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Kim

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10 September 2018

Mr Nev Kitchin  
General Secretary  
Public Service Association of SA Inc  
GPO Box 2170  
ADELAIDE SA 5001

Att: Bec Nilon, Organiser

Dear Mr Kitchin

I refer to previous discussions held on 4 June 2018 at the DPC Workforce Consultative Committee Meeting and in particular, the discussions focussed on the FTE reduction in the Quality Assurance (QA) function and the realignment of these employees to other areas within Payroll Services, Shared Services SA (SSSA).

As a follow on from the Quality Assurance realignment activities that were successfully completed, Payroll Services is intending to further align our Quality Assurance function to provide a better overall service to our customers and ensure our employees are supported in undertaking day to day activities.

Payroll Services is proposing to move two team members from the Quality Assurance team into the Payroll Team supporting the Department of Education. This will ensure team members have ongoing daily support and expertise that can be called on when required. Day to day duties that these staff currently undertake will not change.

The recommended changes will not result in any employee reductions and a meeting has been conducted with affected employees to communicate proposed changes. All employees will be given the opportunity to access various support mechanisms (i.e. Human Resources and Employee Assistance Program) throughout the process.

You are invited to provide to provide written feedback on the proposed realignment by close of business 24 September 2018 or if you have any questions about this matter, please contact Ms Melissa Harris on 8226 6668.

Yours sincerely

Mark Carey  
Executive Director  
Shared Services SA