



STANDARDS  
Australia



# Nominating Organisation Guide

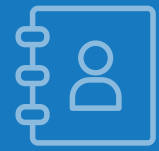
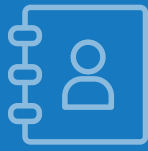
Rules and responsibilities for organisations  
and their representatives.

## About this document

This guide provides guidance on your roles and responsibilities as a Nominating Organisation. It also provides information about the different parties whom you will interact with as part of the Standards Development Process and how they interact with each other.

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01

# Nominating Organisations



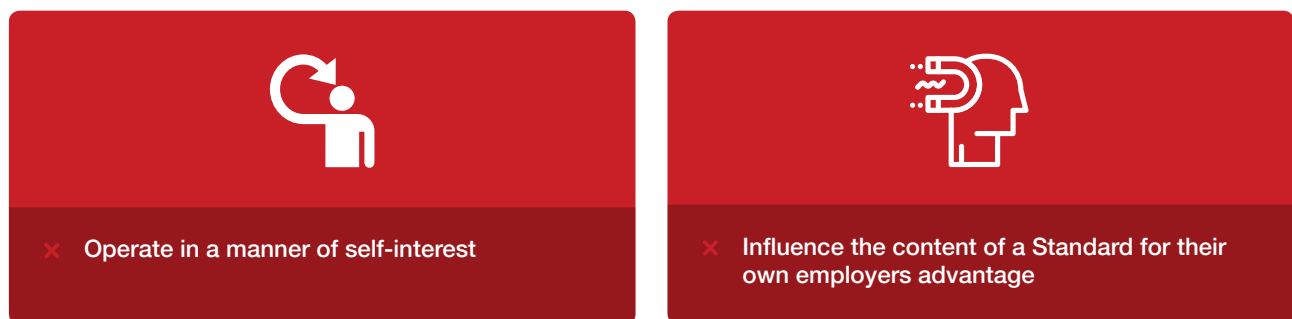
## 1.1 Introduction to Nominating Organisation

Standards are developed by Technical Committees (TCs). These committees are made up of **representatives** of various interest groups such as suppliers, regulatory authorities, government departments, associations, academia and consumers.

Committee members interests must be aligned with the broader sector or national views concerning:



Committee members must not:



To achieve these objectives, committees are composed of representatives of organisations that represent the views of a particular interest group. 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.

Nominating Organisations can be Government agencies (both state and federal level) or major Australia-wide organisations or multinational organisations.

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.

## 1.2 Qualifying criteria to become a Nominating Organisation

For an organisation to qualify to be a Nominating Organisation it should be a:



To qualify as a Nominating Organisation, it must:

- Have its headquarters based in Australia
- Have an Australian membership base (ideally should be an Australia wide organisation)
- Represent a constituency
- 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)

For more information, see SG-002 - section 6.2 or please contact the Stakeholder Engagement Team on SEM@standards.org.au

## 1.3 Roles and responsibilities

It is expected that a Nominating Organisation will:

Nominate a primary contact	<ul style="list-style-type: none"> <li>Nominate a primary contact as a central point of contact for standards development activities</li> </ul>
Selection of your representatives	<ul style="list-style-type: none"> <li>Have a transparent documented process for appointing representatives to Standards Australia's (SA) Technical Committee(s)</li> <li>Ensure your representatives are appropriately qualified, knowledgeable and empowered to effectively contribute to the work of the committee</li> </ul>
Briefing your representatives	<ul style="list-style-type: none"> <li>Brief your representatives so that the collective view of the Nominating Organisation can be presented to the relevant committees</li> <li>Ensure that your nominated representatives are aware of their responsibilities to the Nominating Organisation and to Standards Australia</li> <li>Ensure that your nominated representatives are aware of and adhere to the Technical Group and Committee Member Code of Conduct</li> <li>Ensure your representatives effectively represent the views of the organisation and make decisions at committee meetings without referring all matters back to the Nominating Organisation</li> <li>Ensure your representatives are able to competently and actively participate in all committee meetings in person or via remote access throughout the course of a project</li> </ul>
Monitor your representatives	<ul style="list-style-type: none"> <li>Provide an appropriate mechanism for representatives to regularly report back to the Nominating Organisation on relevant issues arising from committee meetings</li> <li>Maintain a system to effectively review and manage issues such as non-contributing or non-participating representatives</li> <li>Have internal mechanisms that ensure your representatives represent the views of your Nominating Organisation</li> </ul> <p>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.</p>
Change in representation	<ul style="list-style-type: none"> <li>Your Nominating Organisation may change its representative at any time it deems appropriate, particularly where it believes its representative is not acting in its interest</li> <li>Inform Standards Australia of any change in representation</li> </ul>
Provide an alternate representative	<ul style="list-style-type: none"> <li>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</li> </ul>
Advocacy	<ul style="list-style-type: none"> <li>Encourage the use of the Standards that it has helped develop</li> </ul>
Compliance	<ul style="list-style-type: none"> <li>Operate in accordance with, and require its nominated representatives to operate in accordance with, SA's Standards Development Competition Law Guidelines</li> <li>Comply with Standards Australia's Nominating Organisation Code of Conduct</li> <li>Ensure that representatives are aware of and adhere to the Technical Group and Committee Member Code of Conduct</li> </ul>



## 1.4 Nominating Organisation Code of Conduct

This Nominating Organisation Code of Conduct (Code) has been endorsed by the Standards Australia Production Management Group (PMG) and applies to all Nominating Organisations linked to Standards Australia Limited (ABN 85 087 326690) (Standards Australia) and their nominated members.

When choosing to participate in a Standards Australia Standards Development activity, Nominating Organisations must adhere to this Code of Conduct to support the productive participation by all organisations in the development of Australian and International Standards (Standards) in accordance with the following terms.

We [the Nominating Organisation] acknowledge the responsibility and privilege to act as a stakeholder in developing Standards.

We will:

Work for the Net Benefit of the Australian community	We 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. We acknowledge that we have the right to represent our views but must be prepared to accept consensus decisions that are in the national interest.
Commit to participate fully	As a formal contributor we will be accountable and commit to participate actively and fully in the development of agreed Standards and other Standards Australia projects in which we are engaged.
Agree to clear roles and responsibilities	We recognise mutual accountabilities, roles and responsibilities of all contributors/stakeholders involved in the pathways for development and lifecycle of Standards. We commit to a clear vision, purpose and scope for the development of each Standard or other Standards Australia projects in which we are engaged.
Maintain strategic relationships	We are engaged in a strategic relationship with Standards Australia as ambassadors to, and representatives of, our constituents. We will work through agreed channels to progress and resolve technical and other issues.
Uphold the Standards Australia consensus and governance process	We will uphold the principles of the consensus-based process through openness, transparency, balance and respect for each committee member in alignment with internationally recognised principles of consensus in the development of Standards. We will identify and escalate issues and disputes in a timely manner to ensure rapid resolution. We will uphold the agreed escalation and dispute resolution processes.
Consult with and represent our constituency	We will coordinate communications regarding Standards developments to our constituency and seek their views. We will empower and brief our members on committees to ensure their views reflect those of our constituency.
Manage effective representation	We will manage our continuous and effective representation through the appointment, maintenance, periodic review and refreshment of competent members on Standards development committees.
Declare all relevant interests	We will behave in a transparent manner by declaring all relevant interests. We will 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.
Behave legally and ethically	We will act in good faith and with due care and comply with applicable laws and Standards. We will avoid collusive or anticompetitive behaviour contrary to the Competition and Consumer Act 2010. We will promote a culture of fair and ethical behaviour and encourage the reporting of unethical behaviour, breaches of the law and matters detrimental to Standards Australia, its reputation and its status as an accredited Standards Development Organisation (SDO).
Uphold this code	We will comply with this Code and ensure our representatives comply with the Committee Member Code of Conduct. We accept and encourage the rapid initiation of action to address poor, unacceptable or inappropriate behaviours and breaches of the Codes of Conduct.





## 2.1 Who is the Primary Contact?

The Nominating Organisation primary contact is the person responsible for liaising with Standards Australia on behalf of the nominating organisation and the person responsible for managing the Nominating Organisations representatives.

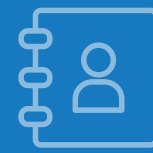
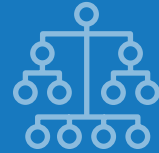
## 2.2 Roles and responsibilities

It is expected that a Primary Contact will:

Determine, develop and communicate Nominating Organisations view point	<ul style="list-style-type: none"><li>• Support the development and confirmation of the collective viewpoint of your Nominating Organisation where there are differing views amongst the members of the Nominating Organisation</li></ul>
Maintain relationship with Standards Australia	<ul style="list-style-type: none"><li>• Manage engagement with Standards Australia</li><li>• Be the initial point of contact for Standards development activities</li><li>• Co-ordinate representation on Technical Committees, on behalf of your Nominating Organisation</li><li>• Be responsible for maintaining appropriate representation on Technical Committees</li></ul>
Managing your representatives	<ul style="list-style-type: none"><li>• Endorse Nominating Organisation representatives before they can assume a position on a Technical Committee</li><li>• Ensure your representatives have capacity and expertise to actively contribute to the work of the Technical Committee</li><li>• Regularly consult the Nominating Organisation representatives to ensure the viewpoint of the organisation represented as a whole, is understood and expressed</li></ul>

Often the person selected to be the Primary Contact may be the Chief Executive Officer (CEO) of the organisation, or an appointed individual responsible for managing the engagement with Standards Australia.





03

# Representatives



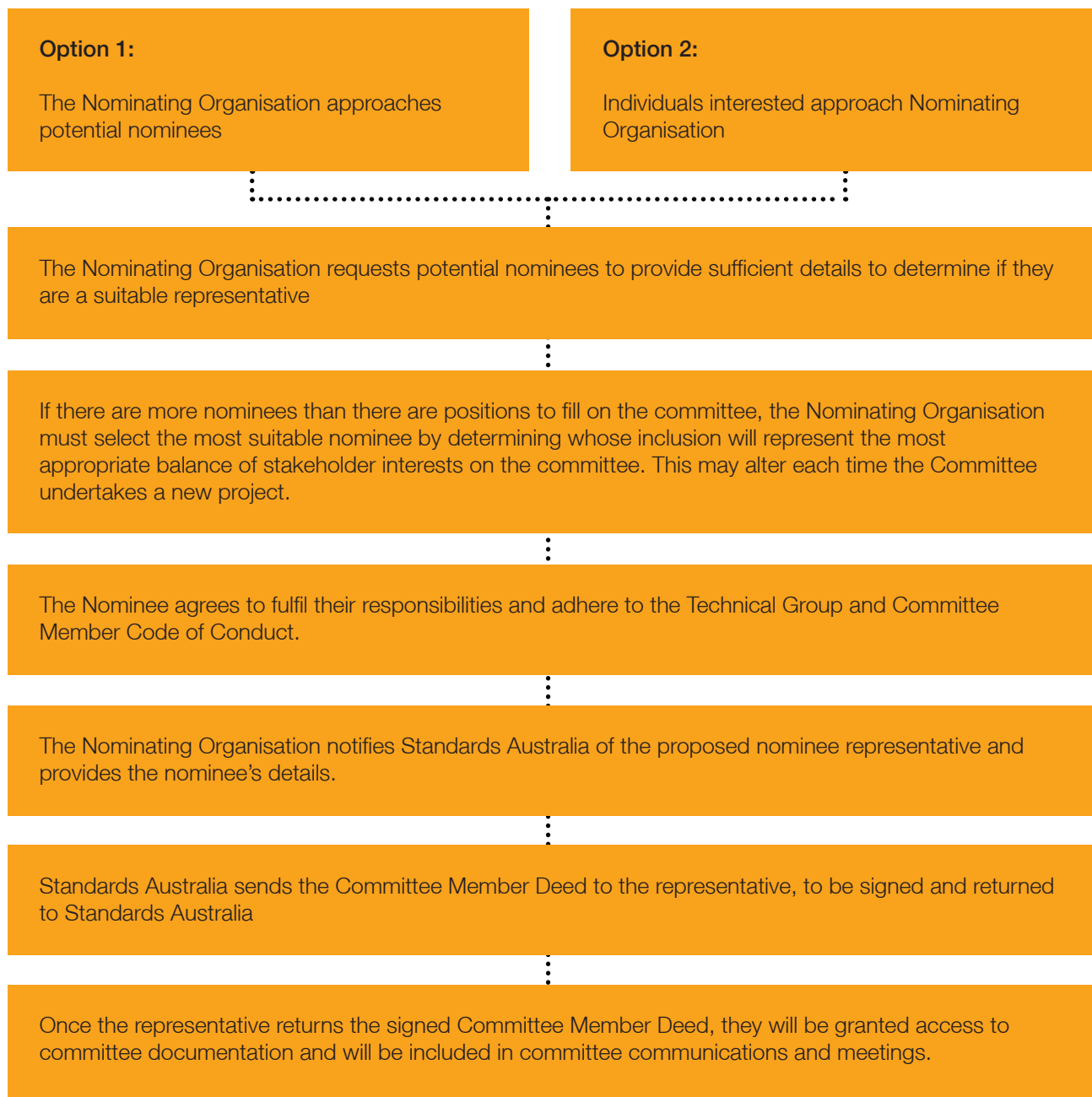
### 3.1 Who are Representatives?

Technical Committees (TCs) are made up of representatives of Nominating Organisations. Representatives are appropriately qualified, knowledgeable and empowered to effectively contribute to the work of the committee. They represent the collective views of the Nominating Organisation throughout the Standards Development process.

Representatives (i.e. committee members) cannot represent more than one Nominating Organisation on a single committee.

### 3.2 Selecting your representative

Below is the process to be followed:





# Nominating Organisation Representative Nomination Form

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. This completed form is sent to the relevant Nominating Organisation contact.

**Nomination Date:**

**Committee ID:**

**Committee Name:**

**Project Details:**

**Nominee's Name:**

**Nominee's Employer:**

**Nominee's Contact:**

**Phone:**

**Email:**

**Provide a summary of your interest in the project work, ie. 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>

**Once completed this form should be emailed, along with any supporting information, to:**

<Enter Nominating Organisation contact email address>

### 3.3 Responsibilities

Nominating Organisation representatives are expected to:

<p>Comply with all Standards Australia requirements</p>	<ul style="list-style-type: none"> <li>• Sign and agree to uphold the terms of the Committee Member Deed</li> <li>• Declare any interests they may have and be familiar with SA's Standards Development Competition Law Guideline</li> <li>• Abide by SA's Technical Group and Committee Member Code of Conduct</li> <li>• Follow international and SA's principles of transparency and consensus, and actively contribute to reaching committee consensus</li> <li>• Be appropriately qualified and knowledgeable to effectively contribute to the work of the committee</li> </ul>
<p>Build an awareness of the Standards Development Process</p>	<ul style="list-style-type: none"> <li>• Be familiar with the Standards Development process and be aware of their responsibilities to SA and their Nominating Organisation, in accordance with:             <ul style="list-style-type: none"> <li>▫ SG-001: Preparing Standards</li> <li>▫ SG-002: Structure and Operation of Standardisation Committees</li> <li>▫ SG-004: Roles and Responsibilities in Standardisation; and</li> <li>▫ the other various Standardisation Guides</li> </ul> </li> <li>• Undertake relevant learning modules in the Standards Academy, e.g. the Induction Program for Committee Members and How to Write Australian Standards</li> </ul>
<p>Represent the interests of the Nominating Organisation</p>	<ul style="list-style-type: none"> <li>• Consult their membership base before attending the project Kick-Off meeting and regularly throughout the duration of Standards Development projects</li> <li>• 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</li> <li>• 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</li> <li>• Provide regular reports to their Nominating Organisation on relevant issues and decisions arising from committee meetings – refer to section 3.4 - Representative reports regularly to Nominating Organisation</li> <li>• Notify their Nominating Organisation of their intended vote at the committee ballot stage and confirm the Nominating Organisations' position before voting</li> <li>• Engage with and obtain approval from their Nominating Organisation before submitting any Project Proposals</li> </ul>

## Active participation in the Standards Development process

- Be impartial and broadly represent national interests and priorities
- Participate fully in all committee work, in person or remotely, and provide technical input into the Standard(s) being prepared
- Arrange the resources for drafting, reviewing and discussing projects within the agreed timeframes
- Raise project issues and risks that need to be recorded and resolved, and assist with their resolution
- Work towards alignment with existing International Standards wherever practical/relevant
- Fully and impartially consider public comment on draft Standards and provide meaningful reasons for the non-acceptance of proposed changes
- Vote at the ballot stage and if the vote is negative, clearly present an alternate position and the technical justification



### 3.4 Representative reports regularly to 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 defines the method and frequency for submitting these reports, which should normally be submitted to your primary contact at the relevant Nominating Organisation.

An example Nominating Organisation Representative Report template is shown on the next page and is also available as a downloadable form.

# Nominating Organisation Representative Report

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.

<b>Report Date:</b>			
<b>Meeting Date(s):</b>			
<b>Meeting Location:</b>			
<b>Committee ID:</b>			
<b>Committee Name:</b>			
<b>Representative's Name:</b>			
<b>Representative's Contacts:</b>	<b>Phone:</b>		<b>Email:</b>

**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 form should be emailed, along with any supporting information, to:**

<Enter Nominating Organisation contact email address>

## 3.5 Confidentiality

### 3.5.1 'Committee-in-Confidence' documents

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

- All minutes and agendas for Standards Australia committee meetings
- All Standards Australia committee circulars
- All public comments received by Standards Australia 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)
- Other documents that are actively categorised by the creator or distributor as "Committee-in-Confidence"

### 3.5.2 Responsibility

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
- Not circulated or discussed in the media
- Not published appropriately

### 3.5.3 Sharing of Confidential Committee Drafting Programs

Members are still able to consult with and report 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" (see next page) is available to assist the consultation process between committee members and Nominating Organisations' constituents.

### 3.5.4 Additional Confidential Requirements

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.

Nominating Organisation representatives 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.



### **3.5.5 Sharing of Committee Drafts Working Group**

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

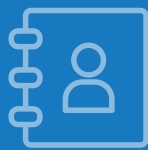
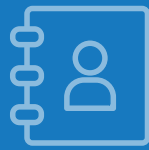
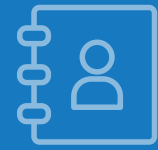
The Sharing of Committee Drafts Program has been designed to minimise the effort of Nominating Organisations while allowing socialisation of committee drafts to a Sharing of Committee Drafts Working Group (SCDWG).

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.

Refer to the following page listing the “Rules for the Sharing of Committee Drafts Program”.

## Rules for the Sharing of Committee Drafts Program

- The 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 Organisations 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 must all sign the Committee Member Deed. Signed deeds are sent to Standards Australia via email to [committee.records@standards.org.au](mailto: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 Connect Committee Workspace
- All committee working drafts will be communicated to the SCDWG by the Project Manager





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# Managing the relationship with your representatives



## 4.1 Representative reports regularly to Nominating Organisation

It is the obligation of the Nominating Organisation to:

- Have internal mechanisms that ensure nominated representatives represent the views of the nominating organisation rather than the individual or company
- Make representatives aware of their responsibilities to the nominating organisation and to Standards Australia (Handbook & SA Code of Conduct for committee members)
- Brief representatives so that the collective view of the Nominating Organisation can be presented to committee members
- Provide appropriate mechanisms for its representatives to regularly report back to the Nominating Organisation on relevant issues and decisions arising from committee meetings



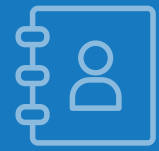
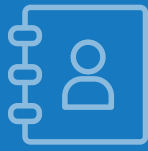
## 4.2 What to do if your interests are not being represented

When it becomes evident that a representative is not acting in the interest of their Nominating Organisation, the Stakeholder Engagement Manager will refer the issue to the Nominating Organisation for resolution.

The Nominating Organisation should maintain a system to effectively review and manage issues such as non-contributing or non-participating members.

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. If it is determined that they would like the representation to change they must inform Standards Australia of any change.





05

# Standards Australia and the Standards Development Process



## 5.1 Standards Australia's parties involved in the Standards Development Process

Throughout the development of Standards you will engage with a range of different staff within Standards Australia.



### Project Manager

- Accountable for the planning, executing, and managing of all committee & project activities in accordance with the agreed scope and time frame



### Program Manager

- Escalation point and accountable for overseeing that project deliverables are produced to time and scope in accordance with quality requirements



### Stakeholder Engagement Manager

- Assist the development of the project proposals
- Manage the relationships with Nominating Organisations
- Provide necessary insights to support Standards Development



### Publishing Services

- Edits the draft document and final texts to ensure that the content, references, style, and presentation are in accordance with SA's rules, conventions and style manual

More information on each of these roles can be found in SG-004 Roles and Responsibilities in Standardisation

## 5.2 Standards Development Process



## 5.3 Roles within the Standards Development Process

### 5.3.1 Project Approval

Any proposal to develop, revise or amend an Australian Standard® comes from the Australian community. The proposal is required to go through Standards Australia’s project prioritisation and selection process.

Your roles within this stage of the process:

Nominating Organisation	Primary Contact	Representative
<ul style="list-style-type: none"> <li>Are aware of current proposals</li> <li>Provide advice about whether you support the proposed work</li> </ul>	<ul style="list-style-type: none"> <li>Act as the point of contact for proposals being sent</li> </ul>	<ul style="list-style-type: none"> <li>If proposals relates to their committee, they will provide the Nominating Organisation’s position – ensure they consult before providing position</li> </ul>

Standards Australia’s roles within this stage of the process:

Stakeholder Engagement Manager	Program Manager	Project Manager	Publishing Services
<ul style="list-style-type: none"> <li>Assist the proponent in the development of the project proposal</li> <li>Provide guidance about standards development solutions available</li> <li>Conduct preliminary assessments of project proposals</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>If Committee Members enquire about submitting a project proposal, provide basic guidance on where to find the relevant forms and provide contact details of the relevant Stakeholder Engagement Manager</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>



### 5.3.2 Project kick off

Once a proposal has been approved, it is assigned to a technical committee. Standards Australia reviews the constitution of all technical committees before commencing any new project work.

Standards Australia then holds a kick-off meeting with the technical committee to introduce the project. The committee discusses the approved project scope (and what is out of scope), drafting tasks, timeframes, and means of monitoring project progress.

Your roles within this stage of the process:

Nominating Organisation	Primary Contact	Representative
<ul style="list-style-type: none"> <li>Confirm your representation with the Project Manager</li> </ul>	<ul style="list-style-type: none"> <li>Coordinate representation on SA Technical Committees, on behalf of the Nominating Organisation</li> </ul>	<ul style="list-style-type: none"> <li>Provide feedback prior to the meeting of anything requested of them (scoping spreadsheet)</li> <li>Attend kick-off meeting</li> <li>Provide report from kick off meeting using Nominating Organisation agreed communications</li> </ul>

Standards Australia's roles within this stage of the process:

Stakeholder Engagement Manager	Program Manager	Project Manager	Publishing Services
<ul style="list-style-type: none"> <li>Provide insights to Project Manager regarding the constitution and terms of reference of each Technical Committee at the commencement of all projects</li> <li>Provide the background and context to the project / program of work</li> <li>Provide any additional insight that may assist the committee eg. identification of risks, suggesting processes</li> <li>Attend the kick off meeting to present the project proposal, where the focus is on the need for the work, and the approved scope</li> </ul>	<ul style="list-style-type: none"> <li>Guide and supports the Project Manager to plan the project kick-off meeting and project forward plan</li> <li>Approve any updates to project schedule, scope or complexity</li> </ul>	<ul style="list-style-type: none"> <li>Manage the Project Kick-Off with the Committee to determine the Project Forward Plan, Project Considerations and Drafting Activities</li> <li>Responsible for the management of the Project Schedule, Project Risks/Issues and Committee Declaration of Interests</li> <li>Provide guidance and support to Committee Members on Standards Australia policies and processes</li> <li>Ensure that there is still an appropriate balance of interests and that the terms of reference are still appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Provide drafting template which includes instructions for use</li> <li>Revision projects: incorporate previous edition into drafting template</li> </ul>

### 5.3.3 Drafting

In this stage working groups provide the technical content to write the standard. These working groups report to the technical committee on the scope and timeliness of the work.

Your roles within this stage of the process:

Nominating Organisation	Primary Contact	Representative
<ul style="list-style-type: none"> <li>Where required, request additional members be added to the a Sharing of Committee Drafts Working Group (SCDWG)</li> </ul>	<ul style="list-style-type: none"> <li>Contact Project Manager about the sharing of committee drafts</li> </ul>	<ul style="list-style-type: none"> <li>Provide input into the draft</li> <li>Put across Nominating Organisation position</li> <li>Provide feedback around the drafting to Nom Org</li> </ul>

Standards Australia's roles within this stage of the process:

Stakeholder Engagement Manager	Program Manager	Project Manager	Publishing Services
<ul style="list-style-type: none"> <li>Liaise with the primary contact or nominating organisation should any issue arise with their nominated representative</li> </ul>	<ul style="list-style-type: none"> <li>Escalation point and accountable for overseeing that project deliverables are produced to time and scope in accordance with quality requirements</li> </ul>	<ul style="list-style-type: none"> <li>Manage Committee resources to meet Project Delivery deadlines</li> <li>Responsible for the Project Draft to be produced in accordance with the relevant standardisation drafting guidelines</li> <li>Provide effective solutions to Project Issues, Stakeholder Concerns or Drafting queries to achieve Project Outcomes</li> <li>Ensure there are no copyright issues</li> </ul>	<ul style="list-style-type: none"> <li>Edit draft according to SG-006 and in consultation with Project Manager and Committee</li> <li>Provide guidance on issues of style and SA policy</li> <li>Style and publish document for Public Comment</li> </ul>

### 5.3.4 Public Comment

This stage ensures that the broader community has an opportunity to review the content and direction of the document prior to its completion. Drafts are available to the public for comment for nine (9) weeks.

All comments from the public are considered in detail by the Technical Committee and, if necessary, further drafting is undertaken.

In some cases, the committee may propose to combine public comment and approval (ballot) of the standard. This depends on the extent and complexity of the proposals, and the level of consultation and review needed.

Your roles within this stage of the process:

Nominating Organisation	Primary Contact	Representative
<ul style="list-style-type: none"> <li>Publicise the draft to seek more feedback</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that the Nominating Organisations views have been provided through the process</li> <li>Assist in resolving all comments received</li> </ul>

Standards Australia’s roles within this stage of the process:

Stakeholder Engagement Manager	Program Manager	Project Manager	Publishing Services
<ul style="list-style-type: none"> <li>Liaise with Nominating Organisations on key documents for public comment</li> </ul>	<ul style="list-style-type: none"> <li>Escalation point and accountable for overseeing that project deliverables are produced to time and scope in accordance with quality requirements</li> </ul>	<ul style="list-style-type: none"> <li>Manage the discussion and resolution of comments received during the Public Comment Period</li> <li>Manage the review of the Project Draft in accordance with the comments and approved Project Scope</li> </ul>	<ul style="list-style-type: none"> <li>Edit and style post-PC draft in consultation with Project Manager and Committee</li> <li>Prepare draft for Ballot</li> </ul>

### 5.3.5 Ballot

Prior to publication, the committee votes on the final draft. Committee members may vote affirmatively (with or without comment) or negatively. To be considered, negative votes must be accompanied by technical substantiation.

For the standard to be published, consensus must be reached in accordance with our standardisation guides.

Your roles within this stage of the process:

Nominating Organisation	Primary Contact	Representative
<ul style="list-style-type: none"> <li>Point of escalation for any issues for negative ballots</li> <li>Address where necessary where issues need to be resolved</li> </ul>	<ul style="list-style-type: none"> <li>Point of escalation for any issues for negative ballots</li> </ul>	<ul style="list-style-type: none"> <li>Consult with nom org membership to provide position</li> </ul>

Standards Australia's roles within this stage of the process:

Stakeholder Engagement Manager	Program Manager	Project Manager	Publishing Services
<ul style="list-style-type: none"> <li>Assist in the resolution of any negative ballots</li> </ul>	<ul style="list-style-type: none"> <li>Escalation point and accountable for overseeing that project deliverables are produced to time and scope in accordance with quality requirements</li> </ul>	<ul style="list-style-type: none"> <li>Manage the discussion and resolution of comments received during the Ballot Period</li> <li>Manage the review of the Project Draft in accordance with the comments and approved Project Scope</li> </ul>	<ul style="list-style-type: none"> <li>Proofread document and prepare for publication</li> </ul>

### 5.3.6 Publication

The Standard is ready for publication once final approval is given by, or on behalf of, the Standards Development and Accreditation Committee (SDAC).

Your roles within this stage of the process:

Nominating Organisation	Primary Contact	Representative
<ul style="list-style-type: none"> <li>Advocate for the use of the Standard that has been prepared</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Obtains a free copy of the Standard</li> </ul>

Standards Australia's roles within this stage of the process:

Stakeholder Engagement Manager	Program Manager	Project Manager	Publishing Services
<ul style="list-style-type: none"> <li>Liaise with key Nominating Organisations so they are aware of key documents published and may be used/referenced</li> </ul>	<ul style="list-style-type: none"> <li>Approve the final publication after assessing that the project has met the applicable quality requirements</li> </ul>	<ul style="list-style-type: none"> <li>Manage the preparation and publication of the Project Draft</li> <li>Issue the letters, certificates and hard copies to Committee Members and relevant Contributors</li> </ul>	<ul style="list-style-type: none"> <li>Add covers and approval dates to document</li> <li>Final checks by Editor and Project Manager</li> <li>Publish the Standard</li> </ul>

# Useful Tools

## 6.1 Standardisation Guides

Code	Title	Description	Link
SG-001	Preparing Standards	General policies and processes for both Australian and joint Australian/New Zealand Standards	<a href="https://bit.ly/2XzgQfG">https://bit.ly/2XzgQfG</a>
SG-002	Structure and Operation of Standardisation Committees	Description of the basic structure of committees and the processes by which committees are set up and maintained	<a href="https://bit.ly/2NLWICG">https://bit.ly/2NLWICG</a>
SG-003	Standards and Other Publications	The range of possible outcomes from the standardisation process, the purpose and structure of Standards and other technical publications	<a href="https://bit.ly/2LM1QUL">https://bit.ly/2LM1QUL</a>
SG-004	Roles and Responsibilities in Standardisation	The operational roles and responsibilities of all participants, including: Committee member, nominating organisations and project managers	<a href="https://bit.ly/2JCIMGQ">https://bit.ly/2JCIMGQ</a>
SG-005	Technical Governance and Advisory Structures for the Standards Development Process	The governance of Standards Australia's development activities	<a href="https://bit.ly/2YFG9t4">https://bit.ly/2YFG9t4</a>
SG-006	Rules for the Structure and Drafting of Australian Standards	Rules for the structure and drafting of both Australian and joint Australian/New Zealand Standards	<a href="https://bit.ly/32m5t9Z">https://bit.ly/32m5t9Z</a>
SG-007	Adoption of International Standards	The adoption process of International Standards as Australian or joint Australian/New Zealand Standards	<a href="https://bit.ly/2DdmQ1J">https://bit.ly/2DdmQ1J</a>

## 6.2 Committee Access Tools

Title	Description	Link
Standards Connect	Standards Connect provides real time visibility of Standards development project statuses and Committee membership to stakeholders engaged within a project	<a href="https://connect.standards.org.au/">https://connect.standards.org.au/</a>
Standards Information Management (SIM)	The Standards Information Management (SIM) portal is an online searchable catalogue of national and international Standards and other lower consensus publications	<a href="https://sim.standards.org.au/">https://sim.standards.org.au/</a>
Standards Australia Academy	The SA Academy offers access to a variety of interactive learning materials on all things important to Standards	<a href="http://academy.standards.org.au/">http://academy.standards.org.au/</a>
Standards Website	Keep up to the date with news, engagement and events with Standards Australia	<a href="https://www.standards.org.au/">https://www.standards.org.au/</a>









# Content History

Date	Author	Release Details
10/07/2017	Process & Procedures Coordinator	v1.0 - Initial draft issued for stakeholder consultation.
30/05/2018	Process & Procedures Coordinator	v1.0 - Draft finalised, approved and released as v1.0.
29/11/2018	Process & Procedures Coordinator	v1.1 - Replace "Hub" references with "Connect" & update URLs.
27/09/2019	Learning & Development Specialist	v2.0 - Draft updated to reflect feedback from Technical Governance Review. Issued for Nominating Organisation feedback.
22/10/2019	Learning & Development Specialist	v2.0 - Draft finalised, approved and released as v2.0.

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