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1. PURPOSE

Standards Reference Bodies (SRBs) are composed of representatives of nominating organisations or individuals that are interested in or affected by the subject matter of the relevant Standard.

This code outlines the responsibilities that members of SRBs are required to abide with, in undertaking their duties.

2. SCOPE

This SRB member code of conduct (the Code) has been endorsed by Fisheries Research and Development Corporation (FRDC) subject to the delegated authority outlined in the FRDC Standards Development Policy and applies to:

- every member who chooses to participate on a Standards Reference Body;
- an SRB Subcommittee or Working Group; or
- any other consensus group established by the SRB.

It is drawn from broader international and national guidelines and is not negotiable.

3. CHARTER

There are three elements that define the committee process:

Balance	careful attention to ensuring all relevant interests are represented on the committee
Consensus	general agreement on the content of the Standard is reached with no sustained opposition by any important interests on the committee
Transparency	all members of the public have an opportunity to have an input into the Standards Development Activity; comment on a draft Standard; and view the history of development of a Standard if required

4. TERMS OF REFERENCE

The SRB plays the primary role in the development, implementation, communication and extension of Australian Standards developed by the FRDC, as a Standards Development Organisation (SDO).

It will specifically:

1. provide stakeholder views throughout the development, drafting and review of the Standard and act with independence and authority on technical matters relating to the development of a standard;
2. consider comments received through public consultation periods, including in response to Public Comment drafts of the Standard;

3. work towards consensus on the performance elements to be embodied in the Standard;
4. determine through ballot, an Australian Standard that reflects a consensus among the stakeholder groups. Where there are negative votes relating to the technical content of the standard and some likelihood of successful resolution of the issue, further committee consideration will be undertaken.

The Terms of Reference are set by the FRDC board, but will generally be to:

- act with full technical autonomy in overseeing the standards development process;
- ensure that FRDC Standards Development Procedures are complied with;
- ensure that the standard does not act as a barrier to trade, competition or innovation;
- adopt or be consistent with Australian and international standards to the maximum possible extent;
- do such other things that FRDC agrees are necessary in the standards development process.

5. CODE OF CONDUCT

Members of the SRBs acknowledge the responsibility and privilege to participate in developing the Australian Standards.

Members must adhere to the Code to support the productive participation by all members in the development of Australian and International Standards (Standards) in accordance with the following terms.

SRB members will:

1. work for the net benefit of the Australian community
 - a) recognise that the development of standards is for the Net Benefit of the Australian community, over and above the interests of any individual, company or representative organisation.
 - b) acknowledge that we are required to represent our nominating organisations, but must be prepared to accept consensus decisions that are in the national interest.
2. uphold the consensus process
 - a) uphold the principles of our consensus based process through openness, transparency, balance and respect for each member in alignment with internationally recognised principles of consensus in the development of Standards.
 - b) consensus does not necessarily mean unanimity. If one or more negative votes remain unresolved, consensus has been achieved where:
 - i A minimum of 67% of those eligible to vote have voted affirmatively;
 - ii A minimum of 80% of votes received are affirmative; and
 - iii No major interest maintains a negative vote.
3. agree to clear purpose and scope

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- a) commit to the development of a clear shared purpose, objectives, agenda and project plan to ensure timely and efficient development and maintenance of the Standards and related products.
4. respect others in meetings
- a) commit to respecting others and the professional culture of FRDC. We will attend meetings fully briefed and prepared. We commit to meeting etiquette and the rules of engagement by:
 - i turning mobile phones off or on silent;
 - ii being on time;
 - iii where attending electronically, ensuring that electronic access is working to the commencement of the meeting and ensuring that the meeting is not broadcast to non-committee members;
 - iv advising Project Manager if unable to attend;
 - v advising our nominating organisation if an alternative representative is required;
 - vi respecting others and their opinions by allowing one person to speak at a time;
 - vii following an agreed agenda;
 - viii accepting group decisions and not returning to 'closed agenda items' unless new, relevant subject matter emerges;
 - ix Maintaining confidentiality of SRB discussions and documents until the SRB approves what will be publicly available.
5. participate actively
- a) agree to our roles and responsibilities and actively participate in Standards development projects where agreed.
 - b) engage and consult with our Nominating Organisations to ensure our constituency is informed and their views represented.
 - c) respond in a timely manner to all request from the Project Manager.
6. declare all relevant interests
- a) behave in a transparent manner by declaring all relevant interests.
 - b) manage or remove potential, perceived or actual conflicts of interest, to facilitate the resolution of competing interests via the open and structured process that forms the basis of consensus standardisation.
7. escalate and resolve issues
- a) identify and escalate issues and disputes in a timely manner to ensure rapid resolution.
 - b) uphold the agreed escalation and dispute resolution processes.
8. behave ethically and legally
- a) act in good faith and with due care and diligence and comply with applicable laws and Standards.
 - b) avoid collusive or anticompetitive behaviour contrary to the Competition and Consumer Act 2010.

- c) promote a culture of fair and ethical behaviour and encourage the reporting of unethical behaviour, breaches of the law and matters detrimental to FRDC and its reputation.
- d) not discuss aspects of the standards development activity with the media without obtaining clearance from FRDC and the SRB Chair.
- e) ensure that any material put forward for inclusion in a standard does not infringe a third party's copyright. Material covered by a third party's copyright may be included in a standard only after permission has been obtained from the copyright holder.

9. uphold this code

- a) actively encourage compliance with this code at all times.
- b) accept and encourage the rapid initiation of action to address poor, unacceptable or inappropriate behaviours and breaches of this Code.

6. DECLARATION BY SRB MEMBER

I declare that I have read the FRDC Standards Reference Body members Code of Conduct and acknowledge the responsibility and privilege to work and participate in the standards development process.

I agree to adhere to this code and to support the productive participation by all members in the development of Australian and International standards, in accordance with the terms defined in this code.

Signed and completed by SRB member	
Name of SRB	
Name	
Postal Address	
Email	
Contact phone number	
Stakeholder group(s) representing	
Date	
Signature	