



Committee Member Guide

Guidance on Standards Australia and the responsibilities of
Committee Members

Preface

This document provides information on Standards Australia's vision, policies and processes and guidance on your role and responsibilities as a committee member.

It also provides information about the different parties with whom you will interact as part of the Standards Development process. Links are provided to direct you to documentation so you can find more in-depth information about specific items that may interest you.

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1 Standards Australia and Our Publications



1.1 Who is Standards Australia

1.1.1 Overview

Standards Australia is Australia's National Standards Body and the developer of Australian Standards.

Standards Australia (SA) is an independent, non-government, not-for-profit organisation acting as the nation's peak standards development body. We operate across every sector of the Australian economy to deliver the standards that increase safety, promote sustainability and drive efficiency.

For more information on Standards Australia, visit our website: [Home | Standards Australia](#).

1.1.2 Vision

The work of Standards Australia enhances the nation's economic efficiency and international competitiveness and contributes to a safe and sustainable environment for all Australians. Standards Australia's vision is to be a global leader in trusted solutions that improve life—today and tomorrow.

Standards are embedded within our technical infrastructure, from building and construction, and electrical wiring, to the digitisation of the physical and meta worlds where standards support the digital connection of everything to everything. The standards developed and adopted by Standards Australia over the past more than 100 years continue to improve our quality of life. Standards Australia and its contributors work to better the lives of Australians by building and safeguarding national icons, promoting the efficiency of industry production and processes, and establishing norms that guide decision-making.

1.1.3 Our Policies

Standards Australia's [Standardisation Guides](#) set out the policies and processes for the development of standards and other technical documents. The Guides are published on the Standards Australia website:

- [Preparing Standards \(SG-001\)](#)
- [Structure and Operation of Standardisation Committees \(SG-002\)](#)
- [Standards and Other Publications \(SG-003\)](#)
- [Roles and Responsibilities in Standardisation \(SG-004\)](#)
- [Technical Governance and Advisory Structures for the Standards Development Process \(SG-005\)](#)
- [Rules for the Structure and Drafting of Australian Standards \(SG-006\)](#)
- [Adoption of International Standards \(SG-007\)](#)
- [Committee Dispute Avoidance and Resolution \(SG-008\)](#)
- [Preparation of Standards for Legislative Adoption \(SG-009\)](#)
- [Australian Involvement in International Standardisation \(SG-015\)](#)
- [Participation by Consumers in Standardisation \(SG-020\)](#)

1.2 Technical Committees

1.2.1 Technical Committees (Main Committees)

Standards Australia's Technical Committees (TCs), and the experts and contributors within them, are the backbone of our national and joint (SA/SNZ) standardisation process. They also represent Australia participating in international standards development. They consist of individuals who are nominated to represent the views of large groups of stakeholders with a shared area of interest.

Each TC is responsible for a specific scope of activity prescribing certain subject areas.

1.2.1.1 Technical Committee main activities - National and International Projects

The main activities of a TC are participation in one or both of the following:

- National projects to publish Australian or joint (Australia and New Zealand) standards and other documents.
- International standards development based on a 'mirroring' relationship to international (ISO or IEC) TCs and to recommend international standard adoptions for Australian industry use.

See [Section 2](#) for information on Committee Members' responsibilities.

1.2.1.2 Technical Committee Structure

Technical Committees may have Sub-committees and/or Working Groups set up to do parts of the work. The responsibilities for each group are as follows:

- Technical Committee (Main Committee)
Technical Committees develop and maintain publications within the committee's scope. They are 'constituted', with experts nominated by "Nominating Organisations" (Nom Orgs) to represent large groups of 'stakeholders' views.
- Sub-committees
Sub-committees (SCs) are semi-permanent and responsible for a sub-topic of the TC scope of activity.
- Working Groups
Working Groups (WGs) are temporary and are set up to complete a specific task. They are disbanded once the work is completed.

1.2.1.3 Technical Committee Roles

Table 1 describes the different types of TC roles and the associated voting rights both internationally and nationally.

Table 1 – Membership roles and voting rights

Committee roles	Represents a Nom Org	Has a vote in national ballots	Has a vote in international ballots
Participating Member	Yes	Yes	Yes
Stakeholder Interest Representative (special approval)	No	Yes	Yes
Chair/Chair Elect representing an organisation	Yes	Yes	Yes
Independent Chair/Chair Elect	No	No	Yes
Co-Opted Member (invited for their expertise)	No	No	Yes
For Information Only (FIO) (liaisons, SC/WG Chairs, Nom Org Primary Contacts)	No	No	No
Ex-Officio (reserved for Standards New Zealand)	No	No	No

1.2.2 Technical Committee Liaisons

A Liaison Committee relationship is between two Standards Australia TCs.

The liaison relationship is created when one or more National Committees have an interest in the work of another National Committee.

Liaison Committees will have a shared member to report on the Liaison Committees' work.

While in general the "Committee-in-Confidence" principle applies separately in each committee, if a formal liaison relationship has been established between two TCs, the Committee-in-Confidence extends, and a committee's documents can be shared with the Liaison Committee.

1.3 National Work

1.3.1 What is a Standard?

A document, established by consensus and approved by a recognized 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 each context. Standards should be based on the consolidated results of science, technology, and experience, and aimed at the promotion of optimum community benefits.

[SOURCE: [ISO/IEC Guide 2, Standardization, and related activities — General vocabulary](#)]

Standards are published documents setting out requirements, recommendations, specifications and procedures designed to ensure that products, services, and systems are safe, reliable, and consistently perform the way they were intended to. They establish a common language that defines quality and safety criteria.

[SOURCE: [Standardisation Guide SG-001: Preparing Standards](#)]

1.3.2 Types of Publications

Standards Australia creates and publishes Australian Standards (AS) and joint standards with New Zealand (AS/NZS). We also have a catalogue of other types of publications.

Some of the examples are listed below:

- **Interim Standard (Int):** An Interim Standard (which can be either an Australian or a joint Australian/New Zealand Standard) is a provisional Standard with a two-year life.
- **Amendments (Amd):** After a document has been published, new information may be presented to or by the Committee, this may result in the publication of a Revised Text Amendment (RTA), or if errors found in the published document, this may result in the release of a Correction Amendment (CA).
- **Handbooks:** Informative documents that may be used to support a Standard or a group of Standards already in place.

Refer to [SG-003: Standards and other Publications](#) for more information on all our types of publications.

1.3.3 Common Publication Status Types

Listed below are the most common publication status types.







- **Current:** Indicates that the product is up to date and available.
- **Available Superseded:** Indicates that the product has been made available for a period, although it has been formally superseded by another document.
- **Superseded:** Indicates that the product has been superseded by another edition or product.
- **Withdrawn:** Indicates that the product is no longer relevant but is still available for purchase.

Refer to [SG-003: Standards and other Publications](#) for more information on our publication status types.

1.3.4 How do Standards fit into the Regulatory System

- **Conformity:**
Standards are not law, they are therefore voluntary, and Standards Australia is not a regulator or a certifying body. The only instances when standards become mandatory to conform to are where the standards are referenced in specific legislation, e.g. an Act, Regulation or Code of Practice, or where the standards are included in a contract.
- **Implementation date:**
Standards usually come into effect on their publication date. Regulators may request a specific date on which a Standard, or an Amendment come into effect. For more details on standards in the regulatory framework, refer to [SG-009: Preparation of Standards for Legislative Adoption](#).

1.3.5 The Standards Development Stages

	Project Approval STAGE 1
Purpose:	Approval and set up project.
Actions:	Proponent engages with a Standards Australia Engagement Manager for direction with drafting proposal, then seeks advice from relevant stakeholders as part of the proposal consultation.
Stage End:	Completion of project details including Project Manager assignment and registration of proposal.
	Project Set Up STAGE 2
Purpose:	Confirm project scope and objectives.
Actions:	Project kick off workshop with Technical Committee. Project is baselined.
Stage End:	Committee agrees on project scope, timeframes and responsibilities. The Project Manager and Committee proceeds to the Drafting stage.
	Drafting STAGE 3
Purpose:	Develop draft for Public Comment.
Actions:	<ul style="list-style-type: none">• Develop draft, complete styling and editing as per SG 006.• Committee prepares draft standard.
Stage End:	Standards Australia Project Manager submits the draft for Public Comment.
	Public Comment STAGE 4
Purpose:	The draft document is made available for public review and comment for nine weeks.
Actions:	<ul style="list-style-type: none">• Committee resolves comments after nine weeks.• Public Comment resolution meeting(s).
Stage End:	The draft is amended by the Committee to reflect any additional changes.
	Ballot STAGE 5
Purpose:	To endorse the draft for publication.
Actions:	All Committee Members have two weeks to submit a ballot to approve progression to publication.
Stage End:	At the end of the two weeks, the vote is complete.
	Publication STAGE 6
Purpose:	To publish a Standards Australia document.
Actions:	Publication of the document.
Stage End:	Standards Australia's document is published.

See [Section 4](#) for more detail on each stage.

1.3.6 Systematic Review of Published Standards

Standards Australia is committed to maintaining a contemporary and relevant suite of Australian Standards that are technically up-to-date, and reflect current best practices and views on safety, quality, and environmental impact.

Committee members are responsible for regularly undertaking a formal review of the publications that the TC has developed. Standards Australia will prompt the review process at the required intervals after publication.

The outcome of this review will be one of the following:

1. **Withdraw** - this option is used if the existing document is no longer needed. Often the technical content is no longer suitable for use because the technical content is no longer valid, it no longer reflects current practice, it is not suitable for new and existing applications, or it is not compatible with current views and expectations regarding quality, safety or the environment.

A withdrawn publication remains available for purchase, but it will not be maintained by the committee.

2. **Reconfirm** - this option is used where the publication remains technically valid, can be used for the intended purpose and still delivers a net benefit to the Australian community. For more information on Net Benefit refer to the [Guide to Net Benefit](#). A reconfirmation may not be used if the existing technical content can no longer be used or if the publication is an adoption of an international publication which is now Superseded or Withdrawn. A reconfirmed publication remains “Current” until the next review cycle, although it may be revised before that date.
3. **Revise** – this option is used if the technical content is no longer suitable for use, however the publication is still needed and there is support to revise it. This applies if some of the technical content is no longer valid, if it no longer reflects current practice, if it is not suitable for new and existing applications, or if it is not compatible with current views and expectations regarding quality, safety or the environment.

The publication will be marked “Pending Revision” for a set period. A valid Project Proposal to revise the publication must be submitted within this period. If a valid proposal is not submitted, the publication will be withdrawn at the end of the period.

For more information on Project Proposals, refer to the Standards Australia website under [submitting a proposal](#).

See [Section 4](#) for more information.

1.4 International Participation

Standards Australia actively participates in international standardisation. We assist with preparing International Standards through ISO (International Organization for Standardization) and IEC (International Electrotechnical Commission). This ensures that Australia meets its obligations to the World Trade Organization (WTO) [Technical Barriers to Trade \(TBT\) Agreement](#).

The benefits for international participation include:

- Facilitating international exchange of goods and services.
- International Standards reflect the best experience of industry and regulators worldwide, and cover conditions in various countries.
- Facilitating participation in international certification schemes.
- Ensuring Australia’s interests are voiced in the development of International Standards.

[SOURCE: [SG-015 Australian Involvement in International Standardisation](#)]

For further information, refer to [International Engagement | Standards Australia](#) and [SG-015 Australian Involvement in International Standardisation](#).

Refer to the [Acronym List for International Contributors](#).

1.4.1 National Mirror Committees

A National Mirror Committee (NMC) is a Standards Australia TC which monitors or participates in the work of one or more ISO or IEC Committees within a specific area of interest. Although NMCs may also develop Australian Standards in related fields, the focus is on the adoption of Standards produced by the ISO or IEC Committee.

As a member of an NMC, you are expected to actively contribute to the international work by commenting/voting on open ISO or IEC ballots, attending international meetings, or endorsing other Australian delegates to participate.

An example of a TC, which is also an NMC:

Technical Committee/National Mirror Committee	International Committee
CS-088 Furniture	International Participation: ISO/TC 136 Furniture (Participating)

For details on international balloting, see [Clause 2.1.7](#).

1.4.2 Attending International Meetings

If you are a member of an NMC, you can request to join the meeting of an ISO or IEC Technical Committee (TC) or Subcommittee (SC) that your committee mirrors, or a relevant international Working Group (WG).

As the Australian Delegate to attend these international meetings, you will need endorsement from your NMC and approval from Standards Australia to attend (virtually or in person). The Project Manager (PM) will ask for expressions of interest to attend the next international meeting once the dates have been announced and an agenda is available. The PM will also arrange for committee endorsement. Once endorsed, you will need to raise a meeting approval record in SA’s [International Participation Platform](#).

Once approved by the International Team, you will receive an approval email with further instructions.

After the meeting has concluded, the Head of Delegation is responsible for submitting a meeting report, with the contribution of all the members attending. Meeting reports are to be submitted on the [IPP portal](#) (link to the portal can be found on the approval email).

More information on this process can be found here: [Nomination and Funding application guidance](#).

1.4.3 Joining an international Working Group

If you are interested in joining an international WG, the PM will seek endorsement from your NMC and advise once you have been added to the WG.

As an international WG member, you are expected to actively participate in the work and report back to the NMC.

When you receive an email notification that the WG will be meeting, inform the PM, as the same procedures and approvals are required as for a meeting of the ISO or IEC TC or SC.

1.5 Our Distribution Partners

Find more information about our distribution partners here: [Buy Standards](#) | [Standards Australia](#).

1.5.1 Standards Australia Store

The [Standards Australia Store](#) is the official distributor of Standards, Handbooks and associated publications of SA. On the SA Store, you can purchase individual publications, build a custom subscription to fit your needs or browse the Small Business Sets which have been curated to cater to specific trades.



1.5.2 ClearCalcs

Visit clearcalcs.com



1.5.3 Housing Industry Association

Visit [Digital Australian Standards](#)



1.5.4 Master Builders Association

Visit [Building Information Gateway](#)



1.5.5 Intertek inform (previously SAI Global)

Visit [General enquiries or subscriptions](#) or [Online store](#)



1.5.6 Accuris (previously Techstreet)

Visit [Online store](#) or [Engineering Workbench](#)



2 Committee Members



2.1 Responsibilities of Committee Members (including SCs and WGs)

2.1.1 Comply with Standards Australia's requirements

As a committee member, you must sign the Committee Member Agreement, acknowledge and uphold our "Committee-in-Confidence" principle, [Technical Group and Committee Member Code of Conduct](#), privacy policy, the competition law guidelines and copyright requirements.

2.1.2 Declare interests

One of the pillars of standardisation is transparency. As a committee member it is important that you declare any interests relevant to the committee scope and/or project and keep the information up to date. You should be familiar with SA's [Standards Development Competition Law Guidelines](#).

2.1.3 Align to key principles of Standardisation

Committee members must follow SA's principles of standards development on harmonisation and transparency and actively contribute to reaching committee consensus.

2.1.4 Build an awareness of Standards Australia's policies and processes

You must build an awareness of the Standards Development processes and tools, and be aware of a Committee Members' responsibilities to SA and your Nominating Organisation, in accordance with:

- [SG-001: Preparing Standards](#);
- [SG-002: Structure and Operation of Standardisation Committees](#);
- [SG-004: Roles and Responsibilities in Standardisation](#); and
- the other various [Standardisation Guides](#).

Awareness of responsibilities can also be built by accessing:

- eLearnings via [Standards Academy](#); and
- signing up to SA's onboarding sessions and ongoing refreshers.

2.1.5 Represent the interests of your Nominating Organisation

- Liaise with your Nom Org to determine their collective view before attending meetings and regularly throughout the duration of Standards Development projects.
- Effectively represent your Nom Org's views, e.g., submit votes and make decisions at committee meetings on behalf of your Nom Org.
 1. Attend committee meetings.
 2. Notify your Nom Org and SA if you are unable to attend a committee meeting and arrange for a suitable delegate to represent them in your absence.

NOTE Delegates and deputies need to sign the Committee Member Agreement prior to attending TC meetings.
 3. Keep your Nom Org updated and aware of the committee's work and decisions, meeting outcomes and project progress, always respecting the Committee-in-Confidence principle (see [Clause 2.2](#)).
 4. Notify your Nom Org of upcoming votes (national or international) and confirm the Nom Orgs' position before voting (see [Clause 2.1.7](#)).
 5. Vote on behalf of your Nom Org.
 6. Advise your Nom Org and obtain their approval before submitting any new Project Proposals.

2.1.6 Participate Actively

- Contribute to and participate in committee work:
 - Participate fully in all committee work, national and international, in person or remotely, and provide technical input into the Standard(s) being prepared.
 - Adhere to timeframes.
 - 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 the resolution.
- Consider and resolve public comments on drafts:
 - Fully and impartially consider public comments on draft Standards and provide meaningful reasons for the non-acceptance or modifications of proposed changes.
- Actively work towards consensus:
 - Vote at the ballot stage and if the vote is negative, clearly present an alternate position and the technical justification for your vote.
 - Work with the committee to resolve other parties' negative votes and strive for consensus.

Refer to the [Technical Group and Committee Member Code of Conduct](#).

2.1.7 Balloting Summary

There are 5 types of ballots you may come across in your committee work:

International		
ISO	ISolutions	<p>If your committee mirrors an ISO Technical Committee or Sub-committee, you will use ISolutions to submit your votes on behalf of your Nom Org to help us establish the national position and submit Australia's vote on the ISO ballot.</p> <p>Notification emails will come from ISolutions.</p>
IEC	Connect or Email	<p>If your committee mirrors an IEC Technical Committee or Sub-committee, you may get ballot requests from your PM via email (please respond via email) or a ballot request from Connect with an IEC type ballot. You vote on behalf of your Nom Org to help us establish the national position and submit Australia's vote on the IEC ballot.</p> <p>Notification emails will come from your PM or Connect.</p>

National		
NPB National Project Ballot	Connect	<p>If your committee is writing/revising or amending an AS or AS/NZS publication, at the end of your project SA will ask for your final approval to publish. Please submit your vote, or we will not be able to publish.</p> <p>Options are Agree or Disagree – the latter needs to be accompanied by a technical substantiation.</p> <p>Notification emails will come from Connect.</p>
SR Systematic Review	Connect	<p>If your committee’s portfolio has standards which are undergoing a Systematic Review, read the standard and submit your vote as to which option the committee should go with; reconfirm, revise or withdraw. See Clause 1.3.6 for more details.</p> <p>Notification emails will come from Connect.</p>
CIB Committee Internal Ballot	Connect	<p>Your TC PM may raise an internal ballot for a variety of questions for the committee to consider.</p> <p>Notification emails will come from Connect.</p>

2.2 Confidentiality

2.2.1 “Committee-in-Confidence” Principle

To encourage active participation in the standards development process and promote an effective working environment for your committee, Committee Members are required to observe the Committee-in-Confidence principle. This means representatives are required to ensure that Committee-in-Confidence documents are:

- kept confidential within the committee;
- not circulated or discussed in the media; and
- not published inappropriately.

2.2.2 Key Aims of Committee-in-Confidence

- Protecting personal information and positions of contributors.
- Ensuring that unpublished documents are not released publicly.
- Protecting copyright of SA, and other copyright holders.

2.2.3 Committee-in-Confidence General Rules

- Most committee documents by default are considered confidential to a committee, including meeting minutes and agendas.
- Documents shared with the Committee will be shared via [Connect \(Committee Workspace\)](#) instead of email.
- Nominating Organisation Primary Contacts can have access to Committee-in-Confidence documents.
- A committee’s documents can be shared with established Liaison Committees.

2.2.4 How to update your Nominating Organisation

As a committee member you should continue to update and involve your Nom Org. You can keep your Nom Org up to date, and uphold the Committee-in-Confidence principle, by:

- Providing a summary of Committee discussions and debates.
- Providing a Nominating Organisation Representative Report (template available [here](#)).
- Providing a Technical Committee Decisions Report (circulated by PM as part of meeting records).
- Participating in the 'Sharing of Committee Drafts' Program (can be set up for your Nom Org on request). See [Clause 2.2.5](#).

2.2.5 Sharing of Committee Drafts Program (SCDP)

Standards Australia recognises the benefit of Nom Orgs' contributions to the development of technical drafts.

Because the Committee-in-Confidence principle does not allow drafts to be shared outside the committee during the 'drafting' stage of the project, the "Sharing of Committee Drafts Program" has been designed to allow socialisation of working drafts to Nom Orgs, via a Sharing of Committee Drafts Working Group (SCDWG) consisting of experts invited by a Nom Org.

The SCDWGs do not meet but will be provided with a copy of the working draft before the draft is ready for Public Commenting and the TC is ready to share. This is to enable the SCDWG members to review and contribute to technical content, providing feedback directly to the representative of the Nom Org on the relevant TC.

Engage your committee's PM to arrange for your Nom Org to participate in the SCDP program.

2.3 Interaction with SA Teams

2.3.1 Engagement Team

The SA Engagement Team manages stakeholder engagement and industry liaison across a broad range of sectors. Each sector has an Engagement Manager (EM) and an Engagement Officer (EO).

The Engagement Team are responsible for:

Engagement Officers

- Assist proponents in the development of project proposals.
- Manage proposal development and submissions to PMG for standards development and international participation projects.
- Manage committee handovers and kick offs.
- Re/constitute committees.

Engagement Managers

- Provide guidance to stakeholders on the SA business model and standards development pathways.
- Maintain high profile and controversial proposals and committees.
- Serve as an escalation point for committee disputes.
- Provide an escalation point for policy or relationship issues within the project.
- Carry out strategic stakeholder engagement.
- Perform public engagement, presentations and conferences.

To find out your Engagement Team's details, find your committee on [Connect](#).

2.3.2 Standards Development Team

The Standards Development (SD) Team is responsible for:

- assisting TCs in their international participation (including international adoption), and
- guiding the committee's national projects from the time they are approved until the Publication stage.

Project Manager

- Work with the Committee Chair to assist the committee to meet its agreed outcomes.
- Plan, execute and manage all committee / project activities in accordance with the agreed time frame, quality, scope, and budget.

Program Manager

- Oversee the work of the Project Manager's entire portfolio of publications and committees.
- Ensure project deliverables are produced in time in accordance with the quality requirements.

To find out your PM and their PgM's details, find your committee on [Connect](#).

2.3.3 Publishing Services Team

The Publishing Services Team is responsible for editing and styling the draft and ensuring that documents conform to Standards Australia's rules for the structure and drafting of Standards.

2.3.4 Technical Writers

Technical Writers (TWs) may be assigned to committees and WGs to assist with writing and formatting of documents.

The assignment of a TW is subject to approval by SA.

2.3.5 Committee Facilitators

A Committee Facilitator may be allocated to chair a committee or to facilitate specific meetings or discussions but not be appointed as a Committee Chair.

The assignment of a Committee Facilitator, where no Chair is elected, is subject to approval by SA.

3 Tools & Resources



3.1 Standards Australia Website

Keep up to the date with news, engagement and events, and access drafts open for public comment, on Standards Australia's [website](#). You can also access Connect for your committee material via the website.

3.2 Connect

[Connect](#) is a system that provides real time visibility of Standards Development project statuses and committee information. It serves as your Dashboard and starting point when accessing SA's tools. Use your login and Multi-factor Authentication (MFA) to get access to Connect.

3.3 Committee Documents (Committee Workspace)

The [Committee Documents in Committee Workspace](#) is the tool for TC members to share committee work-related files and documents. All meeting documents, project documents and other material should be uploaded into Committee Workspace and not sent as email attachments for security purposes.

As a committee member, you can upload your documents to the Committee Documents using the Members Area folder. Notify the PM of the upload, and the document will be moved to the relevant common folder/s.

3.4 Standards Academy

The [Standards Academy](#) is SA's learning management system. You can register for training workshops and webinars, complete e-learning and access other relevant training material related to Standardisation. For new committee members we highly recommend that you explore the learning paths and the recommended training, starting with the Welcome Aboard session for a high-level intro to how we will work with you.

3.5 Project Proposal Portal

The [SA Project Proposal Portal](#) (PPP) allows the Australian community to submit to SA proposals to develop, revise or amend a publication. Approval for a proposal to develop an Australian Standard® or other content, will be provided after careful assessment whether the proposal demonstrates the Net Benefit of the project to Australia, presents a clear project scope of the proposed work and shows stakeholder support in the industry for the work. Consideration for approval also includes assessment of available resources.

See [Clause 4.1.1](#) for more information.

3.6 International Participation Platform

The [International Participation Platform](#) (IPP) is SA's tool for NMC Members to submit requests for approval to participate in international meetings. All international TC, SC and WG meeting attendance must be approved by SA prior to registration (both virtual and face-to-face).

3.7 Standards Library (SIM)

The [Standards Library](#) is an online searchable catalogue of national and international standards and other SA publications.

As a committee member you have access to download publications within your TC's portfolio, and you can view information related to other publications that are in the Standards Library.

3.8 Frequently Asked Questions

Refer to [FAQs](#).

3.9 Nominating Organisations Guide

Refer to the [Nominating Organisation Guide](#) on SA's external website.

3.10 Acronyms and Abbreviations

Refer to [Acronyms and Abbreviations](#).

3.11 Drafting Resources

These resources have been collated to assist Drafting Leaders when drafting a Standards Australia publication. Contact your PM if you need help with these resources.

Refer to Drafting Resources under [How to Participate | Standards Australia](#) or under SG-006 on [Standardisation Guides | Standards Australia](#).

The image displays a collection of technical drawings, likely from a mechanical design project. The drawings include:

- Top Left:** A drawing of a mechanical part with dimensions such as 268, 69, 40, and 1.5. It shows a cross-section of a component with internal features.
- Top Right:** A drawing of a mechanical part with dimensions such as 15, 9.5, 81, 12, 10.5, 7.5, 30, 32.5, 1.5, 19, 7.5, 62.4, 53, 62, 200, 265, and 08.7. It shows a cross-section of a component with internal features.
- Bottom Left:** A drawing of a mechanical part with dimensions such as 142.6, 61.3, 20, 13.8, 71.3, 128, 7.3, 35, 03.5, 011, 05.4(4X), 4.8, and 15. It shows a cross-section of a component with internal features.
- Bottom Right:** A drawing of a mechanical part with dimensions such as 150, 1.2, and 15. It shows a cross-section of a component with internal features.
- Center Right:** A drawing of a mechanical part with dimensions such as 9.10, 24.10, 0.1, and R0.5. It shows a cross-section of a component with internal features.
- Revision Table:** A table located in the center right, titled "rev / modification / report no". It has columns for "rev", "A", "A0", and "report no". The table is partially filled with data.
- Top Center:** A drawing of a mechanical part with dimensions such as 15, 9.5, 81, 12, 10.5, 7.5, 30, 32.5, 1.5, 19, 7.5, 62.4, 53, 62, 200, 265, and 08.7. It shows a cross-section of a component with internal features.

4.1 Standards Development Stages and Roles

4.1.1 Project Proposals and Approval

4.1.1.1 Proposal Process

Standards Australia invites project proposals to prepare a new Standard (or other publication), to revise or amend an existing publication, or to adopt an international publication. The project proposals can be submitted by organisations, individuals, or can be the outcome of SA's mandatory standard review policy.

Proposals can be submitted via the [Project Proposal Portal](#). Proposals will undergo rigorous public consultation via our portal prior to being submitted for approval.

To be approved, project proposals need to provide detailed information regarding:

- the scope of the proposed work;
- the [Net Benefit](#) this project will provide to the Australian community;
- evidence of support for the project from relevant stakeholders; and
- details about any relevant international publication(s) and the relevance to the proposed national publication.

Project proponents are invited to discuss the proposal with one of SA's Engagement Managers/Engagement Officers (EMs/EOs), who will provide proponents with guidance, as well as discuss the most appropriate development pathway for the project.

4.1.1.2 Project Approvals

All projects are carefully assessed by SA at multiple levels. The principal approval body for new projects is the Production Management Group (PMG), which meets monthly. Projects are assessed not only on Net Benefit but are measured against SA's finite resource pool and the TC's capacity to do the work.

The PMG is made up of the Standards Development Executive Team and is responsible for the oversight of the development of Australian Standards and other related documents. It reports to the Standards Development and Accreditation Committee (SDAC), a committee of the SA Board.

4.1.1.3 Notification of Approved Projects

Once a new project is approved, it is listed on [SA's website](#) and the proponent will also be directly notified by SA.

4.1.1.4 Speed to Market Approaches

Standards Australia is continually looking for ways to make improvements to our core business of standards development, and the way in which we support the Australian public. We must ensure that the standards being published are of the highest quality and fit for purpose as they affect a huge portion of the population and can have a significant effect on the safety and wellbeing of millions of people.

Some examples of approaches include fast-track amendments, the fast-track adoption process, Interim Standards and alternative pathways to standards development. Refer to [SG 001 Preparing Standards](#).

4.1.2 Project Kick Off

Once a project has been approved by SA, it is assigned to a TC or, if needed, a new TC will be set up to do the work.

Each TC is assigned a PM by SA, who guides them throughout the project lifecycle, and will facilitate the project through to publication.

4.1.3 Drafting

Technical Committees are responsible for the technical content of our publications. During the drafting period, you will prepare and finalise the publication draft for the Public Commenting stage where the public is given an opportunity to contribute to the draft Standard. Standards Australia's Publishing Services team actively assists TCs with ensuring that the final drafts are in line with our standards writing rules as set out in [SG-006](#). See [Drafting Resources](#).

4.1.3.1 Approximate Timeframes

Depending on how complex the project may be and how many people will be affected by it, differing timeframes are allocated for their completion. The target timeframes are agreed with the TC members at the project kick-off (KO) workshop.

4.1.3.2 Diversity and Inclusion within SA Publications

Standards Australia has created a Diversity Action Plan which seeks to ensure that the diverse needs of end users are represented in our documents and our standardisation processes. Throughout drafting, considerations need to be given to the end users of the Standard.

Refer to the following for more information:

- Standards Australia's [Diversity Action Plan](#);
- e-modules [Diversity and Inclusion in Committees](#) and [Gender Responsive Standards](#); and
- Diversity and inclusion in [SG 006 Rules for the Structure and Drafting of Australian Standards](#), under 'Principles'.

4.1.4 Public Commenting

Once a standard has been shaped into a final working draft, SA makes it available to the public for a Public Comment period of no less than 9 weeks. This allows any member of the public to log into our website and review a draft version, and to make any comments or notes on this draft.

The TC will then collate all feedback at the end of the 9 weeks and will review and decide on each individual comment. At the end of the Public Comment period, each commentor will be notified of the TC decision on their comment.

Visit the [Public Comment Portal](#) on the [SA website](#).

4.1.5 National Project Balloting

As a last step before the publication of the standard, it is presented to the TC for a final Ballot of approval. Committee members can vote either in favour or against the publication of the standard. There is no 'abstain' option. Negative votes must be accompanied by technical reasoning for the negative vote and the recommended alternative option. All committee members who are eligible (Participating Members) are required to vote on behalf of their Nom Org.

The TC is obligated to consider the reasons for any negative vote/s and to strive to find a resolution that is acceptable to the Committee.

While Standards Australia will make every effort to get to a unanimous affirmative vote from the TC members, this is not always possible. Consensus rules are:

- A minimum of 67% of those eligible to vote have voted affirmatively; and
- A minimum of 80% of votes received are affirmative, and
- No major interest involved with the subject of the Standard has collectively maintained a negative vote.

4.1.6 Publication

Once consensus has been achieved, the document will go through an internal approval process and will move forward to publication. Our publications are distributed and made available through a variety of channels including the Standards Australia Store and SA distribution partners. See [Clause 1.5](#).

