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STANDARDISATION GUIDE 002:

STRUCTURE AND OPERATION OF STANDARDISATION COMMITTEES

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Contents

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1   PURPOSE

The purpose of this Guide is to provide information on the formation, structure and operation of committees involved in preparing Standards Australia's (SA) publications. It describes the basic structure of committees and the processes by which SA and joint Standards Australia/Standards New Zealand (SA/SNZ) committees are established and maintained.

2   INTRODUCTION

Standards Australia Committees are the backbone of the standardisation process. Committees develop and maintain publications within their committee scope.

There are three elements that define the committee process:

1. *Balance*—careful attention to ensure that all relevant interests are represented on the committee.

2. *Consensus*—general agreement on the content of the publication is reached with no sustained opposition by any important interests on the committee.

3. *Transparency*—all members of the public have an opportunity to have an input into the Standards development process, comment on draft publications and view the history of development of a publication if required.

The methods used for the formation and maintenance of committees, both national and joint SA/SNZ, closely follow the processes utilised by other major national standards bodies.

3   STANDARDS DEVELOPMENT PROCESS

Stakeholders wishing to propose a Standards development project to Standards Australia are encouraged to discuss the options with an [Engagement Manager/Engagement Officer (EM/EO)](#).

NOTE   Refer to [SG 001 Preparing Standards](#) for more details on the Standards Development Process.

4   GOVERNANCE COMMITTEES

There are two key bodies responsible for the technical governance of the standardisation process within SA.

The Standards Development and Accreditation Committee (SDAC):

*   oversees SA's activities as a developer of Australian Standard® brand standards and related documents;

*   provides process governance for the development of Australian Standards and ensures SA's compliance with appropriate processes for the development of Australian Standards; and

*   determines which projects are resourced by SA and provides guidance on priorities for the development of Australian Standard® brand standards and other documents in the public interest.

The **Production Management Group (PMG)** consists of senior SA management and while it is not strictly a governance body, it provides management oversight to SA's standardisation projects. The PMG is also responsible for:

1. the establishment, composition and committee scope of Technical Committees (TC);

2. setting procedures for the preparation of Standards; and

3. management of projects including the allocation of staff and financial resources, monitoring workloads and reviewing the progress of projects.

Formal approval of project proposals is the responsibility of the SDAC; however certain aspects of this approval have been delegated to the PMG.

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For further information on the role of these committees refer to SG 004 Roles and Responsibilities in Standardisation. For further information on the technical governance for the standards development process refer to SG 005 Technical Governance and Advisory Structures for the Standards Development Process.

5   STANDARDISATION COMMITTEES

5.1   Technical Committees

Technical Committees (TC) (also known as 'Main Committees') are the backbone of the standardisation process. They consist of individuals who are nominated to represent the views of large groups of stakeholders with a common area of interest. Each TC has specific scope prescribing the subject areas that are the responsibility of that TC.

NOTE   The committee's scope is available via Standards Connect.

Within their scope, committees are responsible for the preparation and content of publications and for reviewing existing publications. TCs are also responsible for technical contributions to international standardisation activities within their areas of expertise.

SA and SNZ have a Memorandum of Understanding (MoU) to produce 'joint Standards' that apply in both Australia and New Zealand. There are three types of TCs that support this:

1. **Australian Technical Committees**—composed of members representing Australian interests only and are responsible for the preparation of Australian Standards (AS) and other Australian only publications.

2. **Joint Technical Committees**—composed of Australian and New Zealand representatives and are responsible for the preparation of joint Australian/New Zealand (AS/NZS) Standards and other joint publications. Care is taken to ensure that each committee contains an appropriate and balanced range of representatives from each country, with a minimum of two interests per country represented.

3. **New Zealand Standards Development Committees**—composed of NZ members only and are responsible for the preparation of New Zealand (NZ) Standards and other NZ only publications. These committees are governed and managed by Standards New Zealand (SNZ).

Australian and joint TCs are subject to periodic reviews of their constitution and committee scope.

TCs may establish Sub-committees (SCs) and/or Working Groups (WGs) to carry out specific tasks associated with developing a Standard or other publications. While these groups may do most of the work associated with preparing a publication, the responsibility for the content of any document produced rests with the TC.

5.2   Sub-committees

Sub-committees (SCs) 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 TC that established them (their 'parent committee') for the scope and timeliness of their work.

SCs are not formally constituted and members are generally chosen for their technical expertise in specific areas. However, as far as practicable, the composition of the SC should reflect a balance between the major stakeholder interests. There is no restriction on the cross representation of members in both the TC and a SC.

NOTES

1. *For information on the approval of Standards, refer to SG 001 Preparing Standards.*

2. *SCs may be disbanded with agreement from the TC or as deemed appropriate by the PMG.*

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5.3 Working Group

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. WGs operate within the scope and timelines agreed to by their parent committee which can be either a TC or a SC.

There may 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 TC or SC, may be invited onto a WG.

Working Groups should be disbanded on the completion of the task and are not required to vote.

5.4 Mirror Committees

Where there are active international (ISO and IEC) standardisation projects that are of special interest to Australia, national 'Mirror Committees' (MCs) may be established. These committees are usually formally constituted. Their primary role is to consider and have input into international standardisation projects, including determining Australia's votes on International Standards. These committees may also supply delegates to the relevant international committees preparing the Standards. Where appropriate, an MC may raise a project to adopt the International Standard as an Australian Standard. MCs may not have other active projects to develop or maintain other Standards or other publications.

NOTE   For further information refer to [SG-015: Australian Involvement in International Standardisation](#).

5.5 Project Committees

A Project Committee (PC) may be formed to develop an Australian Standard under the alternative path or where Technical Specifications or Handbooks are desired but no TC exists or is expected to be required for ongoing work.

PCs are not formally constituted but aim to engage a broad group of stakeholders. Where there are existing and relevant Nominating Organisations for the new work proposal, they shall be engaged as per the usual process. Consideration must be given to the inclusion of small business and end consumer interests.

Members of a PC will be selected based on their skills, knowledge, experience and stakeholder representation. If an expert believes they can contribute to the work of a PC, they may write to Standards Australia with a request to join the committee.

If the PC is formed to develop an Australian Standard under the alternative path, SDAC approval for its membership is required at the time of Project Approval.

If the PC will be responsible for development of a Technical Specification or Handbook, the establishment and composition of a PC is usually approved by PMG at the time of Project Approval. Changes to the PC composition are approved by SA management and noted by PMG.

A PC is usually disbanded upon publication of the document.

PC members, or Standards Australia, can propose converting a PC to a TC at any time (either during the work of a PC, or following its disbandment). This will also be assessed at the point that any new projects are proposed for work previously undertaken by a PC.

6   CONSTITUTION OF TECHNICAL COMMITTEES

6.1 General

By ensuring that committees are fully representative of all affected stakeholders in the Australian and New Zealand communities, Standards retain their widespread acceptance and relevance.

The organisational membership of a TC is its 'constitution'. Every TC has a formal constitution and the policies under which committees are constituted and managed are determined by the Standards Development and

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Accreditation Committee (SDAC). Committee size is a compromise between a reasonably broad base of representation and the need to restrict membership to workable numbers.

Interests around the committee table must be concerned with the following broader sector or national views:

- Benefit to Australia;

- Health, safety and welfare of users and consumers;

- The community

- The environment;

- Industry best practice;

- New and emerging technologies; and

- Fit for purpose.

6.2 Nominating Organisations

TCs are composed of individuals who are nominated by organisations (i.e. Nominating Organisations or 'Nom Orgs') that represent the views of a particular constituency.

Consequently, TCs are constituted on a representative basis, rather than by asking individuals or companies to participate. Members of a TC are nominated by Nominating Organisations; organisations that nominate their representatives to the committee to represent the views of a particular constituency. This ensures that there is accountability and continuity in representation.

In recognition of the national status of Standards, national rather than regional or local organisations are preferred when seeking Nominating Organisations. This is to cover a range of interests affected by the publication in development.

To maintain continuity over amendment and revision cycles of publications, TCs function as ongoing entities and have an ongoing responsibility for the publications they produce. Nominating Organisations have a responsibility to ensure that representation is maintained over the long term. Adaptations to changes in technology and attitude occur when new representatives take over from earlier nominated individuals.

If a Nominating Organisation thinks it represents a valid sector of interest that is not already represented in a particular committee, it should write to Standards Australia. The application will be considered and, if deemed appropriate by the PMG, the organisation will be included on the committee.

It is essential that committee members are able to speak authoritatively for the Nominating Organisations which they represent. Nominated representatives should therefore maintain regular contact with members of the Nominating Organisation to ensure that the viewpoint they express is the viewpoint of the organisation as a whole.

NOTE   Further information on the roles and responsibilities of Nominating Organisations can be found in [SG 004 Roles and Responsibilities in Standardisation and the Nominating Organisation Guide](#).

EXAMPLES:

Nominating Organisations can be major, Australia-wide organisations such as the Australian Chamber of Commerce and Industry, Engineers Australia, the Australian Council of Trade Unions or the Consumers' Federation of Australia.

Government agencies—both state and federal level—are also important Nominating Organisations as are research institutions such as the CSIRO and universities.

Nominating Organisations can also be more localized organization with a specific focus. Provided that the organization represents a genuine sectoral interest, they can be asked to nominate representatives to appropriate committees. Examples of these bodies include the Institute of Materials Engineering Australasia, Australian Flower Export Council, Swimming Pool and Spa Association, Energy Safe Victoria or the Waste Contractors and Recyclers Association of NSW.

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6.3   Committee balance

In order to achieve the cornerstones of standardisation—balance, transparency and consensus—a TC must represent a balanced cross-section of interests that would potentially use, or be influenced by, the publication. Generally, each TC has a balance of the main stakeholder interest categories. These categories may include, but are not limited to:

- Consumers and community interests;

- Employer representative bodies;

- Government organisations;

- Industry, professional and technical associations;

- Manufacturers, importers and suppliers;

- Regulatory and controlling bodies;

- Research and academic organisations;

- Testing bodies;

- Unions and employees; and

- User and purchasing bodies.

It is not the aim to have numerically equal representation from all groups on all committees; in fact, this is virtually impossible. However, major influences may be balanced by the inclusion of smaller organisations which, while only representing a small number of parties, have a major interest in the area of standardisation. For large organisations with diverse membership, adequate provision is made in the number of positions allocated to allow a diversity of views to be brought to the table, notwithstanding the need for these organisations to develop coherent organisational positions.

The need to seek representation from a particular sector is identified when the committee is being constituted or reconstituted (see Clause 8 and Clause 9). At this point, possible Nominating Organisations are identified and considered. Any cases where no suitable Nominating Organisation exists to represent a sector are also identified.

Where there is no existing Nominating Organisation to represent a relevant sectoral interest on a TC, individuals may be invited to apply to represent that sector as a Stakeholder Interest Representative. This process may also be used to supplement representation in cases where a Nominating Organisation may exist for the sector, but it may not have sufficient coverage to ensure that the sector is fully represented.

The use of such representatives requires the approval of the PMG.

SA uses sector classifications for its Standards and committees.

EXAMPLE:

An example of stakeholder interest categories of potential representative Nominating Organisations in the telecommunications sector are: suppliers (e.g. Communications Alliance), regulators (e.g. Australian Communications and Media Authority), unions (e.g. Communications, Electrical and Plumbing Union of Australia), users (e.g. Australian Information Industry Association), consumers (e.g. Australian Communications Consumer Action Network) and government bodies (e.g. Department of Communication and the Arts).

6.4   Joint Committees

6.4.1   Representation from New Zealand interests

Joint committees having Australian stakeholder representatives recruited by SA and NZ stakeholder representatives recruited by SNZ will prepare joint AS/NZS Standards and other joint documents.

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SA and SNZ will encourage the adoption of International Standards jointly, and the development of joint Standards where this is not possible. There is no requirement for joint committees to develop national Standards.

The formation and ongoing operation of a joint committee requires compliance with each party's project initiation procedures and the support of stakeholders in both countries and from both SA and SNZ. This includes a commitment to joint outcomes and ongoing involvement of representation of at least two significant stakeholder organisations representing a balance of interests from each country that agrees a joint Standard should be developed, and at least two significant stakeholder organisations representing a balance of interests from each country being represented on the joint committee.

The status of joint committees may be reviewed periodically with both SA and SNZ having the opportunity to declare any committee de-jointed at any time, with three months' notice.

New Zealand contributors may participate in Australian Technical Committees. Such contributors are regarded as *Co-opted* members of the TC.

New Zealand interests normally participate in standardisation activities with Australia through membership on joint TCs. In all respects, the Australian and New Zealand members participate on an equal basis and the resulting documents become the national Standard in both countries.

However, there may be instances where this is not appropriate. For example, there may be an existing Australian committee operating but New Zealand interests may wish to join the committee with the possibility of future joint working and the production of a joint Standard. To cater for this type of situation, the Memorandum of Understanding (MoU) allows for representatives of New Zealand interests to be invited to sit on Australia-only committees developing Australian Standards (and vice versa) at a level below full joint participation. In such cases, the:

- Participation is as a co-opted member;

- Resulting documents are not identified as being joint Australian/New Zealand (AS/NZS or SA/SNZ); and

- Interest is not listed as members of the committee responsible for the development of the publication.

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6.4.2 Allocations of Secretariats of joint committees

Where there is strong stakeholder interest for the management of a joint committee to be undertaken by a particular Standards body, SA and SNZ will make every endeavour to ensure that this occurs.

Secretariats of committees developing joint Standards will be allocated on the basis of demonstrable interest, expertise and financial resources in each country.

6.4.3 International co-operation

SA and SNZ recognise the benefits that can be gained by co-operating in their participation at international and regional forums. SA and SNZ undertake to, where possible, hold bi-lateral meetings prior to significant international and regional meetings to discuss the items of interest.

Where joint committees are developing joint Standards in an area where both SA and SNZ are participating ("P") members of the relevant ISO or IEC TCs and SCs, reasonable efforts will be made for the joint committee to reach consensus on voting and comments on ISO and/or IEC documents (where this intention is consistent with national economic or policy objectives).

6.5 Representation from Other Countries

On rare occasions, applications are received from organisations outside Australia to participate in the committee process. This may be particularly valid where an Australian Standard is to be used in the country concerned or where a bilateral trade agreement exists. In such cases, representation on the committee is acceptable if the nomination is endorsed by the national member body of ISO or IEC in the country concerned (usually the national Standards body), which then acts as the Nominating Organisation. The following approach then applies:

- The membership category is 'overseas liaison';

- The nominated member must complete the normal committee member agreement process (i.e. submit a signed Committee Member Agreement and agree to operate in accordance with the Committee Member Code of Conduct) before joining the committee;

- The principles of committee balance set out in this Guide are applied in the same manner as for other nominating bodies; and

- The nominated member is listed under 'Additional Interests' on the inside front cover of the Standard.

Such overseas liaison members are eligible to participate in the committee process on the same terms as representatives of Australian interests, will have access to all relevant committee documents and can attend committee meetings. The overseas liaison member is given a ballot at the committee ballot stage and the committee will endeavour to resolve any negative votes cast by these members.

7 NEW COMMITTEES

7.1 Decision to Establish a New Committee

The scope of existing committees cover many different fields of standardisation. However, where activity in new areas of standardisation is to be commenced, a new committee is constituted.

NOTE Each committee's scope is to be kept up to date and should always be confirmed when a committee is constituted or reconfirmed when a committee is reconstituted.

New committees are usually established as a result of an approved Project Proposal (refer to SG 001 Preparing Standards). Project proponents are required to indicate in the Project Proposal whether the proposed standardisation project falls under an existing committee or whether a new committee is required. If there is no existing committee, proponents need to provide a list of proposed interests that may form a part of the new committee. SA will then establish the committee, drawing from the information provided in the Project Proposal and knowledge of any other stakeholder organisations relevant to the committee.

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Where a new Technical Committee is required, the PMG considers the proposed constitution to ensure that there is an appropriate balance of interests and adequate representation from all major interests, in accordance with the principles set out in this Guide. As it is necessary to ensure balance and adequate representation on committees, the PMG may amend the constitution by either adding or deleting Nominating Organisations, as required.

NOTE   When new committees are established, SA notifies all proposed Nominating Organisations of the final committee constitution.

7.2   Finalisation of a Technical Committee Constitution

Any stakeholder feedback is reviewed by the PMG to determine whether changes need to be made to the TC's constitution to ensure a proper balance of interests and adequate representation from major interests. Once the PMG is satisfied that the requirements of this Guide have been met, it approves the committee's constitution as well as setting and approving its scope.

7.3   Nomination of Members

Following endorsement of the TC's constitution and scope, SA invites the agreed set of organisations to nominate appropriate representatives to serve on the committee. The Nominating Organisations advise SA of their suggested representatives and the nomination process is completed once the individuals concerned have accepted the terms of the Committee Member Agreement.

Refer to the Nominating Organisation Guide for more information.

NOTE   An individual cannot represent more than one Nominating Organisation on each committee.

7.4   Public Notification

Standards Connect provides information relating to each TC including their scope, active projects, published Standards, constitution, international relationships and Sub-committees (SCs). The information is organised by sectors and committees.

NOTE   If you believe that the information contained in Standards Connect is not accurate or up-to-date please contact our Standards Development Services on 1800 035 822 or mail@standards.org.au and provide details of any updates required.

8   REVIEW OF CONSTITUTION AND COMMITTEE SCOPE

Project Managers (PMs), in consultation with Engagement Managers/Engagement Officers (EM/EO), should review the constitution and committee scope of each TC at the commencement of all projects to ensure that there is still an appropriate balance of interests and that the scope is still appropriate.

Amendments to a constitution may be required to maintain or improve the balance of a committee, e.g. additional organisations from different stakeholder interest categories may need to be invited to join the committee, or existing organisations may need to be removed. To ensure that the committee membership is still appropriate, the committee scope is compared to the current projects of the committee. Following review, the scope may be widened or varied to take into account the advances in technologies and any other relevant factors.

9   RECONSTITUTION OF COMMITTEES

Following review, it may be decided that major changes are necessary to the constitution of a committee. This may occur where a committee has been inactive for some time, when there has been a significant shift in the technical aspects of a committee's responsibility since its formation or where the PMG has determined that the existing committee has become ineffective.

Reconstitution involves the deletion of all existing organisations and individual representatives and the development of a new constitution. The process for new committees described above is used. All Nominating Organisations within the new constitution are formally invited to nominate representatives, including, where

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appropriate, any organisations which were on the previously existing committee that are to be included on the new constitution. This invitation includes details of the existing and proposed constitutions.

10 DISBANDING A COMMITTEE

10.1 Committee Recommends its Own Disbanding

A request to disband a TC, SC or WG may be made by the committee itself. The request shall be submitted in writing to SA, either in the form of committee meeting minutes or an email supporting the request, and shall include the reasons as to why the committee should be disbanded.

NOTE   PMG approval is required before a committee can be disbanded.

10.2 Standards Australia Disbands a Committee

SA may disband a committee for one or more of the following reasons:

- committee has completed its program of work;

- committee has been inactive for a considerable time;

- committee is deemed by the PMG to be ineffective or not upholding its responsibilities;

- committee is not representative of the full range of stakeholders; or

- other circumstances as deemed appropriate or necessary by SA or the PMG.

NOTE   A committee cannot be disbanded unless all Standards developed by the committee have been withdrawn, made obsolescent or transferred to another committee to be responsible for their maintenance.

Where a committee is deemed to be ineffective or not upholding its responsibilities, SA will notify the committee and the relevant Nominating Organisations in writing of the intent to disband the committee, including the reasoning for the decision. Where it is deemed that corrective actions may resolve the relevant issues, the notification shall specify the actions to be undertaken by the parties concerned and shall allow a period of at least 30 days for those actions to be completed. At the close of the period, SA will reconsider the need to disband the committee in light of the actions taken.

10.3 Notification

If the decision is made by SA to disband a committee, notification of such action shall be sent to the committee and the relevant Nominating Organisations. If the committee is a joint committee, SA will advise SNZ accordingly.

In the event that Australia holds membership on an international committee or the position as the secretariat, chair or convenor of an international TC, SC or WG, the notification shall state that SA will relinquish the relevant membership and/or positions. The appropriate notification(s) shall be sent to ISO and IEC regarding the change in status, including the relinquishment of the relevant positions, if applicable.

NOTE   Relinquishment of an international secretariat requires 12 months' notice to be given to ISO or IEC.

11 COMMITTEE CHAIR

11.1 Leadership Role

The Committee Chair and the Project Manager (PM) form the leadership team that guides a TC through the process of developing Australian Standards (AS) and joint Australian/New Zealand Standards (AS/NZS), ensuring adherence to the Committee Member Code of Conduct throughout. As Standards are produced by cooperative effort and round-table discussions, the Chair and the PM play a key role in ensuring that such Standards represent the views of all concerned, to the maximum extent possible.

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One of the most important functions of the committee leadership team is to ensure that when preparing Standards, the standardisation process is strictly adhered to. The leadership team is also responsible for the management of the committee's work program to ensure that target dates are met and the agreed deliverables are achieved.

11.2 Appointment

Chairs of TCs shall be appointed by SA, for an initial maximum period of three years, or for such shorter period as deemed appropriate by SA. Extensions are allowed, but it is preferable that extensions do not exceed a cumulative maximum of nine years. Any extensions beyond the initial three year appointment requires PMG approval. Standards Australia shall communicate to the Technical Committee when it commences the process to appoint a new Chair and may additionally invite expression of interest from the Technical Committee and/or Nominating Organisations.

In the 18 months prior to the end of a Chair's term, the PM, Program Manager and Engagement Manager/Engagement Officer (EM/EO) shall make a recommendation to the PMG as to whether the Chair's term should be extended and provide reasons. In the event that an extension to the Chair's appointment is not supported by the PMG, SA shall appoint a new Chair for up to one year before the end of the term of the existing Chair. Chairs appointed for up to one year before shall be designated as the "Chair elect" of the relevant committee. This is intended to provide the Chair-elect an opportunity to learn the role and responsibilities of the Chair before taking over as Chair and to support continuity of the committee's work.

11.3 Responsibilities

The principal responsibilities of a Committee's Chair are facilitating collaborative discussion, managing the conduct of participants in committee meetings and ensuring the required commitment is achieved, and the objectives and benefits defined in the project proposal are delivered. Therefore, the responsibilities of a Committee Chair include:

- Understanding the principles of the standardisation process, including the policies of SA relating to transparency and consensus (as explained in the Standardisation Guides);

- Developing an understanding of the committee's objectives and meeting dynamics;

- In conjunction with the PM, ensuring compliance with the Project Scope Breakdown spreadsheet and delivery plan to effectively manage relevant tasks, issues and risks, and project deliverables;

- In consultation with the committee and the PM, provide justification where variations to the original project scope or project schedule is required;

- Encouraging the committee members to effectively prepare for committee meetings to allow for a decisive and efficient flow of work, and the meeting of targets and priorities;

- Facilitating discussions and mediating disagreements between members to avoid delays in the Standards development process;

- Managing interests while ensuring that the opinions of all stakeholders are heard, to achieve consensus outcomes;

- Focusing discussions to the point under consideration to ensure that the agenda can be completed in a timely manner;

- Summarising the consensus view for noting and action when a consensus of opinion has been reached;

- Ensuring that once a consensus on a matter has been reached, the matter is not re-opened for further discussion, unless it is critical;

- When an agreement cannot be reached on a matter, ensuring that key points of difference are summed up and proposed action(s) to be taken are noted to reach a resolution;

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- With regard to the detailed drafting of Standards, avoiding discussions focusing on editorial matters. This is because the detailed drafting is the responsibility of the Drafting Leader (DL) and the Drafting Team (DT); questions regarding the style and format are addressed by the PM;

- Facilitating the resolution of any negative votes resulting from the committee ballot;

- Ensuring that the committee gives full consideration to the adoption of any existing International Standard if it parallels the scope of the draft being prepared; and

- Ensuring that the committee remains focused on delivering Net Benefit to the Australian community and quality outcomes.

NOTE   The PM will assist the Chair to achieve the agreed outcomes.

Before accepting the position of Chair, it is important that invitees give consideration to the call on resources associated with the role. This includes finding time for discussions with the PM outside of meetings as well as attending all meetings at every location where the committee is likely to meet. A potential Chair must be able to devote the necessary time and be able to meet the cost of the necessary travel in order to fulfil these obligations.

11.4 Competencies

The following competencies are required for a Chair:

- Holding an existing role and good reputation in the sector;

- Relevant professional experience with previous experience facilitating meetings or chairmanship desired;

- Ability to lead and inspire committee members and experts from the sector towards consensus;

- Understanding of the nature of SA's work and its resulting benefits;

- Availability to commit time and resources to their role as Chair;

- Ability to develop solutions through innovative and creative thinking in a consensus environment;

- Excellent communication, negotiation and facilitation skills including the ability to engage stakeholders and manage relationships; and

- Ability to act proactively and communicate diplomatically.

11.5 Declaration of Interests by Committee Chairs

A Committee Chair may have a dual role, representing the interests of their Nominating Organisation as well as acting as a neutral facilitator of committee discussions. It is therefore important that the Chair declare their interests along with the other committee members.

The Chair must also make it clear when they are putting forward the views of their nominating body as opposed to their normal role of speaking from a position of neutrality as the Committee Chair.

When necessary, a Chair may need to stand down from chairing discussions on subjects where there could be a perceived conflict of interest. This could be necessary in situations where perceptions could substantially detract from the committee's conclusions. In such circumstances the PM, or if agreed by the committee, another committee member, may chair that part of the meeting.

For Standards Australia's policy on declaration of interests, see Clause 12.6.

11.6 Monitoring of Chairs' Appointment, Tenure, Succession Planning and Performance

The PMG is responsible for monitoring of the performance of Committee Chairs, extension of terms and succession. A review of each Chair's performance will be undertaken at least once a year by way of feedback received through surveys, and direct feedback from internal and external stakeholders.

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11.7 Termination

Where it is deemed necessary, SA maintains the right to terminate the term of a committee Chair.

11.8 Working Groups Convenors

A convener of a WG is selected through a less formal process which normally includes consultation with the TC (or SC) that approved the setting up of a WG. The convenor may be appointed by SA for any period relevant to the nature of the work of the WG.

12 OPERATIONS OF COMMITTEES

12.1 Project Managers

SA appoint a PM to work with each TC. A joint committee may, under certain circumstances, have a PM from SNZ.

Joint TCs also have a PM as a liaison in the non-secretariat Standards body.

PMs are facilitators and are responsible for managing all administrative functions of the committee such as organising meetings, keeping minutes, maintaining relevant data on the websites established for committee member work (this includes Standards Connect[1]), distributing documents and drafts and managing the committee processes to ensure targets are met. Their role may include assistance with drafting, collating data from other committees and relevant overseas Standards, and advising on style and formatting. For more details refer to SG-004: Roles and Responsibilities in Standardisation.

[1] Standards Connect is Standards Australia's online committee website and Standards development portal.

12.2 Drafting Documents

The responsibility for the technical content of a Standard resides with the TC, PC or for alternative path projects, a Technical Writer in consultation with a PC. The committee, or one or more WGs, provide the technical text to be incorporated into the document. This content is developed through a series of drafts and may involve numerous face-to-face meetings or online discussion through audio or web conferences or via Standards Connect.

Because Standards regularly and continually evolve, committee members should recognise that it is best to avoid delaying the development of a document while non-critical technical details are resolved. In some instances it may be preferable to release a document for publication, with unresolved minor technical issues, so that users have the earliest possible opportunity to take advantage of its content, and defer any refinements to the next revision of the document. If appropriate, an Interim Standard can be produced. Refer to SG 003 Standards and Other Publications.

The format and presentation of a Standard is the responsibility of the PM and shall be in accordance with SG 006 Rules for the structure and drafting of Australian Standards. Committee members should concentrate on communicating the desired technical requirements. This includes drafting the text of the publication, possibly through a specified Drafting Leader (DL), Drafting Team (DT) and/or WG. The PM will provide advice and tools to ensure that the document meets SA's style requirements.

Where an existing International Standard parallels the scope of the draft being prepared, the committee is required to give full consideration to its adoption. Where the committee decides to change the technical requirements of the International Standard, these need substantial justification based on sound reasons. These departures from the International Standard and the reasons for doing so shall be recorded in the committee's meeting minutes. For the rules for the presentation of modifications to International Standards in adoptions, refer to SG 006 Rules for the structure and drafting of Australian Standards.

12.3 Meeting Minutes

The primary purpose of meeting minutes is to accurately record the decisions of the meeting. Minutes are important and act as a historical record of the meeting.

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This record of decisions should be supported by a brief record of as much of the discussion as is necessary to provide a background for any important decisions taken. SA's minutes do not purport to be a verbatim record of the discussion at a meeting.

The PM is responsible for ensuring that meeting minutes are appropriately recorded, agreed and retained along with the other project documentation.

12.4 Document Circulation

For rules and guidance around confidentiality and "Committee-in-Confidence" relating to the circulation of documents and information refer to SG 004 Roles and Responsibilities in Standardisation.

12.5 Committee Meetings

12.5.1 Meeting Venues

Care is taken to ensure that all committee members have a reasonable opportunity to attend meetings (i.e. meetings are not held continually in locations that favour a small number of members).

Face-to-face meetings are generally held at SA's offices in Sydney. However, in the interests of equity, where there are committee members from other states, one or more meetings may be held in other locations (e.g. in an approximate proportion to the location of regularly attending committee members). This ensures that some committee members are not always paying travel costs, and also gives these members the opportunity to 'display' their state and interest.

Wherever possible, meetings should be held electronically through the use of audio-, video- or web-conferencing. Audio facilities are free of charge within Australia; however committee members will be responsible for any internet access charges associated with electronic meetings (i.e. costs incurred by their internet service provider). Some meetings may be held at both a physical location and electronically, while others may be held entirely electronically. The latter approach is particularly appropriate where the purpose of the meeting is to convey information, or a smaller group need to exchange ideas on a frequent basis.

Joint TC meeting venues rotate between the main centres of each country according to the proportion of regularly attending committee members. Venue selection takes proper regard of the cost, time and convenience to committee members.

12.5.2 Meetings and Costs

The costs of travel, accommodation and time expended in attending committee meetings are met by committee members, their employers or Nominating Organisations. These commitments provide a critical contribution towards the support of the Standards infrastructure. This is consistent with worldwide standardisation practice.

In order to minimise the costs of committee participation, face-to-face meetings are generally kept to a minimum. However, most commonly, face-to-face meetings take place:

- at the commencement of new projects ('Kick-Off' meeting, refer to SG 001 Preparing Standards);

- when the document is being prepared for release as the public comment draft (i.e. to ensure all members accept the draft as suitable for release and resolve any outstanding issues);

- when reviewing public comment and revising the document (if there is no significant comment, a meeting may not be needed); and/or

- when resolving negative votes following ballot.

For large or complex publications, or where there are significant differences between stakeholder views, additional meetings will be required.

Other measures that are employed to minimise the need for meetings include:

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- Wherever possible, focusing meeting discussions on finding agreement on technical principles, and leaving the detailed drafting to those who are responsible for drafting the document, (e.g. the Drafting Leader, Drafting Team or a Working Group).

- Employing, whenever practicable, audio/video/web conferencing and/or the online forums on SA's committee website (Standards Connect).

- Circulation of documents when they are available, (e.g. a revised draft of the publication can be made available for comment when it has been completed).

Committee members can help minimise the time spent in meetings by:

- providing written submissions prior to each meeting;

- thoroughly examining in advance all documentation supplied; and.

- regular meeting attendance.

12.5.3 Meeting arrangements

The Chair and the PM consult on the details of the arrangements before a meeting is called. It is recognised that for effective committee work, adequate advice of meetings and circulation of all relevant documentation beforehand is essential.

To allow members to properly review committee papers, notices of meetings, agendas, associated drafts and correspondence are circulated electronically, by posting to the committee website (Standards Connect), four weeks prior to the meeting, where possible.

NOTE   In some circumstances some meetings may need to be called with less notice time.

12.5.4 Planning the agenda

The Chair and the PM usually discuss the objectives of the meeting beforehand in order to be clear as to what is intended to be achieved. They also discuss the draft agenda and jointly plan the time to be allotted to each subject on the agenda.

Tabling of a large number of items at meetings is discouraged since it does not provide members with sufficient time to fully consider the matters being raised. Whenever possible, tabled items are referred for discussion at the following meeting or, if time does not permit, comment is sought from committee members by correspondence.

12.5.5 Conduct of meetings

Committee meetings are normally relatively informal. There is no need for formal motions and amendments. Decisions at committee meetings are made by consensus, not by vote.

The 'International Organization for Standardization' (ISO) definition of a consensus is:

> *General agreement, which is 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.*

The aim is to obtain a genuine consensus of stakeholder opinion, and produce a publication that is practical, realistic and acceptable to all the interests concerned. Where unanimity on an issue is not achieved at a committee meeting, this is noted in the meeting minutes and may need to be resolved at a later stage in the Standards development process.

To preserve privacy and confidentiality of meetings the use of voice and/or video recorders by committee members is not permitted. Where a meeting is being held electronically (such as by audio-, video- or web-conferencing), committee members may only broadcast the meeting to non-committee members with the prior approval of the Project Manager (PM) in consultation with the committee Chair. Committee members that are

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attending the meeting electronically should ensure that the meeting cannot be heard or viewed by non-committee members by using facilities that maintain confidentiality. Additionally, committee members may not record or save an audio or video record of the electronic meeting broadcast.

Standards Australia may audio- and/or video- record and transcribe a meeting under the following circumstances:

- all committee members participating in the meeting agree to the meeting being audio- and/or video- recorded;

- the meeting is audio- and/or video- recorded solely for the purpose of the PM preparing minutes of the meeting;

- the recording (and any transcripts) is deleted once the minutes have been confirmed;

- the recording (and any transcripts) is only accessible by the relevant SA staff, and will not be provided to any other person (including the meeting participants or general public).

Committee meetings are only open to nominated members, or, if a member cannot attend, their delegate. The attendance by a guest or technical expert for a special purpose at a specific meeting requires the prior approval of the PM in consultation with the committee Chair.

Invited guests hold no voting rights; their attendance is required on a voluntary basis and only for their expert opinion in the specified field and their attendance should be recorded in the meeting minutes, and the notice of meeting/agenda (where possible).

All attendees are required to sign a Committee Member Agreement prior to being admitted to the committee meeting. Attendance at committee meetings by the legal representatives of committee members is not in keeping with the informal and collaborative spirit of voluntary consensus standardisation and is only permitted with the written consent of the PMG.

The following guidelines assist with conduct at meetings. In all cases, the PM assists the Chair to achieve the desired outcome. Committee members need to be aware of, and work within, these guidelines.

- The Chair focuses the discussion to the point (agenda item) under consideration to ensure that the agenda can be completed in a timely manner;

- Committee members ensure that once consensus on a matter has been reached, the matter is not re-opened for further discussion, unless it is critical. Members absent from meetings where a particular decision was taken must submit their concerns in writing for review at the next meeting;

- It is essential that the opinions of all stakeholders are heard in an impartial and respectful manner. Where necessary, the Chair should actively seek opinions from members who may not have been heard;

- Discussion is limited to the point under consideration and when a consensus of opinion has been reached, it is summarised for noting and action;

- When an agreement cannot be reached on a matter, the Chair usually sums up the key points of difference and the proposed action(s) to be taken to find a resolution;

- With regards to the detailed drafting of publications, discussions are focused purely on editorial and drafting points. This is because the detailed drafting is the responsibility of the Drafting Leader (DL), Drafting Team (DT) or a Working Group (WG); and questions regarding the style and format are addressed by the PM and the SA editorial department;

- Committee members are required to comply with the Committee Member Code of Conduct.

12.6 Declaration of Interests by Committee Members

All members of Technical Committees (TC) and Project Committees (PC), including Sub-committees (SC), Working Groups (WG) and other consensus groups involved in the Standards development process, as well as the Committee Chair, represent a particular interest and are required to declare any specific interests they may have in the outcome of a committee decision, especially where such interests are not self-evident.

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To ensure transparency and openness of the process, the Project Manager (PM) must ask members to declare such interests at the opening of each meeting. Such declarations are recorded in the minutes of the meeting and in a Declaration of Interests Register.

All participants involved in the development of Australian or joint Australian/New Zealand Standards, including Nominating Organisations, should refer to Standards Australia's Standards Development Competition Law Guidelines for guidance on competition law issues and how to comply with Australian competition law when involved in Standards development activities.

Compliance with competition law in the Standards development process is essential to ensure that:

• markets operate efficiently and competitively; and

• the Standards development processes remains a platform of trust for industries, governments and the Australian community.

NOTE   For more information relating to committee member and Chair roles and responsibilities, refer to SG 004 Roles and Responsibilities in Standardisation.

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DOCUMENT HISTORY

The following details the history of this document:

Date	Author	Amendment Details
21/07/09		v2.0 - Revised and re-issued.
21/12/09	Policies and Procedures Officer	v3.0 - Clause 7.4 amended to clarify Nom Org representation rules for committee members and re-issued.
19/05/10	Policies and Procedures Officer	v3.1 - Minor amendments and updated Clause 5.2 to reflect that constituted Sub-committees are no longer permitted and re-issued.
15/02/11	Process and Procedures Officer	v3.2 - Replaced Committee Member Agreement with Committee Member Deed in Clause 7.4 Nomination of Members and re-issued.
14/7/11	Process and Procedures Officer	v3.3 - Add new sections: Disbandment of a Committee and Operation of Mirror Committees and re-issue.
21/2/12	Process and Procedures Officer	v3.4 - Update all hyperlinks after new corporate website released and clarify rules for approval of Committee Chairs and re-issued.
02/08/12	Process and Procedures Coordinator	v3.5 - Document reviewed and reconfirmed with minor amendments and re-issued.
10/08/12	Process and Procedures Coordinator	v3.6 - Minor amendments to reflect current Standards Development Pathways and re-issued.
23/08/12	Process and Procedures Coordinator	v3.7 - Amended Clause *12.4 Document circulation* to remove all text and now redirects to SG-004 and re-issued.
16/01/13	Process and Procedures Coordinator	v3.8 - Reconfirmed/updated Document History and re-issued.
31/01/13	Process and Procedures Coordinator	v3.9 - Minor amendment to '12.5.1 Meeting venues' and '12.5.5 Conduct in meetings' to clarify rules associated to meetings held electronically and confidentiality.
28/02/13	Process and Procedures Coordinator	v3.10 - Fix broken hyperlinks.
28/5/13	Process and Procedures Coordinator	v3.11 - Minor amendment to 12.5.5 to clarify that video recordings of committee meetings are not permitted.
16/07/13	Process and Procedures Coordinator	v3.12 - Fix broken hyperlinks to SG-005.
26/08/13	Process and Procedures Coordinator	v3.13 - Fixed broken hyperlinks to 'Committee Member Code of Conduct'.
30/04/14	Process and Procedures Coordinator	v3.14 - Minor editorial amendments/clarifications throughout.
09/10/14	Process and Procedures Coordinator	v3.15 - Minor editorial amendments/clarification of constitution reviews and reconstitutions.
25/01/16	Process and Procedures Coordinator	v3.16 - Updated references to SDC with SDAC.
11/02/16	Process and Procedures Coordinator	v3.17 - Removed references to Committee Driven Pathway.
06/10/16	Process and Procedures Coordinator	v3.18 - Amend 12.6 to clarify Declaration of Interests policy and reference Competition Law Guidelines.
12/07/18	Process and Procedures Coordinator	v3.19 - Minor amendments to Clause 6.2 to align with Nominating Organisation Guide.

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22/01/19	Process and Procedures Coordinator	v3.20 - Amend Section 11 'Committee Chair' to reflect SDAC approved changes to policy and Chair responsibilities. Minor editorial changes throughout. Draft released for consultation.
14/02/19	Process and Procedures Coordinator	v3.20 - Replaced all references to 'Standards Hub' with 'Standards Connect'.
21/06/19	Process and Procedures Coordinator	v4.0 - Amend Section 11 'Committee Chair' to reflect SDAC approved changes to policy and Chair responsibilities. Minor editorial changes throughout. Draft released for consultation.
17/02/20	Process and Procedures Coordinator	v4.1 - Clause 6 0,5 amended to clarify that requests to participate in the committee process can be received from organisations outside Australia.
30/09/20	Process and Procedures Coordinator	C4.2 – Updated references to the Standards Development Public Portal, to 'Standards Connect.'
24/03/2021	Service Design Analyst	v4.3 - Updated text to reflect SDAC approved changes to record and transcribe committee meetings
27/07/21	Policy Manager	V4.4 – Updated internal roles and departments, and removed broken links.
16/06/2023	Policy Writer	V5.0 – Added Project Committees and information on alternate standards development models.
26/062023	Policy Manager	V5.0.1 – Fixed links and upload of latest content.
06/09/2023	Policy Writer	V5.0.2 – Added this line about sector harmonisation: "SA uses sector classifications for its Standards and committees."