Personnel - Catholic Education Office Sale

Catholic Education Office
Diocese of Sale
6 Witton Street
(PO Box 322)
WARRAGUL VIC 3820

Director of Catholic Education
Maria Kirkwood

Executive Secretary
Bernadette Myors

Catholic Identity, Learning & Teaching

Deputy Director of Catholic Education
Debra Punton

Business Services

Deputy Director of Catholic Education
Paul Velten

Tel: (03) 5622 6600
Fax: (03) 5623 4258
Email: director@ceosale.catholic.edu.au
Website: www.ceosale.catholic.edu.au

Senior Staff
The Office of the Director coordinates a wide range of services to both schools and Catholic Education Office staff.

**Team Services:**

- Child Protection / Mandatory Reporting
- Compliance (VRQA)
- Catholic Education Week
- CEOSale Website Development & Management
- Diocesan Photography Project
- Emergency & Critical Incident Reporting
- Industrial Relations
- Legal Issues in Schools
- Media and Communications
- Principal Appointments & Professional Support
- Publications
- School Board Development
- School Closure Requests
- School Promotion
- Service Awards, Scholarships and Bursaries
- Special Events
- Spirituality & Faith Formation
- Teacher Professional Standards & Registration
- Teacher Registration / Conduct (Victorian Institute of Teaching)

**Director of Catholic Education**
Maria Kirkwood

**Executive Secretary**
Bernadette Myors
Catholic Identity, Learning & Teaching

Catholic Identity and Religious Education

The Catholic Identity and Religious Education Team provides ongoing curriculum support and professional learning in Catholic Identity and Religious Education for Religious Education Leaders and Coordinators. It also provides accreditation opportunities for teachers.

**Team Services:**

- Enhancing Catholic School Identity
- Family Life Education Co-ordination
- RE Accreditation
- RE Curriculum
- RE Professional Learning
- Sponsored Studies in RE
- Youth Ministry

Learning and Teaching

The Learning and Teaching Team is focused on building the instructional leadership capacity of principals and school leaders to assist the development of expert teaching practice in every school, so as to ensure learning entitlement through high quality learning opportunities and outcomes for all students.

**Team Services:**

- Assessment Practices
- Education Psychology Services
- Beginning Teacher Support
- Learning Adjustment — Academic Behavioural
- Leadership Development
- Learning and Teaching Networks for Principals and Leaders
- Local Learning & Employment Networks (LLENS)
- Principal Appraisal
- Reporting Guidelines
- Research in Catholic Schools
- School Improvement
- Secondary Pedagogical Support
- Secondary Pathways
- Sponsored Study Program
- Victorian Curriculum

Deputy Director of Catholic Education
Debra Punton

Senior Administrative Officer
Zoe Archer

Administrative Officers
Bern McGinness
Jacqueline Hayes
Manager
Dom Ryan

Education Officers: Catholic Identity and Religious Education (Primary)
Lisa Broeren
Anne Taylor
Alice Youlden

Education Officer: Catholic Identity and Religious Education (Secondary)
Jeremy Wright

Youth Minister Secondary Colleges
Lilian Davine
# Catholic Identity, Learning & Teaching

## Learning & Teaching

**Manager**  
Martin Keogh

**School Advisers: Learning and Teaching (English)**  
Donna Synan  
Leigh Shelley-McCahon

**School Advisers: Learning and Teaching (Mathematics)**  
Delma Brazzale  
Jodie Vickery-Howe

**Education Officer: Learning and Teaching**  
Marg Shiels

**School Adviser: Learning and Teaching**  
Bernadette Wheatley

**Education Officer: Learning and Teaching (Languages / ePlan / eLearn)**  
Felix Siddell

**Education Officer: Learning and Teaching (Secondary Pathways)**  
Sam Franzi

**Education Officer: Learning and Teaching (Secondary Pedagogical Coach)**  
Jo Osler

## Learning Adjustment

**Manager**  
Martin Keogh

**Education Officers: Learning Adjustment (Behaviour / Academic)**  
Sharon Anderson  
Robyn Halliwell  
Anne Speekman  
Anne Wilson

**School Adviser: Learning Adjustment (Behaviour / Academic)**  
Todd Proud

**Education Officer: Learning Adjustment (Aboriginal and Torres Strait Islander)**  
Peta Murray

**Education Officer: Learning Adjustment (English Additional Language / Dialect)**  
Catherine Munday

**Psychologists**  
Lauren Bourke  
Sarah Fiddes
The Business Services Team provides a valuable service to all primary and secondary schools in the Diocese of Sale on matters of finance, employment, capital project management and Information, Communications and Technology (ICT). Assistance is also provided to schools in the areas of governance, risk assessment and management, compliance and policy development and Occupational Health and Safety (OHS) compliance, where training is also provided. Advice and support to members of CEOSale is also provided with regard to staffing and employment related processes.

**Team Services:**

- Accounting Assistance
- Administrative Procedures in Schools
- Annual Financial Statements
- Audit of Essential Safety Measures
- Budgets
- Capital Project Management
- Desktop Support & ICT Servicedesk
- Governance, Risk, Compliance and Policy - Complispace
- Government Business Compliance
- Grants & Funding
- Human Resource Management
- ICT Advice & Assistance to Schools
- Industrial Agreement Compliance
- Integrated Professional Learning System (IPLS)
- Local Area Network (LAN) Management for CEOSale
- Liaison with Business Managers
- Loans & Interest Factor
- Online Staffing Records
- Occupational Health and Safety
- Payroll and Taxation
- Primary & Secondary Land Funds
- Risk Management in Schools
- Salary Assessments
- School Central Payroll Service
- School Fee Collection and Remission
- Granting Process Management
- Staff Schedules
- Superannuation
- Supplementary Capital Fund
- Workcover

**Deputy Director of Catholic Education**
Paul Velten

**Senior Administrative Officers**
Florida Nugara
Teresa Brady
Business Services

Deputy Director of Catholic Education
Paul Velten

Planning Building & Finance

Manager
Michael Maye

Financial Accountant
Rachel Ryan

Finance Officers
Sharyn McStay
Annemieke Heijden

Building Infrastructure Services Officer
Tony Anderson

Facilities Officer
John Williams

Information Communication & Technology

Team Manager
Shane Doyle

Senior IT Technical Support Officer
Kevin Ellis

IT Technical Support Officers
Kris Archer
Murray Campbell
Harvey Losin

Human Resources

Human Resources Officer
Maree Stobart

Human Resources Support Officer
Leanne Dunsmuir

School Finance & Resources

Manager
Kirrilly Bridger

Senior School Finance and Resources Officer
Michaela Codling

School Finance and Resources Officers
Simone Dent
Ana Snoxall
Sharon Ventura

School Finance & Resources Compliance Officer
Cheryl Dore

School Senior Payroll Officer
Erin Jones

School Payroll Officers
Kristi Cropley
Casandra Maffei
Jessica Oliver

School Fee Officer
John M Williams