

# Change Management Consultation

## CSBI



## Information for Staff – Frequently Asked Questions

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### What is happening?

An enhanced structure for CSBI.

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### What are you trying to achieve?

CSBI was established in 2019 as a new branch with limited insight into its proposed service offerings.

Since this time, an independent review was undertaken by PIP Infrastructure to review the services, operations and resourcing across the Branch.

Key recommendations made in the report include:

- Improved succession and career planning opportunities
- Establishment of new and ongoing roles to support gaps in the current service model
- Better alignment of strategic and operational roles
- Improvement of existing team processes such as resource planning

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### What are the main changes?

- Establishment of new and ongoing roles to support gaps in the current service model
- Better alignment of strategic and operational roles

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### How will I be told about the change and how it affects me?

A branch consultation meeting is scheduled for 2 August 2023, to present an overview of the

proposed changes, and of the proposed process to implement these changes.

Following the meeting, team members will receive a copy of the presentation and a link to the MS Teams folder containing more information, including a copy of the presentation, and supporting material.

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### Will I have a role in the new structure?

Yes, all permanent staff role description remains unchanged, however, some reporting lines have changed to better align with strategic and operation requirements.

Current exempt staff will have the opportunity to apply for the permanent role via merit base selection.

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### What happens after consultation?

Once the consultation period has closed, all feedback will be considered and assessed, and the final structure will be presented to all staff with a response to any feedback received during this period.

Following approval recruitment will be undertaken in line with the Recruitment and Selection of Staff to the NSW Health Service, Policy Directive PD2017\_040

### How will the new permanent positions be recruited?

All recruitment will be undertaken in accordance with the Recruitment and Selection of Staff to the NSW Health Service, Policy Directive PD2017\_040 and based on merit.

All staff will be advised once positions are ready for

submission within the ROB system.

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## I need help with my application for the new permanent roles, who can assist me?

The Employee Assistance Program (EAP) offer career assistance with career development, resume and job seeking assistance, interview skills and vocational counselling.

Call 1300 687 327 to book an appointment or visit <https://convergeinternational.com.au/> to find out more about their services.

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## Will my conditions of employment change?

No. Permanent staff will continue to be employed under their current provisions of:

- *Health Employees' Conditions of Employment (State) Award*
- *Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009* or

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## What key dates do I need to know?

Formal consultation commences on Wednesday 2 August and is open for a fortnight.

It closes on COB Tuesday 15 August, and all feedback should be provided by that date.

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## I will be on leave during the change implementation. How do I participate in the change?

Staff who are away on forms of leave or secondments during meetings will be asked to provide a contact number or email or postal address. Information and any updates will continue to be posted to their '@health.nsw.gov.au' email address.

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## Which Unions have been informed?

Health Services Union (HSU) and Public Service Association (PSA) has been informed of the changes.

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## How can I give feedback about the restructure?

Any feedback, concerns and suggestions about the proposed structure and role descriptions can be sent via email to the dedicated mailbox:

[CSBIStaffFeedback@health.nsw.gov.au](mailto:CSBIStaffFeedback@health.nsw.gov.au)

You can also arrange a time to discuss your feedback with Katrina Eadie, Executive Director CSBI, your current manager, or a member of the HR (Human Resources) team:

- HSSG  
HR Business Partner Maritza Salas at [Maritza.Salas@Health.nsw.gov.au](mailto:Maritza.Salas@Health.nsw.gov.au)
- MoH  
Associate Director, Lina Saliba at [Lina.Saliba@health.nsw.gov.au](mailto:Lina.Saliba@health.nsw.gov.au)