

DCS Flexible Working Arrangement Form

All fields marked with an asterisk are required.

Please note:

- Because flexible working is the norm at DCS, every employee will need to enter into a Flexible Working Arrangement with their People Leader.
- Refer to the [DCS Flexible Working Policy](#) to understand the principles and parameters for how we offer flexible working at DCS. This policy emphasises the importance of physical workplace presence for both employees and their teams with hybrid work arrangements to be considered along with the broader needs for DCS, teams, individuals, the community, and other stakeholders.
- You can find useful guides and tools on our [Hybrid Workplace Principles Hub](#), including team agreements, templates, information about our principles and modes of working.
- All approvals for flexible working arrangements are for a maximum of 12 months and will be reviewed at regular periods.
- If you will be working from a non-DCS office location (including working from home) you are required to complete a [Working from Home Checklist](#) as part of applying for a flexible working arrangement.
- No role at DCS is 100% remote. Full-time working from home will only be an option due to emergency situations or as a workplace adjustment.
- Working from interstate and overseas are not permitted unless there are exceptional circumstances. They have separate request and approval processes. Refer to the [DCS Flexible Working Policy](#) for more details.
- For any enquiries regarding the [DCS Flexible Working Policy](#) or Flexible Working Arrangement Form please contact HRAdvice@customerservice.nsw.gov.au

Privacy collection notice

The Department of Customer Service is collecting your personal information through this form.

For what information on what we will be collecting and why, please see the [Privacy Collection Notice – DCS Flexible Working Arrangement Form](#).

If you would like more information on how DCS collects information from staff members, please see the [DCS Privacy Management Plan](#).

Privacy collection notice *

I have read the attached privacy collection notice and understand my rights and obligations

Please check the box to acknowledge your understanding

Flexible working arrangement

From the list below, select the type(s) of flexible working arrangement(s) you are requesting.

Note:

- If you are not seeking a flexible working arrangement and will only be working from your assigned DCS workplace or related work site, select '**I exclusively work from my assigned DCS workplace**' below.
- If as part of your arrangement you are changing your regular working hours (such as moving to part time, compressed hours or job sharing), you are required to submit a [Change of Working Hours/Days request](#) via the Service Desk portal.

Arrangement type*

Select options ▼

Select all that apply

- Select All
- I exclusively work from my assigned DCS workplace
- Hybrid working or working across different locations
- Part time work
- Job share
- Purchased leave
- Compressed working hours
- Variation to rostering or pattern of work

From the list below, select the reason(s) why you are requesting this flexible working arrangement.

Note: If you are not seeking a flexible working arrangement and will only be working from a DCS workplace on a regular basis, select '**I attend more days than not in an approved DCS workplace and have a regular pattern of attendance**' below.

Reason for arrangement *

Select options ▼

Select all that apply

- Select All
- I attend more days than not in an approved DCS workplace and have a regular pattern of attendance
- I am a carer
- I am the parent, or am caring for a child, of school age or younger
- I am pregnant
- I have a disability (inc. medical conditions, whether permanent or temporary)
- I am 55 or older
- Community involvement
- Office location capacity
- Transport / travel time
- Other (discuss with your manager)

From the list below, select the location(s) you intend to work from on a regular basis, as part of your flexible working arrangement.

Please note: Staff who are carrying out their work in the field are considered to be working from their assigned DCS office location.

Work locations *

Select options ▼

Select all that apply

- Select All
- Work from my assigned DCS office location (inc. related work sites)
- Work from another DCS office location (specify below)
- Work from another NSW Government office location (specify below)
- Work from home in NSW
- Work from another non-DCS office location in NSW (specify below)

In the text box below, describe the specific details of the arrangement requested. Do not share any personal or health information about the circumstances of the proposed arrangement.

Examples of what to include are:

- "I would like to temporarily work part time, 4 days per week 7 hours per day, taking unpaid leave for the remaining hours"
- "I would like to work from the Donnison St, Gosford Office on Mondays and Wednesdays with the remainder of the days at my usual office location, McKell"
- "I would like to work from home every Friday"
- "I would like to work from a non-DCS co-working office space every second Friday"

Arrangement details *

Workplace adjustment


I am requesting this flexible working arrangement as part of a workplace adjustment

Check this box if this flexible working arrangement is being entered into as part of a workplace adjustment


Arrangement period

A flexible working arrangement can be approved for periods not exceeding 12 months. A shorter period can be approved to trial the arrangement if required.

Start date *

XX/XX/2025	
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End date *

XX/XX/2025	
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Arrangement not to exceed 12 months

Declaration

DCS prioritises health and safety for our employees and customers and is committed to creating a safe work environment regardless of where you are working.

If as part of your flexible working arrangement you will be working from a non-DCS workplace, or you are working from home, you must ensure that you:

- review the [ergonomic information and guides](#) on the [Work Health and Safety Hub](#)
- complete a [Working from Home Checklist](#) if you are proposing to work from home
- are aware of the correct [hazard and incident reporting procedure](#) on the [Work Health and Safety Hub](#).

Work health and safety declaration *

I acknowledge that I have read and understood the above principles in respect of my WHS obligations when working from a different office work location or working

from home. I will take all necessary action to eliminate and minimise health and safety risks so far as reasonably practicable.

Please check the box to acknowledge your understanding

I understand that:

- Approval of this flexible working agreement is dependent on business requirements.
- This flexible working arrangement may be reviewed and ceased at any stage, depending on circumstances and performance.
- If moving to part time work, it will affect my superannuation and that I should seek independent financial advice on this matter. I also understand that additional hours must be approved prior to working and are subject to business needs.
- This agreement may be ceased by either party prior to expiry.
- All flexible working arrangements will be reported to the DCS Chief People Officer, and a central record will be maintained of all such arrangements.
- All approvals for flexible working arrangements are for a maximum of 12 months and will be reviewed at regular periods.

Flexible working arrangement declaration *

I understand and agree with the above statement regarding flexible working arrangements.

Please check the box to acknowledge your understanding

Acceptance of terms and conditions *

I have read and accept the terms listed under the DCS Flexible Working Policy, our Code of Ethics and Conduct and other relevant policies and agreements.

Please check the box to acknowledge your understanding

Submission

By clicking **Submit** you, as the person named on this form, acknowledge that all of the information you have entered into this form is correct. Your manager will review this request in line with the approval delegations detailed in the [DCS Flexible Working Policy](#) and you will receive a notification of the approval decision.

Manager review

Managers, please review the above Flexible Working Arrangement Form. By clicking **Approve** you are confirming that:

- you have discussed any work health and safety considerations that are appropriate with your employee
- this flexible working arrangement is for a maximum period of 12 months
- this flexible working arrangement is in line with the [DCS Flexible Working Policy](#) and associated approval delegation requirements
- where there is a change in work hours, the employee has submitted a [Change of Working Hours/Days request](#) via the Service Desk portal.

If you propose to decline this flexible working arrangement, discuss this with your Senior Executive Leader prior to finalising your decision.

Cancel

Submit For Approval