

Seventh-day Adventist Church (Pacific) Limited

SPD Staff Contacts

| Nature of Enquiry | Contact | Contact Details |
|--|---|---|
| Call processing Permanent return processing | Brad Kemp, Associate Secretary | BradKemp@adventist.org.au Phone: 61 2 9847 3212 |
| Intradivision service policy Matters including: <ul style="list-style-type: none"> - Pre-embarkation salary/allowances - Transportation - Housing - Travel assisted annual leave - Children's education assistance - Transfers - Remuneration - Allowances - Repatriation salary/allowances - Interdivision service policy matters - Transportation - Pre-embarkation salary/allowances | David Potter, Associate Treasurer Expatriate Support Service | DavidPotter@adventist.org.au Phone: 61 2 9847 3218 |
| Wages processing, expense reports and personal accounts processing for intradivision and interdivision employees in SPD | Gary Chapman, Expatriate Support Service Accountant | GaryChapman@adventist.org.au Phone: 61 2 9847 3279 |
| Immigration Mission Hostel bookings Medical check forms and appointments Transportation | Carolyn Millward, Admin Assistant to David Potter | CarolynMillward@adventist.org.au Phone: 61 2 9847 3215 |
| Insurance | Paul Rubessa RMS Assistant Manager | rms@adventist.org.au PaulRubessa@adventist.org.au Phone: 61 2 9847 3372 |
| Sustentation | Rod Woolley | rwoolley@adventist.org.au Phone 61 2 9847 3253 |
| ACA Health Fund Claims | Barbara Charlton | BarbaraCharlton@adventist.org.au or visit the Website on www.acahealth.com.au |
| ACAST Superannuation | Mercer Super Trust | Helpline : 1800 682 525 or www.mercerHR.com (Insert Membership No. and PIN access) or, email Gary Chapman |
| Family health matters and medical emergencies | Doctor Peter Miller | billiepeter@aanet.com.au |

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| Institute of World Mission | Ray Coombe, Director IWM | rcoombe@adventist.org.au Phone: 61 2 9847 3280 |
| Deposit Fund Accounts Services Accountant | Ian Heunis | IanHeunis@adventist.org.au Phone: 61 2 9847 3257 |
| Division Central Supplies | Wayne Cooper | WayneCooper@adventist.org.au Phone: 61 2 9847 3313 |
| Courier bookings | Jacqui Haynes or Karen Sabbo SPD Travel Service | Phone: 61 2 9847 3343 sptravel@adventist.org.au Phone 61 2 9847 3343 |
| Mission Hostel, confirmations only <i>(Bookings must be made through Carolyn Millward)</i> Mission Hostel Caretakers | Fae Sawyer (Division Office Receptionist) John & Anne Fraser | fsawyer@adventist.org.au Phone: 9847 3333 Phone: 61 2 9489 2871 |
| SPD Travel Service | Jacqui Haynes, Manager Karen Sabbo, Senior Travel Consultant | spdtravel@adventist.org.au Phone: 61 2 9847 3343 Phone: 61 2 9847 3343 |
| SPD Office | | Phone: 61 2 9847 3333 General Fax: 61 2 9489 0943 Admin Fax: 61 2 9489 1713 |
| SPD Website | | www.adventist.org.au |