

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.

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| 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 |



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| 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

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| 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> |



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| | 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> . |