

A). Guideline Name

1. Macquarie University Guidelines for Sustainable Space Allocation

B). Background

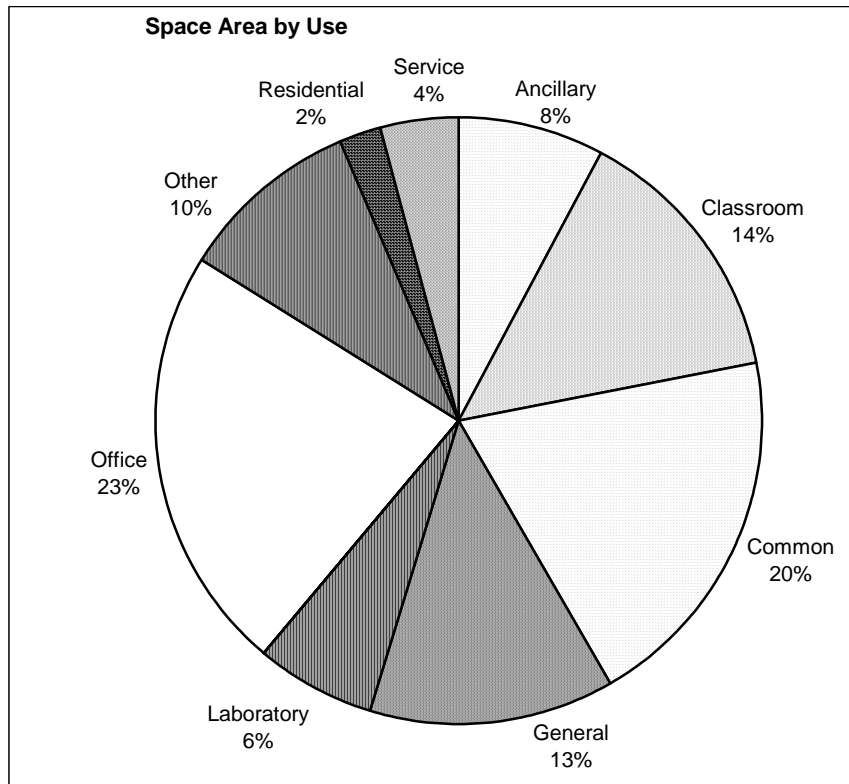
1. Space is an expensive and limited resource at every university including Macquarie. At this time when sustainability is paramount it is imperative that we promote the efficient use of our buildings within the constraints of their intended purpose, and provide space that is appropriate for the undertaking of relevant tasks. The primary and driving goals of all future buildings and refurbishments will be to provide appropriate working environments that improve sustainability, improve space efficiency and increase flexibility. Specifically, we must ensure that new buildings are designed and constructed efficiently and we must encourage the best use of space in existing and refurbished buildings. Also, because this university will be here long after the current staff and students have left, we must ensure that the space is flexible enough to meet the needs of future generations.

C). Principles

1. These guidelines are designed to ensure sustainability and flexibility and to meet the following goals: fairness (ensure that allocations are done equitably across the university); efficiency (especially environmental sustainability) and flexibility (for present and future needs). Flexibility also means that the guidelines are not fixed in stone and sometimes deviations may be necessary. These will be examined on the merits of each case, as set out in this policy.
2. **Environmental sustainability** is a debt we owe to the next generation of Macquarie staff and students. Our buildings have been constructed over the last four decades with quality and longevity as priorities, with sustainability a less prominent concern. As a consequence, many of our older buildings are not energy efficient, nor are they easily modified, and they produce a carbon footprint. In newer buildings we have moved towards energy efficiency but to fulfil our obligations to future generations we must ensure that all new buildings and refurbishments are as sustainable as possible, while providing space that is appropriate for the work undertaken within them. Low cost lighting, natural climate control, eco-friendly construction materials and innovative designs are the hallmarks of sustainable development.
3. **Efficiency:** Space is the second highest annual cost item on campus, after salaries. Given the construction costs of a major building project (say \$70 million) it is imperative that every square metre constructed is used as efficiently as possible. The cost of the entire building life cycle – including environmental costs – will be considered as part of the decision making on any building or refurbishment. Funds used for construction are not available for other purposes.

D). Space at Macquarie

1. Macquarie has over 180,000 square metres of space in more than 50 buildings, including 299 Lane Cove Road, North Ryde. Macquarie also owns or rents space in several locations in Sydney. The pie chart below shows our space broken down into major categories. Although we have some latitude in using our space, it should be noted that the size, shape and condition of some of spaces is governed by health, industry or occupational standards, which the university must observe. The present guidelines focus on generic spaces: offices, classrooms, laboratory and research space.



2. **Space costs**

The costs of building, refurbishing, operating and maintaining our space are very high. Refurbishment costs (2007 estimates) range from \$1,800 per square metre for offices (not including furniture) to \$4,000 per square metre for special laboratory space (not including equipment). Building new space is more expensive, with total project costs ranging from \$3,000 per square metre for new office space to up to \$6,000 per square metre for new special laboratory space.

3. **Ongoing costs**

The annual operating costs of buildings are higher over the life of the building than initial construction costs, and range from \$100 to \$400 per square metre per year depending on the type of space. Over the life of a building, from between 60% to 80% of the total lifetime cost can be attributed to utilities, operations, maintenance, repairs, services updates and refurbishment. The magnitude of these costs makes it important for the University to design, construct, allocate, service and utilise space in an efficient and sustainable manner.

4. **Existing space and refurbishment**

The University cannot afford to renovate all of its current space to be consistent with these guidelines. Those buildings that contain space not consistent with these guidelines will remain as they are until such time as they are refurbished or, in some cases, replaced.

5. **Relationship to Space Optimisation**

A space optimisation initiative will commence during 2008, designed to promote efficient use of space by providing each Head with mandatory optimised space targets based in part on these guidelines. Faculties and Offices will be provided with space use reports with annual targets based on discipline requirements and the level of teaching and research activities. Through this initiative we aim to further improve space efficiency and sustainability.

E.) Definitions

1. **Non-teaching space** : includes all space not used for classroom teaching.
2. **TEFMA** : Australasian Tertiary Education Facilities Management Association.
3. **HDR Student** : Student enrolled in a postgraduate degree by research as determined by the HDR Office. examples are PhD, masters by research (e.g. MSc), professional doctorates (e.g. DClinPsy).
4. **Completing HDR Student** : An HDR student who is in the "writing-up period" during the final months prior to submission may have extra space requirements.
5. **Workstation**: a space allocated to a staff member or HDR student for working in an office environment. This will usually consist of a desk, chair and local storage. In most cases there will be multiple workstations in a room.
6. **Laboratory**: Specialist space containing equipment required for academic and HDR student research. These guidelines do not cover teaching laboratories.
7. **Personnel Management Information System (PMIS)**: Central database of all employed staff run by the Human Resources Office. All Faculties and Offices have access to reports of staff through this system.

F.) The Space Allocation Models

1. These guidelines contains five allocation models covering four types of space on campus.
 - * Staff Space Allocation Model
 - * HDR Student Space Allocation Model
 - * Research Laboratory Space Allocation Model
 - * Ancillary Space Allocation Model
 - * Common Space Allocation Model
2. **Application of the models**

The models will immediately apply to the design and allocation of all new and refurbished spaces in order to meet the aims of these guidelines. There is no requirement that the models will be rigorously applied to existing space allocations, although an assessment of allocations is recommended annually or when space is allocated to staff and students.
3. **Implementation of the models**

The actual allocation of space to individuals by the Faculty/Office (within its space allocation) is a local management decision, while the model provides indicative guidelines of the types of decisions that should be made.
4. **Special Circumstances**

In special circumstances, to be evaluated by the Dean/Head, an individual staff member's needs may be greater or less than that in the model. Circumstances might include:

 - * Unusual building design affecting the efficiency of the building;
 - * Special disability or accessibility issues;
 - * Overall Faculty or Office space constraints or needs;
 - * Special research needs.
5. **Benchmarking**

The models facilitate a method of benchmarking between various parts of Macquarie University by parameters such as "(type of) office space per (type of) FTE staff". Various Faculties may have larger or smaller average staff office sizes, because of the circumstances mentioned above.

G.) Application of the guidelines

1. These Guidelines are the result of consultation with staff and students and incorporate the latest building codes. We consulted:
 - * The TEFMA Space Planning Guidelines (Chapter 3 "Standards and Benchmarks". See Sources of Information below)
 - * The Building Code of Australia (2007) and relevant Australian Standards
 - * Universities and Sustainability (Tela, issue 11)
 - * Staff and students across campus through feedback on various versions of this document particularly version 3.1 which was posted on the web in November 2006.
 - * The current version of this document was developed in consultation with the Space Policy Working Group (with representation from the NTEU, the CPSU and the Staff Consultative Group)
2. The Office of Facilities Management will assist Faculties and Offices to apply these guidelines by helping to assess space usage, plan for new space needs, advise on improving sustainability and apply proper standards and codes

H.) Staff Space (Office/Workstation) Allocation Model

1. Adequate space should be provided to all paid staff of the University to allow them to carry out their duties based on roles and needs while minimizing the impact on the environment. All workspaces, whether single office, shared office or open plan, should be designed with a view to maximising productivity while minimising carbon-footprint. Imaginative designs are encouraged that make optimal use of natural light and natural ventilation.
2. Academic staff will normally be allocated space as close as possible to the rest of the Department as determined by the Dean in consultation with the Head of Department.
3. Macquarie discourages the assignment of more than one office per staff member.
4. Staff space allocations should be based on actual staff who are present on campus on a pro-rata basis according to employment status.
5. No allowance is made for staff who are on extended leave over 6 months (such as OSP, leave without pay, secondment leave, maternity leave, or long service leave). Offices should be reallocated during periods of leave over 6 months.
6. The model allocates space to suit various types of work undertaken by academic and general staff as outlined in Model 1.
7. Academic staff levels B (except for postdocs and research fellows), C, D and E should be allocated a standard single office (See below.) where their day to day duties involve complex tasks. Where their work is primarily laboratory based, offices will be allocated where there is a demonstrated need for two work spaces..
8. Some office-sharing may be necessary even where single offices are desirable, for example to deal with fluctuations in academic staffing due to the turnover of fixed term staff such as post-doctoral researchers. The Dean in consultation with Heads of Departments will determine such office-sharing arrangements according to need. Such measures will be temporary and reviewed by the Dean as space becomes available.
9. Level A academic staff and Level B postdocs and Level B research fellows are expected to be allocated a shared office, with an allowance of 6-8 sq metres per FTE. For each 8 staff members in shared offices there should be the provision of a small "quiet room" that can be used for small meetings, confidential interviews or other purposes. The Dean may allocate level A or level B staff to a single office if they have demonstrated that they are unable to accomplish their duties in a shared office situation.
10. Office sizes at Macquarie University vary with the built design and the changing standards over the years. Standard single offices currently vary from 10 to about 14 square metres. New offices or refurbishments will allow 10 to 12 square metres for each standard single office. Offices at the smaller end should be allocated to single occupants while, where it is

unworkable to convert larger single offices, they should be used for common spaces or for multiple occupants.

11. Adjunct staff, honorary associates, or other honorary staff, do not normally have an office allocation, however space may be assigned where it is available, and there is an ongoing contribution in one or both of and appropriate teaching or appropriate research contribution as determined by the Dean. In a space shortage these staff should make way for employed staff and HDR students.

Model 1. Staff Space (Office/Workstation) Allocation Model

(This table shows the minimum allocations of space expected for each staff category.)

Staff Category	Space Allocation	Area sq m / person	Notes (In all cases allocation is pro rata if not full time.)	TEFMA
<ul style="list-style-type: none"> • Vice-Chancellor, 	VC Office	28-35		28-35
<ul style="list-style-type: none"> • Senior Executive staff 	Double Office	20-25	Staff in this category nominated by DVC(COO). Desk plus meeting space. Most small meetings, up to 6 people, will be held in the office.	20-25
<ul style="list-style-type: none"> • Dean of Faculty • Head of Academic Department • Director of Administrative Office 	Large Office	16-20	Provides for desk plus meeting space. Most small meetings will be held in the office.	18-20
<ul style="list-style-type: none"> • Academic Levels B except for postdocs and research fellows, C, D and E • Master Teachers, English Language Teachers 	Standard Office	10-12	Offices larger than 12 sq metres should where possible be used for sharing with multiple staff for those categories than can share, rather than for single staff.	12-14
<ul style="list-style-type: none"> • Academic Level A • Postdocs, Reseach Fellows of Level B. 	Shared office	6-8	For each 8 staff in shared offices a "quiet room" should be provided.	8-10
<ul style="list-style-type: none"> • General Staff Levels 3 - 10. Full time and casual on pro rata basis. 	Shared office or open plan	6-8	Accommodation from 2 staff per office upwards. Most general staff including level 10 are in this category unless they specifically meet the criteria for an office.	10 including walkway
<ul style="list-style-type: none"> • General Staff Levels 7- 10 with demonstrated need for an office 	Standard Office	10-12	Must meet work criteria for an office such as continuous confidential consultations. Most general staff levels 7 to 10 would not require an office.	10-12
<ul style="list-style-type: none"> • Honorary Staff meeting requirements for contribution research and/or teaching program 	Shared office or open plan	6	Must meet requirements as determined by the Dean. Allocation pro rata if not attending on a full time basis. Most honorary staff won't qualify for space.	Silent
<ul style="list-style-type: none"> • Academic Visitors 	No Office Space Allocation	0	Academic Visitors will use offices of staff on leave or absent. Absences of 6 months or more will free up space.	0
<ul style="list-style-type: none"> • Casual Academic staff (Lecturers, Tutors, Demonstrators, Markers) • English Language Teachers (Casual) 	Hot desk Workstation Space	0	Provide shared office space for desk work, plus adequate interview rooms for student contact if required.	Silent
<ul style="list-style-type: none"> • Non-contributing Honorary Staff 	No Office Space Allocation	0	Person does not meet active contributing criteria. Retired staff must vacate their offices immediately.	Silent
<ul style="list-style-type: none"> • Gen Staff Levels 1-3 • Casual General Staff Levels 1-3 • Exam Supervisors 	No Office Space Allocation	0	There are very few general staff in these levels and most do not require office space. Space should be allocated based on demonstrated need.	Silent

I.) HDR Student (Workstation/Shared Office) Allocation Model

1. The University, in providing space to HDR students, recognises the importance of this resource to the timely completion of quality research.
2. HDR space is managed at the Faculty level and allocated to individual students, rather than being allocated to Departments for subsequent sub-allocation. This allows review and reuse of space as student numbers fluctuate across Departments. There is no provision for Departmental or Centre HDR space.
3. Students registered in one Department will normally be allocated office space as close as possible to the Department as determined by the Dean in consultation with the Head of Department.
4. Space allocated to each HDR student must be reviewed by the Faculty immediately after each half-year enrolment census date, through review of a simple proforma which reports on use of current space, demonstrates future needs and requests work space. As a result of these reviews students may be reallocated to different locations in the middle or at the end of each year. A summary of the results should be forwarded to OFM.
5. HDR space allocation per Faculty is not calculated and allocated on student enrolment but on demonstrated and requested student need.
6. Some HDR students will not request workstation space, even if they qualify, because some students will choose not to work on campus due to available space elsewhere or for other reasons.
7. Normally, full time currently enrolled HDR students who request space should be allocated either shared office space or a workstation, however by approval of the Dean in consultation with Heads of Departments, part-time students may be allocated space when appropriate.
8. The normal space allocation for an HDR workstation will be 4 sq m per person of dedicated space (rather than shared/hotdesk) allocated according to the nature of the work. This space includes desk, chair and storage requirements.
9. If there is not enough available space to allocate individual workstations, then shared (hotdesk) workstations with individual lockable storage may be allocated to allow the maximum number of students to have a space for their work.
10. Completing HDR students who request and demonstrate a need for space will be allocated 5 to 6 sq metres of space in an office containing not more than 2 HDR students, rather than sharing larger spaces.
11. Special cases for space require approval by the Dean in consultation with Heads of Departments. Examples would be in a case of disability requiring individual office facilities, or a case of a part time Completing HDR student requiring special consideration.
12. Regardless of configuration, HDR space should include an individual desk/workstation, chair, 1 to 2 linear metres of bookshelves, computer network port, power point access, and a lockable drawer unit for paper files, books and stationery.
13. HDR students should have shared access to telephone, facsimile and photocopying facilities and access to a shared common room in accordance with support policy for HDR students.
14. HDR benchmark calculations across campus will be compiled every 6 months from the Faculty returns, to compare requests and allocations per student across all Faculties. These will be reviewed and adjustments in Faculty HDR allocations may be made.

Model 2. HDR Student (Workstation/Shared Office) Allocation Model

(This table shows the minimum allocations of space expected for each student category.)

Student Category	Office Allocation	Area sq m per person	Notes	TEFMA
• Full-time Higher Degree Research Student	Workstation in open plan	4	Dedicated space in rooms. Space reviewed every 6 months. Shared workstations may be used if space is limited.	4
• Full-time HDR Completing Student	Shared office	5-6	Usually 2 students would share a standard staff office. Space reviewed every 6 months.	4
• Part-time completing HDR student with a special case or HDR student with a disability	workstation in open plan	4-6	Requires approval by Dean. Space reviewed every 6 months	Silent
• Other Part-Time Higher Degree Research Students	No Office Space Allocation	0	These students should not be provided with an office space allocation. They may have access to specialist work areas such as labs or computer rooms.	2 incl. teaching
• Postgraduate Coursework Students	No Office Space Allocation	0	These students should not be provided with an office space allocation. They may have access to specialist work areas such as labs or computer rooms.	2 incl. teaching
• Honours students	No Office Space Allocation	0	These students should not be provided with an office space allocation. They may have access to specialist work areas such as labs or computer rooms.	2 incl. teaching
• Undergraduate students	No Office Space Allocation	0	These students should not be provided with an office space allocation. They may have access to specialist work areas such as labs or computer rooms.	2 incl. teaching

J.) Research Laboratory Space Allocation Model

1. These guidelines do not cover teaching laboratories.
2. Laboratory allocation will be based on demonstrated need as long as the design and time requirements are the most efficient possible for the active research work. Many Departments will not have Research Laboratories.
3. Laboratory space is the most expensive space on campus to build and service, therefore no laboratory space should be used to store inactive equipment or experiments.
4. Expensive equipment should not be duplicated across campus, but should be bought, installed and maintained in common laboratory areas and "time shared" to ensure effective use by all concerned.
5. All laboratory space use must be reviewed at least annually and reallocated as demonstrated needs change. Review of laboratory space is to be done under the management of the Faculty Facilities Manager or equivalent person.
6. Laboratories are often large specialist spaces of greater size than can be justified by individual staff members, therefore these areas should be allocated on the basis of entire work teams or multiple teams.
7. The capacity of large laboratories can be determined by summing the requirements of the relevant occupants. For example a research group may consist of
 - * 1 x full time academic staff member, (16 sq m)
 - * 1 x research assistant, (8 sq m)
 - * 1 x post doc (8 sq m)
 - * 2 x HDR students (2 x 6 sq m = 12 sq m)
 - * giving a total size of lab of 44 sq m for all 5 persons.

8. Laboratories should be designed and managed by function not by person, project or even Department. Multi use of laboratories should be designed in from the start and all opportunities taken to share facilities. (This means that no laboratory on campus can be seen as Dr XXX lab, or Dept of YYY lab. Instead they will be referred to as the lab for a particular purpose e.g. "Analytical Geochemistry Lab" or "Vision Perception Lab".)
9. Within a laboratory, bench space will form a "bench pool" to be allocated, reviewed and vacated by individuals based on requested and demonstrated need.
10. HDR students with experimental or other requirements will be allocated bench space in research labs for the time required to complete the practical parts of their research work only. Idle bench space will be returned to the "bench pool".
11. In many locations shared workstations will be provided adjacent to laboratories for the purposes of staff and students to use for write-up space when required. Depending on the circumstances this space may be all the desk space that is required by those people.

Model 3. Research Laboratory Space Allocation

(This table shows the expected allocations of space for each category but in practice the space allocated need to be adjusted to allow adequate space for the work that is being carried out. The numbers in this table should be used for overall planning purposes but not necessarily for individual allocations.)

Category	Area sq m per person	Notes	TEFMA
Academic Staff who qualify a lab space within a Faculty/Department that qualifies.	16	Full time = full allocation otherwise reduced pro rata.	16
Other research staff who qualify for lab space within a Faculty/Department that qualifies.	8	This includes post docs and research assistants. Reduced on a pro rata basis if not full time.	8
Active contributing Honorary staff who qualify within a Faculty/Department that qualifies	8	Only for the duration of active experimental work.	Silent
Full-time HDR students who qualify within a Faculty/Department that qualifies	6	Only for the duration of active experimental work.	6
Part-time HDR students who qualify within a Faculty/Department that qualifies.	6	Only for the duration of active experimental work.	Silent
Full time honours students who qualify within a Faculty/Department that qualifies	6	Typically allocated for a short period of time during experimental work only.	Silent
Other persons including retired staff, non-active honoraries, companies, consultancy work.	0	There is no entitlement for space by these people.	Silent

K.) Ancillary Space Allocation Model

1. Most activities on campus need space to house various support activities.
2. **Overall Ancillary Space**
The sum of all these spaces should be no more than 5% of the space allocated for all purposes to a Faculty or Office. All steps should be taken to fit these activities within this footprint.
3. **File storage**
Except for dedicated organisations such as those with a records and archives responsibility, there should be no allowance for storage of papers, books or files. The storage of these items is assumed into the allowance for office space.
4. **Special file storage**
Where there are special needs for storage, all attempts should be made to move to fully electronic records avoiding the need for physical space. Advice should be obtained before installing heavy compactus units as many parts of campus are not suitable.
5. **Research collection storage**
If research activities result in the collection of large amount of materials then a "storage management plan" must be part of the management of that research. All attempts should be made to move to fully electronic storage to avoid the need for physical storage space. The minimum of materials should be kept which comply with relevant guidelines. An inventory

should be maintained with the period of time of storage should be noted for each item. Active and appropriate disposal should be factored into the plan.

6. **Archived storage**

Material that is not required to be accessed at least monthly should be considered for archival storage and should be included in the storage management plan. Where possible archival storage should be remote from the main activity areas on campus to free up space for current activities. Remote locations may include non-habitable areas, storage sheds and off-campus commercial storage solutions. Costs for archived storage should be included in the storage management plans.

7. **Photocopy rooms**

Photocopy rooms, often including faxes, printers, stationery stores are to be provided at a rate of one per Department with no more than one per building floor. These facilities should be shared wherever possible.

8. **Stationery and other consumables**

Storage of this material should be minimised due to the real cost and opportunity cost of storage. Generally a just-in-time strategy on purchasing of stationery and consumables should be adopted.

Model 4. Ancillary Areas

Category	Area sq m per Faculty	TEFMA	Notes
Overall Ancillary Space	5% of Faculty allocation at a maximum	10% for all ancillary space	Hard to determine allocation. Note that most staff offices act primarily as additional storage spaces. Many items need not be stored on campus in active areas.
File storage	No specific allocation as these files are normally within office areas.		Active files used on a day to day basis.
Special file storage	To be justified. All efforts should be taken to store records electronically.		Long term storage. Appropriate furniture such as compactus should be used. (Warning on floor loadings)
Research collection storage	To be justified. All efforts should be taken to store records electronically.		There must be an approved storage management plan within the area.
Archived storage	To be justified. All efforts should be taken to store records electronically		There must be an approved storage management plan within the area.
Photocopy rooms	1 per department with a maximum of 1 per floor.		If more than one department is on a building floor then the Departments must share copy spaces.
Stationery	There must be no space allocated for stationery stores because other areas such as office or copy rooms should be used.		Locked cabinets can be used for material storage. It is strongly recommended that a just-in-time approach to stationery is used rather than storing many items.

L.) Common Space Allocation Model

1. Many activities on campus do not relate to the Faculty or Department but are shared across organisations and are provided at a building level. This model covers these types of spaces.
2. All kitchenettes and tea making facilities are designated common space and are not spaces allocated to organisations. Those who use the space will have joint management responsibilities.
3. All tea room/lunch rooms are designated common space and not allocated to organisations. Those who use the space will have joint management responsibilities.
4. All meeting rooms are designated common space and not allocated to organisations. Meeting rooms should be managed via a central booking system to ensure equity of access, high utilisation and assessment and transparency of usage levels.

5. All Toilets, Showers, First Aid Rooms, Communications Rooms and Cleaners Rooms are designated common space and allocated to meet building needs. They are managed by central administration.

Model 5. Common Areas - at building level only (not allocated to organisations)

Space Category	Area sq m per building area	TEFMA	Notes
Kitchenettes, Tea Making facilities	A kitchenette with no seating should be a minimum of 5 sq m and a maximum of 10 sq m. There should be no more than one per building floor and it should be centrally located if possible.		To enable carriage of hot drinks safely to workstations without use of lifts or stairs.
Tea rooms, Lunch rooms	Includes kitchen area plus an area which can seat from 6 to 8 people. Larger areas by special case. Provide one such room per building.		To allow staff to sit away from their workstations if they need to. Note that this room is generally not a function room or meeting room.
Meeting Rooms	1 meeting room per building if building floor plate is over 400 sq m. The meeting room should be approximately 30 sq m which is large enough for 16 persons.	Silent	Under centrally booked control accessible via web booking system. Larger rooms may be booked separately.
First Aid Rooms	Adequate from OH&S regulations	OH&S Regs	There are several first aid rooms scattered across campus, but we do not require one per building. For information contact the OH&S Officer.
Toilets	Adequate from Building Code of Australia	BCA	Size and number of toilets plus accessible toilets are covered in the BCA. For information contact OFM.
Communications Rooms	Approximately 4 sq metres per comms cabinet should be allowed. Generally no more than one comms room should be allowed per 2 building floors unless the building has a very large floor area	Aust standard.	Follow comms rooms requirements. Comms cabinets should be placed in suitable locations and not within rooms with general functions. Comms cabinets should be in their own dedicated room (3 cabinets per standard office) but could also be in store rooms, photocopy rooms, or other small dry well ventilated spaces. For information contact IT Services.
Cleaners rooms	As determined by the Director of OFM		For information contact OFM.

M.) Sources of Information

- Office of Facilities Management. Manager, Space Planning.
- TEFMA** : Australasian Tertiary Education Facilities Management Association. <http://www.tefma.com/>
- TEFMA Space Planning Guidelines (edition 2). <http://www.tefma.com/PDFs/SpaceGuidelines.pdf>
- Building Code of Australia 2007 (BCA) <http://www.abcb.gov.au/>
- OH&S regulations. <http://www.pers.mq.edu.au/safetycare/index.html>
- Standard for Communications Rooms. ITS.
- Universities and Sustainability. (2002?)Tela: environment, economy and society issue 11. Australian Conservation Foundation (http://www.acfonline.org.au/uploads/res_tp010.pdf)

N.) Document Status

Version	Date	Author	Approver	Comments
0.1	18 July 2003	DS		Initial draft for distribution prior to approval.
1.0	21 July 2003	DS	DVC(Ad)	Minor corrections and further explanatory notes.
1.3	25 March 2004	DS		Change web address for TEFMA reference
1.4	27 April 2005	DS		Updates and reduce allocations
2.0	6 May 2005	DS		Updates and new tables
2.1	2 June 2006	DS		Updates and minor changes
3.0	5 Nov 2006	DS		Major changes after consultation
3.1	9 Nov 2006	DS		Incorporates updates from reviewers. Present to MUSAG.
3.2	28 March 2007	DS/RK		Updates after feedback
4.0	23 April 2007	SS/DS	VC	Incorporated major changes from the Vice-Chancellor.
4.1	4 Dec 2007	RK/DS	OFM	Incorporates updates from OFM
4.2	30 June 2008	Various		For discussion at 30/6/08 meeting. Incorporates comments from Space Policy Working Group.
4.3	30 June 2008	Various		Incorporates comments from 30/06/08 meeting with the Space Policy Working Group
4.4	22 July 2008	Various		For discussion at 24/7/08 meeting
4.5	24 July 2008	Various	VC	Incorporates comments from 24/7/08 meeting with the Space Policy Working Group