# Storage Unit Allocation and Management

## Purpose and Scope

The purpose of this guideline is to provide information to enable authorised NSOs access to dedicated storage unit space, when available.

This instrument also provides guidance on how storage units are to be allocated and the responsibilities of users occupying each unit.

## Definitions

* Storage Unit – A total of nine (9) individual storage sheds measuring 6m (deep) x 4M (wide) x 3m (high), located on the northern edge of the northern carpark
* NSO – National Sporting Organisation
* DTE – Daily Training Environment
* Reside at the Bruce Campus – NSOs who have dedicated office space at the AIS (Canberra) and whose athletes use the AIS as their DTE.

## Related Documents

AIS Facilities Agreement

Facilities Use Agreement – Storage

ASC WHS Policy

## Guidelines

The following are the conditions under which a storage unit can be obtained:

* Application for a storage unit can only be made by NSOs with a current AIS Facilities Agreement in place.
* NSOs who reside at the AIS Bruce campus under a Facilities Agreement will be given first preference.
* Applications are to be made in writing to the Manager (Venue Operations) drew.crozier@ausport.gov.au
* As there are a limited number of units available at this time, applications will be assessed based on type of equipment being stored, NSOs existing storage allocation and future needs.
* The Manager (Venue Operations) is the delegate to approve and issue storage units to NSOs and will inform Security for issue of keys.
* Prior to allocation, an addendum to the NSO Facilities Agreement is to be signed by an authorised delegate from the NSO and the ASC.
* NSOs will be provided with a maximum of two keys to their allocated unit only.
* Lost keys will be replaced at cost to the NSO including any lock re-keying costs associated with the lost key.
* ASC Security and Venue Operations will hold a ‘Master Key’ to all storage units.
* Each storage unit will be kept clean and free from debris by the NSO.
* The storing of any combustibles; including motor vehicles, fuel, paint and ammunition is strictly prohibited.
* Storage units are for business purposes only and are not to be used as temporary storage for personal items.
* Inspections will be made periodically as determined by the ASC.
* NSOs are to supply and install their own free standing shelving units as required.
* Shelving units are required to meet all Australian standards and are to be installed and used in accordance with their instructions and approved by the Manager (Venue Operations).
* The walls and floor of each unit are not to be tampered with or modified in any way unless authorised by the ASC delegate, including drilling, cutting, adhesive use, painting or similar actions.
* No power or lighting is suppled inside the storage units. However, there is adequate spill lighting in the parking compound.
* Access to allocated storage units is available 24/7.
* No signage of any kind is to be erected on any part of the storage unit unless authorised by the Manager (Venue Operations).
* NSOs are to adhere to all conditions within this guideline and the Facilities Agreement.

## Further Reading, References and Contacts

Manager – Venue Operations – 02 6214 1218

ASC Security Office – 02 6214 1616

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