

Standards development procedure



FRDC

Managing Director’s authorisation: *Patrick W Aae*

Effective date: 26 November 2020

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1. PURPOSE

This procedure details:

- The operation of the Fisheries Research and Development Corporation's (FRDC) Standards Reference Bodies (SRBs) including their terms of reference.
- How to develop a new Australian standard within the FRDC's scope of accreditation.
- How to revise and amend existing Australian standards within the FRDC's scope of accreditation.

This procedure applies to all SRB Members and stakeholders involved in standards development and should be read in conjunction with the FRDC's Standards development policy.

2. RESPONSIBILITY

Responsibility for this procedure resides with the Business Development Manager.

3. DEFINITIONS AND ACRONYMS

Definitions, Acronyms and Abbreviations and refer to table below

Term	Definition
Nominating Organisation	Organisations that represent the views of a large group with a common interest.
Procedures, Standards Management`	Procedures for standards related activities within the organisation other than for the process of developing a standard. Used to be called 'Administrative procedures' and can include such processes as standards review and complaint handling.
Procedures, Standards Development	Description of the standards development process from initial project proposal to the final publication, including establishment or review of Standards Reference Bodies.
Publication date	This is the date that the standard becomes publicly available. It is also the date on which the standard comes into effect.

4. RISK ASSESSMENT

Risk	Failure to maintain SDO accreditation
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Source of risk	Impact/consequence
Not adhering to established policies and procedures and requirements as outlined by Standards Australia, failure to meet requirements of the standard	Standards development activities do not operate at best practice level, reputation an SDO accredited organisation is damaged, reputational damage

Risk category	Compliance	Mitigated risk within risk appetite statement?	Yes
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Inherent likelihood	Likely	Inherent Consequence	High	Inherent Risk Evaluation	Extreme	Velocity rating	Low
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Control	Requirement for annual external audits by Standards Australia, clearly defined roles and responsibilities in policies and procedures
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Mitigated likelihood	Unlikely	Mitigated Consequence	High	Mitigated Residual Risk	High	Residual risk evaluation action	Control focus
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5. RELEVANT DOCUMENTATION

This section contains links to internally and externally facing documents – access to internally facing documents is restricted to FRDC directors and employees.

Relevant documentation
Internal
Australian Privacy Principles
Project registration and development plan template
Risk policy
Stakeholder feedback – monitoring, recording and responding procedure
Standards development policy
External
Australian Aquatic Plant Names Standard AS5301-2020
Australian Fish Names Standard AS 5300-2015
Competition and Consumer Act 2010
ISO/IEC Guide 2 – Standardization and related activities
Requirements for the Accreditation of a Standards Development Organisation
Standards Australia Standardisation Guides
Technical Barriers to Trade

6. PUBLICATION

FRDC website	No	FRDC Directors' website	Yes
Seafood standards website	Yes		

7. SCOPE OF PROCEDURE

This procedure applies to:

- FRDC board and FRDC employees (including contractors/consultants);
- Standard Reference Body Project Manager
- Chairs of Standards Reference Bodies (SRBs);
- Members of Standards Reference Bodies;
- Other people and organisations with an interest in FRDC standards development procedures.

These procedures provide general guidance to the implementation of the FRDC's *Standards development policy*.

Additional guidance for the individual Standard Reference Bodies is included in the attachments to this document.

8. AMENDING THIS PROCEDURE

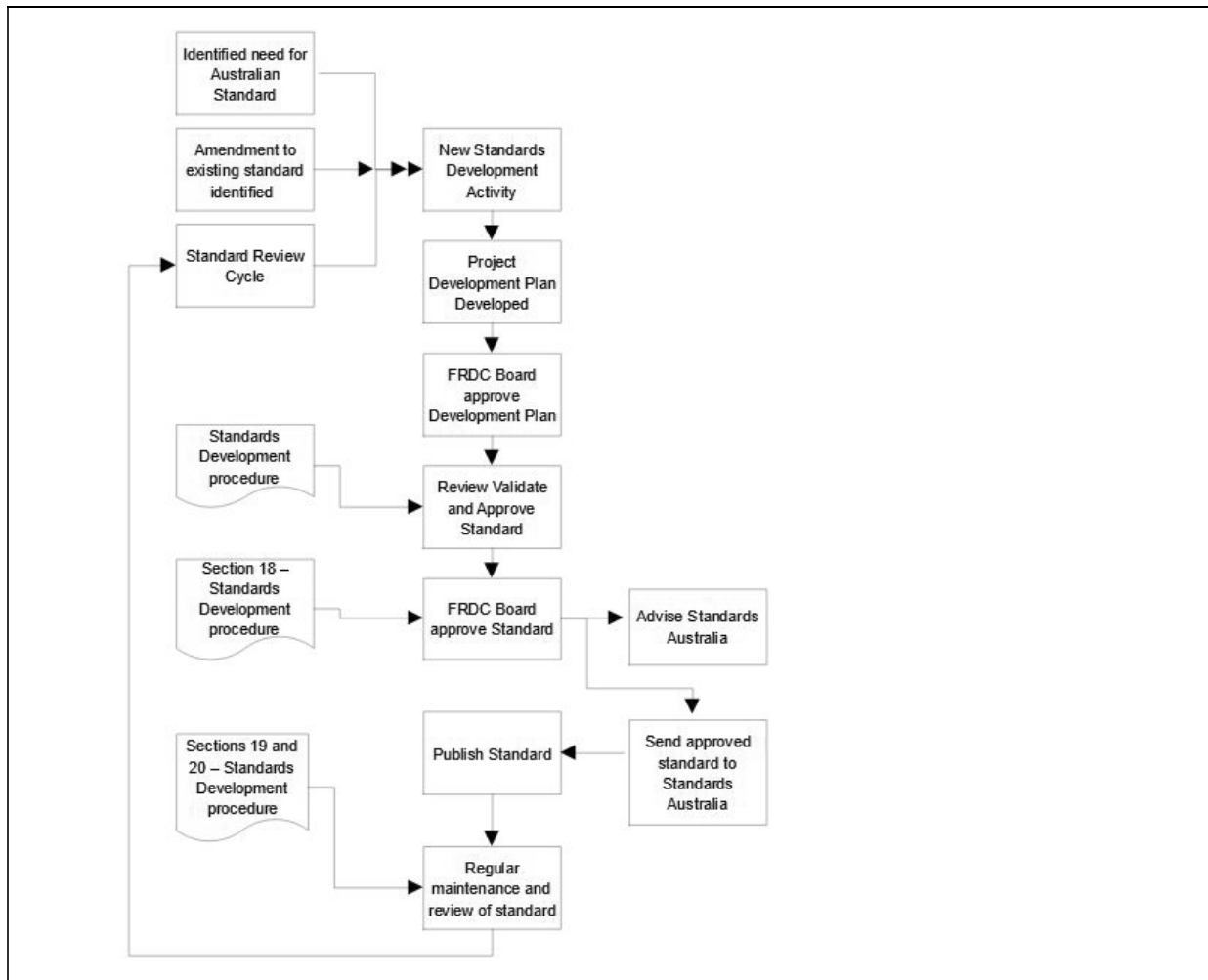
The FRDC may approve amendments to this or related procedures as required. Prior to any amendment, the Managing Director will take the following steps:

1. consult the relevant Standards Reference Body on any proposed amendments, and
2. consult with the Standards Development and Accreditation Committee (SDAC) on any significant amendments to ensure they are consistent with the conditions of FRDC's accreditation as a Standards Development Organisation (SDO).

The responsibilities of all parties are included in *Attachment 1 – Responsibilities for appointment of SRB chair and members*.

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9. SNAPSHOT OF THE STANDARDS DEVELOPMENT PROCEDURE



10. STANDARDS REFERENCE BODY MEMBERSHIP AND TERMS OF REFERENCE

10.1 Terms of appointment to the Standards Reference Body (SRB)

1. For a nomination as a Standards Reference Body voting member to be valid, the nominee must have signed and returned the Standards Reference Body members code of conduct ([Attachment 3](#)) to FRDC.
2. SRB members only need to sign the Code of Conduct once per term (i.e. when a new appointment or when reappointed) or when there has been a change to the SRB Members role or representation
3. The term of an appointment for a member of a Standards Reference Body is 3 years.
4. Standards Reference Body members are normally permitted to serve a maximum of two consecutive terms.

10.2 Vacancies on Standards Reference Body

A vacancy arises if:

- a. a member resigns
- b. a member is removed from the Standards Reference Body
- c. a member's tenure expires in accordance with the Terms of appointment to the Standards Reference Body.

- d. a member is granted a leave of absence during their tenure as a Standards Reference Body member

10.3 SRB terms of reference

The terms of reference for the Standards Reference Body will be developed by FRDC and will generally include:

- a) providing the technical content of the standard to be developed or maintained, reviewed etc.;
- b) acting with full technical autonomy in overseeing the standards development activity;
- c) ensuring that FRDC's standards development procedures are complied with;
- d) ensuring that the standard does not act as a barrier to trade, competition or innovation;
- e) adopting or being consistent with Australian and international standards to the maximum possible extent;
- f) providing stakeholder views throughout the development, drafting and review of the Standard;
- g) considering comments received through public consultation periods, including in response to Public Comment drafts of the Standards
- h) working towards consensus on the performance elements to be embodied in the Standards
- i) determining through ballot Standards that reflects a consensus among the stakeholder groups. Where there are negative votes relating to the technical content of the standard and some likelihood of successful resolution of the issue, further committee consideration will be undertaken.
- j) doing such other things that FRDC agrees are necessary in the standards development activity.

10.4 Responsibilities of Standards Reference Body members

The specific responsibilities of stakeholder representatives on the Standards Reference Body are:

- a) keep their nominating organisations informed of the progress of Standards Reference Body activities;
- b) represent the views of their nominating organisations, not personal or company views;
- c) support and maintain the standards prepared and approved by the Standards Reference Body;
- d) abide by the general requirements of [Standardisation Guide 004 - Roles & Responsibilities in Standardisation](#)

All Standards Reference Body members are required to:

- a) sign and abide by the *Standards Reference Body members code of conduct* ([Attachment 3](#));
- b) work towards reaching consensus on the technical content of Australian Standards or other documents which require similar status;
- c) commit to providing expert opinion for the technical content which contributes to genuine consensus within the Standards Reference Body;
- d) accept a consensus decision which has followed the internationally recognised principles of consensus;

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- e) treat all committee documents as “Committee-in-Confidence” and not provide documents or divulge contents to third parties (other than their nominating organisations for the purpose of gaining the organisation’s views).
- f) advise the Chair or the Project Manager if they are unable to attend a meeting
- g) nominate a proxy or alternative member to attend on their behalf (see 10.9);
- h) Declare any materiel personal interests.

10.5 Removal of Standards Reference Body member

The FRDC at its absolute discretion may remove a Standards Reference Body member if:

- he/she fails to meet any of his/her responsibilities as outlined in 10.4
- the nominating organisation withdraws their support for the Standards Reference Body member
- FRDC withdraws support for a nominated Standards Reference Body member

10.6 Replacing a current serving Standards Reference Body member

In the event that there is a requirement to replace a current serving Standards Reference Body member, the FRDC shall:

- seek nominations from the relevant nominating organisation where the member represents a key stakeholder group; or
- make an appointment based on the knowledge and expertise the appointee brings to the SRB.

The replacement Standards Reference Body member will serve the remainder of the current term made vacant by the departing Standards Reference Body member.

10.7 Consideration of additional stakeholder representation on the SRB

At any time in the standards development cycle, a proposal for additional representation on the SRB may be considered. The proposal may come from

- The stakeholder group;
- The FRDC as the SDO;
- The SRB itself.
- A submission shall be prepared by the Project Manager for consideration by the FRDC as to the merit of the additional representation and how the skills set on the SRB will be enhanced.
- The FRDC shall determine if the additional stakeholder representation will enhance the SRB.
- If an additional stakeholder representation is agreed to, the FRDC shall call for nominations from the relevant group.

10.8 Standards Reference Body register

Standards Reference Body Project Manager is responsible for:

- a) maintaining a register of Standards Reference Body members identifying date of appointment and the stakeholder group that they represent (see Standard Reference Body register - template)
- b) recording any changes to the membership of the Standards Reference Body including the rationale for the change
- c) listing the Standards Reference Body register on all meetings of the Standards Reference Body.

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10.9 Appointment of proxy

It is recognised that members may not be able to attend all meetings of the relevant Standards Reference Body.

To ensure that the member or relevant stakeholder group is not disadvantaged, the appointed member has the right to appoint a proxy for a meeting including the period leading up to a meeting. The options for appointing a proxy are:

- a) Appoint the chair of the meeting to carry the proxy vote;
- b) Appoint another person at the meeting to carry the proxy vote;
- c) Appoint another person with the appropriate skills and knowledge to participate on his/her behalf.

The Standards Reference Body member has the option to:

- a) appoint a proxy using the designated form and allow the proxy to determine the appropriate way to vote through consultation with relevant stakeholders; or
- b) appoint the proxy and direct how the proxy is to vote

All proxy voting forms need to be lodged with the SRB Project Manager on or before the meeting. A proxy is appointed on a meeting by meeting basis.

10.10 Induction of new SRB Members

New members to the SRB will be undertake an induction process which will cover but not be limited to:

- FRDC as a Standards Development Organisation;
- Role and expectations as a member of the SRB;
- Details of the standard being developed and the process to develop the standard;
- An explanation of the Standards Australia and FRDC policies and procedures that give guidance to the operations of the SRB;
- The Code of Conduct that applies to the SRB;
- Consensus in standards development
- Explanation of TBT obligations

11. MEETINGS OF THE STANDARDS REFERENCE BODY

11.1 Frequency and format of meetings

- a) Meetings of the Standards Reference Body may be held in various locations and at a frequency determined by the FRDC taking into account work to be undertaken.
- b) Meetings will normally be held face-to-face, with teleconference or videoconference meetings conducted as the need arises.
- c) A Standards Reference Body may make decisions out of session by flying minute.

11.2 Decision making

- a) The decisions made within Standards Reference Body meetings will primarily be by way of consensus without the need for voting by voice or by hand as the Standards Reference Body is expected to work 'within committee' to overcome areas of disagreement
- b) Standards Reference Body decisions that are not related to the standard are resolved by the agreement of the majority of voting members.
- c) All Standards Reference Body decisions are recorded in the minutes

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- d) If a member failed to vote on such matters, the reasons will be recorded in the minutes (e.g., direct interest, abstained, absent, did not submit a voting form, other).
- e) Where the SRB has made an out of session decision by Flying Minute, the decision will be included in the next meeting of the SRB for formal approval.
- f) All voting on final versions of the standard being developed shall be by electronic voting or by ballot paper.

11.3 Declaration of interest

- a) By their very nature, Standards Reference Bodies are made up of representatives of a range of organisations who will often have differences of opinion on particular elements of a standard. The resolution of the views of these competing interests, via an open and structured process forms the basis of consensus standardisation.
- b) A Standards Reference Body member may have interests in the subject under discussion that are not readily apparent. It is that Standards Reference Body member's responsibility to ensure that all relevant interests are made known to the SRB or the working group.
- c) The Chair will ensure that opportunities are available for members to declare such interests to the SRB.
- d) A member who considers that he/she may have a material personal interest ('conflicted member') in a matter to be discussed by the Standards Reference Body will:
 - (i) As soon as practical after the member becomes aware of his/her interest in the matter give details of the nature and extent of that interest, and the relationship of the interest to the Standards Reference Body member, either in a 'standing notice' or at a meeting of the Standards Reference Body and
 - (ii) Subject to the views of the Standards Reference Body, may not participate in any discussion of, or decision on, that matter

The conflicted member may be required to leave the meeting while that matter that he/she has a material personal interest in is discussed. Standards Reference Body members may, through the Chair, as a conflicted member specific questions about the matter. In querying a conflicted member, Standards Reference Body members will act to ensure that the conflicted member is not invited to advocate for the matter being discussed. In answering questions from Standards Reference Body members, conflicted members will act so as to ensure they are not influencing the Standards Reference Body in making decisions, e.g. by advocating for the matter.

Note:

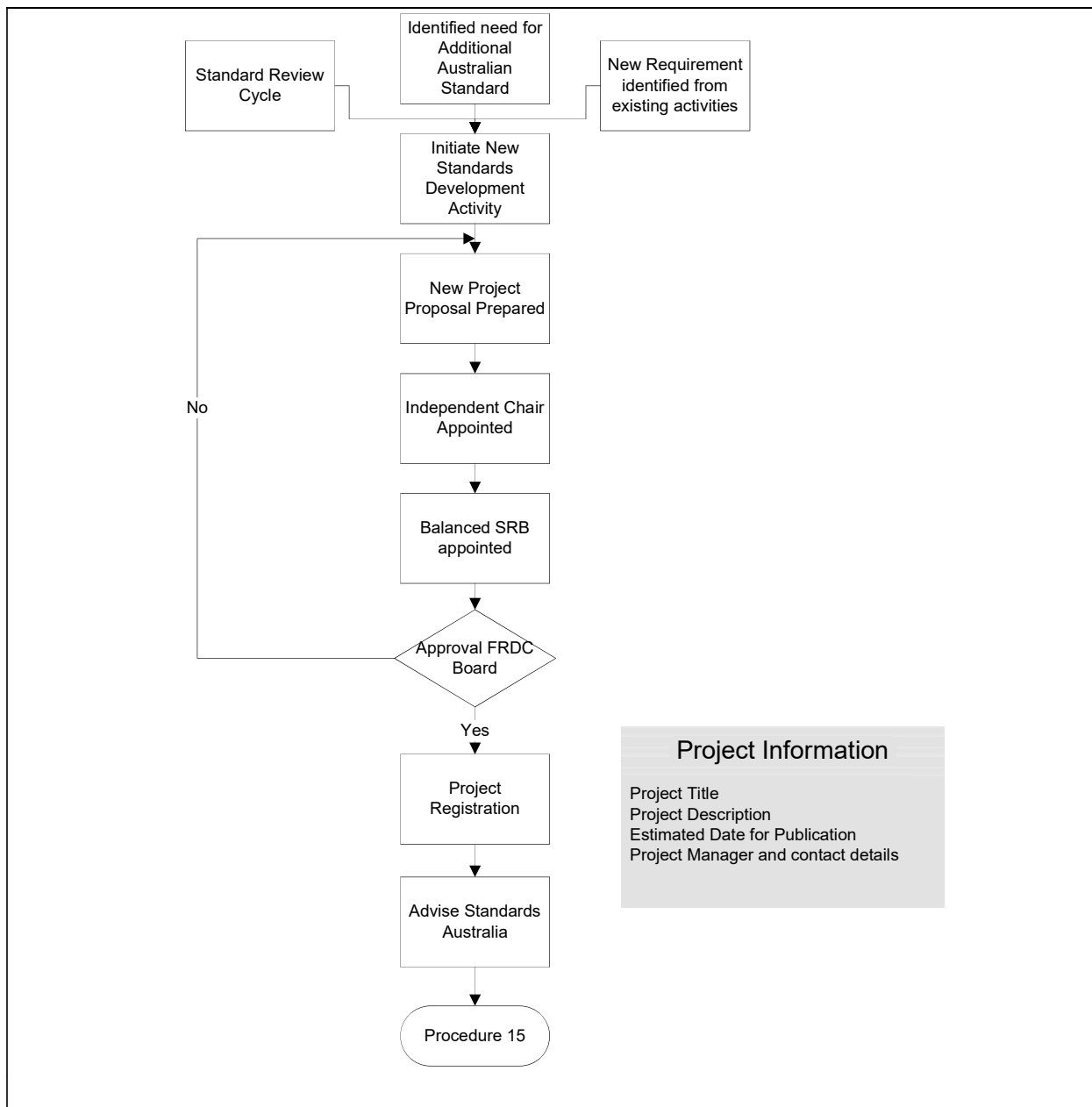
- (i) This may involve re-calling a conflicted member to the meeting to be queried (with the conflicted member to leave the meeting again after he/she has been questioned)
- (ii) Where the meeting is being held via teleconference, leaving the meeting will require the member to leave the teleconference, and dial back as requested

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11.4 Agendas and minutes

- a) Meeting agendas are distributed to Standards Reference Body voting members at least two weeks prior to the meeting.
- b) The Standards Reference Body Project manager will distribute a first draft of the minutes to the Chair for clearance as soon as practicable after the meeting.
- c) The Standards Reference Body Project Manager will then circulate a second draft of the minutes to all Standards Reference Body members after clearance by the chair.
- d) The minutes will be approved at the next Standards Reference Body meeting.

12. NEW STANDARDS DEVELOPMENT ACTIVITY



A standards development activity may be to:

- develop a new standard in areas that are not covered by an existing standard;
- develop a new standard to complement or to support existing standards;
- revise or amend an existing standard, where the content may not be current or appropriate;
- revise an existing standard as part of the normal review cycle
- adopt certain categories of Australian, industry, or international standards or guidelines.

A standards development activity will be triggered by requests from sources including:

- FRDC
- An external source such as government, industry, trade association, professional body, business, consumer organisation, or individual
- An existing Standards Reference Body
- Standards Australia.

The key steps as part of the start of a standards development activity are:

- 1) FRDC board approves a new standards development activity
- 2) FRDC determines the resources needed for the activity and the time required
- 3) FRDC allocates the resources for the activity (chair, Standards Reference Body membership, independent facilitation)
- 4) FRDC determines the start date for the project
- 5) Standards Reference Body Project Manager develops a project registration and development plan.

FRDC will prepare a project proposal for each new standards development activity using the [FRDC Project Registration and Project Development Plan Template](#).

Before approving a standards development project, irrespective of whether the proposer is FRDC or an external source, the FRDC board will need to assess the proposed standard using the following criteria:

12.1 Relevance of standard

The FRDC will determine the scope and intent of each proposed standard and demonstrate:

- a) the need for the proposed standard
- b) a broad base of support for the development of the proposed standard
- c) the benefits and potential or actual impacts of implementing the standard
- d) the costs required to implement and comply with the proposed standard
- e) whether the standard will be prescriptive or performance based and how this is appropriate for the objectives of the standard
- f) why the proposed standard will not create a restraint of trade or inhibit innovation.

12.2 Values of standard

The FRDC further evaluates and determines:

- a) the relationship between the proposed standard and the national interest and/or the public benefit as applicable in terms of one or more of the following:
 - (i) Support for innovation, trade and economic benefit
 - (ii) Advancement of the health, safety and wellbeing of the community
 - (iii) Protection of the natural environment

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- (iv) International competitiveness
- b) that the proposed standard will take account of the most widely used technology
- c) the nature of any likely conformity assessment activities (such as testing, inspection, and certification) and the likely bodies that will undertake such activities, once the standard is published.
- d) Whether the standard development activity is within the scope of an existing standards reference body or requires the establishment of a new Standards Reference Body.

12.3 Impartial facilitation

The FRDC shall appoint a Project Manager who will provide support and guidance to the Chair and the Standards Reference Body members.

The FRDC shall ensure that the standards development activity is resourced and accountable by:

- appointing a Standards Reference Body Project Manager who is free from bias and conflict of interest between their role as a facilitator of the Standards Development activity and any role they may have as a participant in the process
- providing the Standards Reference Body Project Manager with the authority, autonomy and resources necessary to undertake the function.

The Standards Reference Body Project Manager shall be required to have or have access to the following skills and knowledge.

- a) Knowledge of the contemporary standards development or quality assurance policies and procedures;
- b) Knowledge of the FRDC standards development policies and procedures;
- c) Ability to manage the day to day operations of the Standards development activity including:
 - Organisation of meetings including agendas and minutes;
 - Maintenance of the Project Development Plan.

The Standards Reference Body Project Manager shall not be a voting member of the Standards Reference Body but may provide technical advice to the Standards Reference Body.

12.4 Duplication of an existing standard

The Standards Reference Body Project Manager in consultation with the FRDC will:

- determine whether the proposed standard will duplicate an existing Australian Standard. Where such duplication occurs, justification or explanation shall be included in the standard.
- Avoid the creation of conflicting requirements between Standards on the same or similar subjects.

12.5 Planning and management of the Standards Development activity

The Standards Reference Body Project Manager in consultation with FRDC shall prepare a [Project registration and development plan](#) for each standard which shall articulate:

- the objectives of the proposed standard
- the affected stakeholder groups who will be invited to participate in the development of the standard
- the standards development activity to be followed

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- the anticipated timeframe for completion of the proposed standard and how this meets the needs and expectations of stakeholders
- any dependencies that may impact the timely completion of the standard.

The Standards Reference Body Project Manager in consultation with the FRDC shall ensure that:

- The proposed standard is consistent with the FRDC priorities
- There is general agreement as to the scope of the proposed standard
- There is genuine stakeholder support for the proposed standard
- The proposed standard will improve the economic efficiency of the industry
- The proposed standard will result in more efficient use of resources
- The proposed standard has political, social or commercial considerations, or whether there are special interests that also support the development of such a standard
- The proposed standard will deliver a net benefit
- The standard is within the scope of an existing Standards Reference Body

The Standards Reference Body Project Manager in consultation with the FRDC shall:

- provide the Project Registration and Development Plan to the FRDC;
- continually update the Project Registration and Development Plan throughout the Standards development activity.

13. APPOINTMENT AND FUNCTION OF CHAIR OF STANDARDS REFERENCE BODY

The chairs of FRDC Standards Reference Bodies play an important role to ensure the standardisation process is strictly adhered to in the development of an Australian Standard.

13.1 Appointment of chair of Standards Reference Body

- a) The FRDC shall appoint an independent chair either from within the relevant Standards Reference Body, or independently.
- b) An assessment of the following attributes will be used by the FRDC to base its appointment of the chair:
 - demonstrated leadership ability at a committee level
 - demonstrated negotiation skills with various stakeholders
 - ability to remain neutral in FRDC Standards Reference Body meetings to ensure all views are considered
 - capacity to summarise discussion for consensus.
- c) The selected Chair will be required to acknowledge, accept and comply with FRDC's policies and procedures related to standards development.
- d) In the event of the absence of the Chair from a Standards Reference Body meeting, committee representatives will appoint a substitute Chair from the floor.

13.2 Function of chair of Standards Reference Body

The role of the chair of a Standards Reference Body is to:

- a) facilitate meetings of the Standards Reference Body
- b) remain impartial at all times and ensure that the opinions of all members of the Standards Reference Body are heard in meetings
- c) be available to attend all Standards Reference Body meetings

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- d) liaise with the Standards Reference Body Project Manager and ensure that the program of work and target dates for the standard development stages are met.

Prior to meetings of the Standards Reference Body, the Chair will liaise with the Project Manager to ensure that:

- a) notices and items for Standards Reference Body meetings are circulated four weeks prior to meetings of the Standards Reference Body
- b) agendas and associated drafts and correspondence are circulated within two weeks of meetings of the Standards Reference Body.

During meetings of the Standards Reference Body the chair is responsible for ensuring that:

- a) the objectives and outcomes of the meeting are clear about what is to be achieved
- b) all Standards Reference Body members are aware of their responsibilities to abide by the Code of Conduct for Standards Reference Body members
- c) the code of conduct for Standards Reference Body members is complied with
- d) Standards Reference Body representatives are reminded that they exercise representative roles when supporting particular points under discussion and express the views of the sectional interests they represent and not their own personal or their company's or department's opinion
- e) discussions on points that have previously received thorough consideration do not get reopened, unless a very good reason exists
- f) differences between members are resolved
- g) private discussions and disagreements between Standards Reference Body representatives are controlled
- h) trivial objections are managed effectively
- i) discussions are limited to the point under consideration.

The Standards Reference Body chair should at all times attempt to attain consensus in decisions made (see Standards Reference Body procedure for achieving and demonstrating consensus. The chair is responsible for:

- a) summarising the key points of difference when an agreement cannot be reached and propose an action(s) to be taken to resolve any differences or deadlocks;
- b) summarising the consensus view when a consensus of opinion has been reached.

The chair has a deliberative vote at meetings of the Standards Reference Body but does not have a casting vote.

After meetings of the Standards Reference Body the chair in consultation with the Standards Reference Body Project Manager is responsible for ensuring that:

- a) minutes, decisions etc of the meeting are distributed as appropriate;
- b) members do not criticise the Standards Reference Body's work or findings in public;
- c) monitoring/priorities and target dates are updated regularly and reviewed at least every six months;
- d) performance is monitored to ensure that standards development activities remain within defined timelines; and constraints for the duration of the standards development activity.

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13.3 Appointment of a deputy chair

At the first meeting following the appointment of the chair, the FNC may collectively appoint a Deputy Chair.

The role of the Deputy Chair will be:

- a) To undertake the responsibilities of the Chair during a period of unavailability of the Chair;
- b) To assist the FNC Chair by undertaking work responsibilities as agreed.
- c) The term of appointment of the Deputy Chair will be three years unless the position becomes vacant.

13.4 Conflict of interest

When necessary the chair will stand down from chairing discussions on subjects where there could be a real or perceived conflict of interest.

14. FORMATION OF THE STANDARDS REFERENCE BODY

The Standards Reference Body is responsible for the technical content of the standard. This work can be supported by the Project Manager and other external resources.

The Standards Reference Body meets regularly to discuss progress, co-ordinate work programs and seek to maintain consensus in the technical content of the emerging draft.

14.1 Establish the Standards Reference Body

The FRDC shall establish a Standards Reference Body ensuring that:

- a) participation is open to all stakeholders who are directly and materially affected by the proposed standard
- b) no one interest has disproportionate representation or exercises undue influence
- c) The interest categories shall ideally include as a minimum producer, user, and general interest
- d) no relevant stakeholder group with a bona fide desire to participate is excluded from the Standards Reference Body
- e) there are no undue financial barriers to participation
- f) credible attempts to invite, involve and achieve meaningful engagement with all significant stakeholder groups are made
- g) where a significant stakeholder group chooses not to participate, FRDC will determine whether the obstacle is due to:
 - lack of resources;
 - lack of interest in the subject; or
 - lack of confidence in the structural or procedural aspects of the process.

If one of these issues is perceived to be the obstacle, reasonable efforts to address the obstacle will be made by the FRDC.

The defined interest categories will be made available on request.

14.2 Seeking appointments to the Standards Reference Body

After identifying the industry organisations with direct and relevant interests in the proposed standard, FRDC shall request nominations for membership of the Standards Reference Body by the following procedure:

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- a) Nominating organisations will indicate and justify the relevant skills and knowledge of their nominees;
- b) If a body eligible to nominate a member fails to do so within a reasonable time, the vacancy may be filled by the FRDC board;
- c) Unless otherwise determined by the FRDC, a Standards Reference Body member will continue to be a member for a period of up to an additional 12 months if the respective nominating body has not responded to a request to nominate a replacement member;
- d) A member may be represented at a meeting of the Standards Reference Body that the member is unable to attend, by an alternate member nominated by their respective peak body, in which case the alternate member assumes all of the rights and powers of the member.

Membership of the Standards Reference Body shall not be conditional upon membership in any organisation, nor unreasonably restricted on the basis of technical qualifications or other such requirements.

14.3 Sub committees and working groups

The Standards Reference Body can decide to establish Sub-committees and/or Working Groups to carry out specific tasks associated with developing a Standard or other publication.

While these groups may do most of the work associated with preparing a publication, the responsibility for any document produced rests with the Standards Reference Body.

Members of the parent Standards Reference Body can also be members of the sub-committee and/or the working group.

a) Sub-committees

Sub-committees (SC) are formed to undertake major sections of work associated with the development of a Standard, a series of Standards or another publication. SCs are always responsible to the Standards Reference Body that established them (their 'parent committee') for the scope and timeliness of their work.

Members of the sub-committee will generally be chosen for their technical expertise in specific areas. However, as far as practicable, the composition of the SC will reflect a balance between the major stakeholder interests.

b) Working Groups

Working Groups (WGs) are normally established to deal with a very specific task associated with the preparation of a Standard. Such tasks could include clarifying a specific technical issue, preparing guidance material or drafting the text of a Standard or other publication. Working groups operate within the scope and timelines agreed to by their parent committee which can be either a Standards Reference Body or a sub-committee.

There can be more than one WG involved in the preparation of a publication. Membership of each WG is confined to those that have the specific technical expertise required to complete the task. Individual specialists (i.e. technical experts), who are not members of the Standards Reference Body or the sub-committee may be invited to participate on a working group.

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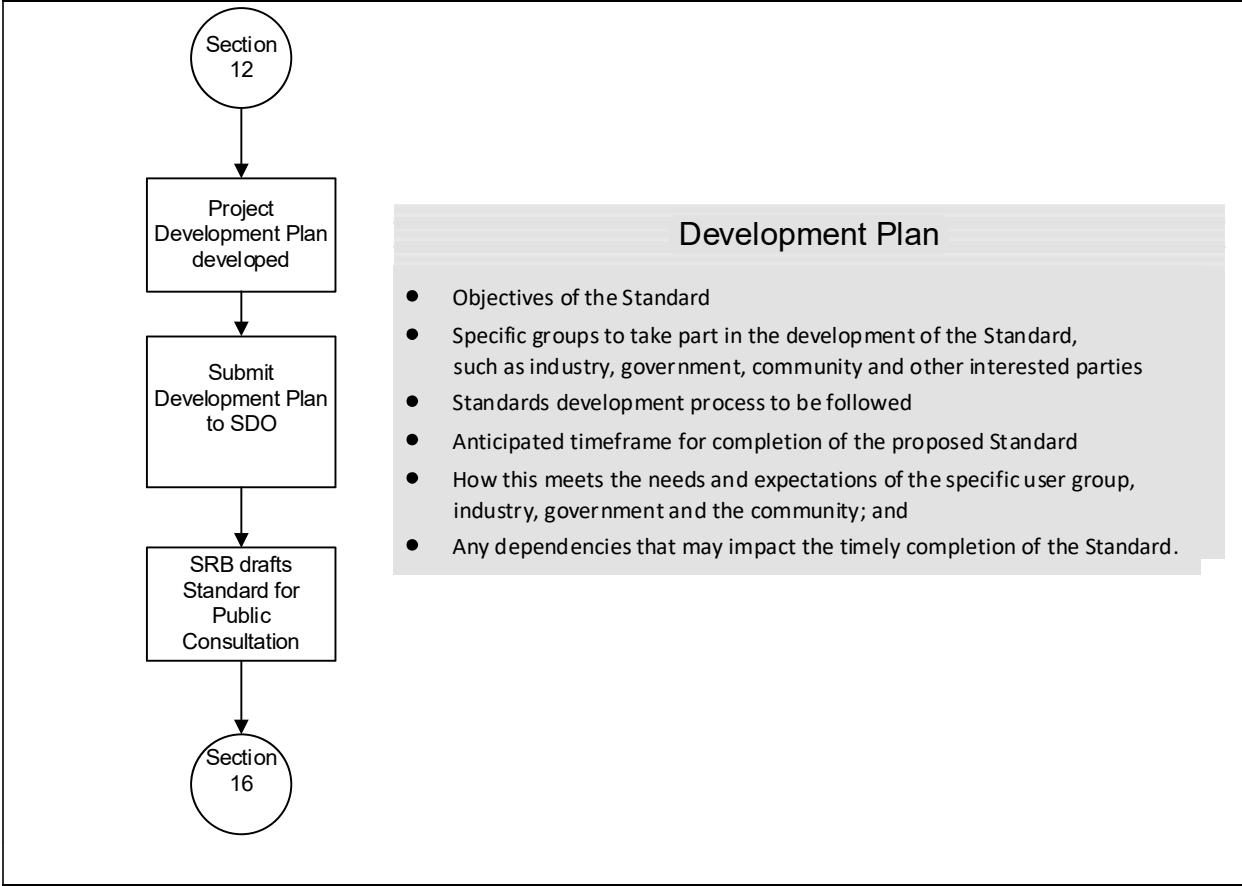
14.4 Commencement Meeting

The initial meeting of the Standards Reference Body where a new project (or work program) is introduced is of considerable importance. The following issues are discussed and confirmed at this meeting:

- Scope and project objectives;
- Project benefits;
- Project timelines especially key target dates of public comment, ballot and publication;
- Specific roles and responsibilities of individual members e.g. drafting, research;
- Declaration of interests of committee members;
- Adoption of Code of Conduct of Standards Reference Body members.
- Resource and financial arrangements for the project;
- Issues and risks facing the project;
- Interdependencies including direct dependencies between project progress or work activities that are being undertaken;
- Identification of any “big picture” issues, existing international standards, or external issues that the Standards Reference Body should be aware of e.g. an environmental scan to identify what other documents or external issues have an effect or are affected.
- Provision of the Technical Barriers to Trade (TBT) document and advise Standards Reference Body members of the obligation on standards bodies to comply, as far as practical, with the provisions of the TBT. (Staff responsible for managing the standards development process shall be familiar with the World Trade Organization (WTO) Agreement on Technical Barriers to Trade (commonly referred to as the TBT Agreement) in particular Annex 3).
- Agreement on how privacy protection measures, including maintaining confidentiality of Standards Reference Body deliberations are to be implemented and achieved (Reference Australian Privacy Principles)

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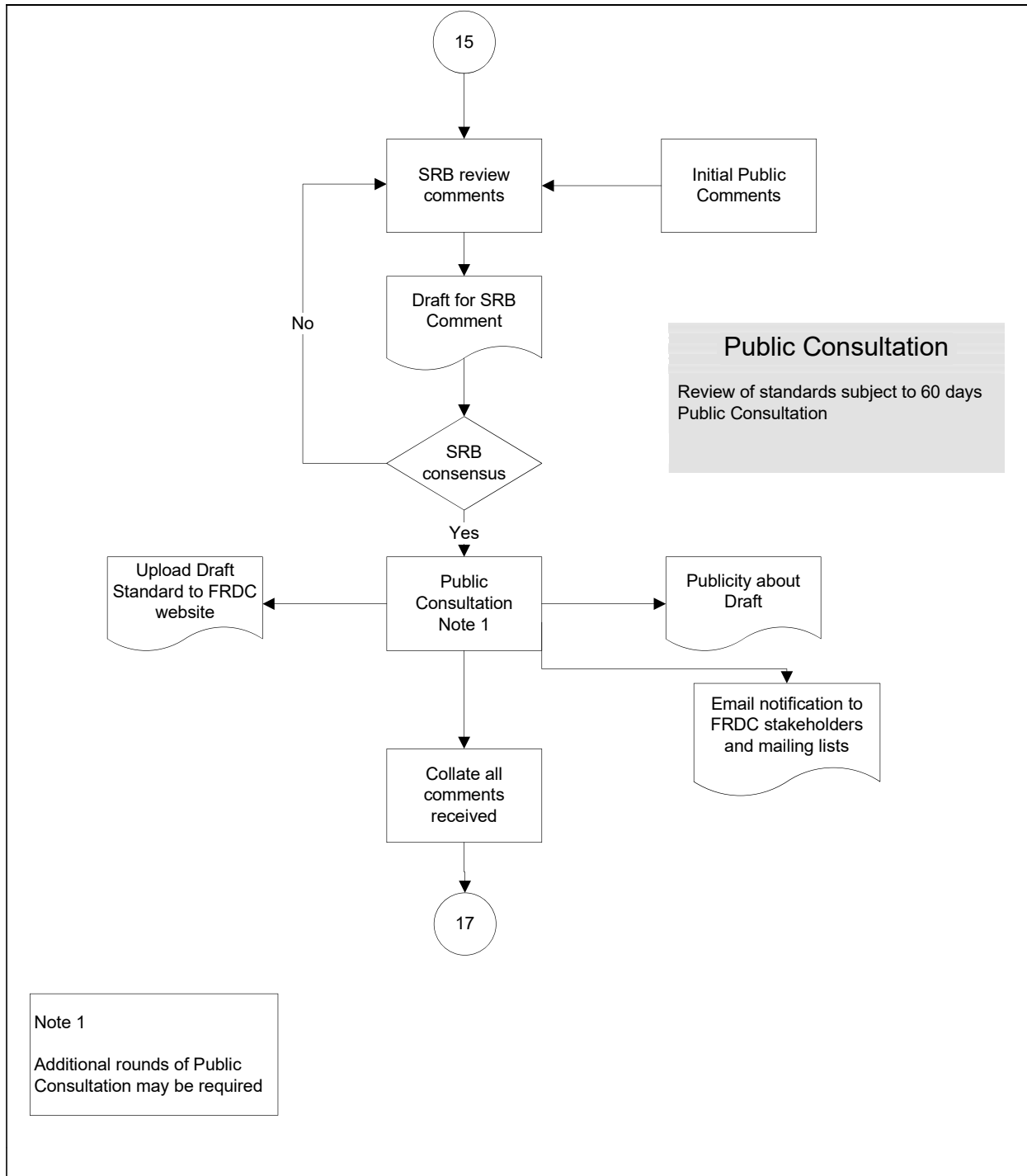
15. STANDARDS DEVELOPMENT



15.1 Working drafts of standards

1. All Standards Reference Body members shall be given the opportunity to contribute to the development or revision of the standard and submit comments to the working drafts.
2. The Standards Reference Body Project Manager shall consider comments raised by Standards Reference Body members and develop new working drafts for distribution and consideration by the Standards Reference Body.
3. Comments and views submitted by any Standards Reference Body member shall be considered in an open and transparent manner and their resolution and proposed changes shall be recorded.
4. The Project Manager shall develop a draft for public consultation version after all issues have been resolved by the Standards Reference Body.

16. PUBLIC CONSULTATION AND FEEDBACK



The consultation draft of the proposed standard is an essential stage in the standards development activity.

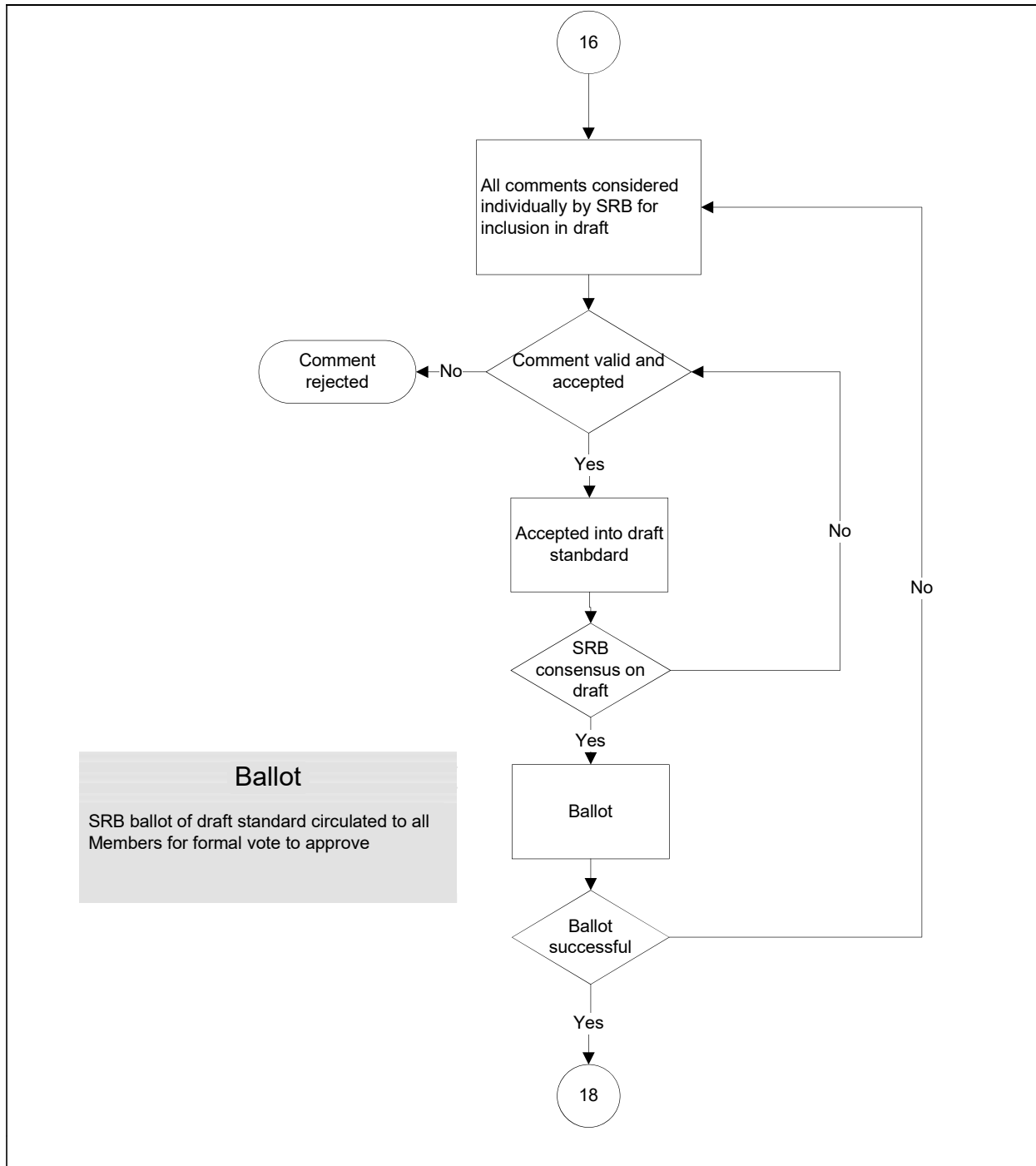
The following steps shall be taken to:

- assist the Standards Reference Body in its consideration of the technical content; and
- gain acceptance of the draft standard by stakeholders.

1. The Project Manager will receive and circulate any initial comments regarding the proposed standard to the Standards Reference Body
2. These initial comments along with the technical knowledge of the Standards Reference Body will be used to develop the draft for public consultation version of the proposed standard;
3. The draft for public consultation version of the standard represents the relevant Standards Reference Body consensus recommendations which has been approved for release for public comment only.
4. The draft for public consultation is made available to the public for their views or comments for a period of not less than 60 days and is promoted via various media vehicles to provide as wide coverage as possible for those interested in commenting on the standard.
5. The draft for public consultation shall be made available to stakeholders through appropriate forms of media
6. Standards Reference Body Project Manager shall receive and collate all submissions received during the public comment period.
7. Feedback and comments received along with actions shall be distributed to all Standards Reference Body members for consideration at the next meeting of the Standards Reference Body

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17. FINAL EVALUATION BY STANDARDS REFERENCE BODY

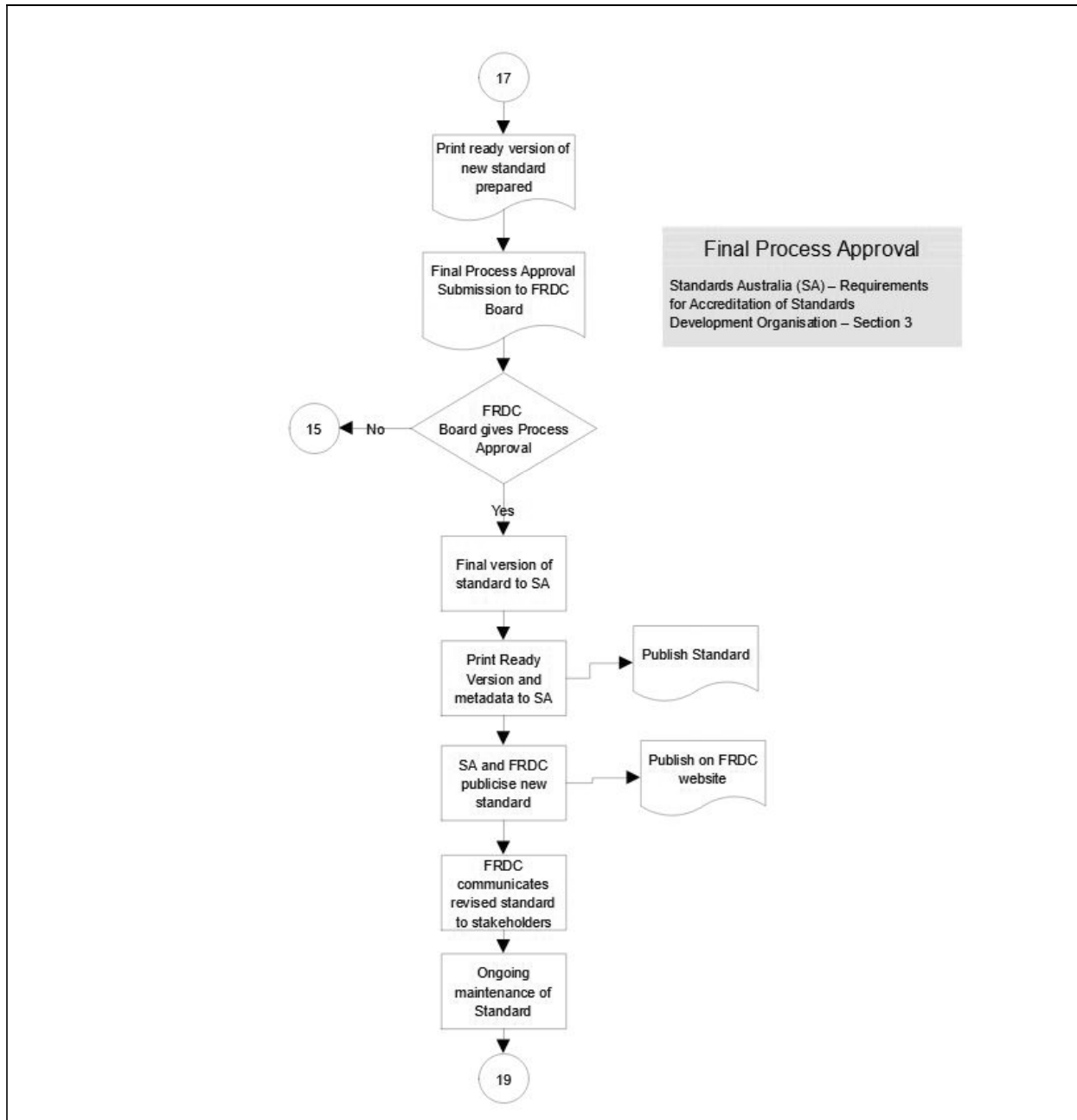


1. Following the conclusion of the public consultation period, the Standards Reference Body shall meet to consider:
 - a) the draft for public consultation version; and
 - b) comments received as part of the public consultation phase.
2. The Standards Reference Body shall determine if the comments received are to be incorporated or rejected.
3. The Project Manager shall record all Standards Reference Body decisions regarding comments received.

4. The draft standard shall be amended accordingly and a draft for ballot version of the standard developed.
5. Standards Reference Body members shall vote on the draft for ballot through a formal ballot. For the standard to be published, the ballot must demonstrate substantial agreement with no major dissenting interests.
6. Standards Reference Body members shall submit votes at the ballot stage, either in the affirmative or in the negative.
 - All negative votes are required to be accompanied by technical reasons for the vote.
 - The Standards Reference Body is obliged to consider the reasons for the negative vote and to attempt to find a resolution that is acceptable to the Standards Reference Body as a whole.
7. The document can only proceed to become a standard when consensus has been achieved.
 - This is when all major interests involved with the subject of the standard have collectively accepted the content of the document and have voted affirmatively.
 - However, when the Standards Reference Body has made all reasonable efforts to resolve one or more negative votes, consensus may be deemed if:
 - a minimum 67% of those eligible to vote have voted affirmatively, and
 - a minimum 80% of votes received are affirmative, and
 - no major interests involved with the subject of the standard have maintained a negative vote.
8. The FRDC shall arbitrate on whether the criteria for achieving a consensus have been met. If the FRDC deems that consensus has not been achieved, it may recommend ways to resolve the impasse.
9. No further changes shall be made to the technical content of the standard after the final version of the standard has been approved without further agreement of the Standards Reference Body.
10. If the vote is successful, the procedure for process approval and publishing of the standard shall be implemented.

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18. FINAL PROCESS APPROVAL AND PUBLISHING OF STANDARD



18.1 Final Process Approval

1. The FRDC has been granted authority by Standards Australia to give process approval to the standard without further approval by the Standards Australia
2. After a successful ballot, the Standards Reference Body Project Manager shall prepare a Publication Draft version of the standard ensuring compliance with Style Manual for accredited SDOs
3. The Standards Reference Body Project Manager shall prepare a submission for FRDC which addresses the criteria documented in *Requirements for Accreditation of Standards Development Organisations* (Section 3 Clauses 15 to 22, and Clause 5.2) and particularly documenting:

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- a) evidence that the revision was advertised for public consultation;
 - b) length of time the document was open for public consultation;
 - c) a summary of the comments received during public consultation and actions taken.
 - d) a ballot report (including organisations and their vote; and if any major interest voted negatively how this was resolved).
4. The FRDC board shall consider the submission and approve the standard to proceed to publication where it is satisfied that the standards development process has complied with the approved FRDC standards development policies and procedures. If there is any doubt or concern that due process has not been followed the FRDC board shall seek clarification from the Standards Reference Body Project Manager
 5. Where the FRDC board proposes to overrule or change the decision of the Standards Reference Body, this shall be done in conjunction with the Standards Reference Body – communication between the FRDC and the Standards Reference Body concerning the changes shall be documented
 6. FRDC shall advise Standards Australia that process approval has been given by the board and the standard is to be published.
 7. Standards Australian can on request provide the required ISBN number(s) for the published standard.

18.2 Documents to Standards Australia

1. Once process approval has been given and ISBN's assigned, the Project Manager shall need to provide certain documents to Standards Australia for publishing
2. Standards Australia shall upon request provide details of their requirements for the printing of the new Australian Standard.
3. In general, the essential requirements are:

SDO Production Information	<ul style="list-style-type: none"> • Includes name of standard, ISBN, Contact details, etc • Publication Date • Name of Standards Reference Body • Project Number • Additional information about the standard, what it replaces, etc
Print ready version of the Standard	<ul style="list-style-type: none"> • PDF Format • PDF download from SAI Global Info Store is only available for files that are 30mb or less. • All PDFs supplied are to be suitable for Web Download and Hardcopy Printing (Unrestricted and Unprotected). • Output with Outline Fonts. (In the Print Properties – Advanced - PostScript Options – TrueType Font Download Option – ensure that Outline is selected). • PDFs are not to be in Acrobat Distiller 9 as this is not currently supported by SAI Global. SAI Global prefers that the PDF Version is 7.x using Acrobat Distiller 8.x. • PDFs are to include bookmarks. • PDF document properties to be completed by author, ensure that the following is included: • Description - Title – Full Title

	<ul style="list-style-type: none"> • Author – SDO name • Initial view – Show - Bookmarks panel and page • Page Layout – Default • Magnification – Default
Metadata	<p>Metadata to include:</p> <ul style="list-style-type: none"> • Designation • Title • Supersedes • Standard No • Supersedes Draft No • Committee • Project Manager’s name • Project number • Date approved • Publication date YYYY-MM-DD ISBN (for all versions) • International Classification System (ICS) Code • History Block and • Synopsis/Abstract)
Printing Instructions	<ul style="list-style-type: none"> • Colour Cover: Yes or No • Colour Content: Yes or No • Colour Cover requirements - All Colour Covers for A4 size products are to be in Oversize A3 size (18 in x 12 in /45.71 cm x 30.48 cm). • Other (please detail all requirements in full) (I.E. Product size if not A4)

Standards Australia will then print and include on the Info Store for sale.

18.3 Final published version of standard to Standards Australia

The FRDC will provide an electronic copy of the final published version of the standard to Standards Australia for inclusion in the Standards Library. (Email address library@standards.org.au or check [FINO – Standards Australia – Library](#))

18.4 Satisfying the FRDC’s legal deposit requirements

Lodge the Standard with the National Library of Australia. This satisfies the FRDC requirement for legal deposit of publications.

19. ONGOING MAINTENANCE OF THE STANDARD

After a standard has been published, new information may be presented or errors found in the printed document. When this occurs an amendment to the standard may be issued.

- *Correction* amendments may correct misprints or production faults in the document but not add new material or affect the application of the standard.
- *Revised* text amendments add new material or change existing requirements that affect the application of the standard.

Each published standard shall be reviewed every 5 years by the Standards Reference Body responsible for it.

If there is no longer an active Standards Reference Body, a working group will be formed to determine whether the standard should be:

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- withdrawn (no longer relevant);
- revised (still used but needs updating); or
- reconfirmed (still used and still current).

20. REGULAR REVIEW OF STANDARDS DEVELOPMENT PROCEDURES

20.1 Ongoing monitoring of standards development activity

1. Following approval of a Standards Development Activity, FRDC shall monitor the status of the project against the timelines in the Development Plan.
2. The FRDC shall monitors the progress of the standards development activity via the agenda papers or, if considered appropriate due to circumstances, seeks specific updates at regular intervals from the FRDC Managing Director to monitor the progress of the standards development activity.
3. If due to unforeseen circumstances or circumstances beyond the control of FRDC, the project lags in the delivery of outputs against the Development Plan, FRDC will provide advice of the issues impacting on the Development Plan and recommendations for a revise timeline.
4. Whilst the development of the technical content for Australian Standards is vested in the relevant Standards Reference Bodies, copies of the 'draft for public consultation' and 'the final draft' for information only as the two most significant way points in the standards development activity are made available to the FRDC.

20.2 Continual improvement – standards development policy and procedures

1. FRDC shall review and continually improve the standards development process as part of the quality system,
 - a) Prior to the commencement of any standards development activity;
 - b) Following SDAC audits where issues of non-compliance or observations have been identified;
 - c) Following any complaint in relation to the standards development activity.
2. All significant changes to the standards development processes shall be tracked and made available for audit
3. The FRDC shall monitor and improve its operational systems and resources through
 - a) Internal and external audits;
 - b) Annual review of the standards development activities and procedures following Standards Australia audits;
 - c) Annual review of the standards administration procedures following SDAC audits;
 - d) FRDC Quality Management System audits; and
 - e) Review of complaints and grievances.

21. AUDIT BY INTERESTED PARTIES

1. The FRDC is subject to audits by SDAC (Standards Development and Accreditation Committee) to maintain its accreditation as an SDO and promote transparency of its standards development processes in its Standards Reference Bodies.
2. The FRDC considers that other stakeholders may need access to its standards development processes to provide the assurance of transparency and consensus.

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3. The FRDC standards development process is available for audit by other interested parties where there is a legitimate need for such an audit.
4. The FRDC shall make records relating to a standards development project available to industry, government and the community upon request where there is a genuine and demonstrated need and the confidentiality of Standards Reference Body members is not compromised.

22. COOPERATION WITH STANDARDS AUSTRALIA AND SDAC

FRDC shall fully cooperates with Standards Australia and SDAC at all stages of standards development activities (Reference [Standards Development Policy](#) Section 15).

23. ADMINISTRATIVE PROCEDURES

23.1 Records management

The FRDC shall maintain a records management system as part of the operations of its QMS.

The FRDC shall retain documents relating to standards development for at least 10 years. All records are archived and stored with the Australian National Archives.

23.2 Audit of administrative procedures

The FRDC shall conduct internal audits of all processes to ensure ongoing compliance. Administrative processes shall be updated where necessary.

Audits will additionally be conducted as part of the QMS accreditation and auditing.

23.3 Audit of administrative procedures by other parties

The FRDC shall makes its administrative procedures available for audit by any interested parties with a legitimate interest.

Requests will be made to the Managing Director of the FRDC who will make a decision as to the legitimacy of the request.

23.4 Standards Reference Body expenses and administrative support

The FRDC provides project funding for secretarial and administrative support for the Standards Reference Body, which will:

- a) meet the Standards Reference Body's operating costs within the assigned project budget, and
- b) meet additional Standards Reference Body costs that may be approved by the FRDC from time to time, and
- c) meet venue, catering and miscellaneous costs associated with Standards Reference Body meetings, and
- d) meet the out of pocket travel expenses for Standards Reference Body members to attend meetings, and
- e) meet the cost of advertising proposed amendments to the Standard.

Standards Reference Body members shall not be paid attendance fees or reimbursed for lost salary to attend meetings.

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23.5 Records relating to standards development

Records relating to	Details of records and responsibility
Net benefit and project approval	<ul style="list-style-type: none"> • Included in Project Registration and Development Plan • See Planning and management of the Standards Development Activity • The Project Manager shall prepare and ensure that it is uploaded to the FRDC server
Standards Reference Body or work group composition (interest groups)	<ul style="list-style-type: none"> • The Project Manager shall maintain a current register of all Standards Reference Body members • This shall be made available on the FRDC Standards website • See Standards Reference Body register
Public comment document and their disposition	<ul style="list-style-type: none"> • The Project Manager shall record all comments received and actions taken regarding the comments as part of public consultation and stakeholder feedback, • See Public Consultation And Feedback • All records shall be retained by the Project Manager and uploaded to FRDC SharePoint file system
<p>Publication draft of standard approved by the Standards Reference Body</p> <p>Standards Reference Body approval, including compliance with consensus procedures</p>	<ul style="list-style-type: none"> • Project Manager shall prepare a draft of the standard for Standards Reference Body approval which shall be used for a vote • See Final Evaluation By Standards Reference Body • Records shall be retained by the Project Manager and uploaded to FRDC SharePoint file system
Final process/publication approval	<ul style="list-style-type: none"> • Project Manager shall prepare Final Process Approval document for approval by the Standards Reference Body prior to being sent to the FRDC Board • File is retained by the Project Manager and by the FRDC on SharePoint • See Process Approval and Publishing of Standard

24. ENQUIRIES, COMPLAINTS AND FEEDBACK PROCEDURE INCLUDING APPEALS

The FRDC receives feedback or complaints through a number of sources including:

1. telephone call to the FRDC office
2. conversation with an FRDC employee
3. feedback through the Contact Us page on the Seafood Standards and the FRDC website
4. Correspondence to the FRDC or to Standards Reference Body Chairs and Project Manager

The FRDC shall respond to all complaints as per the following procedure:

1. All enquiries regarding the technical content of a standard shall in the first instance be referred to the FRDC Managing Director or an FRDC employee who may then seek the advice of a representative of the relevant Standards Reference Body. Responses in writing will be filed as per FRDC Stakeholder feedback – monitoring, recording and responding procedure.
2. All complaints and appeals shall be fully addressed in a timely manner and treated fairly and without bias
3. All complaints shall be recorded as per the Stakeholder feedback – monitoring, recording and responding procedure.
4. Any complaints that are considered frivolous, vexatious, or lacking in substantial merit shall not be addressed.

Description of Complaint or Feedback	Actions
Enquiry or feedback about the contents of a standard	Received and initially handled by FRDC Possibly referred to the Project Manager or a representative of the Standards Reference Body
A complaint against the FRDC, the Standards Reference Body, or an individual or individuals	As per Stakeholder feedback – monitoring, recording and responding procedure

Description of Complaint or Feedback	Actions
<p>A complaint or an appeal against the development of a standard or the content of a standard in relation to the procedures used by the Standards Reference Body or the Project Manager</p>	<p>Request a review by the FRDC Managing Director as to whether the FRDC approved policies and procedures for standards development were followed.</p> <p>Such a request must be in writing to the Managing Director and describe the specific nature and details of the complaint.</p> <p>If not resolved within a reasonable period,</p> <ol style="list-style-type: none"> a) request a review by an independent reviewer agreed between FRDC and the complainant, or a reviewer appointed by the Institute of Arbitrators and Mediators Australia, and b) the decision of the independent reviewer will be binding on all parties, and <p>The cost of an independent reviewer will be met by:</p> <ol style="list-style-type: none"> a) the complainant if the complaint is found to be trivial in nature b) FRDC if the complaint is found to have material substance.
<p>A specific complaint or an appeal about the content of a standard</p>	<p>Initially handled by FRDC, possibly referred to the Project Manager or a representative of the Standards Reference Body</p> <p>All details will be recorded as per the Stakeholder feedback – monitoring, recording and responding procedure.</p>

5. The enquiries and complaints procedure shall be reviewed for effectiveness prior to every SDO reaccreditation audit.

25. FRDC TERMINATION AS AN SDO

In the event that the FRDC is considering ceasing accreditation, either by voluntarily withdrawing or forced through organisational changes, the following steps shall be taken.

Prior to confirmation of the decision to cease accreditation.

- Advise the FRDC Board of the current status relating to accreditation including the steps that need to be taken when terminating accreditation;
- Advise the Standards Australia that accreditation may cease;
- Advise all Standard Reference Body chairs and members to cease all standards development activities;
- Advise all affected stakeholders and stakeholder groups of the possibility of accreditation ceasing;

Following the decision to cease accreditation

- Advise SDAC that FRDC has formally withdrawn from accreditation and the steps being taken with respect to the transfer of the IP;
- Negotiate the transfer of ownership and IP of the standards to either another accredited SDO with a similar scope, or to Standards Australia;

- Develop a deed to transfer the ownership and licensing of the copyright in published standards to the replacement SDO or to Standards Australia
- Advise SAI Global of the termination of accreditation and the arrangements for transfer of the IP and copyright ownership.
- At the request of SDAC, handover to SDAC relevant information and records, subject to compliance with relevant privacy requirements.
- Remove from any website and printed material the AS Logo, the trademark Australian Standard®; and inferences or statements that imply that FRDC is still accredited,

26. ATTACHMENTS

#	Description
1	Responsibilities for appointment of Standards Reference Body Chair and Members
2	Demonstrating Consensus
3	Standards Reference Body Members Code of Conduct
4	Standards Reference Body Committee-specific material

Attachment 1 – Responsibilities for appointment of Standards Reference Body Chair and members

FRDC board responsibilities	FRDC Managing Director responsibilities	FRDC Standards Reference Body responsibilities
<p>The FRDC board is responsible for all standards development activities; including to:</p> <ul style="list-style-type: none"> • set the policies under which the Standards Reference Bodies will operate; • give autonomy of the standards development process to the relevant Standards Reference Body • give process approval to a draft standard to become an Australian Standard provided the appropriate FRDC standards development policies and procedures have been followed. 	<p>The FRDC Managing Director has operational responsibility for the management of all FRDC standard development activities; including to:</p> <ul style="list-style-type: none"> • implement FRDC policies in relation to Standards Development; • ensure that all standards development procedures are implemented and followed by the specific Standards Reference Body; • determine the structural representation of the Standards Reference Body • appoint members to the Standards Reference Body within the constraints of the approved structural representation • approve terms of reference for the Standards Reference Body; • approve the allocation of resources required for the Standards Reference Body to undertake its work program; • set reasonable target dates for achieving the milestones of draft for public comment and committee agreement on the final content of the draft Australian Standard; • communicate with Standards Australia and SDAC. 	<p>A FRDC Standards Reference Body shall:</p> <ul style="list-style-type: none"> • act independently and with authority in the standards development activity that it is tasked with • comply with relevant policies and procedures adopted by the FRDC board and the terms of FRDC's accreditation as a SDO. • undertake standards development activities within the defined Standards Reference Body Terms of Reference; • comply with the Code of Conduct for Standards Reference Body members while undertaking FRDC standards development activities; • develop the technical content of the draft standard; • Through the Project Manager provide progress reports on the standards development to the FRDC.

Attachment 2 – Demonstrating consensus

Demonstrating consensus in a Standards Reference Body

NOTE – These notes should be read in conjunction with Standardisation Guide 004 Roles & Responsibilities of Standardisation

Actions

The interpretation of consensus is directed at ensuring that these principles of consensus and transparency are embodied in every Australian and joint Australian/New Zealand Standard. It is only by maintaining the openness and integrity of standards that they will continue to be of benefit to society.

FRDC, as an accredited SDO, shall ensure that all decisions on the technical content of Australian Standards have been based on agreed and verifiable consensus.

Interpretation of consensus

1. The FRDC abides by the generally agreed description of a standard as: ‘a document, established by consensus and approved by a recognised body, that provides, for common and repeated use, rules, guidelines or characteristics for activities or their results aimed at the achievement of the optimum degree of order in a given context’ (Source: [Standards Australia Standardisation Guide](#)).
2. The FRDC acknowledges that there are two key processes in standards development – transparency and consensus – and that consensus shall be embodied in all Australian Standards.
3. The FRDC uses the definition of consensus from [ISO/IEC Guide 2 – Standardization and related activities – General vocabulary](#). "General agreement, characterised by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments".
Note: Consensus need not imply unanimity."
4. The FRDC, as an accredited SDO, shall ensure that all decisions on the technical content of Australian Standards® have been based on agreed and verifiable consensus.

Consensus within standard reference committees

1. Each committee member will work towards and contribute to reaching committee consensus on the technical content of Australian Standards or other documents which require similar status.
2. All members will commit to providing expert opinion for the technical content which contributes to genuine consensus within the Standards Reference Body.
3. The decisions made within Standards Reference Body meetings shall normally be by way of consensus without the need for voting by voice or by hand as it is expected that the Standards Reference Body work ‘within committee’ to overcome areas of disagreement.
4. Committee members will accept a consensus decision which has followed the internationally recognised principles of consensus.
5. The Standards Reference Body may establish evidence of the formal approval of the technical content of Australian Standards or other documents which require similar status by a postal ballot of all committee members in the absence of a face to face meeting.

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6. Where there is a negative vote(s) relating to the technical content of the Australian Standards® or other documents which require similar status and there is the likelihood of successful resolution of the issue, the Standards Reference Body will undertake further consideration with the aim to resolve the negative vote so as to achieve consensus on the technical content
7. In any case of one or more negative votes which represents sustained opposition of any important part of the concerned interests to a substantive issue, every effort shall be made to resolve the issue using the following mechanism:
 - a) Discussion and negotiation on the disputed issue within the Standards Reference Body in order to find a compromise;
 - b) Electronic distribution of key documents and teleconferencing outside of the Standards Reference Body to attempt to gain a resolution;
 - c) Direct negotiation between the stakeholder(s) submitting the objection and stakeholders with different view on the disputed issue in order to find a compromise; or
 - d) Dispute resolution process.
8. In all cases of negative votes, the committee member shall provide written reasons related to the technical content to facilitate resolution and achieve a consensus decision.
9. If any negative votes from members remain unresolved, the ballot shall be assessed according to three criteria below, all of which shall be met to allow the draft standard or other documents which require similar status to proceed to process approval and publication:
 - a) at least two-thirds (67 per cent) of those eligible to vote have voted affirmatively;
 - b) of the votes received, a minimum of 80 per cent must be “yes”; and
 - c) no major interest maintains a negative vote which is supported by valid technical reasons.

Attachment 3 – Standards Reference Body members code of conduct

PURPOSE

Standards Reference Bodies are composed of representatives of nominating organisations or individuals that are interested in or affected by the subject matter of the relevant Standard. This code outlines the responsibilities that members of Standards Reference Bodies are required to abide with in undertaking their duties.

SCOPE

This Standards Reference Body member code of conduct (the Code) has been endorsed by FRDC subject to the delegated authority outlined in the FRDC [Standards development policy](#) and applies to

- every member who chooses to participate on a Standards Reference Body;
- an Standards Reference Body Subcommittee or Working Group; or
- any other consensus group established by the Standards Reference Body

It is drawn from broader international and national guidelines and is not negotiable

CHARTER

There are three elements that define the committee process:

Balance	careful attention to ensuring all relevant interests are represented on the committee
Consensus	general agreement on the content of the Standard is reached with no sustained opposition by any important interests on the committee
Transparency	all members of the public have an opportunity to have an input into the Standards Development Activity; comment on a draft Standard; and view the history of development of a Standard if required

TERMS OF REFERENCE

The Standards Reference Body plays the primary role in the development, maintenance and update of an Australian Standard (e.g. the Australian Fish Names Standard AS 5300)

It will

1. provide stakeholder views throughout the development, drafting and review of the Standard and act with independence and authority on technical matters relating to the development of a standard
2. consider comments received through public consultation periods, including in response to Public Comment drafts of the Standard
3. work towards consensus on the performance elements to be embodied in the Standard.
4. determine through ballot an Australian Standard that reflects a consensus among the stakeholder groups. Where there are negative votes relating to the technical content of the standard and some likelihood of successful resolution of the issue, further committee consideration will be undertaken.

The Terms of Reference are set by the FRDC board but will generally be to:

- act with full technical autonomy in overseeing the standards development process;
- ensure that FRDC Standards Development Procedures (are complied with);
- ensure that the standard does not act as a barrier to trade, competition or innovation;

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- adopt or be consistent with Australian and international standards to the maximum possible extent;
- do such other things that FRDC agrees are necessary in the standards development process.

CODE OF CONDUCT

Members of the Standards Reference Body acknowledge the responsibility and privilege to participate in developing the Australian Standards.

Members must adhere to the Code to support the productive participation by all members in the development of Australian and International Standards (Standards) in accordance with the following terms.

Standards Reference Body members will:

1. work for the net benefit of the Australian community
 - a) recognise that the development of standards is for the Net Benefit of the Australian community, over and above the interests of any individual, company or representative organisation.
 - b) acknowledge that we are required to represent our nominating organisations, but must be prepared to accept consensus decisions that are in the national interest.
2. uphold the consensus process
 - a) uphold the principles of our consensus based process through openness, transparency, balance and respect for each member in alignment with internationally recognised principles of consensus in the development of Standards.
 - b) consensus does not necessarily mean unanimity. If one or more negative votes remain unresolved, consensus has been achieved where:
 - i A minimum of 67% of those eligible to vote have voted affirmatively;
 - ii A minimum of 80% of votes received are affirmative; and
 - iii No major interest maintains a negative vote.
3. agree to clear purpose and scope
 - a) commit to the development of a clear shared purpose, objectives, agenda and project plan to ensure timely and efficient development and maintenance Standards and related products.
4. respect others in meetings
 - a) commit to respecting others and the professional culture of FRDC. We will attend meetings fully briefed and prepared. We commit to meeting etiquette and the rules of engagement by:
 - i turning mobile phones off;
 - ii being on time;
 - iii where attending electronically, ensuring that electronic access is working to the commencement of the meeting and ensuring that the meeting is not broadcast to non-committee members
 - iv advising our nominating organisation if an alternative representative is required;
 - v respecting others and their opinions by allowing one person to speak at a time;
 - vi following an agreed agenda;

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- vii accepting group decisions and not returning to ‘closed agenda items’ unless new, relevant subject matter emerges.
- 5. participate actively
 - a) agree to our roles and responsibilities and actively participate in Standards development projects where agreed.
 - b) engage and consult with our Nominating Organisations to ensure our constituency is informed and their views represented.
- 6. declare all relevant interests
 - a) behave in a transparent manner by declaring all relevant interests.
 - b) manage or remove potential, perceived or actual conflicts of interest, to facilitate the resolution of competing interests via the open and structured process that forms the basis of consensus standardisation.
- 7. escalate and resolve issues
 - a) identify and escalate issues and disputes in a timely manner to ensure rapid resolution.
 - b) uphold the agreed escalation and dispute resolution processes.
- 8. behave ethically and legally
 - a) act in good faith and with due care and diligence and comply with applicable laws and Standards.
 - b) avoid collusive or anticompetitive behaviour contrary to the Competition and Consumer Act 2010.
 - c) promote a culture of fair and ethical behaviour and encourage the reporting of unethical behaviour, breaches of the law and matters detrimental to FRDC and its reputation.
 - d) not discuss aspects of the standards development activity with the media without obtaining clearance from FRDC and the Standards Reference Body Chair.
 - e) ensure that any material put forward for inclusion in a standard does not infringe a third party’s copyright. (Material covered by a third party’s copyright may be included in a standard only after permission has been obtained from the copyright holder.)
- 9. uphold this code
 - a) actively encourage compliance with this code at all times.
 - b) accept and encourage the rapid initiation of action to address poor, unacceptable or inappropriate behaviours and breaches of this Code.

DECLARATION BY Standards Reference Body MEMBER

I declare that I have read the FRDC Standards Reference Body members Code of Conduct and acknowledge the responsibility and privilege to work of participating in the standards development process.

I agree to adhere to this code and to support the productive participation by all members in the development of Australian and International standards in accordance with the terms defined in this code.

Signed by Standards Reference Body member	
Name of Standards Reference Body	
Stakeholder group represented	
Name	
Date	
Signature	

Attachment 4 – Standards Reference Body committee-specific material

PURPOSE

These additional documents outline any SRB committee-specific processes and should be read in conjunction with this procedure.

Meeting procedures

[Fish Names Standards Reference Body \(SRB\)](#)

[Aquatic Plant Names Standards Reference Body \(SRB\)](#)

Standards Reference Body Registers

[Fish Names SRB Register](#)

[Aquatic Plant Names SRB Register](#)

Registration and Development Plans

[Fish Names Project Registration and Development Plan](#)

[Aquatic Plant Names Project Registration and Development Plan](#)

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