

Space Allocation Policy

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Āpiha Whakapā Contact Officer	Campus Development and Space Manager – People, Culture and Campus

Kupu Whakataki | Introduction

This document covers how the University will allocate and manage its spaces.

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Kaupapa Here | Policy Statement

All University space, whether leased or owned, is available for allocation for the purpose of supporting the University's strategic priorities.

The purpose of this document is to

- Guide space allocation;
- Ensure that space utilisation rates are improved;
- Reduce overall built infrastructure;
- Consolidate where possible and practical, core teaching and research activities on the Ilam campus.

This document applies to all University space whether owned or leased. It **does not** apply to Halls of Residence, childcare centres, field stations, or tenants including the UCSA or UCSA affiliated clubs.

Space allocations are based on operational requirements and demonstrated need, rather than on position, title, or historical precedent.

All individuals, departments, services and colleges, are occupants of a space for a time and for a purpose. Space allocations are not specific to individuals, and are subject to change as required, to support and align with the strategic priorities of the University.

1. General Principles

- 1.1. Space is a centrally-managed resource of the University. The allocation of space is conducted in a consistent and transparent manner, designed to advance the [Strategic Vision 2020-2030 \(University Governance website\)](#) of the University and to optimise productive use of resources.
- 1.2. All space used by the University is the responsibility of the University and will be allocated, managed, and maintained by Facilities Management via appropriate systems, under the direction of the Executive Director, People Culture and Campus (EDPCC).

- 1.3. The allocation of space is subject to health and safety standards being met and in compliance with the University's [Health, Safety and Wellbeing Policy \(PDF, 498KB\)](#).
- 1.4. Allocation of space does not imply a permanent allocation. It is a commitment based on the justification of space need, in the context of the University's strategic objectives, and campus-wide space use.
- 1.5. Once space is allocated, the relevant Senior Leadership Team ("SLT") member is responsible for the management of space, consistent with the criteria and utilisation thresholds and requirements set out in this policy (refer to [Section 15](#)).
- 1.6. Where space is allocated to multiple occupants or organisational units, the day to day management of the shared space is the joint responsibility of the relevant SLT member.

SLT members are expected to deal with matters of shared space constructively themselves in the first instance. Where SLT members are unable to agree on the management of shared space, any of them may refer the issue to the Space Committee who will provide a recommendation to the EDPCC.

- 1.7. The University seeks to provide collaborative and flexible learning spaces required to
 - deliver quality learning and teaching,
 - enhance student experience and learning outcomes,
 - undertake high-quality research, and
 - maximise space utilisation.

The University seeks to ensure that adequate space is provided for teaching, research, academic and administrative support, and that it is of good, functional quality.

- 1.8. The University will encourage consolidation and shared use of specialist facilities.
- 1.9. The University will aim to centralise services that students would expect to find in a single location.
- 1.10. The University seeks to provide visibility and easy access for functional areas that provide for students.
- 1.11. The University seeks to provide appropriate space to support a programme of high- quality research across the campus.
- 1.12. No staff member or student will be allocated more than one dedicated workspace, irrespective of the number of roles performed.

- 1.15 Units, departments, services, and colleges are encouraged to co-locate and share space to improve space utilisation.
- 1.16 Comply with Space Allocation requests through the correct Facilities Management systems and processes, including updating Facilities Management on changes to allocated space use.

2. Space Utilisation

- 2.1 Space utilisation is derived from space occupancy and frequency (i.e. a measure of the number of people and hours of usage in defined spaces respectively). The University carries out periodic utilisation audits to inform space planning.
- 2.2 The University uses the Indicative Space Utilisation Rates in the [Tertiary Education Facilities Management Association Inc \(TEFMA\) Space Planning Guidelines Edition 3, 2009 \(PDF\)](#) as a target.
- 2.3 Vacant or under-utilised space will be reviewed to assess whether it is fit-for-purpose. It may be re-allocated or re-purposed, in consultation with the relevant occupants and SLT members.

Space Utilisation Threshold Eligibility Requirements

Threshold eligibility requirements	Expected allocation
3 days or more per week	Dedicated workspace which may be shared or single occupancy
Less than 3 days/week	Shared workspace shared by 2 or more people
3 full time equivalent days/week or more	Dedicated workspace
Less than 3 full time equivalent days/week	Shared workspace

- 2.4 Thresholds eligibility requirements are based on a staff space usage for approximately two-thirds of a “standard” workload. Levels are set at a moderate level of use, which is higher than a meeting room space, but lower than a centrally timetabled lecture space.

Indicative Space Utilisation Rates

Space Type	Target Room Frequency	Target Room Occupancy	Target Utilisation
Lecture Theatres	75%	75%	56%
Teaching Spaces	75%	75%	56%
Computer Laboratories	75%	75%	56%
Specialist Laboratories	50%	75%	37.5%
Workshops	50%	75%	37.5%
Studios	75%	75%	56%
Practice Rooms	80%	75%	60%
Meeting Rooms	45%	75%	34%

Reference: TEFMA Planning Guidelines, Edition 3, Section 4.2

3. Space Allocation

- 3.1 The parameters of space allocation are indicated in the **Policy Statement** and **General Principles** sections of this policy.
- 3.2 The Director, Facilities Management is responsible for the negotiation of any lease, or licence agreement, required with respect to the allocation of space to external users.

4. Workspace Allocation

- 4.1 Workspaces will be allocated to colleges and service units, rather than individuals.
- 4.2 Workspaces will include, in most instances, a lockable storage area to allow for the needs of staff. The storage area may be a shared space.

Allocation of Space to Staff

- 4.3. The following table describes types of workspaces and identifies the indicative allocation criteria.

Type	Description	Criteria for allocation
Dedicated workspace	Space that is for the exclusive use of a particular role. Dedicated workspaces may be shared or single occupancy.	Staff who typically spend 3 days per week or more on-site.

Shared workspace	An allocation of space assigned to two or more users. Spaces in the shared workspace may or may not be dedicated spaces.	Staff who typically spend less than 3 days / week on-site, OR staff with flexible working arrangements that facilitate less than 24 hour per week on University campus, OR staff who have space on an alternate campus site.
Hot Desk spaces	Multi-occupant workspace/s, possibly across departments or Colleges.	Staff who typically spend less than 3 days per week on campus, OR staff who have dedicated space on an alternate campus site.
Visitor space	Workspaces assigned for the use of Visitors	Occupants requiring interim space for a short visit, or temporary transition.

- 4.4. Staff will be allocated space in shared work areas or single occupancy offices depending on the availability of space, the requirements of their roles, and levels of space utilisation.
- 4.5. Space, or office sharing is encouraged by the University, and may be required in cases of limited availability of space, or fluctuations in space occupancy.
- 4.6 Staff who have been allocated a single occupancy office are expected to ensure their office can be used by other occupants during limited periods of absence from campus.
- 4.7 Staff working across multiple University buildings or campuses will be allocated a workspace at their primary location, with access to hot-desk space considered at secondary locations.
- 4.8 Retired staff do not have an entitlement to space. Upon retirement, staff must relinquish allocated space.

Note: For the purposes of space planning and management, an Erskine Visitor will be treated as a staff member and offered shared space or use of offices that are not occupied due to absence of staff members.

- 4.9 Professors Emeritus/Emerita shall only be considered full-time staff members if it can be demonstrated that they are actively teaching and/or supervising for more than three days per week.

Allocation of Space to Students

- 4.10 The University endeavours to provide space appropriate to the needs of undergraduate and postgraduate students, and in support of a range of pedagogical learning and teaching methods, research, and social learning spaces.
- 4.11 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.
- 4.12 Allocation of space for postgraduate research students may be reviewed on a semester or annual basis to take into account the needs for students at various stages of their research.

5. Review of Space Allocation Decisions

- 5.1 A SLT member affected by a space allocation direction or decision implemented by the Director, Facilities Management may seek to have that decision or direction reviewed.
- 5.2 An application for review must be made in writing to the Director, Facilities Management no later than a month from the date of the original space allocation decision.
- 5.3 An application for review should include, but is not necessarily limited to, written support from the relevant SLT member, proof of additional staff, or proof of additional postgraduate students.
- 5.4 The Director, Facilities Management will convene the Space Committee, to consider the application for review.

Once the Space Committee has provided a recommendation to the EDPCC, the Director, Facilities Management will notify the relevant SLT member.

- 5.5 The applicant will be notified of a decision within a fortnight of a recommendation being provided by the Space Committee.

6. Space Committee

The Space Committee shall consist of:

- Executive Director, People Culture and Campus (Sponsor and Senior Responsible Officer (SRO));
- Executive Director, Planning Finance and ITS (or delegates);
- DVC (Academic) (or delegate); and
- DVC (Research) (or delegate).

In attendance will be advisors as determined by the Chair.

The role of the Space Committee is to:

- Provide advice to the Executive Director – People, Culture and Campus on the Space Allocation Policy;
- Oversee the development and implementation of the Space Plan in order to enable the Strategic Plan;
- Oversee the development and use of data to inform the Space Plan;
- Support the Director, Facilities Management in discussion with the relevant SLT members where the committee decides that a change of space use is needed to meet the needs of the Space Plan and the Strategic Vision;
- Take space applications and a recommendation from the Space Committee about those applications to the Planning, Finance and Resources Committee, where the proposed costs exceed the current capital and operating budget allocations, or if the costs are greater than \$350,000.

7. Vacating Space

- 7.1 When vacating space, it is the responsibility of the occupant to arrange for the removal of all personal effects, waste, confidential documentation, or equipment. Requests for support can be directed to Support Services, Facilities Management.

8. Common Spaces

- 8.1 Staff common rooms/tea, rooms/lunch, rooms/kitchenettes are designated common spaces and are allocated at a college, or service unit level. The occupants of the space will have joint responsibility for the management and care of the facility.
- 8.2 The size of these facilities will take into account the number of prospective occupants, but these facilities are also subject to the availability of space.
- 8.3 Computer laboratories are allocated centrally and are a shared facility for the benefit of all students. Computer laboratory utilisation is assessed by the Information and Technology Services (ITS) Team.

9. Teaching Space

- 9.1 Data from the Business Insight Team is used to inform whether or not further space should be built. For effective space utilisation, all teaching space and room booking should be transparent.
- 9.2 All teaching spaces shall be managed using the central timetable software.
- 9.3 Teaching spaces may be centrally controlled and available for the central timetable or may be subject to local area control.

10. Space Planning

- 10.1. Single occupancy workspaces in buildings vary with the design of the building and reflect the changing standards over the University's history.
- 10.2. New buildings and/or refurbishment of office spaces will be planned using between nine (9) and twelve (12) square metres for each single occupancy workspace.
- 10.3. Where space is being refurbished this target will be determined to fit the constraints of the building footprint.
- 10.4 Larger office spaces may be allocated on a shared basis where necessary, and the room size permits.

11. Changes to the Purpose, or Use, of Space

- 11.1 When a building is constructed it is for a purpose that meets a defined need, and to the required codes, and standards at the time of building consent.
- 11.2 Space occupants are not permitted to alter, or decorate, the space in ways that impact the use, structure, services, or building compliance of the space.
- 11.3 A change request can be made to the Director, Facilities Management, which will investigate the request, identify the costs or impacts, and advise on the required manner of approval.
- 11.4 The Director, Facilities Management, upon being notified of a request, will discuss the request with the relevant SLT member in order to determine if the request is able to be actioned.

12. Assessment of Space Requirements

- 12.1 Following a request for a space allocation review, or the requirement to move, Facilities Management will undertake a space assessment to understand occupant requirements.
- 12.2 Workplace conditions will be assessed by Facilities Management in consultation with the applicant to ensure space is appropriate to the occupants' roles, and where required, are consistent with other academic institutions, or in industry.
- 12.3 The relevant SLT member and line manager/s, with input from People and Culture, may be consulted to gain further understanding of the role, working arrangements, and other factors that might affect space use and requirements.
- 12.4 Budgetary factors are also taken into consideration.

13. Leased Properties

- 13.1 Where spaces are leased to or from a third party, rental payments will be made pursuant to the terms of the lease. Facilities Management will hold budget for these properties and will administer the lease.
- 13.2 Where a building is leased from a third party, the full cost of the gross lease will be charged to the occupying college.

14. Role of Facilities Management in Managing Space

Facilities Management is responsible for:

- 14.1 The collection and maintenance of space data (including space classification, utilisation, and occupancy data) to inform key University decision-making processes under this document, including (but not limited to) space charges and annual maintenance planning.
- 14.2 All change requests for space allocation should be handled in the first instance by the relevant SLT Member, and subsequently through the Space Manager if necessary.
- 14.3 All changes of space usage will be recorded by Facilities Management in the University Space database.
- 14.4 The University will undertake regular space audits through the Space Manager to confirm space utilisation.

14.5 Staff and students are welcome to provide feedback to the Director, Facilities Management, on the management of the University's space.

15. Role of the Colleges and Service Units in Managing Space

Colleges and/or Service Units are responsible for:

- 15.1 Working collaboratively with the Space Manager to ensure that space and occupancy information is kept up to date.
- 15.2 The management of space in the conditions described under this policy, including relinquishing space when it is not required.
- 15.3 Managing visitor and short-term staff or student needs within their space allocation.
- 15.4 Ensuring that college staff are familiar with the requirements of this document.
- 15.5 Ensuring that relevant space changes (including moves) are communicated to the Space Manager.

16. Determination of Procedures

- 16.1 The Director, Facilities Management may establish procedures for the implementation of this policy.
- 16.2 Any such procedure will be subsequently endorsed by SLT, and published as an addendum to this document on the University website.

Tautuhinga | Definitions

Campus – includes all University property, including vehicles, field stations, regional campuses and centres and applies to all activities under the general control of the University.

Dedicated workspace – 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 – workspace where no spaces are designated directly to an individual

Occupant – a UC staff member, student, visitor, or tenant, using University space.

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.

Space – means the built environment either leased or owned by the University.

Space Manager – means the officer within Facilities Management who is responsible for the efficient management of allocated space, and the collection and maintenance of space data.

Space Allocation – means an initial allocation of space, reduction of an existing space allocation, or an allocation of additional space.

Specialist facilities – means any space type that supports a specific function and is not general, or flexible, in use. As a consequence, specialised spaces are less able to be used for alternative functions. Examples may include laboratories, observations, data centres, sports clinic, etc.

Staff or staff member – Staff or staff member – for the purposes of this policy, the definition of “staff” or “staff member” extends to cover all persons working at, for, or on behalf of, the University (whether paid or unpaid), including but not limited to contractors, subcontractors and their employees, adjunct appointees, Erskine visitors, consultants, guest lecturers, interns and volunteers

Unit – means a generic term referring to any college, school, department, centre, division, service area, or academic unit, of the University, as appropriate in the particular context.

Utilisation - utilisation equates to the Room Occupancy multiplied by Room Frequency to indicate how the room is utilised.

Visitor – a person other than a University staff member or student who is given access to or use of University resources

Workspace – a space allocated to support work activities; e.g., workstation in open plan office, desk in shared room, or single occupancy office.

He kōrero anō | Related Documents and Information

Te Pātaka Kaupapa Here | UC Policy Library

- [Breastfeeding in the Workplace Policy \(PDF, 146KB\)](#)
- [Health, Safety and Wellbeing Policy \(PDF, 316KB\)](#)
- [Space Charges Procedures \(PDF, 207KB\)](#)

Te Pae Tukutuku me te Ipurangirotu o UC | UC Website and Intranet

- [Guideline: Benefits for a Professor Emeritus/Emerita \(University HR Toolkit intranet webpage– Staff Only\)](#)

- [Strategic Vision 2020-2030 \(University Governance website\)](#)

Mōwaho | External

- [TEFMA Space Planning Guidelines Edition 3, 2009 \(PDF\)](#)

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
<i>For document history and versioning prior to 2013 contact ucpolicy@canterbury.ac.nz</i>			
1.00	Creation of original document and posting to UC web.	Chair, SMT.	Nov 2013
1.01	Minor amendments to General Principles 1.16, 2.4, 4.3.	Director, Learning Resources.	Jan 2014
1.02	Review date pushed out.	Policy Unit.	Sep 2014
2.00	Scheduled review – minor changes.	Policy Unit.	Dec 2015
2.01	Amended definition for consistency.	Policy Unit.	Mar 2016
2.02	Changes made to bring in line with 2016 Delegations Schedule: those able to request review of space allocation refined to SMT members.	Policy Unit.	Mar 2016
2.03	'Faculty' references removed to reflect College-Faculty merger.	Policy Unit.	Jun 2016
3.00	Contact Officer Scheduled Review, major changes reviewed by SMT	Executive Director, Learning Resources	November 2016
3.01	Review date rolled over for 6 months	Policy Unit	Sep 2019
4.00	Scheduled review, no changes to substantive content	Policy Unit	Sep 2020
4.01	Minor changes to content to reflect current procedures and organisational structures.	Policy Unit	Sep 2020
4.02	Minor changes to align with delegated authority	Executive Director, People Culture and Campus	March 2021
5.00	Scheduled review, no changes to content, template reformatted	Policy Unit	Nov 2021

This policy remains in force until it is updated