



## STANDARDISATION GUIDE 009:

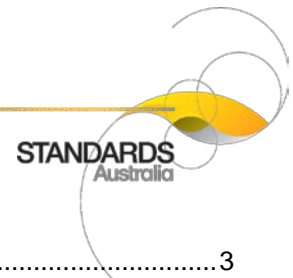
# PREPARATION OF STANDARDS FOR LEGISLATIVE ADOPTION

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## Contents

1	Scope and Objective.....	3
2	General requirements for Standards referenced in legislation .....	4
3	How a Standard may be referenced.....	4
4	Performance and prescriptive Standards .....	5
5	Use of Must, Shall and Should .....	5
6	Use of Practicable and Reasonably Practicable.....	6
7	Use of Normative Appendices .....	6
8	Use of Advisory Notes and Informative Appendices .....	6
9	Use of Commentaries .....	7
10	Reference to Approval Procedures or Bodies .....	7
11	Cross-referencing .....	8
12	Revision of Standards referenced in legislation .....	8
13	Net Benefit .....	8
14	International adoption .....	9
APPENDIX A – Glossary of Terms used in this Guide.....		10
A1	Application Clause .....	10
A2	Code of Practice .....	10
A3	Australian Standard .....	10
A4	Guidance Material.....	10
A5	Inspecting Authority .....	10
A6	Legislation.....	10
A7	Model Code of Practice .....	10
A8	Part .....	11
A9	Primary Adopted Standard .....	11
A10	Regulation.....	11
A11	Regulatory Authority .....	11
A12	Requirement .....	11
A13	Section.....	11
A14	Standard .....	11
A15	State of Knowledge.....	11
APPENDIX B – Drafting of Standards that may be referenced in WHS legislation .....		12
B1	General approach to drafting Standards that may be referenced in WHS legislation.....	12
B2	Tiering of requirements.....	12
B3	Interface with regulators – Duties of employers, employees, designers of equipment and others .....	12
B4	Revision of Standards referenced under WHS legislation .....	13
APPENDIX C – Drafting of Standards that may be referenced by water utilities.....		14
C1	General approach to drafting Standards that may be referenced by water utilities .....	14
C2	Structure of Standards.....	15
C3	WSAA committee representation.....	15
15	Document History .....	16



## 1 Scope and Objective

This Standardisation Guide is intended to assist Technical Committees developing Australian Standards® which are specifically intended for reference in legislation, or those Standards that may be considered for legislative reference in the future.

Australian Standards can be directly referenced in legislation in full or part, while others may be referenced for evidentiary or guidance purposes only.

The objective of this Guide is to provide direction on the appropriate drafting style and terminology to ensure that Australian Standards are:

- a) compatible with legal requirements in all jurisdictions around Australia;
- b) structured in a format suitable for legislative referencing; and
- c) written in a clear, concise and consistent manner, avoiding ambiguity.

All standards intended for reference in legislation shall be in accordance with this Guide. The provisions are presented in a highly simplified form and shall not be relied upon as legal advice.

This Guide includes three Appendices:

1. [Appendix A: Glossary of Terms](#)
2. [Appendix B: Drafting of Standards that may be referenced under in WHS Legislation](#)
3. [Appendix C: Drafting of Standards that may be referenced by Water Utilities](#)



## 2 General requirements for Standards referenced in legislation

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When developing a new Standard, or revising an existing Standard, it is important to ensure, where possible, that its provisions are compatible with existing legislation. Standards shall not prescribe any technical or other requirements differing from those prescribed in legislation. The Standard acts to support any relevant legislation.

A Standard shall not repeat requirements specified in legislation. Where repetition is considered unavoidable for the sake of completeness, the duplication shall be referred to the relevant regulator(s) for confirmation of compatibility.

If a Standard includes definitions, whether of an administrative or technical nature, they shall be consistent with any definitions incorporated in the relevant legislation, regulatory code or specification. Additionally, Technical Committees shall take due care to ensure definitions are compatible with other related Standards and industry documents.

It is not appropriate for specific administrative procedures or responsibilities to be referred to in a Standard, as these may vary from jurisdiction to jurisdiction and change over a period of time.

To accommodate the various purposes of a Standard, it may be necessary to arrange the contents such that the requirements intended to be adopted in legislation are clearly separate from those which are not.

In some cases, it may be difficult to create a clear division between the various provisions in a Standard, and practical drafting considerations may make it necessary to develop other means of segregation. For example, the requirements that are not to be adopted in legislation may be in a separate section, part, or appendix. The section, part or appendix that contains regulatory compliance provisions, shall not make reference to the section or part not necessary for legislative compliance. In some cases, a separate Standard or a series of Standards may have to be developed to meet the needs of all stakeholders.

A Note in the Preface of the Standard may be included to detail the legislation, contract or other means by which the Standard is, or is likely, to be mandated.

Drafting of the Standard shall be in accordance with Standardisation Guides [SG-001: Preparing Standards](#) and [SG-006: Rules for the structure and drafting of Australian Standards](#).

## 3 How a Standard may be referenced

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The Commonwealth, State and Territory Governments may choose to incorporate any normative or informative Standards Australia product, including amendments to existing Standards, into their legislative frameworks — that is, reference them in an Act, Regulation or Code of Practice.

The exact manner of incorporation will determine whether the Standard (or part thereof):

- shall be complied with (i.e. referenced in an Act or Regulations); or
- sets a minimum standard or benchmark (i.e. referenced in a Code of Practice).

The referencing will also determine whether the whole Standard, or only specific sections or provisions of the Standard are incorporated.

There are a number of ways that Standards may be referred to in legislation:

- by Standard number (and title);
- by Standard number (and title) and year of publication;



- by Standard number (and title), year of publication, and the added words “as amended from time to time” to reference any amendments; and
- by Standard number (and title) and year of publication, with each amendment separately referenced.

Regulations specify the date on which a Standard or Amendment for Regulatory Adoption and other documents come into effect.

It is recommended that regulatory authorities consult with Standards Australia regarding amendments to legislation that reference Australian Standards.

Incorporation of an Australian Standard into a Code of Practice has the effect of making the Standard part of the Code — that is, part of the guidance on how to comply with the provisions of the Act or Regulation. Australian Standards may also be referred to in government guidance materials.

For guidance regarding the numbering (designation) of Australian Standards, or drafting the title of a Standard, refer to [SG-006: Rules for the structure and drafting of Australian Standards](#).

For guidance when using Standards in support of policy and regulation and how to identify a Standard, refer to [Best Practice Guide to Using Standards and Risk Assessments in Policy and Regulation](#), Department of Industry, Innovation and Science, June 2016.

## 4 Performance and prescriptive Standards

Standards can be structured as performance based Standards or prescriptive Standards (or “deemed to comply”). The performance requirements can be contained in legislation or an Australian Standard which references another Australian Standard, or part of a Standard which is written in prescriptive form, as a complying solution. For more information on performance based and prescriptive Standards, refer to [SG-003: Standards and other publications](#).

When drafting a Standard, every effort should be made to ensure clarity in the “objectives” and “performance aims” of the particular Standard. This includes incorporating details of criteria and testing methods, or verifications relevant to assessing performance, and where possible, specifications which are deemed to satisfy the performance requirements, of the specified performance criteria.

Where Standards Australia is requested to prepare a Standard with the performance requirements in addition to the ‘deemed to comply’ solution, the performance based Standard should be prepared as a separate document, with a separate Standard number, or in a clearly differentiated separate part. The ‘deemed to comply’ Standard should be referenced in the normal way and should not reference a performance based Standard.

Some regulations specify ‘performance’ requirements and list Standards or specifications which are deemed to satisfy the prescribed performance. By doing this, flexibility is preserved in the application of the legislation by allowing for the development of further Standards or specifications (using existing or evolving technology), or the adoption of alternative means, which also achieve the desired performance.

## 5 Use of Must, Shall and Should

In accordance with the International Organization for Standardization (ISO) Directives, the word ‘shall’ is used to state that a requirement needs to be followed in order to conform to the Standard. Consequently, there can be no deviation from that requirement, other than a specified tolerance.

Standards Australia notes that in legislation and specifications it is common to use the word ‘must’ to express a requirement. Where Standards are adopted in legislation, the word ‘shall’ in the Standard should be considered as equivalent to ‘must’ in the legislation. The word ‘must’ is not used in Standards in place of ‘shall’.



The term 'mandatory' shall not be used to express or refer to a requirement in an Australian Standard, as this may cause the requirement to be confused with a mandatory legal requirement.

The word 'should' introduces a suggestion or recommendation that is not a requirement. It is not necessary that such recommendations or suggestions be followed in order to conform to the Standard.

In a Standard intended for legislative adoption, 'should' shall not be used in Normative Clauses or in Normative Appendices, but may be used in Advisory Notes or Informative Appendices. This may be used to outline generally accepted practice in the industry concerned.

For more guidance, refer to [SG-006: Rules for the structure and drafting of Australian Standards](#).

## 6 Use of Practicable and Reasonably Practicable

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The terms 'practicable' and 'reasonably practicable' should be used with care in Australian Standards. Where possible, they should be avoided, as the terms are commonly used in legal frameworks, and have specific meanings in that setting.

The terms 'practicable' and 'reasonably practicable' should not be used where their use may cause ambiguity. It must be possible to interpret the requirements of an Australian Standard in precise, unambiguous terms, without reference to an external source, such as a regulatory authority or a Standards Australia committee.

The term 'practicability' should not be used to mean 'technically feasible'. It is preferable to set out the technical conditions that govern the applicability of the requirement, rather than to rely on the test of practicability. If a requirement cannot be reworded to remove the word 'practicable', it may be expressed as a recommendation (i.e. with the verb 'should'), rather than as a requirement ('shall') of the Standard.

## 7 Use of Normative Appendices

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A Normative Appendix is an integral part of a Standard referenced in legislation. Compliance with the Normative Appendix is required in order to conform to the Standard.

Normative Appendices shall be clearly marked as Normative and shall be referenced from a Clause in the Standard for Legislative Reference.

For more guidance, refer to [SG-006: Rules for the structure and drafting of Australian Standards](#).

## 8 Use of Advisory Notes and Informative Appendices

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The use of Advisory Notes and Informative Appendices should be avoided. Advisory Notes and Informative Appendices can be misinterpreted as part of the requirements.

If Advisory Notes and Informative Appendices are used in a Standard intended for legislative adoption, they should only be used to provide commentary or additional guidance on recommended considerations or technical procedures, or as a cross-reference to other documents or publications. It shall not suggest a higher level of conformity than required, nor provide alternatives to or allow exemptions from the normative content.

Informative Appendices shall be referenced from an Advisory Note. Advisory Notes shall be separated from the requirements and expressed in such a way to make it clear that they are included for guidance only.

If Notes are used in the document, they shall be differentiated from the main text by a smaller font size and should be indented from the main text. A notice may be inserted into the Preface, as follows:



*“Notes used in this Standard are of an advisory nature only and are used to give explanation or guidance to the user on recommended considerations or technical procedures, or to provide an informative cross-reference to other documents or publications. Notes to clauses in this Standard do not form a mandatory part in order to conform to this Standard”.*

For more guidance, refer to [SG-006: Rules for the structure and drafting of Australian Standards](#).

## 9 Use of Commentaries

Commentaries can be used to provide additional information on the derivation and scope of specific Clauses. Ideally, for Standards intended for legislative adoption, Commentaries should be published as a separate informative supplement or part. Commentaries are related to the parent Standard; with paragraph numbers aligning with the corresponding clause numbers in the parent Standard (e.g. Commentary on Clause 2.1 is provided by Paragraph C2.1).

If the Commentaries are relatively short and few in number, they may be included in the Standard either as an Informative Appendix or directly following the relevant Clause, numbered as above.

If the Commentary directly follows the relevant Clause, it shall be differentiated from the main text, and have a notice inserted in the Preface, which reads:

*“This Standard incorporates a Commentary on some of the clauses. The Commentary directly follows the relevant Clause, is designated by ‘C’ preceding the clause number and is printed in italics in a panel. The Commentary is for information only and does not need to be followed in order to conform to the Standard”.*

Commentaries may make reference to the Standard; however the normative Clauses in the Standard shall not make reference to a Commentary.

Commentaries shall not contain requirements.

For more guidance on the use of commentaries, refer to [SG-003: Standards and other publications](#).

## 10 Reference to Approval Procedures or Bodies

It is not appropriate for specific administrative procedures or responsibilities to be referred to in a Standard, as these may change over a period of time or may vary from area to area depending on local conditions.

A Standard for Legislative Adoption, shall not:

- a) duplicate legislative requirements;
- b) specify or define the respective rights, responsibilities or obligations as between the Standard user and any manufacturer, supplier or purchaser;
- c) specify or define the responsibilities of any person, or of any authority or other body;
- d) require the submission for approval of any material, component, form or method of work to any person, authority or body.
- e) specify that a material, component, form or method of work shall be submitted to any person, authority or body for an expression of opinion; or
- f) permit a departure from a code, rule, specification or provision at the discretion of the manufacturer or purchaser, or by arrangement or agreement between the manufacturer and purchaser.

If the Standard for Legislative Adoption is required to cover any of the above matters due to exceptional circumstances, approval shall be sought from the Standards Development and Accreditation Committee





(SDAC) to do so. Those provisions should be located in an Informative Appendix, Commentary or Advisory Note.

In order for a Standard to be suitable for legislative adoption, it shall not include powers, functions or responsibilities that the legislation does not give. A Standard shall not specify requirements outside the ambit of legislative policy, nor shall it incorporate inappropriate contractual or administrative provisions. For example, a Standard shall not allow for discretion to be exercised by a body or authority other than the one which is responsible by law for the administration of the legislation which call up the Standard; a Standard shall not add to or detract from the legislative duties and liabilities of the responsible authority.

The word 'approved' should not occur in the requirements of Standards for Legislative Adoption. **Approval** means the granting of formal permission in relation to an application or proposal, with or without conditions, given by the body having statutory powers under legislation.

## 11 Cross-referencing

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Care shall be taken if a Standard referenced in legislation includes a compliance cross-reference to any other Standard. The other Standard should be drafted in accordance with the principles in this Standardisation Guide.

Secondary/tertiary references should be kept to a minimum, and used only where it is essential to the process of proving compliance to the Standard and [SG-006: Rules for the structure and drafting of Australian Standards](#).

## 12 Revision of Standards referenced in legislation

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When an Australian Standard referenced in legislation is revised, the revision shall not conflict with the existing legislative framework. If a proposed revision is supported but does conflict with the existing legislative framework, the relevant committee shall seek to engage with the appropriate regulator.

When revising a Standard, several questions can arise, including whether or not the revised requirements apply retrospectively to existing installations and equipment. The date and impact of the change in legal requirements is a matter to be determined by the relevant regulator. However, a Technical Committee may determine that it would be useful to include wording in a Standard to encourage users to review their practices where appropriate, particularly where there are technical issues involved in the timing of the changeover.

## 13 Net Benefit

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In order for an Australian Standard or revision to an existing Standard to be referenced in legislation, that Standard must demonstrate positive Net Benefit to the community as a whole. This requirement reflects the Memorandum of Understanding (MoU) between Standards Australia and the Commonwealth Government. The Net Benefit Case must be made prior to the development of an Australian Standard.

If it is intended or likely that the Standard will be called up in legislation, this should be taken into account when developing the Net Benefit Case and the relevant regulators should be consulted. The regulators may require a Regulatory Impact Statement (RIS) or a Preliminary Impact Assessment (PIA). The Net Benefit Case may serve as a basis for development of a RIS or PIA. Conversely, an existing RIS or PIA can be used as the basis for a Net Benefit Case.

The following references may assist proponents in developing a Net Benefit Case:

- [Standards Australia Guide to Net Benefit](#)
- [Best Practise Regulation: A guide for Ministerial Councils and National Standards Setting Bodies](#)





- [Commonwealth Department of Finance and Deregulation Office of Best Practice Regulation \(OBPR\)](#)

## 14 International adoption

In accordance with [SG-001: Preparing Standards](#), Standards Australia has a policy of adoption, wherever possible, of International Standards prepared by the International Standards Organisation (ISO) and the International Electrotechnical Commission (IEC). This policy has been implemented to reflect Australian Government policy on compliance with the [World Trade Organisation Technical Barriers to Trade](#) (WTO TBT) agreement.

Where an International Standard deals with the subject covered by a new Standard, revision or Amendment for legislative adoption, the International Standard will be considered and evaluated for adoption in Australia. Suitability and compatibility with Australian legislation and local requirements shall be considered by the Technical Committee.

Where a committee decides not to adopt the International Standard, the committee shall provide reasons for the unsuitability of the International Standard for use in Australia. Where the International Standard is adopted but national variations are incorporated, the committee shall provide documented reasons for these variations.

For more guidance on the adoption of International Standards, refer to [SG-007: Adoption of International Standards](#).



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## APPENDIX A – Glossary of Terms used in this Guide

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The following definitions apply in this guide.

### A1 Application Clause

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An optional element that is only required in those situations where the reader may be unclear as to how to apply the document.

The Application Clause provides information about how the document is intended to be used.

This should not be confused with defining the boundaries of the subject area covered by the document, which is the purpose of the Scope Clause. In general, statements beginning with the words “this Standard applies to . . .” belong in the Scope rather than the Application Clause.

EXAMPLE 1 This Standard is intended to be read in conjunction with the relevant mandatory requirements for cigarette lighters under the Commonwealth Competition and Consumer Act 2010.

EXAMPLE 2 This Standard is suitable for use under a third-party certification programme; however, certification is not a requirement of the Standard and the Standard may equally well be applied on a self-assessment basis within an organization.

EXAMPLE 3 This Standard is intended for use by the governing body of a hospital, the administration, the physicians.

### A2 Code of Practice

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A code of practice made and gazetted under jurisdictional law, which provides an acceptable means of complying with the relevant Act or Regulation.

1. *There may be other means of complying with the Act or Regulation apart from that set out in the Code of Practice.*
2. *Codes of Practice are generally accepted to have evidentiary status.*

### A3 Australian Standard

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A Standard published by Standards Australia and prepared by Standards Australia or a body accredited by its [Standards Development and Accreditation Committee \(SDAC\)](#). The term ‘Australian Standard’ is a registered trademark of Standards Australia.

### A4 Guidance Material

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An advisory document issued by a regulatory authority to provide information on the laws and to assist with compliance. Guidance has no particular legal standing except that it contributes to the ‘state of knowledge’.

### A5 Inspecting Authority

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The body having statutory powers to inspect and approve under legislation.

### A6 Legislation

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An Act of Parliament or regulations or other kinds of subordinate legislation.

### A7 Model Code of Practice

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A Code of Practice developed and issued by [Safe Work Australia](#), under the terms of its Act, and intended for use by state and territory regulatory authorities as a Code of Practice.



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## **A8 Part**

A part of a Standard, a separate publication (book) of a related suite of Standards. For example, AS 1530.1 is Part 1 of AS 1530.

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## **A9 Primary Adopted Standard**

A Standard directly adopted in whole or in part in a piece of legislation.

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## **A10 Regulation**

Any rule endorsed by government where there is an expectation of compliance. This includes legislation, regulations, quasi-regulations and any other aspect of regulator behaviour which can influence or compel specific behaviour by business, community organisations or individuals.

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## **A11 Regulatory Authority**

The body having statutory powers to administer legislation.

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## **A12 Requirement**

When applied to a Standard, is a prerequisite which shall be followed in order to conform to the Standard.

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## **A13 Section**

When applied to a multi-section Standard, a clause or group of clauses with a common purpose.

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## **A14 Standard**

A document established by consensus and approved by a recognised body, which provides for common and repeated use, rules, guidelines or characteristics for activities or results, aimed at the achievement of the optimum degree of order in a given context. See also ISO/IEC Guide 2.

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## **A15 State of Knowledge**

The knowledge about a hazard or risk, and any ways of eliminating or minimising the hazard or risk that a duty-holder knows, and what a reasonable person in the duty-holder's position (e.g. a person in the same industry) would reasonably be expected to know.



## APPENDIX B – Drafting of Standards that may be referenced in WHS legislation

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### B1 General approach to drafting Standards that may be referenced in WHS legislation

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In the WHS regulatory framework, Australian Standards® are used in a variety of ways, ranging from reference in Acts and Regulations to the administrative application of a Standard by a WHS regulator for compliance purposes.

When developing or revising a Standard, it is important to be aware of the needs of users of the Standard. This includes the specific needs of the authority in each jurisdiction that intends to use the Standard for regulatory purposes.

Care must be taken during the drafting of a Standard that may be referenced in WHS legislation to ensure that its provisions are entirely compatible with existing (and if possible, proposed) legislation and does not attempt to expand the coverage of that legislation.

### B2 Tiering of requirements

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A Standard that may be referenced in WHS legislation shall represent the minimum acceptable performance and not best practice in the industry. This is a complex matter to judge when dealing with issues associated with health and safety because, as technology improves, the community's expectation of the minimum acceptable level of health and safety also rises. Thus, new editions of Standards need to keep pace with improved knowledge of the risks associated with the subject at hand, and with any new technology.

Where a Technical Committee feels that there would be benefit including requirements in an Australian Standard that go beyond the minimum acceptable levels of health and safety, the requirements may need to be tiered.

Tiering may be achieved in several ways. The simplest approach is to divide the Standard into parts, with Part 1 covering basic health and safety measures able to be referenced by law. The additional requirements then covered by Part 2. It is important to note that while such a Part 2 Standard may be used in contractual arrangements, the Standard itself shall not contain contractual requirements (concerning claims, guarantees, covering of expenses etc.).

### B3 Interface with regulators – Duties of employers, employees, designers of equipment and others

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A challenge that Standards Australia's Technical Committees often face is trying to develop Standards that will fit into a regulatory framework that is based on the responsibilities of employers, employees, designers of equipment and others. As these duties need always be tied back to the overall duties set out in an Act of Parliament in each jurisdiction, it is neither desirable nor feasible to try to establish in an Australian Standard the duties of the different parties.

In addition, there may be fundamental differences between the Acts in the different jurisdictions; this in turn will affect the way duties can be ascribed to parties. As a result, what is deemed appropriate by a representative on a Technical Committee from one jurisdiction, may conflict with the requirements of a representative from another jurisdiction.

The establishment of a common national approach to the duties of the different parties is part of the role of [Safe Work Australia](#). Australian Standards shall be written so as to be compatible with model WHS legislation, Codes of Practice and guidance material developed by Safe Work Australia, but shall not duplicate this work.

Australian Standards shall also take into account the whole range of regulatory requirements (not just WHS requirements) that, for example, may affect how a product is designed, how a certain substance is handled, or the many other subjects covered by the Standard.



To take a practical example, if the subject of the Standard is the storage of a flammable liquid, it may be affected by WHS legislation, environmental law, consumer protection law, and planning law. The Standard shall not attempt to restate or modify the legal obligations of the occupier of the site. Instead, it should specify the minimum acceptable performance for the occupier of the site in accordance with all of the external facilities, including their many legal obligations and the need to operate the facility in an efficient manner.

The appropriate way to express a requirement for the siting of a tank is in the form ‘Tanks shall be located with a minimum effective separation distance of x metres’, rather than ‘Occupiers shall locate tanks at a minimum separation distance of x metres’.

In one WHS jurisdiction, the siting of the tank may be a duty placed on ‘the occupier’, and in another it may be a duty of ‘the employer’. Similarly, under planning law, it may be a duty of ‘the applicant’ to take account of tank location.

An Australian Standard should reflect the range of ways in current use in industry by which legal obligations are normally met. It is not necessary to cover every way of meeting those obligations. Under the performance-based regulatory regimes operating in Australia, regulations focus, as far as possible, on outcomes. This provides opportunity for new and innovative ways of achieving those outcomes. The Australian Standard should, therefore, meet the needs of users who simply need to know what to do, rather than those interested in innovative approaches, which are otherwise catered for.

One test of whether a requirement should be specified in an Australian Standard or be dealt with in a regulation is to ask whether the requirement is likely to change over time as a result of technical innovation or other similar factors. If there is a likelihood of change, then it is normally appropriate to specify that requirement in a Standard. In general, anything that involves setting a specific numerical value will be liable to change.

#### **B4 Revision of Standards referenced under WHS legislation**

When an Australian Standard referenced under State WHS regulatory systems is revised, the revision shall not conflict with the National WHS legislative framework. If a proposed revision is supported but does conflict with the framework, the relevant Technical Committee shall seek to engage with Safe Work Australia through Standards Australia.



## APPENDIX C – Drafting of Standards that may be referenced by water utilities

### C1 General approach to drafting Standards that may be referenced by water utilities

Australian Standards® intended to be adopted by the water industry for regulatory, contractual or guidance purposes shall be consistent with the objectives of the water utilities, which strive to provide quality and value for money water services, while recognising that water resources need to be managed sustainably for the benefit of future generations.

Standards shall ensure the ability of water utilities to operate and maintain reliable and serviceable water and wastewater infrastructure for minimum operational lives, as required, within the key performance indicators for water and wastewater management.

All Standards shall be consistent with the principle of ecologically sustainable development; for example, by permitting the use of recycled materials wherever possible and practicable.

All Standards should, generally, be performance based and should not discourage innovation or restrict the adoption of new technology.

All product Standards shall provide minimum conformity requirements as a baseline for manufacturers, certification bodies and quality management system auditors. Installation Codes of Practice shall provide minimum field testing requirements for constructors and auditors.

#### In summary

Water supply and reticulation infrastructure shall:

- be safe for contact with drinking water in all conditions and throughout its life;
- maintain structural integrity and resist all loads under normal service conditions;
- provide long term leak free joints;
- maintain hydraulic capacity; and
- fulfil minimum life requirements.

Wastewater infrastructure shall:

- minimise any operational impact on the environment;
- maintain structural integrity and resist all loads under normal service conditions;
- minimise inflow infiltration and exfiltration;
- maintain hydraulic capacity; and
- fulfil minimum life requirements.

Design, construction and maintenance Standards shall:

- enable compliance with all regulations;
- offer a range of solutions or options that are based on risk management principles;
- provide cost-effective installation, repair, maintenance and provision of service connections; and
- provide an effective basis for industry training by identifying outcomes of industry training programs.



## C2 Structure of Standards

Standards have a major role in enabling water utilities to manage risk in commercial environments. Standards for the water utilities should be structured in such a way that the water utilities referencing that Standard for regulatory, contractual or guidance purposes, have a choice of options available to them which can be selected on a risk management basis. Standards should not be pitched at such a high level that they represent the least risk option to the end user. For example, the selection of a water reticulation main that will service the CBD of a major city is quite different to the selection of a water reticulation main for a rural community. On the other hand, some Standards will offer no choice because there can be no differentiation in the level of risk. For instance, in the above example, materials used in contact with the drinking water in both reticulation systems shall meet the same Standard, which will reflect industry best practice.

Committees shall exercise good judgment because, as the regulatory climate changes and technology improves, the expectation of the minimum acceptable level of performance also rises. Thus, new editions of Standards should keep pace with the subject at hand and with new technology.

Individual Standards shall, where necessary, be structured so that there is a hierarchical form, with the higher form expressed in performance terms and the lower form in prescriptive terms (as conformance solutions).

Every effort should be made in the drafting of Standards to incorporate details of the 'objectives' and 'performance' aims of the particular Standard. For example, a general Standard for plastics piping systems for buried and above ground drainage and sewerage under pressure would constitute a higher form Standard with the individual Standards for specific plastics pipes and fittings (PVC, PE, GRP and the links) forming the lower form Standard.

Performance requirements in a Standard shall be readily verifiable by referenced test methods, with clear distinction between design and performance type testing, and production and installation quality control testing. A schedule of minimum sampling and testing frequencies shall be developed for each product and installation Standard to provide a baseline for demonstrating conformance to the Standard in the absence of third-party product/installation certification.

'Methods of Test' Standards and appendices shall detail the relevance and the principle of the test method, as well as the test apparatus (see AS 2929, Test methods-Guide to the format style and content).

## C3 WSAA committee representation

In general, a representative of [Water Services of Australia](#) (WSAA) will be a member of the Technical Committee responsible for the preparation of a Standard that is intended for use by the water utilities. That representative will be available to advise on water industry policies, directions and requirements through a caucus system within the WSAA membership. WSAA's representative(s) on the Technical Committee will be responsible for liaising with the Committee on matters concerning the specific Standard. WSAA representation will, as far as practicable, be individually continuous on the Technical Committee.





## 15 Document History

To follow details the history of this document:

Date	Author	Amendment Details
13/03/08		v1.0 - First issued.
26/05/10	Process & Procedures Officer	v1.1 - Hyperlinks updated & SG reissued.
22/02/12	Process & Procedures Officer	v1.2 - Hyperlinks updated after new corporate website released & SG reissued.
16/01/13	Process & Procedures Officer	v1.3 - Reconfirmed/updated Document History & SG reissued.
06/03/17	Process & Procedures Coordinator	v2.0 - Text from SG-017: Drafting of Standards referenced in WHS legislation & SG-018: Standards referenced by water utilities added to SG-009 appendices then reviewed & revised to reflect current practice & terminology.