



PAINTING CONTRACTOR CERTIFICATION PROGRAM TERMS OF REFERENCE OF THE PCCP® TECHNICAL ADVISORY PANEL

Editorial Note: This version of the document has changes to the frequency of PTAP meetings, the Term of Service for Category B members.

1. SCOPE

- 1.1 These Terms of Reference apply to the Technical Advisory Panel (PTAP) of PCCP. They define the operation of the PTAP, its composition, roles and responsibilities.
- 1.2 Note that the PCCP® is a trademark registered with IP Australia and protected by all applicable laws & regulations.
- 1.3 Note that use of PCCP-related services is restricted to financial Members of the Scheme. Contact the Executive Officer PCCP (EO) for details of Membership.

2. AUTHORITY & RESPONSIBILITY

- 2.1 The EO is responsible for the implementation and adherence to the requirements of this document and its content.

3. REFERENCED DOCUMENTS

- 3.1 This procedure refers to the following PCCP documents:
 - a) PP-D001 How PCCP operates
 - b) PP-D003 APAS Schedule of Fees
 - c) PP-D004 Appeals and complaint handling

All PCCP documents and forms are available for downloading from the Documents section of the PCCP web site at:

[Painting Contractor Certification Program \(csiro.au\)](http://Painting Contractor Certification Program (csiro.au))

4. DEFINITIONS & ACRONYMS

4.1 Definitions

- a) General definitions are to be found in PP-D001. The following terms require special definition:
 - i). **Member** – an organisation with interests in using PCCP for its own benefit by specifying accreditation requirements in tender documents and/or painting specifications
 - ii). **Representative** – a person nominated by a Member organisation to represent them at PTAP meetings
 - iii). **Proxy** – a person nominated by a Representative to represent them at PTAP meetings due to an inability to attend
 - iv). **Observer** – a person whom a Representative requests be allowed to sit in on a PTAP meeting in accordance with the rules 7.4.3 below.
 - v). **Invited Guest** – a person whom the PTAP or a Representative request be allowed to sit in on a PTAP meeting in accordance with the rules in 7.3 and 7.4.3 below.
 - vi). **Working Committee** – a body of one or more persons subordinate to and nominated by PTAP to explore matters under discussion more in

depth than able to by the PTAP. Its members may comprise people from different CSIRO divisions or companies that are collaborating on a project that require their particular expertise or time. A working committee nominated by PTAP is allowed to sit in on a PTAP meeting in accordance with the rules in 7.3 and 7.4.3 below.

4.2 Acronyms

CSIRO	Commonwealth Scientific and Industrial Research Organisation
CVS	CSIRO Verification Services
EO	Executive Officer, PCCP
PCCP	Painting Contractor Certification Program
PTAP	PCCP Technical Advisory Panel

5. INTRODUCTION

- a) The PCCP is a pre-qualification scheme for painting contractors. It is designed to enhance the effectiveness of painting and blast cleaning industries and in doing so, benefit the Australian asset and infrastructure owners/managers and the Australian community by better management of asset protection activities and reduced spending on maintenance activities.
Information about the history of the Scheme can be obtained from the web site at: [Painting Contractor Certification Program \(csiro.au\)](http://Painting Contractor Certification Program (csiro.au))
Most documents related to the Scheme can be downloaded from the web site.
- b) The PCCP is administered by CSIRO's Verification Services (CVS) group, based in Clayton Victoria.
- c) How PCCP operates is documented in PCCP Document D001.
- d) PCCP is a cost-recovery-plus scheme.

6. PTAP ROLE

- a) PTAP is a technical advisory body constituted to assist the EO with the technical aspects of the Scheme and its Contractors.
- b) The role and objective of the PTAP is:
 - i). To provide advice and guidance to the EO in support of the ongoing effective operation of PCCP including expansion of the PCCP into non-traditional areas where PCCP may provide additional benefits for its Members.
 - ii). To provide a forum for feedback and comments from contractors, the industry and the community.
 - iii). To maintain its knowledge base and expertise in the area of paints and coatings accreditation systems so that PCCP is continuously operating at its optimum efficiency and effectiveness level.
 - iv). To periodically review the scheme and its operation and effectiveness in achieving its aims and objectives. This review shall happen annually, forming part of Business with Notice. Records of PTAP deliberations and decisions



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shall be kept as part of the routine Minutes of the meeting.

- c) The PTAP meeting agenda, any agenda papers, meeting minutes and discussions during the meeting are strictly Commercial-in-Confidence and are not to be divulged to, or at any time discussed with, persons other than PTAP Members.
- d) Issues for consideration by PTAP can come from:
 - i). Specific requests from PTAP members
 - ii). Specific requests from the EO, some of which may originate outside PTAP membership
- e) PTAP members shall use all available and appropriate resources to promote the benefits of participation in the PCCP both within their organisations and to the wider community of stakeholders, industry and the general public.
- f) PTAP shall assess, on an ongoing basis, the composition of the PTAP so that it represents the legitimate interests of the industry and the community.
- g) PTAP shall meet on a regular basis, as agreed by PTAP members, with a minimum requirement of twice annually.
- f) The composition of the PTAP shall be such that among Category B Members, all groups with a valid interest shall be invited to participate on PTAP.
- g) The composition of the PTAP shall be such that representatives of all three main accreditation groups (e.g. Protective Coatings, Road Marking and Flooring) are included in Category C Members and wherever possible, there shall be a representative from both small and large contractors to ensure views from both ends of the spectrum are heard.

Note 1: *Provided that sufficient (but unsuccessful) efforts have been made to engage all types of contractor groups, this restriction may be waived.*

7. PTAP COMPOSITION

7.1 General

- a) There shall be four (4) types of PTAP members:
 - i). Category A Members – Representatives of PCCP Members
 - ii). Category B Members – Representatives of industry, employer, professional or learned bodies or associations or training providers that create or support strategic partnerships or alliances that promote and uphold the ideals of PCCP (rather than asset owner/managers), with significant interests in the surface coatings industry
 - iii). Category C Members – Representatives of the accredited contractor community
 - iv). Category D Members – Temporary members under clause 7.3 below
- b) The process for becoming a PTAP member is as described in clause 7.5 below.
- c) Participation in PTAP is voluntary.
- d) The PTAP shall be comprised of:
 - i). A maximum of six (6) Category A Members
 - ii). An unlimited number of Category B Members
 - iii). A minimum of three (3) Category C Members
 - iv). An unlimited number of Category D Members
- e) The composition of the PTAP shall be such that among Category A Members, wherever possible, major users are represented (e.g. Defence, water industry, roads & transport).

- h) Membership of the PTAP is restricted to organisations. Individuals cannot become Members of the PTAP.
- i) The EO shall establish and maintain a register of PTAP members.
- j) The EO shall be an officer of CSIRO and a PTAP member.
- k) PTAP shall choose from its membership a Chairperson whose roles and responsibilities are defined in clause 8 below.
- l) The PTAP shall not have more than a total of 15 members from Categories A, B & C (in addition to the EO).
- m) The PTAP member organisation has the right to nominate a replacement Representative at any time and shall do so in writing to the EO.
- n) A PTAP member, not being able to attend a scheduled meeting, shall be entitled to nominate a Proxy to attend on their behalf.
- o) Proxy nominations shall be forwarded to the EO in writing a minimum of five (5) working days prior to the scheduled date of the meeting.
- p) Acceptance of Proxy nominations shall be at the discretion of the EO.

7.2 PTAP Membership Terms

- a) PTAP members from Category A shall have no limits on their term of PTAP membership.
- b) PTAP members from Category B may serve for a maximum period of three (3) years at the conclusion of which they may re-apply for continuing PTAP membership.
- c) PTAP members from Category C shall serve for a maximum period of three (3) years at the conclusion of which another contractor will be invited to join PTAP.

7.3 Temporary PTAP Members

- a) At times, depending on whatever specialist issue is under consideration by PTAP, it may become necessary to invite person(s) with special knowledge to contribute to the discussion. In addition to the currently registered PTAP members,

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the following person(s) shall also be permitted to attend PTAP meetings subject to the rules contained in this document:

- i). Proxy – refer 7.1 n) to p) above and 7.4.3 below.
 - ii). Observer – refer 7.4.3 below.
 - iii). Invited guest – refer 7.4.3 below.
 - iv). Working Committee – refer to 7.4.3 below.
- b) *Observer* status is for personnel required to advise the PTAP member on specialist topics under discussion by PTAP.
 - c) *Invited Guest* status is for personnel invited by the PTAP Chair to advise PTAP on specialist topics under discussion by PTAP.
 - d) *Working committee* status is for a body of one or more persons invited by the PTAP panel to advise on matters under discussion.
 - e) Requests for Observer attendance can come from any member of PTAP and must be made to the EO in writing at least three (3) weeks prior to the agreed PTAP meeting date.
 - f) Requests for Observer attendance shall include details of the proposed Observer – name, affiliation, reason for attendance and qualifications relevant to that reason. Such requests shall be put (electronically) to PTAP members for a decision at least two (2) weeks prior to the agreed PTAP meeting date. The decision shall be made by a simple majority of PTAP members at least five (5) working days prior to the meeting.
 - g) Requests for Working Committee attendance can come from any member of PTAP and must be made to the EO in writing at least three (3) weeks prior to the agreed PTAP meeting date.
 - h) Observers, Invited Guest(s) and Working Committee members may be present for either part or all of a PTAP meeting as decided by PTAP prior.
 - i) Observers, Invited Guest(s) and Working Committee members are not entitled to a vote.
 - j) Prior to attending the meeting, all Observers, Invited Guest(s) and Working Committee members shall have the Commercial-in-Confidence requirements of PTAP explained to them by the EO who will obtain their (verbal) agreement to abide by those rules.

7.4 Participation Criteria

7.4.1 General criteria

- a) All Proxies, Observers, Invited Guests and Working Committee members shall be well briefed as to recent meeting(s), discussions, and decisions relevant to issues to be discussed at the next meeting. For Proxies and Observers, responsibility for the briefing shall lie with the PTAP member; for Invited Guests and Working Committee members, with the EO or PTAP Chairman, as agreed.
- b) All Proxies, Observers, Invited Guests and Working Committee members shall be well briefed as to the Commercial-in-Confidence requirements of discussions engaged in, prior to, during and after the PTAP meeting.

7.4.2 Criteria for Representatives

- a) In order to be eligible as a Representative, the nominated person shall:
 - i). Have regular and close involvement in the specification, selection and use of coatings and/or painting contractors, and
 - ii). Have a good knowledge of the important technical aspects of coatings related to typical major projects undertaken, and
 - iii). Have a belief in the positive value of third party (PCCP) accreditation, and
 - iv). Support the role and objectives of the PTAP as defined in section 6 above
 - v). Have the support of their senior management. This support shall include meeting the financial costs associated with PTAP meeting attendance, including any time away from their normal role, whether this be in person or in a virtual capacity.

7.4.3 Criteria for Proxies, Observers, Invited Guests and Working Committee Members

- a) In order to be eligible as either a Proxy, Observer, Invited Guest or Working Committee Member, a person shall:
 - i). Either be an employee or officer of a PCCP Member organisation, or
 - ii). Be a person with specialist knowledge, skills or experience of relevance to the issue(s) necessitating their attendance but not necessarily an employee or officer of the Member organisation, or
 - iii). Be such other person deemed appropriate by PTAP, and
 - iv). Be capable of contributing positively for the improvement of the industry to the issue in question.

7.4.4 These are ideal criteria and are intended as a guide for PTAP members in approving a nominated Proxy, Observer, Invited Guest or Working Committee Member.

7.5 Membership Process

7.5.1 Category A Members

- a) Upon being accepted as financial PCCP Members, the EO shall offer the Member a seat on PTAP subject to restriction in 7.1 d) i).
- b) Should there not be a Category A vacancy and the new Member is willing to take up a seat, the EO shall maintain a Waiting List and make offers of a seat in order of receipt of application.

7.5.2 Category B & Category C Members

- a) Applications for membership of PTAP can come from:
 - i). The applicant organisation directly
 - ii). The PCCP Member, PTAP member or accredited contractor community
 - iii). An agreed resolution of the PTAP having identified a potential PTAP member who would contribute positively to PCCP and PTAP.



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- b) Applications shall be on the appropriate form (PP-F019) and shall be considered by PTAP at the next meeting.

7.5.3 Post Application Activities

- a) Applications for PTAP membership shall be considered by PTAP either at a scheduled in-person meeting or via a virtual (electronic) meeting.
- b) Following ratification by PTAP, an offer of a PTAP seat shall be made in writing by the EO on the recommendation of the PTAP.

7.6 Rules for the conduct of PTAP meetings

7.6.1 General

- a) As per clause 6 g), PTAP meetings shall be held twice annually and, whenever possible, will be conducted virtually via video link. The date for the next PTAP meeting shall be decided either at the previous PTAP meeting or subsequent to that meeting. In the latter case, the EO and PTAP Chairman shall liaise regarding a suitable date.
- b) Issues for consideration by PTAP can come from:
 - i). Specific requests from PTAP members
 - ii). Specific requests from the EO, some of which may originate outside PTAP membership
- c) The Agenda for the meeting shall typically be comprised of the following agenda items:
 - i). Welcome, Attendance & Apologies
 - ii). Acceptance of the Minutes of the previous meeting
 - iii). Review of any actions arising from the previous Minutes
 - iv). EO Report covering status of the scheme
 - v). Business with Notice
 - vi). Business without Notice
 - vii). Date of next meeting
- d) The meeting date shall allow the EO sufficient time to prepare and distribute Agenda Papers at least four (4) weeks prior to the proposed meeting date.
- e) At least six (6) weeks prior to the meeting date, the EO shall issue a Notice of Meeting to members together with a Draft Agenda and a request for any Business with Notice.
- f) All requests for Business with Notice shall be accompanied by a Briefing Paper from the proposer giving members details of the background to, and reason(s) behind, the issue. It shall also include an appropriately worded Resolution for PTAP voting.
- g) Submissions under 7.6 f) above shall form part of the Agenda Papers distributed to members.
- h) Where the Agenda requires discussion about specific contractors, in order to maintain Commercial-in-Confidence, the EO shall schedule that discussion for the start of the meeting and ensure that the PTAP Category C Members only join the meeting after the discussion is complete.

- i) Depending on the nature and content of discussion during a meeting, it may be necessary that Category C Members be requested by PTAP Chairman to temporarily excuse themselves from the meeting to maintain Commercial-in-Confidence.
- j) The PTAP Chairman shall chair the meeting and the minutes must be taken by EO or an appointed person.
- k) Minutes of the meeting shall be distributed (unconfirmed) within at least four (4) weeks of the date of the meeting to all registered PTAP members. Minutes shall not be sent by the EO to Proxies, Observers, Invited Guests or Working Committee Members.
- l) Minutes are subject to the Commercial-in-Confidence rules stated in clause 6 c) above.

7.6.2 Extraordinary Meetings

- a) Extraordinary meetings of PTAP may be called by the EO or by a majority of PTAP members.
- b) PTAP members shall agree on whether an in-Person meeting is required or whether a virtual meeting via video link will suffice.
- c) An Extraordinary PTAP meeting shall be called by the EO whenever there are technical issues of sufficient gravity and urgency to warrant PTAP panellists incurring costs to attend the meeting.
- d) A formal agenda for an Extraordinary meeting is not required. However, the Notice of meeting shall include details of the issue(s) that resulted in the call for the meeting (Briefing Paper).
- e) The EO shall schedule the Extraordinary meeting no more than two (2) weeks from the date of receipt of the Briefing Paper related to the issue(s).
- f) Clauses 7.6.1 j) to l) shall apply to these meetings.

7.7 Voting at PTAP meetings

- a) The resolution of issues placed before the PTAP shall, wherever possible, be resolved by mutual consensus for the improvement of the industry.
- b) Where mutual consensus is not possible, a vote shall be held.
- c) Each Category A, B and C PTAP Member present shall have only one vote.
- d) Category D Members shall not be entitled to a vote.
- e) The EO shall not be entitled to a vote except in the condition described in 7.7 g) below.
- f) In the event of a tied vote, the Chair shall hold the casting vote and it shall be in favour of the status quo.
- g) In the event that an issue has the real or anticipated potential to impact negatively on CSIRO's name, business or reputation or places CSIRO in a conflict of interest situation, the EO shall have power of veto over the issue.
- h) Prior to a vote, the EO or any member can request that the vote be conducted by secret ballot.
- i) The EO shall not be entitled to vote in a secret ballot and as such shall act as the vote coordinator.



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7.8 Resignations and removals from PTAP

- a) Resignations from PTAP can be either:
 - i). Member initiated, or
 - ii). PTAP initiated including the EO
- b) PTAP member-initiated retirements can be due to internal changes where PTAP membership is no longer relevant to the member.
- c) PTAP initiated removal of a member can be due to any of the following:
 - i). Failure to maintain its status as a financial Member of PCCP, or
 - ii). Any breach of the rules governing how PCCP operates that can be attributed to the member, or
 - iii). Failure to attend two (2) or more consecutive PTAP meetings
- d) Resignations from the PTAP under 7.8 a) i) above shall be made in writing to the EO.
- e) Resignations from the PTAP under 7.8 a) ii) above shall have first gone through the PCCP complaints and appeals process (refer to document PP-D004).
- f) Nominations for replacement Category A, B or C representative shall be ratified by PTAP before the new representative can assume their seat.

8. CHAIRPERSON

8.1 Role

The role of the Chairperson is to:

- a) Maintain a watching brief on the management and direction of the scheme and ensure it meets its role and objectives, and
- b) Work with the EO to ensure the scheme delivers to Members the required level of confidence in the scheme, and
- c) Conduct meetings of the PTAP in a professional and thorough manner in accordance with the agreed Agenda, and
- d) Liaise with the EO as required prior to the PTAP meetings and after to ensure PTAP members have access to all necessary information and are satisfied with the process.

8.2 Selection

- a) The Chairperson shall be chosen by the members of PTAP and be appointed for a maximum two (2) year term (the Term of Office).
- b) The Chairperson shall not serve more than two (2) consecutive terms of office.