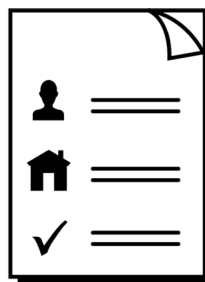




Public Service Commissioner Direction

Workplace adjustments policy



Easy Read

About this book



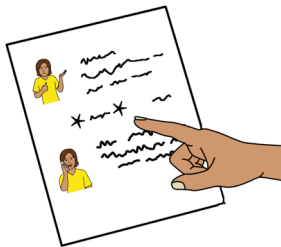
This book is from the Office of the Public Service Commissioner of New South Wales.



This book is written in a way that is easy to understand.



You can read more information about this topic on our [website](http://www.psc.nsw.gov.au/culture-and-inclusion/disability-employment/inclusive-workplaces/workplace-adjustments) www.psc.nsw.gov.au/culture-and-inclusion/disability-employment/inclusive-workplaces/workplace-adjustments



We add a star before and after ***hard words***. Then we explain what the words mean.



You can ask someone to help you read and understand this book.



Contact information is at the end of this book.

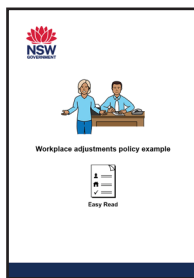
A ***direction*** from the Commissioner



A direction means the Commissioner tells government agencies what they must do to follow the laws of the state.



This direction goes to the leaders of most government agencies in New South Wales.



The direction from the Commissioner in this book is that each government agency must make a ***workplace adjustments policy***.



A workplace adjustments policy means rules to

- help staff make the changes they need to do their job



- make the workplace ***inclusive***.

Inclusive means everyone belongs and can work to the best of their ability.



The policy must be made by **1 November 2025**.

What the policy should say



The policy should say that the workplace will be inclusive, safe and ***accessible*** for everyone. For example, people with disability.



Accessible means everyone can

- get to and use places at work



- understand information needed to do a job.



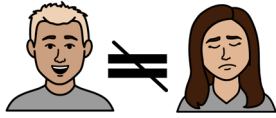
The policy should say what everyone in the organisation must do to make the policy happen.



The policy should say how workplace changes will happen.



The policy should say how long it takes to answer and action requests for workplace changes.



The policy should say what happens if there is ***discrimination*** about workplace changes.

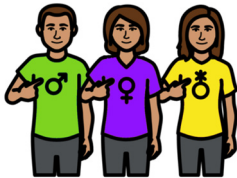


Discrimination means a person does not treat another person fairly because of

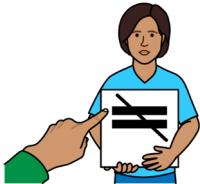
- their disability



- their culture or religion



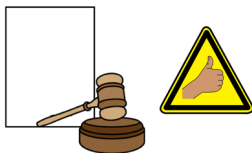
- their gender



- something else about them.



The workplace adjustments policy must follow all rules and laws.



For example

- work health and safety laws



- discrimination laws.



The policy should include details about the privacy of people's information.



The policy should say what staff can do if they have a complaint about a decision or issue with their workplace changes.



For example

- report the complaint to someone in the organisation



- report the complaint to an authority or regulator, like Anti Discrimination NSW or the Australian Human Rights Commission.

How to make the policy



Organisations should ask staff for their ideas when they make the policy.



The organisation must make sure everyone knows about and understands the policy.



For example, with information and training.

The policy must be easy for everyone to find and read.



For example

- on the agency's website



- in accessible formats, like Easy Read.



More information

For more information contact the Office of the Public Service Commissioner.

Visit our [website](#)

[www.psc.nsw.gov.au/culture-and-inclusion/
disability-employment/inclusive-workplaces/
workplace-adjustments](http://www.psc.nsw.gov.au/culture-and-inclusion/disability-employment/inclusive-workplaces/workplace-adjustments)

Help to speak and listen



If you need help to speak or listen, the National Relay Service can help you make a call.



Call 1800 555 660



Website [NRS Helpdesk](#)

www.accesshub.gov.au/about-the-nrs/nrs-helpdesk

Help in your language



If you need help with other languages, contact the Translating and Interpreting Service.



Call 131 450



Website [TIS National](#)

www.tisnational.gov.au

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