

ADMIN 3.8

Standing Committees

- Version 9



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1	08/09/2011	All	Document Creation
2	27/08/2012	All	Updated
3	5/06/2013	All	Updated
4	14/02/2014	All	Review and Update
5	16/02/2016	All	Review and Update – Attached Code of Conduct
6	22/03/2016	Page 3 (Sect 2)	Clarification of Committee membership
7	07/07/2016	1	Minor edits
8	10/12/2017	All	Updated SDM / GM
9	07/02/2018	Page 4 (Sect 3)	Member eligibility change

Standing Committees

1 Purpose

RISSB Standing Committees are established to provide advice to The RISSB Board, through CEO RISSB, on significant industry issues and to oversee development of standards, codes, rules and guidelines.

2 Responsibilities

Position	Responsible for:
Standing Committee Members	<ul style="list-style-type: none"> • To actively promote industry harmonisation; • Provide advice to The RISSB Board (via RISSB CEO) on issues relevant to the Committee's discipline; • Ensure that RISSB's development and change process is strictly adhered to in the development of, or change to, a product; propose the development of new RISSB products while ensuring that other RISSB SCs agreement is obtained if interface issues exist; • Review change proposals from stakeholders. Assess any change proposal, and if appropriate, recommend changes to the existing suite of RISSB products; • Monitor product development progress by the RISSB Development Groups and if necessary provide advice to the PM on corrective action; • Address stakeholder concerns/issues about a particular RISSB product; and • Endorse the content of RISSB products after development is complete. All SC members must provide positive confirmation to the SC Chair that they either: <ul style="list-style-type: none"> a) approve the product being published; b) that they do not oppose it (i.e. abstain); or c) Disapprove – giving clear reasons why and the modifications required to gain approval.

3 Procedure

3.1 Governance

RISSB Standing Committees report to the RISSB Board via RISSB's Chief Executive Officer (CEO). Facilitation and secretariat support for each Standing Committee will be provided by an RISSB General Manager (GM) assigned by RISSB CEO.

The Committee shall select by majority vote a Committee Chairperson. The role of the Chairperson is to act as the facilitator for the meeting.

In some situations, (such as large meetings), or when dealing with highly charged issues, the Chairperson may choose to seek the assistance of the minute secretary to monitor time and meeting process.

3.2 Membership

Committees comprise a target membership of 10-12 members, with RISSB CEO having discretion to increase membership on a case by case basis.

To ensure fairness and good representative balance, membership of the Standing Committee is:

- to comprise a minimum of four representatives from Funding Class 1 members, and a minimum of four representatives from other Full Member Funding Classes (*Class 2 – Class E*).
- limited to one representative only per Funding Member organisation

Meetings require a quorum of 50% of members in attendance¹ to be considered valid.

Committees will meet three times a year, and additionally if required.

Meeting outcomes are achieved by consensus voting of members, recorded in Standing Committee minutes.

To allow specific records to be maintained of committee product endorsements and product reconfirmations, Standing Committee Chairs will additionally be required to sign-off a Chairs endorsement confirming the committee's decision.

Note: RISSB Associate Membership does not constitute Full Funding Membership. Associate Members may only attend Standing Committees at invitation of the relevant Standing Committee and where invited are ineligible of Standing Committee voting rights.

3.3 Consensus

Notwithstanding quorum, matters requiring Committee vote are subject to RISSB consensus rules. (With exception majority vote for Chair Selection)

Consensus considers the views of all parties concerned, reconciles any conflicting arguments, and is achieved by the absence of sustained opposition to substantial issues by any major stakeholders.

Consensus need not imply unanimity.

If the Standing Committee has made all reasonable efforts, but is still unable to resolve one or more negative votes, consensus may be deemed to have been achieved if:

- a) a minimum 67% of those eligible to vote have voted,
- b) a minimum 80% of votes received are affirmative, and
- c) no 'major stakeholder' involved has collectively maintained a negative vote.

Note: Major stakeholders are those who will be the primary users of the Standard.

In all cases where unanimity has not been achieved on the ballot, it is the responsibility of the SC to arbitrate on whether or not these criteria have been met.

If the SC deems that consensus has not been achieved, it may make recommendations aimed at resolving the impasse or may determine that consensus is not achievable on this subject at this point in time.

A nominating organisation whose objection is not resolved is given the option to withdraw the name of that nominating organisation from the published standard.

¹ (includes remote electronic participation / teleconferencing)

A record of the votes must be collected, specifying exactly who voted and how.

4 Related Documents

- RISSB Contributor – Code of Conduct (Attachment A)

5 Record Requirements

The following records are retained as evidence of compliance to this procedure:

- RISSB Contributor – Code of Conduct
- Standing Committee meeting minutes

RISSB Contributor – Code of Conduct

This RISSB Contributor - Code of Conduct applies to every member who chooses to participate in a Standing Committee, Development Group, subcommittee, or working group established under the auspices of The Rail Industry Safety and Standards Board (RISSB) (ABN 58 105 001 465)

This Code of Conduct is drawn from broader international and national guidelines and is not negotiable.

We [members] acknowledge the responsibility and privilege to participate in the development of RISSB products. We ensure adherence to this Code to support the productive participation by all members in the development of RISSB products accordance with the following terms.

We will:

Work for the Net Benefit of the Australasian rail industry	We recognise that the development of RISSB products is for the Net Benefit of the Australasian rail industry. We acknowledge that we are required to represent our Nominating Organisations, but must also be prepared to accept consensus decisions in the broader industry interest.
Uphold the consensus process	We will uphold the principles of our consensus-based process through openness, transparency, balance and respect for each member in alignment with the RISSB consensus rules for product development
Maintain confidentiality	We will comply with RISSB’s Privacy Policy and the Australian Privacy Principles in relation to information obtained through our participation of the RISSB development process We will treat as confidential: <ul style="list-style-type: none"> • all minutes and agendas of RISSB meetings; • committee deliberations • all public comments received through RISSB process; • other documents that are actively categorised by the creator or distributor as ‘Committee-in-Confidence’.
Agree to clear purpose and scope	We will commit to the development of a clear shared purpose, objectives, agenda and project plan to ensure timely and efficient development and maintenance of RISSB products.
Respect others in meetings	We commit to respecting others and the professional culture of The Rail Industry Safety and Standards Board (RISSB). We will attend meetings briefed and prepared. We commit to meeting etiquette and the rules of engagement by: <ul style="list-style-type: none"> • turning mobile phones to silent /off; • being on time; • where attending electronically, ensuring that electronic access is working prior to the commencement of the meeting, and ensuring that the meeting is not broadcast to non-Committee Members; • advising our Nominating Organisation if an alternative representative is required; • respecting others and their opinions by allowing one person to speak at a time; • following an agreed agenda; • accepting group decisions and not returning to ‘closed agenda items’ unless new, relevant subject matter emerges.
Participate actively	We agree to our roles and responsibilities and shall actively participate where required. We will: <p>Ensure we have sufficient time and means to attend meetings, and to contribute to agree development projects.</p> <p>engage and consult with our nominating organisations to ensure they are informed and their views are represented;</p> <ul style="list-style-type: none"> • work to advised project and product deadlines

	<ul style="list-style-type: none"> actively and constructively contribute to discussions and knowledge sharing for the development and improvement of the RISSB products, and the betterment of the Australian rail industry.
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 RISSB development process
Escalate and resolve issues	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
Behave legally and ethically	We will act in good faith and with due care and diligence 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 The Rail Industry Safety and Standards Board (RISSB) and its reputation.
Uphold this Code	We actively encourage compliance with this Code <u>at all times</u> . We also accept and encourage the rapid initiation of action to address poor, unacceptable or inappropriate behaviours and breaches of this Code.

Agreement (complete, sign and return to the assigned RISSB Project Manager):

I, _____ hereby accept the responsibilities outlined in the RISSB Contributor – Code of Conduct and agree to participate in the RISSB Development Process in accordance with those responsibilities. I understand that failure to comply with those responsibilities may result in my removal from any RISSB Development Processes I may be involved in.

_____ Date: ____/____/_____
 (Signature)