



RAIL INDUSTRY SAFETY AND STANDARDS BOARD

ABN: 58 105 001 465

ADMIN 3.8 STANDING COMMITTEES

VERSION 10

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GM – Products

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1. Purpose

RISSB Standing Committees (SC) act as delegates for the RISSB Chief Executive Officer (CEO) and the General Manager – Products (GM Products and Innovations), offering guidance and expertise during the development of standards, codes of practice, rules, and guidelines. Their role involves overseeing the development of these products and supporting the delivery of the RISSB organisational objectives.

2. Responsibilities

Responsibility is summarised in the following table.

Position	Responsible for:
Standing Committee Members	- Actively promoting industry harmonisation. - Providing guidance to the Standards Development Managers (SDM) and GM Products and Innovation on issues relevant to the SC's technical discipline area. - Ensuring that RISSB's development and change process is strictly adhered to in the development of or update to a product; - Proposing the development of new RISSB products while ensuring that other RISSB SCs agreement is obtained if interface issues exist. - Providing input into the development and update of the RISSB workplan. - Reviewing significant or urgent change requests from stakeholders. Assess any change proposal, and if appropriate, recommend changes to the existing suite of RISSB products. - Monitoring the progress of product development by the RISSB DGs and, if necessary, providing guidance to the SDM on corrective action. - Review and endorsement of Product Proposal Forms (PPFs) and product review forms (PRFs). - Endorsing that the RISSB product development process has been followed based on the "Approval to Issue" document. SC members should provide confirmation to the SC Chairperson that they either: a) approve the product being published; b) that they do not oppose it (i.e. abstain); or c) disapprove – giving reasons.

3. Procedure

3.1. Governance

RISSB SC Chairpersons report to the RISSB Board through the CEO and GM – Products and Innovation.

3.2. Membership

Each SC will include at least four representatives from Class-1 funding members and at least four from other RISSB Funding Classes.

Each funding member is allowed only one representative on the SC. If a member cannot attend a meeting, they may nominate an alternate to vote on their behalf. A second representative may be permitted where the representatives work in different disciplines within that member's business (e.g. track and civil engineering). Any additional members will be approved by the GM Products and Innovation on advice from the SC Chairperson.

The target membership for each SC is 10-12 members. The RISSB CEO has the discretion to increase membership on a case-by-case basis.

The SC will elect a Chairperson and a Deputy Chairperson by majority vote. The Chairperson's role is to facilitate the meeting. In the absence of the Chairperson the Deputy Chairperson shall facilitate the meeting.

SC members shall read and sign a copy of the RISSB Contributor – Code of Conduct. RISSB shall retain copies of signed Codes of Conduct.

3.3. Meetings

SCs will meet as required, but not less than four times per year. SC meetings should be held two weeks prior to Board meetings to enable the review and endorsement of products ready for Board approval.

Special out-of-session meetings may be convened as required.

Meetings will be held virtually via MS Teams or similar software.

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

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

In certain situations, such as large meetings or when addressing with highly charged issues, the Chairperson may request the assistance of the minute secretary to monitor time and manage the meeting process.

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

Secretariat and administrative support for each SC will be provided by a SDM as assigned by the RISSB GM – Products and Innovation.

The meetings will include the following standard agenda items and any other issues that require discussion by the chairperson and SC members:

- Adoption of Agenda

- Confirmation of previous meeting minutes
- Matters arising from the previous minutes
- Project progress update
- Review of product change requests (as required)
- Product endorsements (as required)

3.4. Decision making - Consensus

Regardless of quorum, matters requiring an SC vote are subject to RISSB consensus rules (with the exception of a majority vote for Chair Selection).

Consensus involves considering the views of all parties, reconciling conflicting arguments. If there is sustained opposition from major stakeholders, the Chair shall make reasonable effort to resolve the issue. (Note: Major stakeholders are those from a Class 1 funding member.)

Consensus need not imply unanimity.

If the SC 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 minimum of 67% of those eligible to vote have voted; and
- a minimum of 80% of votes received are affirmative.

In all cases where unanimity has not been achieved on the ballot, it is the responsibility of the Chair to confirm that the above criteria have been met.

If the SC deems that consensus has not been reached, it may recommend measures to resolve the impasse or decide that achieving consensus on the subject is not possible at the time.

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

4. Related Documents

RISSB Contributor – Code of Conduct

5. Record Requirements

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

- RISSB Contributor – Code of Conduct
- Standing Committee meeting minutes
- Standing Committee Product Endorsement Certificate