

## Handyside, Alan P

---

**From:** Shang, Nicole  
**Sent:** Thursday, 25 June 2009 11:55 AM  
**To:** Ray Stephenson (Trainer)  
**Cc:** Regan, Tracie; Handyside, Alan P  
**Subject:** Student Enquiry - FW: Checkpoint 3

Ray

As discussed, please find student enquiry below. Although, my view of the issue is that the student has drawn incorrect conclusions from the content/questions, I am certainly no expert! So, if after discussing this with the student, you do think there is a problem with the question, please let us know.

s.73(1) - Irrelevant information

Regards

Nicole Shang | Senior Project Officer  
Phone 07 4120 6321 | Fax 07 4124 8233  
www.widebay.tafe.qld.gov.au

Innovations Team | WideBay TAFE  
Email Nicole.Shang@deta.qld.gov.au | Web

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

**From:** Handyside, Alan P  
**Sent:** Thursday, 25 June 2009 11:06 AM  
**To:** Shang, Nicole  
**Cc:** Morgan, Denise  
**Subject:** FW: Checkpoint 3

Hi Nicole,

What would you like to do with this one?

Alan H

-----  
ALAN HANDYSIDE  
WideBay TAFE  
Ph: 07 4120 6264  
=====

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

**From:** Regan, Tracie  
**Sent:** Thursday, 25 June 2009 8:47 AM  
**To:** Handyside, Alan P  
**Subject:** Fw: Checkpoint 3

Hi Alan

Can you check this query?

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

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

**From:** WBIT, Water  
**To:** Regan, Tracie  
**Sent:** Thu Jun 25 08:08:58 2009  
**Subject:** FW: Checkpoint 3

Tracie

Are you looking into this one?

Mary

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

From: [bounce@janison.com.au](mailto:bounce@janison.com.au) [mailto:[bounce@janison.com.au](mailto:bounce@janison.com.au)] On Behalf Of  
s.73(1) - Irrelevant information

Sent: Wednesday, 24 June 2009 9:39 PM

To: WBIT, Water

Subject: Checkpoint 3

Q22 and 23 when put together are contradictory. I agree with the answer to 23 but in that case 22 is wrong. I quote: No more than 24 hours supply of fluorosilicic acid should be connected at any time to the suction side of the chemical feed pump. All bulk storage tanks with more than a 7-day supply should have a day tank. A day tank can contain up to 24 hours worth of acid and the fluoride transfer from the bulk tank to the day tank should be controlled and not occur more than once in any 24 hour period.

Therefore to fully comply a day tank must hold exactly 24 hours worth of solution and can only be filled at exactly the 24 hour mark.

## Handyside, Alan P

---

**From:** Handyside, Alan P  
**Sent:** Thursday, 25 June 2009 11:06 AM  
**To:** Shang, Nicole  
**Cc:** Morgan, Denise  
**Subject:** FW: Checkpoint 3

Hi Nicole,

What would you like to do with this one?

Alan H

-----  
ALAN HANDYSIDE  
WideBay TAFE  
Ph: 07 4120 6264  
=====

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

**From:** Regan, Tracie  
**Sent:** Thursday, 25 June 2009 8:47 AM  
**To:** Handyside, Alan P  
**Subject:** Fw: Checkpoint 3

Hi Alan  
Can you check this query?

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

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

**From:** WBIT, Water  
**To:** Regan, Tracie  
**Sent:** Thu Jun 25 08:08:58 2009  
**Subject:** FW: Checkpoint 3

Tracie

Are you looking into this one?

Mary

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

**From:** bounce@janison.com.au [mailto:bounce@janison.com.au] On Behalf Of  
s.73(1) - Irrelevant information  
**Sent:** Wednesday, 24 June 2009 9:39 PM  
**To:** WBIT, Water  
**Subject:** Checkpoint 3

Q22 and 23 when put together are contradictory. I agree with the answer to 23 but in that case 22 is wrong. I quote: No more than 24 hours supply of fluorosilicic acid should be connected at any time to the suction side of the chemical feed pump. All bulk storage tanks with more than a 7-day supply should have a day tank. A day tank can contain up to 24 hours worth of acid and the fluoride transfer from the bulk tank to the day tank should be controlled and not occur more than once in any 24 hour period.

Therefore to fully comply a day tank must hold exactly 24 hours worth of solution and can only be filled at exactly the 24 hour mark.

**Tracking:** Recipient  
Shang, Nicole

**Read**  
Read: 25/06/2009 11:40 AM

## Handyside, Alan P

---

**From:** Regan, Tracie  
**Sent:** Sunday, 21 June 2009 9:05 AM  
**To:** Handyside, Alan P  
**Subject:** Fw: email

Hi Alan

This is the WideBay janison. Not sure what to recommend t Ray.

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

This message was sent by Blackberry

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

**From:** bounce@janison.com.au <bounce@janison.com.au>  
**To:** Regan, Tracie  
**Sent:** Sat Jun 20 21:49:18 2009  
**Subject:** email

Tracie,

there is something funky with my tafe email, I'm getting two emails to the seqwater address rather than one each to seq and watertraining when sending them from within the Janison environment.

I have deleted them out of my profile and put them back again but I still get two messages to seq.

I can send a message to watertraining from my home address and it gets there OK so I don't think its the westnet service, it seemed to start when fluoride stage two came online.

Any ideas?

Ray

## Handyside, Alan P

**From:** Regan, Tracie  
**Sent:** Tuesday, 9 June 2009 12:07 PM  
**To:** Shang, Nicole; Handyside, Alan P; Ray Stephenson SEQWater (rstephenson@seqwater.com.au)  
**Subject:** Fluoride NWP276A new version ready

Hi Nicole  
I have added the updates and revised assessment tools for the new enrolments into NWP276A. Note I have hidden the 2008-relevant pages using the 'configure module' option.

Can you give Ray Stephenson access to the new groups so he can familiarise himself with the new online assessments and changes to navigation.

Ray, all assessment is now submitted online and you must also provide feedback online. If you want some refresher training on how to do this we will need to set up an agreed time (perhaps using Skype after work?). The Fluoridation groups are still in the Widebay TAFE Janison site.

Alan, can you clone the developer group one more time and name this 'Water Industry Training (Fluoridation) - RPL', thanks. I will then hide the pages according to enrolment type.

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 Maryborough QLD 465

**Handyside, Alan P**

**From:** Niblett, Kate  
**Sent:** Wednesday, 29 October 2008 4:20 PM  
**To:** Handyside, Alan P  
**Subject:** FW: Fluoridation roll-out update

**From:** Heather Gold [mailto:hgold@qldwater.com.au]  
**Sent:** Wednesday, 29 October 2008 4:14 PM  
**To:** Niblett, Kate  
**Subject:** FW: Fluoridation roll-out update

Another for the fluoridation training material review.  
Cheers  
Heather

*Heather Gold*  
*Executive Assistant*  
**qldwater**  
*t: 07 3252 4701*  
*d: 07 3000 2279*  
*e: [hgold@qldwater.com.au](mailto:hgold@qldwater.com.au)*

*Level 1, 25 Evelyn Street*  
*Newstead Qld 4006*

**From:** Terry Fagg [mailto:Terry.Fagg@dalbyrc.qld.gov.au]  
**Sent:** Wednesday, 29 October 2008 2:41 PM  
**To:** Heather Gold  
**Subject:** RE: Fluoridation roll-out update

Heather,  
I would be interested in reviewing the training requirements.  
Regards  
Terry Fagg

**From:** Heather Gold [mailto:hgold@qldwater.com.au]  
**Sent:** Wednesday, 29 October 2008 12:12 PM  
**To:** Heather Gold  
**Subject:** Fluoridation roll-out update

Dear Fluoridation Industry Tech. Committee members,

The Fluoridation roll out is still being finalised by DIP and their assigned project managers (Cardno). I am hoping that we will get more details about this roll-out soon and the Directorate has been asked to provide assistance with communication and the use of our website for communicating with Councils outside SEQ. I am also meeting with the Fluoridation people at QHealth this afternoon to get an update on the progress of the CoP.

One part of the program that is going very well is the training which we advocated to be rolled under an ongoing accredited program. I understand that some of you are involved in reviewing the content of the new training program, but I would like to provide the opportunity for all members to review this (online) resource.

If you wish to review the new training competency material, please let me know and I will provide your email to Kate Niblett (seconded to DIP from Wide Bay TAFE) who will issue with a password and some instructions.

We will let you know as soon as further information comes to light.

Regards,

1/10/2009

Rob

Dr Rob Fearon  
Executive Manager  
*qldwater* - The Queensland Water Directorate

T: (07) 3252 4701

M: 0428 300 208

W: [www.qldwater.com.au](http://www.qldwater.com.au)

Pages 685 through 709 redacted for the following reasons:  
-----  
s 47(3)(a) - Schedule 3, item 3(1)(f) of the RTI Act

## Handyside, Alan P

**From:** Niblett, Kate  
**Sent:** Wednesday, 29 October 2008 3:56 PM  
**To:** Handyside, Alan P; Geldard, Jennifer  
**Subject:** FW: Safety test for maintenance staff

**From:** Melanie McGaw [mailto:mjmcgaw@seqwater.com.au]  
**Sent:** Wednesday, 29 October 2008 2:24 PM  
**To:** Niblett, Kate  
**Cc:** Brett Myatt; Pakee Bala  
**Subject:** RE: Safety test for maintenance staff

Hi Kate,

The potential for exposure of the maintenance staff to fluoride is potentially higher than that of the operators – the reason being is that the maintenance guys will be actually pulling apart the innards of equipment that has the product on it etc. However the guys will be wearing the same PPE and going through the same decontamination process etc as the operations guys.

The things we need to include in the training are around the PPE – and cross contamination and general clean up; also delivery driver safety

### PPE

Pre-start checks – to ensure the PPE is in good condition and working order i.e. check 'battery low' warning is working; ensure no holes in breather hoses and that filters are okay for continued use; check battery is charged to last the duration of the activity you are to perform;  
Wearing it all and wear it correctly

### *High risk involved in this:*

#### Taking PPE off and cleaning down –

Washing boots in the boot wash prior to leaving the 'dirty' room and entering a 'clean' area

Washing gloved hands prior to

Where possible – use provided blower to blow off any loose dust that may be present on their person or equipment prior to leaving the 'dirty' room and entering a 'clean' area

Moving to the shower area – once there removing PPE – disposing of disposable PPE in the bin provided; wiping down hood and filter pack with wet wipes supplied and disposing of the wipes appropriately in the bin provided;

Storing the PPE appropriately in the area provided ensuring that batteries are put on charge and filter packs are okay for the next user;

Ensure no holes in breather hoses etc;

Shower, dress and exit.

### *High risk involved in this:*

#### Cross contamination of clean areas

If procedures are followed then the risk of cross-contamination of clean areas will be minimized.

Forklifts provided for fluoride use only to be used in the fluoride area – key to be secured in the fluoride area;

General housekeeping procedures to be followed;

Only trained personnel to be allowed in the fluoride area

Wash boots and gloves prior to leaving 'dirty' area

Where provided use blower to blow off any loose product from person

### Delivery Truck driver safety

Site specific induction to be provided to the truck driver regarding the hazards of fluoride

After truck has arrived and before unloading commences – place provided barriers and signage up to limit access to the area;

Truck driver must stay in the cab of the truck OR move to outside the barrier area until unloading is completed.

1/10/2009

Truck driver must not be involved in product clean up etc unless trained and wearing PPE

#### Split bags

Inspect each delivery prior to unloading where possible – wear PPE while doing this;

If not possible – check each bag as it is unloaded.

If a split bag is identified – repair the bag using the bag repair kit – i.e. gaffer tape

Clean up small spill and dispose of product in bin provided

Do not receive split bag – return repaired split bag to supplier

#### Small spills

Wear PPE

Vacuum, shovel and broom the spill up into barrow – dispose of in bin provided

#### When loading the bags onto lifting equipment

Ensure bag loops are not damaged

Ensure the use of the safety Z clips on the bag discharge unit lifting equipment are utilized correctly

#### Risk Assessment

The preference would be not to provide the entire fluoride risk assessment during the training but to certainly do some 'how to' conduct a risk assessment training - Perhaps we could take one specific risk such as spills and risk assess that only or break them into groups and get each group to risk assess one risk.

Please give me a call if you need to discuss.

Kind Regards

**Melanie McGaw**

Senior WH&S Coordinator

Queensland Bulk Water Supply Authority *trading as Seqwater*



Ph (07) 3035 5530 | Fax (07) 3329 7926 | M 0429 896 814 | E [mjmcgaw@seqwater.com.au](mailto:mjmcgaw@seqwater.com.au)

Level 3, 240 Margaret St, Brisbane City QLD 4000 Australia

PO Box 16146, City East QLD 4002

Website | [www.seqwater.com.au](http://www.seqwater.com.au)

---

**From:** Niblett, Kate [<mailto:Kate.Niblett@deta.qld.gov.au>]

**Sent:** Tuesday, 21 October 2008 10:01 AM

**To:** Melanie McGaw

**Subject:** FW: Safety test for maintenance staff

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

**From:** Michelle McGaw [<mailto:mmcgaw@seqwater.com.au>]

**Sent:** Tue 10/21/2008 9:54 AM

**To:** Melanie McGaw

**Cc:** Niblett, Kate

**Subject:** FW: Safety test for maintenance staff

For you J

**From:** Niblett, Kate [<mailto:Kate.Niblett@deta.qld.gov.au>]

**Sent:** Tuesday, 21 October 2008 9:53 AM

**To:** Michelle McGaw

**Cc:** Regan, Tracie

**Subject:** Safety test for maintenance staff

Hi Melanie

I am currently developing a safety test for the maintenance staff and would like your input Can you give me a brief overview of what their exposure to fluoride would be? For example would they e likely to come in contact with spills? Would they normally have access to the fluoride room?

Any information you can provide would be helpful>

I believe you have also been given a log in to the on-line learning site. We are starting to finalise this now - so if you could review the content and give us feedback it would be appreciated

Regards  
Kate

---

This E-Mail is intended only for the addressee. Its use is limited to that intended by the author at the time and it is not to be distributed without the author's consent. Unless otherwise stated, the State of Queensland accepts no liability for the contents of this E-Mail except where subsequently confirmed in writing. The opinions expressed in this E-Mail are those of the author and do not necessarily represent the views of the State of Queensland. This E-Mail is confidential and may be subject to a claim of legal privilege.

If you have received this E-Mail in error, please notify the author and delete this message immediately.

---

!DEPTSTAMP!

---

-----

Important information: This email and any attached information is intended only for the addressee and may contain confidential and/or privileged information. If you are not the addressee, you are notified that any transmission, distribution, or other use of this information is strictly prohibited. The confidentiality attached to this email is not waived, lost or destroyed by reasons of mistaken delivery to you. If you have received this email in error please contact the sender immediately and delete the material from your email system.  
QLD Bulk Water Supply Authority ABN75450239876 (Trading as Seqwater).

---

-----

Important information: This email and any attached information is intended only for the addressee and may contain confidential and/or privileged information. If you are not the addressee, you are notified that any transmission, distribution, or other use of this information is strictly prohibited. The confidentiality attached to this email is not waived, lost or destroyed by reasons of mistaken delivery to you. If you have received this email in error please contact the sender immediately and delete the material from your email system.  
QLD Bulk Water Supply Authority ABN75450239876 (Trading as Seqwater).

**Handyside, Alan P**

**From:** Niblett, Kate  
**Sent:** Wednesday, 29 October 2008 1:21 PM  
**To:** Handyside, Alan P  
**Subject:** FW: Fluoridation roll-out update

Hi Alan  
Could you please give Alan Kleinschmidt access to the fluoridation group – thanks

Kate

**From:** Heather Gold [mailto:hgold@qldwater.com.au]  
**Sent:** Wednesday, 29 October 2008 1:11 PM  
**To:** Niblett, Kate  
**Cc:** 'Rob Fearon'  
**Subject:** Fluoridation roll-out update

Hi Kate  
We sent the email out (below) this morning – this is the first reply. Could you please give Alan Kleinschmidt the password and instructions he needs to review the training material.

Thanks  
Heather

*Heather Gold*  
*Executive Assistant*  
**qldwater**  
t: 07 3252 4701  
d: 07 3000 2279  
e: [hgold@qldwater.com.au](mailto:hgold@qldwater.com.au)

*Level 1, 25 Evelyn Street*  
*Newstead Qld 4006*

**From:** Alan Kleinschmidt [mailto:Alan.Kleinschmidt@toowoombaRC.qld.gov.au]  
**Sent:** Wednesday, 29 October 2008 12:47 PM  
**To:** hgold@qldwater.com.au  
**Subject:** RE: Fluoridation roll-out update

Heather,

I would like the opportunity to review the training competency material.

Regards

Alan

**Alan Kleinschmidt**  
**Manager Water Operations**  
Water Services  
Mt Kynoch Water Treatment Plant  
T: 07 4688 6265  
F: 07 4688 6299  
M: 0417 604 712  
E: [alan.kleinschmidt@toowoombaRC.qld.gov.au](mailto:alan.kleinschmidt@toowoombaRC.qld.gov.au)  
W: <http://www.toowoombaRC.qld.gov.au/>  
Toowoomba Regional Council  
PO Box 3021, Toowoomba Village Fair QLD 4350

**From:** "Heather Gold" <hgold@qldwater.com.au>@TOOWOOMBACC  
**Sent:** Wednesday, 29 October 2008 12:12 PM  
**To:** Heather Gold  
**Subject:** Fluoridation roll-out update

Dear Fluoridation Industry Tech. Committee members,

The Fluoridation roll out is still being finalised by DIP and their assigned project managers (Cardno). I am hoping that we will get more details about this roll-out soon and the Directorate has been asked to provide assistance with communication and the use of our website for communicating with Councils outside SEQ. I am also meeting with the Fluoridation people at QHealth this afternoon to get an update on the progress of the CoP.

One part of the program that is going very well is the training which we advocated to be rolled under an ongoing accredited program. I understand that some of you are involved in reviewing the content of the new training program, but I would like to provide the opportunity for all members to review this (online) resource.

If you wish to review the new training competency material, please let me know and I will provide your email to Kate Niblett (seconded to DIP from Wide Bay TAFE) who will issue with a password and some instructions.

We will let you know as soon as further information comes to light.

Regards,  
Rob

Dr Rob Fearon  
Executive Manager  
*qldwater* - The Queensland Water Directorate

T: (07) 3252 4701  
M: 0428 300 208  
W: [www.qldwater.com.au](http://www.qldwater.com.au)

***Local People, Local Service***



This email and any files transmitted with it are intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender and delete the material from any computer. The Council accepts no responsibility for the content of any email which is sent by an employee which is of a personal nature or which represents the personal view of the sender. If you wish to contact Council by non electronic means, Council's postal address is: Toowoomba Regional Council. PO BOX 3021, Toowoomba Village Fair QLD 4350.

## Handyside, Alan P

**From:** Handyside, Alan P  
**Sent:** Friday, 17 October 2008 3:13 PM  
**To:** Geldard, Jennifer  
**Subject:** FW: Hach Comment/Support Request Form

Jen,

HACH would receive full acknowledgement of any material used, appropriate references and a link to your home page.

Alan H

-----  
ALAN HANDYSIDE  
WideBay TAFE  
Ph: 07 4120 6264  
=====

---

**From:** Regan, Tracie  
**Sent:** Friday, 17 October 2008 3:04 PM  
**To:** Handyside, Alan P  
**Subject:** FW: Hach Comment/Support Request Form

hi Alan  
this relates to one of the sampling tests for fluoridation...

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 Maryborough QLD 465

---

**From:** Adams, Jon [mailto:jonadams@hach.com]  
**Sent:** Thu 16/10/2008 2:13 AM  
**To:** Regan, Tracie  
**Subject:** FW: Hach Comment/Support Request Form

Mrs. Tracie Regan,

That should be fine to reference Hach pages. Please send us the link to the site when complete. Email me with any questions. Appreciate the inquiry and best of luck on the resource!

Jon Adams  
eCommerce Manager  
Hach Company

-----  
From: hachsite manager@mediagrif.com[SMTP:HACHSITE MANAGER@MEDIAGRIF.COM]  
Sent: Wednesday, October 15, 2008 12:53:52 AM  
To: HachLov Tech Support Help  
Subject: Hach Comment/Support Request Form Auto forwarded by a Rule

Reside : Outside United States  
Title : Mrs  
FirstName : Tracie  
MiddleInitial :  
LastName : Regan  
PhoneNumber : +61 0418743261  
PhoneExtension :  
FaxNumber :

Email : tracie.regan@deta.qld.gov.au  
HachAccount :  
CompanyName : Wide Bay TAFE  
Department : Water Studies  
Address :  
Address2 :  
City : Bundaberg  
StateProvince : Queensland  
ZipPostal : 4670  
Country : Australia  
Industry : Drinking Water  
Other\_Industry :  
Parameters : Fluoride  
Samples-Drinking\_Water : on  
Other\_Sample :  
Instrument : DR5000  
Program\_Number : 8029  
Question : I work for Technical and Further Education -TAFE- Queensland developing an online resource for the Water Treatment operators using fluoride dosing in Australia. I would like to include web links to your site for education purposes. Specifically for the pages on Fluoride testing. Note HACH would receive full acknowledgement of any material used, appropriate references and a link to your home page

Please be advised that this email may be a confidential communication and may contain confidential information. If you are not the intended recipient, please do not read, copy or re-transmit this email. If you have received this email in error, please notify us by e-mail by replying to the sender and by telephone (call us collect at 202-828-0860) and delete this message and any attachments. Thank you in advance for your cooperation and assistance.

In addition, Danaher and its subsidiaries disclaim that the content of this email constitutes an offer to enter into, or the acceptance of, any contract or agreement; provided, that the foregoing disclaimer does not invalidate the binding effect of any digital or other electronic reproduction of a manual signature that is included in any attachment to this email.

## Handyside, Alan P

**From:** Morgan, Denise  
**Sent:** Tuesday, 14 October 2008 9:58 AM  
**To:** Handyside, Alan P  
**Subject:** FW: Fluoridation online and classroom  
**Attachments:** NWP276\_Student\_Activity\_Checklist.pdf

Hi Alan

Can you please post the attached document to the Teacher Share Space?

Thanks...D

*Denise Morgan*

Manager - Teaching and Learning Innovation  
Wide Bay TAFE  
LMB 279  
Maryborough 4650  
PH: 07-41206454  
M: 0419730648  
[denise.morgan@deta.qld.gov.au](mailto:denise.morgan@deta.qld.gov.au)

**From:** Regan, Tracie  
**Sent:** Monday, 13 October 2008 2:36 PM  
**To:** Grote, Bill; Ray Stephenson  
**Cc:** Niblett, Kate; Leeson, Helen; Morgan, Denise  
**Subject:** Fluoridation online and classroom

All

I am just getting my head around the T&A strategy for this unit, based on a flexible delivery using both WBIT and Skills Tech TAFEs:

- Students enrol with WBIT (NWP276) and there will be a period of about 10 days for the students to progress through the online material supplied by WBIT (Ray to facilitate)
- Students enrol with Skills Tech (CNQ) and there will be a 5 day classroom course cementing the online material and further expanding some areas according to student need ((Bill to facilitate)
- There will be an observation of competency & Third Part Sign Off for Skills and Knowledge (Skills Tech)
- Final Assessments (Ray): online questions & portfolio of evidence
- Some students do not work as an operator and will receive a 'Certificate of Attendance' as they cannot have their competency signed off

Hi Bill, Ray

Here is the Student Activity Checklist that summaries the activities expected for our fluoridation students. Note some of the workplace discussion topics would roll neatly into a classroom environment for reinforcing knowledge.

I am still looking for specific steps for the residual, ISE and SPADNS testing techniques, but hope to get some of this from the operators when we are onsite this week. If you have any material that would help, please send this on to me asap.

will talk further soon,

PS Am looking forward to lodging this as a 2009 Training Award for Project work!

cheers

**Tracie Regan Snr Training Consultant** Wide Bay Institute of TAFE

2008 E-Coaching in the Workplace QLD Innovations Project

2007 QLD Training Awards Industry Partner Finalist

Premier's Award in Innovation

*Setting new standards in water industry workplace training*

ph 07 4150 5845 fax 07 4150 5892 **Mobile 0418 743 261**

postal: LMB 279 Maryborough QLD 4650

1/10/2009

**DET RTI Application 340/5/1797 - File A - Document No. 717 of 991**

Page 718 redacted for the following reason:

-----

s.47(3)(f)

**Geldard, Jennifer**

---

**From:** Regan, Tracie  
**Sent:** Friday, 17 October 2008 2:58 PM  
**To:** Handyside, Alan P; Geldard, Jennifer  
**Subject:** fluoridation website

Hi Alan, Jen  
Thanks for your work on this unit. I so appreciate it.

Here is a website that should provide information for any outstanding topics (such as sampling)

[www.doh.gov.za/docs/misc/fluoridation](http://www.doh.gov.za/docs/misc/fluoridation)

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

**Geldard, Jennifer**

---

**From:** Niblett, Kate  
**Sent:** Wednesday, 29 October 2008 3:56 PM  
**To:** Geldard, Jennifer; Handyside, Alan P  
**Subject:** FW: REview of Q's for Maintenance Safety test

---

**From:** Melanie McGaw [mailto:mjmcgaw@seqwater.com.au]  
**Sent:** Wednesday, 29 October 2008 2:59 PM  
**To:** Niblett, Kate  
**Subject:** REview of Q's for Maintenance Safety test

Hi Kate,

Q2 – the PPE filters that we are going to be using do not require standard changing as such – therefore – perhaps the question could be the same for the first part then the second part say “What do you do when the low air flow indicator comes on” Answer: check the filters and change them.

Q13; 14; 15 and 17 – we are not using acid only dry product. However, if you are referring to the product AFTER it has been mixed with the water – then eye wash etc would be prudent precautions.  
thanks

Melanie McGaw  
Senior WH&S Coordinator  
Queensland Bulk Water Supply Authority *trading as* Seqwater



Ph (07) 3035 5530 | Fax (07) 3329 7926 | M 0429 896 814 | E [mjmcgaw@seqwater.com.au](mailto:mjmcgaw@seqwater.com.au)  
Level 3, 240 Margaret St, Brisbane City QLD 4000 Australia  
PO Box 16146, City East QLD 4002  
Website | [www.seqwater.com.au](http://www.seqwater.com.au)

---

Important information: This email and any attached information is intended only for the addressee and may contain confidential and/or privileged information. If you are not the addressee, you are notified that transmission, distribution, or other use of this information is strictly prohibited. The confidentiality of this email is not waived, lost or destroyed by reasons of mistaken delivery to you. If you have received this email in error please contact the sender immediately and delete the material from your email system. QLD Bulk Water Supply Authority ABN75450239876 (Trading as Seqwater).

**Geldard, Jennifer**

**From:** Handyside, Alan P  
**Sent:** Friday, 31 October 2008 9:49 AM  
**To:** Geldard, Jennifer  
**Subject:** FW: Video from Townsville  
**Attachments:** FICode\_updated\_30\_Oct\_RM\_changes.doc

Jen,

FYI – I have printed a copy and saved the file to the store fluoro folder under 'standards'.

Alan H

-----  
ALAN HANDYSIDE  
WideBay TAFE  
Ph: 07 4120 6264  
=====

---

**From:** Niblett, Kate  
**Sent:** Friday, 31 October 2008 8:03 AM  
**To:** bmyatt@seqwater.qld.gov.au; Handyside, Alan P  
**Subject:** FW: Video from Townsville

Latest version of the code

Alan

Could you start Jen on going through and revising the code references in Janison. I may not get down today but give me a ring if this is not clear

Regards  
kate

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

---

**From:** Robyn Maddalena [mailto:Robyn\_Maddalena@health.qld.gov.au]  
**Sent:** Thursday, 30 October 2008 4:05 PM  
**To:** Niblett, Kate  
**Subject:** RE: Video from Townsville

Hi Kate,

Here is the most recent version of the Code. It is not final and can't be finalized until the consultation on the regulation comes back but the Code reflects what we want to happen. It is a matter how that translates into regulation. Sorry about this. It would be making your job harder. I will finish reviewing the training material tomorrow and reply on Monday.

Cheers Robyn.

Dr Robyn Maddalena  
Principal Scientific Advisor Water quality  
Queensland Health  
Environmental Health Unit

147 Charlotte Street, Brisbane  
 Ph: 3235 9077 (Mon & Thurs)  
 Ph: 3274 9237 (Tues)  
 Fax: 3234 1480  
 email: robyn\_maddalena@health.qld.gov.au  
 QLD Health website: www.health.qld.gov.au

\*\*\*\*\*

This email, including any attachments sent with it, is confidential and for the sole use of the intended recipient(s). This confidentiality is not waived or lost, if you receive it and you are not the intended recipient(s), or if it is transmitted/received in error.

Any unauthorised use, alteration, disclosure, distribution or review of this email is strictly prohibited. The information contained in this email, including any attachment sent with it, may be subject to a statutory duty of confidentiality if it relates to health service matters.

If you are not the intended recipient(s), or if you have received this email in error, you are asked to immediately notify the sender by telephone collect on Australia +61 1800 198 175 or by return email. You should also delete this email, and any copies, from your computer system network and destroy any hard copies produced.

If not an intended recipient of this email, you must not copy, distribute or take any action(s) that relies on it; any form of disclosure, modification, distribution and/or publication of this email is also prohibited.

Although Queensland Health takes all reasonable steps to ensure this email does not contain malicious software, Queensland Health does not accept responsibility for the consequences if any person's computer inadvertently suffers any disruption to services, loss of information, harm or is infected with a virus, other malicious computer programme or code that may occur as a consequence of receiving this email.

Unless stated otherwise, this email represents only the views of the sender and not the views of the Queensland Government.

\*\*\*\*\*

>>> "Niblett, Kate" <Kate.Niblett@deta.qld.gov.au> 30/10/2008 12:32 pm >>>  
 Thanks Robyn – the earlier we get it the better

Regards  
 Kate

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

---

**From:** Robyn Maddalena [mailto:Robyn\_Maddalena@health.qld.gov.au]  
**Sent:** Thursday, 30 October 2008 12:27 PM  
**To:** Niblett, Kate  
**Subject:** RE: Video from Townsville

Hi Kate,

It is not content that has changes on the whole but the document has been restructured so the numbering in the training will be out. I have alerted Greg Jackson to the fact that you are quoting section by providing the numbering from the code and we are therefore trying to get it finished today so you can update your stuff. Sorry for the inconvenience. We have had to make significant changes to accomodate all the changes to the governance of water in SEQ. The code was very much written for the water supplier that runs the treatment plant and the reticulation system. This is no longer the case in SEQ and we needed to change the code to reflect this.

Cheers Robyn.

Dr Robyn Maddalena  
Principal Scientific Advisor Water quality  
Queensland Health  
Environmental Health Unit  
147 Charlotte Street, Brisbane  
Ph: 3235 9077 (Mon & Thurs)  
Ph: 3274 9237 (Tues)  
Fax: 3234 1480  
email: robyn\_maddalena@healthqld.gov.au  
QLD Health website: www.health.qld.gov.au

\*\*\*\*\*

This email, including any attachments sent with it, is confidential and for the sole use of the intended recipient(s). This confidentiality is not waived or lost, if you receive it and you are not the intended recipient(s), or if it is transmitted/ received in error.

Any unauthorised use, alteration, disclosure, distribution or review of this email is strictly prohibited The information contained in this email, including any attachment sent with it, may be subject to a statutory duty of confidentiality if it relates to health service matters.

If you are not the intended recipient(s), or if you have received this email in error, you are asked to immediately notify the sender by telephone collect on Australia +61 1800 198 175 or by return email. You should also delete this email, and any copies, from your computer system network and destroy any hard copies produced.

If not an intended recipient of this email, you must not copy, distribute or take any action(s) that relies on it; any form of disclosure, modification, distribution and/or publication of this email is also prohibited.

Although Queensland Health takes all reasonable steps to ensure this email does not contain malicious software, Queensland Health does not accept responsibility for the consequences if any person's computer inadvertently suffers any disruption to services, loss of information, harm or is infected with a virus, other malicious computer programme or code that may occur as a consequence of receiving this email.

Unless stated otherwise, this email represents only the views of the sender and not the views of the Queensland Government.

\*\*\*\*\*

>>> "Niblett, Kate" <Kate.Niblett@deta.qld.gov.au> 30/10/2008 12:16 pm >>>  
Thanks Robyn  
I am concerned about Code changes. Which bits in particular have changed?

Regards  
kate

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

---

**From:** Robyn Maddalena [mailto:Robyn\_Maddalena@health.qld.gov.au]  
**Sent:** Thursday, 30 October 2008 12:13 PM  
**To:** Niblett, Kate  
**Subject:** Re: Video from Townsville

Hi Kate,

Sorry, no I didn't. Henry Olswozy was on the audit team that went to townsville. He does not know anything about a video. He said alot of photos were taken but no video. I will contact the oral health unit and see what I can find out. Also the Code has changed quite a bit. I will attach it at the end of the day. I will try to get it finalized but it is difficult because the reg is still with the drafters and it is not finalized.

Cheers Robyn

Dr Robyn Maddalena  
Principal Scientific Advisor Water quality  
Queensland Health  
Environmental Health Unit  
147 Charlotte Street, Brisbane  
Ph: 3235 9077 (Mon & Thurs)  
Ph: 3274 9237 (Tues)  
Fax: 3234 1480  
email: robyn\_maddalena@healthqld.gov.au  
QLD Health website: www.health.qld.gov.au

\*\*\*\*\*

This email, including any attachments sent with it, is confidential and for the sole use of the intended recipient(s). This confidentiality is not waived or lost, if you receive it and you are not the intended recipient(s), or if it is transmitted/received in error.

Any unauthorised use, alteration, disclosure, distribution or review of this email is strictly prohibited The information contained in this email, including any attachment sent with it, may be subject to a statutory duty of confidentiality if it relates to health service matters.

If you are not the intended recipient(s), or if you have received this email in error, you are asked to immediately notify the sender by telephone collect on Australia +61 1800 198 175 or by return email. You should also delete this email, and any copies, from your computer system network and destroy any hard copies produced.

If not an intended recipient of this email, you must not copy, distribute or take any action(s) that relies on it; any form of

disclosure, modification, distribution and/or publication of this email is also prohibited.

Although Queensland Health takes all reasonable steps to ensure this email does not contain malicious software, Queensland Health does not accept responsibility for the consequences if any person's computer inadvertently suffers any disruption to services, loss of information, harm or is infected with a virus, other malicious computer programme or code that may occur as a consequence of receiving this email.

Unless stated otherwise, this email represents only the views of the sender and not the views of the Queensland Government.

\*\*\*\*\*

>>> "Niblett, Kate" <Kate.Niblett@deta.qld.gov.au> 30/10/2008 11:27 am >>>

Hi Robyn

This is just a reminder about the video from Townsville. Did you have any luck in tracking it down?

Regards

kate

*Kate Niblett*

*PH: (07) 4120 2490*

*Mobile: 0417 799 945*

---

This E-Mail is intended only for the addressee. Its use is limited to that intended by the author at the time and it is not to be distributed without the author's consent. Unless otherwise stated, the State of Queensland accepts no liability for the contents of this E-Mail except where subsequently confirmed in writing. The opinions expressed in this E-Mail are those of the author and do not necessarily represent the views of the State of Queensland. This E-Mail is confidential and may be subject to a claim of legal privilege.

If you have received this E-Mail in error, please notify the author and delete this message immediately.

---

!DEPTSTAMP!

**Geldard, Jennifer**

---

**From:** Niblett, Kate  
**Sent:** Monday, 3 November 2008 10:40 AM  
**To:** Geldard, Jennifer  
**Subject:** FICode\_updated\_30\_Oct\_RM\_changes.doc  
**Attachments:** FICode\_updated\_30\_Oct\_RM\_changes.doc

**Geldard, Jennifer**

---

**From:** Niblett, Kate  
**Sent:** Monday, 3 November 2008 10:43 AM  
**To:** Geldard, Jennifer  
**Subject:** Regulations 31\_10\_08t.pdf - Adobe Acrobat Professional  
**Attachments:** Regulations 31\_10\_08t.pdf

**Geldard, Jennifer**

---

**From:** Niblett, Kate  
**Sent:** Monday, 3 November 2008 10:52 AM  
**To:** Geldard, Jennifer  
**Subject:** OLD Code  
**Attachments:** FICode\_updated 6 Sept 08 (Gregs version).doc

**Geldard, Jennifer**

---

**From:** Niblett, Kate  
**Sent:** Monday, 3 November 2008 2:26 PM  
**To:** Geldard, Jennifer  
**Subject:** Incident reporting  
**Attachments:** Doc14.doc

Page 730 redacted for the following reason:  
-----  
s.47(3)(f)

**Geldard, Jennifer**

---

**From:** Niblett, Kate  
**Sent:** Monday, 3 November 2008 2:55 PM  
**To:** Geldard, Jennifer  
**Subject:** Audit.doc  
**Attachments:** Audit.doc

Page 732 redacted for the following reason:  
-----  
s.47(3)(f)

**Geldard, Jennifer**

---

**From:** Niblett, Kate  
**Sent:** Monday, 3 November 2008 3:47 PM  
**To:** Geldard, Jennifer  
**Subject:** Janison edit checklist.doc  
**Attachments:** Janison edit checklist.doc

Topic	Edit	Complete/Note
Introduction / Getting Help	How do they know who their on-line facilitator. Can we provide a link to the contact details	
Recommended Reading and Research	Insert MSDS	
Operations/ Calculations and Measurement / Water Volume treated	For example on Tuesday the volume of water treated was 1273600 KL and on Wednesday 1283600 KL. So the volume of water treated was 10,000 or 10 ML. Day 1 – Day 2 = Volume of water treated	
Fluoride Chemical Used	For example the load cell displays 37kg and on Wednesday it displays 28kg . Therefore in 24 hours we have used 9kg. Kilograms used per day $\times .6 / \text{megalitres} = .54$	
Fluoride Ion content in treated water	Using the previous examples of 9kg of fluoride chemical used over 24hours we can work out the fluoride dosing rate. For example using 9kgs of sodium fluorosilicate (60%) at 10MGL per day we can work out that the dosing rate would be .54mg/L. What would be the dosing rate if you were using hydrofluorsilicic acid? Did you work it out at .14?	
Course Home	Repeats Introduction do we need it?	
Chemical composition	Add “In other words solids in the water may attract the fluoride to the surface”	
Storage	Delete “all involved should wear gloves and goggles”. Insert “All involved should wear PPE”.	

	Discuss with your mates “ie” should read “eg” Typo “without spillage and dust, Spills should” change comma to full stop	
Handling and storage	Memo	
Handling and Storage/ Gather your evidence	Delete “fluoride chemical usage documentation” Insert “ Provide an example of where you have recorded inventory levels”	
Environment and disposal	Typo “engagement of a waste disposal contractor to dispose containers in the local waste landfill (if permitted under relevant approval from the EPA).” Should read “to engagement of a waste disposal contractor to dispose of containers”	
Cross contamination	Memo	
Personal Protection	Before Safety Gear insert “ The MSDS for fluoride (insert) tells us that sodium fluorosilicate is very toxic and exposure can lead to chronic health effects. It is important that you remain vigilant about using personal protective equipment to minimise the risk to your health. The Code of Practice lists the PPE&C you should be using, but if you are in any doubt about its use –ASK.	
Safe handling	Typo. Remove “?” from “Fork lifts and pallet jacks used for unloading fluoride should be isolated from the rest of the plant?”	


**Geldard, Jennifer**

---

**From:** Niblett, Kate  
**Sent:** Tuesday, 4 November 2008 6:52 AM  
**To:** Geldard, Jennifer  
**Subject:** Optimal concentration  
**Attachments:** Optimal Concentrations.doc

See the edit list. this is the wording to go into optimal concentration. Give me a call if I have confused you

Cheers  
Kate

Page 738 redacted for the following reason:  
-----  
s.47(3)(f)

**Geldard, Jennifer**

---

**From:** Niblett, Kate  
**Sent:** Tuesday, 4 November 2008 6:58 AM  
**To:** Geldard, Jennifer  
**Subject:** Residuals  
**Attachments:** Residuals.doc

Here is the text for residuals

**Geldard, Jennifer**

---

**From:** Niblett, Kate  
**Sent:** Tuesday, 4 November 2008 7:22 AM  
**To:** Geldard, Jennifer  
**Subject:** Janison edits  
**Attachments:** Janison edit checklist.doc

Hi Jen

Attached find the edits. I am sure you will find more as you go through. Give me a call if you are at all concerned.

Regards  
kate

Topic	Edit	Complete/Note
Introduction / Getting Help	How do they know who their on-line facilitator. Can we provide a link to the contact details	
Recommended Reading and Research	Insert MSDS	
Operations/ Calculations and Measurement / Water Volume treated	For example on Tuesday the volume of water treated was 1273600 KL and on Wednesday 1283600 KL. So the volume of water treated was 10,000 or 10 ML. Day 1 – Day 2 = Volume of water treated	
Fluoride Chemical Used	For example the load cell displays 37kg and on Wednesday it displays 28kg . Therefore in 24 hours we have used 9kg. Kilograms used per day $\times .6 / \text{megalitres} = .54$	
Fluoride Ion content in treated water	Using the previous examples of 9kg of fluoride chemical used over 24hours we can work out the fluoride dosing rate. For example using 9kgs of sodium fluorosilicate (60%) at 10MGL per day we can work out that the dosing rate would be .54mg/L. What would be the dosing rate if you were using hydrofluorsilicic acid? Did you work it out at .14?	
Course Home	Repeats Introduction do we need it?	
Chemical composition	Add “In other words solids in the water may attract the fluoride to the surface”	
Storage	Delete “all involved should wear gloves and goggles”. Insert “All involved should wear PPE”.	

	Discuss with your mates “ie” should read “eg” Typo “without spillage and dust, Spills should” change comma to full stop	
Handling and storage	Memo	
Handling and Storage/ Gather your evidence	Delete “fluoride chemical usage documentation” Insert “ Provide an example of where you have recorded inventory levels”	
Environment and disposal	Typo “engagement of a waste disposal contractor to dispose containers in the local waste landfill (if permitted under relevant approval from the EPA).” Should read “to engagement of a waste disposal contractor to dispose of containers”	
Cross contamination	Memo	
Personal Protection	Before Safety Gear insert “ The MSDS for fluoride (insert) tells us that sodium fluorosilicate is very toxic and exposure can lead to chronic health effects. It is important that you remain vigilant about using personal protective equipment to minimise the risk to your health. The Code of Practice lists the PPE&C you should be using, but if you are in any doubt about its use –ASK.	
Safe handling	Typo. Remove “?” from “Fork lifts and pallet jacks used for unloading fluoride should be isolated from the rest of the plant?”	
Emergency	Insert Code of Practice <b>MS 7.1.1.</b>  After “An emergency is an incident or a situation that threatens human life. In any emergency, the first priority is the safety of people. It is your responsibility to be familiar with the details of emergency procedures for your site and work area.” Of course emergencies can occur anywhere, anytime but in relation to fluoride the most common emergency would be an overdosing incident.	



**Geldard, Jennifer**

**From:** Niblett, Kate  
**Sent:** Tuesday, 4 November 2008 8:38 AM  
**To:** Geldard, Jennifer  
**Subject:** FW: templates for recording usage  
**Attachments:** FICode\_updated\_4\_Nov\_RM\_changes.doc

GRHHHNFSGGG!!!!!!!!!!!!

---

**From:** Robyn Maddalena [mailto:Robyn\_Maddalena@health.qld.gov.au]  
**Sent:** Tue 4/11/2008 8:29 AM  
**To:** Niblett, Kate  
**Subject:** Re: templates for recording usage

Hi Kate,

Should also have the reporting templates finalised by this afternoon. This is a little up in the air because the Office of the Water Supply Regulator has agreed to allow water suppliers to report to them on the fluoride reg and not to QH to make it easier. Therefore we have had to change all the forms to match up with what OWSR is prepared to collect. Hence the changes in the reg and code and forms.

I have attached the most current version of the code.

Cheers Robyn

Dr Robyn Maddalena  
Principal Scientific Advisor Water quality  
Queensland Health  
Environmental Health Unit  
147 Charlotte Street, Brisbane  
Ph: 3235 9077 (Mon & Thurs)  
Ph: 3274 9237 (Tues)  
Fax: 3234 1480  
email: robyn\_maddalena@health.qld.gov.au  
QLD Health website: www.health.qld.gov.au

\*\*\*\*\*

This email, including any attachments sent with it, is confidential and for the sole use of the intended recipient(s). This confidentiality is not waived or lost, if you receive it and you are not the intended recipient(s), or if it is transmitted/received in error.

Any unauthorised use, alteration, disclosure, distribution or review of this email is strictly prohibited. The information contained in this email, including any attachment sent with it, may be subject to a statutory duty of confidentiality if it relates to health service matters.

If you are not the intended recipient(s), or if you have received this email in error, you are asked to immediately notify the sender by telephone collect on Australia +61 1800 198 175 or by return email. You should also delete this email, and any copies, from your computer system network and destroy any hard copies produced.

If not an intended recipient of this email, you must not copy,

distribute or take any action(s) that relies on it; any form of disclosure, modification, distribution and/or publication of this email is also prohibited.

Although Queensland Health takes all reasonable steps to ensure this email does not contain malicious software, Queensland Health does not accept responsibility for the consequences if any person's computer inadvertently suffers any disruption to services, loss of information, harm or is infected with a virus, other malicious computer programme or code that may occur as a consequence of receiving this email.

Unless stated otherwise, this email represents only the views of the sender and not the views of the Queensland Government.

\*\*\*\*\*

>>> "Niblett, Kate" <Kate.Niblett@deta.qld.gov.au> 3/11/2008 1:47 pm >>>

Hi Robyn

Another gentle reminder – Do we have any reporting templates yet?

Regards

kate

---

This E-Mail is intended only for the addressee. Its use is limited to that intended by the author at the time and it is not to be distributed without the author's consent. Unless otherwise stated, the State of Queensland accepts no liability for the contents of this E-Mail except where subsequently confirmed in writing. The opinions expressed in this E-Mail are those of the author and do not necessarily represent the views of the State of Queensland. This E-Mail is confidential and may be subject to a claim of legal privilege.

If you have received this E-Mail in error, please notify the author and delete this message immediately.

---

!DEPTSTAMP1!

**Handyside, Alan P**

---

**From:** Niblett, Kate  
**Sent:** Wednesday, 29 October 2008 3:56 PM  
**To:** Geldard, Jennifer; Handyside, Alan P  
**Subject:** FW: REview of Q's for Maintenance Safety test

---

**From:** Melanie McGaw [mailto:mjmcgaw@seqwater.com.au]  
**Sent:** Wednesday, 29 October 2008 2:59 PM  
**To:** Niblett, Kate  
**Subject:** Review of Q's for Maintenance Safety test

Hi Kate,  
Q2 – the PPE filters that we are going to be using do not require standard changing as such – therefore – perhaps the question could be the same for the first part then the second part say “What do you do when the low air flow indicator comes on”  
Answer: check the filters and change them.

Q13; 14; 15 and 17 – we are not using acid only dry product. However, if you are referring to the product AFTER it has been mixed with the water – then eye wash etc would be prudent precautions.  
thanks

Melanie McGaw  
Senior WH&S Coordinator  
Queensland Bulk Water Supply Authority *trading as Seqwater*



Ph (07) 3035 5530 | Fax (07) 3329 7926 | M 0429 896 814 | E [mjmcgaw@seqwater.com.au](mailto:mjmcgaw@seqwater.com.au)  
Level 3, 240 Margaret St, Brisbane City QLD 4000 Australia  
PO Box 16146, City East QLD 4002  
Website | [www.seqwater.com.au](http://www.seqwater.com.au)

---

Important information: This email and any attached information is intended only for the addressee and may contain confidential and/or privileged information. If you are not the addressee, you are notified that any transmission, distribution, or other use of this information is strictly prohibited. The confidentiality attached to this email is not waived, lost or destroyed by reasons of mistaken delivery to you. If you have received this email in error please contact the sender immediately and delete the material from your email system.  
QLD Bulk Water Supply Authority ABN75450239876 (Trading as Seqwater).

**Handyside, Alan P**

**From:** Niblett, Kate  
**Sent:** Wednesday, 29 October 2008 3:56 PM  
**To:** Handyside, Alan P; Geldard, Jennifer  
**Subject:** FW: Safety test for maintenance staff

**From:** Melanie McGaw [mailto:mjmcgaw@seqwater.com.au]  
**Sent:** Wednesday, 29 October 2008 2:24 PM  
**To:** Niblett, Kate  
**Cc:** Brett Myatt; Pakee Bala  
**Subject:** RE: Safety test for maintenance staff

Hi Kate,

The potential for exposure of the maintenance staff to fluoride is potentially higher than that of the operators – the reason being is that the maintenance guys will be actually pulling apart the innards of equipment that has the product on it etc. However the guys will be wearing the same PPE and going through the same decontamination process etc as the operations guys.

The things we need to include in the training are around the PPE – and cross contamination and general clean up; also delivery driver safety

PPE

Pre-start checks – to ensure the PPE is in good condition and working order i.e. check 'battery low' warning is working; ensure no holes in breather hoses and that filters are okay for continued use; check battery is charged to last the duration of the activity you are to perform;

Wearing it all and wear it correctly

*High risk involved in this:*Taking PPE off and cleaning down –

Washing boots in the boot wash prior to leaving the 'dirty' room and entering a 'clean' area

Washing gloved hands prior to

Where possible – use provided blower to blow off any loose dust that may be present on their person or equipment prior to leaving the 'dirty' room and entering a 'clean' area

Moving to the shower area – once there removing PPE – disposing of disposable PPE in the bin provided; wiping down hood and filter pack with wet wipes supplied and disposing of the wipes appropriately in the bin provided;

Storing the PPE appropriately in the area provided ensuring that batteries are put on charge and filter packs are okay for the next user;

Ensure no holes in breather hoses etc;

Shower, dress and exit.

*High risk involved in this:*Cross contamination of clean areas

If procedures are followed then the risk of cross-contamination of clean areas will be minimized.

Forklifts provided for fluoride use only to be used in the fluoride area – key to be secured in the fluoride area;

General housekeeping procedures to be followed;

Only trained personnel to be allowed in the fluoride area

Wash boots and gloves prior to leaving 'dirty' area

Where provided use blower to blow off any loose product from person

Delivery Truck driver safety

Site specific induction to be provided to the truck driver regarding the hazards of fluoride

After truck has arrived and before unloading commences – place provided barriers and signage up to limit access to the area;

Truck driver must stay in the cab of the truck OR move to outside the barrier area until unloading is completed.  
Truck driver must not be involved in product clean up etc unless trained and wearing PPE

Split bags

Inspect each delivery prior to unloading where possible – wear PPE while doing this;  
If not possible – check each bag as it is unloaded.  
If a split bag is identified – repair the bag using the bag repair kit – i.e. gaffer tape  
Clean up small spill and dispose of product in bin provided  
Do not receive split bag – return repaired split bag to supplier

Small spills

Wear PPE  
Vacuum, shovel and broom the spill up into barrow – dispose of in bin provided

When loading the bags onto lifting equipment

Ensure bag loops are not damaged  
Ensure the use of the safety Z clips on the bag discharge unit lifting equipment are utilized correctly

Risk Assessment

The preference would be not to provide the entire fluoride risk assessment during the training but to certainly do some 'how to' conduct a risk assessment training - Perhaps we could take one specific risk such as spills and risk assess that only or break them into groups and get each group to risk assess one risk.

Please give me a call if you need to discuss.

Kind Regards

**Melanie McGaw**

Senior WH&S Coordinator  
Queensland Bulk Water Supply Authority *trading as Seqwater*



Ph (07) 3035 5530 | Fax (07) 3329 7926 | M 0429 896 814 | E [mjmcgaw@seqwater.com.au](mailto:mjmcgaw@seqwater.com.au)  
Level 3, 240 Margaret St, Brisbane City QLD 4000 Australia  
PO Box 16146, City East QLD 4002  
Website | [www.seqwater.com.au](http://www.seqwater.com.au)

---

**From:** Niblett, Kate [<mailto:Kate.Niblett@deta.qld.gov.au>]  
**Sent:** Tuesday, 21 October 2008 10:01 AM  
**To:** Melanie McGaw  
**Subject:** FW: Safety test for maintenance staff

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

**From:** Michelle McGaw [<mailto:mmcgaw@seqwater.com.au>]  
**Sent:** Tue 10/21/2008 9:54 AM  
**To:** Melanie McGaw  
**Cc:** Niblett, Kate  
**Subject:** FW: Safety test for maintenance staff

For you J

**From:** Niblett, Kate [<mailto:Kate.Niblett@deta.qld.gov.au>]  
**Sent:** Tuesday, 21 October 2008 9:53 AM  
**To:** Michelle McGaw  
**Cc:** Regan, Tracie

Subject: Safety test for maintenance staff

Hi Melanie

I am currently developing a safety test for the maintenance staff and would like your input Can you give me a brief overview of what their exposure to fluoride would be? For example would they e likely to come in contact with spills? Would they normally have access to the fluoride room?

Any information you can provide would be helpful>

I believe you have also been given a log in to the on-line learning site. We are starting to finalise this now - so if you could review the content and give us feedback it would be appreciated

Regards

Kate

---

This E-Mail is intended only for the addressee. Its use is limited to that intended by the author at the time and it is not to be distributed without the author's consent. Unless otherwise stated, the State of Queensland accepts no liability for the contents of this E-Mail except where subsequently confirmed in writing. The opinions expressed in this E-Mail are those of the author and do not necessarily represent the views of the State of Queensland. This E-Mail is confidential and may be subject to a claim of legal privilege.

If you have received this E-Mail in error, please notify the author and delete this message immediately.

---

!DEPTSTAMP!!

---

-----

Important information: This email and any attached information is intended only for the addressee and may contain confidential and/or privileged information. If you are not the addressee, you are notified that any transmission, distribution, or other use of this information is strictly prohibited. The confidentiality attached to this email is not waived, lost or destroyed by reasons of mistaken delivery to you. If you have received this email in error please contact the sender immediately and delete the material from your email system.  
QLD Bulk Water Supply Authority ABN75450239876 (Trading as Seqwater).

---

-----

Important information: This email and any attached information is intended only for the addressee and may contain confidential and/or privileged information. If you are not the addressee, you are notified that any transmission, distribution, or other use of this information is strictly prohibited. The confidentiality attached to this email is not waived, lost or destroyed by reasons of mistaken delivery to you. If you have received this email in error please contact the sender immediately and delete the material from your email system.  
QLD Bulk Water Supply Authority ABN75450239876 (Trading as Seqwater).

**Geldard, Jennifer**

**From:** Niblett, Kate  
**Sent:** Wednesday, 29 October 2008 3:56 PM  
**To:** Handyside, Alan P; Geldard, Jennifer  
**Subject:** FW: Safety test for maintenance staff  
**Follow Up Flag:** Follow up  
**Flag Status:** Blue

*Kate working on this!*

**From:** Melanie McGaw [mailto:mjmcgaw@seqwater.com.au]  
**Sent:** Wednesday, 29 October 2008 2:24 PM  
**To:** Niblett, Kate  
**Cc:** Brett Myatt; Pakee Bala  
**Subject:** RE: Safety test for maintenance staff

*work safe*

Hi Kate,

The potential for exposure of the maintenance staff to fluoride is potentially higher than that of the operators – the reason being is that the maintenance guys will be actually pulling apart the innards of equipment that has the product on it etc. However the guys will be wearing the same PPE and going through the same decontamination process etc as the operations guys.

The things we need to include in the training are around the PPE – and cross contamination and general clean up; also delivery driver safety

PPE

Pre-start checks – to ensure the PPE is in good condition and working order i.e. check 'battery low' warning is working; ensure no holes in breather hoses and that filters are okay for continued use; check battery is charged to last the duration of the activity you are to perform;

Wearing it all and wear it correctly

*High risk involved in this:*

Taking PPE off and cleaning down –

Washing boots in the boot wash prior to leaving the 'dirty' room and entering a 'clean' area

Washing gloved hands prior to

Where possible – use provided blower to blow off any loose dust that may be present on their person or equipment prior to leaving the 'dirty' room and entering a 'clean' area

Moving to the shower area – once there removing PPE – disposing of disposable PPE in the bin provided; wiping down hood and filter pack with wet wipes supplied and disposing of the wipes appropriately in the bin provided;

Storing the PPE appropriately in the area provided ensuring that batteries are put on charge and filter packs are okay for the next user;

Ensure no holes in breather hoses etc;

Shower, dress and exit.

*High risk involved in this:*

Cross contamination of clean areas

If procedures are followed then the risk of cross-contamination of clean areas will be minimized.

Forklifts provided for fluoride use only to be used in the fluoride area – key to be secured in the fluoride area;

General housekeeping procedures to be followed;

Only trained personnel to be allowed in the fluoride area

Wash boots and gloves prior to leaving 'dirty' area

Where provided use blower to blow off any loose product from person

Delivery Truck driver safety

Site specific induction to be provided to the truck driver regarding the hazards of fluoride  
After truck has arrived and before unloading commences – place provided barriers and signage up to limit access to the area;  
Truck driver must stay in the cab of the truck OR move to outside the barrier area until unloading is completed.  
Truck driver must not be involved in product clean up etc unless trained and wearing PPE

#### Split bags

Inspect each delivery prior to unloading where possible – wear PPE while doing this;  
If not possible – check each bag as it is unloaded.  
If a split bag is identified – repair the bag using the bag repair kit – i.e. gaffer tape  
Clean up small spill and dispose of product in bin provided  
Do not receive split bag – return repaired split bag to supplier

#### Small spills

Wear PPE  
Vacuum, shovel and broom the spill up into barrow – dispose of in bin provided

#### When loading the bags onto lifting equipment

Ensure bag loops are not damaged  
Ensure the use of the safety Z clips on the bag discharge unit lifting equipment are utilized correctly

#### Risk Assessment

The preference would be not to provide the entire fluoride risk assessment during the training but to certainly do some 'how to' conduct a risk assessment training - Perhaps we could take one specific risk such as spills and risk assess that only or break them into groups and get each group to risk assess one risk.

Please give me a call if you need to discuss.

Kind Regards

**Melanie McGaw**

Senior WH&S Coordinator  
Queensland Bulk Water Supply Authority *trading as Seqwater*



Ph (07) 3035 5530 | Fax (07) 3329 7926 | M 0429 896 814 | E [mjmcgaw@seqwater.com.au](mailto:mjmcgaw@seqwater.com.au)  
Level 3, 240 Margaret St, Brisbane City QLD 4000 Australia  
PO Box 16146, City East QLD 4002  
Website | [www.seqwater.com.au](http://www.seqwater.com.au)

---

**From:** Niblett, Kate [<mailto:Kate.Niblett@deta.qld.gov.au>]  
**Sent:** Tuesday, 21 October 2008 10:01 AM  
**To:** Melanie McGaw  
**Subject:** FW: Safety test for maintenance staff

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

**From:** Michelle McGaw [<mailto:mmcgaw@seqwater.com.au>]  
**Sent:** Tue 10/21/2008 9:54 AM  
**To:** Melanie McGaw  
**Cc:** Niblett, Kate  
**Subject:** FW: Safety test for maintenance staff

For you J

---

**From:** Niblett, Kate [<mailto:Kate.Niblett@deta.qld.gov.au>]  
**Sent:** Tuesday, 21 October 2008 9:53 AM  
**To:** Michelle McGaw

29/10/2008

**DET RTI Application 340/5/1797 - File A - Document No. 751 of 991**

**Handyside, Alan P**

**From:** Niblett, Kate  
**Sent:** Wednesday, 29 October 2008 4:20 PM  
**To:** Handyside, Alan P  
**Subject:** FW: Fluoridation roll-out update

**From:** Heather Gold [mailto:hgold@qldwater.com.au]  
**Sent:** Wednesday, 29 October 2008 4:14 PM  
**To:** Niblett, Kate  
**Subject:** FW: Fluoridation roll-out update

Another for the fluoridation training material review.  
 Cheers  
 Heather

*Heather Gold*  
 Executive Assistant  
**qldwater**  
 t: 07 3252 4701  
 d: 07 3000 2279  
 e: [hgold@qldwater.com.au](mailto:hgold@qldwater.com.au)

Level 1, 25 Evelyn Street  
 Newstead Qld 4006

*Added 30/10/2008*

**From:** Terry Fagg [mailto:Terry.Fagg@dalbyrc.qld.gov.au]  
**Sent:** Wednesday, 29 October 2008 2:41 PM  
**To:** Heather Gold  
**Subject:** RE: Fluoridation roll-out update

Heather,  
 I would be interested in reviewing the training requirements.  
 Regards  
 Terry Fagg

**From:** Heather Gold [mailto:hgold@qldwater.com.au]  
**Sent:** Wednesday, 29 October 2008 12:12 PM  
**To:** Heather Gold  
**Subject:** Fluoridation roll-out update

Dear Fluoridation Industry Tech. Committee members,

The Fluoridation roll out is still being finalised by DIP and their assigned project managers (Cardno). I am hoping that we will get more details about this roll-out soon and the Directorate has been asked to provide assistance with communication and the use of our website for communicating with Councils outside SEQ. I am also meeting with the Fluoridation people at QHealth this afternoon to get an update on the progress of the CoP.

One part of the program that is going very well is the training which we advocated to be rolled under an ongoing accredited program. I understand that some of you are involved in reviewing the content of the new training program, but I would like to provide the opportunity for all members to review this (online) resource.

If you wish to review the new training competency material, please let me know and I will provide your email to Kate Niblett (seconded to DIP from Wide Bay TAFE) who will issue with a password and some instructions.

We will let you know as soon as further information comes to light.

Regards,  
Rob

Dr Rob Fearon  
Executive Manager  
*qldwater* - The Queensland Water Directorate

T: (07) 3252 4701  
M: 0428 300 208  
W: [www.qldwater.com.au](http://www.qldwater.com.au)

**Handyside, Alan P**

**From:** Niblett, Kate  
**Sent:** Wednesday, 29 October 2008 1:21 PM  
**To:** Handyside, Alan P  
**Subject:** FW: Fluoridation roll-out update

Hi Alan  
Could you please give Alan Kleinschmidt access to the fluoridation group – thanks

Kate

**From:** Heather Gold [mailto:hgold@qldwater.com.au]  
**Sent:** Wednesday, 29 October 2008 1:11 PM  
**To:** Niblett, Kate  
**Cc:** 'Rob Fearon'  
**Subject:** Fluoridation roll-out update

Hi Kate  
We sent the email out (below) this morning – this is the first reply. Could you please give Alan Kleinschmidt the password and instructions he needs to review the training material.  
Thanks  
Heather

*Heather Gold*  
*Executive Assistant*  
**qldwater**  
*t: 07 3252 4701*  
*d: 07 3000 2279*  
*e: [hgold@qldwater.com.au](mailto:hgold@qldwater.com.au)*

*Level 1, 25 Evelyn Street*  
*Newstead Qld 4006*

*Added 30/10/2008*

**From:** Alan Kleinschmidt [mailto:Alan.Kleinschmidt@toowoombaRC.qld.gov.au]  
**Sent:** Wednesday, 29 October 2008 12:47 PM  
**To:** hgold@qldwater.com.au  
**Subject:** RE: Fluoridation roll-out update

Heather,

I would like the opportunity to review the training competency material.

Regards

Alan

**Alan Kleinschmidt**  
**Manager Water Operations**  
Water Services  
Mt Kynoch Water Treatment Plant  
T: 07 4688 6265  
F: 07 4688 6299  
M: 0417 604 712  
E: [alan.kleinschmidt@toowoombaRC.qld.gov.au](mailto:alan.kleinschmidt@toowoombaRC.qld.gov.au)  
W: <http://www.toowoombaRC.qld.gov.au/>  
Toowoomba Regional Council  
PO Box 3021, Toowoomba Village Fair QLD 4350

**From:** "Heather Gold" <hgold@qldwater.com.au>@TOOWOOMBACC  
**Sent:** Wednesday, 29 October 2008 12:12 PM  
**To:** Heather Gold  
**Subject:** Fluoridation roll-out update

Dear Fluoridation Industry Tech. Committee members,

The Fluoridation roll out is still being finalised by DIP and their assigned project managers (Cardno). I am hoping that we will get more details about this roll-out soon and the Directorate has been asked to provide assistance with communication and the use of our website for communicating with Councils outside SEQ. I am also meeting with the Fluoridation people at QHealth this afternoon to get an update on the progress of the CoP.

One part of the program that is going very well is the training which we advocated to be rolled under an ongoing accredited program. I understand that some of you are involved in reviewing the content of the new training program, but I would like to provide the opportunity for all members to review this (online) resource.

If you wish to review the new training competency material, please let me know and I will provide your email to Kate Niblett (seconded to DIP from Wide Bay TAFE) who will issue with a password and some instructions.

We will let you know as soon as further information comes to light.

Regards,  
Rob

Dr Rob Fearon  
Executive Manager  
*qldwater* - The Queensland Water Directorate

T: (07) 3252 4701  
M: 0428 300 208  
W: [www.qldwater.com.au](http://www.qldwater.com.au)

***Local People, Local Service***



This email and any files transmitted with it are intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender and delete the material from any computer. The Council accepts no responsibility for the content of any email which is sent by an employee which is of a personal nature or which represents the personal view of the sender. If you wish to contact Council by non electronic means, Council's postal address is: Toowoomba Regional Council. PO BOX 3021, Toowoomba Village Fair QLD 4350.

05/11-2008 WED 10:30 FAX 0061 7 32749239 QHPSS Library

Received

5.11.08 001/004



**Queensland  
Government**  
Queensland Health

# FAX MESSAGE

*Forensic and Scientific Services*  
39 Kessels Road COOPERS PLAINS QLD 4108  
PO Box 594 ARCHERFIELD QLD 4108

<b>TO:</b>	<b>Fax:</b> 4120 2466
	<b>Name:</b> Kate Niblett
	<b>Organisation:</b>
	<b>Date:</b> 5.11.08

<b>FROM:</b>	<b>Fax:</b> (07) 3274 9239
	<b>Phone:</b> (07) 3274 9157
	<b>Name:</b> Michelle Harper
	<b>Position:</b> Health Sciences Library

### CONFIDENTIAL COMMUNICATION

<b>SUBJECT:</b>	Fluoride methods on behalf of Dr Robyn Maddalena.
-----------------	---

Pages 4 (Inclusive)

This facsimile is a confidential communication between the sender and the addressee. The contents may also be protected by legislation as they relate to health service matters. Neither the confidentiality nor any other protection attaching to this facsimile is waived, lost or destroyed by reason that it has been mistakenly transmitted to a person or entity other than the addressee. The use, disclosure, copying or distribution of any of the contents is prohibited. If you are not the addressee please notify the sender immediately by telephone or facsimile number provided above and return the facsimile to us by post at our expense.

If you do not receive all of the pages, or if you have any difficulty with the transmission, please notify the sender.

4-84

INORGANIC NONMETALS (4000)

c. Add  $\text{Ag}_2\text{SO}_4$  to the distilling flask at the rate of 5 mg/mg  $\text{Cl}^-$  when the chloride concentration is high enough to interfere (see Table 4500-F<sup>-</sup>:I).

d. Use  $\text{H}_2\text{SO}_4$  solution in the flask repeatedly until contaminants from samples accumulate to such an extent that recovery is affected or interferences appear in the distillate. Check acid suitability periodically by distilling standard fluoride samples and analyzing for both fluoride and sulfate. After distilling samples containing more than 3 mg  $\text{F}^-/\text{L}$ , flush still by adding 300 mL distilled water, redistill, and combine the two fluoride distillates. If necessary, repeat flushing until the fluoride content of the last distillate is at a minimum. Include additional fluoride recovered with that of the first distillation. After periods of inactivity, similarly flush still and discard distillate.

## 5. Interpretation of Results

The recovery of fluoride is quantitative within the accuracy of the methods used for its measurement.

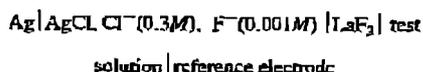
## 6. Bibliography

- BELLACK, E. 1958. Simplified fluoride distillation method. *J. Amer. Water Works Assoc.* 50:530.  
 BELLACK, E. 1961. Automatic fluoride distillation. *J. Amer. Water Works Assoc.* 53:98.  
 ZERNITZ, R.G. 1976. Letter to the editor. *Environ. Sci. Technol.* 10:1049.

## 4500-F<sup>-</sup> C. Ion-Selective Electrode Method

### 1. General Discussion

a. *Principle:* The fluoride electrode is an ion-selective sensor. The key element in the fluoride electrode is the laser-type doped lanthanum fluoride crystal across which a potential is established by fluoride solutions of different concentrations. The crystal contacts the sample solution at one face and an internal reference solution at the other. The cell may be represented by:



The fluoride electrode can be used with a standard calomel reference electrode and almost any modern pH meter having an expanded millivolt scale. Calomel electrodes contain both metallic and dissolved mercury; therefore, dispose of them only in approved sites or recycle. For this reason, the  $\text{Ag}/\text{AgCl}$  reference electrode is preferred.

The fluoride electrode measures the ion activity of fluoride in solution rather than concentration. Fluoride ion activity depends on the solution total ionic strength and pH, and on fluoride complexing species. Adding an appropriate buffer provides a nearly uniform ionic strength background, adjusts pH, and breaks up complexes so that, in effect, the electrode measures concentration.

b. *Interference:* Table 4500-F<sup>-</sup>:I lists common interferences. Fluoride forms complexes with several polyvalent cations, notably aluminum and iron. The extent to which complexation takes place depends on solution pH, relative levels of fluoride, and complexing species. However, CDTA (cyclohexylenediaminetetraacetic acid), a component of the buffer, preferentially will complex interfering cations and release free fluoride ions. Concentrations of aluminum, the most common interference, up to 3.0 mg/L can be complexed preferentially. In acid solution,  $\text{F}^-$  forms a poorly ionized  $\text{HF} \cdot \text{HF}$  complex but the buffer maintains a pH above 5 to minimize hydrogen fluoride complex formation. In alkaline solution hydroxide ion also can interfere with electrode response to fluoride ion whenever the hydroxide ion concentration is greater than one-tenth the concentration of

fluoride ion. At the pH maintained by the buffer, no hydroxide interference occurs.

Fluoborates are widely used in industrial processes. Dilute solutions of fluoborate or fluoboric acid hydrolyze to liberate fluoride ion but in concentrated solutions, as in electroplating wastes, hydrolysis does not occur completely. Distill such samples or measure fluoborate with a fluoborate-selective electrode. Also distill the sample if the dissolved solids concentration exceeds 10 000 mg/L.

### 2. Apparatus

- a. *Expanded-scale or digital pH meter or ion-selective meter.*  
 b. *Sleeve-type reference electrode:* Do not use fiber-tip reference electrodes because they exhibit erratic behavior in very dilute solutions.  
 c. *Fluoride electrode.*  
 d. *Magnetic stirrer, with TFE-coated stirring bar.*  
 e. *Timer.*

### 3. Reagents

- a. *Stock fluoride solution:* Dissolve 221.0 mg anhydrous sodium fluoride,  $\text{NaF}$ , in distilled water and dilute to 1000 mL; 1.00 mL = 100  $\mu\text{g F}^-$ .  
 b. *Standard fluoride solution:* Dilute 100 mL stock fluoride solution to 1000 mL with distilled water; 1.00 mL = 10.0  $\mu\text{g F}^-$ .  
 c. *Fluoride buffer:* Place approximately 500 mL distilled water in a 1-L beaker and add 57 mL glacial acetic acid, 58 g  $\text{NaCl}$  and 4.0 g 1,2-cyclohexylenediaminetetraacetic acid (CDTA).<sup>\*</sup> Stir to dissolve. Place beaker in a cool water bath and add slowly 6N  $\text{NaOH}$  (about 125 mL) with stirring, until pH is between 5.3 and 5.5. Transfer to a 1-L volumetric flask and add distilled water to the mark. This buffer, as well as a more concentrated version, is available commercially. In using the concentrated buffer follow the manufacturer's directions.

<sup>\*</sup> Also known as 1,2-cyclohexylenedinitrotetraacetic acid.

05/11-2008 WED 10:30 FAX 0061 7 32749239 QHPSS Library

003/004

FLUORIDE (4500-F<sup>-</sup>)/SPADNS Method

4-85

## 4. Procedure

*a. Instrument calibration:* No major adjustment of any instrument normally is required to use electrodes in the range of 0.2 to 2.0 mg F<sup>-</sup>/L. For those instruments with zero at center scale adjust calibration control so that the 1.0 mg F<sup>-</sup>/L standard reads at the center zero (100 mV) when the meter is in the expanded-scale position. This cannot be done on some meters that do not have a millivolt calibration control. To use a selective-ion meter follow the manufacturer's instructions.

*b. Preparation of fluoride standards:* Prepare a series of standards by diluting with distilled water 5.0, 10.0, and 20.0 mL of standard fluoride solution to 100 mL with distilled water. These standards are equivalent to 0.5, 1.0, and 2.0 mg F<sup>-</sup>/L.

*c. Treatment of standards and sample:* In 100-mL beakers or other convenient containers add by volumetric pipet from 10 to 25 mL standard or sample. Bring standards and sample to same temperature, preferably room temperature. Add an equal volume of buffer. The total volume should be sufficient to immerse the electrodes and permit operation of the stirring bar.

*d. Measurement with electrode:* Immerse electrodes in each of the fluoride standard solutions and measure developed potential while stirring on a magnetic stirrer. Avoid stirring before immersing electrodes because entrapped air around the crystal can produce erroneous readings or needle fluctuations. Let electrodes remain in the solution 3 min (or until reading is constant) before taking a final millivolt reading. A layer of insulating material between stirrer and beaker minimizes solution heating. Withdraw electrodes, rinse with distilled water, and blot dry between readings. (CAUTION: Blotting may poison electrode if not done gently.) Repeat measurements with samples.

When using an expanded-scale pH meter or selective-ion meter, frequently recalibrate the electrode by checking potential reading of the 1.00-mg F<sup>-</sup>/L standard and adjusting the calibration control, if necessary, until meter reads as before.

If a direct-reading instrument is not used, plot potential measurement of fluoride standards against concentration on two-cycle semilogarithmic graph paper. Plot milligrams F<sup>-</sup> per liter on the logarithmic axis (ordinate), with the lowest concentration

at the bottom of the graph. Plot millivolts on the abscissa. From the potential measurement for each sample, read the corresponding fluoride concentration from the standard curve.

The known-additions method may be substituted for the calibration method described. Follow the directions of the instrument manufacturer.

Selective-ion meters may necessitate using a slightly altered procedure, such as preparing 1.00 and 10.0 mg F<sup>-</sup>/L standards or some other concentration. Follow the manufacturer's directions. Commercial standards, often already diluted with buffer, frequently are supplied with the meter. Verify the stated fluoride concentration of these standards by comparing them with standards prepared by the analyst.

## 5. Calculation

$$\text{mg F}^-/\text{L} = \frac{\mu\text{g F}^-}{\text{mL sample}}$$

## 6. Precision and Bias

A synthetic sample containing 0.850 mg F<sup>-</sup>/L in distilled water was analyzed in 111 laboratories by the electrode method, with a relative standard deviation of 3.6% and a relative error of 0.7%.

A second synthetic sample containing 0.750 mg F<sup>-</sup>/L, 2.5 mg (NaPO<sub>3</sub>)<sub>6</sub>/L, and 300 mg alkalinity/L added as NaHCO<sub>3</sub>, was analyzed in 111 laboratories by the electrode method, with a relative standard deviation of 4.8% and a relative error of 0.2%.

A third synthetic sample containing 0.900 mg F<sup>-</sup>/L, 0.500 mg A/L, and 200 mg SO<sub>4</sub><sup>2-</sup>/L was analyzed in 13 laboratories by the electrode method, with a relative standard deviation of 2.9% and a relative error of 4.9%.

## 7. Bibliography

- FRANT, M.S. & J.W. ROSS, JR. 1968. Use of total ionic strength adjustment buffer for electrode determination of fluoride in water supplies. *Anal. Chem.* 40:1169.
- HARWOOD, J.E. 1969. The use of an ion-selective electrode for routine analysis of water samples. *Water Res.* 3:273.

4500-F<sup>-</sup> D. SPADNS Method

## 1. General Discussion

*a. Principle:* The SPADNS colorimetric method is based on the reaction between fluoride and a zirconium-dye lake. Fluoride reacts with the dye lake, dissociating a portion of it into a colorless complex anion (ZrF<sub>6</sub><sup>2-</sup>); and the dye. As the amount of fluoride increases, the color produced becomes progressively lighter.

The reaction rate between fluoride and zirconium ions is influenced greatly by the acidity of the reaction mixture. If the proportion of acid in the reagent is increased, the reaction can be made almost instantaneous. Under such conditions, however, the effect of various ions differs from that in the conventional

alizarin methods. The selection of dye for this rapid fluoride method is governed largely by the resulting tolerance to these ions.

*b. Interference:* Table 4500-F<sup>-</sup>:1 lists common interferences. Because these are neither linear in effect nor algebraically additive, mathematical compensation is impossible. Whenever any one substance is present in sufficient quantity to produce an error of 0.1 mg/L or whenever the total interfering effect is in doubt, distill the sample. Also distill colored or turbid samples. In some instances, sample dilution or adding appropriate amounts of interfering substances to the standards may be used to compensate for the interference effect. If alkalinity is the only significant

4-86

INORGANIC NONMETALS (4000)

interference, neutralize it with either hydrochloric or nitric acid. Chlorine interferes and provision for its removal is made.

Volumetric measurement of sample and reagent is extremely important to analytical accuracy. Use samples and standards at the same temperature or at least within 2°C. Maintain constant temperature throughout the color development period. Prepare different calibration curves for different temperature ranges.

## 2. Apparatus

**Colorimetric equipment:** One of the following is required:

a. **Spectrophotometer,** for use at 570 nm, providing a light path of at least 1 cm.

b. **Filter photometer,** providing a light path of at least 1 cm and equipped with a greenish yellow filter having maximum transmittance at 550 to 580 nm.

## 3. Reagents

a. **Standard fluoride solution:** Prepare as directed in the electrode method, Section 4500-F<sup>-</sup>.C.3b.

b. **SPADNS solution:** Dissolve 958 mg SPADNS, sodium 2-(parasulfophenylazo)-1,8-dihydroxy-3,6-naphthalene disulfonate, also called 4,5-dihydroxy-3-(parasulfophenylazo)-2,7-naphthalenedisulfonic acid trisodium salt, in distilled water and dilute to 500 mL. This solution is stable for at least 1 year if protected from direct sunlight.

c. **Zirconyl-acid reagent:** Dissolve 133 mg zirconyl chloride octahydrate,  $ZrOCl_2 \cdot 8H_2O$ , in about 25 mL distilled water. Add 350 mL conc HCl and dilute to 500 mL with distilled water.

d. **Acid zirconyl-SPADNS reagent:** Mix equal volumes of SPADNS solution and zirconyl-acid reagent. The combined reagent is stable for at least 2 years.

e. **Reference solution:** Add 10 mL SPADNS solution to 100 mL distilled water. Dilute 7 mL conc HCl to 10 mL and add to the diluted SPADNS solution. The resulting solution, used for setting the instrument reference point (zero), is stable for at least 1 year. Alternatively, use a prepared standard of 0 mg F<sup>-</sup>/L as a reference.

f. **Sodium arsenite solution:** Dissolve 5.0 g  $NaAsO_2$  and dilute to 1 L with distilled water. (CAUTION: Toxic—avoid ingestion.)

## 4. Procedure

a. **Preparation of standard curve:** Prepare fluoride standards in the range of 0 to 1.40 mg F<sup>-</sup>/L by diluting appropriate quantities of standard fluoride solution to 50 mL with distilled water. Pipet 5.00 mL each of SPADNS solution and zirconyl-acid reagent, or 10.00 mL mixed acid-zirconyl-SPADNS reagent, to each standard and mix well. Avoid contamination. Set photometer to zero absorbance with the reference solution and obtain absorbance readings of standards. Plot a curve of the milligrams fluoride-absorbance relationship. Prepare a new standard curve whenever a fresh reagent is made or a different standard temperature is desired. As an alternative to using a reference, set photometer at some convenient point (0.300 or 0.500 absorbance) with the prepared 0 mg F<sup>-</sup>/L standard.

b. **Sample pretreatment:** If the sample contains residual chlorine, remove it by adding 1 drop (0.05 mL)  $NaAsO_2$  solution/0.1 mg residual chlorine and mix. (Sodium arsenite concentrations of 1300 mg/L produce an error of 0.1 mg/L at 1.0 mg F<sup>-</sup>/L.)

c. **Color development:** Use a 50.0-mL sample or a portion diluted to 50 mL with distilled water. Adjust sample temperature to that used for the standard curve. Add 5.00 mL each of SPADNS solution and zirconyl-acid reagent, or 10.00 mL acid-zirconyl-SPADNS reagent; mix well and read absorbance, first setting the reference point of the photometer as above. If the absorbance falls beyond the range of the standard curve, repeat using a diluted sample.

## 5. Calculation

$$\text{mg F}^{-}/\text{L} = \frac{A}{\text{mL sample}} \times \frac{B}{C}$$

where:

A =  $\mu\text{g F}^{-}$  determined from plotted curve,

B = final volume of diluted sample, mL, and

C = volume of diluted sample used for color development, mL.

When the prepared 0 mg F<sup>-</sup>/L standard is used to set the photometer, alternatively calculate fluoride concentration as follows:

$$\text{mg F}^{-}/\text{L} = \frac{A_0 - A_x}{A_0 - A_1}$$

where:

A<sub>0</sub> = absorbance of the prepared 0 mg F<sup>-</sup>/L standard,

A<sub>1</sub> = absorbance of a prepared 1.0 mg F<sup>-</sup>/L standard, and

A<sub>x</sub> = absorbance of the prepared sample.

## 6. Precision and Bias

A synthetic sample containing 0.830 mg F<sup>-</sup>/L and no interference in distilled water was analyzed in 53 laboratories by the SPADNS method, with a relative standard deviation of 8.0% and a relative error of 1.2%. After direct distillation of the sample, the relative standard deviation was 11.0% and the relative error 2.4%.

A synthetic sample containing 0.570 mg F<sup>-</sup>/L, 10 mg AM/L, 200 mg  $SO_4^{2-}/L$ , and 300 mg total alkalinity/L was analyzed in 53 laboratories by the SPADNS method without distillation, with a relative standard deviation of 16.2% and a relative error of 7.0%. After direct distillation of the sample, the relative standard deviation was 17.2% and the relative error 5.3%.

A synthetic sample containing 0.680 mg F<sup>-</sup>/L, 2 mg AM/L, 2.5 mg  $(NaPO_3)_6/L$ , 200 mg  $SO_4^{2-}/L$ , and 300 mg total alkalinity/L was analyzed in 53 laboratories by direct distillation and SPADNS methods with a relative standard deviation of 2.8% and a relative error of 5.9%.

## 7. Bibliography

BELLACK, E. & P.J. SCHUBROFF. 1968. Rapid photometric determination of fluoride with SPADNS-zirconium lake. *Anal. Chem.* 30:2032.

- 1 Proposed implementation timing: Semester 2 2007 \_\_\_\_\_
- 2 Is the Training Package/Program Syllabus subject to a curriculum licence arrangement?  
 X No  Yes - attach copy of the licence agreement
- 3 Does the institute hold a copy of the relevant Training Package/Program Syllabus?  
 No X Yes
- 4 For **each qualification** sought, complete and attach:  
 X Integrated Staffing Matrix (Form 139) (refer AQTF 2007 Element 1.4)  
 X Proposed Training and Assessment Strategies (Form 140) (refer AQTF 2007 Elements 1.2 and 1.3 & RTO2 Application Form)  
 X All assessment tools (including marking guides) for two units of competency from the highest qualification for which registration is being sought
- 5 A. Proposed delivery  Bundaberg  Gympie  Hervey Bay  
 Maryborough X Other: online  
 B. Proposed interstate delivery  No X Yes – Number and location of sites: \_\_\_\_\_  
 C. International Students X No  Yes

Program Coordinator (name): Tracie Regan

Location: X Bundaberg  Hervey Bay  Maryborough  Gympie

I have discussed this application with my Program Director (preferable): X Yes  No

Signature:



Date: 20/11/07

Forward this completed form and all of the above material to VTA Program Director

**Step 2. VTA Director**

VTA Program Director (name): Helen Leeson

I approve this registration application to proceed: X Yes  No

Signature:



Date: 20/11/07

Forward this completed form and all associated material to Business Improvement, Maryborough College for risk assessment evaluation and approval by Director Education and Training



# Risk Evaluation for Registration Applications



**TAFE Queensland**  
Queensland Government  
Department of  
Education, Training and the Arts

## Registration Details

Delivery team: Water		Q-Pulse reference: RER
Date application received: 5/2/08		Related registration application: REG 19
Qualification(s) requested:		
Code	Name	
NWP70107	Vocational Graduate Certificate in Water Industry Leadership	
	Advanced Diploma of	
NWP50107	Diploma of Water Industry	
NWP40107	Certificate IV in Water Industry	
NWP30107	Certificate III in Water Industry	
NWP20107	Certificate II in Water Industry	
	Certificate I in	
	Course in	

## Performance Risk Indicators of Delivery Team

<b>Non compliance at last audit was:</b>	<input type="checkbox"/> Critical	<input type="checkbox"/> Significant	<input type="checkbox"/> Minor
Date of audit:	No previous audit conducted		
Type of audit:			
<b>History of complaints:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Nature of substantiated complaints:	<input type="checkbox"/> Critical	<input type="checkbox"/> Significant	<input type="checkbox"/> Minor
Number of unsubstantiated complaints:			
<b>Qualify indicators:</b>	<input type="checkbox"/> Poor performance	<input type="checkbox"/> Marginal performance	<input type="checkbox"/> High performance
<i>Business rules for application</i>			
1.	If the team is identified as having any critical non compliances or poor performance the application is high risk and an AQTF 2007 site visit must be completed.		
2.	If the team is identified as having any significant non compliances or marginal performance the application is medium risk may either have a desk audit or an AQTF 2007 site visit depending on the risk assessment of the supplementary indicators for scheduling.		
3.	If the team is identified as having minor non conformance and high performance outcomes the application is low risk may be approved under delegation without supporting evidence depending on the outcomes of the risk assessment of the supplementary indicators for scheduling.		
<b>Risk rating:</b>	<input type="checkbox"/> High	<input type="checkbox"/> Medium	<input checked="" type="checkbox"/> Low

## Performance Risk Indicators of Institute

Comments:

Re-registration audit of the Institute was conducted in August 2007 across 18 qualifications. A number of systemic issues were identified and are currently being rectified.  
On completion of the rectifications and confirmation of compliance updated processes will be incorporated into the other qualifications which were not audited.

*This information will not be used to inform the risk of the team's application. However, if there are any systemic issues identified overall for the institute, which may impact on the team, these factors should be taken into consideration.*

## Supplementary Risk Indicators (Scheduling)

Do any of the qualifications lead to a licensed/regulatory outcome?  Yes  No

Period since team was last audited: No previous audit

Has the team been found highly non compliant with a government training contract?  Yes  No

State the value of government contracts: \$6,300.00

Does the application identify training outside the RTO's current scope?  Yes  No

### Business rules

1. Irrespective of the performance rating, if the application includes a qualification that leads to a licensed or regulatory outcome, a site visit is mandatory.
2. If the team has been assessed a medium or low risk and has not been audited for a period of three years, a site visit is mandatory.
3. If the team has been found highly non-compliant with a government contract, a site visit is mandatory.
4. If the performance rating is high risk and the application is for qualifications outside the scope of registration a site visit is mandatory. Out of scope qualifications can not be approved under delegation.
5. If the performance rating is medium risk and the application is for qualifications outside the current scope of registration a site visit may occur when assessed in conjunction with supplementary risk indicators (scope of audit). Out of scope qualifications can not be approved under delegation.

Low risk <input checked="" type="checkbox"/>	Medium risk <input type="checkbox"/>	High risk <input type="checkbox"/>
<input checked="" type="checkbox"/> Desk audit	<input type="checkbox"/> Desk audit	<input type="checkbox"/> Site audit
<input type="checkbox"/> Site audit	<input type="checkbox"/> Site audit	<input type="checkbox"/> Desk audit
<input type="checkbox"/> Approved under delegation	<input type="checkbox"/> Approved under delegation	<input type="checkbox"/> Approved under delegation

Provide reasons for this decision:

Desk audit conducted as the highest qualification registration is sought for is an extension to the institute's scope.

If site or desk audit is indicated, the Audit Plan on the following pages must also be completed.

**Audit Plan**     **Required**     **Not required**

Team name: Water	Q-Pulse reference: AUD_340
Contact person: Tracie Regan	Audit date: 18/2/2008, 4/3/08 and 17/6/08

### Supplementary Risk Indicators (Scope of Audit)

Is the team delivering to overseas students? <i>If yes, to be included in scope of audit.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the team delivering offshore? <i>Compliance must be assessed at least once during the registration period.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the team have multi sites? <i>For high risk teams, a sample of training sites to be audited in addition to head office. For medium or low risk, a sample of training sites are audited at least once during the registration period.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No On line
Does the team have a partnership arrangement? <i>For high risk teams, a sample of partnership/subcontracting arrangements to be audited in addition to the head office audit. For medium or low risk teams, as sample of partnership/subcontracting arrangements to be audited at least once during the registration period.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the team accept fees for students in advance? <i>Condition of Registration 5 to be audited.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is the team delivering to students under 18? <i>Auditor to check compliance with relevant legislative requirements for the protection of children.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the team delivering to apprentices/trainees? <i>Auditor to check training contract complies with DETA requirements.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Mode of delivery <i>Auditor focuses on risk of each mode of delivery.</i>	<input type="checkbox"/> Face to Face <input checked="" type="checkbox"/> Online Only <input type="checkbox"/> Blended

## To be completed by the auditor – scope of the audit

<b>Training package/accredited course</b>	
Qualifications to be sampled	Units of competency to be sampled
1/ NWP70107 - Vocational Graduate Certificate in Water Industry Leadership	1/ NWP701A - Contribute to the development of a complex water organisation
	2/ NWP703A - Lead water planning processes
	3/ NWP704A - Lead a project development
	4/ NWP705A - Provide leadership in hydrometric network planning and water resource management
2/ NWP30107 – Certificate III in Water Industry	1/ NWP310B - Monitor and operate water distribution systems
	2/ NWP300B - Provide and promote customer service
Standards to be audited:	
<input type="checkbox"/> Standard 1 <input checked="" type="checkbox"/> 1.1 <input checked="" type="checkbox"/> 1.2 <input checked="" type="checkbox"/> 1.3 <input checked="" type="checkbox"/> 1.4 <input checked="" type="checkbox"/> 1.5 <input type="checkbox"/> Standard 2 <input checked="" type="checkbox"/> 2.1 <input checked="" type="checkbox"/> 2.2 <input checked="" type="checkbox"/> 2.3 <input checked="" type="checkbox"/> 2.4 <input type="checkbox"/> 2.5 <input type="checkbox"/> 2.6 <input type="checkbox"/> Standard 3 <input checked="" type="checkbox"/> 3.1 <input checked="" type="checkbox"/> 3.2 <input checked="" type="checkbox"/> 3.3	
Conditions of registration to be audited:	
<input type="checkbox"/> Condition 1 <input type="checkbox"/> Condition 2 <input type="checkbox"/> Condition 3 <input type="checkbox"/> Condition 4 <input checked="" type="checkbox"/> Condition 5 <input type="checkbox"/> Condition 6 <input type="checkbox"/> Condition 7 <input type="checkbox"/> Condition 8 <input type="checkbox"/> Condition 9	
Reason for auditing identified standards and conditions of registration:	
Updating to a new Training Package and inclusion of the Vocational Graduate Certificate qualification which is an extension to the Institutes scope.	
Training delivered to fee for service trainees	
Training and Assessment services provided under a Co-Provider Agreement	
Fees are paid in advance by students and all training is conducted on line	

<b>Lead Auditor (name):</b> Frank Kuilboer
<b>Signature of Lead Auditor:</b> _____ <b>Date:</b> 17/6/2008

### Forward to Director, Education and Training

Including completed Form 031, Form 040 and all associated documents

## Director, Education and Training

<b>Action:</b> <input checked="" type="checkbox"/> Registration to be initiated <input type="checkbox"/> Not approved <input type="checkbox"/> Additional information
<b>Director, Education and Training (name):</b> Robyn Dyer
<b>Signature of Director, Education and Training:</b> _____ <b>Date:</b> 18/6/08

### Forward to Accreditation and Registration Officer, Business Improvement

Including completed Form 031, Form 040 and all associated documents

# Audit Report

Audit number: AUD\_340



TAFE Queensland  
Queensland Government

Department of  
Education, Training and the Arts

Wednesday, 18 June 2008

## Details

<b>Audit type:</b> Program Audit - AQTF - Internal	<b>Status:</b> Performed
<b>Audit title:</b> NWP07 - Water Industry	
<b>Audit location:</b> WideBay Institute\Wide Bay Other	<b>Lead auditor:</b> Kuilboer, Frank

## Dates

<b>Scheduled start date:</b> 30/04/2008	<b>Actual start date:</b> 18/02/2008	<b>Closed by:</b>
<b>Scheduled end date:</b> 30/04/2008	<b>Actual end date:</b> 17/06/2008	<b>Closed date:</b>

## Findings

Desk audit conducted as the Vocational Graduate Certificate in Water Industry Leadership qualification is an extension to the Institutes scope.

A review of the Staff Profiles identified that apart from Glynis Stewart all other proposed staff did not meet the requirement of Element 1.4 of the AQTF 2007. As a result direct supervision agreements have been negotiated and signed on 17/6/08.

A review of selected assessments from the Vocational Graduate Certificate and the Certificate III was undertaken. A number of minor issues were identified and feedback provided to the program Director and Program Coordinator. On 4/3/08 additional evidence was provided resulting in assessment meeting compliance.

Feedback was also sought from Denise Middleton (TQ&R Auditor) regarding the Vocational Graduate Certificate assessments. Ms Middleton confirmed 'she could not see any gaps in the assessment materials'.

A number of observations have also been made regarding the Co-provider Agreement, however it is noted that the agreement was being reviewed at time of the audit as a result of issues identified during the institutes renewal of registration audit.

As all issues identified during the desk audit have been rectified and in the case of the agreement are currently being finalised, it is recommended that registration is approved.

## Details of BIRs and observations

<b>Number of BIRs:</b> 0	<b>Number of outstanding BIRs:</b> 0
<b>Number of observations:</b> 1	

<u>Number</u>	<u>Type</u>	<u>Status</u>	<u>Details</u>
1	Observation	na	It's recommended the current Co-Provider Agreement is updated to the current version of the agreement to ensure full compliance with AQTF 2007

## Audit team

<b>Auditor name</b>	<b>Auditor's department</b>
Kuilboer, Frank	Wide Bay Institute\Business Operations\Business Operations\Business Improvement

## Auditees

<b>Auditee name</b>	<b>Auditee's department</b>
Leeson, Helen	Wide Bay Institute\Education and Training

<b>Auditee name</b>	<b>Auditee's department</b>
Niblett, Kate	Wide Bay Institute\Institute Directorate\Marketing
Regan, Tracie	Wide Bay Institute\Business Development\Water

### **Audit scope**

<b>Type</b>	<b>Description</b>
AreaOfStandard	Standard 1. The RTO provides quality training and assessment across all of its operations (AQTF 2007\Standard 1. The RTO provides quality training and assessment across all of its operations)
AreaOfStandard	Standard 3. Management systems are responsive to the needs of clients, staff and stakeholders, and the environment in which the RTO operates (AQTF 2007\Standard 3. Management systems are responsive to the needs of clients, staff and stakeholders, and the environment in which the RTO operates)
AreaOfStandard	2.1 (AQTF 2007\Standard 2. The RTO adheres to principles of access and equity and maximises outcomes for its clients\2.1)
AreaOfStandard	2.2 (AQTF 2007\Standard 2. The RTO adheres to principles of access and equity and maximises outcomes for its clients\2.2)
AreaOfStandard	2.3 (AQTF 2007\Standard 2. The RTO adheres to principles of access and equity and maximises outcomes for its clients\2.3)
AreaOfStandard	2.4 (AQTF 2007\Standard 2. The RTO adheres to principles of access and equity and maximises outcomes for its clients\2.4)
AreaOfStandard	Condition of Registration 5. Financial management (AQTF 2007\Condition of Registration 5. Financial management)
ProductService	NWP07 - Water Industry

## DEL1 Form – Application to Amend Scope of Registration – Delegated Body

A TAFE Institute needs to use this form for applications **within scope** to:

- **add** Training Package qualifications, units of competency or accredited courses to its scope of registration
- **replace** an accredited course with a Training Package qualification
- **replace** a superseded Training Package qualification with a qualification from a new Training Package
- **replace** superseded units of competency with units from a new Training Package

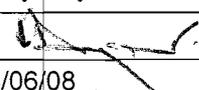
**Institutes must ensure that only applications within scope appear on this form. Applications outside delegation must be applied for to Registration Services on a RTO2 form. Removal of products from scope must be forwarded to Registration Services on a RTO2 form.**

### Section 1 Declaration by Director

I understand that the Department of Education, Training and the Arts may share information about my RTO's compliance and this application with other state and territory registering bodies and with other relevant agencies in accordance with the provisions of the Vocational Education, Training and Employment Act 2000 and the AQTF Standards for State and Territory Registering Bodies.

**TAFE Institute: Wide Bay Institute of TAFE**

**Approved (please circle)**

Director name	Robyn Dyer
Director signature	
Date	18/06/08
Witnessed by (print name)	Frank Kuilboer
Position (job title)	Institute Lead Auditor
Date	30/6/08

Or

**Not approved (please circle)**

Comments	
Director name	
Director signature	
Date	

**Section 2 – Details of qualifications, units of competency and accredited courses**

Table A (add more rows as required)

Training Package Qualifications and Accredited Courses						
National Code <i>Example: BSB40101</i>	Title of Qualification or Accredited Course <i>Example: Certificate IV in Business</i>	If risk assessment undertaken for this qualification, list risk and audit outcome below			Add to scope	Tick if assessment only
		LOW RISK	MEDIUM RISK	HIGH RISK		
NWP301 01	Certificate III in Water Industry Operations				<input checked="" type="checkbox"/>	<input type="checkbox"/>
NWP201 01	Certificate II in Water Industry Operations	<input type="checkbox"/> Desk Audit undertaken	<input type="checkbox"/> Desk Audit undertaken	<input type="checkbox"/> Desk Audit undertaken		
NWP101 01	Certificate I in Water Industry Operations	<input type="checkbox"/> Site Audit undertaken <input type="checkbox"/> No audit undertaken	<input type="checkbox"/> Site Audit undertaken	<input type="checkbox"/> Site Audit undertaken		
		LOW RISK <input type="checkbox"/> Desk Audit undertaken <input type="checkbox"/> Site Audit undertaken <input type="checkbox"/> No audit undertaken	MEDIUM RISK <input type="checkbox"/> Desk Audit undertaken <input type="checkbox"/> Site Audit undertaken	HIGH RISK <input type="checkbox"/> Desk Audit undertaken <input type="checkbox"/> Site Audit undertaken	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Table B (add more rows as required)

Units of Competency from Training Package Qualifications and Accredited Courses				
National Code for Qualification or Course	National Code for Unit of Competency	Title	Add	Tick if assessment only
<i>Example: BSB40101</i>	<i>BSBADM304A</i>	<i>Design and develop text documents</i>	<input checked="" type="checkbox"/> Add to scope	<input type="checkbox"/>
			<input checked="" type="checkbox"/> Add to scope	<input type="checkbox"/>
			<input checked="" type="checkbox"/> Add to scope	<input type="checkbox"/>
			<input checked="" type="checkbox"/> Add to scope	<input type="checkbox"/>
			<input checked="" type="checkbox"/> Add to scope	<input type="checkbox"/>
			<input checked="" type="checkbox"/> Add to scope	<input type="checkbox"/>
			<input checked="" type="checkbox"/> Add to scope	<input type="checkbox"/>
			<input checked="" type="checkbox"/> Add to scope	<input type="checkbox"/>
			<input checked="" type="checkbox"/> Add to scope	<input type="checkbox"/>
			<input checked="" type="checkbox"/> Add to scope	<input type="checkbox"/>



**Contact Person** in your institute for registration matters:

Name:	Anna Pieper
Telephone:	(07) 4120 6318
Fax:	(07) 4124 8233
Email	Anna.Pieper@deta.qld.gov.au

<b>PSS USE ONLY</b>	Database Entry Date		ISAS Entry Date		VARs Entry Date	
	Email to institute		VPS Entry Date		PSS Officer	



**Chapman, Ann-Marie**

---

**From:** Niblett, Kate  
**Sent:** Tuesday, 26 May 2009 5:52 AM  
**To:** bmyatt@seqwater.com.au  
**Cc:** Rodger, Ana  
**Subject:** Fluoridation training

Good morning Brett

I have sent through to you the following:

1. P/point presentations provided at the face to face training (3 files)
2. Reporting forms provided at the face to face training/ on-line
3. Assessment forms provided at the face to face training / on line

These are the originals, but bear in mind that at the time the face to face training took place the code of practice and regulations were in draft format and were being revised on an almost daily basis by Qld Health. To cover this we loaded the changes into the learning management system and advised students by email that changes had been made.

I have not included the list of questions that students were required to answer as part of the assessment, but if you require this as well please let me know.

(Ana

Brett is requiring this in response to the regulator as a result of a fluoride incident at North Pine. I may require access to Janison to enable me to answer any further questions. I will advise you if this is necessary.)

Brett - give me a call if you want anything else, I am in the city all day so we can meet if necessary

Regards  
Kate

## Chapman, Ann-Marie

---

**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

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

**Chapman, Ann-Marie**

**From:** Regan, Tracie  
**Sent:** Wednesday, 20 May 2009 11:07 AM  
**To:** Leeson, Helen; Rodger, Ana  
**Subject:** FW: Fluoridation operator training

Hi Helen  
 Have you received any confirmation yet?

When you do I would like to request from Kate

- copyright approval to use the Orica fluoridation resource she sourced
- detailed instructions on completing the required forms for Dept Health - this is not clear and created unnecessary confusion for the operators
- instructions on how to deal with Councils intending to fabricate their own components and look to this training as very in-depth - am concerned at determining operator competency - we need assurance that experienced installers will do the commissioning and sign off third party certification of competency.
- assurance Simmonds & Bristow are not providing online training as well

Thanks

*Tracie Regan* ext 5845 or phone 07 4150 5845

---

**From:** Leeson, Helen  
**Sent:** Monday, 11 May 2009 3:20 PM  
**To:** Niblett, Kate; Regan, Tracie  
**Cc:** david.atley@dip.qld.gov.au; MCNAMARA, Sue (Educ)  
**Subject:** RE: Fluoridation operator training

Thank you for this notification Kate

We look forward to receiving the letter of agreement and further direction from the IPMG. I would like to speak with you regarding the mix of on-line training and face to face to be offered for regional communities and will call in the near future.

I look forward to speaking to you soon.

Regards

*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

**Chapman, Ann-Marie**

---

**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

**Chapman, Ann-Marie**

**From:** Leeson, Helen  
**Sent:** Wednesday, 6 May 2009 3:43 PM  
**To:** Rodger, Ana  
**Subject:** FW: Fluoridation tender process

Hi Ana

FYI

I would like to speak to you about point two as Linda has said that you have approved this already.

Talk soon

*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:** Wednesday, 6 May 2009 2:59 PM  
**To:** Leeson, Helen  
**Cc:** david.atley@dip.qld.gov.au; MCNAMARA, Sue (Educ)  
**Subject:** Fluoridation tender process

Hi Helen

The following questions will form the basis for our discussion on Friday. The questions will include (but will not be limited to) the following

1. What support mechanisms will you put in place for students with LL&N issues? How will you identify these students upon commencement?
2. As the project manager SCIT requires access to student records (i.e. name or student number) and teacher access to the Janison website. Are Wide Bay agreeable to those conditions?
3. As the project manager SCIT would like some input to the student surveys to ensure students are satisfied with the level of training provided. Is WBIT agreeable to that?
4. Please confirm the qualifications and experience of staff delivering training. Does WBIT have a heirachy of contingency should any of the trainers be unable to complete students' training.
5. What will be the policy on close of study dates and extension of period of study?
6. Do WBIT have appropriate RPL tools? What existing courses will be credited?

Look forward to meeting with you on Friday.

Regards  
 Kate Niblett

**Chapman, Ann-Marie**

---

**From:** Niblett, Kate  
**Sent:** Monday, 29 June 2009 9:29 AM  
**To:** Hepworth, Ross; Rodger, Ana; Schlanger, Linda; Lawrence, Ian; Leeson, Helen; Regan, Tracie; Butler, Jenny  
**Subject:** Fw: Minister takes action over North Pine fluoride incident

Good morning all

For those of you who may have the news report on the weekend that claimed that training contributed to the North Pine fluoride incident, the press release and report are linked below.

In short, the training which Tafe delivered was not questioned by the report. The report focusses on the equipment specific training which should have been provided by the equipment suppliers and installers. However, as a result of this exercise a number of small improvements have been identified which will be incorporated in the next round of training. I will discuss this with WBIT and STA over the coming week

Regards  
Kate

---

**From:** Lynne Dixon <Lynne.Dixon@dip.qld.gov.au>  
**To:** Niblett, Kate  
**Sent:** Mon Jun 29 09:04:49 2009  
**Subject:** FW: Minister takes action over North Pine fluoride incident

Good Morning Kate,

Press release below with a link to the reports.

Cheers

Lynne

Lynne Dixon  
Director, Infrastructure Services  
Department of **Infrastructure and Planning**

tel +61 7 3898 0450  
fax +61 7 3898 0486  
post PO Box 15009 City East Qld 4002  
Level 4 | Cromwell House | 200 Mary Street | Brisbane Qld 4000  
lynne.dixon@dip.qld.gov.au

**www.dip.qld.gov.au**

---

**From:** statements@qld.gov.au [mailto:statements@qld.gov.au]  
**Sent:** Friday, 26 June 2009 2:19 PM  
**To:** Lynne Dixon  
**Subject:** Minister takes action over North Pine fluoride incident

Minister for Natural Resources, Mines and Energy and Minister for Trade  
The Honourable Stephen Robertson

26/06/2009

### **Minister takes action over North Pine fluoride incident**

Natural Resources, Mines and Energy Minister Stephen Robertson has today put Seqwater on notice over their handling of a fluoride overdosing incident in April this year.

The official warning comes after an independent report into the event at North Pine Water Treatment plant found that Seqwater had failed to properly manage fluoride levels.

"Water expert, Adjunct-Professor Mark Pascoe from the International Water Centre was commissioned to conduct the independent investigation after conflicting and delayed information was provided on the incident in May," Mr Robertson said.

"Mr Pascoe found the overdosing occurred as a result of equipment failures to which the operators did not respond appropriately.

"The actions of Seqwater in this event are totally unacceptable.

"Today I have written to the board of Seqwater to express my disappointment over this incident and ordered them to immediately improve key aspects of their operation.

"While the report found the design of the fluoride dosing facility at North Pine was adequate, it noted that it did not adhere to the Water Fluoridation Regulation requirements."

Seqwater also failed to immediately notify the Office of the Water Supply Regulator of equipment malfunctions at North Pine Water Treatment plant, which is a breach of the Water Supply (Safety and Reliability) Act 2008.

The water entity was also found in numerous breaches of the Water Fluoridation Act 2008.

Linkwater, the entity which took the sample that identified the high levels has also been found to have committed a breach by not informing the regulator in the required timeframes.

"Seqwater has now been put on notice to lift their game," Mr Robertson said.

"Seqwater and Linkwater must now report, on a monthly basis, to the State Government to ensure they are implementing the regulators directions and the recommendations relating to them from the Pascoe report.

"This report is about getting to the bottom of what happened and finding ways to prevent it from happening again.

"It was very fortunate that no-one had adverse health effects from this incident, however I acknowledge it has dented the community's confidence in their drinking water supply.

"This is something Seqwater, Linkwater and other water entities throughout the state will have to work hard to regain. Public confidence in our drinking water supplies is paramount.

"I will also be writing to all drinking water providers in the state and providing them with a copy of the Mark Pascoe report to ensure these lessons can be learnt from as widely as possible.

"While this incident is concerning, it does not concern me in relation to the benefits of fluoride in our drinking system.

"The Bligh Government remains committed to the state-wide roll-out of fluoride as it is one of the most significant public health measures undertaken in Queensland in many decades."

Reports from Mark Pascoe, Queensland Health and the Office of the Water Supply Regulator are available online at [www.derm.qld.gov.au](http://www.derm.qld.gov.au)

A summary of recommendations contained in the Pascoe Report, along with actions the regulator has instructed Seqwater and Linkwater to undertake, are attached.

Media: Minister's Office :- 3225 1819

---

To unsubscribe from the Media Statements mailing list, or change the minister(s) and/or portfolio(s) to which you are subscribed, please go to the 'login' page at

<http://statements.cabinet.qld.gov.au/mms/Login.aspx>

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 'lynne.dixon@dip.qld.gov.au'. Please ensure that you use the email address exactly as it appears, especially in relation to upper and lower case characters.

Unless stated otherwise, this email, together with any attachments, is intended for

If not an intended recipient of this email, you must not copy, distribute or take an

Unless stated otherwise, this email represents only the views of the sender and not

**Chapman, Ann-Marie**

**From:** Norman, Donna  
**Sent:** Monday, 22 December 2008 8:45 AM  
**To:** Rodger, Ana; Leeson, Helen  
**Subject:** Fw: Proposal for NWP276A Monitor, Operate and Report Fluoridation Systems

Hi Ladies

For your information.

Cheers

Donna  
 Donna Norman - A/Director, Business Development, Wide Bay Institute of TAFE - LMB 279 Maryborough Qld.  
 4655. Phone: 07 41202459. Fax: 07 41202466 - Message sent by Blackberry.

**From:** Niblett, Kate  
**To:** Norman, Donna  
**Sent:** Mon Dec 22 08:36:21 2008  
**Subject:** RE: Proposal for NWP276A Monitor, Operate and Report Fluoridation Systems

Thanks for this Donna, I will keep your quote on file. I have discussed the Departments requirements for ongoing training and have been advised that this will be procured through an Expression of Interest process in the New Year. I will keep you posted when the relevant documentation has been prepared

Regards  
 Kate

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

**From:** Norman, Donna  
**Sent:** Wednesday, 17 December 2008 1:32 PM  
**To:** Niblett, Kate  
**Subject:** FW: Proposal for NWP276A Monitor, Operate and Report Fluoridation Systems  
**Importance:** High

Hi Kate

Here it is.....

Cheers

*Donna Norman*

Donna Norman | A/Director, Training Solutions | Sales and Marketing Unit | Wide Bay Institute of TAFE |  
 LMB 279 Maryborough Q 4650 |  
 Phone +61 7 41202459 Fax +61 7 41202466 CRICOS Provider No. 02013A

**From:** Lynne Dixon [mailto:Lynne.Dixon@dip.qld.gov.au]  
**Sent:** Wednesday, 17 December 2008 1:22 PM  
**To:** Norman, Donna  
**Subject:** FW: Proposal for NWP276A Monitor, Operate and Report Fluoridation Systems

**Importance:** High

Hi Donna,

Thanks for sending through the attached letter, however, it only deals with 1 component of the delivery that I require for the fluoride competency unit for public potable water suppliers.

I would like to get some more clarity around all elements of delivery before it any delivery agreements or assumptions are made.

I am sorry if this has caused any inconvenience or confusion.

Please call if you wish to discuss.

Cheers

Lynne

Lynne Dixon  
Director, Infrastructure Delivery  
Department of **Infrastructure and Planning**

**tel** +61 7 3898 0450

**mob** 0417 196 818

**fax** +61 7 3898 0486

**post** PO Box 15009 City East Qld 4002

Level 4 | Cromwell House | 200 Mary Street | Brisbane Qld 4000

lynne.dixon@dip.qld.gov.au

**www.dip.qld.gov.au**

---

**From:** Norman, Donna [mailto:Donna.Norman@deta.qld.gov.au]

**Sent:** Wednesday, 10 December 2008 1:30 PM

**To:** Lynne Dixon

**Cc:** Niblett, Kate; Leeson, Helen

**Subject:** Proposal for NWP276A Monitor, Operate and Report Fluoridation Systems

**Importance:** High

Hi Lynne

Please find attached Wide Bay Institute of TAFE's confirmation letter to deliver NWP276A Monitor, Operate and Report Fluoridation Systems to Public Potable Water Suppliers.

Please do not hesitate to contact me should require any further information.

Cheers for now.

*Donna Norman*

Donna Norman | A/Director, Training Solutions | Sales and Marketing Unit | Wide Bay Institute of TAFE |  
LMB 279 Maryborough Q 4650 |

Phone +61 7 41202459 Fax +61 7 41202466 CRICOS Provider No. 02013A

---

This E-Mail is intended only for the addressee. Its use is limited to that intended by the author at the time and it is not to be distributed without the author's consent. Unless otherwise stated, the State of Queensland accepts no liability for the contents of this E-Mail except where subsequently confirmed in writing. The opinions expressed in this E-Mail are those of the author and do not necessarily represent the views of the State of Queensland. This E-Mail is confidential and may be subject to a claim of legal privilege.

If you have received this E-Mail in error, please notify the author and delete this message immediately.

---

!DEPTSTAMP!!

Unless stated otherwise, this email, together with any attachments, is intended for  
If not an intended recipient of this email, you must not copy, distribute or take an  
Unless stated otherwise, this email represents only the views of the sender and not

## Chapman, Ann-Marie

---

**From:** Leeson, Helen  
**Sent:** Thursday, 6 November 2008 4:56 PM  
**To:** Handyside, Alan P; Geldard, Jennifer  
**Cc:** Morgan, Denise; Rodger, Ana  
**Subject:** FW: training material

Hi Alan and Gen

Ditto to you both for your work on this project. Denise tells me that you have done most of the production work on this product.

It is great that we have fab teams supporting the delivery and getting things going.

Thank you

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

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

**From:** Leeson, Helen  
**Sent:** Thursday, 6 November 2008 12:44 PM  
**To:** Rodger, Ana; Morgan, Denise; Niblett, Kate; Regan, Tracie; Wheeler, Philip  
**Subject:** RE: training material

Hi All

After talking with Kate yesterday and getting the run down of all the changes out of our hands that are coming through, it is great to hear that the product is so well supported. Thank you to all involved in keeping this project on track and on time. Lets hope that the weather and equipment all goes to plan...

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

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

**From:** Rodger, Ana  
**Sent:** Wednesday, 5 November 2008 10:03 PM  
**To:** Morgan, Denise; Leeson, Helen; Niblett, Kate; Regan, Tracie; Wheeler, Philip  
**Subject:** RE: training material

Hi everyone

Just wanted to say that the emails below are a great endorsement of the work of the various contributors to the fluoride product. Well done.

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"

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

**From:** Morgan, Denise  
**Sent:** Wednesday, 5 November 2008 9:22 AM  
**To:** Rodger, Ana  
**Subject:** Fw: training material

FY I  
Denise Morgan  
Manager, Teaching & Learning Innovation  
Wide Bay TAFE  
LMB 279 Maryborough 4650  
P: 07-41206454  
M: 0419730648  
(Sent from Blackberry)

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

From: Niblett, Kate  
To: Wheeler, Philip; Morgan, Denise; Regan, Tracie; Handyside, Alan P; Geldard, Jennifer  
Sent: Wed Nov 05 08:43:58 2008  
Subject: FW: training material

Thought this might cheer up everyone's day

Regards

Kate

---

From: Henry Olszowy [mailto:Henry\_Olszowy@health.qld.gov.au]  
Sent: Tuesday, 4 November 2008 2:40 PM  
To: Robyn Maddalena  
Subject: Re: training material

Dear Robyn,

I was very very impressed with the course. It is very thorough and comprehensive covering all aspects of fluoridation of water including chemistry, WH&S, How F works etc etc. Most impressive.

The pictures and diagrams make the course easy going and I am sure that students will enjoy it. Maybe I missed it, but would it be worthwhile adding a section about how to measure fluoride concentration in water?

Henry

Maddalena 04/11/2008 9:38 >>>

Hi Henry,

have you had a chance to look at the training material for the fluoridation course. Kate Niblett from Wide Bay TAFE needs our comments today. Can you send me any comments you have and I will pass them on.

Cheers Robyn.

Dr Robyn Maddalena  
Principal Scientific Advisor Water quality Queensland Health Environmental Health  
Unit  
147 Charlotte Street, Brisbane  
Ph: 3235 9077 (Mon & Thurs)

Ph: 3274 9237 (Tues)

Fax: 3234 1480

email: robyn\_maddalena@health.qld.gov.au QLD Health website: www.health.qld.gov.au

\*\*\*\*\*  
This email, including any attachments sent with it, is confidential and for the sole  
use of the intended recipient(s).  
This confidentiality is not waived or lost, if you receive it and you are not the  
intended recipient(s), or if it is transmitted/ received in error.

Any unauthorised use, alteration, disclosure, distribution or review of this email is  
strictly prohibited The information contained in this email, including any attachment  
sent with it, may be subject to a statutory duty of confidentiality if it relates to  
health service matters.

If you are not the intended recipient(s), or if you have received this email in error,  
you are asked to immediately notify the sender by telephone collect on Australia  
+61 1800 198 175 or by return email. You should also  
delete this email, and any copies, from your computer system network and destroy any  
hard copies produced.

If not an intended recipient of this email, you must not copy, distribute or take any  
action(s) that relies on it; any form of disclosure, modification, distribution and/or  
publication of this email is also prohibited.

Although Queensland Health takes all reasonable steps to ensure this email does not  
contain malicious software, Queensland Health does not accept responsibility for the  
consequences if any person's computer inadvertently suffers any disruption to  
services, loss of information, harm or is infected with a virus, other malicious  
computer programme or code that may occur as a consequence of receiving this email.

Unless stated otherwise, this email represents only the views of the sender and not  
the views of the Queensland Government.

\*\*\*\*\*

Regards  
Dr Henry Olszowy

Supervisor - Inorganic Chemistry  
Queensland Health Forensic & Scientific Services  
39 Kessels Road  
Coopers Plains QLD 4109  
AUSTRALIA

Mobile: 0403 393908  
Ph: (617) 3274 9071  
Fax: (617) 3274 9181  
email: Henry\_Olszowy@health.qld.gov.au

## Chapman, Ann-Marie

---

**From:** Schwenke, Trevor  
**Sent:** Tuesday, 14 October 2008 7:09 PM  
**To:** Leeson, Helen; Rodger, Ana  
**Subject:** Fw: Updated gannt chart as at 13th/10/08

**Attachments:** Fluoridation phase 1 01\_10\_08.mpp



Fluoridation phase  
1 01\_10\_08....

Hi ladies

Fyi

Regards

Trevor

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

**From:** Lynne Dixon <Lynne.Dixon@infrastructure.qld.gov.au>  
**To:** Schwenke, Trevor  
**Cc:** Niblett, Kate  
**Sent:** Mon Oct 13 17:08:22 2008  
**Subject:** FW: Updated gannt chart as at 13th/10/08

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 <mailto:lynne.dixon@dip.qld.gov.au>

www.dip.qld.gov.au <http://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

---

This E-Mail is intended only for the addressee. Its use is limited to that intended by the author at the time and it is not to be distributed without the author's consent. Unless otherwise stated, the State of Queensland accepts no liability for the contents of this E-Mail except where subsequently confirmed in writing. The opinions expressed in this E-Mail are those of the author and do not necessarily represent the views of the State of Queensland. This E-Mail is confidential and may be subject to a claim of legal privilege.

If you have received this E-Mail in error, please notify the author and delete this message immediately.

---

!DEPTSTAMP!

ID	Task Name	Duration	Start	Finish	ep '08							6 Oct '08						
					T	W	T	F	S	S	M	T	W	T	F			
1	<b>Project management</b>	34 days?	Wed 1/10/08	Mon 17/11/08	[Gantt bar]													
2	Mou signed	1 day?	Fri 3/10/08	Fri 3/10/08	[Gantt bar]													
3	Set up cost code	1 day?	Fri 3/10/08	Fri 3/10/08	[Gantt bar]													
4	Set up reporting process	3 days?	Wed 1/10/08	Fri 3/10/08	[Gantt bar]													
5	set up project team meetings	3 days?	Wed 1/10/08	Fri 3/10/08	[Gantt bar]													
6	Invoice product development	1 day?	Mon 17/11/08	Mon 17/11/08	[Gantt bar]													
7	<b>Product Development</b>	33 days?	Wed 1/10/08	Fri 14/11/08	[Gantt bar]													
8	<b>Validation Process</b>	1 day?	Mon 6/10/08	Mon 6/10/08	[Gantt bar]													
9	Discuss and confirm validation process	1 day?	Mon 6/10/08	Mon 6/10/08	[Gantt bar]													
10	<b>Content development</b>	22 days?	Thu 2/10/08	Fri 31/10/08	[Gantt bar]													
11	Acquire Skilstech content	1 day?	Thu 2/10/08	Thu 2/10/08	[Gantt bar]													
12	Develop cheat sheets	1 day?	Fri 24/10/08	Fri 24/10/08	[Gantt bar]													
13	Industry validation	1 day?	Fri 31/10/08	Fri 31/10/08	[Gantt bar]													
14	<b>Graphics</b>	2 days?	Thu 16/10/08	Fri 17/10/08	[Gantt bar]													
15	Arrange trip to Twonville	2 days?	Thu 16/10/08	Fri 17/10/08	[Gantt bar]													
16	Ensure copyright	1 day?	Fri 17/10/08	Fri 17/10/08	[Gantt bar]													
17	<b>Assessment Tools</b>	6 days?	Wed 1/10/08	Wed 8/10/08	[Gantt bar]													
18	Develop tools	1 day?	Wed 1/10/08	Wed 1/10/08	[Gantt bar]													
19	Moderation of tools	1 day?	Wed 8/10/08	Wed 8/10/08	[Gantt bar]													
20	<b>Student Workbook</b>	33 days?	Wed 1/10/08	Fri 14/11/08	[Gantt bar]													
21	Cover Sheet	4 days?	Thu 16/10/08	Tue 21/10/08	[Gantt bar]													
22	Student feedback form	4 days?	Thu 16/10/08	Tue 21/10/08	[Gantt bar]													
23	Contact Reprographics arrange print	1 day?	Tue 21/10/08	Tue 21/10/08	[Gantt bar]													
24	Templates for documentation	4 days?	Wed 1/10/08	Mon 6/10/08	[Gantt bar]													
25	Code of practice	1 day?	Tue 21/10/08	Tue 21/10/08	[Gantt bar]													
26	Candidate Instruction	1 day?	Tue 21/10/08	Tue 21/10/08	[Gantt bar]													
27	Arrange Transportation	5 days?	Mon 10/11/08	Fri 14/11/08	[Gantt bar]													
28	<b>F2F Instructor Guide</b>	23 days?	Thu 9/10/08	Mon 10/11/08	[Gantt bar]													
29	Discuss Lesson plan	1 day?	Thu 9/10/08	Thu 9/10/08	[Gantt bar]													
30	Print and include with pack for instructors	3 days?	Thu 6/11/08	Mon 10/11/08	[Gantt bar]													

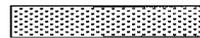
Project: Project1  
Date: Thu 1/10/09

Task		Milestone		External Tasks	
Split		Summary		External Milestone	
Progress		Project Summary		Deadline	

ID	Task Name	Duration	Start	Finish	ep '08							6 Oct '08						
					T	W	T	F	S	S	M	T	W	T	F			
31	<b>Enrolment and Resulting</b>	<b>28 days?</b>	<b>Wed 1/10/08</b>	<b>Fri 7/11/08</b>														
32	✓ Talk to Krys Lakin	1 day?	Thu 2/10/08	Thu 2/10/08														
33	Fact Sheet	6 days?	Wed 1/10/08	Wed 8/10/08														
34	Send out fact sheet to stakeholders	14 days?	Wed 8/10/08	Mon 27/10/08														
35	Set up DP's	14 days?	Fri 3/10/08	Wed 22/10/08														
36	Send out student forms	1 day?	Fri 24/10/08	Fri 24/10/08														
37	Receipt and Enrol	9 days?	Fri 24/10/08	Wed 5/11/08														
38	Discuss resulting with TR /GC	1 day?	Fri 7/11/08	Fri 7/11/08														
39	<b>Online Delivery</b>	<b>34 days?</b>	<b>Wed 1/10/08</b>	<b>Mon 17/11/08</b>														
40	Develop Welcome letter	1 day?	Wed 1/10/08	Wed 1/10/08														
41	Arrange Logon with EDU	31 days?	Fri 3/10/08	Fri 14/11/08														
42	F2F Induction as part of lesson plan	1 day?	Mon 17/11/08	Mon 17/11/08														
43	Meet with WBW to confirm assessment process	1 day?	Thu 30/10/08	Thu 30/10/08														
44	Student packs sent out	4 days?	Mon 10/11/08	Thu 13/11/08														
45	<b>F2F Delivery</b>	<b>34 days?</b>	<b>Mon 13/10/08</b>	<b>Thu 27/11/08</b>														
46	Lesson Plan	1 day?	Mon 13/10/08	Mon 13/10/08														
47	Classrooms	1 day?	Mon 13/10/08	Mon 13/10/08														
48	Resources	1 day?	Mon 13/10/08	Mon 13/10/08														
49	Teacher resources prepared and sent	4 days?	Wed 5/11/08	Mon 10/11/08														
50	Confirm dates and student numbers	1 day?	Mon 13/10/08	Mon 13/10/08														
51	Confirm resources and classrooms	1 day?	Mon 10/11/08	Mon 10/11/08														
52	Confirm students	4 days?	Mon 10/11/08	Thu 13/11/08														
53	Deliver Landers Shute	2 days?	Mon 17/11/08	Tue 18/11/08														
54	Deliver West Bank	1 day?	Thu 20/11/08	Thu 20/11/08														
55	Deliver Molendinar	2 days?	Mon 24/11/08	Tue 25/11/08														
56	Deliver West Bank	2 days?	Wed 26/11/08	Thu 27/11/08														
57	<b>Assessment</b>	<b>24 days?</b>	<b>Wed 1/10/08</b>	<b>Mon 3/11/08</b>														
58	✓  Confirm assessment plan	1 day?	Tue 14/10/08	Tue 14/10/08														
59	Arrange on site observers	1 day?	Fri 10/10/08	Fri 10/10/08														
60	Arrange with Bruce Tennex meeting	1 day?	Wed 1/10/08	Wed 1/10/08														

Project: Project1  
Date: Thu 1/10/09

Task



Milestone



External Tasks



Split



Summary



External Milestone



Progress



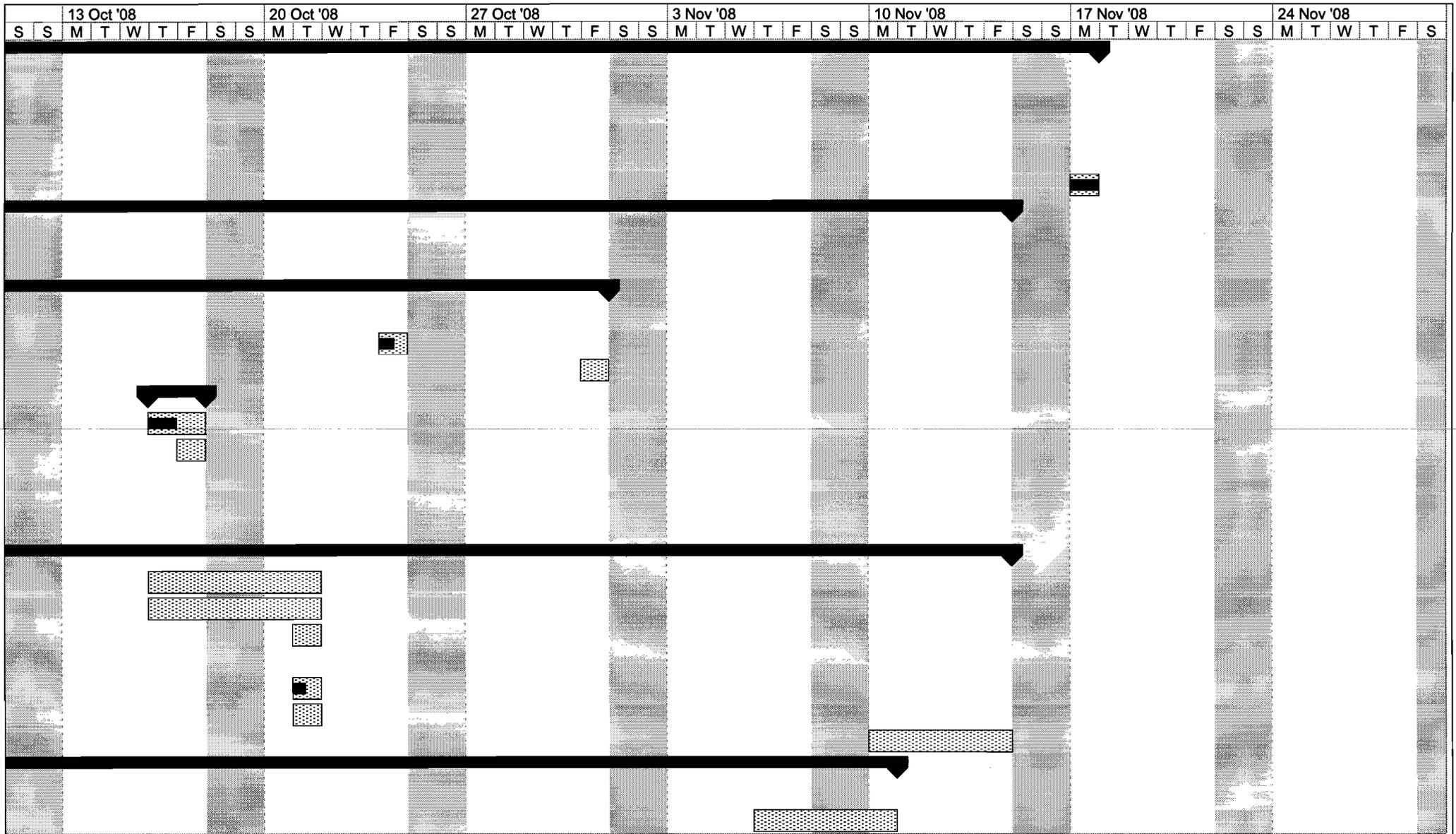
Project Summary



Deadline

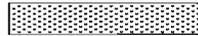






Project: Project1  
Date: Thu 1/10/09

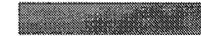
Task



Milestone



External Tasks



Split



Summary



External Milestone



Progress

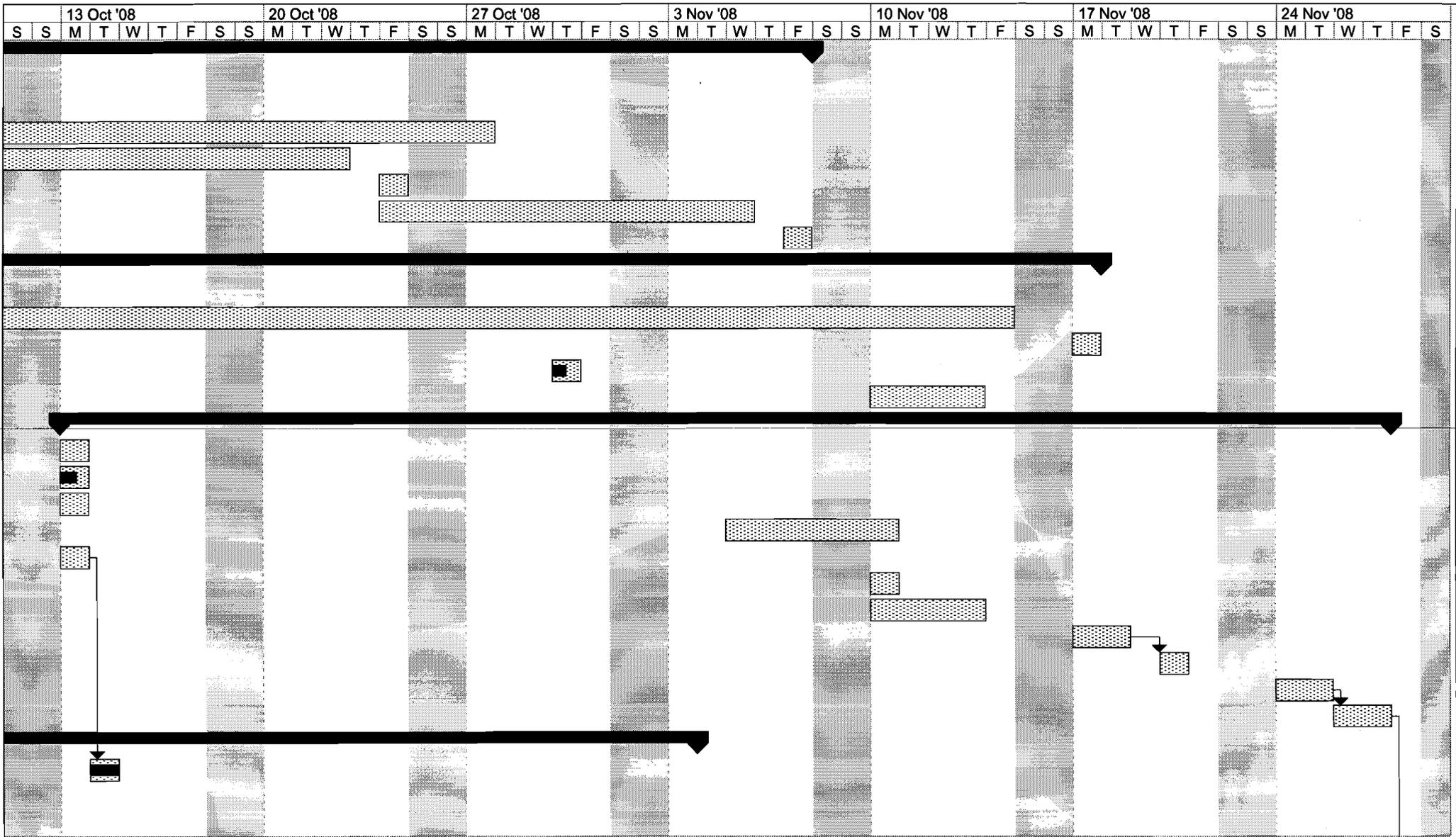


Project Summary



Deadline





Project: Project1  
Date: Thu 1/10/09

Task		Milestone		External Tasks	
Split		Summary		External Milestone	
Progress		Project Summary		Deadline	

