

FACULTY OF MEDICINE AND HEALTH - SPACE MANAGEMENT LOCAL PROVISIONS 2023

1 Purpose and application

- (1) These provisions give effect, within the Faculty of Medicine and Health (“FMH”) to the [Space Management Policy 2012](#) (“the policy”) and the [Space Management Procedures 2012](#).
- (2) These provisions apply to:
 - (a) staff, students and affiliates in the Faculty of Medicine and Health (FMH);
 - (b) university owned or operated space that is allocated to FMH;
 - (c) faculty funded space which is externally owned or operated and is allocated to FMH, and
 - (d) shared laboratory space and other research and support space used by FMH staff, students or affiliates.

2 Commencement

- (1) These provisions commence on 14 February 2023.

3 Definitions

Words and phrases used in these provisions and not otherwise defined in this document have the meanings they have in the policy and procedures.

faculty-funded space	means space which is charged through Central Cost Allocation (CCA) and is: <ul style="list-style-type: none">• owned by FMH; or• under a lease or license agreement. <p>Note: See the Intranet Central Cost Allocation (CCA) page for further information on the CCA.</p>
allocated space	means space allocated by a Local Health District or other partner organisation.

4 Faculty of Medicine and Health Space Committee

- (1) The Faculty of Medicine and Health Space Committee (“the Committee”) will make recommendations about space allocation to the Executive Dean, FMH.
- (2) The Committee will make recommendations about:
 - (a) initial allocation, renewal of allocation and changes to allocation of faculty funded or allocated space;
 - (b) requests for space:
 - (i) for new staff with large research groups and special space requirements; and
 - (ii) in MDIs;
 - (c) requests for expansion of space; and
 - (d) space allocation in FMH generally.
- (3) The Committee’s terms of reference are provided in Schedule One.

5 Space management

- (1) The principles by which space is allocated and managed will be on the basis of need, equity and performance. Specifically:
 - (a) contribution to teaching, supporting research, including higher degree research;
 - (b) the creation and maintenance of environments which foster teaching and learning;
 - (c) for efficiency; and
 - (d) to meet employment requirements.
- (2) Allocation of space, including office accommodation, is subject to availability within a facility. There is no absolute entitlement to a particular type of space based on employment type or level.

Note: See the [Space Management Policy 2012](#).

- (3) Promotion does not create an entitlement to a prescribed accommodation type or addition to an existing allocation.
- (4) FMH would not normally provide professors emeriti or other honorary title holders with dedicated laboratory space, or with other dedicated research or office space.
- (5) Exceptions to principle 5(4) may be considered under special circumstances for high performing honorary title holders for short, time-limited periods.

Note: See [Faculty of Medicine and Health - Honorary Titles Provisions 2022](#).

- (6) The faculty may make allocation changes in support of the faculty strategy. Such changes may include:
 - (a) an increase or decrease in the size of an allocation;
 - (b) a change to location; or
 - (c) in consultation with the Chief University Infrastructure Officer, a change in space use.

Note: See the [Space Management Policy 2012](#).

- (7) Any proposed changes to space allocation should be discussed with the impacted staff, group, relevant School and where applicable, discipline.
- (8) The cost of space allocated to a School is based on the amount of space it occupies as specified in the Central Cost Allocation (CCA).

Note: See the [Intranet Central Cost Allocation \(CCA\) page](#) for further information on the CCA.

6 Allocation of space

- (1) Space is allocated to individuals and groups on the basis of the principles set out in the policy.
- (2) The allocation of office space within a school's existing allocation will be determined by the relevant Head of School or Head of School and Dean, and the School Manager.
- (3) Exceptions to 6(2) include allocation of office space in the:
 - (a) Susan Wakil Health Building (D18);
 - (b) Charles Perkins Centre (D17);
 - (c) Brain and Mind Centre;
 - (d) Block K Westmead;
 - (e) Kolling Institute;
 - (f) Molecular Biosciences Building (G08); and
 - (g) Chris O'Brien Lifehouse.
- (4) Staff who wish to make a request to use additional space or change the use of their current space, must [submit a form](#).
- (5) FMH cannot guarantee that requests for an expansion of space will be approved.
- (6) Requests for additional space that are unable to demonstrate strategic alignment to the satisfaction of the relevant delegate may not be supported.

7 Allocation of space and equipment to HDR students

- (1) FMH expects HDR students to share space and equipment.
- (2) **Space** is not individually allocated to HDR students, including:
 - (a) individually assigned office space;
 - (b) individually assigned desk space; or
 - (c) a workspace near their HDR supervisor's lab, research space or office.
- (3) **Communication technology equipment** is not individually allocated to HDR students, including:
 - (d) laptops;
 - (e) desktop computers;
 - (f) phone or mobile phone handsets; or
 - (g) funding or licenses to access additional customised software or technology platforms for an individual research project.

Note: See the available [digital research infrastructure](#) resources provided by the University on the intranet.

8 Process for allocating space and changes to space allocation

- (1) Requests for space allocation or reallocation must:
 - (a) be submitted to the Committee for its consideration using [the approved form](#); and
 - (b) endorsed by the relevant Head of School or Head of School and Dean.

Note: Contact: fmh.space@sydney.edu.au

- (2) The Committee will consider the request, applying the principles required by the policy and these procedures, and make a recommendation to the Executive Dean, FMH.
- (3) The Committee may recommend the reallocation of space, consistent with the policy and procedures:
 - (a) to increase or decrease the size of an allocation;
 - (b) to reflect a change in use;
 - (c) to meet a group's need; or
 - (d) in support of the faculty strategy.

Note: Changes in use will require the prior approval of the Chief University Infrastructure Officer. See clause 11 of the policy.

- (6) A representative of the Space Committee will discuss proposed changes to space allocations with impacted staff and the relevant school or discipline.
- (7) Following approval by the Executive Dean, FMH, the Chair will communicate the outcome of any submissions to the Committee to the applicant.
- (8) The faculty will periodically review space allocation:
 - (a) at the request of a committee member;
 - (b) before the conclusion of a research grant;
 - (c) on the resignation or conclusion of an affiliation; or
 - (d) at the request of the Executive Dean.

NOTES

Faculty of Medicine and Health Space Management Local Provisions 2019

Date adopted: 17 October 2019

Date commenced: 18 October 2019

Date amended: 13 February 2023 (commencing 14 February 2023)

19 April 2023 (commencing 20 April 2023)

Approved by: Executive Dean, Faculty of Medicine and Health

Signature:

Review date: 14 February 2028

Rescinded documents: None

Related documents: [University Space Management Policy 2012](#)
[University Space Management Procedures 2012](#)
[Faculty of Medicine and Health - Honorary Titles Provisions 2022](#)
[FMH Core Research Infrastructure Provisions 2019](#)
[Faculty of Medicine and Health - Higher Degree by Research Supervision Provisions 2020](#)

AMENDMENT HISTORY

Provision	Amendment	Commencing
7	Add clause for allocation of space and equipment to HDR students	1 April 2022
3	Add definitions for faculty-funded space and allocated space	14 February 2023
4	Add clause to establish Faculty of Medicine and Health Space Committee	14 February 2023
5(1)(c)	Remove reference to dual occupancy and desk sharing and grant funding success	14 February 2023
6(1)	Remove allocation of space to individuals.	14 February 2023
6(3)	Add exceptions to allocation of office space, including names of relevant buildings.	14 February 2023
9(7)	Add outcome of any submissions to the Committee will be communicated to the applicant by the Chair.	14 February 2023
9(8)	Add the Faculty will periodically review space allocation.	14 February 2023



Schedule One	Add Terms of Reference.	14 February 2023
6(4); 9(1)(a)	Update link to form to submit a space request	14 February 2023
7(3)	Updated link to digital research infrastructure resources	20 April 2023
	Updated title year to '2023'	20 April 2023

SCHEDULE ONE

Terms of Reference

COMMITTEE	FMH Space Committee.
PURPOSE	The Faculty of Medicine and Health Space Committee reviews and makes recommendations to the Executive Dean on decisions about space allocation, consistent with the policy and procedures.
TERMS OF REFERENCE	<p>The FMH Space Committee will:</p> <ol style="list-style-type: none"> (1) manage the occupancy strategies across buildings and precincts; (2) develop and implement local provisions and processes for space allocation; (3) advise on requirements for physical co-location of groups, including: <ol style="list-style-type: none"> (a) wet and dry space; (b) teaching space; and (c) research space; (4) provide input and direction for core facilities; (5) advise on space for recruitment of strategic hires; and (6) make recommendations on the allocation of space to the Executive Dean, for approval.
CHAIR	Deputy Executive Dean (Academic) or nominee Chair
MEMBERSHIP	<p>Deputy Executive Dean (Academic) or nominee Chair</p> <p>Deputy Executive Dean (Research Partnerships) or nominee</p> <p>Associate Dean (Research) or nominee</p> <p>Associate Dean (Education) or nominee</p> <p>Faculty General Manager or nominee</p> <p>Head, Operations</p> <p>Manager, Research Infrastructure</p> <p>One nominee of each School, with minimum of four professional staff:</p> <p>Sydney Dental School</p> <p>School of Health Sciences</p> <p>School of Medical Sciences</p> <p>Sydney Medical School</p> <p>Sydney Nursing School</p>

	Sydney Pharmacy School School of Public Health
ATTENDEES	As nominated by the Chair
NOTICES	A notice of meeting will be distributed to members at least two weeks before a Space Committee meeting and an agenda will be distributed at least one week prior to the meeting.
QUORUM	Fifty percent of the membership.
VOTING	If the number of votes is equal, the Chair will have the casting vote.
SECRETARIAT	Faculty Committee Officer
MEETINGS	Minimum of four meetings per year or as directed by the Chair or the Executive Dean's Committee. Meetings may be conducted by circulation as determined by the Chair.
REPORTING	The FMH Space Committee will report to the Executive Dean's Committee.
MINUTES	Meeting schedule, agendas, and minutes, will be published on the faculty intranet or SharePoint in accordance with the University <i>Recordkeeping Policy 2017</i> .