

ADMIN 3.7 DEVELOPMENT GROUPS

VERSION 12

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1 Purpose

The Development Group (DG) is responsible for the development and technical content of each RISSB product. DGs consist of members from a diverse range of industry participants who are invited to contribute to product development. The goal of the DG is to ensure that RISSB product development is as robust, neutral, and independent as possible.

2 Responsibilities

Position	Responsible for:
Development Group Members	<ul style="list-style-type: none"> • Reviewing each issued draft and providing 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 independent review, and for all Product types before consideration by the appropriate Standing Committee; • Recommending developed product for independent review (if required) • Providing a written sign-off on the product when it has been completed. • Providing a written sign-off at the completion, that the product is: <ul style="list-style-type: none"> ○ technically correct and satisfies 'good' practice requirements; and ○ fit for use by the Australian Rail Industry.

3 Procedure

3.1 Primary role

The primary role of the DG is to collaborate with the RISSB Standards Development Manager (SDM) in developing content for RISSB products. This includes:

- Australian Standards;
- codes of practice;
- guidelines; and
- rules.

The DG provides constructive review comments, guidance, example sources such as text and diagrams, and other information to the SDM and external author (where applicable).

Comprising subject matter experts, DG members are responsible for signing off on the final product to confirm that the product is technically correct and fit for use.

3.2 Participation

DG membership is open to any interested person, providing that they have a genuine interest in the product being developed and 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) or on contributing organisations or individuals with RISSB funding member status.

RISSB will actively seek participation from individuals with good subject matter expertise. However, participation will not be restricted based on technical qualifications or other such requirements. No stakeholder with a genuine interest in participating will be excluded from the development process.

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

Invitations to participate in a DG will be made through various media, including Call for Development Groups on the website, LinkedIn, RISSB newsletters, 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 will comprise 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)
General Interest	Rail Transport Operators (as users)
	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 depending on the participant's interests and the subject matter under development.

All DG members will be asked to nominate their applicable interest, qualifications, or experience upon nomination. 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 why and make the best efforts to address any concerns (examples could include lack of interest, lack of resources, lack of confidence in the development process, etc.).

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.

RISSB may decline an application for DG membership where:

- it is necessary to maintain a balanced representation within group; or
- the applicant has previously not met the requirements of the code of conduct or associated policies.

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.

3.3 Notification

When balanced representation is achieved, the SDM will;

- notify all DG of their membership;
- provide a link to the DG online induction; and
- obtain each DG member's signoff of the RISSB Contributor – Code of Conduct.

The SDM shall also ensure that the author and DG members are informed of the product development process. This information shall include the following:

- RISSB ADMIN procedures 4.1 to 4.6
- RISSB Privacy and Competition Policies
- Other information relative to Standards development (where appropriate), such as
 - World Trade Organization (WTO) Agreement on Technical Barriers to Trade, available via <https://notifications.wto.org/en/notification-requirements/technical-barriers-to-trade>.
 - W3C accessibility principles <https://www.w3.org/standards/webdesign/accessibility>

3.4 Governance

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

The SDM leads the product development activities and provides support to the DG as required.

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

3.5 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:

- DG meetings – up to half a day per month (depending on travel, meeting venue, and teleconference availability);
- 1 day proofing each draft (there are generally around 4 -5 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 must consult with the SDM.

Occasionally, RISSB will seek decisions/responses (e.g., about the content or 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 its best efforts to contact the DG member concerned.

3.6 Development Group - Code of Conduct

Individual DG member's responsibilities and commitments are incorporated into the attached RISSB Contributor – Code of Conduct which is available on the RISSB website at <https://www.rissb.com.au/ccoc/>

All DG members (including proxies and invited guests) will be required to read and agree to the member's responsibilities and commitments in the Code of Conduct before participating 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.

4 Records Management

The following records are retained as evidence of compliance with 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

