

SPACE USE POLICY

Section	DVC University Services
Contact	Executive Director Estates
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Next Review	April 2027
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Purpose:

This policy provides formal direction on the design objectives, allocation, and utilisation of existing spaces and new or proposed spaces within the Massey University campus development projects (refurbishment and new construction).

This document should be read in conjunction with the Space Use Procedures.

Policy:

The Massey Estate is significant in its scale, value and contribution to the teaching, learning and research outcomes of the university. It also plays a role in the student and staff experience and can influence the attraction and retention of students and staff. The principles of appropriate design, allocation and utilisation of space should be followed to support Massey University in:

- striving to create and maintain buildings and spaces that are high-quality and fit-for-purpose to support the university's core functions of teaching, learning and research;
- keeping buildings in good condition;
- providing accessible and inclusive spaces and facilities;
- increasing space utilisation rates;
- reducing gross floor area; and
- decreasing operating costs.

These factors have a material impact on the university's operating result and will enable greater investment in teaching and research. Improving the effectiveness and efficiency of the estate will also make a significant contribution to the achievement of the Climate Action Plan and Net Zero Carbon goals.

Key principles for the Allocation and Utilisation of space at Massey University

- Space is a centrally managed resource of the university and is generally the responsibility of Estates Management¹.

¹ There are some areas of the university campus that are not managed by Estates, for example farms.

- Estates Management may assign blocks of space to a business unit for their management and coordination.
- Where a block of space has been allocated or assigned to a college/school/business unit, the specific allocation of workstations/points within that block shall be the responsibility of the HoS/HoD/PVC/DVC.
- The allocation of space is conducted in a consistent and strategic manner, designed to optimise the productive use of this resource.
- Space allocation decisions will align with the strategic priorities of Massey as outlined in the Te Kunenga ki Pūrehuroa – Massey University Strategy 2022–2027 and will be subject to change as required, to ensure workplace satisfaction, maximal efficiencies and best practice is maintained.
- The efficient use of existing space, including shared use of specialist facilities will take precedence over the construction/provision of new space.
- New, refurbished and existing spaces will be designed, configured and allocated to provide for flexible use in order to assist in maximising space utility and utilisation while supporting innovation and collaboration.
- New, refurbished and existing spaces will be designed, configured and allocated in ways that align with Massey University's Equal Employment Opportunities Policy. To do this, reasonable endeavours will be made to ensure that staff and students have work and study spaces that are accessible and inclusive. Massey University is committed to upholding its responsibilities under the Human Rights Act 1993 and Health and Safety at Work Act 2015 and as an Equal Employment Opportunities employer.
- In alignment with the Health and Safety at Work Act 2015 and Massey University's Health, Safety and Wellbeing Policy – Ohu Hauora, Haumarū, Massey is committed to providing a safe, healthy, and protected place to work, learn and play in the way it designs, builds, refurbishes, and operates its spaces.
- Under-utilised space (of any type) that is assigned to a college, school or department shall be returned to the central pool for reallocation. In considering this action, efforts must be made to identify a contiguous block of space that can then be meaningfully reallocated.
- University space (of any type or categorisation) may not be assigned to non-Massey persons/entities without a formal lease or licence being established by the Executive Director Estates. Such arrangements are to be on commercial terms unless otherwise approved by the Executive Director Estates. All such requests are to be referred to the Estates Property Manager in the first instance.

Key principles for staff and postgraduate workspaces

- No staff member or postgraduate student will have more than one dedicated workspace (located at their primary campus), irrespective of the number of roles performed or number of campuses they work at. When working at their secondary campuses they will have access to 'hot-desk' facilities, coordinated through their Business Unit/College/School.
- Part-time staff and staff who have remote working arrangements, and postgraduate students, will normally be assigned space in a shared workspace arrangement and, where possible, that will be within a neighbourhood design in accordance with the Space Procedures (Table 1, pages 3-4).
- If an assigned dedicated space is going to be unoccupied for a period of four weeks or longer, it is expected that the space will be made available for others to use during that period and that the university will provide space for the safe storage of the incumbent's work-related belongings while away.

- When assigning or allocating space, whether it be centrally or at a local (business unit) level, it is required that the allocation meets good practice benchmarks for space efficiency, consistent with sector benchmarking (i.e., TEFMA).

Staff workspaces:

- Staff work arrangements and roles may change over time and allocations should be reviewed on a regular basis (annually is suggested) for validity and alignment.
- Staff are expected to understand that their space allocation may change if their circumstances change, or the prioritised needs within their unit change. Electronic data for the purpose of evaluating space utilisation is increasingly available to assist in this exercise. Electronic access control and people counter technology is available in some but not all areas.
- Staff that work from home will receive campus space arrangements in accordance with the Space Procedures.

Postgraduate student workspaces:

- Workspaces will be made available for postgraduate students in dedicated shared work areas depending on the postgraduate student's research activities undertaken, and space availability.
- Postgraduate student spaces may be reviewed regularly according to the number and academic needs of the students at various stages of their research. The space allocation location should consider space availability and efficiency and may result in postgraduate students across multiple disciplines being collocated.

Neighbourhood design

- As spaces are refurbished over time, due consideration will be given to the type of space that aligns to how it will be used by students, staff and visitors. The neighbourhood design is one of the options. Features of the neighbourhood design include open, light spaces that enable collaboration and can host multiple functions or teams. These spaces may be a mix of dedicated workspaces, hot-desks and visitor spaces.
- Private meeting areas will be available for booking to ensure that confidential conversations can take place.
- There are bookable Button Studios on each campus, which are fully equipped with facilities to record lectures.
- Secure storage requirements for physical records and teaching resources can be discussed with Estates Management. As refurbishments progress, swipe card access for spaces will be a priority, to ensure a reasonable level of security for people and their belongings.
- Sharing space is encouraged in locations where the neighbourhood design is not used, as this will support the optimisation of the university's gross floor area.

Space Design and Allocation Authority

- The need for refurbished or new space and the nature and quality of that space will be aligned with the university's Strategic Plan as interpreted in the Campus Master Plan and will be carried out in accordance

with the Space Use Procedures. Development of the Massey Estate is the responsibility of Estates Management.

- Those wishing to add or reduce space should be referred to the Estates Management National Space and Property Manager in the first instance in accordance with the Space Use Procedures.

Teaching rooms

- Teaching Rooms (excluding teaching laboratories and specialist studios) will be centrally allocated and managed by Estates Management. All Teaching Rooms will be managed through the University Timetable and Room Booking system. Teaching laboratories and specialist teaching spaces will be managed by the College/School/Business Unit to whom they are allocated.
- Estates will maximise the efficient use of all teaching spaces, and spaces will be shared wherever possible in accordance with the Timetabling and Room Booking Policy.
- Space utilisation will be monitored with suitable technology and/or annual audits. Privacy and respect for staff, students and visitors is a critical consideration in decision-making regarding which technology is used to determine the occupancy of spaces.
- Timetable management will be centrally undertaken by Estates Management (in consultation with colleges and schools) according to the space's fitness for purpose, capacity, location, and availability.
- Academic constraints on class times, room preference, staff availability, etc., shall be minimised to achieve optimum space utilisation outcomes.
- Teaching rooms (and other spaces) may be booked for purposes other than teaching. However, teaching will take priority during standard hours in accordance with the Timetable and Room Booking Policy.

Definitions:

- **Building** – temporary or permanent movable or immovable structure.²
- **Dedicated workspace** – an allocation of space that is for the exclusive use of a particular role or for a specific project. Dedicated workspaces may be shared or single occupancy.
- **Hot-desk space** – a workspace that is not allocated to a particular occupant and is available for use by anyone with access to that workplace. A hot-desk may be bookable or ad hoc in its use.
- **Neighbourhood** – the default design for staff solutions, which enables collaboration and is an open, light space. This design is suitable for general use where similar activities are being undertaken, so can host multiple functions or teams. Access to convenient enclosed spaces for privacy and meetings is available. Spaces may be a mix of dedicated workspaces, hot-desks and visitor spaces.
- **Shared workspace** – an allocation of space assigned to two or more users. Spaces in the shared workspace may or may not be dedicated spaces and may or may not be enclosed spaces.

² Building Act 2004

- **Single occupancy** – a space that is utilised by one user at a time only, single occupancy workspaces can be dedicated, shared or hot desk workspaces.
- **Space** – the built environment owned or leased by Massey University.
- **Teaching Room** – A room with the primary purpose for the delivery of lectures, seminars, tutorials, presentations, and practical teaching, to students. A room will be defined as a Teaching Room in the Maximo space allocation system.
- **Workspace** – a space allocated to support work activities, e.g., workstation in activity-based workspace, desk in shared room, or single occupancy office.

Audience:

Massey University staff, students and external parties involved in the development, design, refurbishment, or construction of the university estates.

Relevant legislation:

Health and Safety at Work Act 2015

Legal compliance:

Nil.

Related procedures / documents:

Space Use Procedures
Timetabling and Room Booking Policy
[Equal Employment Opportunities Policy](#)
[Health, Safety and Wellbeing Policy – Ohu Hauora, Haumaru](#)
[Flexible Working Arrangements Information](#)

Document Management Control:

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