



STANDARDS AUSTRALIA

Responsibilities as a Nominating Organisation

Standardisation Guide No.4 Roles and Responsibilities in Standardisation Clause 7.2

Responsibilities of the Nominating Organisations

It is expected that a Nominating Organisation is:

- Arranging for continuous representation of the organisation's interests on the relevant committees;
- Informing Standards Australia of any change in representation;
- Ensuring that the organisation's representative is:
 - Familiar with the relevant technical matters;
 - Able to effectively represent the views of the organisation (e.g. able to make decisions at meetings without referring all matters back to the Nominating Organisation); and
 - Able to competently and actively participate in committee meetings and contribute to the development of Standards.
- Briefing its representatives so that the collective view of the Nominating Organisation can be presented to the relevant committees;
- Requiring that its representatives brief the Nominating Organisation on relevant issues arising from committee meetings;
- Arranging for a delegate to attend if its representative is unable to attend a committee meeting, and informing SA of the substitution in advance of the meeting;
- Encouraging the use of Standards that it has helped prepare; and
- Complying with SA's Nominating Organisation Code of Conduct.

NOTE: When it becomes evident that a representative is not acting in the interest of their Nominating Organisation, SA will defer the issue back to the Nominating Organisation for resolution.

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Nominating Organisation Code of Conduct

This Nominating Organisation Code of Conduct (Code) has been endorsed by the Standards Australia Production Management Group (PMG) and applies to all Nominating Organisations linked to Standards Australia Limited (ABN 85 087 326690) (Standards Australia) and their nominated members.

When choosing to participate in a Standards Australia Standards Development activity, Nominating Organisations must adhere to this Code to support the productive participation by all organisations in the development of Australian and International Standards (Standards) in accordance with the following terms.

We [the Nominating Organisation] acknowledge the responsibility and privilege to act as a stakeholder in developing Standards.

We will:

Work for the Net Benefit of the Australian community

We recognise that the development of Standards is for the Net Benefit of the Australian community over and above the interests of any individual, company or representative organisation. We acknowledge that we have the right to represent our views but must be prepared to accept consensus decisions that are in the national interest.

Commit to participate fully

As a formal contributor we will be accountable and commit to participate actively and fully in the development of agreed Standards and other Standards Australia projects in which we are engaged.

Agree to clear roles and responsibilities

We recognise mutual accountabilities, roles and responsibilities of all contributors/stakeholders involved in the pathways for development and lifecycle of Standards. We commit to a clear vision, purpose and scope for the development of each Standard or other Standards Australia projects in which we are engaged.

Maintain strategic relationships

We are engaged in a strategic relationship with Standards Australia as ambassadors to, and representatives of, our constituents. We will work through agreed channels to progress and resolve technical and other issues.

Uphold the Standards Australia consensus and governance process

We will uphold the principles of the consensus-based process through openness, transparency, balance and respect for each committee member in alignment with internationally recognised principles of consensus in the development of Standards. We will identify and escalate issues and disputes in a timely manner to ensure rapid resolution. We will uphold the agreed escalation and dispute resolution processes.

Consult with and represent our constituency	We will coordinate communications regarding Standards developments to our constituency and seek their views. We will empower and brief our members on committees to ensure their views reflect those of our constituency.
Manage effective representation	We will manage our continuous and effective representation through the appointment, maintenance, periodic review and refreshment of competent members on Standards development committees.
Declare all relevant interests	We will behave in a transparent manner by declaring all relevant interests. We will manage or remove potential, perceived or actual conflicts of interest, to facilitate the resolution of competing interests via the open and structured process that forms the basis of consensus standardisation.
Behave legally and ethically	We will act in good faith and with due care and comply with applicable laws and Standards. We will avoid collusive or anti-competitive behaviour contrary to the Competition and Consumer Act 2010. We will also promote a culture of fair and ethical behaviour and encourage the reporting of unethical behaviour, breaches of the law and matters detrimental to Standards Australia, its reputation and its status as an accredited Standards Development Organisation (SDO).
Uphold this code	We will comply with this Code and ensure our representatives comply with the Committee Member Code of Conduct. We accept and encourage the rapid initiation of action to address poor, unacceptable or inappropriate behaviours and breaches of the Codes of Conduct.