



STANDARDISATION GUIDE 005:

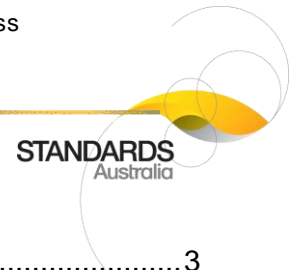
TECHNICAL GOVERNANCE AND ADVISORY STRUCTURES FOR THE STANDARDS DEVELOPMENT PROCESS

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1 INTRODUCTION

1.1 General

This Guide provides the background to and information on the technical governance of Australia's Standards development activities. Further information on Standards Australia's history and company governance including copies of our Constitution, Board and Board Committee Charters, are available at:

- <https://www.standards.org.au/about/our-history>
- <https://www.standards.org.au/about/governance>
- <https://www.standards.org.au/about/governance/members>

1.2 Governance overview

The Constitution, in conjunction with the Corporations Act, defines the governance structures and operational activities of Standards Australia.

The key features of the Standards Australia governance structure can be summarised as follows:

- Standards Australia's **Members** are drawn from bodies and organisations involved in the development and use of standards; and have an interest in the outcomes of Standards Australia's activities generally.
- **Directors** of Standards Australia are elected by our Members or appointed by the Board.
- The **Board** of Standards Australia are responsible for the oversight and effective governance and management of the organisation, including appointing the Chief Executive Officer and reviewing and approving the performance and strategic direction of the organisation.
- To consider issues in more detail the Board can establish Board Committees, which then report back and advise the Board. In addition, ad hoc Committees may be formed for specific tasks. Each Committee has its own Charter approved by the Board. The Board currently has four Committees. These are the:
 - Finance, Investment & Audit Committee
 - Membership Committee
 - People, Governance & Risk Committee
 - Standards Development & Accreditation Committee

2 STANDARDS DEVELOPMENT AND ACCREDITATION COMMITTEE (SDAC)

The SDAC is chaired by a Standards Australia Director with members including a representative of the Commonwealth Government and other persons appointed by the Board or elected by Members. The Chair of the Board and CEO attend SDAC meetings as Observers.

The primary objectives of SDAC are to:

- a) Assist the Board in fulfilling its responsibilities as Australia's peak national standards body and in the development of Australian Standards, which include joint Australian / New Zealand Standards, and related documents; and
- b) Perform the duties and responsibilities in accordance with the role and powers delegated by the Board in relation to the accreditation of SDOs to develop and maintain Australian Standards.

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

- a) Exercise oversight of the Company's processes, policies and procedures as a developer of Australian Standards and related documents;
- b) Provide process governance for the development of Australian Standards by the Company, and as agreed on a case by case basis for other accredited SDOs as required, and to ensure compliance with appropriate processes for the development of Australian Standards;
- c) Provide process dispute resolution within the Company as a developer of Australian Standards and related documents and endorse the engagement of independent expert advice on technical matters under dispute; and
- d) Pursuant to the role and powers delegated by the Board, to:
 - I. Accredit organisations to develop Australian Standards of credibility and integrity for the net benefit of the Australian community in accordance with the rules and guidelines in force from time to time; and
 - II. Oversee and monitor the promotion of accreditation as an option for development of Australian Standards.

Further information regarding SDAC and its operations are available in the Committee Charter available at <https://www.standards.org.au/about/governance>

3 PRODUCTION MANAGEMENT GROUP (PMG)

The Production Management Group (PMG) is a group formed by the management of Standards Australia to:

- Provide management oversight of the development of Australian Standards and related documents.
- Implement Standards Australia's policies and procedures for the development of Australian Standards.
- Exercise delegated authority for some aspects of Standards development governance.
- Provide management oversight of Australian participation in international standards development activities, including meetings to be hosted in Australia.

PMG has the following roles:

- Undertaking project selection in accordance with the priorities and parameters set by the Standards Development and Accreditation Committee;

- Determining resource allocation for specific Standards development projects and monitoring their performance;
- Providing advice to the SDAC on the prioritisation and allocation of projects to be resourced by Standards Australia;
- Approving the Constitution and monitoring the performance of Technical Committees;
- Ensuring the proper application of Standards Australia's policies and processes for Standards development;
- Driving continuous improvement and innovation in the development process for Standards and other related documents; and
- Assisting with dispute resolution in accordance with agreed policies and staged dispute resolution procedures.

DOCUMENT HISTORY

To follow details the history of this document:

Date	Author	Amendment Details
12/03/08		v1.0 - Document first released.
18/07/13	Process & Procedures Coordinator	v2.0 - Guide completely reviewed, amended to reflect current structure/practices and re-released.
22/07/13	Process & Procedures Coordinator	v2.1 - Add ABSDO to section 3 and SCSC to section 10.
07/08/13	Process & Procedures Coordinator	v2.2 - Remove reference to Standing Forums.
08/10/14	ABSDO Secretary	v2.3 - Minor amendments to clarify ABSDO responsibilities.
13/12/16	Process & Procedures Coordinator	v2.4 - Reviewed & revised to reflect current organisational structure & responsibilities & to align with various charters.
08/12/17	Process & Procedures Coordinator	v2.5 - Update Standards Australia's Standards Development Governance Structure image in clause 1.2.
01/09/2019	Corporate Services Manager	V2.6 – Updated governance structure diagram, removed existing Sections 2-6, applied updated template.
28/06/2021	Company Secretary	V3 – Updated to remove duplication of company governance detail and replace with references to

		Standards Australia's website and update the role of SDAC
13/12/2021	Company Secretary	V3.1 – Updated Clause 1.2 Governance overview.