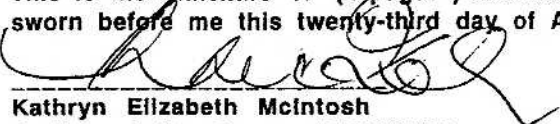


This is the Annexure 'H' (2 pages ) referred to in the affidavit of Pene Ann LOZA sworn before me this twenty-third day of August, 2001.

  
Kathryn Elizabeth McIntosh  
Justice of the Peace, 1999800739  
1/4 Montego Place, Tuncurry

## DEPARTMENT OF SCHOOL EDUCATION

Pene's secondment to this Department commenced on 1 June, 1992. To date, she has been involved in the following :

Assist sports clerk with various activities including receipting, banking, distribution of correspondence etc.

Assist sports consultant with the initial investigations regarding organisation of Health, Physical Education and Personal Development Conference, September 14, 15, 1992. Arrange resource display for the conference. Collect and monitor registrations

Seek comments on proposed 7-10 English Syllabus evaluation and compile draft evaluation form.

Coordinate the review of books as requested by the Curriculum Directorate.

Determine participants and finalise arrangements for a Binet 4 training day for counselors.

Determine participants and finalise arrangements for the Student Services Conference (Ballina 21/22 July) and the National Symposium (UNE-NR 23/24 July).

Collate register of CGO's and School Counselors.

Gather information re status of counselors as registered psychologists, conditionally registered, not seeking registration and status as AST. Submit report to Eleanor Davidson, Manager, Student Welfare and Guidance Unit, Curriculum Directorate.

Prepare submission for conference on Grief Counseling. Six day conference for school counselors. Submission approved for 4-9 July, 1993. Prepare submission re her attendance as a TAFE representative. Prepare information seeking nominations for participants from each cluster.

Collate regional stocktake of instruments used by School Counselors. Order supplementary manuals.

Review and update lists of Departmental Committees in the Region and lists of key support network persons. Determine each committee's decision-making processes and terms of reference.

Review Futures Database - unable to access disk. Follow-up with Planning Unit the required software.

Canvass Universities throughout N.S.W., Victoria, Queensland and South Australia re the availability of post-graduate or masters level courses in Special Education. Gather information on available courses, content, student numbers, structure etc.

Undertake discussions with Barbara Worthington and Anne Riddell, C.P.D.E. re module training, staff training etc.

Order various resources re dealing with trauma, death and suicide

Organise and coordinate English K-6 Colloquium (October 24, 25), approximately 200 people

Collate survey on use of resources at College, Cluster, ERC and Regional level

Prepare submission re links with TAFE in the area of staff training

Review and make comments on the draft 30 hour retraining package for Health/PE/PD teachers

Compile directory of all Student Services staff in the Region

Finalise arrangements for Certificate in School Management Course (August 30 - September 4)

Assist in the compilation and documentation of regional strategic plan

Make initial investigations regarding submissions for Leadership and Management training for Principals.

Review and make comments on ETF submission regarding training for Special Education teachers.

Prepare submission to recommend the re-titling of Cluster Guidance Officers to Head Teacher (Counselling).

Investigate the options for provision of training to School Counsellors in the implementation and interpretation of Achenbach.

Prepare joint DSE/TAFE submission regarding the encouragement and building of counsellor networks between the two Departments.

Prepare paper on identified training need for school ancillary/office staff.

A number of these activities are, at this time incomplete, and it is considered that Pene could continue to be professionally engaged on these, and other activities during the next 3 months, should her secondment be extended.



Greg Cloak  
Assistant Director,  
Education Programs and Planning  
27.8.92

*Extension approved for 3 months*

*R. Walshaw.*

*4/9/92.*