

**RESPONSIBLE WOOD LIMITED**

**STANDARDS REFERENCE BODY  
CHARTER AND CODE OF CONDUCT**

Version 4.0

1/2020



## Document Properties

<b>File Name:</b>	SD PROC-03 SRB Code of Conduct V 4.0
<b>Web File Name:</b>	SD PROC-03_SRB_Code_of_Conduct_V4.0
<b>File Location (RW Management System\)</b>	
<b>Document Status:</b>	Final
<b>Status Date:</b>	1 February 2020
<b>File Format Master:</b>	Word
<b>File Format published:</b>	PDF
<b>Publication Authorisation:</b>	RW Board
<b>Document replaced:</b>	SD PROC-03 SRB Code of Conduct V 3.2
<b>Company:</b>	Responsible Wood
<b>Author(s):</b>	Simon Dorries
<b>Primary Contact Details: Email</b>	<a href="mailto:sdorries@responsiblewood.org.au">sdorries@responsiblewood.org.au</a>
<b>File included on RW Web Documents</b>	Yes

## Comments/Abstract

[Responsible Wood (RW) has developed two Australian Standards® within the Australian Forest Certification Scheme which address wood production from sustainable forest management and the tracking of certified products in the wood and forest products supply chain by a chain of custody mechanism. These Australian Standards® were developed by and are maintained by RW Reference Bodies which comprise of representatives of nominating organisations/associations and individuals with a nominated Chair and secretariat support from RW.]

This document outlines the Charter and Code of Conduct for the Standard Reference Committee

## Table of Contents

1	Purpose .....	4
2	Scope .....	4
3	Charter .....	4
3.1	Terms of References of SRB's .....	4
4	Australian Privacy Provisions .....	5
5	Code of Conduct .....	5
6	References .....	7

## 1 Purpose

The Australian Standards within the Responsible Wood Certification Scheme (RWCS) are developed and maintained/reviewed by Responsible Wood's Standards Reference Body (SRB) composed of representatives of nominating organisations or individuals that are interested in or affected by the subject matter of the relevant Standard.

This guideline outlines the responsibilities that SRB members are expected to abide with in undertaking their duties.

## 2 Scope

This SRB Member Code of Conduct applies to every member who chooses to participate in a SRB, Subcommittee, Working Group or other consensus group established under the auspices of Responsible Wood.

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

## 3 Charter

Standard Reference Bodies are the backbone of the standards development process..

SRB's produce and take responsibility for the Standards that they prepare. 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 Process; comment on a draft Standard; and view the history of development of a Standard if required.

The methods used for the formation and maintenance of the SRB's closely follow the processes utilised by other major national and international standards bodies.

### 3.1 *Terms of References of SRB's*

The SRB's play the primary role in the development, maintenance and update of the Australian Standards for Sustainable Forest Management and Wood and Wood Products Chain of Custody. They will

1. Provide stakeholder views throughout the development, drafting and review of the Standard and act with independence and authority on technical matters relating to sustainable forestry management and will approve amendments to the Standards and also advice to Responsible Wood on matters relating to implementation of the Standards and other related sustainability forest management issues.
2. Consider comments received through public consultation periods, including in response to Public Comment drafts of the Standard(s)
3. Work towards consensus on the performance elements to be embodied in the Standards

4. Determine through ballot a 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 will be set by the Responsible Wood Board but will generally be:

- To act with full technical autonomy in overseeing the standards development process;
- To ensure that Responsible Wood Standards development procedures are complied with;
- To ensure that the Standard(s) do not act as a barrier to trade, competition or innovation;
- To adopt or be consistent with Australian and international standards to the maximum possible extent;
- To do such other things that Responsible Wood agrees are necessary in the standards development process.

---

## 4 Australian Privacy Provisions

All Responsible Wood staff and members of SRB's are required to adhere to the privacy provisions as required by Responsible Wood and the provisions of the *Australian Privacy Act* (see <http://www.oaic.gov.au/privacy/privacy-resources/privacy-fact-sheets/other/privacy-fact-sheet-17-australian-privacy-principles>)

Responsible Wood shall take the following steps to maintain the privacy of individuals and organisations.

- The names of individuals and the organisations they represent will be publicly available on the Responsible Wood website unless the SRB member explicitly requests that their name remains confidential
- The decisions of the SRB will be publicly available but discussions and comments by individual members will remain confidential to the SRB;
- Individual voting by SRB members will remain confidential to the SRB secretariat or Project Officer;
- SRB Members are encouraged to discuss SRB deliberations with the Organisation. /Stakeholder Group that they represent;
- SRB Members will not discuss issues with outside bodies including the media;

---

## 5 Code of Conduct

Members of the Responsible Wood Standard Reference Bodies acknowledge the responsibility and privilege to participate in developing Standards.

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

SRB members will:

1. **Work for the Nett 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:
  - A minimum of 67% of those eligible to vote have voted affirmatively;
  - A minimum of 80% of votes received are affirmative; and
  - No major interest maintains a negative vote.

**3. Agree to clear purpose and scope**

- a. Commit to the development of a clear shared purpose, objectives, agenda and project plan to ensure timely and efficient development and maintenance Standards and related products.

**4. Respect others in meetings**

- a. Commit to respecting others and the professional culture of Responsible Wood. Will attend meetings fully briefed and prepared. Will commit to meeting etiquette and the rules of engagement by:
  - turning mobile phones off;
  - being on time;
  - advising our nominating organisation if an alternative representative is required;
  - respecting others and their opinions by allowing one person to speak at a time;
  - following an agreed agenda;
  - accepting group decisions and not returning to 'closed agenda items' unless new, relevant subject matter emerges.
  - Aggressive, intolerant and disrespectful behaviour from any SRB member will not be tolerated under any circumstances and is cause for expulsion from the committee

**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.

**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 *Australian Consumer Law (ACL) 2011*.

- c. Promote a culture of fair and ethical behaviour and encourage the reporting of unethical behaviour, breaches of the law and matters detrimental to Standards Australia and its reputation.

**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 References**

1. Responsible Wood Standards Development Form 01 - Standard Reference Committee – SRB Nomination Form
2. Responsible Wood Standards Development Procedure 02 - Standard Reference Body – Procedure for Representation
3. Responsible Wood Standards Development Procedure 05 - Standards Reference Body - Reimbursement of Travel Expenses
4. Responsible Wood Corporate Management Procedure 08 - Standards Reference Committee – Procedures for Complaints and Grievances

*Note: Additional documents and information can be accessed on the Responsible Wood website:*  
[www.responsiblewood.org.au](http://www.responsiblewood.org.au)

## Document History

Version	Date	Change Details
	1 February 2020	Updated to new format, changed name to Responsible Wood