



Nominating Organisation Guide

Roles and responsibilities for organisations and
their representatives



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1 Purpose

This Guide provides guidance on the roles and responsibilities of Nominating Organisations and Nominating Organisation representatives, including the criteria required to be accepted as a Nominating Organisation or a representative of a Nominating Organisation.

2 Nominating Organisations

2.1 The role of the Nominating Organisation

Technical Committee (TCs) that are responsible for writing Standards must be composed of individuals who operate in a manner that is independent of self-interest or influencing the content of a Standard for their own or their employers' advantage. Rather, interests around the committee table must be concerned with the following broader sector or national views:

- Benefit to Australia;
- Health, safety and welfare of users and consumers;
- The community;
- The environment;
- Industry best practice;
- New and emerging technologies; and
- Fitness for purpose.

To achieve these objectives, committees are composed of representatives of organisations that represent the views of a particular constituency. These organisations are referred to as 'Nominating Organisations' since they nominate their representatives to the committee, and the representative must represent the interests of the organisation that nominated them, as opposed to their own individual interests

Further information on the relationships of Nominating Organisations to committees can be found in [SG-002: Structure and Operation of Standardisation Committees](#).

2.2 Who can be a Nominating Organisation?

Nominating Organisations can be major, Australia-wide organisations such as the Australian Chamber of Commerce and Industry, Engineers Australia, the Australian Council of Trade Unions or the Consumers' Federation of Australia. Government agencies—both state and federal level—are also important Nominating Organisations as are research institutions such as the CSIRO and universities.

Nominating Organisations can also be more localised organisations with a specific focus. Provided that the organisation represents a genuine sectoral interest, they can be asked to nominate representatives to appropriate committees. Examples of these bodies include the Institute of Materials Engineering Australasia, Australian Flower Export Council, Swimming Pool and Spa Association, Energy Safe Victoria or the Waste Contractors & Recyclers Association of NSW.

2.3 What qualifies an organisation to be a Nominating Organisation?

For an organisation to qualify to be a Nominating Organisation it should either be a government policy, regulatory or technical agency with an interest in particular area of activity or:

- a) Have its headquarters based in Australia;
- b) Have an Australian membership base (should ideally be national);
- c) Represent a constituency; and

- d) Have publicly available information (i.e. a website) relating to:
 - i. Its Australian membership base;
 - ii. The purpose of the organisation; and
 - iii. An organisational Charter (desirable but not mandatory).

3 Nominating Organisation Roles and Responsibilities

3.1 Responsibilities of the Nominating Organisation

It is expected that a Nominating Organisation will:

- a) Nominate a central point of contact for standards development activities (i.e. the 'primary contact');
- b) Have a transparent documented process for appointing representatives to Standards Australia's (SA) Technical Committee(s);
- c) Have internal mechanisms that ensure nominated representatives represent the views of government (if a government representative) or the membership base, (rather than the views of the individual or company);
- d) Inform SA of any change in representation;
- e) Ensure that their nominated representatives are:
 - i. appropriately qualified, knowledgeable and empowered to effectively contribute to the work of the committee;
 - ii. able to effectively represent the views of the organisation and make decisions at committee meetings without referring all matters back to the Nominating Organisation;
 - iii. able to competently and actively participate in all committee meetings in person or via remote access; and
 - iv. aware of their responsibilities to the Nominating Organisation and to SA
 - v. aware of and adhere to the [Technical Group and Committee Member Code of Conduct](#).
 - vi. able to actively engage in Committee activity throughout the course of a project
- f) Brief its representatives so that the collective view of the Nominating Organisation can be presented to the relevant committees;
- g) Provide an appropriate mechanism for its representatives to regularly report back to the Nominating Organisation on relevant issues and decisions arising from committee meetings – refer to [Representative reports regularly to Nominating Organisation](#) for more information;
- h) Maintain a system to effectively review and manage issues such as non-contributing or non-participating representatives;
NOTE: When it becomes evident that a representative is not acting in the interest of their Nominating Organisation, SA will refer the issue to the Nominating Organisation for resolution.
- i) The Nominating Organisation may change its representative at any time it deems appropriate, particularly where it believes its representative is not acting in its interest;
- j) Arrange for a delegate to attend if its representative is unable to attend a committee meeting, and inform SA of the substitution in advance of the meeting;



- k) Encourage the use of Standards that it has helped prepare;
- l) Operate in accordance with, and require its nominated representatives to operate in accordance with, SA's [Standards Development Competition Law Guidelines](#); and
- m) Comply with SA's [Nominating Organisation Code of Conduct](#).

Further information on the roles and responsibilities of Nominating Organisations can be found in [SG-004: Roles and Responsibilities in Standardisation](#).

3.2 Nominating Organisation Code of Conduct

The [Nominating Organisation Code of Conduct](#) summarises the principles that underpin how Nominating Organisations, and their representatives, operate effectively and meet the expectations of their roles and responsibilities. When participating in SA Standards development activities, it is expected that Nominating Organisations will adhere to this Code to support the productive participation by all organisations in the development of Australian and International Standards.

3.3 Role of the Nominating Organisation primary contact

The Nominating Organisation primary contact:

- a) is the initial point of contact for standards development activities;
- b) has the authority to coordinate representation on SA Technical Committees, on behalf of the Nominating Organisation;
- c) is responsible for maintaining appropriate representation on the SA Technical Committee;
- d) should ensure individual representatives have capacity and expertise to actively contribute to the work of the Technical Committee
- e) must endorse Nominating Organisation representatives before they can assume a position on a SA Technical Committee;
- f) may be the Chief Executive Officer (CEO) of the organisation, or an appointed individual responsible for managing the engagement with SA;
- g) should regularly consult the Nominating Organisation representative to ensure the viewpoint of the organisation represented as a whole is understood and expressed; and
- h) is to support developing and confirming the collective viewpoint of the Nominating Organisation where there are differing views amongst the members of the Nominating Organisation.

4 Nomination of the Nominating Organisation representative

Nominating Organisations may approach potential nominees, or be approached by individuals who are interested in representing the Nominating Organisation on a particular committee. Below is the process to be followed:

- a) Nominating Organisation requests potential nominees to provide sufficient details to determine if they are a suitable representative – see an example Nominating Organisation Representative Nomination Form in [Appendix A](#).
- b) If there are more nominees than there are positions to fill on the committee, the Nominating Organisation must select the most suitable nominee by determining whose inclusion will represent the most appropriate balance of stakeholder interests on the committee. This may alter each time the Committee undertakes a new project.

- c) Nominee agrees to fulfil their responsibilities (see [Section 5.1](#) below) and adhere to the [Technical Group and Committee Member Code of Conduct](#).
- d) Nominating Organisation notifies SA of the proposed nominee and provides nominee details;
- e) SA sends the Committee Member Deed to the representative, to be signed and returned to SA;
- f) Once the representative returns the signed Committee Member Deed, they will be granted access to committee documentation and will be included in committee communications and meetings.

5 Nominating Organisation Representative Roles and Responsibilities

5.1 Responsibilities of Nominating Organisation Representatives

Nominating Organisation representatives, i.e. committee members, cannot represent more than one Nominating Organisation on a single committee.

Nominating Organisation representatives are expected to:

- a) sign and agree to uphold the terms of the Committee Member Deed;
- b) declare any interests they may have and be familiar with SA's [Standards Development Competition Law Guidelines](#);
- c) be familiar with the Standards development process and be aware of their responsibilities to SA and their Nominating Organisation, in accordance with:
 - i. [SG-001: Preparing Standards](#);
 - ii. [SG-002: Structure and Operation of Standardisation Committees](#);
 - iii. [SG-004: Roles and Responsibilities in Standardisation](#); and
 - iv. the other various [Standardisation Guides](#).
- d) undertake relevant learning modules in the Standards Academy, e.g. the Induction Program for Committee Members and How to write Australian Standards;
- e) abide by SA's [Technical Group and Committee Member Code of Conduct](#).
- f) consult their membership base before attending the project Kick-Off meeting and regularly throughout the duration of Standards development projects;
- g) be appropriately qualified and knowledgeable to effectively contribute to the work of the committee;
- h) participate fully in all committee work, in person or remotely, and provide technical input into the Standard(s) being prepared;
- i) commit the resources for drafting, reviewing and discussing projects within the agreed timeframes;
- j) raise project issues and risks that need to be recorded and resolved, and assist with their resolution;
- k) be impartial and broadly represent national interests and priorities;
- l) be able to effectively represent the views of the Nominating Organisation, e.g. submit votes and make decisions at committee meetings on behalf of the Nominating Organisation;
- m) follow international and SA's principles of transparency and consensus, and actively contribute to reaching committee consensus;
- n) work towards alignment with existing International Standards wherever practical/relevant;

- o) notify their Nominating Organisation and SA if they are unable to attend a committee meeting and arrange for a suitable delegate to represent them in their absence;
- p) provide regular reports to their Nominating Organisation on relevant issues and decisions arising from committee meetings – refer to [Representative reports regularly to Nominating Organisation](#);
- q) fully and impartially consider public comment on draft Standards and provide meaningful reasons for the non-acceptance of proposed changes;
- r) notify their Nominating Organisation of their intended vote at the committee ballot stage and confirm the Nominating Organisations' position before voting;
- s) vote at the ballot stage and if the vote is negative, clearly present an alternate position and the technical justification;
- t) engage with and obtain approval from their Nominating Organisation before submitting any Project Proposals.

5.1.1 Confidentiality

Nominating Organisation representatives, i.e. committee members, are required to always be respectful of the views of others and work collaboratively to agree on mutually acceptable solutions while ensuring that the interests of all stakeholders (including members of the public who submit comments on a proposed Australian Standard) are considered during the development of the Standard.

To facilitate and encourage participation in the Standards development process and an effective working environment for the committee, SA requires committee members to treat as confidential:

- all minutes and agendas for SA committee meetings;
- all SA committee circulars;
- all public comments received by SA in the public comment phase;
- the consideration by the committee of the public comments received in the public comment phase (including the document summarising the comments received); and
- other documents that are actively categorised by the creator or distributor as "Committee-in-Confidence".

NOTE: In addition to these confidentiality requirements, committee members should always operate in accordance with the [Technical Group and Committee Member Code of Conduct](#).

It is the obligation of each committee member, with the support of their Nominating Organisation, to ensure that "Committee-In-Confidence" documents are kept confidential to the committee, and that these documents are not circulated, discussed in the media or published inappropriately. However, the confidential nature of "Committee-in-Confidence" documents does not preclude committee members from consulting with and reporting to their Nominating Organisations and constituents, as required, in relation to the substantive technical issues that are under committee consideration. Standards Australia's 'Sharing of Committee Drafts Program' is available to assist the consultation process between committee members and Nominating Organisations' constituents. For more information on the Program, please see [Appendix C](#).

Committee documents are distributed using the SA committee website (the [Standards Hub](#)). Committee members are issued with a user ID and password by the Project Manager. They can then post and access committee documents as well as participate in on-line discussions. From time to time, committee members may be granted access to existing Australian Standards, international Standards or other third party documents for use in the preparation of Australian Standards, international Standards or other normative documents. Committee members will be advised of any special requirements that may apply to the use of such documents and must comply with those requirements as advised.

For more information, refer to [SG-004: Roles and Responsibilities in Standardisation](#).

5.2 Nominating Organisation Representative Code of Conduct

Nominating Organisation representatives are bound by the SA [Technical Group and Committee Member Code of Conduct](#).

5.3 Representative reports regularly to Nominating Organisation

Nominating Organisation representatives are required to report back to their Nominating Organisation regularly to provide updates on relevant issues and decisions arising from committee meetings.

The Nominating Organisation will define the method and frequency for submitting these reports, which should normally be submitted to the agreed primary contact at the relevant Nominating Organisation.

An example Nominating Organisation Representative Report template is in [Appendix B](#).

These example forms will be published as downloadable forms once this Guide is formally released.



Appendix A: Nominating Organisation Representative Nomination form

This is an example of a form that Nominating Organisations may request individuals to use when nominating themselves to represent the Nominating Organisation on a Standards Australia technical committee.

Nominating Organisation Representative Nomination Form			
<i>This form is to be completed by individuals wishing to nominate themselves to represent a Nominating Organisation on a Standards Australia technical committee, for the purposes of participation in Standards development activities. The completed form is sent to the relevant Nominating Organisation contact.</i>			
Nomination Date:	<Enter submission date>		
Committee ID:	<Enter the Technical Committee's ID/Code>		
Committee Name:	<Enter the Technical Committee's name>		
Project Details:	<Enter the designation(s) & name(s) of Standard(s) the project will deliver>		
Nominee's Name:	<Enter the nominee's name>		
Nominees' Employer:	<Enter the name of the nominees' employer>		
Nominee's Contacts:	Phone:	<Enter phone no.>	Email: <Enter email address>
Provide a summary of your interest in the project work, i.e. why you want to be a representative: <Enter text>			
Provide a summary of your relevant skills, knowledge and experience: <Enter text>			
Provide details of your previous or other technical committee participation: <Enter text>			
<i>Once completed this form should be emailed, along with any supporting information, to:</i> <Enter Nominating Organisation contact email address>			



Appendix B: Nominating Organisation Representative Report template

This example template may be used by Nominating Organisation Representatives to provide regular reports back to their Nominating Organisation on relevant issues and decisions arising from committee meetings.

Nominating Organisation Representative Report				
<i>This report is to be completed by Nominating Organisation representatives on Standards Australia technical committees, for the purposes of participation in Standards development activities, to provide regular reports to their Nominating Organisation on relevant issues and decisions arising from committee meetings. Representatives shall send completed reports to the relevant Nominating Organisation contact.</i>				
Report Date:	<Enter report submission date>			
Meeting Date(s):	<Enter committee meeting date(s)>			
Meeting Location:	<Enter committee meeting location>			
Committee ID:	<Enter the Technical Committee's (or Sub-Committee) ID/Code>			
Committee Name:	<Enter the Technical Committee's (or Sub-Committee) name>			
Representative's Name:	<Enter the representative's name>			
Representative's Contacts:	Phone:	<Enter phone no.>	Email:	<Enter email address>
Provide a summary of key and/or relevant decisions that were reached at the committee meeting(s): <Enter text>				
Provide a summary of key and/or relevant issues that were raised at the committee meeting(s): <Enter text>				
Provide a summary of all relevant action items that were agreed at the committee meeting(s):				
No.	Action	Owner	Due	Status
Once completed this report should be emailed, along with any supporting information, to: <Enter Nominating Organisation contact email address>				

Appendix C: Rules for the Sharing of Committee Drafts Program

Standards Australia recognises the need to expand the base of contributions through Nominating Organisations on the development of technical drafts.

The Sharing of Committee Drafts Program has been designed to minimise the effort of Nominating Organisations while allowing socialisation of committee drafts to a Sharing of Committee Drafts Working Group (SCDWG).

The SCDWG will not meet, but will be provided with draft committee documents that are at pre-Public Comment and Ballot stages to enable members to review and contribute to technical drafting.

SCDWG members will be expected to review drafts and provide feedback directly to the representative of their Nominating Organisation on the relevant technical committee.

Rules

- Standards Australia Project Manager will write to the Nominating Organisation's primary contact seeking nominees for the Sharing of Committee Drafts Working Group (SCDWG).
- Only SCDWG members will have access to the draft.
- Nominating Organisation are required to agree in writing to adhere to the Standards Australia Sharing of Committee Drafts Program rules.
- All members of the SCDWG must be members of the respective Nominating Organisation.
- SCDWG members all sign the Committee Member Deed. Signed deeds are sent to Standards Australia via email: committee.records@standards.org.au
- At any time during the project, Nominating Organisations may add experts to the SCDWG.
- Any comments or feedback on the draft must be submitted to the Nominating Organisation's representative on the committee responsible for the project.
- Only the representative appointed by the Nominating Organisation to the Standards Australia technical committee will communicate with the Standards Australia Project Manager.
- SCDWG members will not communicate directly with the Standards Australia Project Manager.
- The draft will not be shared outside of SCDWG members.
- The SCDWG must operate and submit comments, via the nominated representative, within the time frames of the project.
- All drafts will be accessible via the Standards Hub (Committee Workspace).
- All committee working drafts will be communicated to the SCDWG by the Project Manager.

Document History

To follow details the history of this Guide:

Date	Author	Release Details
10/07/17	Process & Procedures Coordinator	v1.0 - Initial draft issued for stakeholder consultation.
30/05/18	Process & Procedures Coordinator	v1.0 - Draft finalised, approved and released as v1.0.