1. Purpose

The development and technical content of each RISSB Product is the responsibility of the Development Group (DG). Development Groups are comprised of members from a broad range of industry participants who are invited to contribute to Product development.

The purpose of a DG is to ensure RISSB product development is as robust, neutral, and independent as possible.

2. Procedure

2.1. Responsibilities

Position	Responsible for:
Development Group Members	• Reviewing each issued draft and provide technical and other input to the author via the RISSB Standards Development Managers; • Endorsing the draft product before (in the case of Standards and Codes of Practice) public consultation and validation; and for all Product types before consideration by the appropriate Standing Committee; • Recommending developed product for external validation (if required) • Providing written approval or dissent in relation to draft product endorsement.

2.2. Primary role

The primary role of the Development Group is to work with the RISSB Standards Development Manager (SDM), to develop the content for a RISSB Product. This includes:

- Australian Standards;
- Codes of Practice;
- Guidelines; and
- Rules.

The DG achieves this by providing constructive review comments, guidance, example sources, text, diagrams etc., to the SDM and external author, if one is being used. In the case of Standards and Codes of Practice, the DG may also be asked to advise and recommend on the merit of external validation.

DG members comprise the subject matter experts for the Product, and importantly they will be asked to sign off on the Product when it has been completed to confirm that good stakeholder commitment and ownership exists for the developed Product.

2.3.   Participation

DG membership is open to any interested person providing that they have a genuine interest in the Product being developed and they can indicate they will be directly and materially affected by the proposed Product.

DG membership is not conditional on any employment status or organisational membership (including employment), nor on contributing organisations or individuals having RISSB funding member status.

RISSB will actively seek to invite participation from individuals with good subject matter expertise, however there will be no restriction placed on participation based on technical qualifications or other such requirements.

Where consumer or public representation is required to provide a balance of interests, RISSB shall make efforts to secure effective participation of these interests.

Invitation to participate in a DG will be made through a variety of media including Call for Development Groups on website, LinkedIn, Whistleboard etc.

RISSB is committed to ensuring there are no undue financial barriers to participation. This includes not charging for participation (venue fees, etc). The use of technology is encouraged where possible to allow remote participation.

Membership comprises of a balanced representation, with no stakeholders (organisation, sector, or interest group) having a disproportionate representation or undue influence on the development process.

Participation is encouraged from the following interest categories / user groups:

Producers / Suppliers

Railway Infrastructure Manager	Rolling Stock Operators
Rail Industry manufacturer / supplier	Industry contractors

Users / Consumers

Customers (passenger or freight customer)	Distributors / Retailers
Regulatory agencies	Contractors (as users)
Rolling Stock Operators (as users)	Rail Transport Operators (as users)

General Interest

Directly affected public (other than as a customer)	Professional societies / Industry associations / Unions
Non-industry advisors and experts (e.g., human factors, disability services, legal, etc.)	
Researchers / academics	RIM or RSO involvement (not associated with supply or use)

Note: The examples provided show where various user groups might fit within the higher-level interest categories. These groupings can change dependent on the participants interest, and the subject matter under development.

All DG members will be asked to nominate their specific interest upon nomination. Additionally, DG members participating as representatives of their employer organisations should also indicate as such.

Where a major stakeholder or specific user group does not nominate for participation, RISSB will attempt to determine the reasons why and take steps to address any concerns (examples could include lack of interest, lack of resources, lack of confidence in development process).

RISSB will assist 'bona fide' stakeholders, who do not have the resources to participate in the development of a product with alternative methods such as tele or video conferencing.

It is a requirement that all DG members complete the Development Group Induction online module to acknowledge and understand their responsibilities before participating in a DG.

Note: Organisational representation is documented on the inside covers of RISSB published products and participation requires approval of the employing organisation.

2.4. Governance

The RISSB SDM is responsible for ensuring that the DG satisfies its remit.

The RISSB SDM provides secretarial support to the DG.

Where members of a DG cannot agree on the content of a draft document, the Consensus Rule is to be invoked.

2.5. Expected Involvement

DG members are expected to be able to contribute as active participants throughout the product development process.

The recommended time commitment required for members to actively contribute to DG activities is as follows:

- Development Group meetings – up to five days every three months (depending on travel, meeting venue, and teleconference availability);
- 2-3 days proofing each draft (there is generally four drafts over a 12-month period); and
- 1 day per draft attending to follow up issues.

Where active involvement might be affected by time constraints / availability, DG members are to consult with the SDM.

Occasionally, RISSB will seek decisions/responses (e.g., about content, or about moving to the next project phase etc.) by a nominated due date. Where such decisions/responses become time critical to product development, RISSB may propose an assumed outcome in the event any DG members are non-responsive.

RISSB reserves the right to revoke DG membership where there is evidence that a member's contribution and / or participation has ceased or reduced to an unacceptable level. In this situation, RISSB will make best endeavours to contact the D G member concerned.

2.6. Development Group - Code of Conduct

Individual DG member's responsibilities and commitments are incorporated into the attached RISSB Contributor – Code of Conduct. (See Appendix A)

All DG members (inclusive of proxies and invited guests) will be required to read and agree to the member responsibilities and commitments in the Code of Conduct before participation in any DG.

RISSB reserves the right to revoke DG membership where there is evidence that a member has not acted in accordance with the Code of Conduct.

3. Records Management

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

- RISSB Contributor – Code of Conduct;
- Call for DG applications and responses;
- SDM's project update sheets;
- DG's deliberations written or recorded (e.g., product review comments, approvals, or dissents); and
- DG Induction module completion.

Appendix A – Development Group Establishment

Send out Public Communication calling for Development Group Members → SDM will review and assess nominations → Members selected and invitations are communicated → SDM provides accepted members with the DG Induction module for completion → Members return signed/accepted Code of Conduct → First DG Meeting is held

Appendix B – RISSB Contributor – Code of Conduct