Independent
Review Office

Finance Change Management Plan (CMP)

November 2026

Acknowledgment of Country



Agenda

1. Reason for the Change
2. What is changing and why?
3. Current vs Proposed Structure
4. What happens during consultation?
5. Timeframe & next steps
6. Our commitment to supporting your through the RMP process

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Reason for the Change

Reason for the Change

- Realign teams closer to service delivery to improve direction and enhance effectiveness
  - Build strategic leadership capability and effective operational oversight within the invoicing function
  - Alignment of ILARS invoicing team within the broader Finance Business unit to enhance service delivery, stronger reporting and controls, and timely resolution of complaints and service issues.
  - Reposition ILARS invoicing and ILARS Grants Application teams to work more closely aligned to relevant core business units, fostering stronger collaboration and direct support.
- Support long term sustainability and operational focus
  - Enable a 'fit for purpose' structure to meet operational needs
  - Creating a more agile Finance function aligned to its business priorities and a focus on continuous improvement

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What is Changing and Why?

What is Changing and Why?

- Creating a NEW Finance Operations Officer, Clerk Grade 5/6 position to enable effective operational oversight and leadership

- Reporting line, title and minimal role description changes for Finance Admin and Support Officer Clerk Grade 5/6 to ILARS Grants Admin and Support Officer Clerk Grade 5/6 to reflect the scope and focus of the grants application work. The overall role functions remain unchanged.

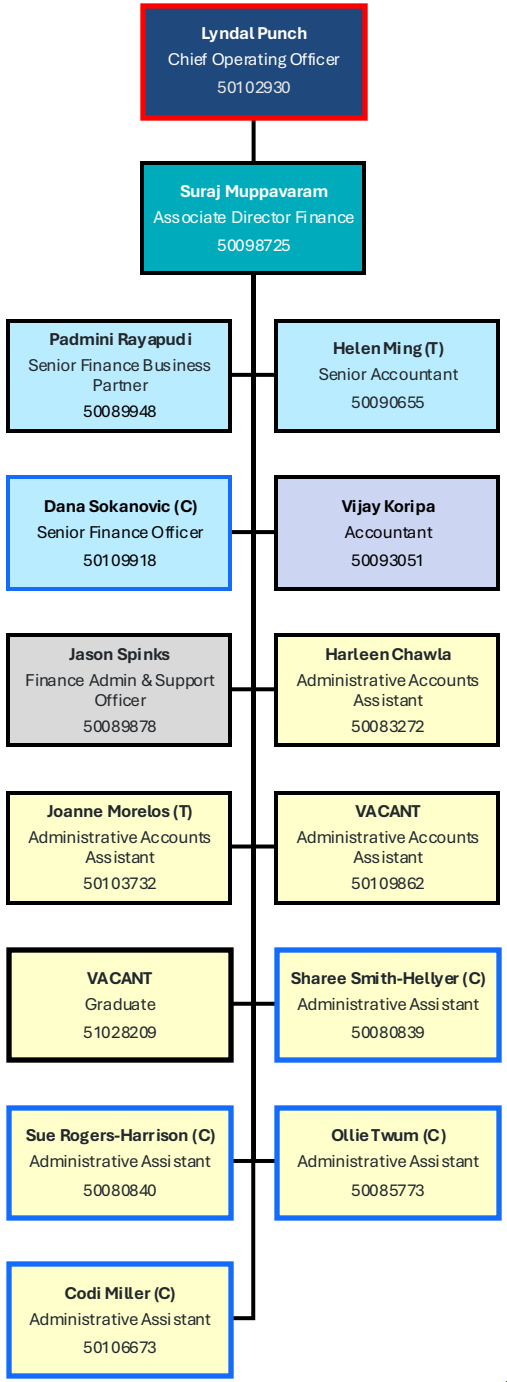
- Reporting line changes to enable better alignment with the work being undertaken and foster effective collaboration:
  - Ongoing Administrative Accounts Assistant Clerk Grade 3/4 roles to report into new proposed Finance Operations Officer role.
  - Three Contractor Administrative Assistant Clerk Grade 3/4 roles to report into new proposed Finance Operations Officer role
  - Transition of one contractor Administrative Assistant Clerk Grade 3/4 role from the Finance business unit to report into Triage Lead Clerk Grade 7/8 role in the LAPS directorate.

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Current vs Proposed Structure

Corporate and Enabling Services – Finance Business Unit

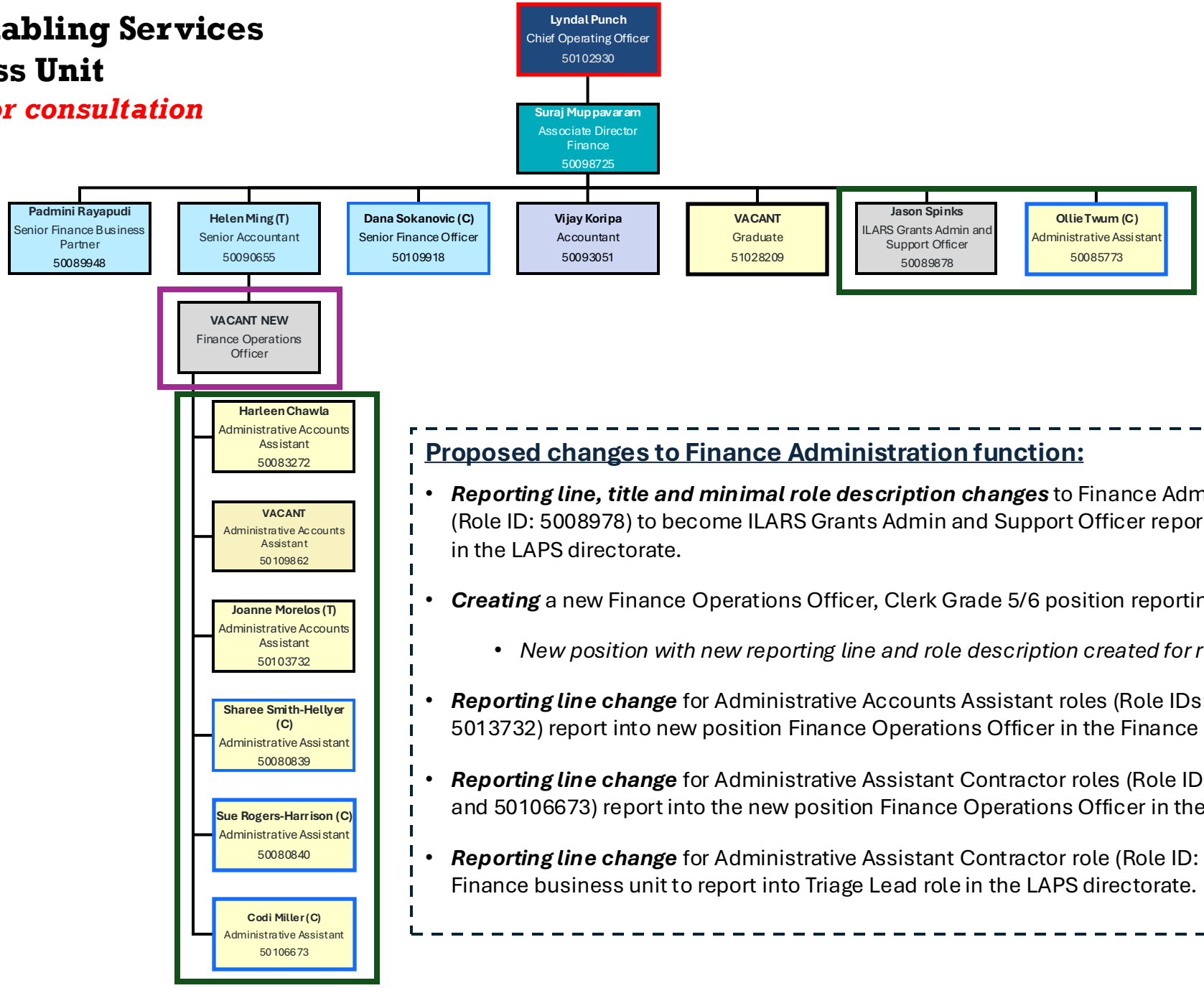
Current State



PSSE 3 | PSSE 2 | PSSE 1 | 11/12 Ongoing | 9/10 Ongoing | 7/8 Ongoing | 5/6 Ongoing | 3/4 Ongoing | Temporary | Contractor

Corporate and Enabling Services – Finance Business Unit

Proposed changes for consultation



Proposed changes to Finance Administration function:

- ***Reporting line, title and minimal role description changes*** to Finance Admin and Support Officer (Role ID: 5008978) to become ILARS Grants Admin and Support Officer reporting into Triage Lead role in the LAPS directorate.
- ***Creating*** a new Finance Operations Officer, Clerk Grade 5/6 position reporting into Senior Accountant.
    - *New position with new reporting line and role description created for role.*
- ***Reporting line change*** for Administrative Accounts Assistant roles (Role IDs: 50083272, 50109862 and 5013732) report into new position Finance Operations Officer in the Finance Business unit.
- ***Reporting line change*** for Administrative Assistant Contractor roles (Role IDs: 50080839, 50080840 and 50106673) report into the new position Finance Operations Officer in the Finance Business unit.
- ***Reporting line change*** for Administrative Assistant Contractor role (Role ID: 50085773) from the Finance business unit to report into Triage Lead role in the LAPS directorate.

PSSE 2 *11/12 Ongoing* *9/10 Ongoing* *7/8 Ongoing* *5/6 Ongoing* *3/4 Ongoing* *Temporary* *Contractor* *New proposed role* *Proposed reporting line change*

Overview of Proposed Changes – Role Impact

Grade	Current Structure			Proposed Structure			Variance
	Ongoing	Temporary	**Total**	Ongoing	Temporary	**Total**	
Clerk Grade 11/12	1	0	1	1	0	1	0
Clerk Grade 9/10	2	0	2	2	0	2	0
Clerk Grade 7/8	1	0	1	1	0	1	0
Clerk Grade 5/6	1	0	1	2	0	2	+1*
Clerk Grade 3/4	4	0	4	4	0	4	0
TOTAL	9	0	9	9	0	9	+1

***Note:** The existing Clerk Grade 5/6 role is proposed to transfer from CES to LAPS through a reporting line change. To maintain operational capability, a new Clerk Grade 5/6 role is also proposed. As a result, there is no net change in the number of Clerk Grade 5/6 positions.

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Consultation & Next Steps

What happens during consultation?

Now

- A **two-week consultation period** commences **today** until **5pm Monday 16 November 2026.**
- Read through the presentation slides, which will be made available to you after this session.
- The Union will be informed of the proposed changes.

Next two weeks

- Provide feedback to your relevant Executive via email.
- You can also raise any questions or concerns directly with Samantha Taylor, Independent Review Officer and P&C.

Post consultation period

- Possible revisions to the proposed structure will be considered based on feedback.
- Any changes to the proposed structure will be communicated to you and an implementation date of the structure confirmed.

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Support & Resources

Support Available



Employee Assistance Program & Wellbeing Hub

Free and confidential counselling provided by our Employee Assistance provider, Peoplesense, on 1300 307 912.

The DCS Wellbeing Hub has resources available to support you.



People Leader

Reach out to your Executive Leader for support.



People & Culture Business Partners

Vanessa Tindall – A/ Director People and Culture

Melanie Hendry – Manager People & Knowledge Management

Will Pritchard – Senior P&C Business Partner

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Questions & Answers

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