Standards Australia Limited

Standards Development Committee

Charter

1. Objectives and Role

The primary objective of the Standards Development Committee of the Board of Standards Australia Ltd (SA) is to assist the Board in fulfilling its responsibilities as Australia’s peak national standards body and in the development of Australian Standards, which include joint Australian / New Zealand Standards, and related documents.

The primary role of the Committee is to assist the Board to:

- Exercise oversight of SA’s processes, policies and procedures as a developer of Australian Standards and related documents.
- Provide process governance for the development of Australian Standards by SA, and as agreed on a case by case basis for other accredited Standards Development Organisations (SDOs) as required, and to ensure compliance with appropriate processes for the development of Australian Standards.
- Determine which projects are resourced by Standards Australia, with reference to published criteria.
- Provide guidance on, and if necessary make decisions on, priorities for the development of Australian Standards and other documents in the public interest.
- Provide the final point of process dispute resolution within SA as a developer of Australian Standards and related documents.

2. Duties and Responsibilities

The duties and responsibilities of the Committee shall be to:

a) Policies and procedures

i) Drive continuous improvement and innovation in the development process for Australian Standards and other related documents.

ii) Make recommendations to the Accreditation Board for Standards Development Organisations (ABSDO) on policy considerations associated with the development of Australian Standards.

iii) Bring broader policy issues that may arise from time to time to the attention of ABSDO to improve accreditation arrangements, such as changes in related ISO/IEC guidelines.

iv) Approve consensus models and processes for the development of Australian Standards by SA.

b) Project selection and approval

i) Oversee and regularly review priorities for SA’s standards development and related activities.

ii) Approve the program of standards development resourced by SA (Project Prioritisation Program).

iii) Provide process approval of Australian Standards prior to their publication.

iv) Provide a point of arbitration where no satisfactory solution can be found within the Technical Committee ballot rules or other issues escalated by the Production Management Group (PMG).
v) Provide appropriate process approval for Australian Standards developed by other accredited SDOs as required. Note this would only occur upon request and as agreed where the SDO did not have sufficient infrastructure to provide a separate process review function.

vi) Review requests for inclusion of a specific conformity assessment regime or scheme in a product Standard, and where appropriate provide approval.

c) Sub Committees and other oversight

i) Monitor reports about industry and standards related issues from SA’s stakeholder liaison structures.

ii) Assist the Board in overseeing SA’s role as Australia’s peak Standards development organisation and monitor progress against KPIs in the Commonwealth MoU.

iii) Assist the Board to oversee SA’s role as the Australian member of ISO and IEC (including issues related to the administration of Australian participation, funding for international participation, and relationships with other National Standards Bodies).

iv) Monitor relationship issues associated with ISO, IEC, other National Standards Bodies and other SDOs.

v) Advise the Board to monitoring implementation of relevant Productivity Commission Review recommendations arising from the 2006 report on standard setting, including those relating to SA’s relationship with SAI Global.

vi) Oversee the activities of SA’s stakeholder liaison structures including Standing Forums.

vii) Advise on the formation of new stakeholder liaison structures.

viii) Provide high level coordination and understanding of standards-related issues across industry sectors.

ix) Receive reports from PMG on standards development activities including targets, project selection and resourcing.

x) Oversee the International Policy Advisory Committee.

xi) Oversee the Innovation Review Group.

d) Other

i) Undertake an annual self-evaluation process with outcomes reported to the Board.

ii) Review and update the Committee’s Charter at least every 2 years, for approval by the Board.

iii) Consider any other matters requested by the Board.

3. Membership and Attendance

a) The Committee will comprise up to 8 persons including at least one Director and one representative from the Commonwealth as an ex officio member in accordance with the Commonwealth MOU. Apart from the Director and the Commonwealth representative the Board shall appoint other Committee Members to represent and act in the best interests of all Standards Australia’s Members.

b) The Chairman of the Board (or nominee) and the Chief Executive Officer (or nominee), shall attend Committee meetings as Observers. The Board may appoint other persons as Observers from time to time.
c) Committee Members are appointed and may be removed by the Board. Unless otherwise determined by the Board, Committee Members, other than the Commonwealth’s ex-officio member and any Board appointed Directors, will initially be appointed for a term of 3 years, and may be reappointed for one further term of 3 years. A Committee Member or Observer who is a Director will cease to be a Committee Member or Observer upon ceasing to be a Director.

d) The Board shall appoint a Director, who shall not be Chairman of the Board, as the Committee Chairman. The Board shall review its appointment of the Committee Chairman from time to time.

e) The Chief Executive Officer shall appoint a Committee Secretary.

f) An invitation may be extended to other persons to be in attendance to assist the Committee in its activities.

4. Meetings

a) A meeting quorum shall be 50% of the number of current Committee Members, rounded up to the nearest full number in the event of a fraction.

b) If at any meeting the Committee Chairman is not be present within five minutes after the time appointed for the meeting, the Committee Members present may choose a Committee Member to be chairman of the meeting until the Committee Chairman is present.

c) Questions arising at any meeting shall be determined by a majority of votes of the Committee Members present, and in the case of an equality of votes the Committee Chairman shall have a second or casting vote.

d) Meetings shall, unless varied by the Board, be held not less than four times each calendar year.

5. Authority

The Committee is authorised by the Board to:

a) Approve SA’s processes for the development of Australian Standards.

b) Approve the standards development program of work (Project Prioritisation Program).

c) Approve the publication of Australian Standards by or on behalf of the Company, with authority to further delegate that approval. Specifically, PMG via the General Manager Operations (GMO) is authorised to grant process approval prior to publication of an Australian Standard developed by SA. This authority extends to any person acting in the role of GMO or in the absence of the GMO, to the CEO.

d) Approve the publication of Australian Standards developed by other SDO’s, in accordance with that SDO’s approved processes for Standards development and any requirements for such approvals imposed by ABSDO.

e) Approve requests for inclusion of a specific conformity assessment regime or scheme in a product Standard in accordance with Standardisation Guide 6.

f) Approve changes to the Charters of PMG, International Policy Advisory Committee and Innovation Review Group.
6. Reporting Procedures

a) The Committee Secretary is responsible for:
   i) preparing and circulating the agenda and meeting papers.
   ii) drafting and circulating the minutes, and retaining a permanent Minute Book of all signed minutes.
   iii) in conjunction with the Chief Executive Officer, carrying out any instructions of the Committee and giving practical effect to the Committee’s decisions.
   iv) Ensuring the Annual Report includes a statement describing the responsibilities and activities of the Committee.

b) The Committee Chairman shall report to the Board on all significant matters considered by the Committee and report annually to Council.