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DCJ Workplace Design Guide

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## **DCJ Workplace Design Guide**

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Touchdown spaces

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Parramatta Justice Precinct (PJP)

Sydney CBD

Inner West Service Centre

Burwood Community Corrections

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# **DCJ Workplace Design Guide**

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Our DCJ Design Guide is a tool for creating a better, more consistent experience for our employees and clients in our workplaces.

They will shape all future office accommodation, support consistency of workplaces across DCJ and promote diversity, inclusion, accessibility, and the mental and physical wellbeing of our staff.

The DCJ Workplace Design Guide Version 2 will supersede the Version 1 DCJ Design Principles.

## **Why are we introducing a new workplace design guide?**

In January 2022, following the merger of FACS and Justice, and to create 'One DCJ', DCJ Workplace Design Principles Version 1 was created. These principles aimed to bring consistency to our workplace accommodations across DCJ, aligning with NSW Government guidelines.

Since Version 1, several workplaces fit-outs have been completed. Post implementation reviews and stakeholder engagement highlighted key lessons learned, including the document's usability. Many stakeholders found Version 1 unclear and overly technical.

Taking this feedback into account, along with the recent 2024 update to the NSW Government Office Accommodation Workplace Design Principles, the Infrastructure Design and Planning team has developed a new document DCJ Workplace Design Guide Version 2. This revised guide consolidates previous insights and has been reformatted to improve clarity and usability for stakeholders.

The new design guide continues to support the delivery of high-quality workspaces across NSW. It reflects DCJ's vision and values, and maintains a comprehensive approach to workplace design, covering accessibility, user experience, safety, security, WHS, wellbeing, sustainability, and technology, while ensuring compliance with Whole of Government (WofG) standards.

## **Who will this affect?**

DCJ Workplace Design Guide Version 2 will be applied to all future DCJ office accommodation changes, excluding courts, tribunals and custodial settings.

# Who has helped develop and update this guide?

To develop Version 1 of the DCJ Workplace Design Principles, Workplace Transformation (WPT) team engaged with multiple employee groups across DCJ to understand what is important to them and what our people need to feel supported in a DCJ workplace

These groups include:

- **The Strategic Accommodation Working Group (SAWG)** – Representation of DCJ Business units for: Corrective Services NSW, Child Protection and Permanency, District and Youth Justice Services, Strategy, Policy and Commissioning, Housing, Disability and District Services, Law Reform and Legal Services, Corporate Services, Courts, Tribunals and Service Delivery
- **The Employee Reference Working Group (ERWG)** – Representation of DCJ networks including, Pride Network, Disability Employment Network, Young Professionals Network, Indigenous Network (Corporate Services and delegates from the DCJ Aboriginal Leadership group), Multi-Cultural Network and our Functional Representatives including Health and Safety Representatives, Human Resources, Employee Relations & Change Champions.
- **Technical Design Authority Working Group (TDA)** – Representation from DCJ's subject matter experts in the fields of corporate security, major delivery unit, infrastructure operation, Work Health & Safety, Workplace Technology, Workplace Operations & Workplace Design and Fit-out.
- **DCJ Staff** – Direct engagement with staff via the intranet
- **Public Service Association (PSA)** – The public sector union representing the interests and wellbeing of DCJ Staff

As part of the review and update process for Version 2 of the DCJ Workplace Design Guide, the Infrastructure Design and Planning (ID&P) team consulted with multiple employee groups. They also conducted feedback workshops and post-implementation reviews of projects delivered using Version 1 of the guide. The purpose of this review was to identify what aspects of the workplace design were working well, what could be improved, and to ensure the revised guide would be clear, user-friendly, and easily understood by all stakeholders

These groups include:

- **Infrastructure and Assets Subject Matter Experts (SME's)** - representing DCJ's subject matter experts in the fields of Corporate Security, Major Delivery Unit, Infrastructure Operation, Work Health & Safety, Workplace Technology, Workplace Operations and Design. (Formerly TDA)

- **Work Health and Safety team (Task Force)** - representing DCJ's WHS members from the central team, Community Services and Youth Justice agencies.
- **CYHC Delivery Oversight Committee** - DCJ's senior executive leadership representing DCJ business units for Child Protection & Permanency; District & Youth; Justice Services; Strategy, Policy & Commissioning; Housing; Disability & District Services; Law Reform & Legal Services; Corporate Services; and Service Delivery. (Formerly DCJ Steering Committee)
- **DCJ's Networks** - representing DCJ networks such as the Pride Network, Disability Employment Network, Young Professionals Network, Indigenous Network (Corporate Services and delegates from the DCJ Aboriginal leadership group), Womens Network, and Multicultural Network. (Formerly ERWG)
- **DCJ Staff** – Direct engagement with staff via the feedback form on this page – under consultation in progress
- **Public Service Association (PSA)** – The public sector union representing the interests and wellbeing of DCJ Staff – consultation in progress

Post Implementation Reviews:

- 223 Liverpool Road, Ashfield – PIR conducted in May 2024
- 49 Belmore St, Burwood – PIR conducted in July 2024
- 6 Lithgow St, Campbelltown – PIR conducted in July 2024
- 130 Brisbane St, Dubbo – PIR conducted in September 2024

## DCJ Design Principles

Through extensive engagement during the Version 1 consultation with our employee groups, the Workplace Transformation team has uncovered values, attitudes and behaviours that form DCJ Design Principles to create healthy and productive environments for our staff and clients.

This work has been underpinned by universal design principles and industry best practice. Inspired by DCJ's strategic vision and adhering to WofG NSW Workplace Design Principles, our tailored set of design principles translates DCJ values into built environment practices.

Our consultation and research have resulted in five key pillars for our workplace design principles, these are:

1. **Safe & Secure**
2. **Inclusive**
3. **Resilient**
4. **Engaged**

## 5. Sustainable

The DCJ Design Principles are the core of the DCJ Workplace Design Guide, and it is applied to each space type design.

## What's next? Your feedback

Version 1 of the DCJ Workplace Design Principles has been applied to several workplace projects across DCJ. These completed projects enabled the Infrastructure Design and Planning (ID&P) team to conduct post-implementation reviews and gather feedback on the effectiveness and suitability of the design.

Additional feedback sessions and in-depth reviews were conducted with senior executives, subject matter experts, and employee groups to ensure continuous improvement and relevance of the design for future projects.

Based on this comprehensive feedback, the ID&P team developed the DCJ [Workplace Design Guide Version 1.90](#) (PDF, 34.6 MB) which is now open for feedback via the [Microsoft Forms link- external site](#) until Friday, 20 June 2025.

The final DCJ Workplace Design Guide Version 2 is expected to be released in July 2025, pending endorsement by the Senior Executive Leadership Team.

## Frequently asked questions

### Will DCJ Workplace Design Principles align with the Whole of Government Office Accommodation Workplace Principles?

Yes, DCJ Workplace Design Guide align to the NSW Government Office Accommodation Workplace Design Principles.

The NSW Government's direction is to create consistent, efficient, flexible, agile and dynamic workplaces. The NSW Government Workplace Design Principles were updated by Property

NSW in 2024, outlining the workplace fit-out guidelines that new or upgraded Government office accommodation must adhere to.

## **We already have existing principles, what will happen to those?**

The DCJ Workplace Design Guide Version 2 will supersede the DCJ Design Principles Version 1. While it retains all the information from Version 1, it has been significantly improved to enhance clarity and usability for stakeholders. The updated guide reflects extensive reviews and feedback, forming the foundation of our new and improved DCJ Workplace Design Guide.

## **When will there be a further update with more information?**

DCJ Workplace Design Guide Version 1.90, is now open for further feedback via the Microsoft Forms link until Friday, 20 June 2025.

The final DCJ Workplace Design Guide Version 2 is expected to be released in July 2025, pending endorsement by the Senior Executive Leadership Team.

## **How does this affect my current workplace?**

The new guide will be only applied to new workplace fit out refurbishment projects.

## **What if our team has specific requirements and agile working will not be suitable?**

The NSW Government Office Accommodation Workplace Design Principles has determined our new way of working including ratios, floor space, workstations and no allowances for offices or extensive storage. DCJ Workplace Design Guide must align to these principles.

Whilst we are committed to alignment, we recognise that one size does not always fit all. A formal exception process allows the business to seek approval from the DCJ executive directors to deviate from mandatory design standards if required.

## **What if our team has specific design requirements not included in the DCJ Workplace Design Guide?**

Whilst the main objective of this document is to create equity and consistency across all workplaces, we understand that there may be a need to modify and/or adjust the design to accommodate specific site or business requirements, which would be classified as a deviation to the current DCJ Workplace Design Guide.

If a deviation to the current DCJ Workplace Design Guide is required, a formal request process allows the business to seek approval from the DCJ executive directors.

## **Will this guide apply to a correctional centre?**

DCJ Workplace design guide will be applied to all future DCJ office accommodation changes, excluding courts, tribunals and custodial settings. Therefore, does not include correctional centres.

Last updated: 02 June 2025