

# Change Management Consultation Regulation and Compliance Unit



## Information for Staff – Frequently Asked Questions

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### What is happening?

The roles, functions and expectations of the Regulation and Compliance Unit have evolved in recent years, and it is evident that the structure is no longer responsive to demands or efficient in terms of delivery of objectives.

Changes are being proposed to create a structure that balances leadership, operational expertise and supporting roles across the Unit.

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### What are you trying to achieve?

The Unit has a diverse range of responsibilities, including:

- licensing and regulation of private health facilities
- oversight of assisted reproductive technology providers and for the maintenance of the Central Register (donors and donor offspring)
- conducting and overseeing investigations into allegations of serious wrongdoing, including corrupt conduct
- providing expert leadership and advice in relation to personal and health information privacy.

The proposed structure is expected to better enable people development and progression, address key person dependencies, build in more capacity to better respond to emerging issues, and improve the Unit's ability to perform its functions as system-manager on behalf of the Secretary.

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### What are the main changes?

It is proposed that the Unit will be set up with three individual teams – Private Health Care, Investigations, and Privacy Management.

Each team will be led by a Principal Policy Officer (Grade 11/12) and have between three and five direct reports, spread across different grades. The Assisted Reproductive Technology position will report to the Director.

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

A Unit consultation meeting is scheduled for Tuesday, 14 February 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 via email and a link to the RCU 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?

Several of the roles have relatively minor changes and eligible incumbents may be matched to equivalent positions at the same grade.

All other roles, including those substantively vacant, will be managed in accordance with the NSW Health Policy Directive *Restructuring Policy and Procedures - NSW Ministry of Health (PD2013\_042)*

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## Will my conditions of employment change?

No. Permanent staff will continue to be employed under provisions of the [Crown Employees \(Public Service Conditions of Employment\) Reviewed Award 2009](#).

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## Where can I find additional information regarding the new structure?

Further information, including the consultation presentation, change management plan, organisational charts, draft role descriptions and FAQs, will be available in the RCU Structure Resources folder located in the RCU Teams channel, following the Unit consultation meeting.

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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 [MOH-RCU-Consultation@health.nsw.gov.au](mailto:MOH-RCU-Consultation@health.nsw.gov.au).

You can also arrange a time to discuss your feedback with Murray Stone, Director, Regulation and Compliance Unit, or a member of the HR team:

- [Nina Gavan](#)  
Senior HR Business Partner
  - [Chelsea Starkey](#)  
Associate Director People & Culture
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## What key dates do I need to know?

Formal consultation commences on Tuesday, 14 February 2023, and is open for a fortnight.

It closes on Tuesday 28 February 2023, and all feedback should be provided by that date.

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## What happens after consultation?

Following the close of the consultation period, all feedback will be considered and assessed, and the final structure will be presented for approval by the Deputy Secretary, People, Culture and Governance.

Following approval, appointments and recruitment will be undertaken in line with the NSW Health Policy Directive [Restructuring Policy and Procedures - NSW Ministry of Health \(PD2013\\_042\)](#).

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## What is the process for appointments?

There is a 3-stage implementation:

### Stage 1: Direct Appointments

Direct appointments may be made where there are no or only minor changes to a role and no change in classification or grade.

Significant changes to a role will be determined by assessing the focus capabilities (knowledge, skills, abilities) and essential requirements needed to the role

Employees eligible to be considered for direct appointment are:

- Ongoing Ministry employees at grade
- Temporary Ministry employees at grade with more than 12 months continuous service and who were appointed following comparative assessment after external advertising

### Stage 2: Subsequent Assignment / Appointment via Priority Assessment

Eligible Ministry employees will be considered for subsequent assignment to roles at grade / equivalent grade in the new structure.

Employees eligible to be considered for subsequent assignment / priority assessment are:

- Ongoing Ministry employees at grade
- Temporary Ministry employees at grade with more than 12 months continuous service, and who were appointed

following comparative assessment after external advertising

Eligible employees express interest for two preferences at grade/equivalent classification, and are required to submit:

1. a cover letter identifying their preferences and outlining their suitability regarding the essential requirements and capability levels required for the role/s
2. an updated CV
3. responses to two targeted questions for the role/s.

A recruitment panel will undertake a suitability assessment for all eligible employees for roles at grade / equivalent grade.

If there are more eligible employees than available roles at grade, or more than one employee expressing interest in a role, an internal priority assessment process (competitive merit) will be undertaken.

The panel will review capabilities of eligible employees against those required for new roles at the same / equivalent grade, firstly having regard to employee preferences and then anywhere across the branch. Appointments will be made based on merit where applicable.

### **Stage 3: External Recruitment**

Any roles vacant after the completion of Stage 2 will be advertised.

Usual NSW Health recruitment processes for externally advertised roles will be followed to fill these roles.

During this phase, anyone from within or external to the Ministry may apply for any role without limitation by grade or employment status.

Those affected staff who have not secured a role in the new structure will be managed under the Managing Excess Staff Policy.

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## **I am a temporary employee within RCU. Am I eligible to be matched to a role or participate in the internal recruitment phase?**

Temporary employees (up to max clerk grade 12) with more than 2 years continuous service may be considered for permanent appointment to a vacant position at grade (provided the interests of permanent employees are given priority).

Temporary employees with 12 months continuous service may apply for internal temporary positions at grade (provided the interests of permanent employees are given priority).

All temporary employees may apply for positions advertised externally.

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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.