

## SPACE ALLOCATION AND UTILISATION GUIDELINES

<b>Section</b>	Office of DVC Finance & Technology
<b>Contact</b>	National Facilities Director
<b>Next Review</b>	September 2022
<b>Approval</b>	SLT 20/08/119
<b>Effective Date</b>	September 2020

### Purpose:

This policy to be used to guide design and planning for University space allocation and utilisation within campus development projects (refurbishment and new construction) and provide the University's expectations on the type, configuration and utilisation standards for spaces the University provides for staff and students.

### Definitions:

- **Closed workspace** – means a cellular workspace that is fully enclosed, it may be single or shared occupancy
- **Dedicated workspace** – means an allocation of space that is for the exclusive use of a particular role, dedicated workspaces may be shared or single occupancy.
- **Hot-desk space** – means a workspace that is not allocated to a particular occupant and available for use by anyone with access to that workplace.
- **Activity-based/open plan workspace** – means a floor plan without fully enclosed spaces or distinct rooms with the spaces tailored to meet needs of a specific activity e.g. quiet writing, collaborative discussion, private meeting etc.
- **Shared workspace** – means 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 closed spaces.
- **Single occupancy** – means a space that is utilised by one user at a time only, single occupancy workspaces can be dedicated, shared or hot desk workspaces
- **Space** – means the built environment owned or leased by Massey
- **Visitor** – a person other than a University staff member or student who is given temporary access to or use of University resources and facilities
- **Visitor Space** – workspaces assigned for the use of Visitors, may be shared/multiple or single occupancy.
- **Workpoint** – a place for someone to work i.e. workstation, booth, café style table
- **Workspace** – a space allocated to support work activities; e.g. workstation in activity-based workspace, desk in shared room, or single occupancy office.

### The principles for the allocation and utilisation of space at Massey University include:

1. The University will endeavour to ensure high quality and fit for purpose teaching, research, academic and administrative support standards are provided in order to:
  - deliver quality learning and teaching,
  - enhance student experience and learning outcomes,
  - undertake high-quality research,
  - adequately and successfully meet academic and service requirements; and
  - maximise space utilisation.

2. Physical facilities will be designed, allocated and maintained to provide the optimum service throughout the life of the asset.
3. Space allocation decisions will align with the strategic priorities of Massey and be subject to change, if and as required, to ensure maximal efficiencies and best practice is maintained
4. The efficient use of existing space, including shared use of specialist facilities will take precedence over the construction/provision of new space.
5. New, refurbished and existing spaces will, where possible, be designed, configured and allocated to provide for flexible use in order to assist in maximising space utility and usage while supporting innovation and collaboration and ensuring health and safety standards are met.
6. Space charging will reflect the cost, use and utilisation of space.
7. Student convenience and access to “front line” services and the development/maintenance of a vibrant campus heart reflecting the essence of Massey student life will be a consideration in all campus development decisions
8. Data relating to space condition, utilisation and occupancy will be used to inform and support decisions relating to new build, refurbishment or redesign needs and scope.
9. Timetable management according to space adequacy and size will be applied to maximise the efficient use of teaching.

### **Space allocation:**

#### ***Teaching and research spaces***

1. Decisions as to whether or not further space will be built will be informed by data from central timetabling regarding availability and utilisation of similar existing and fit for purpose spaces.
2. Space utilisation is derived per campus from space occupancy and frequency (i.e. a measure of the number of people and hours of usage in defined spaces respectively). The University will carry out periodic utilisation audits to inform space planning and will use the Indicative Space Utilisation Rates in the Tertiary Education Facilities Management Association (TEFMA) Space Planning Guidelines<sup>1</sup> as a minimum target.
3. A measure for this is the booking rate calculated once the annual timetable is completed, the Massey University target is 65% booked across the standard learning spaces. This booking rate is then measured against the occupancy and frequency measurements above. For effective space utilisation, all teaching space and room booking will be centrally managed and managed across a scheduling period that includes 8am – 6pm.

#### ***Staff and PG student spaces:***

1. No staff member or PG student will have more than one dedicated workspace, irrespective of the number of roles performed or number of campuses they work out of but they will be able to access high quality ‘hot desk’ facilities at their non-homebased campus.

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<sup>1</sup> <http://www.tefma.com/uploads/content/26-TEFMA-SPACE-PLANNING-GUIDELINES-FINAL VER 4.0>

2. Table 1 and the following section describe the types of workspaces provided by Massey and provide the indicative allocation criteria for the allocation of space to units or roles.

**Table 1**

Type of workspace	Description of workspace	Allocation criteria
Dedicated workspace	Space that is for the exclusive use of a particular role. A dedicated workspace may be shared or single occupancy.	<ul style="list-style-type: none"> <li>Staff who are anticipated to spend 3 days or more per week on campus<sup>2</sup></li> </ul> OR <ul style="list-style-type: none"> <li>PG students (shared spaces)</li> </ul>
Shared workspace	An allocation of space assigned to two or more users.  Spaces in the shared workspace may or may not be dedicated spaces.	<ul style="list-style-type: none"> <li>Staff who typically spend less than 3 days / week on-site</li> </ul> OR <ul style="list-style-type: none"> <li>staff with flexible working arrangements that facilitate less than 22.5 hours per week on University campus,</li> </ul> OR <ul style="list-style-type: none"> <li>staff who have a shared workspace on an alternate campus site</li> </ul> OR <ul style="list-style-type: none"> <li>staff who do not meet the criteria for individual occupancy work space.</li> </ul>
Hot Desk spaces	Multi-occupant workspace, possibly across departments or Colleges where there is no role assigned to a particular 'seat'.	<ul style="list-style-type: none"> <li>staff who have dedicated space on an alternate campus</li> </ul> OR <ul style="list-style-type: none"> <li>Staff who typically spend less than 3 days per week on campus,</li> </ul> OR <ul style="list-style-type: none"> <li>staff who do not meet the criteria for individual or closed work space.</li> </ul>
Visitor space	Bookable space assigned for the use of visitors. Visitor workspaces may be shared/multiple or single occupancy	<ul style="list-style-type: none"> <li>Visitors requiring interim space for a short visit,</li> </ul> OR <ul style="list-style-type: none"> <li>fixed term relocation (of 3 or more days per week) of a staff member onto an alternative campus</li> </ul>

<sup>2</sup> Staff will have a dedicated workspace allocated on no more than one campus and for roles with regular attendance on multiple campuses this will be provided at the campus they are anticipated to have the most attendance at

3. When assigning space, it is expected the University will meet good practice benchmarks for space efficiency.
4. Staff will be allocated space in shared occupancy/activity based/flexible workspace areas or single occupancy/closed occupancy spaces depending on the availability of space, availability and location of meeting spaces and 'quiet zones', the requirements of their roles, including a verified requirement for a high level of privacy<sup>3</sup> for working on confidential matters or meeting in confidence with others, and levels of space utilisation.
5. Post-graduate students and part-time academic and professional staff will normally be assigned space in a shared office arrangement
6. Workspaces will be made available for postgraduate students in dedicated shared work areas depending on the postgraduate student's needs, research activities undertaken, and space availability. PG student spaces may be reviewed on a semester or annual basis to take into account the needs for students at various stages of their research.
7. If an assigned dedicated space is going to be unoccupied for a sustained period of time, i.e. sabbatical leave, it is expected that the space will be made available for others to use during that period and that the University will provide pace for the safe storage of the incumbent's work related belongings while away

### **Space Allocation decisions:**

Design aspects of space allocation in new or refurbishment capital building projects will be managed through the University's project management processes and final approval will be through the Campus Development Steering Group (CDSG), or, the prevailing PCG should one be established for the project. The CDSG will oversee all campus development projects on the campus and are integrated with campus leadership groups to ensure coordination with the campus development strategy and planning.

Space allocation/reallocation in existing spaces is managed by Facilities Management. A Campus Development Projects Group will be formed within the Facilities Group of the DVC F&T portfolio. This group will bring a national approach to Capital Development Projects and at its core has the philosophy of achieving best value and maximum efficiency for the University by combining strategic planning, effective space management and robust project management.

In the short-term immediate space challenges will be overseen by the National Campus Space Management Committee. These groups, chaired by the DVC F&T, if not already in place will be formed to ensure all space needs and issues of colleges and services are known, and action to mitigate and/or address the issues is appropriately and transparently coordinated, agreed, and managed.

The Teaching & Learning Committee has an oversight interest in space needs as they relate to learning environments and will be involved in the design of new teaching and research spaces.

### **General:**

- Space is a centrally managed resource of the University. The allocation of space is conducted in a consistent and strategic manner, designed to optimise the productive use of this resource, and to advance the strategic priorities of the University.

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<sup>3</sup> Staff with a role description requiring regular confidential meetings with students or staff and/or the daily handling of confidential material and/or personal or student records

- All University space will be allocated by Facilities Management.
- Workspaces are allocated, based on agreed space needs, to colleges/service units not individuals and space that has been allocated to a unit can be reassigned to another unit in response to University needs and priorities.

**Audience:**

Massey University staff, students and external parties involves in the design, refurbishment or construction of built facilities.

**Relevant legislation:**

Health and Safety at Work Act 2015

Prepared by: National Facilities Director  
Authorised by: DVC Finance & Technology  
Approved by: SLT August 2020  
Date issued: September 2020  
Last review: August 2020  
Next review: September 2022