



**To: All Support Workers**  
**Re: Official Communication Channels for Reporting Shift Changes**  
**Date: 5 August 2024**

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Please be advised that all reports of shift changes or unforeseen circumstances must be communicated through our official channels. Direct communication to service coordinators will not guarantee acknowledgment or prompt action.

It is crucial that any changes to your availability are reported as early as possible using the following methods:

1. Email: [info@ssfservices.com.au](mailto:info@ssfservices.com.au)
2. Day Business Line: +61 2 7908 5366
3. Afterhours Line: +61 3 9961 0058

SSF Services will acknowledge receipt of your communication via email to ensure proper handling and response.

By adhering to these official channels, you ensure that your changes are acknowledged in a timely manner and appropriately managed. This is essential for maintaining the high standard of service we strive to deliver and for avoiding any disruptions in our operations.

We greatly appreciate your dedication and commitment to delivering excellent service. Your cooperation in using the official channels for all communication regarding shift changes is highly valued and helps us continue to provide exceptional care.

Thank you for your attention to this matter.