

Standards development Procedure



FRDC
FISHERIES RESEARCH &
DEVELOPMENT CORPORATION

Executive Director's authorisation:

Patrick W. Hone

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1. PURPOSE

This procedure details:

- the operation of FRDC's Standards Reference Bodies (SRBs) including their terms of reference
- how to develop a new Australian standard within FRDC's scope of accreditation
- how to revise and amend existing Australian standards within FRDC's scope of accreditation

This procedure applies to all stakeholders involved in standards development and should be read in conjunction with the FRDC's Standards development policy. The SRB members and stakeholders of the Fish Names Committee should also read the supplementary Fish Names procedure(s).

2. RESPONSIBILITY

Responsibility for this procedure resides with the Business Development Manager.

3. DEFINITIONS AND ACRONYMS

Definitions - follow link to [Definitions](#)

Acronyms – follow link to [Acronyms](#)

Term	Definition
Approval date	This is the date on which the SDO approves the document for publishing. For Australian Standards it is the date on which the document is approved by the FRDC board.
Confidentiality	A set of rules that limits access or places restrictions on certain types of information.
Consensus	General agreement, characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments. NOTE: Consensus need not imply unanimity. Ref - ISO/IEC Guide 2
Consensus agreement	When all of the major interests involved with the subject of the Standard have collectively accepted the content of the document and have voted affirmatively. This normally implies a unanimous affirmative vote, but occasionally it may be achieved where there are one or more outstanding negative votes. a. a minimum 67 percent of those eligible to vote have voted affirmatively; and b. a minimum 80 percent of votes received are affirmative; and c. no major interest involved with the subject of the Standard has collectively maintained a negative vote.

Term	Definition
Consumer	Individual member of the general public, or consumer organizations, purchasing or using property, products or services for private purposes.
Deliberative vote	A deliberative vote is a vote given to a person because they are a member of the SRB. The term is usually applied to the chair of the meeting to draw distinction between the vote they get as an SRB member and the casting vote they may get as the presiding person. SRB chairs do not get casting votes.
Due process	A course of formal proceedings carried out regularly and in accordance with the established FRDC standards development policy and procedures.
General interest	Those with a demonstrated interest and relevant expertise that are not associated with the production, distribution, direct use, or regulation of the product(s), material(s) or service(s). NOTE: May include technical or professional associations and trade unions.
Implementation date	This is the date that a standard becomes effective, where that date differs from the publication date. For example, when there is a need to provide a period of grace to allow products and practices to be modified or upgraded. Occasionally, legislation or certification programs may also require a later date of implementation for a standard than its publication date.
Interested party	Any of the people or organisations who may be affected by the potential standards development activity, or have the potential to be affected in the future.
Net benefit	The value or benefit of a standard to the Australian community that exceeds the costs likely to be imposed on suppliers, users and other parties in the community as a result of its development and implementation.
Procedure	A procedure describes a process or method by which we undertake an action. It will specify the purpose and process of a defined activity and by whom it will be undertaken (either position or function). A procedure describes how, when, where and why an activity is carried out.
Procedures, Standards Management`	Procedures for standards related activities within the organisation other than for the process of developing a standard. Used to be called 'Administrative procedures' and can include such processes as standards review and complaint handling.
Procedures, Standards Development	Description of the standards development process from initial project proposal to the final publication, including establishment or review of SRBs.
Producer	Those who are predominantly involved in production (i.e., manufacture), promotion, retailing, importing or distribution of the subject product(s), material(s) or service(s).

Term	Definition
Project manager	the person responsible for managing a standard's development project (Clause 2.4) of Requirements for the Accreditation of a Standards Development Organisation (see relevant documentation).
Publication date	This is the date that the standard becomes publicly available. It is also the date on which the standard comes into effect.
Publishing licence agreement	A legal agreement between Standards Australia and SAI Global whereby SA grants an exclusive worldwide licence to SAIG to publish, sell and distribute documents carrying the trademark 'Australian Standard®'. In return, SAIG pays a royalty to SA for each document sold. NOTE: With respect to accredited SDOs, SA directs that SAIG pay any royalties direct to the SDO.
Quality Management System (QMS)	The FRDC QMS consists of its processes, documentation (policies, procedures and work guides) and resources used to implement and meet quality objectives to meet the requirements of its stakeholders.
Regulator	Any federal, state, municipal or other government body responsible for regulating the acceptability, sale or use of the subject products, materials or services and those bodies that enforce these rules and regulations.
Standard	A document, established by consensus and approved by a recognised body, that provides, for common and repeated use, rules, guidelines or characteristics for activities or their results aimed at the achievement of the optimum degree of order in a given context {Source: Standards Australia Standardization Guide 001}.
Standards development activity	<ul style="list-style-type: none"> • To develop a new standard in areas that are not covered by an existing standard. • To develop a new standard to complement or to support existing standards. • To revise or amend an existing standard, where the content may not be current or appropriate. • To adopt certain categories of Australian, industry, or international standards or guidelines.
Technical content	The committee of technical experts having the responsibility for the technical content of the standard they are developing.
User	Those who predominantly represent end users of the subject product(s), material(s), or service(s) and who are not involved in any way in production and/or distribution of the subject product(s), material(s) or service(s). NOTE: Users can include consumers; general interest users; industrial users where the product(s), material(s), or service(s) is an input to a manufacturing or fabrication process; and labour users where the product(s), material(s), or service(s) may be used in the workplace.

4. RISK ASSESSMENT

Risk	Source of risk	Likelihood	Consequence	Existing Controls
Procedures not followed	Failure to observe procedures due to: <ul style="list-style-type: none"> employee lack of knowledge lack of understanding of the importance 	Likely	Major	QMS Policy on Standards development training of SRBs
FRDC loses SDO accreditation	Policies and procedures on Standards development not followed	Unlikely	Major	QMS Employee training
Likelihood: Consequence:	Almost certain; Likely; Unlikely; Rare Extreme; Major; Minor; Negligible			

5. RELEVANT DOCUMENTATION

Primary policy	Document # or web address
Standards development	NEMO-29-1050

Other relevant documentation	Document # or web address
Australian Fish Names Standard AS 5300-2015	Australian Fish Names Standard
Code of conduct policy	NEMO-29-1899
Delegations policy	NEMO-29-1900
Demonstrating consensus	NEMO-4436-23
Financial statements procedure	NEMO-29-1101
Fish names committee procedure	NEMO-29-1120
Project registration and development plan	NEMO-4436-18
Requirements for the Accreditation of a Standards Development Organisation	Requirements for the Accreditation of a Standards Development Organisation
ABSDO Style Manual for the presentation of Australian Standards by accredited Standards Development Organisations	ABSDO Style Manual
Risk policy	NEMO-29-1807
Risk register	NEMO-29-1806
Standard Reference Body members code of conduct	NEMO-4436-21
Stakeholder feedback – monitoring, recording and responding procedure	NEMO-29-1793
Standard Reference Body Register - template	NEMO-4436-20
Standard Reference Body Register – Fish Names template	NEMO-4436-19
Standardisation Guide 001 – preparing standards	SG-001

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Other relevant documentation	Document # or web address
Standardisation Guide 002 – structure and operation of standardisation committees	SG-002
Standardisation Guide 003 – standards and other publications	SG-003
Standardisation Guide 004 – roles and responsibilities in standardisation	SG-004
Standardisation Guide 005 – technical governance and advisory structures for the standards development process	SG-005
Standardisation Guide 006 – rules for the structure and drafting of Australian standards	SG-006
Standardisation Guide 007 – adoption of international standards	SG-007
Standardisation Guide 009 – preparation of standards for legislative adoption	SG-009
Standardisation Guide 020 – participation by consumers in standardisation	SG-020

6. PUBLICATION

This procedure is to be made available on the Seafood standards website.

This procedure is not to be made available on the Directors site.

7. SCOPE OF PROCEDURE

This procedure applies to:

- FRDC board and secretariat (including contractors/consultants);
- Chairs of Standards Reference Bodies (SRBs);
- Members of SRBs;
- Other people and organisations with an interest in FRDC standards development procedures.

These procedures provide general guidance to the implementation of the FRDC's *Standards development policy*.

Additional guidance for the Fish Names Committee is included in the FRDC's *Fish Names Committee procedure*.

8. AMENDING THIS PROCEDURE

The FRDC may approve amendments to this or related procedures as required. Prior to any amendment, the Executive Director will take the following steps:

1. consult the relevant SRB on any proposed amendments, and

2. consult with the Accreditation Board for Standards Development Organisations (ABSDO) on any significant amendments to ensure they are consistent with the conditions of FRDC's accreditation as a Standards Development Organisation (SDO).

The responsibilities of all parties are included in [Attachment 1 – Responsibilities for appointment of SRB chair and members.](#)

9. SNAPSHOT OF THE STANDARDS DEVELOPMENT PROCEDURE

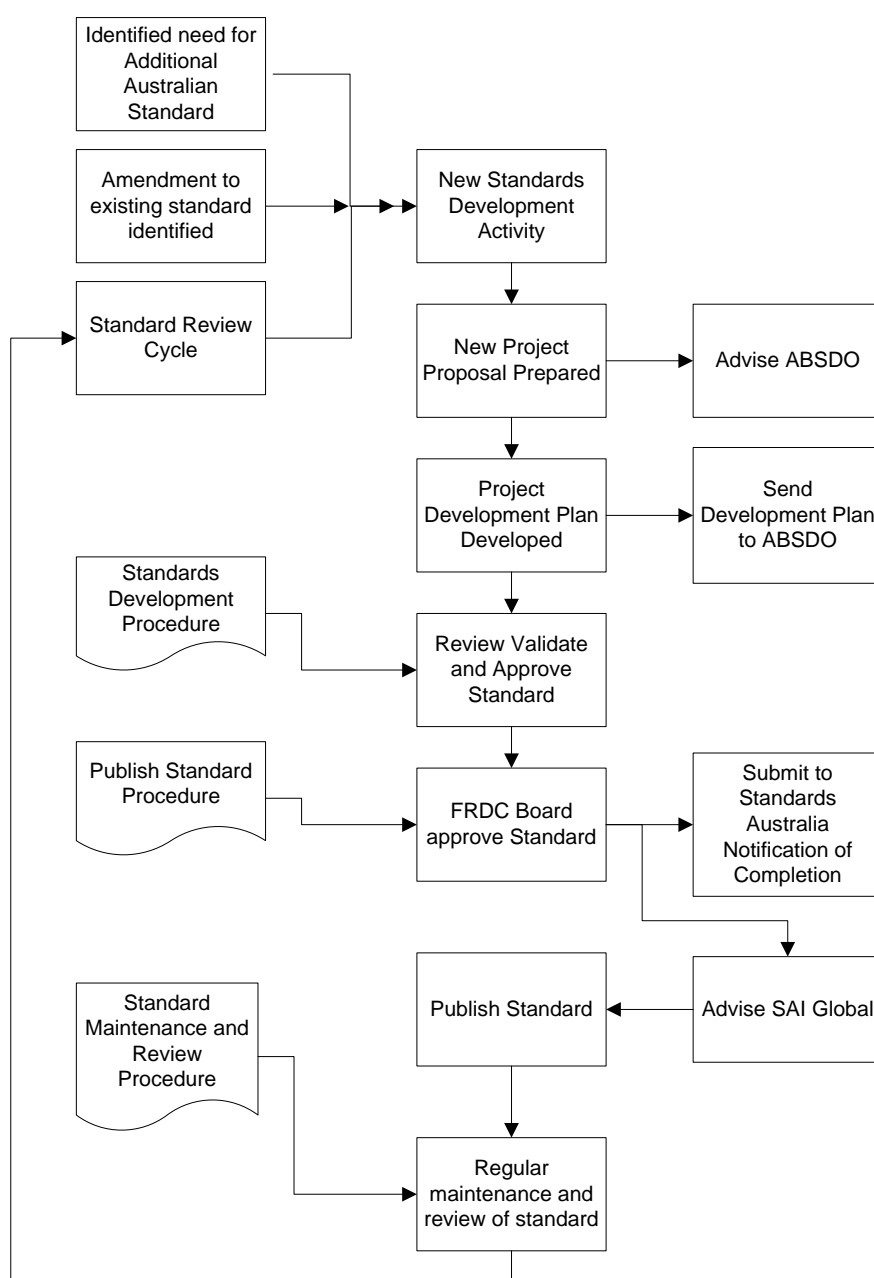


Figure 1: Standards development overview

10. SRB MEMBERSHIP AND TERMS OF REFERENCE

10.1 Terms of appointment to the SRB

1. For a nomination as a SRB voting member to be valid, the nominee must have signed and returned the Standards Reference Body members code of conduct ([Attachment 5](#)) to FRDC.
2. The term of an appointment for a member of a SRB is 3 years.
3. SRB members are normally permitted to serve a maximum of two consecutive terms.

10.2 Vacancies on SRB

A vacancy arises if:

- a. a member resigns
- b. a member fails to attend three consecutive meetings without seeking and receiving approved leave of absence from the relevant SRB Chair
- c. a member's tenure expires in accordance with the Terms of appointment to the SRB.

10.3 SRB terms of reference

The terms of reference for the SRB will be developed by FRDC and will generally include:

- a) providing the technical content of the standard to be developed or maintained, reviewed etc.;
- b) acting with full technical autonomy in overseeing the standards development activity;
- c) ensuring that FRDC's standards development procedures are complied with;
- d) ensuring that the standard does not act as a barrier to trade, competition or innovation;
- e) adopting or being consistent with Australian and international standards to the maximum possible extent;
- f) providing stakeholder views throughout the development, drafting and review of the Standard;
- g) considering comments received through public consultation periods, including in response to Public Comment drafts of the Standards
- h) working towards consensus on the performance elements to be embodied in the Standards
- i) determining through ballot Standards that reflects a consensus among the stakeholder groups. Where there are negative votes relating to the technical content of the standard and some likelihood of successful resolution of the issue, further committee consideration will be undertaken.
- j) doing such other things that FRDC agrees are necessary in the standards development activity.

10.4 Responsibilities of Standards Reference Body members

The specific responsibilities of stakeholder representatives on the SRB are:

- a) keep their nominating organisations informed of the progress of SRB activities;
- b) represent the views of their nominating organisations, not personal or company views;
- c) support and maintain the standards prepared and approved by the SRB;
- d) sign and abide by the *Standards Reference Body members code of conduct* ([Attachment 5](#));
- e) abide by the general requirements of [Standardisation Guide 004 - Roles & Responsibilities in Standardisation](#)

All SRB members are required to:

- f) work towards reaching committee consensus on the technical content of Australian Standards or other documents which require similar status;
- g) commit to providing expert opinion for the technical content which contributes to genuine consensus within the SRB;
- h) accept a consensus decision which has followed the internationally recognised principles of consensus;
- i) treat all committee documents as “Committee-in-Confidence” and not provide documents or divulge contents to third parties (other than their nominating organisations for the purpose of gaining the organisation’s views).

10.5 SRB register

SRB Secretariat is responsible for:

- a) maintaining a register for each SRB member identifying date of appointment and the stakeholder group that they represent (see Standard Reference Body register - template)
- b) recording any changes to the membership of the SRB including the rationale for the change
- c) listing the SRB register on all meetings of the SRB.

10.6 Appointment of proxy

It is recognised that members may not be able to attend all meetings of the relevant SRB.

To ensure that the relevant stakeholder group is not disadvantaged, the appointed member has the right to appoint a proxy for a meeting including the period leading up to a meeting. The options for appointing a proxy are:

- a) Appoint the chair of the meeting to carry the proxy vote;

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- b) Appoint another person at the meeting to carry the proxy vote;
- c) Appoint another person with the appropriate skills and knowledge to participate on his/her behalf.

The SRB member has the option to:

- a) appoint a proxy using the designated form and allow the proxy to determine the appropriate way to vote through consultation with relevant stakeholders; or
- b) appoint the proxy and direct how the proxy is to vote

All proxy voting forms need to be lodged with the secretary on or before the meeting. A proxy is appointed on a meeting by meeting basis.

11. MEETINGS OF THE SRB

11.1 Frequency and format of meetings

- a) Meetings of the SRB may be held in various locations and at a frequency determined by the FRDC taking into account work to be undertaken.
- b. Meetings will normally be held face-to-face, with teleconference or videoconference meetings conducted as the need arises.
- c. A SRB may make decisions out of session by flying minute.

11.2 Decision making

- a) The decisions made within SRB meetings will primarily be by way of consensus without the need for voting by voice or by hand as the SRB is expected to work 'within committee' to overcome areas of disagreement
- b) SRB decisions that are not related to the standard are resolved by the agreement of the majority of voting members.
- c) All SRB decisions are recorded in the minutes
- d) If a member failed to vote on such matters, the reasons will be recorded in the minutes (e.g., direct interest, abstained, absent, did not submit a voting form, other).

11.3 Declaration of interest

- a) By their very nature, SRBs are made up of representatives of a range of organisations who will often have differences of opinion on particular elements of a standard. The resolution of the views of these competing interests, via an open and structured process forms the basis of consensus standardisation.
- b) A SRB member may have interests in the subject under discussion that are not readily apparent. It is that SRB member's responsibility to ensure that all relevant interests are made known to the committee.
- c) The Chair will ensure that opportunities are available for members to declare such interests to the committee.

11.4 Agendas and minutes

- a) Meeting agendas are distributed to SRB voting members at least two weeks prior to the meeting.
- b) The secretary will distribute a first draft of the minutes to the Chair for clearance as soon as practicable after the meeting.
- c) The secretary will then circulate a second draft of the minutes to all SRB members after clearance by the chair.
- d) The minutes will be approved at the next SRB meeting.

12. NEW STANDARDS DEVELOPMENT ACTIVITY

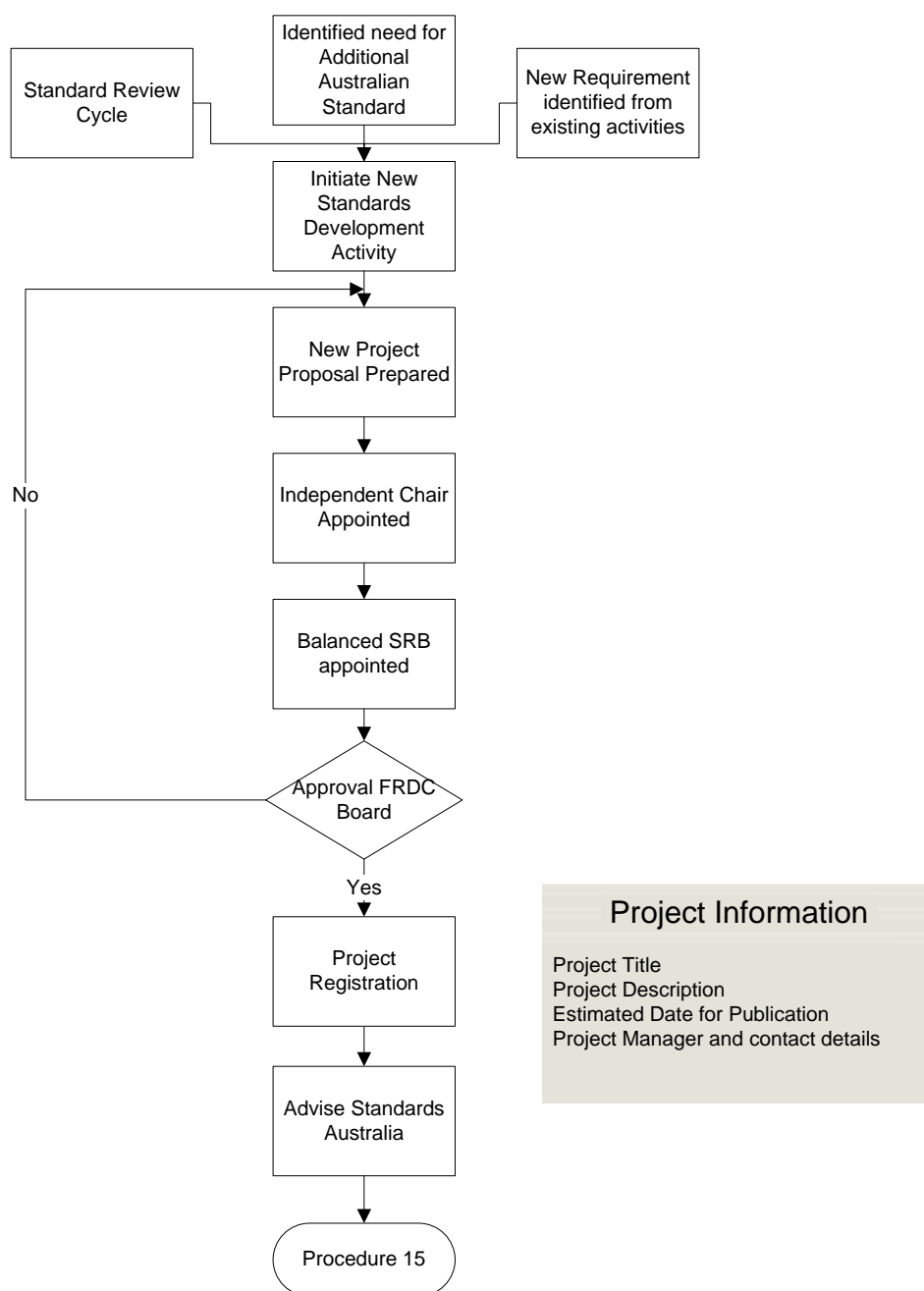


Figure 2: Initiation of standards development activity.

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A standards development activity may be to:

- develop a new standard in areas that are not covered by an existing standard;
- develop a new standard to complement or to support existing standards;
- revise or amend an existing standard, where the content may not be current or appropriate;
- revise an existing standard as part of the normal review cycle
- adopt certain categories of Australian, industry, or international standards or guidelines.

Standards development activity will be triggered by requests from sources including:

- FRDC
- An external source such as government, industry, trade association, professional body, business, consumer organisation, or individual
- An existing SRB
- Standards Australia.

The key steps as part of the start of a standards development activity are:

- 1) FRDC board approves a new standards development activity
- 2) FRDC determines the resources needed for the activity and the time required
- 3) FRDC allocates the resources for the activity (chair, SRB membership, independent facilitation)
- 4) FRDC determines the start date for the project
- 5) SRB Project Manager develops a project registration and development plan and sends to ABSDO

FRDC will prepare a project proposal for each new standards development activity using the *FRDC Project Registration and Project Development Plan Template*.

Before approving a standards development project, irrespective of whether the proposer is FRDC or an external source, the FRDC board will need to assess the proposed standard using the following criteria:

12.1 Relevance of standard

The FRDC will determine the scope and intent of each proposed standard and demonstrate:

- a) the need for the proposed standard
- b) a broad base of support for the development of the proposed standard
- c) the benefits and potential or actual impacts of implementing the standard
- d) the costs required to implement and comply with the proposed standard

- e) whether the standard will be prescriptive or performance based and how this is appropriate for the objectives of the standard
- f) why the proposed standard will not create a restraint of trade or inhibit innovation.

12.2 Values of standard

The FRDC further evaluates and determines:

- a) the relationship between the proposed standard and the national interest and/or the public benefit as applicable in terms of one or more of the following:
 - (i) Support for innovation, trade and economic benefit
 - (ii) Advancement of the health, safety and wellbeing of the community
 - (iii) Protection of the natural environment
 - (iv) International competitiveness
- b) that the proposed standard will take account of the most widely used technology
- c) the nature of any likely conformity assessment activities (such as testing, inspection, and certification) and the likely bodies that will undertake such activities, once the standard is published.

12.3 Impartial facilitation

The FRDC will appoint a secretary (Project Manager) who will provide support and guidance to the Chair and the SRB members.

The FRDC ensures that the standards development activity is resourced and accountable by:

- appointing an SRB Project Manager who is free from bias and conflict of interest between their role as a facilitator of the Standards Development activity and any role they may have as a participant in the process
- providing the SRB Project Manager with the authority, autonomy and resources necessary to undertake the function.

The SRB Project Manager will be required to have or have access to the following skills and knowledge.

- a) Knowledge of the contemporary standards development or quality assurance policies and procedures;
- b) Knowledge of the FRDC standards development policies and procedures;
- c) Ability to manage the day to day operations of the Standards development activity including:
 - Organisation of meetings including agendas and minutes
 - Maintenance of the Project Development Plan

The SRB Project Manager will not be a voting member of the SRB but may provide advice technical advice to the SRB.

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12.4 Duplication of an existing standard

The SRB Project Manager in consultation with the FRDC will:

- determine whether the proposed standard will duplicate an existing Australian Standard. Where such duplication occurs, justification or explanation shall be included in the standard.
- Avoid the creation of conflicting requirements between Standards on the same or similar subjects.


12.5 Planning and management of the Standards Development activity

The SRB Project Manager in consultation with FRDC prepares a *Project registration and development plan* ([Attachment 2](#)) for each standard which articulates:

- the objectives of the proposed standard
- affected stakeholder groups who will be invited to participate in the development of the standard
- the standards development activity to be followed
- the anticipated timeframe for completion of the proposed standard and how this meets the needs and expectations of stakeholders
- any dependencies that may impact the timely completion of the standard.

The SRB Project Manager in consultation with the FRDC is required to:

- provide the Project Registration and Development Plan to the ABSDO secretary;
- continually update the *Project registration and development plan* ([Attachment 2](#)) throughout the Standards development activity.

	
The proposed standard is consistent with the FRDC priorities	
There is general agreement as to the scope of the proposed standard	
There is genuine stakeholder support for the proposed standard	
The proposed standard will improve the economic efficiency of the industry	
The proposed standard will result in more efficient use of resources	
The proposed standard has political, social or commercial considerations, or whether there are special interests that also support the development of such a standard	
The proposed standard will deliver a net benefit	
Is the standard within the scope of an existing SRB	
Does the standard development activity require the establishment of a new SRB	
Are the resources required to ensure effective and timely completion of the work available, taking into account the likely benefits	

Has the funding to cover the costs of developing the standard been secured	
Does the project necessitate a routine, high, critical or accelerated priority - where major benefits are identified then the project may be accelerated?	
Does the proposed standard duplicate an existing Australian Standard.	

Figure 1: Checklist for standard development

13. APPOINTMENT AND FUNCTION OF CHAIR OF SRB

The chair of FRDC Standards Reference Bodies play an important role to ensure the standardisation process is strictly adhered to in the development of an Australian Standard.

13.1 Appointment of chair of SRB

- a) The FRDC is responsible for appointing an independent chair either from within the relevant SRB, or independently.
- b) An assessment of the following attributes will be used by the FRDC will base its appointment of the Chair on
 - demonstrated leadership ability at a committee level
 - demonstrated negotiation skills with various stakeholders
 - ability to remain neutral in FRDC SRB meetings to ensure all views are considered
 - capacity to summarise discussion for consensus.
- c) The selected Chair will be required to acknowledge, accept and comply with FRDC's policies and procedures related to standards development.
- d) In the event of the absence of the Chair from a SRB meeting, committee representatives will appoint a substitute Chair from the floor.

13.2 Function of chair of SRB

The role of the chair of an SRB is to:

- a) facilitate meetings of the SRB
- b) remain impartial at all times and ensure that the opinions of all members of the SRB are heard in meetings
- c) be available to attend all SRB meetings
- d) liaise with the SRB Project Manager and ensure that the program of work and target dates for the standard development stages are met.

Prior to meetings of the SRB, the Chair will liaise with the Project Manager to ensure that:

- a) notices and items for SRB meetings are circulated four weeks prior to meetings of the SRB

- b) agendas and associated drafts and correspondence are circulated within two weeks of meetings of the SRB.

During meetings of the SRB the chair is responsible for ensuring that:

- a) the objectives and outcomes of the meeting are clear about what is to be achieved
- b) all SRB members are aware of their responsibilities to abide by the Code of Conduct for SRB members
- c) the code of conduct for SRB members is complied with
- d) committee representatives are reminded that they exercise representative roles when supporting particular points under discussion and express the views of the sectional interests they represent and not their own personal or their company's or department's opinion
- e) discussions on points that have previously received thorough consideration do not get reopened, unless a very good reason exists
- f) differences between members are resolved
- g) private discussions and disagreements between committee representatives are controlled
- h) trivial objections are managed effectively
- i) discussions are limited to the point under consideration.

The SRB chair will at all times attempt to attain consensus in decisions made (see SRB procedure for achieving and demonstrating consensus. The chair is responsible for:

- a) summarising the key points of difference when an agreement cannot be reached and propose an action(s) to be taken to resolve any differences or deadlocks;
- b) summarising the consensus view when a consensus of opinion has been reached.

The chair has a deliberative vote at meetings of the SRB but does not have a casting vote.

After meetings of the SRB the chair in consultation with the SRB Project Manager is responsible for ensuring that:

- a) minutes, decisions etc of the meeting are distributed as appropriate;
- b) SRB members do not criticise the Committee's work or findings in public;
- c) monitoring/priorities and target dates are updated regularly and reviewed at least every six months;
- d) performance is monitored to ensure that standards development activities remain within defined timelines; and constraints for the duration of the standards development activity.

13.3 Appointment of a deputy chair

At the first meeting following the appointment of the chair, the FNC may collectively appoint a Deputy Chair.

The role of the Deputy Chair will be:

- a) To undertake the responsibilities of the Chair during a period of unavailability of the Chair;
- b) To assist the FNC Chair by undertaking work responsibilities as agreed.
- c) The term of appointment of the Deputy Chair will be three years unless the position becomes vacant.

13.4 Conflict of interest

When necessary the chair will stand down from chairing discussions on subjects where there could be a real or perceived conflict of interest.

14. FORMATION OF THE STANDARDS REFERENCE BODY

The SRB is responsible for the technical content of a draft standard. This work can be supported by the Project Manager and other external resources.

The SRB meets regularly to discuss progress, co-ordinate work programs and seek to maintain consensus in the technical content of the emerging draft.

14.1 Establish the Standards Reference Body

The FRDC is responsible for establishing an SRB ensuring that:

- a) no one interest has disproportionate representation or exercises undue influence
- b) The interest categories shall ideally include as a minimum producer, user, and general interest
- c) no relevant stakeholder group with a bona fide desire to participate is excluded from the SRB
- d) credible attempts to involve and achieve meaningful engagement with all significant stakeholder groups are made
- e) where a significant stakeholder group chooses not to participate, FRDC will determine whether the obstacle is due to:
 - lack of resources;
 - lack of interest in the subject; or
 - lack of confidence in the structural or procedural aspects of the process.

If one of these issues is perceived to be the obstacle, reasonable efforts to address the obstacle will be made by the FRDC.

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14.2 Seeking appointments to the SRB

After identifying the industry organisations with direct and relevant interests in the proposed standard, FRDC requests nominations for membership of the SRB by the following procedure:

- a) Nominating organisations will indicate and justify the relevant skills and knowledge of their nominees;
- b) If a body eligible to nominate a member fails to do so within a reasonable time, the vacancy may be filled by the FRDC board;
- c) Unless otherwise determined by the FRDC, an SRB member will continue to be a member for a period of up to an additional 12 months if the respective nominating body has not responded to a request to nominate a replacement member;
- d) A member may be represented at a meeting of the SRB that the member is unable to attend, by an alternate member nominated by their respective peak body, in which case the alternate member assumes all of the rights and powers of the member.

Membership of the SRB shall not be conditional upon membership in any organisation, nor unreasonably restricted on the basis of technical qualifications or other such requirements.

14.3 Sub committees and working groups

The SRB can decide to establish Sub-committees and/or Working Groups to carry out specific tasks associated with developing a Standard or other publication.

While these groups may do most of the work associated with preparing a publication, the responsibility for any document produced rests with the SRB.

Members of the parent SRB can also be members of the sub-committee and/or the working group.

- a) Sub-committees

Sub-committees (SC) are formed to undertake major sections of work associated with the development of a Standard, a series of Standards or another publication. SCs are always responsible to the SRB that established them (their 'parent committee') for the scope and timeliness of their work.

Members of the sub-committee will generally be chosen for their technical expertise in specific areas. However, as far as practicable, the composition of the SC will reflect a balance between the major stakeholder interests.

b) Working Groups

Working Groups (WGs) are normally established to deal with a very specific task associated with the preparation of a Standard. Such tasks could include clarifying a specific technical issue, preparing guidance material or drafting the text of a Standard or other publication. Working groups operate within the scope and timelines agreed to by their parent committee which can be either a SRB or a sub-committee.

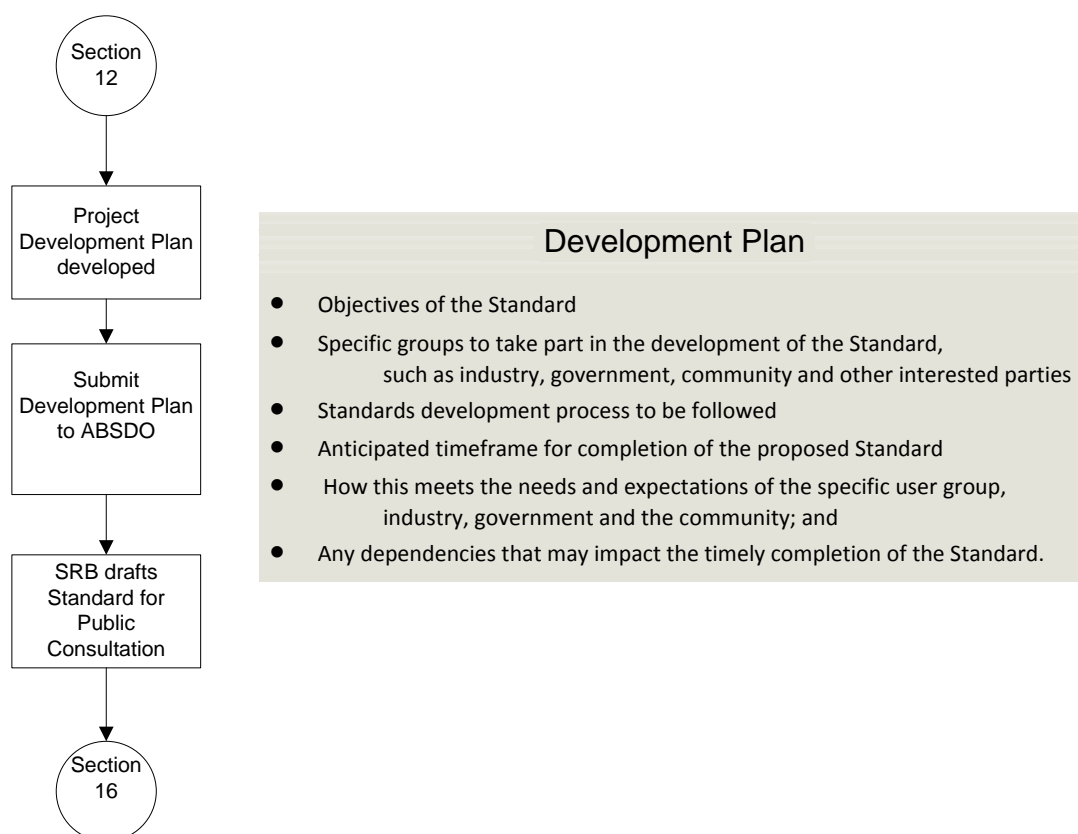
There can be more than one WG involved in the preparation of a publication. Membership of each WG is confined to those that have the specific technical expertise required to complete the task. Individual specialists (i.e. technical experts), who are not members of the SRB or the sub-committee may be invited to participate on a working group.

14.4 Commencement Meeting

The initial meeting of the Standards Reference Body where a new project (or work program) is introduced is of considerable importance. The following issues are discussed and confirmed at this meeting:

- Scope and project objectives;
- Project benefits;
- Project timelines especially key target dates of public comment, ballot and publication;
- Specific roles and responsibilities of individual members e.g. drafting, research;
- Declaration of interests of committee members;
- Adoption of Code of Conduct of SRB members.
- Resource and financial arrangements for the project;
- Issues and risks facing the project;
- Interdependencies including direct dependencies between project progress or work activities that are being undertaken;
- Identification of any “big picture” issues, existing international standards, or external issues that the SRB should be aware of e.g. an environmental scan to identify what other documents or external issues have an effect or are affected.
- Provision of the [Technical Barriers to Trade](#) (TBT) document and advice SRB members of the obligation on standards bodies to comply, as far as practical, with the provisions of the TBT.
- Determine how privacy protection measures, including maintaining confidentiality of SRB deliberations are to be implemented and achieved {Reference [Australian Privacy Principles](#)}

15. STANDARDS DEVELOPMENT



15.1 Working drafts of standards

1. All SRB members are given the opportunity to contribute to the development or revision of the standard and submit comments to the working drafts.
2. The SRB Project Manager will consider comments raised by SRB members and develop new working drafts for distribution and consideration by the SRB.
3. Comments and views submitted by any SRB member shall be considered in an open and transparent manner and their resolution and proposed changes shall be recorded.
4. The Project Manager develops a draft for public consultation after all issues have been resolved by the SRB.

16. PUBLIC CONSULTATION AND FEEDBACK

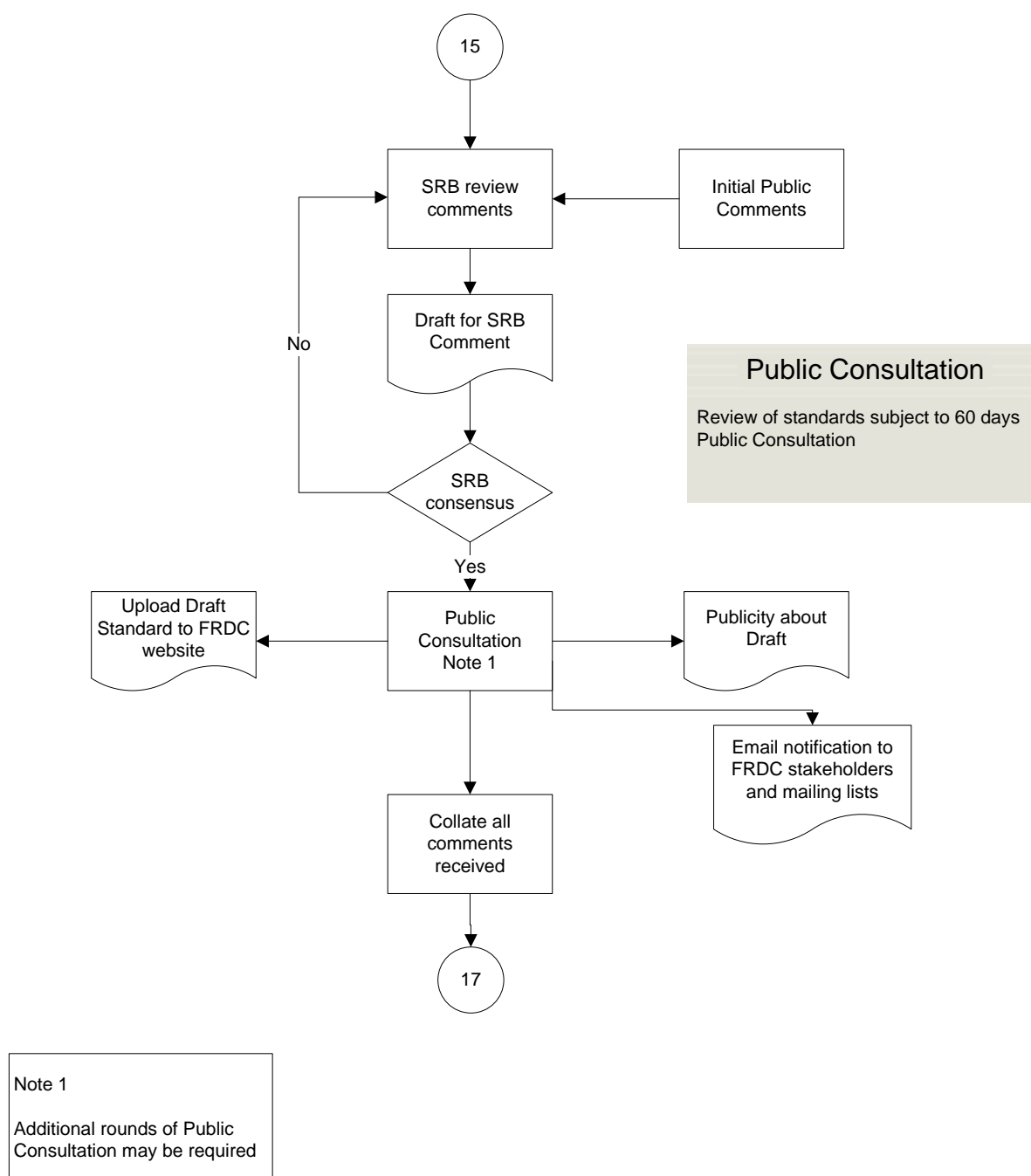



Figure 4: Public consultation on draft

An essential stage in the standards development activity for is the draft for public consultation:

1. The Project Manager will receive and circulate to the SRB any initial comments regarding the proposed standard;
2. These initial comments along with the technical knowledge of the SRB will be used to develop the draft for public consultation version of the proposed standard;

3. The draft for public consultation represents the relevant SRB consensus recommendations for the Standard and has been approved for release for public comment only.
4. The draft for public consultation is made available to the public for their views or comments for a period of not less than 60 days and is promoted via various media vehicles to provide as wide coverage as possible for those interested in commenting on the standard.
5. The following steps are essential to:
 - assist the SRB in its consideration of the technical content; and
 - gain acceptance of the draft standard by stakeholders.

		
1	SRB Project Manager distributes the draft for public consultation standard to stakeholders through appropriate forms of media	
2	A public consultation period of at least 60 days is required for consideration by stakeholders.	
3	SRB Project Manager receives and collates all submissions received during the public comment period.	
4	Feedback and comments received along with actions taken are recorded on a Summary Sheet which will be distributed to all SRB members.for consideration at the next meeting of the SRB	

17. FINAL EVALUATION BY SRB

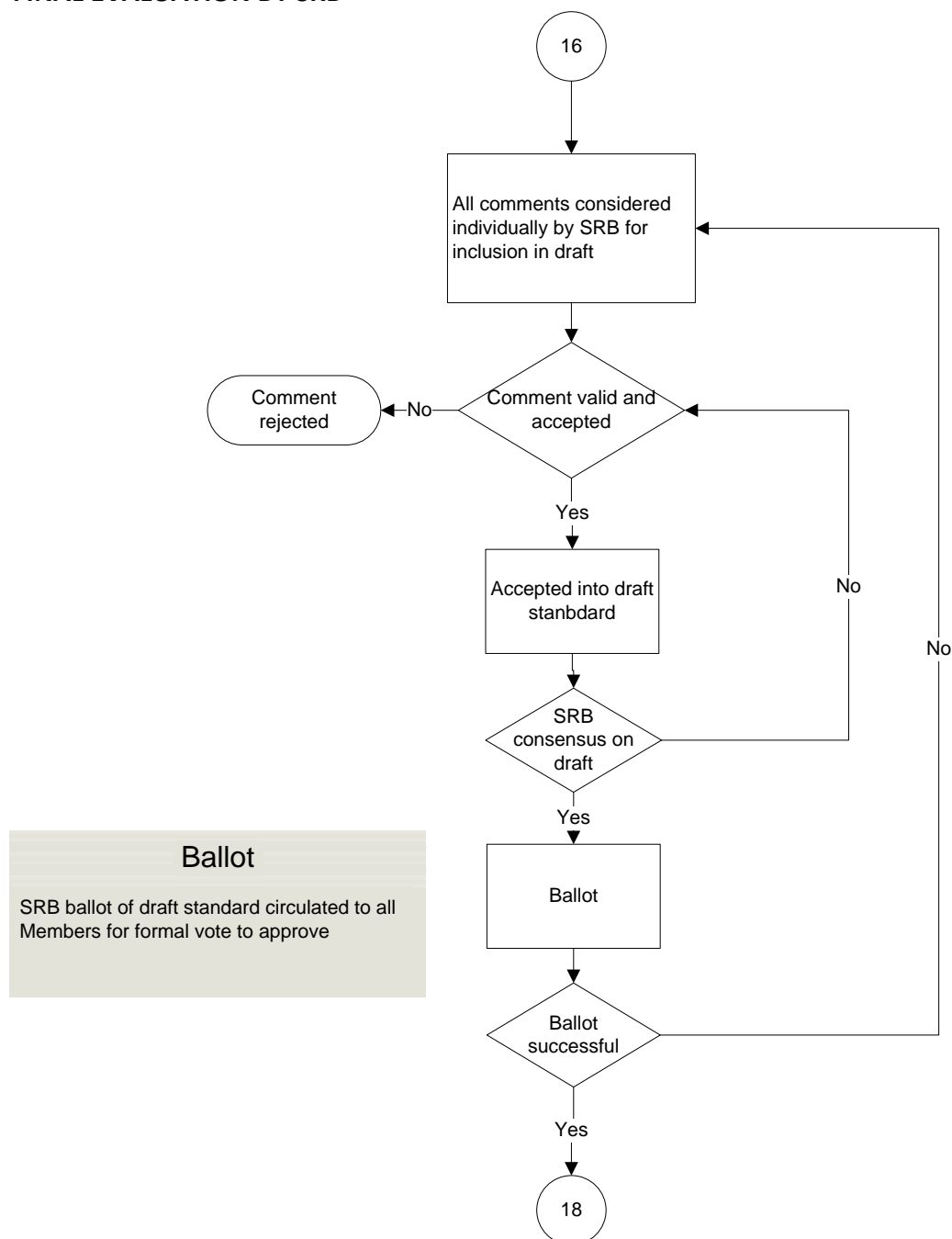


Figure 5: Final evaluation and ballot by SRB

1. Following the conclusion of the public consultation period, the SRB meets to consider:
 - a) the draft for public consultation version; and
 - b) comments received as part of the public consultation phase.
2. The SRB determines if the comments received are to be incorporated or rejected.
3. The Project Manager records all SRB decisions regarding comments received.
4. The draft standard is amended accordingly and a draft for ballot version of the standard developed.

5. SRB members vote on the draft for ballot through a formal ballot. For the standard to be published, the ballot must demonstrate substantial agreement with no major dissenting interests.
6. SRB members submit votes at the ballot stage, either in the affirmative or in the negative. All negative votes are required to be accompanied by technical reasons for the vote. The SRB is obliged to give thorough consideration to the reasons for the negative vote and to attempt to find a resolution that is acceptable to the SRB as a whole.
7. The document can only proceed to become a standard when consensus has been achieved. This is when all of the major interests involved with the subject of the standard have collectively accepted the content of the document and have voted affirmatively.
8. However, when the SRB has made all reasonable efforts to resolve one or more negative votes, consensus may be deemed if:
 - a) a minimum 67% of those eligible to vote have voted affirmatively, and
 - b) a minimum 80% of votes received are affirmative, and
 - c) no major interests involved with the subject of the standard have maintained a negative vote.
9. The FRDC arbitrates on whether the criteria for achieving a consensus have been met. If the FRDC deems that consensus has not been achieved it may recommend ways to resolve the impasse.
10. After the final version of the standard is approved by the SRB, no changes are made to its technical content of the standard without further agreement of the SRB.
11. If the vote is successful, the procedure for process approval and publishing of the standard is implemented.

18. PROCESS APPROVAL AND PUBLISHING OF STANDARD

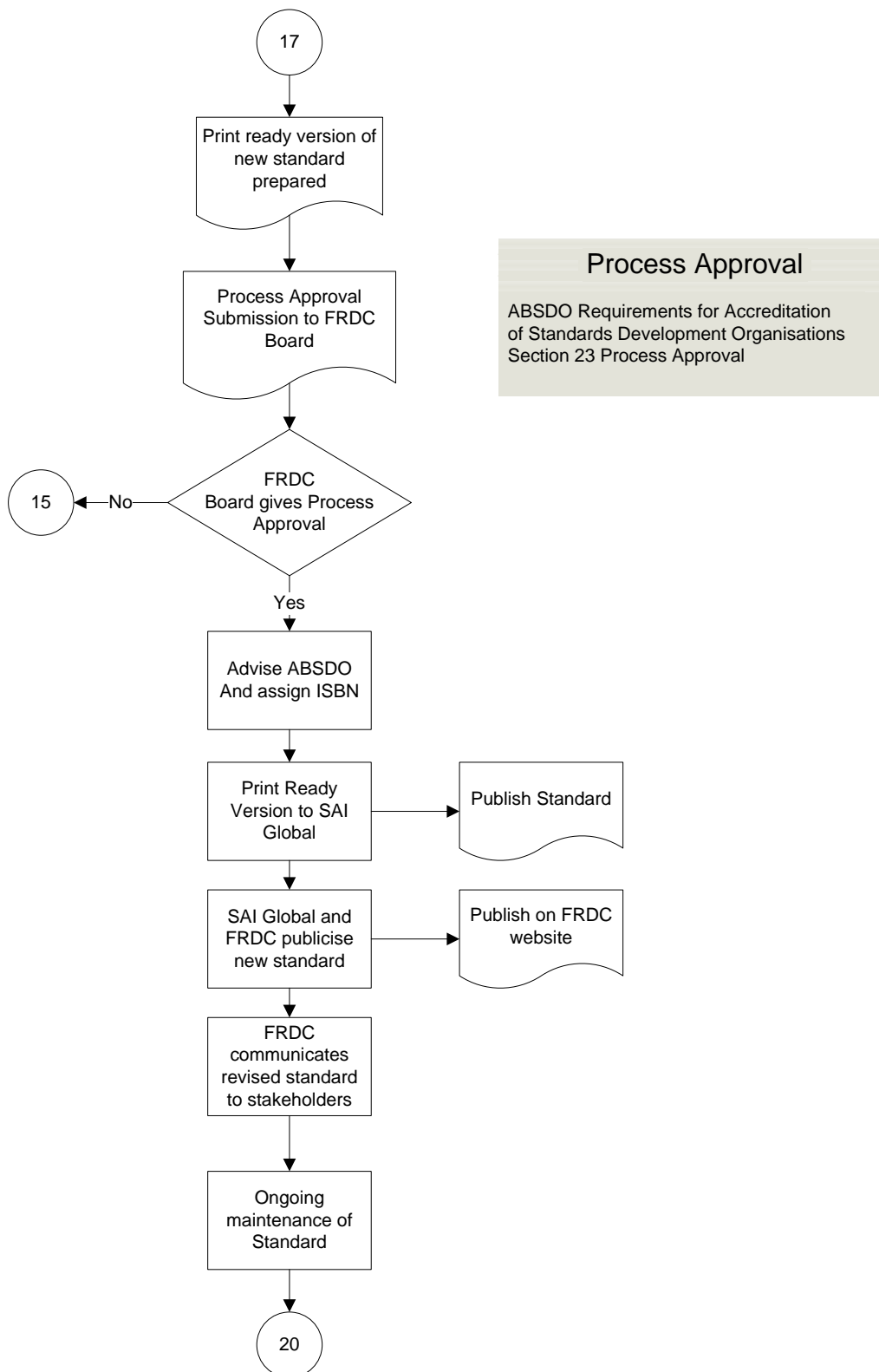


Figure 6: Process approval and publish

18.1 Process Approval

1. After a successful ballot, the SRB Project Manager will prepare a final print ready version of the standard ensuring compliance with the ABSDO Style Manual
2. The SRB Project Manager will prepares a submission for FRDC which addresses the criteria documented in *Criteria for Designation as an Australian Standard* and particularly documenting:
 - a) evidence that the revision was advertised for public consultation;
 - b) length of time the document was open for public consultation;
 - c) a summary of the comments received during public consultation and actions taken.
 - d) a ballot report (including organisations and their vote; and if any major interest voted negatively how this was resolved).
3. The FRDC board is responsible for considering this submission and approving publication of the standard where the development process has complied with the approved FRDC standardisation policies and procedures. If there is any doubt or concern that due process has not been followed the FRDC board will seek clarification from the SRB Project Manager
4. The FRDC has been granted authority by ABSDO to give process approval to the standard without further approval by the Standards Australia
5. Once process approval is given by the board, the FRDC advises the ABSDO secretary of process approval
6. The ABSDO secretary will provide on request the required ISBN number(s) for the published standard.

18.2 Documents to SAI Global

1. Once process approval has been given and ISBN's assigned, the secretariat will need to provide certain documents to SAI Publishing.
2. SAI Publishing upon request provides details of their requirements for the printing of the new Australian Standard.
3. The essential requirements are:

SDO Production Information	<ul style="list-style-type: none">• Includes name of standard, ISBN, Contact details, etc• Publication Date• Name of Standards Reference Body• Project Number• Additional information about the standard, what it replaces, etc
Print ready version of the Standard	<ul style="list-style-type: none">• PDF Format• PDF download from SAI Global Info Store is only available for files that are 30mb or less.• All PDFs supplied are to be suitable for Web Download and Hardcopy Printing (Unrestricted and Unprotected).• Output with Outline Fonts. (In the Print Properties – Advanced - PostScript Options – TrueType Font Download Option – ensure that Outline is selected).

	<ul style="list-style-type: none"> • PDFs are not to be in Acrobat Distiller 9 as this is not currently supported by SAI Global. SAI Global prefers that the PDF Version is 7.x using Acrobat Distiller 8.x. • PDFs are to include bookmarks. • PDF document properties to be completed by author, ensure that the following is included: <ul style="list-style-type: none"> • Description - Title – Full Title • Author – SDO name • Initial view – Show - Bookmarks panel and page • Page Layout – Default • Magnification – Default
Metadata	<p>Metadata to include:</p> <ul style="list-style-type: none"> • Designation • Title • Supersedes • Standard No • Supersedes Draft No • Committee • Project Manager's name • Project number • Date approved • Publication date YYYY-MM-DD ISBN (for all versions) • International Classification System (ICS) Code • History Block and • Synopsis/Abstract)
Printing Instructions	<ul style="list-style-type: none"> • Colour Cover: Yes or No • Colour Content: Yes or No • Colour Cover requirements - All Colour Covers for A4 size products are to be in Oversize A3 size (18 in x 12 in /45.71 cm x 30.48 cm). • Other (please detail all requirements in full) (I.E. Product size if not A4)
Other Relevant Information	

SAI Global will then print and include on the Info Store for sale.

18.3 Final published version of standard to ABSDO

The FRDC will provide an electronic copy of the final published version of the standard to the ABSDO secretary for inclusion in the Standards Library.

19. ONGOING MAINTENANCE OF THE STANDARD

After a standard has been published, new information may be presented or errors found in the printed document. When this occurs an amendment to the standard may be issued.

- *Correction* amendments may correct misprints or production faults in the document but not add new material or affect the application of the standard.
- *Revised* text amendments add new material or change existing requirements that affect the application of the standard.

Each published standard will be reviewed every 5 years by the SRB responsible for it.

If there is no longer an active SRB, a working group will be formed to determine whether the standard should be:

- withdrawn (no longer relevant);
- revised (still used but needs updating); or
- reconfirmed (still used and still current).

20. REGULAR REVIEW OF STANDARDS DEVELOPMENT PROCEDURES

20.1 Ongoing monitoring of standards development activity

1. Following approval of a Standards Development Activity, FRDC monitors the status of the project against the timelines in the Development Plan.
2. The FRDC board monitors the progress of the standards development activity via the agenda papers or, if considered appropriate due to circumstances, seeks specific updates at regular intervals from the FRDC Executive Director to monitor the progress of the standards development activity.
3. If due to unforeseen circumstances or circumstances beyond the control of FRDC, the project lags in the delivery of outputs against the Development Plan, FRDC will provide advice of the issues impacting on the Development Plan and recommendations for a revise timeline.
4. Whilst the development of the technical content for Australian Standards is vested in the SRBs, copies of the 'draft for public consultation' and 'the final draft' for information only as the two most significant way points in the standards development activity are made available to the FRDC board..
5. The Executive Director advises the FRDC board of any changes to the representatives from nominating organisation or resignations of representation by nominating organisation on the SRBs
6. The FRDC board confirms any change of representative based on the nominating organisation's declaration that the new representative meets the requirements of this procedure.

20.2 Continual improvement – standards development policy and procedures

1. As part of the quality system, FRDC reviews and continually improves the standards development process:
 - a) Prior to the commencement of any standards development activity;
 - b) Following ABSDO audits where issues of non-compliance have been identified;
 - c) Following any complaint in relation to the standards development activity.
2. All changes to the standards development processes shall be tracked and advice given to ABSDO of the changes on request.
3. The FRDC monitors and improves its operational systems and resources through
 - a) Internal and external audits;
 - b) Annual review of the standards development activities and procedures following ABSDO audits;
 - c) Annual review of the standards administration procedures following ABSDO audits;
 - d) Audits of the FRDC Quality Management System; and
 - e) Review of complaints and grievances.

21. AUDIT BY INTERESTED PARTIES

1. The FRDC is subject to audits by ABSDO to maintain its accreditation as an SDO and promotes transparency of its standards development process within its Standards Reference Bodies.
2. The FRDC considers that other stakeholders may need access to its standards development processes to provide the assurance of transparency and consensus.
3. The FRDC standards development process is available for audit by other interested parties where there is a legitimate need for such an audit.

22. COOPERATION WITH STANDARDS AUSTRALIA AND ABSDO

The FRDC fully cooperates with Standards Australia and ABSDO at all stages of standards development activities.

The FRDC is responsible for:

1. making all records required to demonstrate on-going compliance available;
2. registering all new standards development activities with the ABSDO Secretariat prior to commencing substantial work;
3. preparing and making available to the ABSDO Secretariat an up to date Development Plan for each standards development activity;
4. complying with all ABSDO policies and procedures including for the determination and funding of appeals;
5. making copies of final documents available to Standards Australia via the ABSDO Secretariat, as required;
6. submitting to the ABSDO's determination where there is a conflict in the scope of areas of accreditation;

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7. co-operating with Standards Australia and ABSDO regarding hand-over of relevant information and records where FRDC's accreditation ceases;
8. co-operating with Standards Australia regarding activities of mutual interest; and
9. paying all relevant fees to ABSDO to achieve and maintain accreditation.

23. ADMINISTRATIVE PROCEDURES

23.1 Records management

The FRDC maintains a records management system as part of the operations of its QMS.

The FRDC retains documents relating to standards development for at least 10 years. All records are archived and stored with the Australian National Archives.

23.2 Audit of administrative procedures

The FRDC regularly conducts internal audits of all processes to ensure ongoing compliance. Administrative processes are updated accordingly where necessary.

Audits will additionally be conducted as part of the QMS accreditation and auditing.

23.3 Audit of administrative procedures by other parties

The FRDC makes its administrative procedures available for audit by any interested parties with a legitimate interest.

Requests will be made to the Executive Director of the FRDC who will make a decision as to the legitimacy of the request.

23.4 SRB expenses and administrative support

The FRDC provides project funding for secretarial and administrative support for the SRB, which will:

- a) meet the SRB's operating costs within the assigned project budget, and
- b) meet additional SRB costs that may be approved by the FRDC from time to time, and
- c) meet venue, catering and miscellaneous costs associated with SRB meetings, and
- d) meet the out of pocket travel expenses for SRB members to attend meetings, and
- e) meet the cost of advertising proposed amendments to the Standard.

SRB members are not paid attendance fees or reimbursed for lost salary to attend meetings.

23.5 Records relating to standards development

Records relating to	Details of records and responsibility
Net benefit and project approval	<ul style="list-style-type: none"> • Included in Project Registration and Development Plan • See Planning and management of the Standards Development Activity • The project manager will prepare and will ensure that it is uploaded to the FRDC server
Standards Reference Body (SRB) or work group composition (interest groups)	<ul style="list-style-type: none"> • The project manager will maintain a current register of all SRB members • This will be available on the FRDC Standards website • See SRB register
Public comment document	<ul style="list-style-type: none"> • As part of public consultation and stakeholder feedback, the Project Manager will record all comments received and actions taken regarding the comments • See Public Consultation And Feedback • Records will be retained by the project manager and uploaded to FRDC SharePoint file system
Comments and their disposition	<ul style="list-style-type: none"> • As part of public consultation and stakeholder feedback, the Project Manager will record all comments received and actions taken regarding the comments • See Public Consultation And Feedback • Records will be retained by the project manager and uploaded to FRDC SharePoint file system
Document approved by the SRB	<ul style="list-style-type: none"> • Project Manager will prepare a draft of the standard for SRB approval which will be used for a vote • See Final Evaluation By SRB • Records will be retained by the project manager and uploaded to FRDC SharePoint file system

Records relating to	Details of records and responsibility
SRB approval, including compliance with consensus procedures	<ul style="list-style-type: none"> Project Manager will prepare a draft of the standard for SRB approval which will be used for a vote See Final Evaluation By SRB Files are retained by the Project Manager as part of the SRB Minutes and stored on FRDC SharePoint
Final process/publication approval	<ul style="list-style-type: none"> Project Manager will prepare Final Approval document for approval by the SRB prior to being sent to the FRDC Board File is retained by the Project Manager and by the FRDC on SharePoint See Process Approval and Publishing of Standard

24. INQUIRIES, COMPLAINTS AND FEEDBACK PROCEDURE INCLUDING APPEALS

The FRDC receives feedback or complaints through a number of sources including:

1. telephone call to the FRDC office
2. conversation with an FRDC Staff Member
3. feedback through the Contact Us site on the website
4. Correspondence to the FRDC or to SRB Chairs and Project Manager

The FRDC responds to all complaints as per the following procedures.

1. All enquiries regarding the technical content of a standard will in the first instance be referred to the FRDC Executive Director or an FRDC staff person who may then seek the advice of a representative of the relevant SRB. Responses in writing will be filed as per FRDC records management procedures.
2. All complaints will be recorded in the complaints register.

Description of Complaint or Feedback	Actions
Enquiry or feedback about the contents of a standard	Received and initially handled by FRDC Possibly referred to the Project Manager or a representative of the SRB
A complaint against the FRDC, the SRB, or an individual or individuals	As per Stakeholder feedback – monitoring, recording and responding procedure

Description of Complaint or Feedback	Actions
A complaint or an appeal against the development of a standard or the content of a standard in relation to the procedures used by the SRB or the Project Manager	<p>Request a review by the FRDC Executive Director as to whether the FRDC approved policies and procedures for standards development were followed.</p> <p>Such a request must be in writing to the Executive Director and describe the specific nature and details of the complaint.</p> <p>if not resolved within a reasonable period,</p> <ol style="list-style-type: none"> request a review by an independent reviewer agreed between FRDC and the complainant, or a reviewer appointed by the Institute of Arbitrators and Mediators Australia, and the decision of the independent reviewer will be binding on all parties, and <p>The cost of an independent reviewer will be met by:</p> <ol style="list-style-type: none"> the complainant if the complaint is found to be trivial in nature FRDC if the complaint is found to have material substance.
A specific complaint or an appeal about the content of a standard	<p>A complaint or appeal will need to be lodged via the 'Contact Us' link on the relevant website.</p> <ul style="list-style-type: none"> A Fish Names Committee representative will investigate the complaint and take the following actions: Contact the organisation responsible and recommend procedural or name changes <p>If unsuccessful, contact the relevant Health Authority</p> <p>All details will be recorded on the FRDC continual improvement page on Nemo.</p>

- The Inquiries and complaints procedure will be reviewed for effectiveness prior to every SDO reaccreditation audit.

25. FRDC TERMINATION AS AN SDO

In the event that the FRDC is considering ceasing accreditation, either by voluntarily withdrawing or forced through organisational changes, the following steps will be taken.

Prior to confirmation of the decision to cease accreditation.

- Advise the FRDC Board of the current status relating to accreditation including the steps that need to be taken when terminating accreditation;
- Advise the ABSDO secretary that accreditation may cease;
- Advise all Standard Reference Body chairs and members to cease all standards development activities;
- Advise all affected stakeholders and stakeholder groups of the possibility of accreditation ceasing;

Following the decision to cease accreditation

- Advise the ABSDO secretary that FRDC has formally withdrawn from accreditation and the steps being taken with respect to the transfer of the IP;
- Negotiate the transfer of ownership and IP of the standards to either another accredited SDO with a similar scope, or to Standards Australia;
- Develop a deed to transfer the ownership and licensing of the copyright in published standards to the replacement SDO or to Standards Australia
- Advise SAI Global of the termination of accreditation and the arrangements for transfer of the IP and copyright ownership.
- At the request of ABSDO, handover to ABSDO relevant information and records, subject to compliance with relevant privacy requirements.
- Remove from any website and printed material the AS Logo, the trademark Australian Standard®; and inferences or statements that imply that FRDC is still accredited,

26. ATTACHMENTS

#	Description
1	Responsibilities for appointment of SRB Chair and Members
2	Project Registration and Development Plan
3	SDC Committee Register
4	Demonstrating Consensus
5	SRB Members Code of Conduct

Attachment 1 – Responsibilities for appointment of SRB Chair and members

FRDC board responsibilities	FRDC Executive Director responsibilities	FRDC Standards Reference Body (SRB) responsibilities
<p>The FRDC board is responsible for all standards development activities; including to:</p> <ul style="list-style-type: none"> • set the policies under which the SRBs will operate; • determine the structural representation of the SRB (e.g. the Fish Names Committee); • give autonomy of the standards development process to the relevant SRB (e.g. the FNC); • give final process approval to a draft standard to become an Australian Standard provided the appropriate FRDC standards development policies and procedures have been followed. 	<p>The FRDC Executive Director has operational responsibility for the management of all FRDC standard development activities; including:</p> <ul style="list-style-type: none"> • to implement FRDC policies in relation to Standards Development; • to ensure that all standards development procedures are implemented and followed by the specific SRB; • to appoint members to the SRB within the constraints of the structural representation approved by the FRDC Board (e.g. FNC); • to approve terms of reference for the SRB; • to approve the allocation of resources required for the SRB to undertake its work program; • to set reasonable target dates for achieving the milestones of draft for public comment and committee agreement on the final content of the draft Australian Standard; • to provide a standards development plan to ABSDO; • to communicate with Standards Australia and ABSDO. 	<p>A FRDC SRB will:</p> <ul style="list-style-type: none"> • act independently and with authority in the standards development activity that it is tasked with (e.g. The Fish Names Committee is responsible for the determination of Standard Fish Names and technical matters relating to fish names); • comply with relevant policies and procedures adopted by the FRDC board and the terms of FRDC's accreditation as a SDO. (e.g. To consider amendments to the Australian Fish Names Standard); • undertake standards development activities within the defined SRB Terms of Reference; • comply with the Code of Conduct for Standards Reference Body members while undertaking FRDC standards development activities; • develop the technical content of the draft standard; • Through the Project Manager provide progress reports on the standards development to the FRDC.

Attachment 2 - Project Registration and Development Plan

Project Proposal

Project Title	
Scope of Project	
Objectives of Project	
Need for Project	
Details of support for the project	
<p>The Net Benefit of the standard including:</p> <ol style="list-style-type: none"> 1. the benefits of the proposed standard in terms of one or more of the following: <ol style="list-style-type: none"> a) Support for innovation, trade and economic benefit. b) Advancement of the health, safety and wellbeing of the community. c) Protection of the natural environment. d) International competitiveness. 2. Potential or actual impacts of implementing the Standard. 	
List any relevant International Standards on the same subject	
Can these International Standards be adopted or used as the basis for the proposed standard.	
Are there any likely conformity assessment activities (such as testing, inspection, and certification) that may be undertaken once the Standard is published	
If so, who are likely bodies to undertake such activities?	

Registration of new project

Project Title:	
Project Description:	
Estimated date for publication:	
Project Manager / Secretary	
Project Manager / Secretary Contact	
Project Manager / Secretary email address	
SDC Chair	
SDC Chair Contact (telephone number)	
SDC Chair Contact (email address)	
Administrative Contact	John Wilson
Contact telephone number	(02) 6285-0411
Project Manager Contact (email address)	john.wilson@frdc.com.au
Website	www.frdc.com.au

Declaration

1. This project has been approved based on FRDC internal processes for project approval which meets the ABSDO Criteria for new project registration.
2. The project is within the FRDC scope of accreditation.
3. The Standard will be developed in accordance with FRDC standards development policies and procedures as per FRDC accreditation.

Project Development Plan

The objectives of project	
The specific groups to take part in the revision of the Standard	
The Standards development process to be followed	
The anticipated timeframe for completion of the proposed Standard and how this meets the needs and expectations of the specific user group, industry, government and the community; and	
Any dependencies that may impact the timely completion of the Standard.	

Project Timelines

Note – see [relevant documentation](#) for link to template

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Attachment 3 - SDC Register

SDC Register

Name	Nominating organisation	Date of appointment	Date of expiry of appointment

Note – see [relevant documentation](#) for link to template

Attachment 4 – Demonstrating consensus

Demonstrating consensus in a SRB

NOTE – These notes should be read in conjunction with Standardisation Guide 004 Roles & Responsibilities of Standardisation

Actions

The interpretation of consensus is directed at ensuring that these principles of consensus and transparency are embodied in every Australian and joint Australian/New Zealand Standard. It is only by maintaining the openness and integrity of standards that they will continue to be of benefit to society.

FRDC, as an accredited SDO, shall ensure that all decisions on the technical content of Australian Standards have been based on agreed and verifiable consensus.

Interpretation of consensus

1. The FRDC abides by the generally agreed description of a standard as: ‘a document, established by consensus and approved by a recognised body, that provides, for common and repeated use, rules, guidelines or characteristics for activities or their results aimed at the achievement of the optimum degree of order in a given context’ (Source: Standards Australia Standardization Guide 001).
2. The FRDC acknowledges that there are two key processes in standards development – transparency and consensus – and that consensus shall be embodied in all Australian Standards.
3. The FRDC uses the definition of consensus from ISO/IEC Guide 2 – Standardization and related activities – General vocabulary. "General agreement, characterised by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments.
Note: Consensus need not imply unanimity."
4. The FRDC, as an accredited SDO, shall ensure that all decisions on the technical content of Australian Standards® have been based on agreed and verifiable consensus.

Consensus within standard reference committees

1. Each committee member will work towards and contribute to reaching committee consensus on the technical content of Australian Standards or other documents which require similar status.
2. All members will commit to providing expert opinion for the technical content which contributes to genuine consensus within the SRB.
3. The decisions made within SRB meetings shall normally be by way of consensus without the need for voting by voice or by hand as it is expected that the SRB work ‘within committee’ to overcome areas of disagreement.

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4. Committee members will accept a consensus decision which has followed the internationally recognised principles of consensus.
5. The SRB may establish evidence of the formal approval of the technical content of Australian Standards or other documents which require similar status by a postal ballot of all committee members in the absence of a face to face meeting.
6. Where there is a negative vote(s) relating to the technical content of the Australian Standards® or other documents which require similar status and there is the likelihood of successful resolution of the issue, the SRB will undertake further consideration with the aim to resolve the negative vote so as to achieve consensus on the technical content
7. In any case of one or more negative votes which represents sustained opposition of any important part of the concerned interests to a substantive issue, every effort shall be made to resolve the issue using the following mechanism:
 - a) Discussion and negotiation on the disputed issue within the SRB in order to find a compromise;
 - b) Electronic distribution of key documents and teleconferencing outside of the SRB to attempt to gain a resolution;
 - c) Direct negotiation between the stakeholder(s) submitting the objection and stakeholders with different view on the disputed issue in order to find a compromise; or
 - d) Dispute resolution process.
8. In all cases of negative votes, the committee member shall provide written reasons related to the technical content to facilitate resolution and achieve a consensus decision.
9. If any negative votes from members remain unresolved, the ballot shall be assessed according to three criteria below, all of which shall be met to allow the draft standard or other documents which require similar status to proceed to process approval and publication:
 - a) at least two-thirds (67 per cent) of those eligible to vote have voted affirmatively;
 - b) of the votes received, a minimum of 80 per cent must be “yes”; and
 - c) no major interest maintains a negative vote which is supported by valid technical reasons.

Attachment 5 – Standards Reference Body members code of conduct

1. Purpose

Standards Reference Bodies are composed of representatives of nominating organisations or individuals that are interested in or affected by the subject matter of the relevant Standard.

This code outlines the responsibilities that FNC members are required to abide with in undertaking their duties.

2. Scope

This SRB member code of conduct (the Code) has been endorsed by FRDC subject to the delegated authority outlined in the FRDC [Policy Standards development](#) and applies to

- every member who chooses to participate on a Standards Reference Body;
- an SRB Subcommittee or Working Group; or
- any other consensus group established by the SRB

It is drawn from broader international and national guidelines and is not negotiable

3. Charter

There are three elements that define the committee process:

Balance	careful attention to ensuring all relevant interests are represented on the committee
Consensus	general agreement on the content of the Standard is reached with no sustained opposition by any important interests on the committee
Transparency	all members of the public have an opportunity to have an input into the Standards Development Process; comment on a draft Standard; and view the history of development of a Standard if required

4. Terms of reference

The SRB plays the primary role in the development, maintenance and update of the an Australian Standard (e.g. the Australian Fish Names Standard AS 5300)

It will

1. Provide stakeholder views throughout the development, drafting and review of the Standard and act with independence and authority on technical matters relating to standard fish names and will approve amendments to the AFNS and also advice FRDC on matters relating to implementation of AFNS.
2. Consider comments received through public consultation periods, including in response to Public Comment drafts of the Standard

3. Work towards consensus on the performance elements to be embodied in the Standard.
4. Determine through ballot an Australian Fish Names Standard that reflects a consensus among the stakeholder groups. Where there are negative votes relating to the technical content of the standard and some likelihood of successful resolution of the issue, further committee consideration will be undertaken.

The Terms of Reference are set by the FRDC board but will generally be to:

- act with full technical autonomy in overseeing the standards development process;
- ensure that FRDC Standards Development Procedures (are complied with;
- ensure that the standard does not act as a barrier to trade, competition or innovation;
- adopt or be consistent with Australian and international standards to the maximum possible extent;
- do such other things that FRDC agrees are necessary in the standards development process.

5. Code of conduct

Members of the Standards Reference Body acknowledge the responsibility and privilege to participate in developing the Australian Standards.

Members must adhere to the Code to support the productive participation by all members in the development of Australian and International Standards (Standards) in accordance with the following terms.

SRB members will:

1. work for the net benefit of the Australian community
 - a) Recognise that the development of standards is for the Net Benefit of the Australian community, over and above the interests of any individual, company or representative organisation.
 - b) Acknowledge that we are required to represent our nominating organisations, but must be prepared to accept consensus decisions that are in the national interest.
2. uphold the consensus process
 - a) Uphold the principles of our consensus based process through openness, transparency, balance and respect for each member in alignment with internationally recognised principles of consensus in the development of Standards.
 - b) Consensus does not necessarily mean unanimity. If one or more negative votes remain unresolved, consensus has been achieved where:
 - i A minimum of 67% of those eligible to vote have voted affirmatively;
 - ii A minimum of 80% of votes received are affirmative; and
 - iii No major interest maintains a negative vote.

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3. agree to clear purpose and scope
 - a) Commit to the development of a clear shared purpose, objectives, agenda and project plan to ensure timely and efficient development and maintenance Standards and related products.
4. respect others in meetings
 - a) Commit to respecting others and the professional culture of Standards Australia. We will attend meetings fully briefed and prepared. We commit to meeting etiquette and the rules of engagement by:
 - i turning mobile phones off;
 - ii being on time;
 - iii advising our nominating organisation if an alternative representative is required;
 - iv respecting others and their opinions by allowing one person to speak at a time;
 - v following an agreed agenda;
 - vi accepting group decisions and not returning to 'closed agenda items' unless new, relevant subject matter emerges.
5. participate actively
 - a) Agree to our roles and responsibilities and actively participate in Standards development projects where agreed.
 - b) Engage and consult with our Nominating Organisations to ensure our constituency is informed and their views represented.
6. declare all relevant interests
 - a) Behave in a transparent manner by declaring all relevant interests.
 - b) Manage or remove potential, perceived or actual conflicts of interest, to facilitate the resolution of competing interests via the open and structured process that forms the basis of consensus standardisation.
7. escalate and resolve issues
 - a) Identify and escalate issues and disputes in a timely manner to ensure rapid resolution.
 - b) Uphold the agreed escalation and dispute resolution processes.
8. behave ethically and legally
 - a) Act in good faith and with due care and diligence and comply with applicable laws and Standards.
 - b) Avoid collusive or anticompetitive behaviour contrary to the Trade Practices Act 1974.
 - c) Promote a culture of fair and ethical behaviour and encourage the reporting of unethical behaviour, breaches of the law and matters detrimental to Standards Australia and its reputation.
 - d) Not discuss aspects of the standards development activity with the media without obtaining clearance from FRDC and the SRB Chair.

- e) ensure that any material put forward for inclusion in a standard does not infringe a third party's copyright. (Material covered by a third party's copyright may be included in a standard only after permission has been obtained from the copyright holder.)
9. uphold this code
- a) Actively encourage compliance with this code at all times.
 - b) Accept and encourage the rapid initiation of action to address poor, unacceptable or inappropriate behaviours and breaches of this Code.

6. Declaration by SRB member

I declare that I have read the FRDC Standards Reference Body members Code of Conduct and acknowledge the responsibility and privilege to work of participating in the standards development process.

I agree to adhere to this code and to support the productive participation by all members in the development of Australian and International standards in accordance with the terms defined in this code.

Signed by SRB member	
Name of SRB	
Stakeholder group represented	
Name	
Date	
Signature	