

# Standards Australia Guide - Project Prioritisation Process and Criteria



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## List of Acronyms

AS	– Australian Standard
AS/NZS	– Australian/New Zealand Standard
SIS	– Standards Information Service
IEC	– International Electrotechnical Commission
ISO	– International Organization for Standardization
NSM	– National Sector Manager/National Sector Management
PMG	– Production Management Group
SA	– Standards Australia
SDC	– Standards Development Committee (now functioning as SDAC)
SDAC	– Standards Development and Accreditation Committee

### Introduction

The purpose of this document is to provide an overview of the criteria and process for the submission, assessment, selection and prioritisation of Standards development project proposals to be resourced by Standards Australia.

This prioritisation process applies to:

- New, revised or amended Australian Standards projects;
- Australian modified adoptions of International Standards projects;
- New, revised or amended Handbooks or other publications projects; and
- Australian involvement in International Standards committee programs.

where the resources of Standards Australia are sought to be applied. For the purpose of this document, Australian Standard can be taken to include joint Australian/New Zealand Standards (AS/NZS).

*NOTE: Project proposals for Identical Adoptions of International Standards are not managed through the project prioritisation process, meaning that project proposals for Identical Adoptions may be submitted to Standards Australia for consideration at any time throughout the year.*

In brief, if a proposed Standards development project can demonstrate the delivery of [Net Benefit](#) to the Australian community, and to the extent that it is unable to be resourced from any other source, it may be developed using Standards Australia resources, allocated on a priority basis in accordance with the project prioritisation process outlined in this document.

The Standards Australia resources available for projects and programs of work will be determined annually by Standards Australia's Board, taking into account the necessity to ensure the ongoing sustainability of Standards Australia.

The project prioritisation and selection process occurs twice per year. Prioritisation and selection of projects will be determined by the Standards Development and Accreditation Committee (SDAC) using the framework and criteria described in this guide.

If more proposals are received than are able to be supported then Standards Australia will not be able to resource all proposed projects, even if they satisfy the selection criteria. Standards Australia may provide resourcing at a different level than that sought under any particular proposal.

Standards Australia recognises and promotes the vital contribution to the Australian community of its catalogue of Australian and International Standards. We acknowledge that our resources are the central focus point of contributions, but only account for a portion of the commitment of Australian stakeholders to standardisation. We particularly value the contributions of technical and governance expertise of our Board, Council and committee members and other stakeholders in ensuring the success of our organisation.

Standards Australia acknowledges that the responsible management of its resources demands an effective and transparent project prioritisation process to ensure equitable and sustainable outcomes across its portfolio of projects and breadth of stakeholder interests. The process is thorough, and we will necessarily refine the approach over successive prioritisation rounds, recognising that the approach may be challenging and may need iterative change.

Internationally, our Net Benefit approach has been well recognised among Standards development organisations. It is important to note that direct benefits to Standards Australia are not considered as part of this assessment and approval framework.

# 1 Overview

This document forms the foundation of Standards Australia's Standards development project prioritisation framework. The criteria and process for proposal submission, assessment, selection and prioritisation is publicly available on the Standards Australia website.

This overview section provides a description of essential concepts that underpin Standards development at Standards Australia, in addition to the fundamental premises of transparency, balance and consensus that apply internationally to Standards development organisations.

## 1.1 Standards Development Pathways

[Standards Development Pathways](#) describe the allocation of responsibility and resourcing to a common Standards development process. Standards Australia directs its resources to the core function of Standards development through prioritised support of the following pathways:

- [Standards Australia Resourced](#)

This pathway provides Standards Australia's resources, project management expertise and infrastructure. Standards Australia Resourced projects require commitment and active contribution from stakeholders over a defined period of time.

*NOTE: While projects for the Identical Adoption of International Standards utilise Standards Australia resources, these projects are excluded from the project prioritisation process and can be submitted to Standards Australia for consideration at any time throughout the year.*

Other pathways are also available. These are not included in or subject to the prioritisation process, however all proposals submitted for development through the pathways outlined below require approval by Standards Australia's Production Management Group (PMG) and are reviewed by the Standards Development and Accreditation Committee (SDAC).

- [Externally Funded](#)

The Externally Funded pathway offers stakeholders customised solutions, greater choice in resourcing levels and accelerated project timeframes, subject to Standards Australia Standards development processes. While Externally Funded project proposals are subject to the same assessment requirements, this pathway is not part of the twice yearly prioritisation process. Proposals for Externally Funded projects may be submitted to Standards Australia for consideration at any time throughout the year.

- [Accredited Standards Development Organisation \(SDO\)](#)

The Accredited SDO pathway is managed by the Standards Development and Accreditation Committee (SDAC) and allows organisations to be formally accredited as Standards developers in their own right. See [www.standards.org.au/StandardsDevelopment/accreditation](http://www.standards.org.au/StandardsDevelopment/accreditation) for more details.

## 1.2 Project definition

### 1.2.1 National projects

In the Australian context, a Standards Australia project is a set of activities required to produce an Australian Standard or other document.

This includes establishing a balanced group of committed stakeholders as a Technical Committee; planning and managing each project to schedule; facilitating development, review and approval of the Standard; providing conflict resolution mechanisms and services; ensuring compliance with international and SDAC requirements for Standards; formatting and publication; and providing a trusted and neutral meeting place for stakeholders to come together.

Stakeholders wishing to undertake a Standards Australia project, regardless of the Standards development pathway, need to submit a project proposal for consideration. The scale of the proposal and Net Benefit case required of proponents will be relevant to project size and significance (e.g. a minor amendment will require less detail). In the case of a revision or amendment, the Net Benefit case of the original Standard may be used, without necessity to justify the direct change to Net Benefit as the result of the change to the Standard.

For minor technical amendments, if changes to content are agreed to in advance, and all committee representatives agree that no further changes will be made to the Standard as part of the development process, no further Net Benefit case will be required. An abbreviated proposal form may be used for this type of proposal.

### 1.2.2 International adoption projects

Stakeholders proposing the identical adoption of an International Standard as an Australian Standard may submit an abbreviated proposal at any time throughout the year. Streamlined identical (IDT) adoption processes are available, including parallel adoption where the Australian adoption of International Standards by committees participating at the international level includes local public comment, review and voting in parallel with the ISO and IEC international development stages. Where the Australian committee is an active contributor to the international process, proposals for adoptions can rely on the Net Benefit case for international participation.

*NOTE: Dependent on the level of difference to the original International Standard, modified adoptions of International Standards may be subject to the prioritisation process, and not able to be processed through the parallel process. Please discuss with the relevant [National Sector Manager](#) in advance of submitting a proposal of this type.*

For minor technical amendments, if changes to content are agreed to in advance, and all committee representatives agree that no further changes will be made to the Standard as part of the development process, no further Net Benefit case will be required. An abbreviated proposal form may be used for this type of proposal.

### 1.2.3 International projects

Standards Australia receives funding from the Commonwealth Government (through the Department of Industry, Innovation, Science, Research and Tertiary Education) to contribute to Australian participation in International Standards development. This includes part payment of Standards Australia's membership fees of International Standards development organisations, participation in international Standards committees, including staff time and travel subsidies, providing secretariats for international committees, and participation in governance groups internationally and regionally.

Standards Australia maintains committees to mirror the work of international Standards development committees. These committees may work exclusively internationally, or may also produce Australian only or joint Australian/New Zealand Standards. Standards Australia also provides a monitoring and information provision service on new Standards development fields, committees and projects covered by ISO and IEC.

Standards Australia reviewed Australian participation in international committees over the 2011-12 financial year and now requires all Australian committees to submit proposals every two years to maintain allocations of support to any involvement internationally. These proposals should describe the activities and success of committee involvement to date, and articulate a forward work program.

Proposals to participate in the work of international Technical Committees via an Australian Mirror Committee need to be submitted as part of the project prioritisation process or under the Externally Funded pathway. This is to ensure Commonwealth and Standards Australia funding is forecast and targeted effectively to represent and protect Australian interests where there is Net Benefit for the Australian community. Proponents submitting proposals for international participation may choose any

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of Standards Australia's development pathways. The level of participation, scope of the international project / program of work and the demonstrated strategic importance to Australia will determine the level of Standards Australia support, in addition to the pathway agreed on.

These proposals will cover the work of the Australian committee in reviewing, commenting and voting on international documents for a two year period, after which participation will be reviewed. Each two year period is viewed as a 'project' in terms of Standards Australia support, and includes the program of work under the scope of designated international committees. The Net Benefit case for international participation covers the benefit to Australia of influencing the development of Standards under that scope, including where not participating might result in negative impacts on Australia. Subsequent processes of Australian adoption of International Standards draws on Standards Australia's resources and is not covered by the Commonwealth grant.

Requests for travel subsidies for attendance at international meetings are not covered as part of this prioritisation process and will need to be submitted prior to each international meeting. [Click here](#) for more information.

Provision of Australian secretariats for international committees will not be considered as part of the prioritisation process. Any party interested in securing an on-going role in international committees should contact a Standards Australia [National Sector Manager](#) (NSM) in the first instance.

## 2 Proposal Prioritisation Process

The process described below is provided as a diagram at [Appendix A](#).

### 2.1 Proposal development and submission

Anyone wishing to propose a new Standards Australia Standards development project (a 'proponent') will need to complete and submit the appropriate [Proposal Form](#) available from Standards Australia's website, where guidance on completion is available. A proposal may be for a single project or for a program of work consisting of multiple defined projects.

Proponents are encouraged to contact a Standards Australia [National Sector Manager](#) as early as possible to discuss their proposal and to receive advice on how to complete their Proposal Form. Contact with the NSM team at this point will ensure that proponents are aware that new Australian Standards should not duplicate or overlap the content of existing Australian or International Standards (aside from formal national adoptions of existing International Standards), ensure maximum alignment with International Standards, and the need for a committed and balanced committee to develop them. NSMs can also advise proponents of existing committees operating in their field of interest, and assist in providing appropriate organisations and contacts to consider engaging in their proposed projects.

The identification of existing or potential references to other Standards is a joint responsibility of Standards Australia, proponents and stakeholders.

Proposals for projects for consideration for Standards Australia resourcing must be submitted as part of the Project Prioritisation and Selection Process, held twice a year by Standards Australia. These proposals will need to be lodged with Standards Australia by the advertised closing date. For details on current opening and closing dates for submissions, [click here](#).

*NOTE: While projects for the Identical Adoption of International Standards utilise Standards Australia resources, these projects are excluded from the project prioritisation process and can be submitted to Standards Australia for consideration at any time throughout the year.*

Proposals for Externally Funded projects may be submitted at any time throughout the year and are not considered as part of the Project Prioritisation and Selection Process.

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All proposals received will be listed on Standards Australia's website following the closing date, for public review. Interested parties may contact a Standards Australia [National Sector Manager](#) to discuss publicly listed proposals further. This is to ensure the transparency of proposed projects and to facilitate stakeholder interaction in advance of project approval.

Standards Australia's Production Management Group (PMG) may use its discretion to consider and approve at any time minor projects requiring minimal resources to maintain the integrity of an existing publication (e.g. correction amendments or minor technical amendments), without completing a full proposal, and will not be subject to the prioritisation process.

### 2.2 Assessment of proposals for Standards Australia resourced projects

Standards Australia will confirm formal receipt of all proposals. The Standards Information Service (SIS) is the initial point of contact for receiving and recording details of proposals. A list of all proposals will be publicly posted on the Standards Australia website, with further details available on request.

Proponents need to address and complete all sections of the proposal form, including providing a Net Benefit case. Each proposal will be first reviewed for quality and capability. Following this initial appraisal, proponents may be asked to supply additional information to support their proposal.

If a proposal does not meet the basic criteria of quality and capability, Standards Australia may exercise its discretion to not consider the proposal further. Proponents should be prepared to substantiate claims made in proposals if required.

Evidence of commitment of resources and commitment to timeframes from a balanced group of multiple stakeholder interests is mandatory – proponents should circulate the proposal to stakeholders in advance and have documented responses. Additionally, if the proposal suggests a revision of an existing Standard, all organisations involved in the development of the existing Standard should be notified of the intention to revise the Standard. Standards Australia can assist to circulate documents to existing committees for comment and further interaction with project proponents.

If stakeholder groups are receiving substantial external funding to progress a project, proponents are encouraged to consider using the Externally Funded pathway. Under the Standards Australia Resourced pathway, Standards Australia will accept statements by stakeholders that external funding is not available; however, if it later becomes known that these statements are invalid, Standards Australia reserves the right to change the project priority and the development pathway may be reassessed.

The formal assessment process consists of all proposals being individually assessed against the criteria described in [Section 3](#) below, on the basis of information provided in the proposal. The projected resource requirements for each project will be determined and will be used to assist in determining resource allocation across the project portfolio. All project assessments and resource requirements will be reviewed before prioritising the entire portfolio of projects.

*NOTE: Project proposals for Identical Adoptions of International Standards are not managed through the project prioritisation process, meaning that project proposals for Identical Adoptions may be submitted to Standards Australia for consideration at any time throughout the year.*

### 2.3 Proposal review and approval

The Standards Development and Accreditation Committee (SDAC) is a committee of the Standards Australia Board, comprising representatives of Standards Australia's Council members. It is the approving body for the prioritised allocation of resources to Standards development projects, informed by Standards Australia's assessment team and the recommendations of Standards Australia's Production Management Group (PMG).

The PMG will review all proposals and assessments and make recommendations to the SDAC for approval. The mix of pathways for approved projects will depend on the level of resources available for the full portfolio. Various scenarios may be modelled for consideration and approval by the SDAC.

The SDAC will approve a defined program of work for a defined time period, the allocation of resources to projects across the available pathways, and identify projects which are not able to be resourced.

Where there is a critical requirement for a new project the PMG may use the criteria described in this document to assess and recommend proposals for approval between assessment cycles, where resources are available.

The Prioritisation Framework is fundamentally about decisions for allocating Standards Australia resources to support projects with greatest benefit and need. There is no formal appeals mechanism associated with these decisions.

### **2.4 Project scheduling and commencement**

All proponents will be notified of the outcome of their proposal following the assessment and approval period. A list of all approved projects, including allocations by pathway, will be made available on Standards Australia's website.

Approved projects will receive a level of service and support as defined by Standards Australia in accordance with each of its pathways, consistent across the portfolio of projects.

Projects will be scheduled to commence as soon as possible considering assessed priority and availability of suitable resources to support the appropriate pathway. This means that start dates may be staggered depending on priority.

Each approved project will operate under a plan that outlines the roles and responsibilities of Standards Australia and the relevant stakeholders. The plan will indicate agreed timelines, resourcing mix and deliverables. Agreed timeframes are determined at the start of the project in conjunction with the responsible committee. Projects will be monitored to ensure adequate progress and project variations will be considered as appropriate. Dependent on progress, projects may be re-evaluated and reprioritised or cancelled.

### **2.5 Non-approved projects**

Projects that do not receive Standards Australia support in any prioritisation round, but that meet the project proposal and Net Benefit criteria, may be submitted at any subsequent time through another stakeholder funded pathway, or resubmitted for reconsideration in future prioritisation rounds seeking Standards Australia support. Non-approved proposals will not automatically be referred to the next round, and proponents are invited to consider resubmission during later submission periods, following consultation with a [National Sector Manager](#).



### 3 Criteria

The following criteria will be applied to the assessment of all proposals. While the primary quantitative criterion is Net Benefit, the qualitative impact of all other factors will be considered in the individual assessment of each proposal and in the comparison of projects across the portfolio of projects being considered. [Appendix B](#) provides further detail on these criteria.

Stage of process	Criteria applied	Sub-criteria
Preliminary Assessment	Quality	<ul style="list-style-type: none"> <li>• Completeness</li> <li>• Clarity</li> <li>• Positive Net Benefit (indicative)</li> <li>• No duplication</li> <li>• Dependencies</li> </ul>
	Capability	<ul style="list-style-type: none"> <li>• Stakeholder support</li> <li>• Committee capability</li> </ul>
Proposal Evaluation	Assessment measures	<ul style="list-style-type: none"> <li>• Net Benefit -                             <ul style="list-style-type: none"> <li>○ Public Health and Safety impact</li> <li>○ Social and Community impact</li> <li>○ Environmental impact</li> <li>○ Competition</li> <li>○ Economic impact</li> </ul> </li> <li>• Strategic alignment to national interest and public policy issues</li> <li>• References in legislation and other Standards</li> <li>• International alignment</li> <li>• Conformity assessment</li> </ul>
Costing	Resource requirements	<ul style="list-style-type: none"> <li>• Designation</li> <li>• Project type</li> <li>• Product type</li> <li>• Project complexity</li> <li>• Likelihood of success</li> <li>• Pathway</li> </ul>
Prioritisation	<ul style="list-style-type: none"> <li>• Assessed benefit</li> <li>• Resource requirements</li> </ul>	<ul style="list-style-type: none"> <li>• All proposal assessments are compiled, prioritised and ranked as a portfolio, based on weighted Net Benefit score, alignment to public priority, international alignment, sectoral diversity</li> <li>• Likelihood of project success</li> <li>• Pathway</li> </ul>
Review	Portfolio scenarios	Review of scenarios by PMG
Approval	Options	Final decision by SDAC

#### 3.1 Preliminary Assessment

##### 3.1.1 Quality

Every project proposal will be subject to a preliminary assessment to ensure it meets quality and completeness criteria. The preliminary assessment will identify that projects have appropriate Net

Benefit cases and do not duplicate or overlap published and 'in development' Australian or International Standards. If positive Net Benefit is not demonstrated, then the proposal is not suitable for consideration as an Australian Standard, and the project will not be considered further. If these conditions are satisfied, the proposal will be further evaluated.

### 3.1.2 Capability and capacity

The proponent and stakeholder group will need to demonstrate their capability and capacity to effectively undertake the project activities. Standards Australia will take into consideration factors including previous experience and performance in delivering successful standardisation projects in the proposed field. The assignment of pathway will be made taking into account both past committee performance and future capability.

## 3.2 Assessment Measures

Standards Australia will apply both quantitative and qualitative examination and considered judgement to the assessment of each project as necessary.

### 3.2.1 Net Benefit

The main criterion for project prioritisation is [Net Benefit](#) to the Australian community. This is a combination of the sum of negative and positive impacts across each of the agreed Net Benefit criteria described in Standards Australia's [Guide to Net Benefit](#). The fundamental principle of Net Benefit is that the benefits to affected stakeholders from implementation outweigh the costs and impacts of implementation (not the costs of development).

Each of the Net Benefit sub-criteria are assessed on a defined scale taking into account potential positive and negative impacts on different stakeholders. Where a program of work is proposed under a single Net Benefit case, proponents will need to provide appropriate detail, including the scope, duration and risks of each project, and must prioritise the projects internally within the program.

### 3.2.2 Other assessment measures

Other major criteria to be flagged as additional qualitative indicators of priority are:

- Strategic alignment to national interest and public policy issues;
- References in legislation and other Standards;
- International alignment; and
- Industry sector.

These factors will be reviewed to ensure balance in the portfolio of Standards Australia funded projects. [Appendix B](#) provides further detail on these criteria.

## 3.3 Resource requirements

Additional dimensions used to identify Standards Australia resource requirements include:

- Designation (e.g. AS, AS/NZS);
- Declared preference for a particular pathway;
- Product and project type;
- Size/dimension of project (combination of document size, project type, complexity);
- Likelihood of project success; and
- Expected project duration.

[Appendix B](#) provides further detail on these criteria.

## **4 Conclusion**

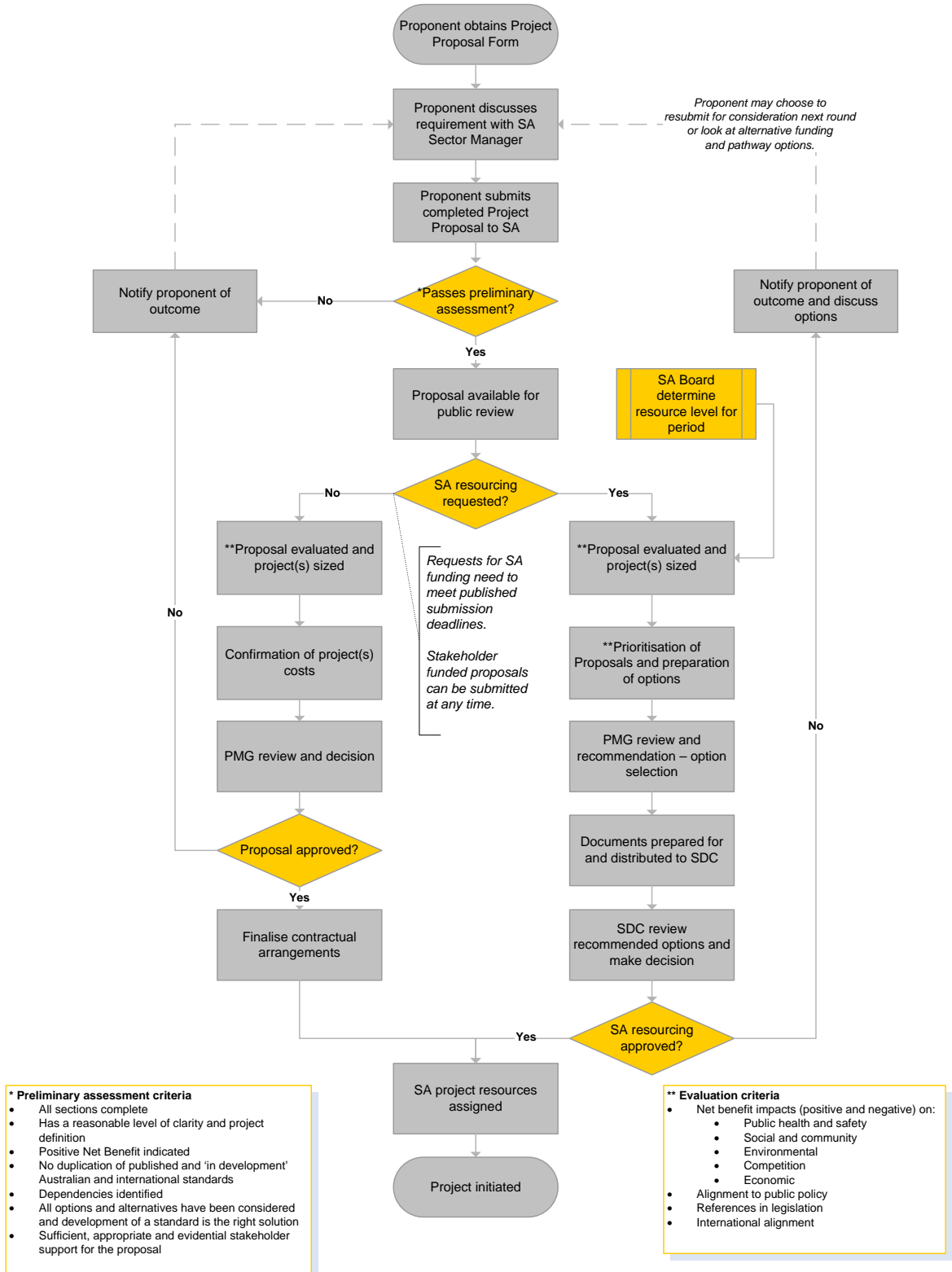
The project submission, assessment and prioritisation cycle described in this document was first conducted in mid-2010. The process was reviewed through a formal post-implementation review focusing on effectiveness, capability and timing, to ensure that it is scheduled appropriately to best balance external demand and maximise internal capability

The criteria and process will be applied equally for every proposal and for subsequent rounds of proposals, although some modification may be required to accommodate lessons learnt following each round. The process will also be reviewed after each cycle to ensure internal and external feedback is sought and addressed to improve the process and criteria.

This prioritisation process will be scheduled as resources allow, normally twice a year. Standards Australia will publicise details prior to the commencement of each round via its Bulletin and website [www.standards.org.au](http://www.standards.org.au).

## Appendix A: Process for evaluation of project proposals for Standards development

STANDARDS AUSTRALIA  
PROPOSAL EVALUATION AND APPROVAL PROCESS – V1.0



## Appendix B: Prioritisation Criteria

### Preliminary Assessment Criteria

Stage of Process	Criteria	Detail	Comment
Preliminary Assessment	Quality	Completeness	<ul style="list-style-type: none"> <li>All sections of proposal form completed.</li> </ul>
		Clarity	<ul style="list-style-type: none"> <li>Proposal has a reasonable level of clarity and project/ program definition.</li> </ul>
		Positive Net Benefit (indicative)	<ul style="list-style-type: none"> <li>On initial review the proposal indicates a positive Net Benefit case.</li> </ul>
		No Duplication	<ul style="list-style-type: none"> <li>Does not duplicate published and 'in development' Australian and/or International Standards.</li> </ul>
		Dependencies	<ul style="list-style-type: none"> <li>Identifies any interdependencies with other Standards that may require consequential changes.</li> </ul>
	Capability	Stakeholder support	<ul style="list-style-type: none"> <li>Evidence of commitment of resources/to timeframes from a balanced group of multiple stakeholder interests.</li> </ul>
		Committee capability	<ul style="list-style-type: none"> <li>Capability/ previous experience in delivering successful standardisation projects.</li> </ul>
		Funding available	<ul style="list-style-type: none"> <li>Declaration of any funding received or allocated by the committee, its members or related stakeholders for the proposed project/program.</li> </ul>

## Evaluation and Prioritisation Criteria

Stage of Process	Criteria	Detail	Comment
Proposal Evaluation	Net Benefit	Public Health and Safety	<ul style="list-style-type: none"> <li>Describe how the Standard will improve public and/or workplace health or safety;</li> <li>Demonstrate that the Standard is the most appropriate method to improve health or safety; and</li> <li>Summarise the overall health and safety impact of the Standard.</li> </ul>
		Social and Community	<ul style="list-style-type: none"> <li>Consider the social and community impact of the Standard including 'intangible' costs and benefits borne by different sectors of the community, including the most vulnerable consumers or end users (such as better information, improvements to products and services, more reliable outcomes); and</li> <li>Summarise the overall social and community impact of the Standard.</li> </ul>
		Environmental	<ul style="list-style-type: none"> <li>Consider the environmental impact of the Standard, including 'intangible' costs and benefits (e.g. noise, pollution, amenity); and</li> <li>Summarise the overall environmental impact of the Standard.</li> </ul>
		Competition	<ul style="list-style-type: none"> <li>Describe how the Standard enables international alignment in global markets;</li> <li>Identify potential competition restrictions or improvements that may result from the Standard;</li> <li>Identify potential impacts upon innovation;</li> <li>Detail how the Standard can enable most widely used technology and/or supports international interoperability (demonstrate if applicable); and</li> <li>Summarise the overall impacts on competition.</li> </ul>
		Economic	<ul style="list-style-type: none"> <li>Consider the economic impact of the Standard over its life on different sectors of the community, such as consumers, manufacturers, small business, suppliers etc;</li> <li>Detail the impacts which may include elements such as increased/decreased costs, increased/reduced utility, redistribution of wealth, inequitable impacts across or between sectors, inequitable impacts on the most vulnerable consumers or end users, employment, economic growth or contraction, productivity outcomes; and</li> <li>Summarise the overall economic impact on the community.</li> </ul>

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Stage of Process	Criteria	Detail	Comment
Proposal Evaluation	Assessment Measures	Strategic alignment to national interest and public policy issues	<ul style="list-style-type: none"> <li>Public and national interest objectives as specified by the Commonwealth, State and Territory Governments will be taken into account.</li> </ul>
		References in legislation and other Standards	<ul style="list-style-type: none"> <li>References to the Australian Standard in primary legislation, subsidiary legislation or other statutory rules made under the authority of the Commonwealth, a State or Territory or in other Standards.</li> </ul>
		International Alignment	<ul style="list-style-type: none"> <li>Specifies level of alignment to relevant international activity where there is an existing International Standard or project</li> </ul>
		Conformity assessment	<ul style="list-style-type: none"> <li>If conformity assessment requirements are proposed, these will need to be included in the proposal and separately justified. An additional project will need to be included in order to publish a separate document, as conformity assessment requirements are not included within the body of Australian Standards.</li> </ul>

## Resource requirements

Stage of Process	Criteria	Detail	Comment
Costing	Resource requirements	Designation	<ul style="list-style-type: none"> <li>Type of project/activity to be delivered, whether Australian specific, joint development with Standards New Zealand or participation in the development of an international Standard or Committee.</li> </ul>
		Project type	<ul style="list-style-type: none"> <li>Indicates the type of project and change to the Standard – New, Revision, Amendment or Reconfirmation.</li> </ul>
		Product type	<ul style="list-style-type: none"> <li>Confirms whether project is for a Standard, Handbook, Technical Report or other document.</li> </ul>
		Project complexity	<ul style="list-style-type: none"> <li>Combination of document size, project duration, consensus risks, project type, likelihood of successful outcome to calculate an overall project complexity.</li> </ul>
		Likelihood of success	<ul style="list-style-type: none"> <li>Anticipated risks to the building of consensus which may jeopardise successful project completion to agreed timeframes have been identified.</li> </ul>
		Pathway	<ul style="list-style-type: none"> <li>Preference of pathway as specified by the proponent.</li> </ul>



## Appendix C: Frequently Asked Questions

### Which projects are excluded from the project prioritisation and selection process?

Apart from identical adoptions of International Standards, all projects that are managed through the Standards Australia Resourced pathway undergo assessment through the project prioritisation and selection process. Other pathways are also excluded from the project prioritisation process.

### What do I need to do to get my project approved?

You need to complete and submit the appropriate (Australian document, international adoption, international participation) [Proposal Form](#) by the advertised closing deadline. You should ensure that all parts of the form are completed, including preparation of a [Net Benefit](#) case, and that your proposal has the support and commitment of other interested stakeholders.

### What are the key dates for the submissions and evaluations?

The Prioritisation and Selection Process to allocate Standards Australia resources to Standards development projects is run twice a year by Standards Australia. Visit the Standards Australia website for current opening and closing dates for submissions. You may discuss your proposal with a Standards Australia [National Sector Manager](#) at any time. Proposals for Externally Funded projects may be submitted at any time throughout the year.

### What forms do I need? Where do I get them from?

All forms and guidance material are available from the Standards Australia website at: [www.standards.org.au](http://www.standards.org.au) under the Developing Standards > [Proposing a Project](#) menu.

All proposals under Standards Australia's development pathways must be submitted using the appropriate proposal form. Proposals to:

- develop, revise or amend Australian (or joint Australia/New Zealand) Standards, adopt International Standards or other documents should use the [Proposal Form - Standards Development Projects](#);
- participate in international Standards development activities through ISO or IEC should use the [Proposal Form - International Participation](#);
- adopt new or existing ISO or IEC International Standards should use the [Proposal Form – Identical Adoption](#).

### What are the Standards development “pathways”?

The pathways form a spectrum of involvement, resourcing and responsibility by stakeholders and Standards Australia for Standards development projects. For further detail, see the [Standards Australia Pathways Guide](#). Summarised characteristics of each Standards development pathway are provided below.

- [Standards Australia Resourced](#)

This pathway primarily relies on Standards Australia's resources, project management expertise and infrastructure. Standards Australia Resourced projects require commitment and active contribution from stakeholders over a defined period of time.

- [Externally Funded](#)

The Externally Funded pathway offers stakeholders customised solutions, greater choice in resourcing levels and accelerated project timeframes. While Externally Funded project proposals are subject to the same assessment requirements, this pathway is not part of the twice yearly prioritisation process. Proposals for Externally Funded projects may be submitted to Standards Australia at any time throughout the year.

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- Accredited Standards Development Organisation (SDO)

The Accredited SDO pathway is managed by the Standards Development and Accreditation Committee (SDAC) and allows organisations to be formally accredited as Standards developers in their own right. See [www.standards.org.au/StandardsDevelopment/accreditation](http://www.standards.org.au/StandardsDevelopment/accreditation) for details.

### Who should I talk to before submitting a proposal for a Standards Australia project?

You can discuss your idea for a Standards development project with a Standards Australia [National Sector Manager](#) at any time. You should also talk to other stakeholders who may be interested in the field, or in participating in the development of your project. This could include representatives of industry, unions, Commonwealth, State, Territory or local Governments, regulators, academics or researchers, consumers or other users of the proposed Standard.

### How long will it take me to prepare a proposal?

The completion of the Proposal Form to a reasonable degree of quality will depend on the complexity of the proposed project. Larger projects or programs of work will require greater levels of detail than simple or minor projects. The depth of detail required in the Net Benefit case will depend on the level of impact of the Standard. More detail and quantitative data will assist us in assessing the potential impacts of your proposal.

It is also important to allocate plenty of time to circulate and discuss your proposal with other interested stakeholders and to take into account their opinions and comments. Like most other projects, Standards development projects succeed when projects are properly defined and planned. Spending time getting the proposal right and ensuring stakeholder support early is an important contribution to success, and will help significantly in setting projects off on the right track, and meeting efficient timeframes later.

### Is the Net Benefit case the same as a Regulatory Impact Statement (RIS)?

Standards Australia's proposal requirements and Net Benefit cases are modelled on best practice regulatory principles, but are not the same as a RIS. However, much of the information required by regulators considering proposed regulatory changes could be based on a Standards Australia Net Benefit case. For any proposal that may have a regulatory impact, the appropriate regulators at the Commonwealth and State levels should be consulted as part of seeking stakeholder support for a proposal.

### Why do I have to complete a full proposal if I have a document that is ready to be published?

The advantage of having a mature draft available to submit as part of a proposal will be the effect on project size and the resources necessary to complete the project. While proponents may perceive that an advanced document is ready for publication, it may not satisfy all the necessary requirements of an Australian Standard, and will require effort by Standards Australia to ensure that the Standards development process has been followed to completion. It is at the discretion of stakeholders to act outside of the formal committee process to develop early drafts.

### Who can I ask for help if I don't understand something?

Standards Australia's [Standards Information Service](#) (SIS) is the first point of contact for project proponents. They will be able to assist with finding forms and guidance materials and proposal submissions, or can refer you to a Standards Australia National Sector Manager for more specific guidance on individual proposals.

### Why do you have new criteria?

The criteria described above are not new. The individual approval of projects has always considered these factors. However, it is appropriate to make transparent all the factors considered as part of the approval process. The criteria and prioritisation process assists Standards Australia to prioritise projects and ensure the organisation does not operate beyond its means.

### How are public priorities assessed?

Alignment with public priorities is identified by proponents and contributing stakeholders. It is the responsibility of stakeholders to work together to ensure stakeholder support and alignment on issues.

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Standards Australia maintains ongoing relationships with a wide variety of government agencies and groups to ensure we have appropriate channels to consult on priorities. Where different governments and agencies have competing priorities, these will be reviewed by the SDAC, which includes representation from the Commonwealth Government. Consideration should be given by governments to fund Externally Funded projects for high profile public policy issues.

### **How much funding is available from Standards Australia?**

The resources available for Standards Australia funded projects will be determined annually by Standards Australia's Board, taking into account the necessity to operate on a sustainable basis.

### **How will the resource requirements for my project be determined?**

Standards Australia has consistent internal methodologies to scope and determine appropriate resourcing for all pathways and project types for Australian Standards development and participation in International Standards committees.

### **How will you split up approvals between new, revisions, international and Standards Australia Resourced projects?**

There is no pre-determined split of resources or approvals across different project types. The entire body of proposals received will be assessed and prioritised on the basis of the criteria described to determine the balance of the portfolio of approved projects.

### **How are the different industry sectors being treated?**

Standards Australia will ensure that there is an appropriate balance of support across its [twelve industry sectors](#). The Standards Development and Accreditation Committee (SDAC) will approve a portfolio of projects that takes into account available resources, priorities and sector balance.

### **Who makes the decisions?**

Each year, taking into account the necessity to operate on a sustainable basis, the Standards Australia Board determines the resources available for Standards Australia resourced projects. The SDAC approves the selection and prioritisation of projects and allocation of resources to Standards development. It is assisted by the Production Management Group (PMG), composed of Standards Australia's Standards Development executive team.

### **What is the Standards Development and Accreditation Committee (SDAC)?**

The SDAC is a committee of the Standards Australia Board with the primary objective to assist the Board in the development of Australian Standards and related documents, in particular to:

- Exercise oversight of Standards Australia's (SA's) processes, policies and procedures as an accredited 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 as required, and to ensure compliance with appropriate processes for the development of Australian Standards;
- Determine which projects are resourced by SA, 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; and
- Provide the final point of process dispute resolution within SA as an accredited developer of Australian Standards and related documents.

In circumstances where additional information may be required by the SDAC to assess proposals, it may seek the advice of suitably qualified experts.

### **What is the Production Management Group (PMG)?**

The PMG comprises the members of Standards Australia's (SA's) Standards Development executive team, including the CEO and General Manager Standards Development (GMSD), under charter to the SDAC. It provides management oversight of the development of Australian Standards and related documents, implements SA's policies and procedures for the development of Australian Standards, exercises delegated authority for some aspects of Standards development governance, and provides

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management oversight of Australian participation in SA's development of International Standards, including meetings to be hosted in Australia.

### **When will my project start if it is approved?**

All approved projects will commence following the approval period, when appropriate resources become available. Standards Australia is committed to finalising existing active projects within defined timeframes. For key dates for the current prioritisation round, please visit the Standards Australia website.

### **What can I do to accelerate development of my project?**

The commitment of stakeholders to completing a project will be a key factor in the time it takes to draft a Standard. If there is a delay in the commencement of a project due to the prioritisation of Standards Australia resources, stakeholders may choose to negotiate a revised commencement date under the Externally Funded pathway.

### **What happens to my proposal if it is not approved for Standard's Australia support in the current project round?**

You may submit your proposal in subsequent project approval rounds or contact a Standards Australia [National Sector Manager](#) to discuss options under the Externally Funded or Accredited SDO pathways. Non-approved proposals are not automatically submitted into the next round.

### **Do I have to wait for the next round if my project is urgent?**

Stakeholder funded pathways are open to receive new project proposals at any time. Please contact a Standards Australia [National Sector Manager](#) to discuss your proposal. Standards Australia may consider proposals for approval in between selection rounds in exceptional circumstances.

### **How long do Standards Australia projects take?**

Standards Australia's project schedules have been accelerated following the rationalisation of projects in 2008, and the implementation of a new project management methodology in 2009. We are now averaging just over one year for new projects for the development of new and revised Australian Standards. Projects are timed from the point of the project Kick-off Meeting, when committee members and stakeholders agree timeframes and commit to delivering to them.

### **How are ongoing commitments to Australian participation in international committee work handled?**

Projects which solely involve participation in International Standards development (as a precursor to Australian adoption once published) will be considered against the same criteria as proposals for the development of an Australian Standard. As the majority of international participation is organised via standing committees and project timeframes are largely out of the control of Standards Australia, it is important that resources are assigned for a specific period and then reviewed at the end of this period to establish whether the work continues to be a priority. The current process for requesting travel funding to attend international meetings remains unchanged – [click here](#) for more information.

### **Why can't we just endorse International Standards for use in Australia?**

Formal adoption by Australia of International Standards provides certainty to users that they have been reviewed by balanced committees for use in Australia. Additionally, Australian purchasers of Standards can access Australian Standards for lower cost than International Standards. The endorsement method of adoption available under the ISO/IEC Directives does not provide these advantages. National modifications can be published as Appendices to adopted documents.

Straightforward identical (IDT) adoptions of International Standards may be submitted via the [Proposal Form – Identical Adoption](#) at any time throughout the year as these projects are not managed through the project prioritisation process.

### **How are project risks identified and managed?**

Project risks are assessed for all projects as part of the assessment process. Additionally, the committees/project teams review risks and devise appropriate schedules in the project Kick-off

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Meeting. SA also reviews risks for Externally Funded projects as part of contract development and ongoing management.

### **How are Externally Funded projects approved and resourced?**

Externally Funded proposals, funded by stakeholders, are subject to the same criteria and evaluation process as proposals seeking Standards Australia resourcing. They are assessed when they are received, and are not part of the formal twice yearly prioritisation process. Their approval is conducted on a case by case basis by the PMG and is reported to the SDAC.

### **Will Standards Australia continue to support existing committees?**

Committee members are the lifeblood of Standards development and their commitment, expertise and participation is invaluable to the development of credible and accepted national and International Standards supporting Net Benefit to the Australian Community. Standards Australia will continue to support and maintain close and active relationships with committee members and nominating organisations. Defined support will be provided for committees during the development stages of approved projects. At other times Standards Australia may provide indirect support through the maintenance of committee balance and constitution, providing meeting rooms, arranging induction and training, providing information updates, coordinating with committees on interpretations and supporting international Mirror Committee participation and the attendance of delegates to international meetings.

### **How will Committees operate under the prioritisation criteria?**

All Standards Australia committees and project groups will continue to operate in accordance with the existing [Committee Member Code of Conduct](#).

### **Can existing committees propose programs of work?**

Yes. Committees will need to internally prioritise proposed programs of work to ensure that their highest priorities are clear.

### **Can a proponent revise an existing Standards Australia document (e.g. an Australian Standard, Handbook, etc.) independently of Standards Australia?**

Copyright in Australian Standards, Handbooks and other documents published by SAI Global Limited on behalf of Standards Australia is, in most cases, owned by Standards Australia and licensed to SAI Global Limited on an exclusive basis. The reproduction of such documents is regulated by the Copyright Act 1968.

### **What does Standards Australia do with the royalties it receives from the publication of Australian Standards?**

Standards Australia uses the royalties it receives from the publication of Australian Standards to fund the further development of Australian Standards across a range of sectors. This helps support the development of Australian Standards in sectors that may not attract direct funding from industry but that are, nonetheless, for the Net Benefit of Australia.

### **How long does this new process run for?**

The prioritisation framework described in this guide has been in operation since mid-2010. It will continue to run on a six monthly cycle for the foreseeable future. The process will be reviewed and refined following completion of each cycle, to ensure that lessons learnt are documented and improvements made. We will continue to investigate information technology tools and improvements to support and improve the process in the future.

### **How does this process interact with Standards New Zealand (SNZ)?**

Standards Australia (SA) and Standards New Zealand (SNZ) can both develop joint Standards, following approval of each organisation. There is no change to New Zealand's role and representation on joint committees. There are costs to SA associated with participating in SNZ funded joint projects, which will be considered in as part of the full portfolio of SA work. For future projects proposed by SNZ, resource impacts will be assessed. For joint projects with a SNZ secretariat, projects will continue as per current practice.

### **When are Standards reviewed?**

Standards Australia is committed to maintaining a contemporary and relevant suite of Australian Standards. This ensures that users of products and services based on Standards can be confident that those Standards mirror contemporary practice, are technologically up-to-date, and reflect current views on safety, quality and environmental impact. It is the intention of Standards Australia that all Standards published after 1 August 2006 will be reviewed at five-yearly intervals. Standards published before August 2006 are reviewed on an ongoing basis. Additionally, reviews can be proposed by stakeholders or existing committees at any time. Following review, Standards may be reconfirmed, withdrawn or revised. Revisions will require new proposals as described in the prioritisation framework.