



Purpose

To ensure fair, transparent, and efficient allocation of lockers, recognising limited availability and the need to prioritise active users.

Scope

This guideline applies to all employees seeking access to workplace lockers.

Ownership

Facilities Department is responsible for allocation, audits, reallocation, and guideline review.

Human Resources supports aspects of locker allocation at various stages including onboarding, offboarding and validating exceptions where required.

Eligibility

Lockers may be allocated to Employees (permanent or fixed term) with regular on-site attendance (e.g. minimum 2 days per week).

Allocation Principles

Lockers are allocated based on:

1. One locker per person
2. Active end-of-trip use (e.g. cycling, running, walking to work) or onsite fitness facility users
3. Frequency of on-site attendance
4. Operational or role-based requirements
5. Equity and availability of alternative storage (such as unavailability of storage for personal items within department office)
6. Fair access over time, including re-allocation where demand exceeds supply

Locker Management

Onboarding

- Information on locker availability and the request process will be provided during employee onboarding
- Employees may submit a request via [Request a Locker](#) form
- A map of lockers and end of trip facilities is available at Appendix A

During Employment

- Employees must continue to meet eligibility and usage expectations
- Changes in work patterns (e.g. reduced on-site attendance) may trigger a review of locker allocation

Offboarding and long leave

- Lockers must be cleared and returned on or before the employee's last working day
- Staff allocated a locker will be required to have this signed off when completing their offboarding or long leave checklist
- Facilities may remove contents and reallocate lockers if not vacated within a reasonable timeframe

Allocation Period

- Lockers are allocated for a fixed term (e.g. 12 months)
- Continued access is subject to periodic review and confirmation of ongoing use

Waitlist and Demand Management

- Where demand exceeds supply, a central waitlist will be maintained by Facilities
- Allocation from the waitlist will be prioritised based on:
 - Demonstrated end-of-trip or fitness facility use
 - Frequency of on-site attendance
 - Date of request (where other factors are equal)

Conditions of Use

- Lockers are for work-related, end-of-trip use or fitness facility usage only
- Lockers must not be used for long-term storage
- Prohibited, illegal, or hazardous items are not permitted
- Lockers must be kept clean and secure
- Lockers must not be shared without approval
- Response required for annual audit

Non-compliance may result in removal of access

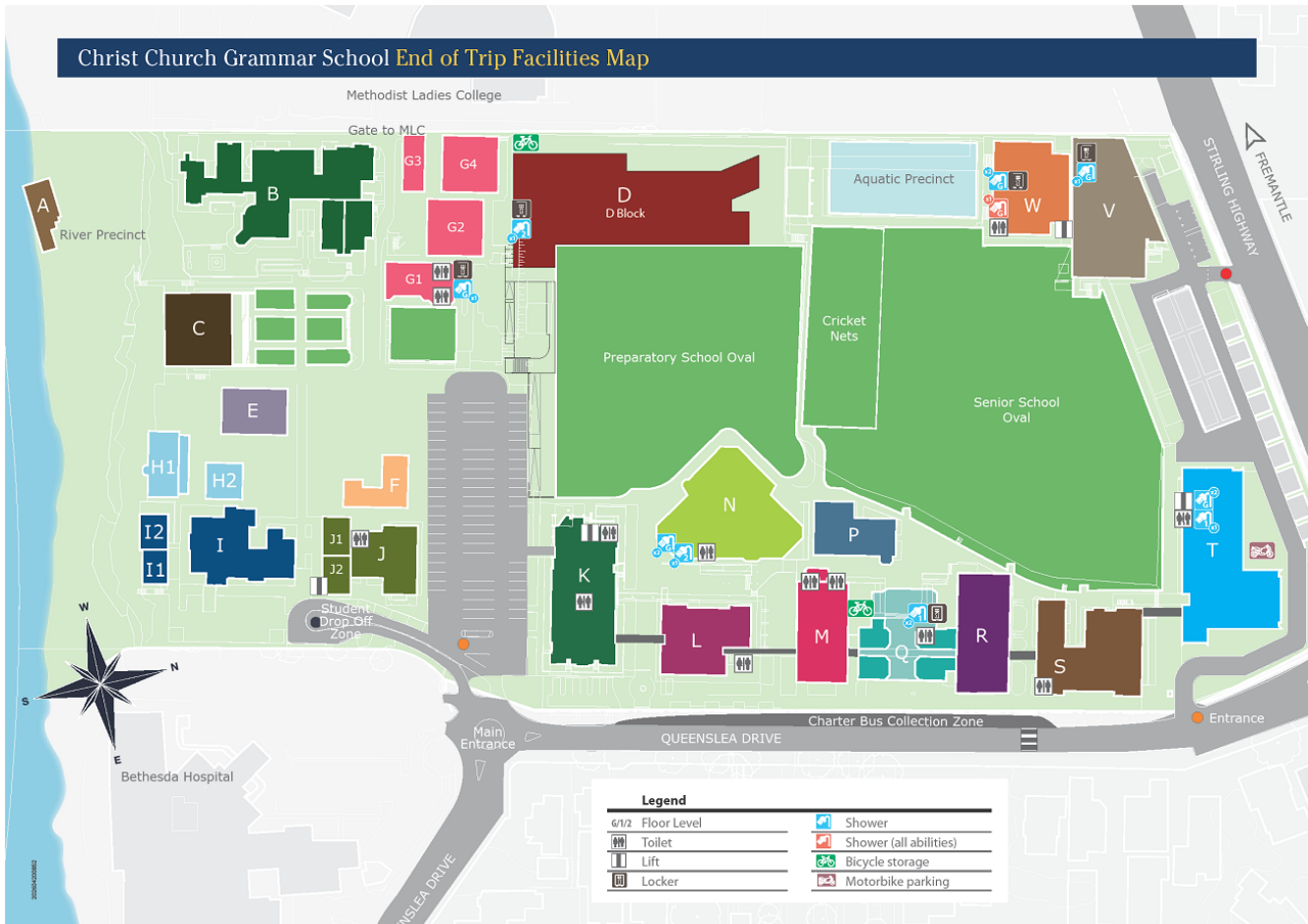
Audit & Review

- Facilities will conduct usage audits annually
- Lockers identified as unused may be reclaimed and reallocated

Exceptions

Temporary or priority access may be approved for medical, accessibility, or short-term operational needs.

Appendix A: Map of lockers and end of trip facilities



Document title: Locker Allocation Guideline	CRICOS: 00433G
Date originally approved: 1 June 2026	Approving Authority: Executive
Date this version approved: 1 June 2026	Date to be reviewed: 1 June 2027
Policy Custodian: Director of Human Resources and Strategic Projects	Policy Category: Guidelines