

SPACE CHARGING POLICY

PURPOSE

The purpose of this policy is to support the development of a departmental cost allocation regime in order that costs of space are appropriately allocated and are more transparent across the University. It will also provide appropriate behavioural incentives and cost information to decision makers.

Space represents a major financial investment by the University. Currently there are few mechanisms in place to encourage the efficient use of space with central contribution costs not allocated to users. This gives the impression space is a 'free good' and there is no drive to use it efficiently. Space charging intends to identify the operational costs of space assets and therefore more efficient use.

The basic premise of space charging is that free assets are less likely to be effectively managed than those that cost.

POLICY

1. Massey University will implement a Space Charging regime across all Regions and will apply to all Budget Centres. It will be implemented below the line for 2006 and 2007, and above the line from 2008.
2. For this process three space types are identified;
 - a. Permanently Allocated (based on usage as recorded in SpaceMan)
 - b. General Teaching Space (based on class size and 'bookings' contained in the timetabling system)
 - c. Common Space (not charged)
3. The allocation methodology is based on Useable Floor Area (UFA) spatial data held within the space management system (SpaceMan) for permanently allocated space, and bookings within the timetabling system for General Teaching Space.
4. Space usage and costs will be calculated separately for each Region, so there is no cross subsidisation between Regions. This will be re-calculated annually.
5. Changes in permanently allocated space will be tracked and incorporated into a six-monthly based review.
6. General teaching space utilisation would be estimated on a semester basis and charges based on class size, in agreed bands (see definitions) each band having an hourly rate calculated and the costs allocated based on total hours, by budget centre for each band, from timetable bookings.
7. Vacant space costs will borne by the appropriate Region.
8. Research Centre and Full Cost Recovery Centres, as budget centres, will be included in the space charging process.
9. Small amounts of permanently allocated space that have been identified and declared surplus to requirements are to be returned to Regional control but will continue to be charged for until the next six-monthly data capture from SpaceMan. If it is deemed significant space, then a manual correction to the monthly charge may be made. However, the 'credit' may not be consumed, but will go towards the Budget Centres contribution target.
10. Space Charging will be implemented in a phased approach. Permanently Allocated as phase 1 and after a review of the initial impact, General Teaching Space.

DEFINITIONS

Department – Refers to a/all entities at a Budget Centre level, i.e. Institutes, Schools, Departments and Sections within the University.

General Teaching Space (GTS) – All rooms that are centrally controlled and booked through the Regional Facilities Management Timetabling Office/r. These will mainly be lecture theatres rooms and seminar rooms, but some general purpose labs are also included.

General Teaching Space Bands – Class sizes will be grouped in the following bands:

Less than 20, 21 – 49, 50 – 99, 100+

Gross Floor Area (GFA) - The sum of the Fully Enclosed Covered Area (FECA) and the Unenclosed Covered Area (UCA) of a building in square metres. $GFA = FECA + UCA (m^2)$.

Permanently Allocated Space – This is rooms and space assigned to a department/school/institute within SpaceMan that indicates the associated budget centre has exclusive use of that space. It is calculated in meters squared (m^2) by totalling all UFA space assigned by unit code (budget centre).

Significant Space - exceeds 200 m^2 in total UFA of contiguous space.

Space – This generally refers to rooms occupied/owned/controlled by the University and may be leased to or from another party.

Space Charging - The process whereby relevant space related costs are identified and apportioned to the appropriate user. Used synonymously here with 'cost allocation'.

SpaceMan – Massey University's in-house space management system.

Space Related Costs – These are the total costs associated to a specific Region as outlined in section 3.1 of the Project Plan.

Useable Floor Area (UFA) - The sum of the floor areas measured at floor level from the general INSIDE face of walls of all spaces related to the Primary Function of the building. This will normally be computed by calculating the FECA and excluding Common Use Areas, Service Areas, and Non-habitable Areas.

AUDIENCE

All staff.

RELEVANT LEGISLATION

None.

LEGAL COMPLIANCE

None.

RELATED PROCEDURES/DOCUMENTS

[Space Charging Procedures](#)

DOCUMENT MANAGEMENT AND CONTROL

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