



**AUSTRALIAN PAINT APPROVAL SCHEME
PAINTING CONTRACTORS CERTIFICATION PROGRAM
TERMS OF REFERENCE OF JOINT DEVELOPMENT ADVISORY PANEL**

1 SCOPE

- a) These Terms of Reference apply to the Joint Development Advisory Panel (JDAP) for APAS-PCCP. They define the operation of the JDAP, its composition, roles, and responsibilities.
- b) This document has been prepared in a manner compliant with the requirements of AS/NZS ISO/IEC 17065.
- c) APAS® and PCCP® are trademarks registered with IP Australia, owned by CSIRO, the Schemes Owner, and protected under applicable laws.
- d) Use of the trademarks or the Certification Schemes is prohibited unless prior approval in writing is obtained from CSIRO via the Verification Services Office.

2 AUTHORITY AND RESPONSIBILITY

- a) The Verification Services Team Leader (TL) is responsible for the implementation and adherence to the requirements of this document and for its content.

3 REFERENCED DOCUMENTS

- a) This procedure refers to the following standard:
 - i. **AS/NZS ISO/IEC 17065** - Conformity assessment: Requirements for bodies certifying products, processes, and services.

This document may be purchased through the Reference Standards Australia website: <https://www.standards.org.au/>

- b) This procedure refers to the following APAS documents:
 - i. AP-D001 Rules Governing How APAS® Operates
 - ii. PP-D001 Rules Governing How PCCP® Operates
 - iii. AP-D004 Rules Governing Appeals and Complaint Handling

All APAS and PCCP documents and forms are available for downloading from the Documents sections of the APAS and PCCP websites at:
<https://vs.csiro.au/apas/documents/> and
<https://vs.csiro.au/pccp/documents/>

4 DEFINITIONS AND ACRONYMS

4.1 Definitions

General definitions are to be found in AP-D001. The following terms require special definition:

- a) **Member:** An organisation that agrees to support and utilise the services APAS, PCCP and their Secretariat provides. These services enable the organisation to specify APAS and PCCP certification requirements in its own specifications, standards and/or in tender documents and/or painting specifications.
- b) **Representative:** A person nominated by a Member organisation to represent them at JDAP meetings.
- c) **Proxy:** A person nominated by a Representative to represent them at JDAP meetings due to an inability to attend in accordance with the rules in 6.1 i. j., 6.3 and 6.4.3 below.
- d) **Observer:** A person whom a Representative request be allowed to sit in on an JDAP meeting in accordance with the rules in 6.3 and 6.4.3 below.
- e) **Invited Guest:** A person whom the JDAP or a Representative request be allowed to sit in on an JDAP meeting in accordance with the rules in 6.3 and 6.4.3 below.
- f) **Working Committee:** A body of one or more persons subordinate to and nominated by the JDAP to explore matters under discussion more in depth than able to by the JDAP. It may comprise people from different CSIRO divisions or companies that are collaborating on a project that require their expertise or time. A working committee nominated by the JDAP can sit in on an JDAP meeting in accordance with the rules in 6.3 and 6.4.3 below.

4.2 Acronyms

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|---------------|--|
| APAS | Australian Paint Approval Scheme |
| AS/NZS | Australian and New Zealand Standard |
| ATAP | APAS Technical Advisory Panel |
| CSIRO | Commonwealth Scientific and Industrial Research Organisation |
| CVS | CSIRO Verification Services |
| EO | Executive Officer, APAS or PCCP |
| JDAP | Joint Development Advisory Panel |
| PCCP | Painting Contractors Certification Program |



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PTAP PCCP Technical Advisory Panel
TL Verification Services Team Leader

5 JDAP ROLE

- a) JDAP is a development and governance advisory body constituted to assist the APAS and PCCP with good governance and future development.
- b) The role and objective of JDAP is:
 - i. To ensure effective systems and processes are in place to shape, enable and oversee the schemes management, integrity, and relevance.
 - ii. To work closely with the ATAP and PTAP and provide them with support and guidance where necessary, allowing them to focus on technical content.
 - iii. To periodically review the APAS and PCCP schemes; their charters and effectiveness and identify opportunities to improve or expand service offerings to the industry and members.
 - iv. To arbitrate member complaints regarding the schemes escalated from the ATAP and PTAP.
 - v. Records of JDAP deliberations and decisions shall be kept as part of the routine minutes of the meeting.

6 JDAP COMPOSITION

6.1 General

- a) ATAP and PTAP Members that are recognised as peak industry bodies shall nominate one representative each to make up this panel.
- b) The nominated representative shall be of a position senior enough to propose and vote on matters.
- c) Panellist's may be proposed and considered for membership from time to time.
- d) Participation on JDAP is voluntary.
- e) The TL shall act as Chair and Secretary of the panel.
- f) The JDAP panellist's organisation has the right to nominate a replacement representative at any time and shall do so in writing to the TL.
- g) Any JDAP panellists, not being able to attend a scheduled meeting, shall be entitled to nominate a Proxy to attend on their behalf.
- h) Proxy nominations shall be forwarded to the TL in writing a minimum of 5 working days prior to the scheduled date of the meeting.
- i) Acceptance of Proxy nominations shall be at the discretion of the TL.

6.2 JDAP Membership Terms

- a) The term of JDAP membership shall be limited to the period that they are financial Members of APAS and/or PCCP.

6.3 Temporary JDAP Members

- a) At times, depending on whatever specialist issue is under consideration by JDAP, it may become necessary to invite person(s) or committee(s) with special knowledge to contribute to the discussion. In addition to the currently registered JDAP panellists, the following person(s) shall also be permitted to attend JDAP meetings subject to the rules contained in this document:
 - i. **Proxy** – refer 6.1 i. and 6.1 j. above and 6.4.3.
 - ii. **Observer** – refer 6.4.3.
 - iii. **Invited Guest** – refer 6.4.3.
 - iv. **Working Committee** – refer 6.4.3.
- b) *Observer* status is for personnel required to advise JDAP panellists on specialist topics under discussion by JDAP.
- c) *Invited Guest* status is for personnel invited by the JDAP Chair to advise JDAP on specialist topics under discussion by JDAP.
- d) *Working Committee* status is for a body of one or more persons invited by the JDAP panel to advise on matters under discussion.
- e) Requests for Observer attendance can come from any member of JDAP and must be made to the TL in writing at least three (3) weeks prior to the agreed JDAP 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 JDAP panellists for a decision at least two (2) weeks prior to the agreed JDAP meeting date. The decision shall be made by a simple majority of JDAP panellists at least five (5) working days prior to the meeting.
- g) Requests for Working Committee attendance can come from any member of JDAP and must be made to the TL in writing at least three (3) weeks prior to the agreed ATAP meeting date.
- h) Observers, Invited Guest(s) and Working Committee members are not entitled to a vote.

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6.4 Participation Criteria

6.4.1 General Criteria

All Proxies, Observers, Invited Guests, and Working Committee members shall be well briefed as to recent meeting discussions and decisions relevant to issues to be discussed at the next meeting. For Proxies and Observer(s), responsibility for the briefing shall lie with the JDAP panellist; for Invited Guest(s) and Working Committee members, with the TL as agreed.

6.4.2 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 surface coating, painting and/or waterproofing contractors, and
 - ii. Have a good knowledge of the important technical aspects of surface coatings related to typical major projects undertaken, and
 - iii. Have a belief in the positive value of third-party certification, and
 - iv. Support the role and objectives of the JDAP as defined in section 6 above, and
 - v. Be in the position to meet the financial costs associated with JDAP meeting attendance including time away from their normal role.

6.4.3 Criteria for Proxies, Observer(s), Invited Guest(s) or Working Committee(s) members

- a) In order to be eligible as either a Proxy, Observer, Invited Guest or member of a Working Committee, a person shall:
 - i. Either be an employee or officer of an APAS or PCCP Member organisation, or of an ATAP or PTAP panellist organisation, or
 - ii. Be a person with specialist knowledge, skills, or experience of relevance to the issue(s) necessitating their attendance, or
 - iii. Be such other person deemed appropriate by JDAP, and
 - iv. Be capable of contributing positively for the betterment of the industry to the issue in question.

JDAP panellists shall use available and appropriate resources to promote the benefits of participation in APAS and PCCP both within their organisations and to the wider community of stakeholders, industry, and the general public.

6.5 Membership Process

- a) Applications for JDAP membership shall be considered by JDAP either at a scheduled in-person meeting or via a virtual (electronic) meeting.
- b) Following ratification by JDAP, an offer of a seat shall be made in writing by the TL on the recommendation of the JDAP.
- c) The ultimate discretion for admission as a panellist shall reside with the TL.

6.6 Rules for the Conduct of JDAP Meetings

6.6.1 General

- a) JDAP meetings shall be held a minimum of twice per year.
- b) The dates for JDAP meetings shall be aligned to ATAP and PTAP meeting dates.
- c) The quorum is set at a majority of all members (50% + 1).
- d) Issues for consideration by JDAP can come from:
 - i. Specific requests from JDAP panellists
 - ii. Specific requests from the TL, some of which may originate outside ATAP and PTAP membership
- e) The Agenda for the meeting shall typically be comprised of the following agenda items:
 - i. Welcome, attendance & apologies
 - ii. Confirmation of the Agenda
 - iii. Acceptance of the Minutes of the previous meeting
 - iv. Review of any actions arising from the previous Minutes
 - v. TL Report covering status of the schemes
 - vi. Business with Notice
 - vii. Business without Notice
 - viii. Date of next meeting
- f) The meeting date shall allow the TL enough time to prepare and distribute agenda papers at least two (2) weeks prior to the proposed meeting date.
- g) At least six (6) weeks prior to the meeting date the EO shall issue a Notice of Meeting to panellists together with a draft agenda and a request for any Business with Notice.
- h) All requests for Business with Notice shall be accompanied by a briefing paper from the proposer providing details of the background to, and reason for the item. It shall also include an appropriately worded resolution for JDAP voting.
- i) Submissions under 6.6 h) above shall form part of the Agenda Papers distributed to members.

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- j) Agenda Papers shall be distributed electronically to members at least two (2) weeks prior to the meeting date.
- k) The JDAP meeting 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 JDAP panellists.
- l) The JDAP Chair (TL) shall chair the meeting and be responsible for the taking of Minutes.
- m) Draft minutes of the meeting shall be distributed within at least four (4) weeks of the date of the meeting to all registered JDAP panellists.
- n) Minutes are subject to the Commercial-in-Confidence rules stated in clause 6.6 k) above and are not to be distributed outside JDAP membership without approval from the TL.
- o) Upon a request from an JDAP panellist, the TL shall provide a meeting summary that may be distributed to others outside of the JDAP. This summary shall have all sensitive, commercial-in-confidence matters removed or de-sensitised.

6.6.2 Extraordinary Meetings

- a) Extraordinary meetings of JDAP may be called by the TL or by a majority of JDAP panellists.
- b) JDAP panellists shall agree on whether an in-person or virtual meeting is required.
- c) An Extraordinary JDAP meeting shall be called by the TL whenever there are issues of sufficient gravity and urgency to warrant a 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 TL 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 6.6.1 l) to n) shall apply to these meetings.

6.7 Voting at JDAP Meetings

- a) The resolution of issues and opportunities placed before the JDAP shall, wherever possible, be resolved by mutual consensus for the betterment of the industry.
- b) Where mutual consensus is not possible a vote shall be held.
- c) In the event of a tied vote, the TL shall hold the casting vote and it shall be in favour of the status quo.
- d) If 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 TL shall have power of veto over the issue.

6.8 Resignations and Removals from JDAP

- a) Resignations from JDAP can be either:
 - i. Member initiated, or
 - ii. JDAP initiated including the TL
- b) JDAP panellist-initiated retirements can be due to internal changes that mean APAS or PCCP membership is no longer relevant to the member.
- c) JDAP initiated removal of a member can be due to any of the following:
 - i. Failure to maintain its status as a financial Member of APAS or PCCP
 - ii. Any breach of the rules governing how APAS or PCCP operates that can be attributed to the member
 - iii. Failure to attend two (2) or more consecutive JDAP meetings
- d) Resignations from the JDAP under 6.8 a) i. above shall be made in writing to the Team Leader.
- e) Resignations from the JDAP under 6.8 a) ii. above shall have first gone through the APAS Appeals and complaint handling process – refer AP-D004.



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APPENDIX A

Document History

Status: Current
Version: 4
Date Published: 10-05-2023

| Document Version No.: | Date Published: | Summary of Changes: |
|-----------------------|-----------------|--|
| 4 | 10-05-2023 | <ul style="list-style-type: none">• Updated document to include reference to waterproofing products• Inclusion of AS/NZS acronym in clause 3.2• Member definition in clause 4.1 brought in line with APAS and PCCP definitions• Removal of specific member constitution in clause 6.1 as is already noted in JDAP Meeting Minutes• General formatting changes, including removal of cause number from Appendix A |
| 3 | 15-06-2021 | <ul style="list-style-type: none">• Updated APAS website details within document• Further defined clause 1 b) Scope• General formatting changes |
| 2 | 21-10-2020 | <ul style="list-style-type: none">• Addition of Appendix A Document History and removal of the Editorial Note previously used in document versions• Document brought in line with requirements of AS/NZS ISO/IEC 17065• Minor formatting changes• Minor updates to clauses 1, 3 and 4 |
| 1 | 08-10-2020 | <ul style="list-style-type: none">• Original version of document outlining the purpose and objectives of a newly convened panel to underpin the APAS and PCCP schemes with good governance and support improvements, growth and expansion of the schemes |