**Workplace Experience Portfolio of Evidence Template sheet checklist**

**Module: WM-01 Water resources availability assessment processes**

Checklist that the following has been submitted:

|  |  |  |  |
| --- | --- | --- | --- |
| **Evidence code** | **Details** | **Candidate signature** | **Supervisor signature** |
| SE0101 | Hydrological Model configuration |  |  |
| SE0102 | Time series files |  |  |
| SE0103 | Catchment yield determined |  |  |
| SE0104 | Spreadsheet of water requirement projections |  |  |
| SE0105 | Water reconciliation graphs representing varying scenarios |  |  |
| SE0106 | Technical report |  |  |

Checklist and timeframe that the following was carried out:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Evidence code** | **Task** | **Time spent on Task (days)** | **Candidate signature** | **Supervisor signature** |
| SE0101 | Rainfall data collection and collation |  |  |  |
| SE0101 | Patching of rainfall data |  |  |  |
| SE0101 | Streamflow data collection and collation |  |  |  |
| SE0101 | Patching of streamflow data |  |  |  |
| SE0101 | Delineation of catchment into hydrological units |  |  |  |
| SE0101 | Production of schematic representation of catchment |  |  |  |
| SE0101 | Historical upstream development information obtained |  |  |  |
| SE0101 | Infrastructure information obtained |  |  |  |
| SE0101 | Hydrological model configured |  |  |  |
| SE0101 | Hydrological model calibrated |  |  |  |
| SE0102 | Natural streamflow files produced |  |  |  |
| SE0102 | Present day streamflow files produced |  |  |  |
| SE0103 | Yield model schematic produced |  |  |  |
| SE0103 | Stochastic hydrology parameter file produced |  |  |  |
|  | Folder of hydrology produced |  |  |  |
| SE0103 | Yield model files configured |  |  |  |
| SE0103 | Historic Yields determined |  |  |  |
| SE0103 | Stochastic yields determined |  |  |  |
| SE0104 | User sectors defined |  |  |  |
| SE0104 | Users determined per user sector |  |  |  |
| SE0104 | Historical water use obtained |  |  |  |
| SE0104 | Populations obtained |  |  |  |
| SE0104 | Future population projections developed |  |  |  |
| SE0104 | Future domestic water requirement determined |  |  |  |
| SE0104 | Future water requirements for other sectors determined |  |  |  |
| SE0104 | Consolidation of all water use information into spreadsheet |  |  |  |
| SE0105 | Water reconciliation graphs representing varying scenarios |  |  |  |
| SE0105 | Future water augmentation options defined |  |  |  |
| SE0105 | Water resources increase resulting from each option determined |  |  |  |
| SE0105 | Ranking and timing of options undertaken |  |  |  |
| SE0105 | Water balance graph plotted |  |  |  |
| SE0106 | Technical report compiled |  |  |  |

**Module: WM-02 Water reconciliation processes**

Checklist that the following has been submitted:

|  |  |  |  |
| --- | --- | --- | --- |
| **Evidence code** | **Details** | **Candidate signature** | **Supervisor signature** |
| SE0201 | Agendas and minutes of stakeholder meetings |  |  |
| SE0202 | Interim reports |  |  |
| SE0203 | Contributions to the water reconciliation intervention strategy report |  |  |

Checklist and timeframe that the following was carried out:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Evidence code** | **Task** | **Time spent on Task (days)** | **Candidate signature** | **Supervisor signature** |
| SE0201 | Stakeholder database prepared |  |  |  |
| SE0201 | Stakeholder meeting planned for |  |  |  |
| SE0201 | Stakeholder meeting attended |  |  |  |
| SE0201 | Stakeholder meeting Chaired |  |  |  |
| SE0201 | Minutes of Stakeholder meeting compiled and distributed |  |  |  |
| SE0202 | Augmentation options listed |  |  |  |
| SE0202 | Augmentation options assessed |  |  |  |
| SE0202 | Augmentation options ranked |  |  |  |
| SE0202 | Responsibility assigned for implementation of augmentation options |  |  |  |
| SE0203 | Reconciliation Strategy Developed |  |  |  |
| SE0203 | Water Balance Plots produced |  |  |  |

**Module: WM-03 Coordination for the implementation of different strategies and plans**

Checklist that the following has been submitted:

|  |  |  |  |
| --- | --- | --- | --- |
| **Evidence code** | **Details** | **Candidate signature** | **Supervisor signature** |
| SE0301 | Presentation material |  |  |
| SE0302 | Agenda and minutes of stakeholder meetings |  |  |
| SE0303 | Document on progress of intervention implementation including achievements, deviations, adjustments and stakeholder interactions |  |  |
| SE0304 | Site visit report, if applicable |  |  |
| SE0305 | Regular monitoring reports |  |  |

Checklist and timeframe that the following was carried out:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Evidence code** | **Task** | **Time spent on Task (days)** | **Candidate signature** | **Supervisor signature** |
| SE0301 | Presentation material produced |  |  |  |
| SE0302 | Stakeholder meeting planned for |  |  |  |
| SE0302 | Stakeholder meeting attended |  |  |  |
| SE0302 | Stakeholder meeting Chaired |  |  |  |
| SE0302 | Minutes of Stakeholder meeting compiled and distributed |  |  |  |
| SE0303 | Communication with responsible organisations requesting status and feedback |  |  |  |
| SE0303 | Feedback obtained from responsible organisations relating to intervention progress |  |  |  |
| SE0304 | Site visits undertaken |  |  |  |
| SE0305 | Update of website relating to Stakeholder feedback |  |  |  |
| SE0305 | Tracking/monitoring intervention status |  |  |  |

**WM-04 Water resource intervention planning**

Checklist that the following has been submitted:

|  |  |  |  |
| --- | --- | --- | --- |
| **Evidence code** | **Details** | **Candidate signature** | **Supervisor signature** |
| SE0401 | File notes on intervention considerations |  |  |
| SE0402 | Memorandum of recommendation |  |  |
| SE0403 | Agendas and minutes of stakeholder meetings |  |  |
| SE0404 | Interim reports |  |  |

Checklist and timeframe that the following was carried out:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Evidence code** | **Task** | **Time spent on Task (days)** | **Candidate signature** | **Supervisor signature** |
| SE0401 | Terms of reference produced for pre-feasibility Study |  |  |  |
| SE0401 | Terms of reference produced for feasibility Study |  |  |  |
| SE0401 | Terms of reference produced for detailed design Study |  |  |  |
| SE0402 | Determination of factors to be considered |  |  |  |
| SE0402 | Determination of project costs |  |  |  |
| SE0402 | Determination of project benefits |  |  |  |
| SE0402 | Cost benefit analyses undertaken |  |  |  |
| SE0402 | Environmental considerations assessed |  |  |  |
| SE0402 | Water resources benefit of Project determined |  |  |  |
| SE0402 | Comparison of options using unit reference values |  |  |  |
| SE0402 | Recommendation of option for further evaluation |  |  |  |
| SE0402 | Oversight to project design |  |  |  |
| SE0403 | Stakeholder meeting planned for |  |  |  |
| SE0403 | Stakeholder meeting attended |  |  |  |
| SE0403 | Stakeholder meeting Chaired |  |  |  |
| SE0403 | Minutes of Stakeholder meeting compiled and distributed |  |  |  |
| SE0404 | Reporting on options compared and recommended |  |  |  |

**WM-05 Water resource planning advisory processes**

Checklist that the following has been submitted:

|  |  |  |  |
| --- | --- | --- | --- |
| **Evidence code** | **Details** | **Candidate signature** | **Supervisor signature** |
| SE0501 | Reports, recommendations and/or file notes |  |  |
| SE0502 | Agendas and minutes of stakeholder meetings |  |  |

Checklist and timeframe that the following was carried out:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Evidence code** | **Task** | **Time spent on Task (days)** | **Candidate signature** | **Supervisor signature** |
| SE0501 | Inputs into catchment related water resources policy queries |  |  |  |
| SE0501 | Inputs into catchment related water resources parliamentary queries |  |  |  |
| SE0501 | Inputs into catchment related water resources license queries |  |  |  |
| SE0501 | Inputs into catchment related water resources queries from Municipalities |  |  |  |
| SE0501 | Inputs into catchment related environmental classification processes |  |  |  |
| SE0501 | Inputs into catchment related transboundary issues |  |  |  |
| SE0501 | Inputs into catchment related queries from large users such as mines and industries |  |  |  |