer

The Tenancy Information Pack and any subsequent information provided in relation to Macquarie University are referred to as “the information”. All descriptions and other particulars in the information are provided in good faith and are believed to be correct at the time of publication. However, any intending or existing Tenant should not rely on them as statements of fact.