1. Objectives and Role

The primary objectives of the Standards Development and Accreditation Committee of the Board of Standards Australia Ltd (SA) are:

a) to 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) to perform the duties and responsibilities in accordance with the role and powers delegated by the Board in relation to the accreditation of Standards Development Organisations (SDOs) to develop and maintain Australian Standards.

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

- Exercise oversight of SA’s processes, policies and procedures as a 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 SDOs as required, and to ensure compliance with appropriate processes for the development of Australian Standards.
- Review the recommendations from management about which projects are resourced by Standards Australia, with reference to published criteria.
- Review the recommendations from management about priorities for the development of Australian Standards and other documents in the public interest.
- Provide process dispute resolution within SA as a developer of Australian Standards and related documents and endorse the engagement of independent expert advice on technical matters under dispute.

and, pursuant to the role and powers delegated by the Board, to:

- 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.
- Oversee and monitor the promotion of accreditation as an option for development of Australian Standards.

2. Duties and Responsibilities

The duties and responsibilities of the Committee shall be to:

a) Policies and procedures of Standards Australia

   i) Approve any changes to Standards Australia’s Standardisation Guides affecting fundamental standardisation principles or policies such as the balance of committee representation, the public consultation process and the consensus rules.

b) SDO Accreditation function

   i) Review the recommendations from management about the accreditation (or, where appropriate, decline the accreditation) of organisations in Australia in relation to the development, approval, publication and maintenance of Australian Standard® brand standards.
ii) Review the recommendations from management about the Withdrawal of any accreditation granted under 2(b)(i) above.

iii) Review the recommendations from management about policies, rules, regulations and guidelines in relation to accreditation, including requirements for accredited SDOs to develop Australian Standard® brand standards.

iv) Review the results of Audits of accredited SDOs to ensure compliance with all policies, rules, regulations and guidelines of accreditation.

v) Provide process dispute resolution in relation to standards development by accredited SDOs.

vi) Where appropriate, establish sub-committees to assist in fulfilling accreditation roles and responsibilities and including composition and terms of reference for any such committees.

c) Project selection and approval of development projects by Standards Australia
   i) Review recommendations from management about priorities for SA’s standards development and related activities.
   
   ii) Review the recommendations from management about the program of standards development resourced by SA (Project Prioritisation Program).
   
   iii) Provide a point of arbitration where no satisfactory solution can be found within the Technical Committee ballot rules or other issues escalated by the Production Management Group (PMG).
   
   iv) Jointly convene and/or appoint an independent group or expert in the field to review technical concerns and/or disputes and recommend a suitable resolution to the technical issues and/or disputes.
   
   v) Provide appropriate process approval for Australian Standards developed by other accredited SDOs as required. Note this would only occur upon request and as agreed where the SDO did not have sufficient infrastructure to provide a separate process review function.
   
   vi) Review requests for inclusion of a specific conformity assessment regime or scheme in a product Standard, and where appropriate provide approval.

d) Other oversight
   i) Monitor reports about industry and standards related issues from SA’s stakeholder liaison structures.
   
   ii) Assist the Board in overseeing SA’s role as Australia’s peak Standards development organisation and monitor progress against KPIs in the Commonwealth MoU.
   
   iii) Assist the Board to oversee SA’s role as the Australian member of ISO and IEC (including issues related to the administration of Australian participation, funding for international participation, and relationships with other National Standards Bodies).
   
   iv) Receive reports from PMG on standards development activities including targets, project selection and resourcing.

e) Other
   i) Undertake an annual self-evaluation process with outcomes reported to the Board.
   
   ii) Review and update the Committee’s Charter at least every 2 years, for approval by the Board.
   
   iii) Consider any other matters requested by the Board.
3. Appeals Process

The Standards Australia Board will act as the final arbiter of appeals from decisions made by the Committee in respect of its accreditation, project selection and approval functions.

4. Membership and Attendance

a) The Committee will comprise up to 10 persons including at least one Director and one representative from the Commonwealth as an ex officio member in accordance with the Commonwealth MOU. Apart from the Director and the Commonwealth representative the Board shall appoint other Committee Members to represent and act in the best interests of all Standards Australia’s Members and include an appropriate level of skills relevant to the SDO accreditation function.

b) The Chairman of the Board (or nominee) and the Chief Executive Officer (or nominee), shall attend Committee meetings as Observers. The Board may appoint other persons as Observers from time to time.

c) Committee Members are appointed and may be removed by the Board. Unless otherwise determined by the Board, Committee Members, other than the Commonwealth’s ex-officio member and any Board appointed Directors, will initially be appointed for a term of 3 years, and may be reappointed for one further term of 3 years. A Committee Member or Observer who is a Director will cease to be a Committee Member or Observer upon ceasing to be a Director.

d) The Board shall appoint a Director, who shall not be Chairman of the Board, as the Committee Chairman. The Board shall review its appointment of the Committee Chairman from time to time.

e) The Chief Executive Officer shall appoint a Committee Secretary.

f) An invitation may be extended to other persons to be in attendance to assist the Committee in its activities.

5. Meetings

a) A meeting quorum shall be 50% of the number of current Committee Members, rounded up to the nearest full number in the event of a fraction.

b) If at any meeting the Committee Chairman is not be present within five minutes after the time appointed for the meeting, the Committee Members present may choose a Committee Member to be chairman of the meeting until the Committee Chairman is present.

c) Questions arising at any meeting shall be determined by a majority of votes of the Committee Members present, and in the case of an equality of votes the Committee Chairman shall have a second or casting vote.

d) Meetings shall, unless varied by the Board, be held not less than four times each calendar year.

e) All Committee meetings shall include “Disclosure of Interests” as a standing agenda item providing each Committee Member the opportunity to formally disclose any actual, potential or perceived conflicts of interest.

6. Disclosure of Interests

Committee Members are required to:

a) Disclose to the Committee Secretary all actual, potential or perceived interests and any changes to those interests as they arise.

[Signature]
b) Manage or remove potential, perceived or actual conflicts of interest, including by abstaining from voting on relevant issues as appropriate.

7. Confidentiality and use of information

Committee Members are required to:

a) Treat any information obtained as a Committee Member or labelled Committee-in-Confidence as confidential information.

b) Keep any confidential information confidential and refrain from disclosing, publishing or communicating any confidential information except as authorised by the Committee or as required by law.

c) Refrain from using any information obtained as a Committee Member for the benefit of that Member or any person connected to that Member.

8. Authority

The Committee is authorised by the Board to:

a) Approve any changes to Standards Australia’s Standardisation Guides affecting fundamental standardisation principles or policies such as the balance of committee representation, the public consultation process and the consensus rules.

b) Delegate authority for editorial and procedural changes to Standards Australia’s Standardisation Guides to the Chief Executive Officer (or nominee).

c) Approve any substantive changes to guidelines, policies and procedures in relation to the accreditation of SDOs and requirements for accredited SDOs in developing standards.

d) Delegate authority for editorial and procedural changes to guidelines, policies and procedures for the accreditation of SDOs and requirements for accredited SDOs in developing standards to the Chief Executive Officer (or nominee).

e) Approve the standards development program of work (Project Prioritisation Program).

f) Approve the publication of Australian Standards by or on behalf of the Company, with authority to further delegate that approval. Specifically, the Chief Executive Officer (or nominee) is authorised to grant process approval prior to publication of an Australian Standard developed by SA. Where required, approve the publication of Australian Standards developed by other SDO’s, in accordance with that SDO’s approved processes for Standards development and any requirements for such approvals imposed by SDAAB’s accreditation policies and procedures.

g) Approve requests for inclusion of a specific conformity assessment regime or scheme in a product Standard in accordance with Standardisation Guide 6.

h) Approve changes to the Charter of PMG.

i) Exercise the role and powers of the Board in relation to the accreditation of Standards Development Organisations to develop and maintain Australian Standards.

9. Reporting Procedures

a) The Committee Secretary is responsible for:

i) preparing and circulating the agenda and meeting papers.

ii) drafting and circulating the minutes, and retaining a permanent Minute Book of all signed minutes.

iii) in conjunction with the Chief Executive Officer, carrying out any instructions of the Committee and giving practical effect to the Committee’s decisions.
iv) Ensuring the Annual Report includes a statement describing the responsibilities and activities of the Committee.

b) The Committee Chairman shall report:
   • regularly to the Board on all significant matters considered by the Committee and
   • at least annually to Council on SDAC's standard development activities, including a separate report on the accreditation function.