

Drillers Qualification Advisory Committee (DQAC)

Time: 6.30pm to 7.30pm

Date: 22 October 2020

Location: Goyder Building, Level 4 Large Conference Room, 25 Chung Wah Tce, Palmerston and Microsoft Teams (video conferencing)

Members: See Table 1

Attendees: Ian Lancaster, David George, Rebecca Mohr-Bell, Natasha Rammers, Trevor Edwards, Lance Martin, Martina Matzner

Apologies: Tim Westcott

1. Minutes

Time	Item	Who	Resolution
6.30 pm	1) Meeting opening	Chair	Nil
	2) Attendance and Apologies	Chair	Noted
6.35 pm	3) Welcome	Jo Townsend	Nil
<p>Jo Townsend, Chief Executive Officer of the Department of Environment, Parks and Water Security and the Controller of Water Resources, welcomed the committee. Jo spoke briefly of her expectations as outlined in the DQAC terms of reference. Jo recognised the calibre of the committee, in terms of the combined experience, past performance and professionalism of the members. Jo advised that she saw the committee contributing in the areas of the drilling industry, aquifer protection, integrity of drilling, scrutiny of statements of bore, the regulatory efficiency program in terms of timeframes, a review of exemptions and whether regulation was need or not.</p>			
6.50 pm	4) Introduction to the regulatory framework for bore work and drilling licences	Abbe Damrow	Noted
<p>The Director Water Licensing and Regulation delivered a presentation providing an overview of the regulatory framework associated with driller licensing and bore work. The framework driven by the Water Act 1992 and Water Regulations 1992 is supported by the National Uniform Water Bore Drillers' Licensing Requirements to which the Northern Territory Government is signatory, the Minimum Construction for Water Bores in Australia and a series of government and departmental policies and procedures. A copy of the presentation is included in Attachment A.</p> <p>Summary of drilling licensing statistics provided for:</p> <p>Number of NT licensed drillers: 130</p> <p>Year to date 2020: Interstate transfers 8; New 2; Renewal 19; Refusal of upgrade 1.</p> <p>1 Jan 2019 to 30 Dec 2019: Interstate transfers 9; New 2; Renewal 16; Duplicate licence 5/</p>			

Time	Item	Who	Resolution
Bore work permit statistics: Rolling 12 months 177, average processing time 6.2 calendar days.			
7.00 pm	5) Meeting format, provision of meeting briefs	Abbe Damrow	Agreed
	a. Routine (standing) agenda items		
	b. Declaration of any conflicts of interest		
	c. Information items ToR (information) Membership (Table 1) Boards and Tribunals Handbook		
	d. Proposed meeting schedule		
<p>The committee agreed the following:</p> <ul style="list-style-type: none"> • The agenda include a table listing all items for noting, which can managed as a single agenda item. • The minutes include an action list to ensure actions are captured and addressed. • Out-of-session work is limited and difficult or complex issues are to be addressed in face-to-face meetings. • Terms of reference attached to agenda for each meeting for reference. • Declarations of conflict agreed as a standard agenda item. • Drilling licensing statistics included as standard agenda item for noting. The department will provide a draft report template to the committee for approval prior to the next meeting. • Three or four meetings a year would be sufficient: March 2021, June 2021, September 2021 • Schedule meetings for mid-month, during business hours, in the early afternoon (after lunch). • Meetings maximum of 2 hrs duration. • Agenda and briefing papers provided 1 week before scheduled meeting. • Attendance at meetings via video conferencing or in person. 			
7.25 pm	6) Communications plan	Abbe Damrow	Noted and input
<p>The DWL&R provided a copy the draft Licensed Water Bore Drillers 2020 Communications and Engagement Plan. In accordance with the DQAC terms of reference the committee discussed the most appropriate means for opening the meeting up to the drilling community. The committee agreed an expression of interest process that outlined a drillers concern would be appropriate. If the Controller (or the department) could not resolve the matter and determined it required the advice of DQAC in relation to a particular matter it would be included as an agenda item. The committee agreed that DQACs role is to advise the Controller and not to deal with or resolve complaints; that the meeting should not be used as a vehicle for people with an axe to grind.</p> <p>The DWL&R provided analytics for the September Water Bore Drillers Newsletter: 140 recipients; 56% (85) opened; 6 used Minimum Construction link; 3 used DQAC link.</p> <p>The committee suggested including stories about drilling activities to improve interest amongst drillers. The department and Controller agreed members of the committee would provide feedback on the draft Communications and Engagement plan out-of-session.</p>			

Time	Item	Who	Resolution
7.35 pm	7) Proposed agenda items for future meetings: Achieving regulatory objectives with a lighter regulatory touch. The cost of regulation. Licensing and Regulation activity update.	Christine Long	Noted
The Executive Director Water Resources highlighted the type of topics on which the Controller and department would be seeking the committee's advice and input. The committee noted the topics.			
7.40 pm	8) Commencement papers and Handbook for board members (Appendix 1)	Abbe Damrow	Complete and submit Noted
7.40 pm	9) Meeting close.	Chair	

2. Action items

Action	When	Who
Provide feedback to department on draft Licensed Water Bore Drillers 2020 Communications and Engagement Plan	5 November 2020	Individual committee members as appropriate.
Complete commencement paper and return to Cherie Jackson Executive.WRD@nt.gov.au	1 December 2020	Individual committee members as appropriate.
Template for provision of drilling industry statistics to be developed and circulated out-of-session.	1 December 2020	Department

Table 1 Members and expiry date

Member	Expiry
Ian Lancaster (Chair)	31/7/21
David George (Alternative Chair)	31/7/22
Rebecca Mohr-Bell (Alternative Chair)	31/7/21
Natasha (Tash) Rammers	31/7/21
Trevor Edwards	31/7/22
Lance Martin	31/7/22
Martina Matzner	31/7/22
Tim Westcott	31/7/21

Appendix 1 Northern Territory Boards Handbooks

The NTG Boards Handbook is published in two versions: one for board members and another for agency officials who administer a board.

Boards Handbook for board members – available on the [NTG Board Remuneration website](#).

- Information regarding board members contesting elections has been updated (section 7.4.3).
- Sections have been re-ordered to assist members.
- Handbook does not include sections 10, 11 and Appendices 1 to 3, which are procedural information.