



University of
South Australia

Guidelines on the use of the Multi-Access Suites

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Guidelines

Purpose and use of Room

Multi-access suites have been established on each metropolitan libraries and a modified version is available at 101 Currie Street. The suites are available for use by patrons with specific needs such as parents requiring a place to feed or change babies, mothers to breastfeed or express milk, or for people with disabilities or medical conditions to rest or conduct other disability-related cares.

The provision of the multi-access suites aims to assist staff and students with specific requirements to undertake work or study and tend to any needs in a dignified, appropriate, and private environment.

The room provides:

- a quiet place to breastfeed, bottle feed, or express milk
- a quiet place to attend to disability or medical condition related cares
- a partitioned off area for those requiring extra privacy
- comfortable seating
- a baby change table in each section, including a hydraulic table in the main room
- hot and cold water
- microwave
- waste disposal
- appropriate publications.

Location of the multi access suites

A multi-access suite is located in the library at each UniSA metropolitan campus and a modified version is located in designated off-campus locations such as 101 Currie Street.

For a list of the locations of the multi-access suites, please contact the HR Unit on 21777 or go to http://www.unisa.edu.au/hrm/equity/multi_access/access.asp

Access to the multi-access suite

The on-campus suites are electronically controlled and will require a swipe card to be accessed.

If patrons do not have a swipe card then arrangements will be made to issue them with one.

Patrons who require regular admission to the multi-access suites should fill in the annual application form which can be found on the [multi-access suite](#) website and forward it to:

**HR Services
Human Resources Unit
101 Currie Street
ADELAIDE SA 5000**

Copies of the form are also available for one-off access on requests from the campus security office, library, Campus Central and Learning and Teaching Unit.

The rooms are also available for one-off situations upon request to the campus security office or library desk and by filling in the casual application form.

Any person who misuses their access to the multi-access suite by compromising the health and wellbeing of other patrons will have their access to the suites revoked.

Responsibilities and/or authorities

Patrons

- Patrons using the rooms should respect the privacy and dignity of other patrons.
- Patrons using the room must maintain appropriate standards of hygiene and cleanliness.
- To ensure the hygiene of all children, parents should clean the change table before and after each use.
- Parents retain ultimate responsibility for the supervision and safety of children in their care. They must ensure supervision of children at all times.
- Patrons should identify any personal OHWS risks and liaise with HR Services or Disability Adviser, Learning and Teaching Unit to devise an appropriate management strategy.
- Under no circumstances should patrons leave personal belongings in the room. Any items left will be removed, and disposed of after 30 days, to ensure the cleanliness and safety of the room.
- Patrons using the room should advise the campus Security or HR Services immediately if they have any concerns about any aspect of the room, including cleanliness.
- Under no circumstances are patrons to loan their card to another person or to allow another person to tailgate and enter the room without swiping their own card.
- Any breach of conditions of use may result in cancellation of your access to the rooms.

Human Resources Unit

- The HR Unit will establish a management committee and a working group with membership drawn from key stakeholders to manage the multi-access suites.
- The HR Unit will be responsible for the management of the multi-access suite initiative via HR Services.

Library

- The Library will check the condition of the multi-access suites at the end of the day if security is not available to undertake the check.
- The Library will provide timely feedback to the multi-access suite management working group via HR Services of any operational or other concerns.

Services / Security

- Services and Security will ensure that the multi-access suites are maintained at the appropriate level of hygiene and cleanliness.
- Security will provide a list of people, once a month, who have accessed each suite to HR Services.
- Services and Security will provide timely feedback to the multi-access suite management working group via HR Services of any operational or other concerns.

Further assistance

HR Services is the designated contact point on extension 21777 or email on EquityAndDiversity@unisa.edu.au for matters related to the multi-access suite.

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