

FACULTY OF MEDICINE AND HEALTH - SPACE MANAGEMENT LOCAL PROVISIONS 2019

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) space owned or operated by external partners but occupied by FMH staff or affiliates; 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 18 October 2019.

3 Definitions

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

4 Management of space allocation

- (1) The principles by which space is allocated and managed will be on the basis of need, equity and performance. Specifically:
 - (a) Contribution to or support of, research, including higher degree research, and innovation;
 - (b) Contribution to or support of the creation and maintenance of environments which foster teaching and learning;
 - (c) Efficiency, for example dual occupancy and desk sharing;
 - (d) Nature of employment, ie: salaried staff.
- (2) As stated in the policy [Space Management 2012](#), allocation of space including office accommodation is subject to availability within a facility and there is no absolute entitlement to a particular type of accommodation based on employment type or level.
- (3) Promotion does not create an entitlement to a prescribed accommodation type or addition to an existing allocation.

- (4) Some groups may need to access additional available space to support sustainable growth as a consequence of grant funding success. Groups seeking additional space on a long-term or permanent basis should make a case demonstrating how this meets the faculty's strategic objectives.
- (5) No guarantee can be provided that space to meet an expansion will be met.
- (6) Requests for additional space that are unable to demonstrate strategic alignment to the satisfaction of the delegated authority may not be supported.
- (7) FMH would not normally provide Emerita (-us) professors and other honorary title holders with dedicated laboratory space, or with other dedicated research or office space.
- (8) Exceptions to principle 4(7) may be considered under special circumstances for high performing honorary title holders for short, time-limited periods.
- (9) The faculty reserves the right to make allocation changes in support of the faculty strategy. Such changes may include an increase or decrease in the size of an allocation and/or a change to location as well as a change in use.
- (10) Any proposed changes to allocations should be discussed with the staff or group that are impacted and the relevant school and, where applicable, discipline.
- (11) Schools should note that UEM charges are applied on the basis of office and associated laboratory space allocations.

5 Allocation of space to groups

- (12) Space is allocated to groups on the basis of the principles set out in the policy.
- (13) Groups seeking additional space should present a business case to FMH which includes the following:
 - (a) the details of any funded project for which the space is required, including a copy of the application;
 - (b) how many researchers require accommodation;
 - (c) the equipment that is needed;
 - (d) how the additional space will impact research outcomes and enhance productivity; and
 - (e) how the allocation of additional space meets the faculty's strategic objectives.
- (14) FMH cannot guarantee that requests for an expansion of space will be approved.

6 Allocation of space to individuals

- (1) The allocation of existing internal office space within a school will be determined by the relevant Head of School or Head of School and Dean, and the school manager.
- (2) Other space is allocated to individuals based on:
 - (a) whether space is available, including whether staff can share offices or desks;
 - (b) the needs of current and future projects, for example, groups may need additional space as a consequence of grant funding success;
 - (c) a person's contribution to research and innovation;

- (d) a person's contribution to teaching and learning; or
 - (e) the nature of a person's employment, i.e. whether a person is a salaried staff member or visiting scholar.
- (3) Space is not allocated:
- (a) based on promotion, which does of itself include any entitlement to an accommodation type or addition to an existing allocation;
 - (b) to emeritus professors and other honorary title holders who already have dedicated laboratory space or other dedicated research or office space.
- (4) Exceptions may be considered under special circumstances for high performing honorary title holders for short periods.

Note: [Faculty of Medicine and Health – Space Management Local Provisions 2019](#)

7 Changes to space allocation

- (1) The FMH Space 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 faculty strategy.
- Note:** Changes in use will require the prior approval of the Director, Campus Infrastructure and Services. See clause 11 of the policy.
- (2) Proposed changes to space allocations should be discussed with impacted staff and the relevant school or discipline.

8 Faculty of Medicine and Health space committee

- (1) There will be a Faculty of Medicine and Health Space Committee ("the Committee") which will be responsible for making recommendations to the Executive Dean FMH on decisions about space allocation.
- (2) The Committee will:
- (a) review and make recommendations about the initial allocation and renewal of allocation of faculty-funded space;
 - (b) consider and make recommendations in relation to requests for space:
 - (i) for strategic hires; and
 - (ii) in MDIs;
 - (c) consider and make recommendations about requests for expansion of space; and
 - (d) annually review, and make recommendations about, space allocation in FMH generally.
- (3) The terms of reference of the committee are provided at schedule one.

9 Process for space allocation

- (4) Requests for space allocation or reallocation must:
- (a) be submitted to the Committee in the form of an Executive Briefing Note; and
 - (b) must demonstrate that currently allocated space is being used to its full potential.
- Note:** Contact: fmh.general-manager@sydney.edu.au
- (5) 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.
- (6) If a request for a change of space allocation is recommended, the local space manager is responsible for obtaining any consents or endorsements required before the allocation is approved.
- (7) If a request for new space is recommended, the relevant Head or Head of School and Dean is responsible for obtaining any consents or endorsements, and submitting any necessary applications to University management, before the allocation is approved.

NOTES

Faculty of Medicine and Health Space Management Local Provisions 2019

Date adopted: 17 October 2019

Date registered: 13 November 2019

Date commenced: 18 October 2019

Approved by: Executive Dean, Faculty of Medicine and Health

Signature:

Review date: 18 October 2024

Rescinded documents: None

Related documents: [University Space Management Policy 2012](#)
[University Space Management Procedures 2012](#)
[FMH and Honorary Titles Provisions 2019](#)
[FMH Core Research Infrastructure Provisions 2019](#)

AMENDMENT HISTORY

Provision	Amendment	Commencing
-----------	-----------	------------

SCHEDULE 1

FACULTY OF MEDICINE AND HEALTH SPACE COMMITTEE TERMS OF REFERENCE

PURPOSE

- (1) There will be a Faculty of Medicine and Health Space Committee, which will:
 - (a) manage the occupancy strategies across buildings and precincts;
 - (b) develop and implement local provisions and processes for space allocation;
 - (c) advise on requirements for physical co-location of groups, including wet and dry space, teaching space and research space;
 - (d) provide input and direction for core facilities; and
 - (e) advise on space for recruitment of strategic hires.
 - (f) make recommendations on the allocation of space to the Executive Dean, for approval.

MEMBERSHIP

- (1) The membership shall be as follows:
 - (a) Deputy Executive Dean (Academic) or nominee – Chair
 - (b) One delegate from each of the following schools:
 - (i) Dentistry
 - (ii) Health Sciences
 - (iii) Medical Sciences
 - (iv) Medicine
 - (v) Nursing
 - (vi) Pharmacy
 - (vii) Public Health
 - (c) Faculty General Manager
 - (d) Associate Dean (Research)
 - (e) Associate Dean (Education)
 - (f) Deputy Executive Dean (Research Partnerships)

ATTENDEES

- (1) From time-to-time the chair may determine that individuals are invited to attend meetings for a specific purpose or duration.

QUORUM

- (1) The quorum of the committee shall be 50% of the membership.

MEETINGS

- (1) Meetings shall be held at least four times a year.
- (2) The chair may determine that additional meetings are held, depending upon the urgency of business.
- (3) The chair may decide that due to the nature of business, meetings may be held by circulation.
- (4) Minutes of meetings will be noted by the Faculty Leadership Group.
- (5) Decisions of the Space Committee will be endorsed by the Executive Dean and the Faculty Leadership Group.

SECRETARIAT

- (1) The FMH Secretariat will manage meetings.