



RAIL INDUSTRY SAFETY AND STANDARDS BOARD

ABN: 58 105 001 465

ADMIN 4.1 Workplan Development

VERSION 12

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1 Purpose

The Rail Industry and Safety Standards Board (RISSB) works to develop and deliver a suite of products (Standards, Codes of practice, guidelines and rules) that benefit our members and the rail industry.

Each year RISSB will work with its stakeholders to determine which products will have the biggest positive impact on the rail industry and which should receive RISSB development priority.

Products receiving development priority will be included in RISSB's Annual Work Plan.

This Work Plan Development procedure describes the process for selection and prioritisation of products to be included in RISSB's Work Plan.

While this procedure is primarily intended for developing Standards, Codes of practice, Guidelines and Rules, the process outlined in this procedure applies to all projects considered for inclusion in the Annual Work Plan.

2 Procedure

2.1 General

RISSB's Annual Work Plan generally consists of two main product proposal types:

- New products for development.
- Product re-developments.

New product developments and redevelopment proposals can only be included in RISSB's Workplan through selection and approval via the planning process described in this procedure. A workplan development flowchart is attached in Appendix 1.

2.2 Product nominations

Ideas for new products are submitted through a process open to anyone within the rail industry. Product nominations can be made anytime throughout the year.

2.2.1 Nominees

An interested party can make a new development submission using the approved RISSB Product Proposal Form available on the RISSB website.

Examples of an interested party submission include the following:

- **Individual submissions** – any person providing a request in the interests of the Australasian rail industry.

- **RISSB Standing Committees (SC)** – RISSB employees develop product proposals in consultation with the standing committees.
- **Industry bodies** – Industry bodies (E.g. ONRSR, ARA, NTC) propose products on behalf of the rail industry
- **Rail Industry workers** – any rail industry worker within the Australasian rail industry.

2.2.2 New products

All nominations for new product developments are to be made using the Product Proposal Form and submitted to info@rissb.com.au.

Product Proposal Forms (PPF) may be accepted at any time throughout the year for consideration in the Work Plan formation. To provide the best opportunity for a proposal to progress through the prioritisation process, nominees should complete all the required information. Emphasis should be placed on the following:

- proposer's details (name and organisation);
- primary reason for the development suggestion;
- nature and extent of any industry consultation;
- suggested benefits;
- potential impacts.

An assigned SDM will review the PPFs submitted to ensure completion. All PPFs submitted will be tracked via an entry in the PPF register.

In the last quarter of each calendar year, RISSB will formally invite stakeholders to nominate products they believe should be included in the Work Plan. The invitation will be via the RISSB Whistle Board newsletter, the website, and a direct invitation to stakeholders via committee meetings etc.

A flowchart for new product nomination is attached in Appendix 2.

2.2.3 Aged review

Product re-development nominations for the Work Plan originate through the product aged review process or the product change request process.

The product aged review process and the product change request process are detailed in RISSB's Product Review and Maintenance Procedure.

All published RISSB products should be reviewed once every seven years or when a requirement for significant change is identified through the change request process.

When a RISSB product is due for aged review in the following work plan year, the responsible Standard Development Manager (SDM) and Standing Committee (SC) will determine if the product requires redevelopment as per Product Review and Maintenance Procedure.

Where a product redevelopment is recommended, the SDM will complete a Product Proposal Form in consultation with the SC and submit it for inclusion into the PPF register.

As a product's age initiates Aged Review redevelopments, RISSB stakeholders cannot directly nominate these products to be included in the Work Plan. However, all stakeholders are encouraged to assist the process by submitting suggestions for correction or amendment to published documents via RISSB's online change request process.

A flowchart for aged review nomination is attached in Appendix 3.

2.2.4 Change requests

RISSB provides an online portal to submit change requests for all published products.

RISSB stakeholders (internal and external) are encouraged to submit a change request for any product that they believe requires correction/amendment to content or when the currency or applicability of the product has changed.

Change requests are regularly reviewed, and where the responsible Standard Development Manager (SDM) and Standing Committee (SC) determine that there is sufficient merit (based on the number and extent of change requests), they may recommend a product review and redevelopment (as per Product Review and Maintenance Procedure).

Where a product redevelopment is recommended, the SDM will complete a Product Proposal Form and submit it for inclusion in the PPF register.

2.3 Assessment by RISSB

All product proposals will remain on the PPF register and be considered for development through the annual work plan development cycle.

If, however, the RISSB management team deemed a product nominated for development or redevelopment required immediate attention or the delay in developing the product posed a reasonable risk to the rail industry. Such projects may be fast-tracked for assessment ahead of the annual assessment workshop and included in the work plan.

2.3.1 SDM review of PPF

An operational General Manager (GM) will allocate an SDM to review the PPF received through the product nomination process.

The SDMs shall review the forms and work with the originator to achieve compliance on the following:

- Clarify the scope and objective of the product.
- That all relevant fields on the form are complete.
- That the intended scope is not already covered by an existing product.
- The product type is appropriate for the scope (e.g., Standard vs Guideline).

- That the net benefit has been included and addresses a minimum of two real benefits.
- Understand the likelihood of industry adoption and the associated impact.

As part of the review, the SDM should evaluate whether the product should be developed as a Standard, Code of Practice, or Guideline.

Standard is a set of requirements only. Standards are normative and typically comprise performance-based requirements. Standards may also contain optional and supplementary requirements. It addresses the question of “what”; what must be done to comply with the Standard?

Codes of Practice is a set of descriptions. It is normative and can contain several options for achieving compliance with the higher-level requirement. It can also provide informative guidance if it is more practical than writing a separate guideline. In general, it addressed the question of the “how”; how a higher-level requirement (either of a Standard or a piece of Legislation) can be met in practice.

The guideline is a set of informative guidance. It is not normative but informative.

All PPFs submitted will be tracked and maintained via an entry in the PPF register.

2.3.2 Industry engagement

The CEO and GMs will consult with the key RISSB stakeholders on the work plan priorities. The key industry stakeholders include:

- ONRSR
- ARA
- RISSB Class 1 members
- Government agencies

This consultation will be carried out throughout the year through stakeholder engagement meetings. The insights and intelligence obtained will be used in the work plan prioritisation activities.

Standard Development Managers (SDMs) will consult with their relevant Standing Committees (SC) on Work Plan priorities as part of industry consultation. The SDM will forward the key priorities presented by the SC for consideration at the Annual Assessment Workshop.

2.3.3 Annual assessment workshop

As part of the Work Plan formulation, the CEO and the operational GMs will convene a meeting with the SDMs to review and assess the list of products submitted on the PPF register. The objectives of this meeting are to assess and affirm which requests will be progressed to the list of nominated products for the workplan.

Assessment for product development will be based on the following criteria :

- The proposed Product shall fall within RISSB's objectives to develop, manage, and promote a suite of products to assist the rail industry in managing rail safety and improving efficiency.
- All proposed Standards fall within RISSB's scope of accreditation with SDAC.
- All projects shall address hazardous events. Identification of hazards will typically be aligned to the Australian Rail Risk Model (ARRM) or those listed in the RISSB Hazard Register.
- Development of Standards shall have regard for the General Provisions of the World Trade Organisation Agreement on Technical Barriers to Trade.
https://www.wto.org/english/docs_e/legal_e/17-tbt_e.htm:
 - Standards should not be developed where International Standards might be adopted in full or part and must not create any unnecessary trade barriers. If International Standards on the same subject exist, justification is required if these are not adopted or used as the basis for the proposed Standard. This may already be noted on the PPP form by the nominee.
- The proposed product shall provide a clearly articulated net value or benefit to the rail industry that exceeds the costs likely to be imposed on suppliers, users and other parties in the community due to its development and implementation.
- The need for the product shall be consistent with the national interest and public benefit (benefits are to be broad-based and not targeted towards specific stakeholders or user groups).
- Proposed products should be able to be prepared in a reasonable timeframe considering their nature and complexity and with consideration to the resources available.
- Proposed products should have a high likelihood of implementation and adoption across the sector. That is, the level of resources required to implement shall not exceed the financial and operational impact across all organisations likely to adopt the product.
- Proposed products should consider ecological, financial, and social sustainability.

2.3.4 Prioritization

At the conclusion of the workshop, the team will prioritise the products on the PPF register for consideration on the workplan based on the following information:

- Key focus from Industry engagement
- ONRSR priorities
- Industry Incident data (National & international)
- ATSB investigations

2.4 Industry consensus

Products prioritised by the workplan development process will be presented to the industry for voting. The voting system is established to confirm that the product selected by the RISSB prioritisation process aligns with the industry priorities.

The voting is open to all industry members to rank the products based on industry interest and net benefit assessment. Members will be asked to provide their first, second and third choice preferences based on the net benefit. Votes will be allocated on the following basis:

- 1st choice = 3 votes
- 2nd choice – 2 votes
- 3rd choice = 1 vote.

The score achieved will be reviewed against the RISSB prioritisation and amended as required.

Product proposals not considered in the current workplan will remain on the PPF register for consideration in the next annual work plan.

2.5 Board Approval

At the conclusion of the voting process, the operational GMs will:

- identify the resources required to fulfil the Work Plan;
- discuss product assignment with SDMs (See PROC 4.2 Developing a Product);
- determine funding requirements taking into consideration the following:
 - number of projects externally authored;
 - independent review
 - special work such as technical drawings
 - face to face meetings
- document their considerations and recommendations for review by the Board, including comments from the SCs and key stakeholders; and
- present to the Board a preliminary and final Work Plan of new products, changes to existing products and age reviews for consideration.

The Board will:

- satisfy itself that the workplan development process was executed effectively and provide comment on the draft Work Plan at its March meeting as presented by the GMs; and
- determine whether to approve the Work Plan at the June Board meeting.

The Board will decide on the Work Plan based on the information provided, considering available resources.

2.5.1 Proposal Acceptance

If a product development proposal is accepted for development by the Board through approval of the annual Work Plan, the operational GMs will:

- advise the relevant SDM of acceptance of the proposal, and
- notify the industry of the approved Work Plan through normal RISSB communications mechanisms, including publishing the Work Plan on the RISSB website.

2.6 Preparation for Project

Following approval by the Board, RISSB management will commence developing the approved products (See PROC 4.2 Developing a Product).

The relevant SDM will report back to the Standing Committee.

The Quality & Accreditation Manager will notify SDAC of any Australian Standards approved for development.

See Appendix 1 for a summary of the procedure.

3 Records Management

All records relevant to this procedure should be stored in the RISSB approved file sharing platform for auditing and accreditation purposes, including the following information:

- PPF received, rejected, or retained.
- Copies of related communication.
- Meeting minutes.
- Tallied votes, prioritisation decisions and recommendations.

The Quality & Accreditation Manager shall ensure that the relevant information is captured and stored.