



Guidelines for the use of Dedicated Spaces

Women's Rooms

Dedicated spaces such as Women's Rooms and Queer Spaces are University spaces provided by the University for the use of the Western Sydney University community – that is staff, students 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 woman identifying and non-binary students, staff and visitors who are on official business to Western Sydney University).
- Women's Rooms are provided in an effort to;
 - provide a safe space for women on campus
 - as a dedicated space for the exchange of ideas and resources around issues effecting women.
 - as an information hub for women, with print material freely available about a range of issues and services.

2. Code of Behaviour

- Users of Women's Rooms will:
 - i. be respectful and mindful of all people using the space
 - ii. respect people's physical and emotional boundaries
 - iii. respect people's opinions and beliefs
 - iv. act responsibly and be responsible for their own actions
 - v. 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 student, member of staff or visitor (on official business to the University) genuinely identifying as female.
- 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. Bookings to use other rooms available within the University for lectures, and other special events can also be made through Campus Life. This will ensure that the Women's Room remains available for the intended use.
- Women's clubs and collectives 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

- Women's Rooms will be open for use from 8am - 8pm Monday to Friday.
- Access to the Women's Room outside of these hours is by swipe card/tap.
- Student and staff cards can be programmed upon request to Campus Safety and Security.
- **Please note** that access outside the hours of 8am to 8pm weekdays and all hours on weekends, is by swipe only. Before entering at these times please contact Campus Safety and Security to disarm the building alarm.

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 Office of Estate and Commercial 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, they cannot be attached to walls using adhesive tape or blu tac.
- Noticeboards are provided for the display of posters or notices and hanging hooks may be installed in the Women's Room on request to Student Representation and Participation. 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 Student Representation and Participation)
- No alterations or repairs to the Women's Room are to be made without prior approval from Student Representation and Participation. Any requests for works must be made to the Executive Officer of Student Representation and Participation in the first instance.
- Welfare Officers in Student Support Services on each campus will update and re-stock information in the space as required. Please direct requests or suggestions for print material to the relevant Welfare Officer.

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 Manager, Student Representation and Participation 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 Director, Student Engagement 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:

For general enquiries, contact:

Civic Engagement Officer

Email: civicengagement@westernsydney.edu.au

For space enquiries, contact:

Student Representation and Participation

Email: studentrep@westernsydney.edu.au