



# Guidelines for the use of Dedicated Spaces

## Women's Rooms

Women's Rooms are dedicated spaces provided by the University for use by the Western Sydney University community – that is, students, staff and visitors (who are on official business to the University)

### 1. General Purpose of identified Women's Rooms

- Western Sydney University is committed to providing a safe and welcoming environment for all students, staff and visitors (on official business) to the University
- The Women's Room is a dedicated space for female students, staff and visitors who are on official business to Western Sydney University
- Women's Rooms are provided as:
  - a safe space for women on campus
  - a dedicated space for the exchange of ideas and resources around issues effecting women
  - an information hub for women, with print material freely available about a range of issues and services
  - as a breast feeding space (in addition to the dedicated Parental and Breastfeeding facilities on campus)

### 2. Code of Behaviour

- Users of Women's Rooms will:
  - be respectful and mindful of all people using the space
  - respect people's physical and emotional boundaries
  - respect people's opinions and beliefs
  - act responsibly and be responsible for their own actions
  - be respectful of the intended use of the Women's Room and its resources
- Eating and drinking may occur within the Women's Room however users are responsible for clearing away any remnants thereof
- The Women's Room is not intended as a food preparation area for general events and activities, there are kitchen facilities on all campuses for this purpose
- Notices regarding these practices will be displayed in the Women's Room
- All University policies and procedures relating to the use of space, student and staff conduct and discipline will apply to the use of the Women's Room

### 3. Fairness and Equality of Access

- The Women's Room will be available to any female student, member of staff or visitor (on official business to the University)
- Staff and students of the University community who use the Women's Room have an equal right to access all facilities of the space. Shelving, noticeboards and storage areas are provided for the staff and student users of the Space. They are not for the exclusive use of any one person or group of users

### 4. Events and Lectures

- The Women's Room will not serve as a club room for any student group. Meeting rooms for general student club business are available through Campus Life. Other University spaces are available for lectures and other special events. Bookings can be made through Campus Life. This will ensure that the Women's Room remains available for the intended use
- Women's clubs may use the Women's room to meet. They will not have exclusive use at any time and meetings must not obstruct others using of the space. The Women's Room must remain accessible to other users

### 5. Hours of Operation

- The regular opening hours of Women's Rooms are between the hours of 8am to 8pm weekdays. Access to the Women's Rooms outside of these hours is by swipe only. Before entering the space outside of the regular opening hours please contact Campus Safety and Security to disarm the building alarm
- Student and staff cards can be programmed upon request to Campus Safety and Security

### 6. Security

- To ensure the safety of all users of the space/building, it is the responsibility of Campus Safety and Security to ensure the space/building is secure on a daily basis. Campus Safety and Security use an automated system to unlock and lock buildings. (Please note building access procedure outlined above under Hours of Operation)

### 7. Cleaning

- As the Women's Room is a University space it is the responsibility of Capital Works and Facilities to clean the room on a regular basis
- Cleaners are required to abide by relevant Work Health and Safety legislation while cleaning

### 8. Room Decoration & Resources

- The Women's Room may be decorated with appropriate posters and artwork, congruent with the intended use of the space. Such items must not be permanent fixtures or result in damage to the fabric of the Women's Room. Therefore, posters and artwork must only be attached to the wall using blu tac or Command Strips (i.e. can be easily removed causing no damage to the walls).
- Noticeboards are provided for the display of posters or notices and hanging hooks may be installed in the Women's Room on request to the Office of Student Participation and Success. The University will undertake any required installations ensuring that those who work in the Women's Room respect the dignity of the space
- It is not appropriate for the walls of the Women's Room to be written on, drawn on or painted, with the exception of the work carried out by University contractors (arranged by the University through an initial contact with the Office of Student Participation and Success)
- No alterations or repairs to the Women's Room are to be made without prior approval from the Office of Student Participation and Success. Any requests for works must be made to the Executive Officer, Student Participation and Success in the first instance.
- Women's Room resources and supplies will be updated and restocked by the Office of Student Participation and Success. Please direct requests or suggestions for print material to the Executive Officer, Student Participation and Success in the first instance

### 9. Mediation

- Any user or potential user of the Women's Room has the right to raise a concern about the use of the Space  
This concern may be raised with the Executive Officer, Student Participation and Success or with a Campus Life representative (if the matter is related to someone's role as a member of a student club, society or collective). If the matter cannot be resolved, it will be directed to the Executive Director, Student Participation and Success or escalated via the University's grievance procedures
- A list of names and contact details for the above will be maintained on the notice board

### Contact details:

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