

ECKA Contact Sheet



Enriching children's lives through learning

Office Staff - 5339 5055		
Jo Geurts	CEO	ceo@ecka.org.au
Janine Tardrew	Operations Manager	om@ecka.org.au
Gabrielle Hayes	HR Manager	hrm@ecka.org.au
Sue Wolstenholme	HR Assistant	hr@ecka.org.au
Caroline Kennedy	Accountant	accountant@ecka.org.au
Colleen Punton	Accounts Manager	finance@ecka.org.au
Linda Foote	Accounts	accountants@ecka.org.au
Jess Stewart	Executive Assistant	admin@ecka.org.au
Hannah McLean	Administration	reception@ecka.org.au
Christine Sullivan	SRF Coordinator	csecka20@gmail.com
Alicia Hansen	IPAS Facilitator	alicia@ecka.org.au
Jenny Wiltshire	Administration/Reception	info@ecka.org.au
Nicki Ballinger	Relief phone	0458 916 279
EEAs		
Michaela Saha	0439 613 807	michaela@ecka.org.au
Star McBean	0429 102 773	star@ecka.org.au
Liz Bandy	0438 424 817	liz@ecka.org.au
Debbie Finlay	0429 130 504	debbie@ecka.org.au
Dianne Shaw	0431 973 244	dianne@ecka.org.au

If you are unsure who you need to speak to please ask for Jess

Query	Contact
Budget Media enquiries	Jo
Compliance Enquiries including: <ul style="list-style-type: none"> • Court Orders • Child Safe Standards • Mandatory Reporting • Occupational Health and Safety • DET compliance visits 	Janine
Complaints	Janine or Jo
Employment Opportunities	Gabrielle or Sue
Enrolments	Jess
Excursion/Risk Assessments	EEA
Fundraising	Sue
Incidents or Injuries	Janine
IPAS	Colleen or Alicia
Maintenance Issues including: <ul style="list-style-type: none"> • Building maintenance • Equipment maintenance • Gardening • Pest Control • Power Outages 	Jess
Online Systems including: IMS ECKA Website	Jess
Parents and Friends	Sue

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Pay or Roster Enquiries including: <ul style="list-style-type: none">• Payroll• ADP Issues• Leave Requests• PD Enquiries• Roster Changes	Gabrielle or Sue
Policy Interpretations	Janine
QIP	EEA
Staffing	Gabrielle
Storypark	EEA
Supplies <ul style="list-style-type: none">• Coles Cards• MTA• Officeworks	Colleen