

Work Plan Development Procedure

1. Purpose

The Rail Industry and Safety Standards Board (RISSB) works to develop and deliver a suite of products and services which benefit our funding members and the wider rail community.

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 on RISSB's Annual Work Plan.

This Work Plan Development procedure describes the process for inclusion and prioritisation of products onto the annual RISSB's 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.

Both new product developments and product redevelopment proposals can only make inclusion onto RISSB's Annual Workplan through selection and approval via the Priority Planning Process (PPP).

2.2. New product nominations

Ideas for new products are put forward through a submissions process that is open to anyone with an interest in the rail industry.

2.2.1 Nominees

Interested party can make a new development submission using the approved RISSB Product Proposal Form available on the RISSB internet site.

Examples of an interested party submission include the following:

- **Individual submissions** - any person at any time, providing that the request is genuine and in the interests of the Australasian rail industry.
- **RISSB Standing Committees (SC) requests.**
- **Industry stakeholders** - any rail industry worker within Australasian rail industry.
- **RISSB employee submissions.**

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2.2.2 Nomination process

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 may be accepted at any time throughout the year for consideration in Annual Work Plan formation however submissions can only be progressed as part of our Annual Priority Planning Process (PPP).

In the last quarter of each calendar year, RISSB will invite stakeholders to nominate products that they believe should be included as part of the PPP / Work Plan formation. Invitation will be via the RISSB Whistle Board newsletter as well as direct invitation to stakeholders via committee meetings etc.

To provide the best opportunity for a proposal to progress through the prioritisation process; nominees should complete as much as the form as possible. Emphasis should be placed on providing:

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

2.3. Product redevelopment nominations

Product re- developments nominations for the PPP / Work Plan originate through either the product aged review process or the product change request process.

Product re- developments nominations (either aged review or change request) can only be progressed as part of our Annual Priority Planning Process (PPP).

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

2.3.1 Aged review

All published RISSB products have a review period of no more than seven (7) years.

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 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 this for inclusion to the PPP process.

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As Aged Review redevelopments are initiated by a product's age, RISSB stakeholders cannot directly nominate these products to be included in the PPP / Work Plan. All stakeholders are however encouraged to assist the process by submitting any suggestions for correction or amendment to published documents via RISSB's on-line change request process.

2.3.2 Change requests

RISSB provides an on-line change request process 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 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 this for inclusion to the PPP process.

RISSB stakeholders cannot directly nominate for change requests to be included in the PPP / Work Plan. All stakeholders are however encouraged to assist the process by submitting any suggestions for correction or amendment to published documents via RISSB's on-line change request process.

2.4. Assessment by RISSB

2.4.1 SDM Review of PPP

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

For PPP forms, 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.
- The SDMs will then advise the GM of those PPP nominations that can be considered for prioritisation / voting process.

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2.4.2 Standing Committee Assessment

Standard Development Managers (SDMs) will consult with their relevant Standing Committees (SC), as part of industry consultation, on Work Plan priorities ; and

SC members will be invited to vote on the nominated list of products in the formation of the Work Plan.

2.4.3 GM Review Recommendation

As part of the Work Plan formulation, the operational GMs will convene a meeting with the SDMs to review the PPP and change request submissions received. The objectives of this meeting are to assess and affirm which requests will be progressed to the list of products for voting.

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

- All projects shall address hazardous events. Identification of hazards will typically be aligned to the Australian Rail Risk Model (ARRM) or to those listed in the RISSB Hazard Register.
- The proposed Product shall fall within RISSB's objectives to develop, manage, and promote a suite of products to assist the rail industry in the management of rail safety and improve efficiency.
- All proposed Standards fall within RISSB's scope of accreditation with SDAC.
- 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 and must not create any unnecessary barriers to trade. 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 be already noted on the PPP form by the nominee.
- The proposed product shall provide a clearly articulated net value or benefit to the Australian community that exceeds the costs likely to be imposed on suppliers, users and other parties in the community as a result of its development and implementation.
- The need for the product shall be clearly articulated and 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 regards for the resources available.
- Proposed products should have a high likelihood of implementation 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 have clear regard for ecological, financial, and social sustainability.

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

A **Standard** is a set of requirements only. It is the “what” must be done to be compliant to the Standard. Standards are normative and typically comprise performance-based requirements. Standards may also contain optional and/or supplementary requirements.

A **Code of Practice** is a set of descriptions. It is the “how” a higher-level requirement (either of a Standard, or a piece of Legislation) can be met. It is normative, but by its nature can contain several options about how to achieve compliance with the higher-level requirement. It can also have some informative guidance within it if it is more practical than writing a separate guideline.

A **Guideline** is a set of informative guidance. It is not normative but informative.

2.5. Voting Process for New Products

Products nominated and reviewed via the PPP will be considered for the voting.

The voting system has been established to ensure that all biases are removed from the prioritisation process.

A first round of voting is open to all industry members to rank the products based on industry interest and net benefit assessment. Voting is limited to the nomination of one product per participant i.e., participants nominate their number one priority product for development.

Additional ranking of proposals is then completed by all current SC members as industry peers and RiSSB independent subject matter experts .

SC 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 sets the order of priority for consideration by the RiSSB Board.

Product proposals not submitted to the Board will be retained by RiSSB for review and reconsideration in the next PPP.

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2.6. 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;
- document their considerations and recommendations for consideration by the Board, including comments from the SCs; 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:

- consider 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 to them, taking into consideration available resources.

2.6.1 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.

2.7. Preparation for Project

Following approval by the Board, RISSB management will commence development of 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 the relevant information is captured and stored.

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Appendix 1 – Work plan development flowchart

