



Australian Government

Australian Maritime Safety Authority

Domestic Vessel Division Technical Advisory Panel

# Terms of Reference and Working Principles



The Maritime Agencies Forum (MAF) foreshadowed the creation of a Technical Advisory Panel (TAP) to assist AMSA with the determination of technical issues associated with the National Standard for Commercial Vessels (NSCV).

The primary role of the TAP will be to assist AMSA with technical interpretations and advice in order to ensure consistent application of the NSCV. The TAP will be composed of technical experts in their field drawn from industry, government, academic institutions and the community.

Members are expected to hold formal qualifications within their field or work related qualifications, expertise and experience in their field.

TAP activities will be coordinated by the DVD Secretariat and chaired by the Manager Standards, or an appropriate senior maritime person. Process will be determined by the matter at hand but in most instances the matters are expected to be dealt with by the TAP within 10 working days of all information being brought to the TAP's attention.

## Scope of the work

Where issues arise AMSA or MAF may choose to refer the matter to the TAP for expert analysis, comment and recommendation. Work may include:

- emerging issues that impact safety outcomes across the marine sector;
- recommending an interpretation of the standards and providing independent assessment of issues raised;
- providing technical commentary and recommendations on proposed Generic Equivalent Solutions; and
- recommendations aimed at facilitating consistency of general/engineering/construction practices across the country.

In the course of its deliberations TAP may also recommend to AMSA consideration of amendment to, or revision of, a standard where it considers such action:

- addresses an issue arising from the introduction of new technology or industry practices;
- incorporates definitive results of research;
- is cost effective and reflects best practice; or
- corrects an error in the standard.

Any recommended changes would have to be included into the Standards Review Program and would therefore be subject to the applicable to Office of Best Practice Regulation (OBPR) review and a Regulation Impact Statement (RIS) determination.

Composition of the TAP will vary according to the subject matter under review.

Some decisions or recommendations made by the TAP may need to be taken to MAF prior to adoption or implementation (e.g. in cases where the matter was referred by MAF). In cases where a quick response is critical this may be done with MAF out of session.

## Who may make application for referral to the TAP?

AMSA may approve the referral of a technical issue for advice following a request by:

- internal AMSA stakeholders;
- MAF Members; or
- industry stakeholders.

## Membership and process

The size and composition of the TAP is determined by the nature and complexity of the issue, but in all cases will consist of not less than three members.

The TAP will be composed of technical experts in their field drawn from industry, government, academic institutions and the community. MAF members may be approached to nominate from their staff or non-governmental representatives from within their jurisdictions. However it is not necessary that all jurisdictions be represented to consider all issues. AMSA may also identify appropriate non-government members to join the TAP.

Members will be chosen by AMSA on the basis of their formal qualifications and work related qualifications, expertise or experience in their field. The aim is to get the appropriate expertise deployed for the issue at hand. A nomination form for the TAP will be circulated to the MAF and subsequently available for future use on the NRIP Portal.

The TAP is required to review the merit of the proposal or the issue, and make a brief formal report with a recommendation.

When making appointments to a TAP, AMSA must ensure that there are no conflicts of interest with an appointee's role as a member. To that end a prospective TAP member will be asked to disclose any interest that could conflict with the proper performance of his/her functions in relation to a matter that is to be considered. In addition, TAP members must respect the confidentiality of information given to them in order to determine the issue at hand. Where required, nominated persons may be asked to complete and sign a confidentiality undertaking.

Jurisdictional participation will be at the expense of the Marine Safety Agency concerned. However, most TAP business will be conducted by email or by teleconference to ensure timely turnaround of advice. Face to face meetings will be minimised to the extent practicable, should they be required, location will be considered to equalise the travel burden on all parties.