



RAIL INDUSTRY SAFETY AND STANDARDS BOARD

ABN: 58 105 001 465

ADMIN 4.1 Workplan Development

VERSION 13

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1 Purpose

The Rail Industry and Safety Standards Board (RISSB) works to develop and deliver a suite of products (standards, codes of practice, guidelines and rules) that benefit our members and the rail industry.

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.

The products that are prioritised will be included in RISSB's Workplan.

This Workplan Development procedure outlines the process for selecting and prioritising products to be included in RISSB's Workplan.

Although primarily intended for developing Standards, codes of practice, guidelines and rules, this procedure applies to all projects considered for the Workplan.

2 Procedure

2.1 General

RISSB's Workplan generally consists of two main product proposal types:

- New products for development.
- Product reviews.

New product developments and review proposals can only be included in RISSB's Workplan through the selection and approval process outlined in this procedure.

2.2 Product nominations

2.2.1 Nominations – new products

Anyone within the rail industry can submit ideas for new products through an open process. Product nominations can be made anytime throughout the year.

An interested party can make a new development submission using the approved RISSB Product Proposal Form available on the RISSB website.

Examples of an interested party submission include the following:

- **Individual submissions** – any person providing a request in the interests of the Australasian rail industry.
- **RISSB Standing Committees (SC)** – RISSB employees develop product proposals in consultation with the standing committees.
- **Industry bodies** – Industry bodies (e.g., ONRSR, ARA, NTC) propose products on behalf of the rail industry.

- **Rail industry workers** – any rail industry worker within the Australasian rail industry.

2.2.2 Nomination requirements

All nominations for new product developments must be submitted using the Product Proposal Form and sent to info@rissb.com.au.

Proposals can be accepted at any time for consideration in the Workplan. To maximise the chances of a proposal advancing through the prioritisation process, nominees should ensure that all required information is thoroughly completed with particular emphasis on the following:

- Primary reason for the development suggestion.
- Objective and scope of the product.
- Benefits to the railway industry, including:
 - safety,
 - harmonization and interoperability,
 - financial, and
 - environmental benefits.
- Ability for the product to be adopted and implemented into the railway industry.

Submitted PPFs will be reviewed to ensure they are complete.

2.2.3 Product Reviews

Prior to projects being considered for review RISSB will inform stakeholders of projects due for review via an update to the website and communications via email. These communications will ask for any requests for change to be provided to RISSB for consideration.

All published RISSB products are subject to review every seven years, or as required by GM Products and Innovation, when the following conditions are met.

- Receipt of product change requests; or
- an identified need for a review of the product (such as an investigation finding or introduction of new technology).

Products may be reviewed earlier where a need is identified as above.

2.2.4 Comprehensive review

A Comprehensive Review requires a Development Group and Standard Development Manager (SDM) to undertake a thorough review of the entire product to ensure its continued relevance and accuracy for the rail industry.

When a product is identified for review, the responsible SDM will complete a Product Review Form (PRF) and submit it for inclusion in the PPF / PRF register.

All PRFs should be presented to the relevant Standing Committee (SC), which will provide feedback and endorsement of the PRF, in accordance with the Product Review and Maintenance Procedure.

RISSB stakeholders are encouraged to support the review process by submitting suggestions for corrections or amendments to published documents through RISSB's online change request process or the provision of investigation findings that may enhance the value of the product.

2.2.5 Targeted review

Targeted Reviews are conducted when there is a specific need to address particular issues, emerging risks, or changes in technology or regulation that may affect the relevance and applicability of a RISSB product. These reviews can be initiated by RISSB stakeholders, the Standing Committee (SC), or the responsible Standard Development Manager (SDM).

The process for initiating a Targeted Review involves identifying the specific aspect of the product that requires review and developing a proposal that outlines the rationale and scope of the review. This information shall be recorded on a Product Review Form.

The SDM, in consultation with the SC, will evaluate the proposal to determine the necessity and priority of the review. Once endorsed, the SDM will submit the Product Review Form for inclusion into the PPF / PRF register.

2.2.6 Minor reviews

Minor reviews are reserved for situations where immediate action is required due to critical changes in industry practices, safety regulations, or significant stakeholder concerns. These reviews are expedited to ensure that RISSB products remain current and effective in addressing urgent issues.

Minor review can be initiated by the Standing Committee (SC), the responsible Standard Development Manager (SDM), or any RISSB stakeholder through the change request process.

The process for initiating a Minor review involves identifying the specific aspect of the product that requires review and developing a proposal that outlines the rationale and scope of the review. This information shall be recorded on a Product Review Form.

The SDM, in consultation with the SC, will evaluate the proposal to determine the necessity and priority of the review. Once endorsed, the SDM will submit the Product Review Form for inclusion into the PPF / PRF register.

2.2.7 Change requests

RISSB provides an online portal for submitting change requests for all published products.

Stakeholders, both internal and external, are encouraged to submit a change request if they believe a product requires correction, amendment, or if its currency or applicability has changed.

Change requests are regularly reviewed. If the responsible Standard Development Manager (SDM) and Standing Committee (SC) determine that a product warrants review — based on the number and extent of change requests—they may recommend this course of action in accordance with the Product Review and Maintenance Procedure.

If a review is recommended, the SDM will complete a Product Review Form and submit it for inclusion in the PPF / PRF register.

2.3 Assessment by RISSB

All product proposals will remain on the PPF / PRF register and will be considered for inclusion into the workplan.

If the RISSB management team determines that a nominated product requires immediate attention or that delaying its development poses a significant risk to the rail industry, such projects may be fast-tracked for immediate inclusion into the workplan.

2.3.1 SDM review of PPF / PRF

The General Manager – Products and Innovation will assign an SDM to review the PPF and PRF received through the product nomination process.

The SDMs will review the forms and work with the originator to ensure compliance with the following:

- Clarification of the product's scope and objective.
- Completion of all relevant fields on the form.
- Confirmation that the proposed scope is not already covered by an existing product.
- Appropriateness of the product type for the proposed scope (e.g., Standard vs guideline).
- Inclusion of the net benefit, addressing at least two tangible benefits.
- Understanding of the likelihood of industry adoption and the associated impact.

The SDM will also determine whether new products should be developed as a Standard, code of practice, or guideline.

Standard: A set of normative requirements, typically performance-based, addressing what must be done to comply.

Codes of Practice: a set of normative descriptions, offering various options for achieving compliance and providing practical guidance on how to meet higher-level requirements.

Guideline: Informative guidance that is not normative but provides recommendations.

All PPFs and PRFs will be tracked and maintained in the PPF register.

2.3.2 Industry engagement

The CEO and GMs will consult with key RISSB stakeholders on Workplan priorities. These stakeholders include, but are not limited to:

- ONRSR
- ARA
- RISSB Class 1 members
- Government agencies

Consultations will occur throughout the year through stakeholder engagement meetings. Insights and intelligence gathered will inform the Workplan prioritisation.

SDMs will also consult with their relevant Standing Committees regarding work plan priorities. The SDM will advise the General Manager – Products and Innovation of any decisions or directions provided by the Standing Committee.

2.3.3 Assessment workshop

As required the GM Products and Innovation will convene a meeting with SDMs to:

- review and update the workplan;
- consider the products listed on the PPF / PRF register;
- identify the resources required to fulfil the Workplan;
- discuss product assignments with SDMs (refer to ADMIN 4.2 Developing a Product);
- determine funding requirements, considering such factors as:
 - the number of projects externally authored;
 - Independent Review;
 - special work, such as technical drawings; and
 - face-to-face meetings.

The objectives of this meeting is to review progress on the workplan, reassess the agreed timelines and budgets, and determine which PPFs / PRFs will be added to the workplan.

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

- The proposed Product must align with RISSB's objectives to develop, manage, and promote a suite of products that aid the rail industry in managing rail safety and improving efficiency.
- Proposed Standards must fall within RISSB's scope of accreditation with SDAC.
- All projects should address hazardous events, with hazard identification typically aligned with the Australian Rail Risk Model (ARRM) or listed in the RISSB Hazard Register.

- Standards development must consider the General Provisions of the World Trade Organisation Agreement on Technical Barriers to Trade. [WTO | Technical Barriers to Trade](#):
 - Standards should not be developed where International Standards might be adopted in full or part and must not create any unnecessary trade barriers. 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 already be noted on the PPP form by the nominee.
- The proposed product must demonstrate net value or benefit to the rail industry, outweighing the costs imposed on suppliers, users and other community parties.
- The need for the product should align with national interest and public benefit, providing broad-based benefits rather than targeting specific stakeholders or user groups.
- Proposed products should be able to be prepared in a reasonable timeframe, considering their nature and complexity, and with consideration to the resources available.
- Proposed products should have a high likelihood of implementation and adoption 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 consider ecological, financial, and social sustainability.

In selecting the projects for inclusion in the workplan higher priority will be placed on the following factors:

- Key focus from Industry engagement
- ONRSR priorities
- Industry Incident data (both national and international)
- ATSB investigations

2.4 Board Approval

Once the draft workplan has been developed, the GM Products and Innovation will:

- document the workplan considerations and recommendations, including feedback from SCs and key stakeholders, for review by the Board; and
- present the proposed workplan, which includes new products, changes to existing products, and reviews for the Board's consideration.

The Board will:

- ensure that the workplan development process was executed effectively and provide comments on the draft workplan as presented by the GMs; and
- determine whether to approve the workplan.

The Board will decide on the workplan based on the information provided, considering available resources.

2.4.1 Proposal Acceptance

If a product development proposal is approved by the Board as part of the workplan, the GM Products and Innovation will:

- Notify the relevant SDM of the proposal's acceptance, and
- Inform the industry of the approved Workplan through RISSB's standard communications channels, including publishing the Workplan on the RISSB website.

2.5 Preparation for Project

Following approval by the Board, the SDMs will begin developing the approved products in accordance with the agreed timeframes (refer to ADMIN 4.2 Developing a Product).

The relevant SDM will provide updates to the Standing Committee.

The QA Lead will notify SDAC of any Australian Standards approved for development.

For a summary of the procedure, see Appendix 1.

3 Records Management

All records relevant to this procedure should be stored on the RISSB-approved file sharing platform for auditing and accreditation purposes. This includes:

- PPF / PRF received, rejected, or retained;
- Copies of related communication;
- Meeting minutes; and
- Tallied votes, prioritisation decisions, and recommendations.

The QA Lead is responsible for ensuring that the relevant information is captured and stored.