

vanderValk, Vicki

From: vanderValk, Vicki
Sent: Wednesday, 29 October 2008 2:55 PM
To: 'HAGAN, Jacki'
Cc: Leeson, Helen
Subject: RE: In Training: September Edition

Thanks Jacki – I spoke with Trevor about this.

After reading the articles in the issue for September it appears as though the stories are 'bigger picture' stuff and not along the lines of our usual business eg annual hair shows etc, Rotary Awards. We have one story which might be suitable for October issue on the SEQ Flouridation as follows –

"As part of the Government's priority toward improvements in dental health and the construction of the water fluoridation facilities in South East Queensland, Wide Bay Institute of TAFE and Skillstech Australia in conjunction with industry and Queensland Water Infrastructure has developed the first Queensland Flouridation Program.

The online program which has a practical component will be piloted with sixty South East Queensland Water staff commencing in November and completing in December 2008. The program will then be rolled out further and by 2012 over 200 workers will have the skills to operate the new fluoridation facilities across Queensland". More information can be obtained by contacting Helen Leeson on 4120 2593.

We will certainly keep in mind for future reference though.

Cheers

Vicki Van der Valk | Executive Officer | Institute Directorate | Wide Bay Institute of TAFE
 Phone: 4120 2577 Fax: 4120 2575 Email: vicki.vandervalk@deta.qld.gov.au

From: HAGAN, Jacki [<mailto:Jacki.HAGAN@deta.qld.gov.au>]
Sent: Wednesday, 29 October 2008 2:18 PM
To: vanderValk, Vicki
Subject: FW: In Training: September Edition

Hi Vicki,

Please see below. Also attached is the last edition of In Training.

Regards,
 Jacki

From: HORN, Michelle
Sent: Wednesday, October 29, 2008 2:14 PM
To: HAGAN, Jacki
Subject: FW: In Training: September Edition

It's a monthly emailed newsletter developed for staff so it really should be October-related.

Michelle Horn

Executive Officer, Training Program Office, Office of Training

Phone: (07) 3225 2371

29/09/2009

DET RTI Application 340/5/1797 - File A - Document No. 1 of 991

From: COMMSMKTNG, Communications Marketing

Sent: Wednesday, September 10, 2008 11:48 AM

To: DL - All CO Corporate Communication and Marketing Branch; DL - Training; DL - Training Ombudsman; DL - All Of Tafe

Subject: In Training: September Edition



SEPTEMBER 2008

Welcome to *IN TRAINING*, the monthly newsletter for Department of Education, Training and the Arts staff. *IN TRAINING* includes news items, updates and professional development opportunities to let you know what's the latest in Training in Queensland.

We welcome your suggestions and contributions. Please email michael.duthie@deta.qld.gov.au. To view the newsletter on the portal go to Marketing & Communication > Newsletters > InTraining > Current Edition

Queensland Skills Plan realigned for 2008

Months of planning, discussion, research and consultation involving large numbers of DETA staff came to a head on 29 August, when the realigned *Queensland Skills Plan 2008* was officially launched by Minister Welford. The new Plan will build on the considerable progress made since the State Government introduced the most significant reform to Queensland's vocational education and training system in 40 years – the *Queensland Skills Plan 2006*. Mr Welford said the new Plan recognised the fundamental need to boost participation across the workforce in order to address the skill shortages that are affecting Queensland's economy. The new measures focus on five key areas: skilling existing workers and apprentices; training the unemployed and under-employed; helping young people move into further education, training and employment; upgrading the vocational education and training (VET) sector, and recruiting for targeted professions. Staff are encouraged to have a look at the Plan by visiting the DETA website. Here you can also view a video of the official launch presentation. During this ceremony a 5-minute video was shown featuring clients whose careers have been helped by our services or programs. This video is available from Corporate Communications and Marketing for special corporate events - contact Michael Duthie (tel: 323 59949).

Praise, thanks for huge staff effort

In congratulating all of the staff members who played a part in developing the *Queensland Skills Plan 2008*, our Director General Rachel Hunter said the document "reflected these staff members' own skills and expertise". "It was a fantastic effort involving so many people, in Head Office as well as the regions. I would also particularly thank regional staff who helped organise and run the Minister's five-day roadshow to promote the Plan, notably regional directors Peter McDuff, Peter McNeale, Peter Langbien and Greg Clarke," Mrs Hunter said. Following the Brisbane launch Minister Welford and Deputy Director-General Rod Arthur travelled to Mount Isa, Townsville, Cairns, Mackay and Rockhampton to present the plan to local industry. Bad weather prevented the Minister's plane flying into Hervey Bay for a function on 4 September, and his ministerial colleague and Local Member, the Hon Andrew McNamara, undertook these duties.

Landmark Indigenous jobs, training strategy

In Cairns on 4 September, Mr Welford launched *Positive Dreaming, Solid Futures Indigenous Employment and Training Strategy 2008-2011*, which he said represented a new and sustained effort to improve labour force participation by Indigenous people in the state. The Minister said that during the process of consultations with Indigenous people in producing the strategy, the overwhelming desire was to see a work-first focus. Mr Welford also said there needed to be improved targeting of government investment and mentoring for Indigenous enterprise development, and for the State Government to place greater priority on engaging business and industry in partnerships focused on placing Indigenous jobseekers into jobs. The strategy targets the resources, construction, tourism, primary industry and community services industries. *Positive Dreaming, Solid Futures* commits to four priority areas: maximising employment through strategic alliances; skilling individuals for work; building capabilities in communities to enhance community and economic development opportunities; aligning employment support and training to the needs of Indigenous Queenslanders. The strategy will be accompanied by a multi-agency implementation plan, and led by DETA and the Department of Employment and Industrial Relations. For further information visit www.deta.qld.gov.au/positivedreaming

Helen snares Smart Women award

Colleagues have been congratulating Helen Vahdat, Senior Executive Officer from the Office of Training, for her success in the 2008 Smart Women Smart State Awards. Helen won an award in the category of Undergraduate Students – Information and Communication Technology. She was nominated for her innovation and research skills, reflected in her initiation and management of an ICT project to determine the feasibility of developing a web-based assessment application for recognition of prior learning. The annual awards recognise Queensland's brightest women and girls achieving in education or careers in non-traditional fields such as science, engineering and information and communication technology. DETA sponsors an encouragement award which is presented to a secondary school student or undergraduate. This went to Julia Baker of Coomera Anglican College. For more information regarding the awards visit the [Office for Women website](#).

Professional Development website

The state's VET Sector now has a dedicated VET professional development website. Go to <http://www.vetpd.qld.gov.au> to find professional development opportunities that are currently being offered by reputable providers. The site was developed for teachers, trainers, educational managers and administrative staff within both the public and private VET sectors. For further information please email your enquiry to vetpd.info@deta.qld.gov.au

Technology talkfest will be interactive

A technology conference to be held at Mooloolaba on the Sunshine Coast from 5-7 November has attracted large numbers of TAFE staff in previous years. The Learning Connections conference offers more than an opportunity to investigate new and emerging learning technologies and their use, with participants able to interact with trainers and teachers. This year's keynote speakers are George Siemens, who will address the characteristics of learning networks, how they differ from social networks and how teachers can utilise these different attributes for teaching and learning; and Nancy White, analysing the dynamics of online communities. TAFE Queensland Videolink is a partner in the event. For more information, or to register online, go to www.learningtechnologies.com.au

Forum advances leadership skills

The Brisbane Leadership Voice forum set down for 14 October is designed for women who are seeking greater self-knowledge of their leadership style. A forum spokesperson said the Leadership Voice series had helped more than 30,000 Australian women develop practical strategies to deal with key challenges within their work and personal life. A second forum will be held on 9 December to support women in positions of leadership to further advance their leadership skills and capabilities. Contact Kathy Willmott on 1300 138 037 or by email kwillmott@wtaa.com.au



vanderValk, Vicki

From: vanderValk, Vicki
Sent: Wednesday, 17 June 2009 8:17 AM
To: 'Tafe, Regional'
Cc: HAGAN, Jacki (Train)
Subject: Heads up on possible contentious issue

Hi Jacki

As discussed Wide Bay Institute provides the following information –

Background

- The roll out of fluoridation to regional areas of Queensland will commence in 2009 and continue until 2012. It is a requirement under the Water Fluoridation Regulation 2008 that every community with a population over 1000 be supplied with fluoridated water. As a consequence water treatment plants will be upgraded to include fluoridation components. Under the Water Fluoridation Regulation 2008, operators must have the necessary training, skills and knowledge to operate a fluoridation plant. Queensland Health has recognised that completion of the unit of competence NWP276 would fulfil this requirement.
- A pilot prior to this roll out was conducted in 08/09. WBIT provided the accredited training for SEQ Water through an on-line process with industry based trainers and Skills Tech Australia provided some face to face component, non-accredited, for the operators in the trial. Approximately 70 operators were trained during the pilot program during 2008/09. Kate Niblett, staff member of Wide Bay Institute of TAFE was seconded by DIP (Department of Infrastructure and Planning who is the lead agency for this project) as the officer for the implementation of the pilot project for Fluoridation training in South East Queensland.
- As a follow up to the Water Fluoridation Pilot run at the end of 2008, Wide Bay Institute has been successful in being selected to provide online training for regional communities as part of the Queensland Water Fluoridation Project. This four year project will involve the Institute providing training for fluoridation operators in line with the Water Fluoridation Act passed in March 2008, the Water Fluoridation Regulation and the Water Fluoridation Code of Practice.
- The single unit NWP276A Monitor, Operate and Report on Fluoridation systems taken from the NSWP07 Water Training Package will be delivered in an online environment with support from industry based trainers. Wide Bay Institute is the only TAFE Queensland Institute selected to deliver in an online environment to the water industry and is working closely with the water industry to support consistent delivery of water training across Queensland.
- Earlier this year (April/May), there was an incident in the North Pine dam involving an increase in fluoride in the drinking water supplies. WBIT provided training to the SEQ Water North Pine operators. The following are some notes taken from the media at the time:

<http://au.news.yahoo.com/a/-/local/5568986/opposition-slams-bligh-fluoride-bungle/>

The Queensland Opposition says it should not have taken nearly two weeks for the Government to find out about an excessive release of fluoride into public drinking water supplies.

For three hours earlier this month some residents at Brendale and Warner, just north of Brisbane, were drinking water with a fluoride concentration 20 times higher than the recommended maximum limit.

The Government says test results took 12 days to identify the problem and Premier Anna Bligh says she learned about it on Wednesday night.

She has ordered a full investigation.

Opposition Leader John Paul Langbroek says it is not good enough.

"It's more an issue of the management of the system and it is of concern that it took two weeks for the Government to be told about it and to release to the public," he said.

Mr Langbroek says the Government cannot afford to make mistakes on the purity of drinking water.

"The Government should be reassuring Queenslanders that they have got all the procedures in place, that fail-safe mechanisms are working properly and that this sort of thing is not repeated," he said.

- Following on from this, an investigation has been underway as to how/why this occurred.
- Brett Myatt, Central Operations Manager for SEQ Water has been working through Kate Niblett.
- On 10/6, Fraser Gifford from Queensland Health contacted Tracie Regan, Senior Training Consultant on Water Industry training, staff member of Wide Bay Institute, to gain access to WBIT's online product to check that we are doing all that is required with the Water Fluoridation Code of Practice etc.

29/09/2009

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- WBIT's Faculty Manager for Water, Helen Leeson, has put Kate Niblett in contact with Fraser Gifford so that during the investigation, information can be channelled through a single point ensuring a consistent message is being put forward from TAFE. Kate Niblett has informed Helen Leeson that a meeting involving Kate, DIP, Qld Health and SEQwater is being organised to discuss the fluoridation training. Helen has asked that WBIT be included in this discussion/meeting.
- The information that Kate has been providing both SEQwater and Qld Health involves detail around the training resources and can be provided to you if needed (although these files are very large).

If you require more information at this stage, please let me know.

Cheers

Vicki Van der Valk | Executive Officer | Institute Directorate | Wide Bay Institute of TAFE
Phone: 4120 2577 Fax: 4120 2575 Email: vicki.vandervalk@deta.qld.gov.au

vanderValk, Vicki

From: vanderValk, Vicki
Sent: Tuesday, 28 October 2008 6:07 PM
To: Schwenke, Trevor
Subject: Government Activities Statement Info

Hi Trevor

Below are three stories for the Government Activities Statement submission for the period August 25 to November 7 – are you happy for me to send this through?

WIDE BAY BURNETT

LGAs of North Burnett, South Burnett, Bundaberg, Fraser Coast, Gympie

SEQ fluoridation

As part of the Government's priority toward improvements in dental health and the construction of the water fluoridation facilities in South East Queensland, Wide Bay Institute of TAFE and Skillstech Australia in conjunction with industry and Queensland Water Infrastructure has developed the first Queensland Fluoridation Program.

The online program which has a practical component will be piloted with sixty South East Queensland Water staff commencing in November and completing in December 2008. The program will then be rolled out further and by 2012 over 200 staff workers will have the skills to operate the new fluoridation facilities across Queensland.

For further information please contact Trevor Schwenke, Director, Wide Bay Institute of TAFE, on telephone (07) 4120 2577 or by email at trevor.schwenke@deta.qld.gov.au.

“Driving Away” Work for the Dole Program

Wide Bay Institute of TAFE has entered into a partnership with Mission Australia to offer up to six (6) 'work for the dole' participants a 26 week program in vehicle restoration. Participants, who commenced on 5 October will restore an old vehicle to a roadworthy standard with the aim of donating the vehicle to a community organisation.

Each of the participants will enrol into a minimum of three automotive competencies as part of the program. This will provide them with the opportunity to gain industry relevant units that can be used for entering into an apprenticeship or work in the automotive related industry.

For further information please contact Trevor Schwenke, Director, Wide Bay Institute of TAFE, on telephone (07) 4120 2577 or by email at trevor.schwenke@deta.qld.gov.au.

Industry Alliance

Wide Bay Institute of TAFE and Wide Bay Water Corporation have entered into an agreement to undertake training and assessment in the Certificate II and III Water Operations training package (NWP07). This includes certificates in Waste Water Treatment, Sewerage Treatment and Water Treatment.

For further information please contact Trevor Schwenke, Director, Wide Bay Institute of TAFE, on telephone (07) 4120 2577 or by email at trevor.schwenke@deta.qld.gov.au.

Vicki Van der Valk | Executive Officer | Institute Directorate | Wide Bay Institute of TAFE
Phone: 4120 2577 Fax: 4120 2575 Email: vicki.vandervalk@deta.qld.gov.au

MINISTERIAL REGIONAL COMMUNITY FORUM
GOVERNMENT ACTIVITY STATEMENT
MINISTERIAL REGIONAL COMMUNITY FORUMS
GOVERNMENT ACTIVITY STATEMENT

Prepared on behalf of

The Honourable Rod Welford MP
Minister for Education and Training and Minister for the Arts

by

Department of Education, Training and the Arts

GAS Reporting Period: 25 August to 07 November 2008.

FORUM 34 will be held in (TBA) in ten regions across Queensland:

- Far North Queensland
- North Queensland
- Mackay/Whitsunday
- Fitzroy/Central West Queensland
- Wide Bay Burnett
- Sunshine Coast
- Greater Brisbane
- Moreton
- Darling Downs/South West Queensland
- Gold Coast

PREPARED BY	APPROVED BY
Officer Name:	SIGNED: _____ (Insert Minister's signature here) DATE: _____
Officer Title:	
Telephone (w):	
Email:	
Date:	

FAR NORTH QUEENSLAND REGION

FAR NORTH QUEENSLAND

LGAs of Torres Strait Island, Northern Peninsula, Torres, Mapoon, Napranum, Lockhart River, Aurukun, Cook Shire, Pormpuraaw, Kowanyama, Hope Vale, Wujal Wujal, Yarrabah, Cairns, Tablelands, Cassowary Coast, Croydon, Etheridge.

NORTH QUEENSLAND REGION

NORTH QUEENSLAND

LGAs of Burke, Carpentaria, Charters Towers, Cloncurry, Doomadgee, Flinders, McKinlay, Mount Isa, Palm Island, Hinchinbrook, Mornington, Richmond, Townsville, Burdekin

MACKAY/WHITSUNDAY REGION

MACKAY/WHITSUNDAY

LGAs of Mackay, Isaac, Whitsunday

FITZROY/CENTRAL WEST QUEENSLAND REGION

FITZROY/CENTRAL WEST QUEENSLAND

LGAs of Boulia, Banana, Barcaldine, Barcoo, Blackall - Tambo, Bundaberg, Central Highlands, Diamantina, Gladstone, Longreach, Rockhampton, Winton, Woorabinda

GREATER BRISBANE REGION

WIDE BAY BURNETT

LGAs of North Burnett, South Burnett, Bundaberg, Fraser Coast, Gympie

SEQ fluoridation

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For further information please contact Trevor Schwenke, Director, Wide Bay Institute of TAFE, on telephone (07) 4120 2577 or by email at trevor.schwenke@deta.qld.gov.au.

Disability Action Week

A very successful event was held at Gympie campus of Wide Bay Institute of TAFE for Disability Action week with at least 100 people attending the morning's activities including the local Member for Gympie, Mr David Gibson and one of the regional councillors. Other community organisations that provide support and advice to people with a disability put up displays and provided some of the entertainment. Four of the TAFE students with a disability from Gympie campus successfully event-managed the morning.

For further information please contact Trevor Schwenke, Director, Wide Bay Institute of TAFE, on telephone (07) 4120 2577 or by email at trevor.schwenke@deta.qld.gov.au.

GREATER BRISBANE REGION

Partnering with Industry

The launch of the regional Culinary Association was held at Wide Bay Institute of TAFE's Bundaberg campus training restaurant with about 100 people attending the event. The guests were treated to a range of culinary delights produced by four local chefs and Wide Bay Institute of TAFE apprentices. The Institute was also instrumental in developing a website for the Association.

For further information please contact Trevor Schwenke, Director, Wide Bay Institute of TAFE, on telephone (07) 4120 2577 or by email at trevor.schwenke@deta.qld.gov.au.

GREATER BRISBANE REGION

SUNSHINE COAST

LGAs of Sunshine Coast

GREATER BRISBANE REGION

GREATER BRISBANE

LGAs of Brisbane, Redland, Moreton Bay

MORETON REGION

MORETON

LGAs of Ipswich, Lockyer Valley, Logan, Scenic Rim, Somerset,

DARLING DOWNS/SOUTH WEST QUEENSLAND REGION

DARLING DOWNS/SOUTH WEST QUEENSLAND

LGAs of Balonne, Bulloo, Dalby, Goondiwindi, Murweh, Paroo, Quilpie, Roma, Toowoomba,
Southern Downs Regional Council

GOLD COAST REGION

GOLD COAST
LGA of Gold Coast

vanderValk, Vicki

From: Leeson, Helen
Sent: Thursday, 11 June 2009 2:16 PM
To: vanderValk, Vicki
Subject: FW: 1 Of 5
Attachments: NWP276A_Fluoridation_part_I_vs2[1].zip

Helen

Helen Leeson | A/Director of Education and Training | Wide Bay Institute of TAFE
Phone: (07) 4120 2501 | Mobile: 0409 193 894 | Fax: (07) 41202575 | LMB 279 Maryborough 4650

From: Niblett, Kate
Sent: Wednesday, 10 June 2009 12:23 PM
To: fraser_gifford@health.qld.gov.au
Cc: Leeson, Helen
Subject: FW: 1 Of 5

Good afternoon Fraser

Please find attached powerpoint presentation from the face to face training received by SEQWater operators. In addition to on-line training and assessment, operators received 2xdays face to face instruction.
I will gradually send through all of the information I sent to SEQWater.

Should you have any further queries, I can be contacted on 0438 160 232

Regards
Kate Niblett

From: Niblett, Kate
Sent: Tuesday, 26 May 2009 5:29 AM
To: bmyatt@seqwater.com.au
Subject: 1 Of 5

Pages 20 through 47 redacted for the following reasons:

s 47(3)(f)

vanderValk, Vicki

From: Leeson, Helen
Sent: Thursday, 11 June 2009 2:17 PM
To: vanderValk, Vicki
Subject: FW: 2 of 5
Attachments: NWP276A_Fluoridation_part_II_vs2[1].zip

Helen

Helen Leeson | A/Director of Education and Training | Wide Bay Institute of TAFE
Phone: (07) 4120 2501 | Mobile: 0409 193 894 | Fax: (07) 41202575 | LMB 279 Maryborough 4650

From: Niblett, Kate
Sent: Wednesday, 10 June 2009 12:23 PM
To: fraser_gifford@health.qld.gov.au
Cc: Leeson, Helen
Subject: FW: 2 of 5

From: Niblett, Kate
Sent: Tuesday, 26 May 2009 5:32 AM
To: bmyatt@seqwater.com.au
Subject: 2 of 5

Pages 49 through 83 redacted for the following reasons:

s 47(3)(f)

vanderValk, Vicki

From: Leeson, Helen
Sent: Thursday, 11 June 2009 2:17 PM
To: vanderValk, Vicki
Subject: FW: 3 of 5
Attachments: NWP276A_Fluoridation_part_III_vs2.zip

Helen

Helen Leeson | A/Director of Education and Training | Wide Bay Institute of TAFE
Phone: (07) 4120 2501 | Mobile: 0409 193 894 | Fax: (07) 41202575 | LMB 279 Maryborough 4650

From: Niblett, Kate
Sent: Wednesday, 10 June 2009 12:23 PM
To: fraser_gifford@health.qld.gov.au
Cc: Leeson, Helen
Subject: FW: 3 of 5

From: Niblett, Kate
Sent: Tuesday, 26 May 2009 5:36 AM
To: bmyatt@seqwater.com.au
Subject: 3 of 5

Pages 85 through 114 redacted for the following reasons:

s 47(3)(f)

vanderValk, Vicki

From: Leeson, Helen
Sent: Thursday, 11 June 2009 2:18 PM
To: vanderValk, Vicki
Subject: FW: 4 of 5
Attachments: Form 1 Fluoridation Notice.zip

Helen

Helen Leeson | A/Director of Education and Training | Wide Bay Institute of TAFE
Phone: (07) 4120 2501 | Mobile: 0409 193 894 | Fax: (07) 41202575 | LMB 279 Maryborough 4650

From: Niblett, Kate
Sent: Wednesday, 10 June 2009 12:24 PM
To: fraser_gifford@health.qld.gov.au
Cc: Leeson, Helen
Subject: FW: 4 of 5

From: Niblett, Kate
Sent: Tuesday, 26 May 2009 5:39 AM
To: bmyatt@seqwater.com.au
Subject: 4 of 5



FLUORIDATION NOTICE

1. Water Supplier Details

Name

ABN/ACN

Water Provider Registration Number

Principle contact

Family Name

Given Name/s

Position

Street address

Post Code

Postal address (if different to above)

Post code

Phone

Fax

Mobile

Email

2. Water Supply Details

Proposed Commencement Date

Name and location of treatment plant

Local Government Area

Details of fluoridation process (type of chemical, dry or solution feed, prescribed fluoride level)

Area or communities receiving fluoridated water

Attachments

- a) Attach a copy of the public notice advising consumers of the intention to fluoridate
- b) Attach any additional information if necessary.

Signature

Date

Submit this notice to Chief Executive Officer, Queensland Health, GPO Box 48, BRISBANE, 4001



NOTICE OF PERIOD OF NON-OPERATION

1. Water Supplier Details

Name

ABN/ACN

Service Provider Registration Number

Principal contact

Family Name

Given Name/s

Position

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Street address

<input type="text"/>	<input type="text"/>	Post Code
----------------------	----------------------	-----------

Postal address (if different to above)

<input type="text"/>	<input type="text"/>	Post code
----------------------	----------------------	-----------

Phone

Fax

Mobile

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Email

2. Details of period of non-operation

Period of non-operation

Name and location of treatment plant

Reasons for non-operation

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Action taken to remedy matter

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Attach additional information if necessary

Signature

Date

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Submit this notice to Chief Executive Officer, Queensland Health, GPO Box 48, BRISBANE, 4001



**FLUORIDATED WATER QUARTERLY
REPORT**

1. Water Supplier and Supply Details

Name of Water Supplier

--

Name of Treatment Plant

Location of Treatment Plant

--	--

Service Provider Registration Number

--

2. Contact Details

Family Name

Given Name/s

Position

--	--	--

Phone

Fax

Mobile

--	--	--

Email

--

Signed

Date

--	--

3. Results

Reporting Period

From.....to Year.....

Fluoridated Water Results for the above quarter

Number of fluoridated water samples analysed as per section 13 of the <i>Water Fluoridation Regulation, 2008</i> .	
Average measured fluoride concentration	
Maximum measured fluoride concentration	
Minimum measured fluoride concentration	
Number of samples exceeding 1.5 mg fluoride/L	

This form must be retained by the water supplier for a period of at least 5 years. Completion of the table above ensures compliance with the reporting requirements of Section 11 of the *Water Fluoridation Regulation, 2008*.

This form must be forwarded to the Office of the Water Supply Regulator, Natural Resources and Water, PO Box ?? Brisbane QLD 4001 as part of the mandatory monitoring quarterly reporting requirements under the *Water (Supply and Reliability) Act, 2008*.

**WATER FLUORIDATION REGULATION 2008
SECTION 10**

Form 4A - (Dry Feed) Daily Record Sheet for Week Ending.....

Day	Date	Time	Water Throughput in Cubic Meters (Kilolitres)			Fluoride Chemical in Kilograms						Calculated	Measured Fluoride concentration in mg/L By Analysis			Operators initials						
			No 1 Meter Reading	No 2 Meter Reading	Throughput since last reading	Total Water Treated	Weight in Hopper at time of Reading	Chemical used since last reading	Chemical added to hopper since last reading	Bulk stock after additions to hopper	New Chemical received since last reading		Spillage or weight variations	Feeder Setting	Treated Water		Distribution System (weekly)					
								Before Addition	After Addition						Site 1	Site 2						
															Location	Location	Field	Lab	Field	Lab		
Sat																						
Sun																						
Mon																						
Tue																						
Wed																						
Thu																						
Fri																						
Sat																						
Weekly Totals																						
Water Supplier:			Name of Treatment plant:										Operator:		Supervisor:							
Fluoridation Chemical used:			Name of Supplier:																			

This form must be completed daily and be retained by the Water Supplier for a period of at least 5 years.

**WATER FLUORIDATION REGULATION 2008
SECTION 10**

Form 4C - (Solution Feed) Daily Record Sheet for Week Ending.....

Day	Date	Time	Water Throughput in Cubic Meters (Kilolitres)				Fluoride Chemical in Kilograms						FI conc. of raw water	Calculated fluoride concentration	Measured Fluoride concentration in mg/L By Analysis			Operators Initials			
			No 1 Meter Reading	Throughput since last reading	No 2 Meter Reading	Throughput since last reading	Total Water Treated	Level in solution tank at time of Reading	Chemical used since last reading	Chemical added to tank since last reading	New Chemical received since last reading	Bulk stock remaining			Spillage or weight variations	Feeder Setting	Treated Water leaving fluoridation plant		Site 1 Location	Site 2 Location	Distribution System (weekly)
						Before Addition	After Addition									Field	Lab	Field	Lab		
Sat																					
Sun																					
Mon																					
Tue																					
Wed																					
Thu																					
Fri																					
Sat																					
Weekly Totals																					
Water Supplier:												Operator:			Supervisor:						
Fluoridation Chemical used:												Name of Treatment plant:						Name of Supplier:			

This form must be completed daily and be retained by the Water Supplier for a period of at least 5 years.

vanderValk, Vicki

From: Leeson, Helen
Sent: Thursday, 11 June 2009 2:19 PM
To: vanderValk, Vicki
Subject: FW: on-line course
Attachments: Duties and reporting.doc

Helen

Helen Leeson | A/Director of Education and Training | Wide Bay Institute of TAFE
Phone: (07) 4120 2501 | Mobile: 0409 193 894 | Fax: (07) 41202575 | LMB 279 Maryborough 4650

From: Niblett, Kate
Sent: Wednesday, 10 June 2009 12:36 PM
To: fraser_gifford@health.qld.gov.au
Cc: Leeson, Helen
Subject: FW: on-line course

Hi Fraser
As you will see this is a screen dump of the on-line training delivery. See email below

Regards
Kate

From: Niblett, Kate
Sent: Friday, 29 May 2009 5:13 PM
To: bmyatt@seqwater.com.au
Cc: Leeson, Helen; Cate, Paul
Subject: on-line course

Hi Brett
I have requested the additional statement of attainments. I dont expect to get them this afternoon but expect they will come through Monday morning.

In the meantime I have attached a word document which I have cut and pasted from the on-line course. Taking it out of context has lost the step by step information flow, which is a critical part of the instructional design, but you will see that the information is quite extensive.

In the download centre students have been provided with Forms 1 - 4D. These were in draft format at the time the course was offered to SEQWater and have not been replaced by the final versions, although students were advised of this at the time.

Hope this helps

Give me a call if you need any additional information

Regards
Kate

Pages 124 through 126 redacted for the following reasons:

s 47(3)(f)

vanderValk, Vicki

From: Leeson, Helen
Sent: Thursday, 11 June 2009 2:19 PM
To: vanderValk, Vicki
Subject: FW: sampling and testing
Attachments: Sampling and testing.doc; Draft_dry_feed_form.doc

Helen

Helen Leeson | A/Director of Education and Training | Wide Bay Institute of TAFE
 Phone: (07) 4120 2501 | Mobile: 0409 193 894 | Fax: (07) 41202575 | LMB 279 Maryborough 4650

From: Niblett, Kate
Sent: Wednesday, 10 June 2009 12:37 PM
To: fraser_gifford@health.qld.gov.au
Cc: Leeson, Helen
Subject: FW: sampling and testing

From: Niblett, Kate
Sent: Thursday, 4 June 2009 9:07 AM
To: bmyatt@seqwater.com.au
Subject: sampling and testing

Hi Brett

Attached find another screen dump from the training. Again it has probably lost the instructional design impact but will give you an idea of the content. I have arranged to meet with the folk from Wide Bay in the next couple of weeks to review the content and update where necessary.

As part of the review could you please look at the attached and provide feedback. At this stage and bearing in mind your comments from the other day, I think the following should be included:

1. A example daily working sheet and then a practice sheet .I have attached the draft form from Qld Health which we have as a link but I'm not sure how relevant this is now (do you currently provide a daily sheet and could you supply a couple of examples)
2. Completed examples of 4a-4d and then some practice sheets
3. Perhaps an expanded section on the daily duties to re-inforce the sampling, testing and recording requirements.

Let me know what you think.

I have gone into bat for the Statements of Attainment for the additional two fellows and havent had any success. Normally TAFE dont keep those forms on the student file for security reasons (it was just a lucky break that the first ones were on file and could be scanned). To obtain a copy of the SoA's we would need to go through a Stat Dec process which proves that the originals were destroyed (or were never received). We can go down that route if you want.

For future reference I have requested that a copy be stored on the students' file for twelve months after completion of training, so that a scanned copy can be provided if necessary.

Give me a call if you want to proceed with the state dec process.

REgards
 kate

Pages 128 through 131 redacted for the following reasons:

s 47(3)(f)

Water Fluoridation Regulation 2008
Section 10

Water supplier.....
Treatment Plant
Fluoride Chemical:
Fluoride supplier:

Operator.....
Supervisor.....

This form must be completed daily and be retained by the Water Supplier for a period of at least 2 years.
Do not send this form to Queensland Health.

vanderValk, Vicki

From: Leeson, Helen
Sent: Friday, 24 October 2008 3:55 PM
To: vanderValk, Vicki
Subject: FW: SEQ fluoridation rollout on target
Importance: High

Here tis...

Helen

Helen Leeson | Faculty Manager | Personal Services, Marine and Environment | Wide Bay Institute of TAFE
 Phone: (07) 4120 2593 | Mobile: 0409 193 894 | Fax: (07) 41202575 | LMB 279 Maryborough 4655

From: Niblett, Kate
Sent: Tuesday, 2 September 2008 9:49 AM
To: Schwenke, Trevor; Leeson, Helen; Regan, Tracie; Morgan, Denise; Wheeler, Philip; Rodger, Ana
Subject: FW: SEQ fluoridation rollout on target
Importance: High

Dear All

Please find the press release on fluoridation training that came out yesterday. I have highlighted the bits that concern us. This means we now have to move quickly and have our product and training and assessment strategy in place to commence training by December at the latest.

As I have convinced DIP that we should be the only provider for the project and as it is being used as a pilot for the rest of the SEQwater training our credibility is really on the line.

I am on s.47(3)(b) - C leave until 22nd September, but Helen could you please have one of the exec secs arrange a meeting asap after that date with all the relevant parties to discuss building the content and arranging delivery.

Thanks
 Kate

Kate Niblett
 PH: (07) 4120 2490
 Mobile: 0417 799 945

From: Rob Fearon [mailto:rfearon@qldwater.com.au]
Sent: Tuesday, 2 September 2008 9:35 AM
To: Niblett, Kate
Subject: FW: SEQ fluoridation rollout on target

From: statements@qld.gov.au [mailto:statements@qld.gov.au]
Sent: Monday, 1 September 2008 11:17 AM
To: rfearon@qldwater.com.au
Subject: SEQ fluoridation rollout on target

Premier
 The Honourable Anna Bligh
 31/08/2008

2/10/2009

SEQ fluoridation rollout on target

Queensland has moved a step closer to huge improvements in dental health after the signing of contracts to construct water fluoridation facilities in South East Queensland.

Premier Anna Bligh said Tenix Alliance has won the tender to upgrade the region's six priority plants as part of the State's Government's \$35 million program to provide fluoridated water to all Queenslanders by 2012.

Work will start on fluoride facilities at Mt Crosby next month.

"This is a big leap forward for preventative health in Queensland," Ms Bligh said.

"Fluoridation is a safe, effective and proven preventative against tooth decay and I am committed to ensuring that future generations of Queenslanders will reap the benefits."

Ms Bligh said the first phase of the South East Queensland program would include upgrades to two plants at Mt Crosby and North Pine covering Greater Brisbane; Landers Shute on the Sunshine Coast; and Molendinar and Mudgeeraba on the Gold Coast. The remaining SEQ plants will be upgraded by the end of 2009.

"The good news today is the SEQ program is on track to deliver fluoridated water from December this year."

"I have no doubt fluoridation will become one of the State's most important investments in the future health of our children," she said.

Ms Bligh said Tenix Alliance had designed and constructed more than 30 treatment plants across Australia.

The SEQ Fluoride Program is being managed by new bulk water authority Seqwater on behalf of the State Government.

Chief Executive Officer of Seqwater, Peter Borrows, confirmed that the Tenix tender included both the design and construct of the fluoride plants.

"Site work is planned to start at Mt Crosby next month and rolled out concurrently across the other sites from October," he said.

Extensive operator training will also be undertaken as part of the rollout.

Ms Bligh said water fluoridation would be phased into water treatment plants in the following local government areas:

- 2008: SEQ major water treatment plants - Mt Crosby (2 plants), Landers Shute, Molendinar, Mudgeeraba and North Pine (54%)
- 2009: SEQ minor water treatment plants, Indigenous communities, commencement of Cairns, Gladstone, Mackay, Rockhampton and Toowoomba Regional. (80%)
- 2010: Completion of Cairns, Gladstone, Mackay and Rockhampton; Fraser, Gympie, Somerset, South Burnett, Southern Downs, commencement of Dalby (83%)
- 2011: Blackall, Emerald, Dalby completion, Goondiwindi, Hinchinbrook, Longreach, Mornington, Mt Isa, Murweh, North Burnett, Rio Tinto (Weipa), Tablelands, Whitsunday (92%)
- 2012: Balonne, Banana, Barcaldine, Bundaberg, Burdekin, Carpentaria, Charters Towers, Cassowary, Cloncurry, Flinders, Isaac, Roma, Toowoomba Regional completion (95%).

Premiers 07 32244500

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Enter the username and password you used to subscribe in the text boxes and click on the link that allows you to check

your subscription details.

The address with which you are subscribed is 'rfearon@qldwater.com.au'. Please ensure that you use the email address exactly as it appears, especially in relation to upper and lower case characters.

INSTITUTE DIRECTOR'S REPORT

RPL Champion Award Ceremony

Since the implementation of the Skills First project there has been a significant increase in the delivery of Recognition of Prior Learning in Public Training Providers across Queensland.

To recognise RPL assessors, Skills First invited RPL Coordinators to nominate assessors within their institutes who have promoted and showcased best practise RPL.

Five WBIT assessors successfully met the benchmarks to be nominated. On Thursday 23 April Trevor attended an awards ceremony to recognise the achievements of these assessors, which was held at a celebration morning tea hosted by Rod Arthur, Deputy Director-General.

Skills First Recognition Network

The Skills First Recognition Network has been nominated for the category Premier's Innovation and Skilling Award for the Queensland Training Awards. This category acknowledges a collaboration/partnership that has demonstrated the true spirit of the Queensland Skills Plan, taking an innovative approach to skills development that contributes to Queensland's economic development.

The Skills First Recognition Network is a group of passionate DETA professionals who have initiated profound change in the VET sector. The network consists of representatives from thirteen (13) TAFE Institutes and the Australian Agricultural College Corporation (AACC) established in 2006 by DETA through the *Skills First* Initiative. Ann Marie Chapman from WBIT has been involved in the network since it was established.

Videolinq InService

Wide Bay Institute of TAFE was awarded the highest overall award – the Chameleon Award for 2008. This is the third time in eight years that WBIT has won this award (previously 2004 and 2005). The Chameleon Award is a perpetual trophy designed to recognise the videoconferencing achievements and productivity of member Institutes in the TAFE Queensland Videolinq Videoconferencing Network. And, to top it off, our Maryborough videoconferencing site coordinator, Trudi Tierney, was recognised with a service award for the high standard of her support contributions to Wide Bay's videoconferencing.

Visit to NSW and Victoria

Trevor and Donna went south in March visiting Gipps TAFE and Wodonga TAFE in Victoria and TAFE NSW in Sydney with a view to developing collaborative partnerships and establishing pathways for future business development.

The visit was successful and the southern TAFEs are open to fostering future working relationships with WBIT.

While on the tour Trevor also had the opportunity to visit the Oz-Water 09 Trade Exhibition held at the Melbourne Convention and Exhibition Centre. Tracie Regan was representing Wide Bay Institute at the Exhibition and making the most of the opportunity to network.

Worldskills Launch/Careers Expo

Trevor attended the Worldskills Australia Try a Trade launch and Careers Expo in Brisbane on Friday 8 May. The Minister dropped in to the Worldskills event for approximately 45 minutes in the morning before the activities commenced and showed his support for the event. The day was well attended by Brisbane Schools. On display were representatives from Institutes, Universities, Educational Providers, Job Network Agencies etc.

Also launched was the Wide Bay Regional Worldskills competition on 29 April. To date the committee has organised 18 trade competitions to be run across Bundaberg, Hervey Bay and Maryborough in conjunction with industry engagement forums – Bundaberg on 31 July, Maryborough on 11 September and Hervey Bay on 18 October (see attached list).

Regional and Remote Agreement Success

In April WBIT had 13 Indigenous students successfully complete a 'taste tester' which comprised of a 3 day training program - Batons and Handcuffs - under Certificate III in Security Operations.

Flouridation Program

I mentioned before the pilot fluoridation program commenced in November and completed in December 2008. The online program which has a practical component was piloted with sixty South East Queensland Water staff. This is a partnership arrangement between Wide Bay Institute of TAFE and Skillstech in conjunction with industry and Queensland Water Infrastructure.

As a follow up to that Pilot, WBIT has been successful in being selected to provide online training for regional communities as part of the Queensland Water Flouridation Project. This four year project will involve WBIT providing training for fluoridation operators in line with the Water Flouridation Act passed in March 2008, the Water Flouridation Regulation and the Water Flouridation Code of Practice. The single unit NWP276A Monitor, Operate and report on Flouridation systems taken from the NWP07 Water Training Package will be delivered in an online environment with support from industry based trainers. WBIT is the only TAFE Queensland Institute selected to deliver in an online environment to the water industry and is working closely with the water industry to support consistent delivery of water training across Queensland.

TOPIC: INSTITUTE OVERVIEW: WIDE BAY**KEY POINTS**

- Located in the Wide Bay Burnett region, the Wide Bay Institute of TAFE provides vocational education and training to more than 13 285 students from over 73 countries who are enrolled in over 320 courses focusing on areas of discipline that include retail, language, hair and beauty, IT (including multimedia), built environment, maritime, engineering, QSA, hospitality, TAA, fitness and recreation, children's services, community studies and health, arts, corporate business, business, security, indigenous studies, electrical, automotive and motorcycles, water and horticulture.

TRAINING:

- Wide Bay Institute of TAFE offers diploma and certificate programs in 20 industry training group areas and a comprehensive range of short course programs and training.

STAFFING:

- The Wide Bay Institute of TAFE employs approximately 353 full time equivalent staff (delivery and administration staff).
- The Institute's Director is Mr Trevor Schwenke who can be contacted on 07 4120 2576.

INFRASTRUCTURE:

- The Institute has major campuses at Maryborough, Bundaberg, Hervey Bay and Gympie. The Bundaberg campus has two (2) locations – Walker Street and the TAFE Queensland Maritime Training Centre located at the Bundaberg Port. The Hervey Bay has only one campus at Urraween Road, as does Gympie in Cartwright Road and Maryborough in Nagel Street. Wide Bay Institute also has a Security Training Facility 'Hillcrest' in Brisbane at Browns Plains.

- **Construction and Refurbishment of premises in Bundaberg**

From the Commonwealth Better TAFE Facilities Program Wide Bay Institute will be directing \$992,000 for equipment and facility upgrades to the Bundaberg Campus. This will include a new classroom/workshop in Metal Fabrication and construction of a new shed to enable multi use by trades areas.

Since 2004, Capital Funding to the value of over \$4M has been invested into the refurbishment of Bundaberg campus educational and delivery support areas. This includes a new Hairdressing salon and classroom, Health Studies simulated ward

Respondent: Rod Arthur, Deputy Director-General, Training Queensland

Work No: 07 323 71578

Mobile No: 0417 747 582

Approved	DDG/ADG approved	PM&R approved	FB approved
Name and date			

and classrooms and Business Studies and Information Technology computer and classrooms. Also there has been a new Customer Care Centre, Counselling Centre and a Research and Information Centre (Library) constructed.

Wide Bay Institute is committed to a lease arrangement at the Bundaberg Port Facility for the delivery of Maritime training up until 2016.

COURSE INFORMATION:

Top six courses by hours of delivery 2008-09:		
Course No.	Course Name	No. Student Contact Hours
WRR20102	Certificate II in Retail Operations	108072
CHC30402	Certificate III in Children's Services	105816
CHC30102	Certificate III in Aged Care Work	98489
CN920	QSA Program (Senior Studies)	77700
CHC50302	Diploma of Children's Services	76274
ICA20105	Certificate II in Information Technology	70615

Top six courses by enrolment numbers 2008-09		
Course No.	Course Name	No. Enrolments (Unit Enrolments)
WRR20102	Certificate II in Retail Operations	3660
ICA20105	Certificate II in Information Technology	3037
CHC30402	Certificate III in Children's Services	2771
SIR20207	Certificate II in Retail	2382
PRS30103	Certificate III in Security Operations	2350
UTE31199	Certificate III in Electrotechnology Systems Electrician	2085

FURTHER INFORMATION

CONTENTIOUS ISSUES:

- **Former Maryborough TAFE Site**

In 2004, Wide Bay Institute of TAFE moved from the buildings on the corner of Ferry and Sussex Streets, co-located on the Maryborough State High School site, to a new facility in Nagel Street, as part of the consolidation to have all training delivered from the one site in Maryborough. The 0.5 hectare portion of this site and the four buildings have remained unused since that time and have at times been vandalised and used by squatters. Community members and local media have recently expressed public dissatisfaction with the condition and non-use of the current buildings. Construction of a new facility (Trade Training Centre application approved for \$4.3m in 2009) clearly visible to the community would serve to improve the perception of state education and training delivery in Maryborough. Demolition of the old TAFE buildings and the siting of the Trade Training Centre on the block will allow for clear access and egress for delivery vehicles and afford greater safety for staff and students.

GOOD NEWS ISSUES:

- **Bundaberg new and emerging training opportunities**

Wide Bay Institute of TAFE is looking at new and emerging training opportunities within the Bundaberg region. Examples of growth training areas are Health, Nursing, Tourism (Caravan Operations) as well as training for the Indigenous community. Specifically growth is indicated as follows:

- new cohort of 40 students for Certificate III in Health Services Assistant
- implementation of an international nursing program from early 2010 (international students also add to the regional economy at approximately \$25,000 in living costs annually)
- offering new international programs in Automotive and Engineering which are integrated with Certificate IV in Small Business and Diploma of Management at Bundaberg campus.

- **Bundaberg TAFE working with schools**

Wide Bay Institute is liaising with a cluster of eight Bundaberg regional schools and Education Queensland in the development of a Trade Training Centre at Bundaberg. The Training Centre will be located within the Bundaberg TAFE campus and there will be sharing of some of the facilities eg canteen. This is a long term approach to developing trade skills for year 11 and 12 students for transition into TAFE programs.

- **Bundaberg WorkSkills Event**

Wide Bay Institute invited Bundaberg local members of Parliament, industry and community organisations to attend the Bundaberg Campus Open Day on 31 July 2009 to launch the Regional Try a Trade Worldskills event.

- **Bundaberg Trade Training**

As part of Wide Bay Institute's commitment to relevant Trade Training we have commissioned a full time staff member at Bundaberg Tech Park (Transpacific). The focus of the training is on Apprenticeships and Traineeships in the areas of Engineering – Fitting and Machining and Metal Fabrication. These Apprentices are trained on-site at this facility which meets the need of the local industry in Bundaberg.

- **Regional WorldSkills Competitions**

The WorldSkills organisers are focusing on generating more support for the 2009 Regional Competition, leading into the 2010 National Competition. To date, the committee has organised 12 trade competitions to be run across Bundaberg, Hervey Bay and Maryborough. Wide Bay Institute of TAFE is supporting these regional WorldSkills competitions by providing campus venues and encouraging staff and student participation.

- **Videolinq InService 2009**

On the 19 March, Wide Bay Institute of TAFE was awarded the highest overall award – the Chameleon Award for 2008. This is the third time in eight years that Wide Bay Institute has won this award (previously in 2004 and 2005). The Chameleon Award is a perpetual trophy designed to recognise the videoconferencing achievements and productivity of member Institutes in the TAFE Queensland Videolinq Videoconferencing Network. The Maryborough videoconferencing site coordinator was recognised with a service award for the high standard of support contributed to Wide Bay's videoconferencing.

- **RPL Assessor Champions**

Wide Bay Institute of TAFE nominated five RPL Assessors for Recognition Awards. The staff nominated went through a rigorous selection process which included an interview and submission of student files which demonstrated their recordkeeping of an RPL assessment. Wide Bay Institute received four RPL Assessor Champion Awards of only 16 people nominated across the State. The Deputy Director General presented the Awards at the Award Ceremony held in Brisbane on 23 April

- **Skilling Gympie Region**

Wide Bay Institute is working in collaboration with private training providers and Sunshine Coast Institute of TAFE in targeting long term unemployed, new job seekers and people re-entering the workforce with programs designed specifically for the construction industry to meet demand of major regional infrastructure projects in the Gympie and Wide Bay area. Locals have undertaken training in Blue Card, Certificate II in Engineering and several units under Certificate I in Construction.

- **Water Flouridation Program**

As a follow up to the Water Flouridation Pilot run at the end of 2008, Wide Bay Institute has been successful in being selected to provide online training for regional communities as part of the Queensland Water Flouridation Project. This four year project will involve the Institute providing training for fluoridation operators in line with the Water Flouridation Act passed in March 2008, the Water Flouridation Regulation and the Water Flouridation Code of Practice. The single unit NWP276A Monitor, Operate and Report on Flouridation systems taken from the NSW07 Water Training Package will be delivered in an online environment with support from industry based trainers. Wide Bay Institute is the only TAFE Queensland Institute selected to deliver in an online environment to the water industry and is working closely with the water industry to support consistent delivery of water training across Queensland.

- **Collaboration with Schools**

Wide Bay Institute is working with Education Queensland Regional office to promote the implementation of a schools/TAFE integration program for the 2010 calendar year at Hervey Bay campus, as well as the development of a Trade Training Centre on our Bundaberg campus site (also an integrated program).

- **New Civil Construction Initiative**

Wide Bay Institute has progressed toward the establishment of a new vocational training area in Civil Construction. This has emerged due to the increasing levels of civil works and relating infrastructure within the Wide Bay Burnett and Cooloola regions. Discussions are underway to develop training relationships with local contractors and civil construction industry groups to secure and maintain a sustainable training product locally.

- **Caravan Park Operations existing worker strategy**

Wide Bay Institute has commenced discussions with a National consultant to harness training and skills recognition in the caravan parks sector. This opportunity will potentially see existing workers and owner managers commence the journey of attaining relevant skills in tourist park operations. Training and RPL will be provided across Southern Regional Queensland initially with the Northern part coming on line soon after.

Watson, Jessica

From: Niblett, Kate
Sent: Wednesday, 28 May 2008 11:28 AM
To: Dyer, Robyn; Giles, Kay; Hepworth, Ross; Schlanger, Linda
Subject: FW: qldwater e-Flash #37

The Qld Water Directorate news letter which mentions *us*. Scroll to the last news item

Regards
Kate

Kate Niblett

Manager Marketing and Client Relations

PH: (07) 4120 2490

Mobile: 0417 799 945

at Wide Bay TAFE

*we are committed to providing you with the information you need,
when you need it*

From: Regan, Tracie
Sent: Wednesday, 28 May 2008 11:25 AM
To: Niblett, Kate
Subject: FW: qldwater e-Flash #37

From: Heather Gold [mailto:hgold@qldwater.com.au]
Sent: Thursday, 22 May 2008 4:39 PM
To: Heather Gold
Subject: qldwater e-Flash #37

Queensland Water Directorate (*qldwater*) e-flash

Information for Water Industry Managers and Practitioners in Queensland Local Government
(Issue #37) 22 May 2008

1. *New Recycling and Water Quality Requirements*
2. *Fluoridation Rollout*
3. *Sub-Metering*
4. *Water Industry Worker Training*

New Recycling and Water Quality Requirements

As reported in earlier e-Flashes a new regulatory entity has been created called 'The Office of the Water Supply Regulator'. The Office (which incorporates the Water Industry Regulation staff of NRW) is part of NRW and continues to undertake the water industry asset management functions, regulation of service providers and referable dam safety. New work for the Office will initially focus on the roll-out and implementation of the regulatory approach for mandatory Drinking Water Quality Standards and the Recycled Water Legislative framework. This will be managed under the *Water Supply (Safety and Reliability) Act 2008* which is a new Act created via the Water Supply (Safety and Reliability) Bill (passed by Parliament last week) and is planned to commence 1 July this year.

During the development of the Bill, NRW provided targeted briefings of water industry representatives and provided *qldwater* and LGAQ with an overview of the draft Bill. Broad consultation was not offered and the Bill has been passed pretty much as was proposed by the State.

The new Act will subsume existing provisions of the *Water Act 2000* including those dealing with dam safety and regulation of Water Service Providers (e.g. SAMP, CSS, DMP, SLMP), and creates new provisions for drinking water quality and recycled water. Among other things, the new provisions will require mandatory monitoring of specified drinking water quality parameters, and the creation of Drinking Water Quality Management Plans (DWQMP) and Recycled Water Management Plans (RWMP).

One concern we raised during preliminary briefings was the creation of additional reporting requirements prior to the streamlining of other statutory plans. NRW has responded that they aim to have the enabling legislation to streamline plans passed by Parliament by the end of 2008. One advantage is that the streamlined approach will now align with these two new statutory plans as well.

Key points about the new legislation are:

- NRW and QHealth are working cooperatively to develop the drinking water regulatory framework,
- the Bill is planned to commence 1 July 2008,
- the two new plans will require annual reporting, reporting of instances where water quality standards are not met and regular review and auditing, and
- there will be offence penalties for not complying with the new regulations;

DRINKING WATER FRAMEWORK

- initially (from January 2009) monitoring of two indicators will be mandatory (namely turbidity, and concentrations of *E. coli*), but there will also be a requirement that drinking water is 'not unsafe'. This latter requirement will introduce further monitoring parameters that will vary from system to system depending on local risk factors (e.g. presence of pesticides, metals),
- from 2009 all Councils should be working towards developing a DWQMP that reports on the risk associated with a range of potential contaminants, thus requiring extensive background monitoring of all water supplies,
- however, the requirement to have an approved DWQMP is delayed based on council size namely 2011 for the SEQ Distribution Corporation and large WSPs, 2012 for medium and 2013 for small WSPs,
- there will be no exemptions;

RECYCLED WATER FRAMEWORK

- applies to water from three prescribed sources if they are intended for further use, namely,
 - sewage or treated effluent from a service provider's infrastructure,
 - greywater (only if from a treatment plant capable of treating > 50 kL per day),
 - other wastewater from commercial, industrial, manufacturing and animal husbandry activities (only if supplied to a third party, not if reused on-site for this wastewater source),
- RWMPs will be assessed against new QHealth or NRW "water quality criteria" for public health,
- certain schemes must be declared to be 'critical', namely those for augmenting drinking water supplies, dual reticulation (of ≥ 500 kL/day) and power station supply (≥ 5 ML/day), while

- other schemes may be declared critical on a discretionary basis ,
- critical schemes will have additional reporting requirements and there will be 'step-in' powers for the regulator if there is non-compliance,
 - exemptions will be available for non-critical schemes for certain types of schemes if they can be shown to have no adverse impact on public health,
 - implementation is staged except for new and existing schemes supplying water for augmenting drinking water supplies (i.e. SEQ Councils), and large greywater reuse schemes which will require an RWMP before supplying water,
 - dual reticulation schemes and those supplying water for 'minimally processed food crops' (e.g. lettuce) will require a RWMP:
 - by 1 July 2009 - if they are existing schemes (supplying before 1 July 2008)
 - within six months of supply commencing - if they commence supply between 1 July 2008 and 31 December 2008
 - by 1 July 2009 - if they commence supply between 1 January 2009 and 30 June 2009, or
 - before supplying water – for supply commencing on or after 1 July 2009.
 - all other existing schemes (supplying before 1 July 2008) have 5 years to develop a RWMP or seek an exemption,
 - all other new schemes (supplying on or after 1 July 2008) must have a RWMP within 12 months of commencing.

Note too that all deadlines can be shortened at the regulator's discretion and the most likely way for this to occur is if initial surveys indicate potentially 'unsafe' concentrations of pathogens or toxicants in a water supply. NRW have noted their intention to develop a state-wide Water Quality Improvement Strategy by early 2010 that will seek to assist WSPs to meet the requirements of the new legislation.

What should Councils Do?

1. Maintain a watching brief over the next six months. Councils will be updated as the legislation comes into force and advised on any opportunities provided by the Government for consultation.
2. Councils will be given the opportunity to provide feedback on draft regulatory guidelines for recycled water that will determine how the legislation will be effected, during July this year.
3. For drinking water, NRW will be initiating extensive consultation after July this year including an assessment of treatment systems, capacity and current monitoring. It is recommended that Councils provide as much accurate information as possible during this period as it is this phase that will determine how much assistance WSPs will receive in future.
4. If you are upgrading treatment infrastructure or capacity, consider the additional requirements that may be in place from 2009. This is particularly important in the consideration of fluoridation infrastructure. There are potential economies to be achieved through combining any existing upgrades plans, those required for fluoridation and those that may be necessary as a result of this new legislation.
5. If you are considering new water recycling opportunities, be sure to contact NRW to discuss potential new requirements under the proposed legislation.
6. Councils should also start reviewing their water quality monitoring programs and methodologies at the earliest convenient time.

If you require further information, feel free to ring Rob Fearon at **qldwater** (3252 4701), Mark Piorkowski at LGAQ (3000 2226) or contact NRW about the new legislation for drinking water and recycled water (**phone 3405 3535 or email WaterRecycling.Enquiries@nrw.qld.gov.au**).

~~~~~

**Fluoridation Rollout**

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qldwater has been continuing to participate in the design phases of the roll-out of fluoridation in Queensland. Through our participation in the State Fluoridation Technical Committee we have been working to provide input to the roll out and also to the redesign of the Fluoridation Code of Practice (which be released for broad consultation in the next couple of months. This input has been

broadened through **qldwater's** industry fluoridation committee which includes representatives from Townsville, Dalby, Emerald and Toowoomba with expertise in fluoridation.

The **qldwater** FactSheet on selecting the best fluoridation chemical for your community has proven popular and is available on the members-only section of the www.qldwater.com.au website. Members should login and go to Water Issues/Fluoridation/Fluoridation Chemical Factsheet. We are also organising demonstrations of some of the different types of fluoridation equipment which are being provided free-of-charge by Prominent Fluid Controls. If you are interested in viewing this equipment in Brisbane please register your interest with Heather Gold (hgold@qldwater.com.au).

~~~~~

## Sub-Metering

~~~~~

The **qldwater** policy template on sub-metering is currently being reviewed and should be finalised in the next month. Copies of the draft can be obtained for comment by contacting Heather Gold (hgold@qldwater.com.au). The policy is intended to assist Councils in forming their own policy for sub-metering in multi-premises developments (e.g. high rises and gated communities) which is mandatory for all new premises as of January 2008.

A key element of the policy is that Water Service Providers remain responsible for specifying the types of meters and location for installation for all sub-meters. This is important as Council will be responsible for reading, maintaining and replacing the meters once they are installed. There are also some cases where sub-meters are being retrofitted independently of this new requirement. For example the Queensland Government is considering a project to retrofit sub-meters into Queensland Government apartment buildings. In these cases, ownership of the sub-meters may remain with the body corporate but if there is any possibility that the ownership will be transferred to Local Government, then Councils should be playing an active role in specifying the acceptable equipment and location of installation for the new sub-meters.

~~~~~

## Water Industry Worker Training

~~~~~

qldwater is currently working with TAFE Queensland to develop an integrated response to the needs of Queensland's local government water industry for training for water operators. Many members have expressed a need for greater coordination and availability of nationally accredited training. We are working towards a consistent framework for providing the required training on a State-wide basis and also working with SEQ Councils developing a framework that will form part of the new SEQ institutional arrangements.

One aspect of this work is to promote the benefits of all modes of training (e.g. face-to-face, distance education and e-learning). With respect to e-learning, **qldwater** has recently partnered with TAFE Queensland in a funding application to the Commonwealth Government for promoting the use of e-learning in the water industry. More information on our project for linking water industry workers with nationally accredited training opportunities will be provided in future publications.

~~~~~

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To remove your name from the distribution list, email "unsubscribe" to [hgold@qldwater.com.au](mailto:hgold@qldwater.com.au)  
Visit qldwater at <http://www.qldwater.com.au/>

~~~~~

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MailMarshal

Watson, Jessica

From: Rodger, Ana
Sent: Tuesday, 6 January 2009 4:47 PM
To: Regan, Tracie
Cc: Schwenke, Trevor; Leeson, Helen
Subject: FW: End of Fluoridation Study Survey response: s.73(1) - Irrelevant inform
Importance: High

Hi Tracie

I have read all the emails below. Thank you for getting the feedback and talking to s.73(1) - Irr. I know Kate has now "taken over" the issue but the feedback about the website/navigation etc was also good to get as these are things that can be improved for easier use.

Ana

Ana Rodger | Director, Education and Training
 Wide Bay Institute of TAFE
 PO Box LMB 279 Maryborough Q 4650 | Phone: (07) 41202501 | Fax: (07) 41233002 |
 Mobile: 0418 758985 | Email: ana.rodger@deta.qld.gov.au | Web: www.widebay.tafe.net
"A clever, skilled and creative Queensland"

From: Schwenke, Trevor
Sent: Monday, 5 January 2009 1:53 PM
To: Rodger, Ana
Subject: FW: End of Fluoridation Study Survey response: s.73(1) - Irrelevant inform
Importance: High

From: Regan, Tracie
Sent: Monday, 5 January 2009 9:12 AM
To: Leeson, Helen; Schwenke, Trevor
Subject: FW: End of Fluoridation Study Survey response: s.73(1) - Irrelevant inform
Importance: High

Helen, Trevor
 please read and be aware of Kate's concerns

Tracie Regan ext 5845 or phone 07 4150 5845

From: Niblett, Kate
Sent: Saturday, 3 January 2009 2:40 PM
To: Regan, Tracie
Subject: Re: End of Fluoridation Study Survey response

Yep sorry, I just wanted DIP to know what was going on so they could intervene if they thought it necessary. The last thing we need is a disgrntled operator going to the press. And it is the slow season for news!

Talk to you as soon as I get a phone
Cheers
K
Kate Niblett
Manager Marketing and Client Relations
P (07 41202490)
M 0417 799 945
E kate.niblett@deta.qld.gov.au

From: Regan, Tracie
To: Niblett, Kate
Sent: Sat Jan 03 14:14:49 2009
Subject: Re: End of Fluoridation Study Survey response

Gosh that was all very formal.
I will await your advice before contacting him again but will continue with the content and navigation improvements.

T.
Tracie Regan
Senior Training Consultant
Wide Bay TAFE
Work 0741505845
Mob 0418743261
This message was sent by Blackberry

From: Niblett, Kate
To: Regan, Tracie
Cc: david.atley@dip.qld.gov.au
Sent: Sat Jan 03 13:31:27 2009
Subject: RE: End of Fluoridation Study Survey response

I have decided that instead of you following him up, I will follow up with SEQWater on Monday. I am concerned that any further attention from Wide Bay TAFE may inflame him or give him cause to feel that he has an "issue".

It is important we know which days and where he did the training and observation and I can do that from the training schedule..By identifying where and when he did the training we can follow through on his comments (particularly the comments about the violation of the code).

We had a couple of particularly vocal students during the training which were referred back to SEQWater.

If this gentleman is one of the students who was identified at that time, then it is important that we report this back to SEQWater as a potential political risk.

Thank you for taking the time to talk with him. His comments about navigation were pertinent given our discussion last week.

I will have the discussion with SEQWater and DIP early next week and let you know what action we have decided to take with this student.

Regards
Kate

From: Regan, Tracie
Sent: Sat 3/01/2009 12:12 PM

To: Niblett, Kate

Subject: Re: End of Fluoridation Study Survey response

Kate

He was referring to the skills tech 2 day training for both these comments.

T.

Tracie Regan

Senior Training Consultant

Wide Bay TAFE

Work 0741505845

Mob 0418743261

This message was sent by Blackberry

From: Niblett, Kate

To: Regan, Tracie; Morgan, Denise; Leeson, Helen; Rodger, Ana

Sent: Sat Jan 03 11:41:07 2009

Subject: Re: End of Fluoridation Study Survey response

Hi Trace

I'd like to find out where and when [s.73(1) - I] did both the training and the observation.

Would you mind asking him, please

Thanks

Kate

Kate Niblett

Manager Marketing and Client Relations

P (07 41202490)

M 0417 799 945

E kate.niblett@deta.qld.gov.au

From: Regan, Tracie

To: Niblett, Kate; Morgan, Denise; Leeson, Helen; Rodger, Ana

Sent: Sat Jan 03 10:18:37 2009

Subject: FW: End of Fluoridation Study Survey response

All

I think I sent the previous email too soon (too reactive)

Anyway

I rang [s.73(1) - I] and had a chat about his concerns. He was basing his comments on the 2 day Skills Tech classroom training and the introduction to the Janison group. (He was surprised to hear from me on a Saturday, but I think my prompt response added credibility)

I asked him to revisit the material, and stressed that quite a few people had opportunity for comment, and the content was still under development when he attending the sessions back mid-Nov. I asked him to also access the more current versions of reports and the Code of Practice and advised currency of material is partly why there is the preference for online learning to print versions (particularly for new products). He agreed to go back in, and I will ring him Tuesday to see how he went.

[s.73(1) - I] (and others) found the Skills Tech trainer very hard to understand, and [s.73(1) - I] said the trainer had little knowledge of the assessment material. I said we had an industry-based online trainer available for the group, who has actually worked in a fluoridation plant, and this impressed [s.73(1) - I]. I also said the students need to participate online so the Trainer can provide targeted support, and he agreed it would be hard for a trainer to know where they were up to if they only printed the material.

[s.73(1) - I] was also commented that their lab technicians were doing all the fluoridation tests. I asked if these technicians had a copy of the approved Code of Conduct and AWQG for Fluoride and [s.73(1) - I] didn't think they did. I queried how the testing parameters were being determined, and he was unsure. I again asked him to revisit the online course for this information, and said that non-operational people are also enrolled and should be actively participating.

[s.73(1) - I] then commented on how could his Supervisor sign off competency, and I explained for this initial group

the sign off was being carried out by a qualified assessor onsite, and this would have been explained to him during the initial training.

Anyway, all his concerns have been thoroughly discussed, and we can move forward from here.

Denise,

I have had feedback from more than this student that the navigation structure is complex. We need to make the layering more obvious, and this could be as simple as font colour.

We also need to have a 'reports' section with the current required reports very clear.

As previously suggested, let's discuss this next week.

cheers

Tracie Regan, Senior Training Consultant, Wide Bay Institute of TAFE
ENABLING EDUCATORS | SUPPORTING STUDENTS | Innovative for the Water Industry
ph 07 4150 5845 | fax 07 4150 5892 | Mobile 0418 743 261 | postal: LMB 279 Maryb

From: Regan, Tracie
Sent: Sat 03/01/2009 9:38 AM
To: Niblett, Kate; Morgan, Denise; Leeson, Helen; Rodger, Ana
Subject: Fw: End of Fluoridation Study Survey response

Ladies

[s.73(1)] left very dissatisfied comments on the end of survey feedback form on the 19 Nov. His clarification is below. I have sent him some reassurances but feel we should discuss this early next week if possible.

Kate

Were you onsite with Michael Lever or is [s.73(1)] referring to the Skills Tech trainer?

T.

Tracie Regan
Senior Training Consultant
Wide Bay TAFE
Work 0741505845
Mob 0418743261

This message was sent by Blackberry

----- Original Message -----

From: Regan, Tracie
To: [s.73(1) - Irrelevant information]
Sent: Sat Jan 03 09:33:36 2009
Subject: Re: End of Fluoridation Study Survey response

Thanks [s.73(1)] for this honest feedback. I have passed your comments on and will undertake an immediate review of the online resource and its navigation. I will also pas on your concerns regarding onsite training. I will be in touch regarding the improvements and will further seek your involvement. The content of the online resource was reviewed by SEQWater as being satisfactory.

Regards

Tracie Regan
Senior Training Consultant
Wide Bay TAFE
Work 0741505845
Mob 0418743261

This message was sent by Blackberry

----- Original Message -----

From: [s.73(1) - Irrelevant information]
To: Regan, Tracie; [s.73(1) - Irrelevant information]
Sent: Sat Jan 03 09:26:20 2009
Subject: RE: End of Fluoridation Study Survey response

s.73(1) - Irrelevant information

I found the website very user unfriendly, difficult to navigate and with hidden forms that are required by Tafe. I would much rather have hard copy of all learning material and only use the web for marking and required forms.

On another subject, we all were dissatisfied with your on site training officer. We found him hard to understand and had no knowledge of the testing unit. We still have not had on site testing with the batching system. He observed the contractors fill a 1.7 tonne hopper with 2 tonnes of fluoride which spilled on to the machinery and floor and said nothing. I reported this to SEQWATER and the safety officer along with 15 other breaches of the DRAFT Code 2008.

It appears that everything is being rushed through by jackboot ANNA with no regard for safety or proper training. How can my supervisor sign off that I am certified when I have not even seen the inside of the fluoride building? Your trainer did not get around to show us how the bag loader and emptying machinery operates.

-----Original Message-----

From: bounce@janison.com.au [mailto:bounce@janison.com.au] On Behalf Of tracie.regan@det.qld.gov.au

Sent: Monday, 22 December 2008 1:16 PM

To: s.73(1) - Irrelevant info

Subject: End of Fluoridation Study Survey response

Thanks s.73(1) for completing the End of Study Fluoridation survey. Your feedback helps us in ensuring the training provided is current and accurate.

It is of great concern to me that you have select the response "Poor" when rating the learning material quality, and that you would not recommend this course to other operators.

Could you please elaborate so we can improve this important operator resource for future intakes?

You are welcome to ring me to discuss further. Your direct comments will assist in improving this product for those working in the water industry.

Regards

Tracie Regan
Senior Training Consultant
Wide Bay TAFE
ph 0418 743 261

-----Safe

Stamp-----

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QLD Bulk Water Supply Authority ABN75450239876 (Trading as Seqwater).

Watson, Jessica

From: Rodger, Ana
Sent: Friday, 30 January 2009 11:01 AM
To: Schwenke, Trevor
Subject: Re: FOR MTG WITH IAN Lead Accountability for Water

Well I suppose we knew that would happen....so much for a collaboration meeting Trevor!!!!

Ana

From: Schwenke, Trevor
To: Leeson, Helen; Rodger, Ana
Sent: Fri Jan 30 08:00:49 2009
Subject: Fw: FOR MTG WITH IAN Lead Accountability for Water

From: Ghost, Steve
To: Schwenke, Trevor
Sent: Thu Jan 29 14:04:13 2009
Subject: RE: FOR MTG WITH IAN Lead Accountability for Water

Hi Trevor

I am meeting with Ian about this on Monday. I have no problems progressing the issue but it appears Ross Hepworth is also making a claim.

I will work with Ian to provide a paper to TDQ and it will contain your relationship issues listed below but it needs the wider discussion so that when it is transferred there is not breakdown of client service because of inter institute tensions.

STEVE GHOST
Managing Director
SkillsTech Australia

247 Bradman Street Acacia Ridge
Locked Mail Bag 2020 Archerfield Q 4108

Phone: 3244 0215
Mobile: 0411 246 315
Fax: 3711 2466

www.skillstech.tafe.qld.gov.au

From: Schwenke, Trevor
Sent: Thursday, 29 January 2009 8:41 AM
To: Ghost, Steve
Cc: Rodger, Ana; Leeson, Helen
Subject: FOR MTG WITH IAN Lead Accountability for Water

Hi Steve

I am following up our meeting in Brisbane on 10th October 2008 regarding water delivery and lead responsibilities. We would like to progress options discussed at this meeting in particular transferring lead centre responsibility for Water to Wide Bay TAFE.

As you can see from the list provided WBIT has a strong working relationship with the Queensland

Water Industry with direct involvement through:

- SEQ Water Industry Worker Training Master Plan - Technical Group member
- Co-provider partnership with Wide Bay Water - Industry based trainers and content specialist
- Collaboration with *qwater* to conduct awareness sessions across Queensland for water industry training to represent TAFE as a viable training option for water industry
- Partnership with SunWater - content specialists and joint water industry mentoring project
- Australian Flexible Framework e-learning project for Water Industry
- Fluoridation Stage 1 product development and training (already rolled out to 70 participants in the pilot)
- Training agreement with Veolia - Industry liaison and training options for Queensland and Interstate, including traineeships
- Continuing contact with Government Skills Australia around resources development for water
- Representing TAFE Queensland at Industry Conferences eg: AWA - Australian Water Association (WEN Water Education Network), WIOA
- Water Industry Advisory Committee WIAC - guest representation
- Irrigation Australia - training working group membership

WBIT has an identified team focused on the development of resources with industry and registration to deliver from Certificate I - IV, Diploma in Water Operations and Vocational Graduate Certificate in Water Industry Leadership.

The strong industry relationships that have been established places WBIT in a favourable position to be the key contact and TAFE Queensland Lead with the water industry. We are interested in progressing the transition of Lead Centre responsibilities while continuing the with current training delivery activities.

I would be grateful if you could provide me with your views on this matter and give consideration to a suitable timeframe for possible transition. WBIT is keen to ensure that an account manager from the Lead Institute, will represent all relevant TAFE Qld Institutes in Water training and will be clearly accessible and identifiable to the industry.

I look forward to discussing with you further.

Regards

Trevor

Watson, Jessica

From: Niblett, Kate
Sent: Friday, 9 January 2009 4:42 PM
To: lynne.dixon@dip.qld.gov.au; david.atley@dip.qld.gov.au; Lawrence, Ian; Hepworth, Ross; Schwenke, Trevor; Leeson, Helen; Butler, Jenny (SCIT)
Subject: Fluoridation report W/E 09_01_09
Attachments: Fluoridation Training Report Week ending 09_01_09.doc

Fluoridation Training Report Week ending 09_01_09

This week's activity:

- (1) All operators have now completed the on-line test (Yeheaaa!!!)
- (2) Twelve statement of attendance issued for maintenance staff
- (3) One student withdrawn due to commencing alternative employment
- (4) Follow up on maintenance staff commenced
- (5) Review of on-line resources commenced
- (6) Work on Training and assessment strategy continuing
- (7) Work on final report commenced
- (8) Arrangements made to meet with indigenous support unit to discuss training.
- (9) On-going discussion with Simmonds and Bristow to elicit information re indigenous training
- (10) Limited survey results but what we do have is generally satisfied. Trainer has been asked to remind participants that we require survey response.

" The course is excellent;the only reason that I was a little uncomfortable with it it's because I've never done a course before in this manner"

Issues

Some Tenix staff have not proceeded. This will be discussed with Michael Yeo after the Christmas break and a decision made to continue or withdraw.

Complaints from some SEQWater staff that they are unable to complete assessment due to Tenix. Further observation will take place 14th January. Discussion with Michael Yeo was unable to resolve issue and he was unable to provide me with a handover date so that we can provide students with an updated schedule for completion of assessments. A number of students have expressed angst about this particularly from Mudgeeraba and Molindinar.

Will have further discussion with Bruce Hutton this week to (1) identify hand over dates (2) discuss a program of observation by supervisors.

Trying to enrol Gold Coast staff who made urgent enquiries before Christmas, but cant contact the relevant folk

Watson, Jessica

From: Niblett, Kate
Sent: Tuesday, 20 January 2009 8:27 AM
To: lynne.dixon@dip.qld.gov.au; david.atley@dip.qld.gov.au; Lawrence, Ian; Hepworth, Ross; Schwenke, Trevor; Butler, Jenny (SCIT); Leeson, Helen
Subject: Fluoridation report W/E 16_01_09
Attachments: Fluoridation Training Report Week ending 16_01_09.doc

Fluoridation Training Report Week ending 16_01_09

This week's activity:

- (1) Assessments starting to flow through. Observations taking place
- (2) Still some maintenance staff have not completed Task 2. This has been addressed with Melanie McGaw. Will review later this week and discuss with SeqWater if necessary
- (3) Some confusion over observation. Hopefully sorted with Bruce Hutton and co
- (4) Further discussions with Simmonds and Bristow. Meeting arranged for 22/01/09
- (5) Draft Final report completed. Awaiting feedback from Lynne
- (6) Information for Cardno finalised
- (7) Gold Coast Water folk enrolled. Keeping an eye on progress have not seen orientation occur yet.
- (8) Some additional housekeeping
- (9) Some students withdrawn this week.No issues, just normal housekeeping
- (10) Tenix scheduled to complete further handovers this week. Have discussed observation with site supervisors.

Issues

Gold Coast will be a good pilot for on-line delivery as they will have no face to face training. Will keep a close eye on this.

Watson, Jessica

From: Schwenke, Trevor
Sent: Thursday, 29 January 2009 2:55 PM
To: Ghost, Steve
Subject: Re: FOR MTG WITH IAN Lead Accountability for Water

Thanks Steve, I appreciate your prompt response and totally agree that we need to keep relationships going and that is why we have continued to work with the greater industry.

Look forward to catching up soon.

Regards

Trevor

From: Ghost, Steve
To: Schwenke, Trevor
Sent: Thu Jan 29 14:04:13 2009
Subject: RE: FOR MTG WITH IAN Lead Accountability for Water

Hi Trevor

I am meeting with Ian about this on Monday. I have no problems progressing the issue but it appears Ross Hepworth is also making a claim.

I will work with Ian to provide a paper to TDQ and it will contain your relationship issues listed below but it needs the wider discussion so that when it is transferred there is not breakdown of client service because of inter institute tensions.

STEVE GHOST
Managing Director
SkillsTech Australia

247 Bradman Street Acacia Ridge
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Phone: 3244 0215
Mobile: 0411 246 315
Fax: 3711 2466

www.skillstech.tafe.qld.gov.au

From: Schwenke, Trevor
Sent: Thursday, 29 January 2009 8:41 AM
To: Ghost, Steve
Cc: Rodger, Ana; Leeson, Helen
Subject: FOR MTG WITH IAN Lead Accountability for Water

Hi Steve

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- Fluoridation Stage 1 product development and training (already rolled out to 70 participants in the pilot)
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- Representing TAFE Queensland at Industry Conferences eg: AWA - Australian Water Association (WEN Water Education Network), WIOA
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The strong industry relationships that have been established places WBIT in a favourable position to be the key contact and TAFE Queensland Lead with the water industry. We are interested in progressing the transition of Lead Centre responsibilities while continuing the with current training delivery activities.

I would be grateful if you could provide me with your views on this matter and give consideration to a suitable timeframe for possible transition. WBIT is keen to ensure that an account manager from the Lead Institute, will represent all relevant TAFE Qld Institutes in Water training and will be clearly accessible and identifiable to the industry.

I look forward to discussing with you further.

Regards

Trevor

Watson, Jessica

From: Regan, Tracie
Sent: Monday, 11 May 2009 3:00 PM
To: Leeson, Helen
Cc: Rodger, Ana; Schwenke, Trevor; Norman, Donna
Subject: RE: Fluoridation operator training

Hi Helen

You should perhaps seek clarification from Kate but that appears to be the way it is written. I guess a 'panel' does suggest more than one supplier. I would like to know if S&B are supplementing their face to face training with online resources. Kate isn't clear on who is the preferred supplier for SEQLD; perhaps the negotiation with these service providers isn't complete? I think in the Tender Kate was to conduct some discussion and would advise the RTO on what the training preference strategy would be.

Not the time for rejoicing yet.

Tracie Regan ext 5845 or phone 07 4150 5845

From: Leeson, Helen
Sent: Monday, 11 May 2009 2:55 PM
To: Regan, Tracie
Cc: Rodger, Ana; Schwenke, Trevor; Norman, Donna
Subject: FW: Fluoridation operator training

Hi Tracie

I have just re-read this....Does this mean that we did not get the go ahead for any of SEQ? and that we now have to compete with Simmonds and Bristow for what training is available?

Helen

Helen Leeson | Faculty Manager | Personal Services, Maritime and Environment | Wide Bay Institute of TAFE
 Phone: (07) 4120 2593 | Mobile: 0409 193 894 | Fax: (07) 41202575 | LMB 279 Maryborough 4650

From: Niblett, Kate
Sent: Monday, 11 May 2009 2:45 PM
To: Leeson, Helen; Regan, Tracie
Cc: david.atley@dip.qld.gov.au; MCNAMARA, Sue (Educ)
Subject: Fluoridation operator training

Good Afternoon Helen and Tracie

Thank you for your response to the expression of interest for fluoridation training.

You have been selected to provide on-line training for regional communities. For your information, Simmonds and Bristow have been selected to provide face to face training in regional communities and indigenous training.

I will send a letter of agreement out to you shortly.

In the meantime please be aware that notification of your appointment will be forwarded to the IPMG, who will, in turn inform the PPWS. Until that occurs please do not contact any of the PPWS directly.

Should you have any further queries please do not hesitate to contact me

Regards
Kate Niblett

Watson, Jessica

From: Niblett, Kate
Sent: Friday, 5 December 2008 11:49 AM
To: Rodger, Ana; Schwenke, Trevor; Leeson, Helen; lynne.dixon@infrastructure.qld.gov.au
Subject: Phase II Deliverables.docx
Attachments: Phase II Deliverables.docx

Dear All

Attached find the project deliverables for phase II of the fluoridation project. Could you please peruse and provide feedback

Thanks
kate

Kate Niblett

PH: (07) 4120 2490

Mobile: 0417 799 945

Fluoridation Training Phase II

Deliverables

- 1. Project Info pack to allow on-going project management**
 - (a) Training and assessment strategy based on roll out
 - (b) Stakeholder list
 - (c) Communication strategy
 - (d) Course and enrolment information
- 2. Documented review of SEQ delivery**
- 3. Repository of Master Copies**
 - (a) Lesson Plan
 - (b) Training and assessment strategy
 - (c) Enrolment process
 - (d) Welcome letter
 - (e) F2F PowerPoint slides
 - (f) Resulting process
 - (g) CD of on-line content
 - (h) Course Handouts
 - Course outline
 - MSDS
 - Student handout
 - Checkpoint questions
 - Sample SOPs
 - Code of Practice
 - Sample SOPs testing procedure
 - Regulationa

Watson, Jessica

From: Niblett, Kate
Sent: Friday, 5 December 2008 3:06 PM
To: lynne.dixon@infrastructure.qld.gov.au; Schwenke, Trevor; Rodger, Ana; Leeson, Helen
Subject: Fluoridation Training Report Week ending 05_12_08.doc
Attachments: Fluoridation Training Report Week ending 05_12_08.doc

Fluoridation Training Report Week ending 05_12_08

This week's activity:

- (1) 76 students enrolled
- (2) 21 student have not logged on
- (3) 31 student have now completed the on-line test
- (4) 1 student has completed the course
- (5) Housekeeping to maintain student records and sort out a few minor issues
- (6) Processes for Phase II delivery agreed with Wide Bay Tafe
- (7) Info sheet for Cardno commenced but not completed – awaiting information
Flow chart commenced but not completed – awaiting information

- (8) Discussion with teaching and admin teams to explain and refine process
- (9) Arranged observation at Molindinar
- (10) Arranged for back up observer / Arranged quote and online induction
- (11) Resulting process sorted – few teething problems
- (12) Continuing discussion with Cardno, Simonds and Bristow, Qld Water
- (13) Set up DP's and classes for enrolment 2009
- (14) On-going discussion of enrolment of contractors – still not sorted
- (15) Met with trainer to sort out issues
- (16) Met with Sarina Russo to obtain information on impact of fluoride training on traineeship eligibility - assurance will not affect eligibility
- (17) Deliverables sent for sign off to DIP, WBIT

Issues

Still no firm dates for commissioning of Landers Shute and Mt Crosby. Trainer on stand by until 19/12/08. Back up plan over Christmas

21 students not logged on. Will discuss strategy with Bruce Hutton Monday and which students we target

Some issues with enrolment processes - sorted

Test marking taking too long – met with trainer and will monitor this week to see improvement










Still no Gantt chart from Cardno with more definite times for roll out. The document sent was simply an annual estimate

Watson, Jessica

From: Niblett, Kate
Sent: Monday, 10 November 2008 9:17 AM
To: Lynne Dixon; Schwenke, Trevor; Lawrence, Ian; Leeson, Helen; Rodger, Ana; Pakee Bala
Subject: Fluoridation training report Week ending 07_11_08
Attachments: Fluoridation phase 1 01_10_08.mpp; Fluoridation Training Report Week ending 07_11_08.doc

FYI

ID	Task Name	% Work Complete	Work	Duration	Start	29 Sep '08	6 Oct '08
1	Project management	0%	0 hrs	34 days?	Wed 1/10/08		
2	Mou signed	0%	0 hrs	1 day?	Fri 3/10/08		
3	Set up cost code	100%	0 hrs	1 day?	Fri 3/10/08		
4	Set up reporting process	100%	0 hrs	3 days?	Wed 1/10/08		
5	set up project team meetings	100%	0 hrs	3 days?	Wed 1/10/08		
6	Invoice product development	100%	0 hrs	1 day?	Mon 17/11/08		
7	Product Development	0%	0 hrs	33 days?	Wed 1/10/08		
8	Validation Process	100%	0 hrs	1 day?	Mon 6/10/08		
9	Discuss and confirm validation process	100%	0 hrs	1 day?	Mon 6/10/08		
10	Content development	100%	0 hrs	22 days?	Thu 2/10/08		
11	Acquire Skilstech content	100%	0 hrs	1 day?	Thu 2/10/08		
12	Safety test	100%	0 hrs	5 days?	Thu 16/10/08		
13	Develop cheat sheets	100%	0 hrs	1 day?	Fri 24/10/08		
14	Industry validation	100%	0 hrs	1 day?	Fri 31/10/08		
15	Graphics	0%	0 hrs	2 days?	Thu 16/10/08		
16	Arrange trip to Twonville	100%	0 hrs	2 days?	Thu 16/10/08		
17	Ensure copyright	0%	0 hrs	1 day?	Fri 17/10/08		
18	Assessment Tools	100%	0 hrs	6 days?	Wed 1/10/08		
19	Develop tools	100%	0 hrs	1 day?	Wed 1/10/08		
20	Moderation of tools	100%	0 hrs	1 day?	Wed 8/10/08		
21	Student Workbook	0%	0 hrs	33 days?	Wed 1/10/08		
22	Cover Sheet	100%	0 hrs	4 days?	Thu 16/10/08		
23	Student feedback form	0%	0 hrs	4 days?	Thu 16/10/08		
24	Contact Reprographics arrange print	0%	0 hrs	1 day?	Tue 21/10/08		
25	Templates for documentation	100%	0 hrs	4 days?	Wed 1/10/08		
26	Code of practice	100%	0 hrs	1 day?	Tue 21/10/08		
27	Candidate Instruction	100%	0 hrs	1 day?	Tue 21/10/08		
28	Arrange Transportation	0%	0 hrs	5 days?	Mon 10/11/08		
29	F2F Instructor Guide	100%	0 hrs	23 days?	Thu 9/10/08		
30	Discuss Lesson plan	100%	0 hrs	1 day?	Thu 9/10/08		

 Task
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 Progress
 Milestone
 Summary
 Project Summary
 External Tasks
 External Milestone
 Deadline

Project: Project1
Date: Tue 29/09/09

ID	Task Name	%	Work Complete	Work	Duration	Start	6 Oct '08							
							M	T	W	T	F	S	S	
31	Print and include with pack for instructors	100%	0 hrs	3 days?	Thu 6/11/08									
32	Enrolment and Resulting	0%	0 hrs	28 days?	Wed 1/10/08									
33	Talk to Krysl Lakin	100%	0 hrs	1 day?	Thu 2/10/08									
34	Fact Sheet	100%	0 hrs	6 days?	Wed 1/10/08									
35	Send out fact sheet to stakeholders	100%	0 hrs	14 days?	Wed 8/10/08									
36	Set up DP's	100%	0 hrs	14 days?	Fri 3/10/08									
37	Send out student forms	100%	0 hrs	1 day?	Fri 24/10/08									
38	Receipt and Enrol	0%	0 hrs	9 days?	Fri 24/10/08									
39	Discuss resulting with TR/GC	100%	0 hrs	1 day?	Fri 7/11/08									
40	Online Delivery	0%	0 hrs	34 days?	Wed 1/10/08									
41	Develop Welcome letter	100%	0 hrs	1 day?	Wed 1/10/08									
42	Arrange Logon with EDU	100%	0 hrs	31 days?	Fri 3/10/08									
43	F2F Induction as part of lesson plan	0%	0 hrs	1 day?	Mon 17/11/08									
44	Meet with WBW to confirm assessment process	100%	0 hrs	1 day?	Thu 30/10/08									
45	Student packs sent out	0%	0 hrs	4 days?	Mon 10/11/08									
46	F2F Delivery	0%	0 hrs	48 days?	Wed 1/10/08									
47	Lesson Plan	100%	0 hrs	1 day?	Mon 13/10/08									100%
48	Classrooms	0%	0 hrs	1 day?	Mon 13/10/08									0%
49	Resources	0%	0 hrs	1 day?	Mon 13/10/08									0%
50	Teacher resources prepared and sent	0%	0 hrs	4 days?	Wed 5/11/08									
51	Confirm dates ans student numbers	0%	0 hrs	1 day?	Mon 13/10/08									0%
52	Confirm resources and classrooms	0%	0 hrs	1 day?	Mon 10/11/08									
53	Confirm students	0%	0 hrs	4 days?	Mon 10/11/08									
54	Deliver Landers Shute	0%	0 hrs	2 days?	Mon 17/11/08									
55	Deliver West Bank	0%	0 hrs	2 days?	Wed 19/11/08									
56	Deliver Molendinar	0%	0 hrs	2 days?	Mon 24/11/08									
57	Deliver West Bank	0%	0 hrs	2 days?	Wed 26/11/08									
58	Deliver remaining site	0%	0 hrs	2 days?	Mon 1/12/08									
59	Observation landers shute	0%	0 hrs	1 day?	Wed 1/10/08									0%
60	Observation North Pine	0%	0 hrs	1 day?	Tue 2/12/08									










Project: Project1
Date: Tue 29/09/09

Task Split Progress

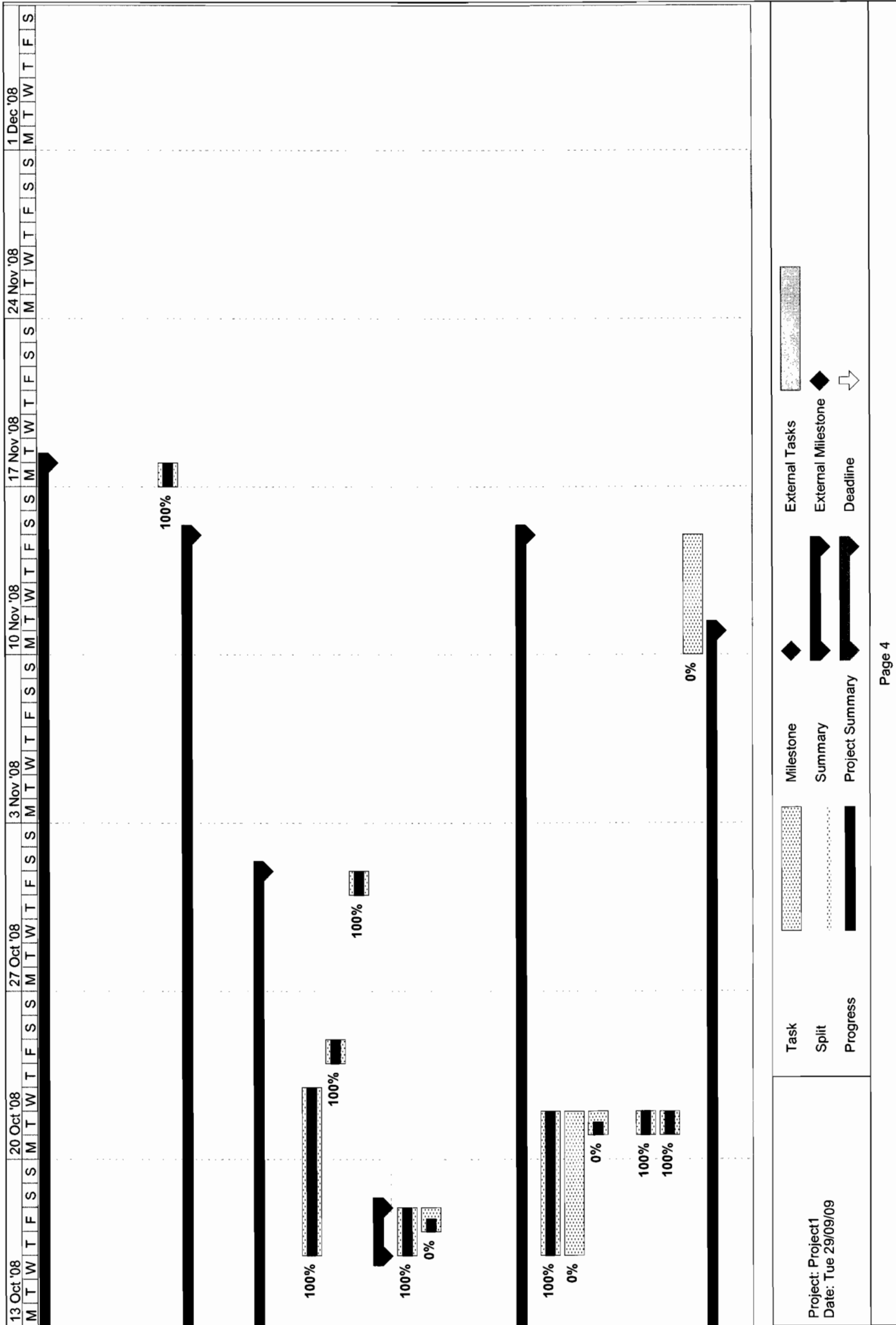
Milestone Summary Project Summary

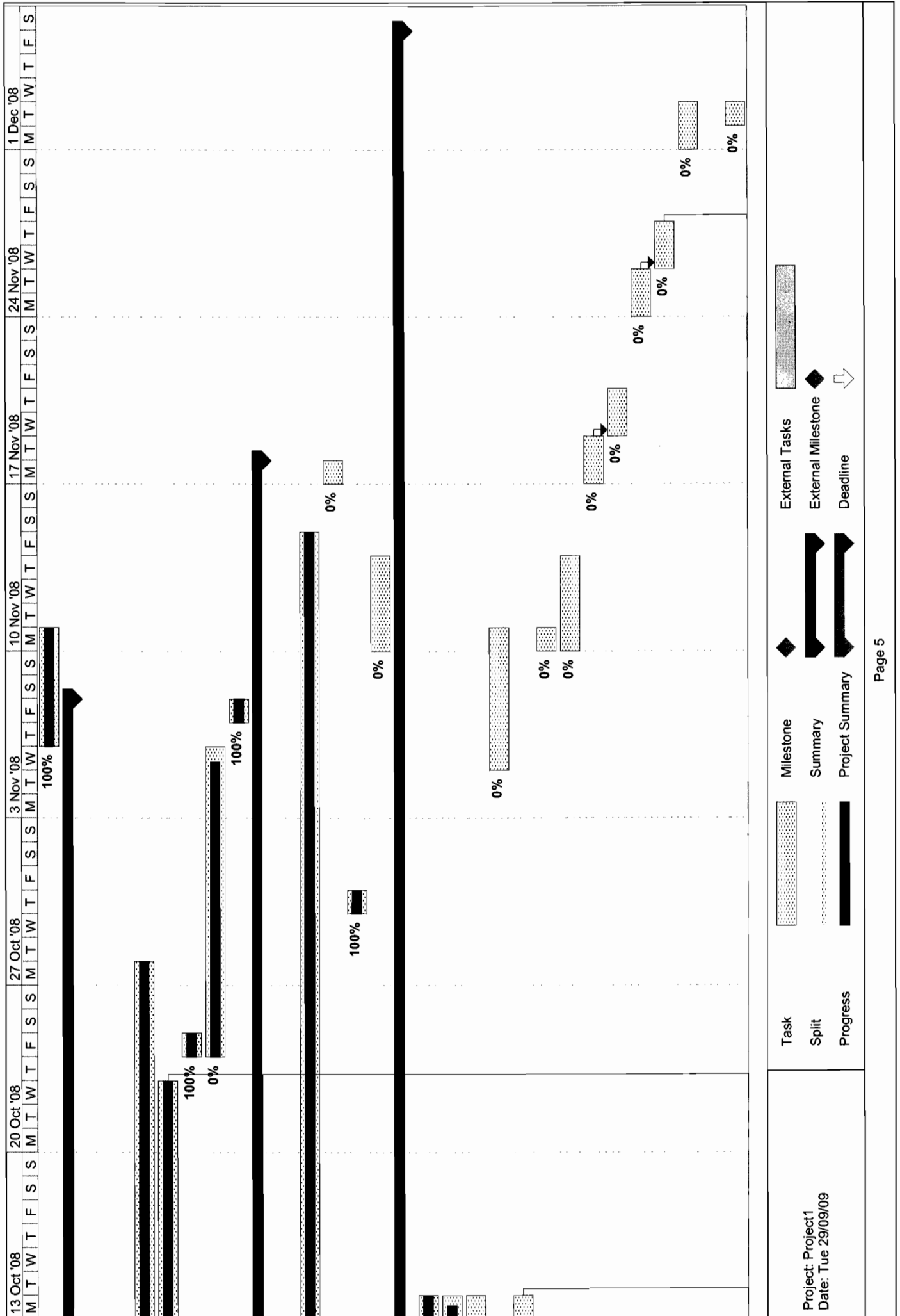
External Tasks External Milestone Deadline

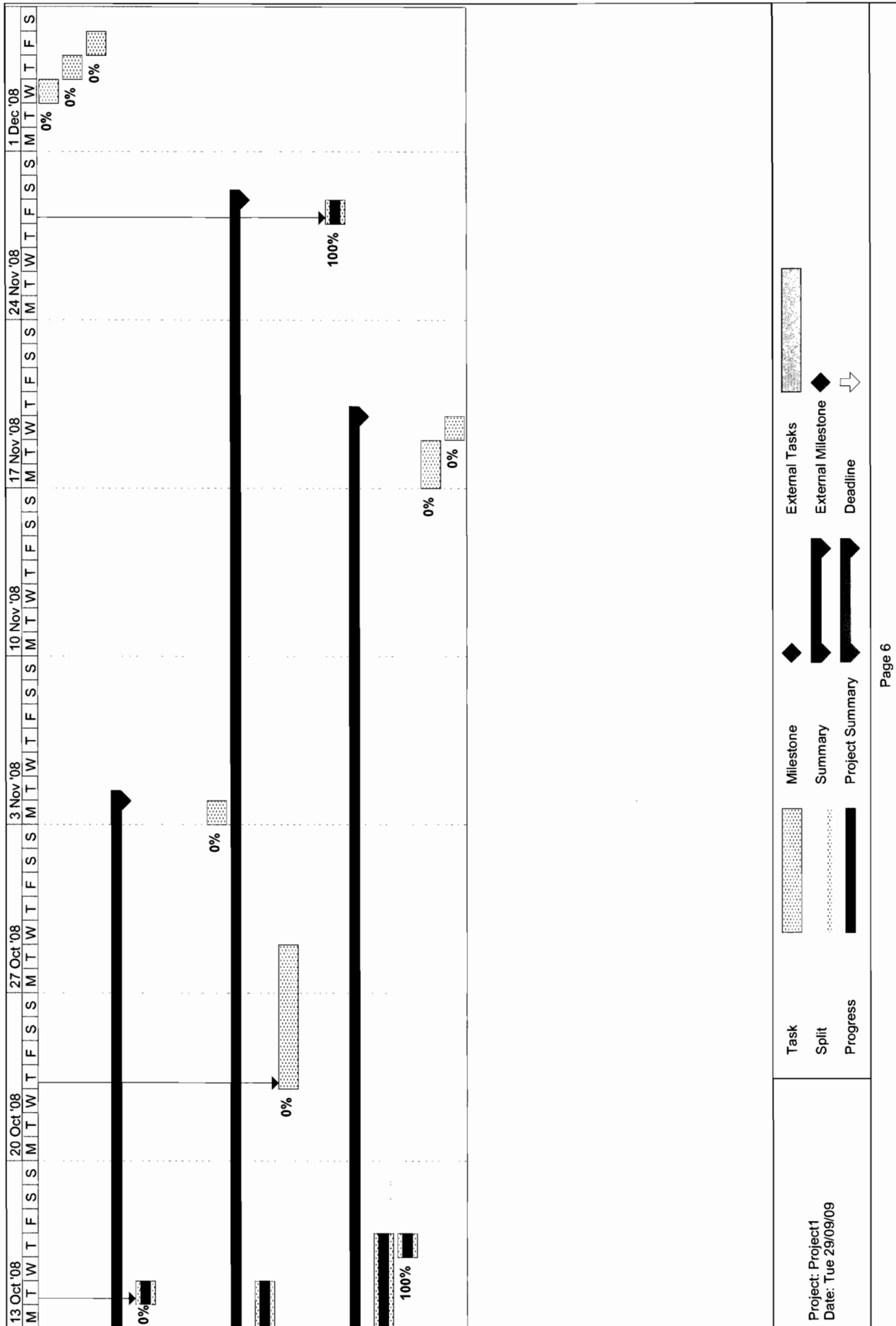
ID	Task Name	% Work Complete	Work	Duration	Start	29 Sep '08	30 Sep '08	1 Oct '08	2 Oct '08	3 Oct '08	4 Oct '08	5 Oct '08	6 Oct '08
61	Observation Holts Hill	0%	0 hrs	1 day?	Wed 3/12/08								
62	Observation Molindinar	0%	0 hrs	1 day?	Thu 4/12/08								
63	Observation Mudgerabah	0%	0 hrs	1 day?	Fri 5/12/08								
64	Assessment	0%	0 hrs	24 days?	Wed 1/10/08								
65	Confirm assessment plan	100%	0 hrs	1 day?	Tue 14/10/08								
66	Arrange on site observers	0%	0 hrs	1 day?	Fri 10/10/08								
67	Arrange with Bruce Tennex meeting	100%	0 hrs	1 day?	Wed 1/10/08								
68	Workshop with on-site observers	0%	0 hrs	1 day?	Mon 3/11/08								
69	Project Financials	0%	0 hrs	37 days?	Thu 9/10/08								
70	Arrange costing and quote with DIP	100%	0 hrs	4 days?	Thu 9/10/08								
71	Quote accepted	0%	0 hrs	4 days?	Thu 23/10/08								
72	Costing for product development	100%	0 hrs	1 day?	Fri 10/10/08								
73	Invoice DIP	100%	0 hrs	1 day?	Fri 28/11/08								
74	Student Feedback and Evaluation	0%	0 hrs	36 days?	Wed 1/10/08								
75	Develop on-line form	100%	0 hrs	12 days?	Wed 1/10/08								
76	Develop F2F form	100%	0 hrs	1 day?	Thu 16/10/08								
77	Project Team Evaluation	0%	0 hrs	2 days?	Mon 17/11/08								
78	Fine tune training	0%	0 hrs	1 day?	Wed 19/11/08								

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Project: Project1
Date: Tue 29/09/09







Fluoridation Training Report Week ending 07_11_08

This week's activity:

- (1) On-line content is almost complete – will be complete by 10_11_08. Students will be sent on-line log-in by COB 10_11_08
- (2) Enrolment 90% complete – still waiting for a few outstanding enrolment forms to come back in. these were chased up 07_11_08
- (3) Face to face content and student hand outs complete
- (4) Validation and moderation by industry complete
- (5) Meeting with trainers to ensure continuity over Christmas period
- (6) Assessment complete
- (7) Interim student info sheets sent out at request of SEQ Water

Activity outstanding:

- Student packs still require some templates and documents to complete
- Some student enrolment forms still outstanding
- Copyright for some content still outstanding
- On-site learning resources still not available. Unable to gain confirmation from SEQ Water of availability
- MOU still outstanding

Issues

- (1) Availability of learning resources on site is causing concern. Will meet with SEQ Water this week to discuss availability and fall back plan
- (2) Skillstech teachers are unavailable due to prior teaching activity this week. Cannot discuss learning resources with them so decisions regarding substitution of resources and/or subsequent changes to lesson plan will be made without reference to them.
- (3) Skillstech content only arrived 07_11_08 which did not provide sufficient time to fully incorporate both on-line and f2f. This will not prove a huge issue except that it underlines a fundamental systemic weakness.

Watson, Jessica

From: Niblett, Kate
Sent: Tuesday, 7 October 2008 2:35 PM
To: Schwenke, Trevor
Cc: Rodger, Ana
Subject: FW: Deliverables 29_09_08

Attachments: Deliverables 29_09_08.doc



Deliverables
29_09_08.doc (28 ..

Kate Niblett
PH: (07) 4120 2490
Mobile: 0417 799 945

-----Original Message-----

From: Lynne Dixon [mailto:Lynne.Dixon@infrastructure.qld.gov.au]
Sent: Tuesday, 7 October 2008 2:30 PM
To: Niblett, Kate
Subject: FW: Deliverables 29_09_08

Hi Kate,

Please find attached the deliverables for the operator training project, which also effectively form the tasks for the period of your secondment to the fluoridation project.

Cheers

Lynne

Lynne Dixon
Project Director, Fluoridation
Infrastructure Delivery
Department of Infrastructure and Planning Queensland Government

tel +61 7 3237 7468
mob 0417 196 818
post PO Box 15009 City East Qld 4002
visit Level 30 Comalco Place 12 Creek Street Brisbane lynne.dixon@dip.qld.gov.au
www.dip.qld.gov.au

>
> _____
> From: Lynne Dixon
> Sent: Wednesday, 1 October 2008 8:58 AM
> To: 'Niblett, Kate'
> Subject: Deliverables 29_09_08
>
> <<Deliverables 29_09_08.doc>>
>
> Hi Kate,
>
> Some changes to the deliverables, just tightening it up. Let me know if you are OK
> with this as I need to get it over to Seqwater - they are really keen for the info as
> soon as they can get it.
>
> Cheers
>
> Lynne
>

Fluoridation Training Deliverables

1. Development of a master copy of a resource kit for competency based on *NWP276A – Monitor and report fluoridation systems* and the training requirements specified in the *Code of Practice for the Fluoridation of Public Water Supplies*.

The resource kit will comprise:

- Student workbook
 - Resource materials
 - Assessment materials
 - Instructor guide
2. Development of a flexible delivery strategy (incorporating e-learning, face-to-face and distance options) covering two phases:
 - Phase 1: 2008 operator training requirements for SEQ
Delivery between 17 November and 15 December 2008
60-70 operators, maintenance staff and contractors to be trained and assessed
Training groups of 12-15
Training sites at Landers Shute, Mt Crosby and Nerang/Mudgeeraba
Require: lesson plan, estimated budget and timelines (Gantt chart – in consultation with Seqwater)
 - Phase 2: operator training requirements from 2009-2012 and ongoing sustainability
Develop training and assessment strategy and estimated timelines based on Roll out
Develop student support strategies
Develop indigenous training and support strategies
Develop strategies for long term training and assessment sustainability

Watson, Jessica

From: Lynne Dixon [Lynne.Dixon@infrastructure.qld.gov.au]
Sent: Monday, 13 October 2008 5:08 PM
To: Schwenke, Trevor
Cc: Niblett, Kate
Subject: FW: Updated gannt chart as at 13th/10/08
Attachments: Fluoridation phase 1 01_10_08.mpp

Hi Trevor,

Attached is a copy of the gannt chart - updated this morning (Kate regularly updates it).

Just spoke to Kate and got a general status report - all is looking pretty good.

She has spoken with Seqwater and they are happy with project to date - currently reviewing content and assessment tools.

She has met with Don and co - rocky at first but all good by the end of the meeting. She is of the opinion that Don understands that he does have a critical role in the success of the project and is cooperating. She is waiting on a quote for the face-to-face delivery from Skills Tech and a lesson plan. She has also asked for training materials/content that they may have (from Bill?) and has not had any cooperation on this issue.

Product development is ahead of schedule and almost practically built and Kate has negotiated with operators in Townsville to test the product, may also get Seqwater involved.

She advised that she has been struggling internally with WBIT staff understanding her role in the project, but feels that they are getting it.

I mentioned that I had caught up with you and passed on my view of the world regarding the operator training project, her role and the opportunities for "TAFE". I also mentioned that I offered to share this view in any of the meetings you have with SkillsTech and I made the same offer to her regarding meetings with WBIT managers.

I also asked Kate to keep you in the loop to facilitate discussions for business opportunities for TAFE and also so that should anything happen, you folk are up to speed and can provide support if required.

All in all I am really happy with the efforts and progress Kate has been making on the project and I am keen to support her to keep this happening.

Please give me a call if you want to touch base about anything.

Cheers

Lynne

Lynne Dixon
Project Director, Fluoridation
Infrastructure Delivery
Department of **Infrastructure and Planning**
Queensland Government

tel +61 7 3237 7468
mob 0417 196 818
post PO Box 15009 City East Qld 4002

visit Level 30 Comalco Place 12 Creek Street Brisbane
lynne.dixon@dip.qld.gov.au
www.dip.qld.gov.au

From: Niblett, Kate [<mailto:Kate.Niblett@deta.qld.gov.au>]
Sent: Monday, 13 October 2008 8:48 AM
To: Lynne Dixon; Leeson, Helen; Norman, Donna; Regan, Tracie; Nowack, Dan; Grote, Bill; Morgan, Denise
Subject: Updated gannt chart as at 13th/10/08

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




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8	Validation Process	1 day?	Mon 6/10/08	Mon 6/10/08												
9	Discuss and confirm validation process	1 day?	Mon 6/10/08	Mon 6/10/08												
10	Content development	22 days?	Thu 2/10/08	Fri 31/10/08												
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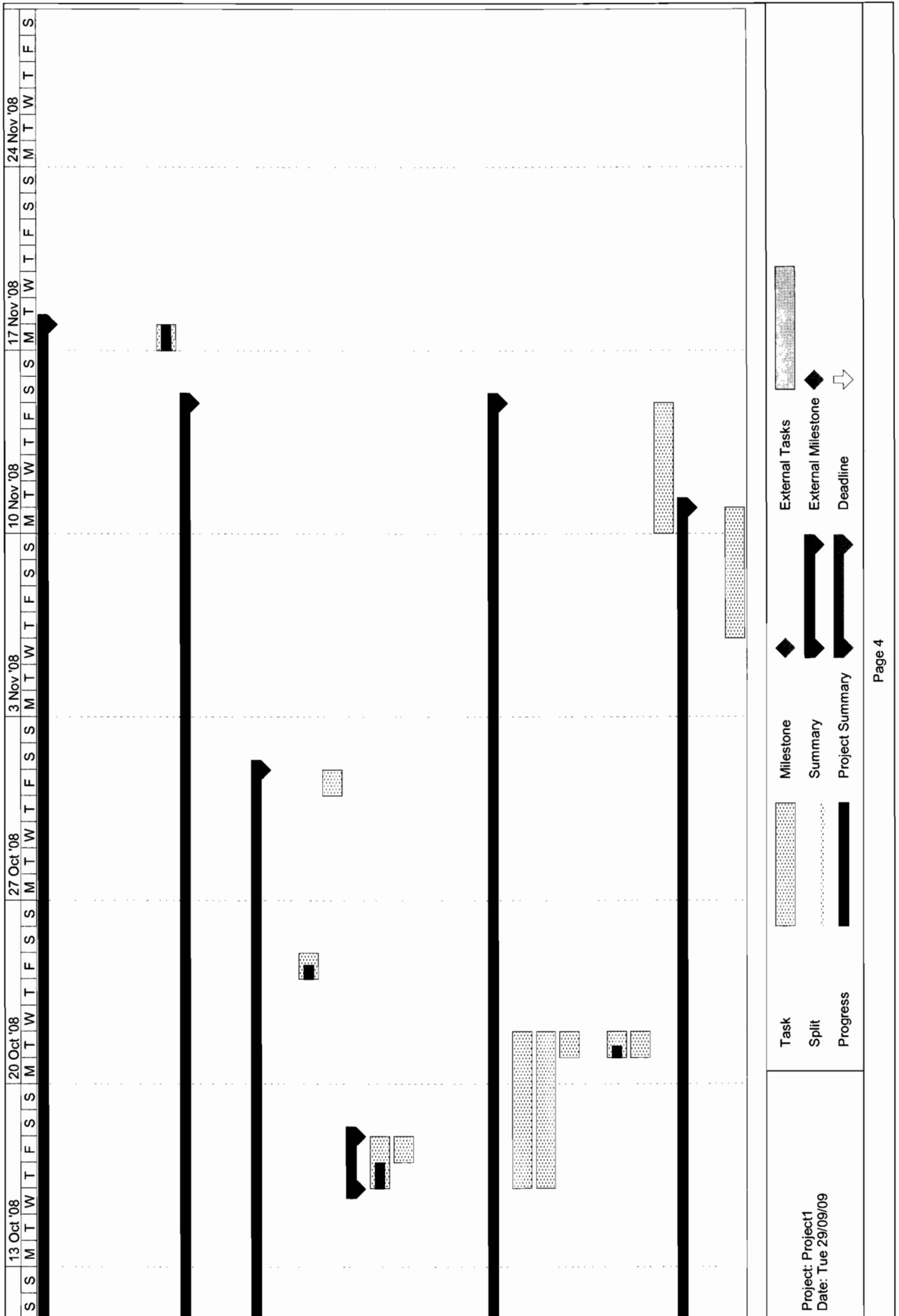
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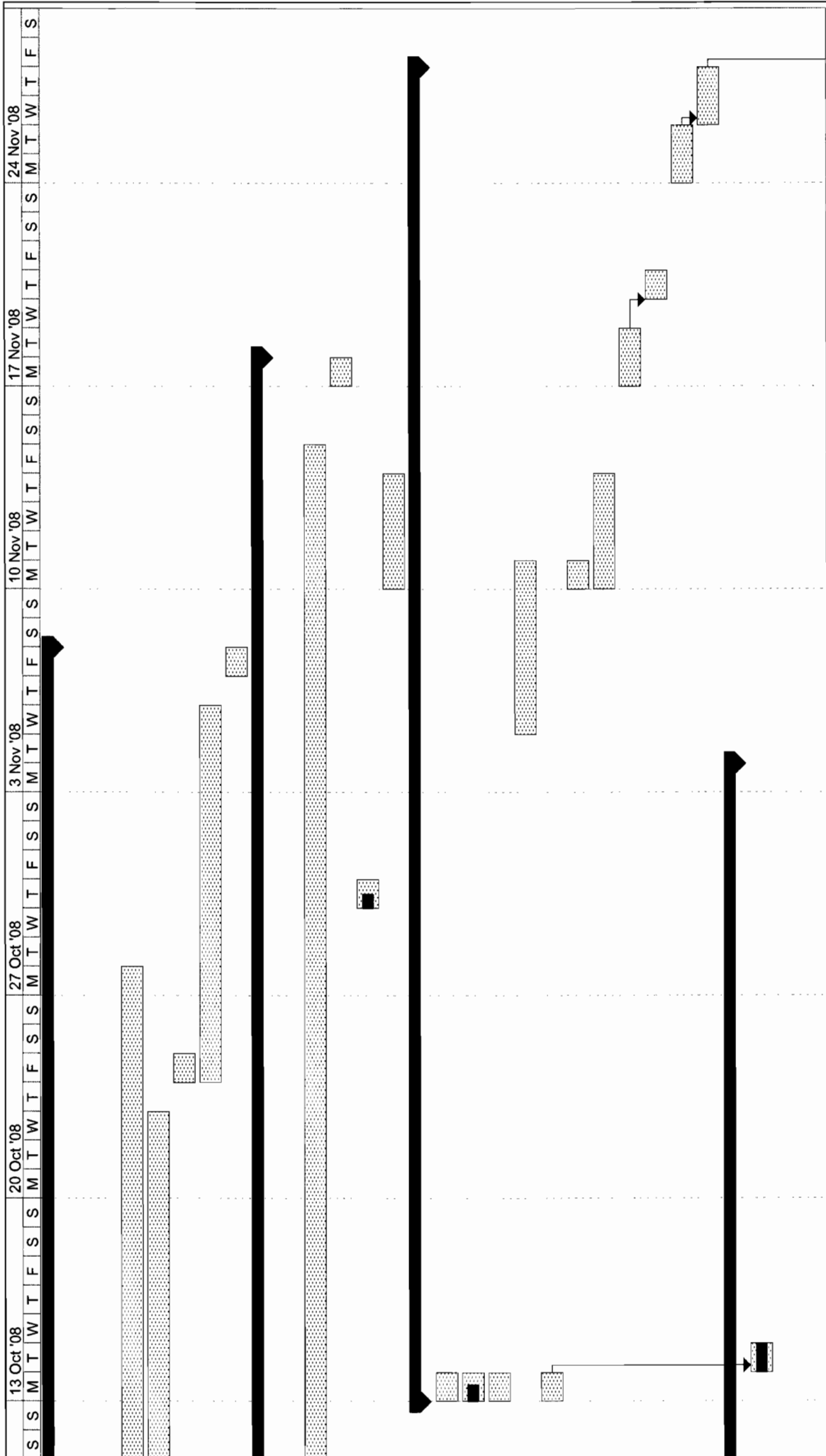
Project: Project1
Date: Tue 29/09/09

ID	Task Name	Duration	Start	Finish	6 Oct '08										
					T	W	T	F	S	S	M	T	W	T	F
61	Workshop with on-site observers	1 day?	Mon 3/11/08	Mon 3/11/08											
62	Project Financials	37 days?	Thu 9/10/08	Fri 28/11/08											
63	Arrange costing and quote with DIP	4 days?	Thu 9/10/08	Tue 14/10/08											
64	Quote accepted	4 days?	Tue 14/10/08	Fri 17/10/08											
65	Costing for product development	1 day?	Fri 10/10/08	Fri 10/10/08											
66	Invoice DIP	1 day?	Fri 28/11/08	Fri 28/11/08											
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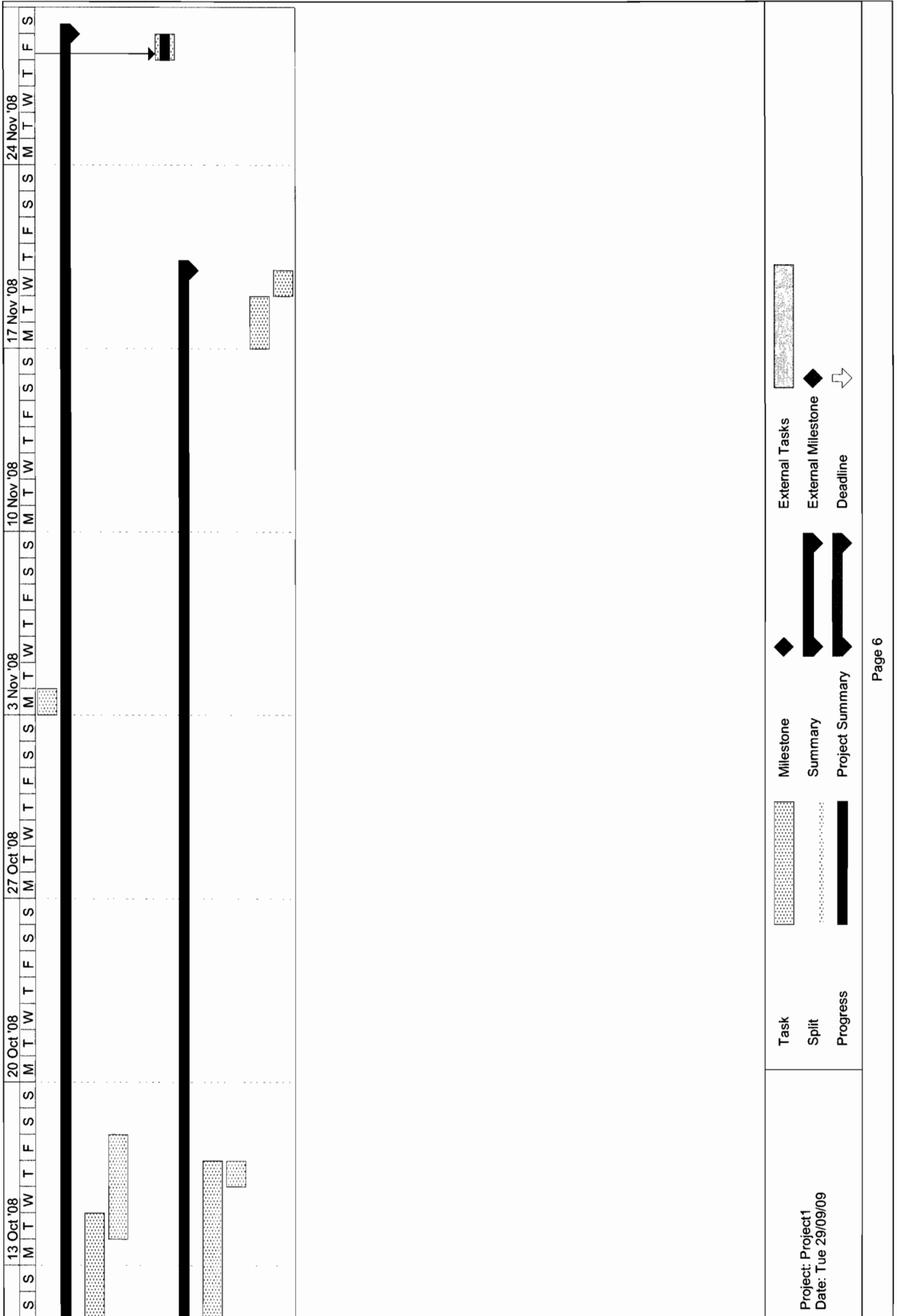


Project: Project1
Date: Tue 29/09/09

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Deadline



Watson, Jessica

From: Niblett, Kate
Sent: Friday, 24 October 2008 5:39 AM
To: lynne.dixon@infrastructure.qld.gov.au; Schwenke, Trevor; Lawrence, Ian; Leeson, Helen; pbala@seqwater.com.au
Subject: Fluoridation training report Week ending 24_10_08
Attachments: Fluoridation Training Report week ending 24_10_08.docx; Fluoridation phase 1 01_10_08.mpp

Week ending 24/10/08

Progress Report

This week's activity:

1. The following course content documents were completed/developed and sent off for review
 - Assessment items (1), (2), & (4)
 - Student feedback forms
 - Student evaluation forms
 - Additional content based on feedback from Townsville
 - Safety test for maintenance
2. Enrolment process finalised and student detail forms sent to SEQ Water for completion by students
3. Processes finalised to account for assessable and non assessable student outcomes
4. Delivery packages finalised.
5. Chemical information reviewed and refined
6. Student lesson plan draft reviewed and altered based on feedback from SEQWater
7. Quote for SEQWater finalised and sent
8. Copyright compliance reviewed and additional permissions sought
9. On-going liaison with SEQWater, Qld Water Directorate, Wide Bay Water, Skillstech Australia
10. Information sheets for call centres developed and approved
11. Delivery and assessment strategy finalised with Wide Bay Water

In real terms this means:

1. Invoicing for both product development and training delivery is now finalised
2. The course now exists on the TAFE system so students can be enrolled
3. The on-line content can be finalised in the week beginning 27/10/08 and will be ready for enrolment 10/11/08
4. The lesson plan will be finalised in week beginning 27/10/08
5. Production of student resources has commenced
6. Student details are being collected so that enrolment can commence week beginning 3/11/08

Comment: The project is on track but considerable work will be required next week to consolidate all the learning content including liaison with SkillsTech Aust to ensure that the online and face to face components are fully integrated. A meeting is scheduled (28/10/08) between Skillstech Aust, SEQ Water and Wide Bay Water to consolidate our resources.

ID	Task Name	Duration	Start	Finish	6 Oct '08												
					T	W	T	F	S	S	M	T	W	T	F	S	
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35	Send out fact sheet to stakeholders	14 days?	Wed 8/10/08	Mon 27/10/08													
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44	Meet with WBW to confirm assessment process	1 day?	Thu 30/10/08	Thu 30/10/08													
45	Student packs sent out	4 days?	Mon 10/11/08	Thu 13/11/08													
46	F2FDelivery	48 days?	Wed 1/10/08	Fri 5/12/08													
47	Lesson Plan	1 day?	Mon 13/10/08	Mon 13/10/08													
48	Classrooms	1 day?	Mon 13/10/08	Mon 13/10/08													
49	Resources	1 day?	Mon 13/10/08	Mon 13/10/08													
50	Teacher resources prepared and sent	4 days?	Wed 5/11/08	Mon 10/11/08													
51	Confirm dates ans student numbers	1 day?	Mon 13/10/08	Mon 13/10/08													
52	Confirm resources and classrooms	1 day?	Mon 10/11/08	Mon 10/11/08													
53	Confirm students	4 days?	Mon 10/11/08	Thu 13/11/08													
54	Deliver Landers Shute	2 days?	Mon 17/11/08	Tue 18/11/08													
55	Deliver West Bank	2 days?	Wed 19/11/08	Thu 20/11/08													
56	Deliver Molendinar	2 days?	Mon 24/11/08	Tue 25/11/08													
57	Deliver West Bank	2 days?	Wed 26/11/08	Thu 27/11/08													
58	Deliver remaining site	2 days?	Mon 1/12/08	Tue 2/12/08													
59	Observation landers shute	1 day?	Wed 1/10/08	Wed 1/10/08													
60	Observation North Pine	1 day?	Tue 2/12/08	Tue 2/12/08													

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ID	Task Name	Duration	Start	Finish	6 Oct '08											
					T	W	T	F	S	S	M	T	W	T	F	S
61	Observation Holts Hill	1 day?	Wed 3/12/08	Wed 3/12/08												
62	Observation Molindinar	1 day?	Thu 4/12/08	Thu 4/12/08												
63	Observation Mudgerabah	1 day?	Fri 5/12/08	Fri 5/12/08												
64	Assessment	24 days?	Wed 1/10/08	Mon 3/11/08												
65	Confirm assessment plan	1 day?	Tue 14/10/08	Tue 14/10/08												
66	Arrange on site observers	1 day?	Fri 10/10/08	Fri 10/10/08												
67	Arrange with Bruce Tennex meeting	1 day?	Wed 1/10/08	Wed 1/10/08												
68	Workshop with on-site observers	1 day?	Mon 3/11/08	Mon 3/11/08												
69	Project Financials	37 days?	Thu 9/10/08	Fri 28/11/08												
70	Arrange costing and quote with DIP	4 days?	Thu 9/10/08	Tue 14/10/08												
71	Quote accepted	4 days?	Thu 23/10/08	Tue 28/10/08												
72	Costing for product development	1 day?	Fri 10/10/08	Fri 10/10/08												
73	Invoice DIP	1 day?	Fri 28/11/08	Fri 28/11/08												
74	Student Feedback and Evaluation	36 days?	Wed 1/10/08	Wed 19/11/08												
75	Develop on-line form	12 days?	Wed 1/10/08	Thu 16/10/08												
76	Develop F2F form	1 day?	Thu 16/10/08	Thu 16/10/08												
77	Project Team Evaluation	2 days?	Mon 17/11/08	Tue 18/11/08												
78	Fine tune training	1 day?	Wed 19/11/08	Wed 19/11/08												

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