



**Australian Government**  
**Department of Industry,  
Innovation and Science**



**Best Practice Guide** to  
Using standards and risk assessments  
in policy and regulation

**July 2016**

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# Introduction

The purpose of this guide is to assist policy officers in assessing the suitability of standards or risk assessments for use in support of policy and programs. The use of standards or risk assessments should be considered as one of many policy options available. When considering policy options, policy officers are required to conduct a broad analysis of all suitable options with a view to minimising the regulatory burden.

## What are standards?

Standards are documents approved by a recognised body that provides for common and repeated use. They are rules, guidelines or characteristics for products, processes, services and product methods, used to demonstrate a specific function and quality. They can be used in all types of policy settings and their compliance can be voluntary, compulsory or performance-based. The appropriate use of standards can facilitate trade, improve competitiveness, promote innovation and be an effective tool for reform.

## What are risk assessments?

Risk assessments are a tool that policy makers may use to assess whether regulatory action is required or as the basis for accepting a technology or product for where no suitable standard or conformance framework exists. They involve a systematic process of analysis to determine the extent and likelihood of occurrence of undesirable events or situations as compared against benchmarks or standards. Risk assessments are well established in the areas of public health and safety, pharmacology, toxicology, environmental regulation, defence, regulatory management and novel technologies.

## Government policy for using standards and risk assessments

The Australian Government has adopted the principle that *'if a system, service or product has been approved under a trusted International Standard or risk assessment, Australian regulators should not impose any additional requirements unless it can be demonstrated that there is a good reason to do so.'*

The principle has been acknowledged in the Regulatory Reform Agenda and the National Innovation and Science Agenda. The principle is also consistent with Australia's obligations under the World Trade Organisation's Technical Barriers to Trade Agreement. To abide by this principle, policy officers who use standards or risk assessments in support of policies or programs should select an appropriate international version where possible.

## What is the assessment process?

To consider the use of standards and risk assessments in support of policies and programs, policy officers should use the process chart listed in Figure 1.

The process chart allows policy officers to consider the following points:

- To consider whether there is a need to complete a Regulatory Impact Statement (RIS) to support the use of standards and risk assessments
- The suitability of standards and/or risk assessments for achieving the policy objective
- The selection of the most appropriate standard or risk assessment to support policy or program objectives
- Evidence that specification of a standard or conduct of a risk assessment will support the achievement of policy or program objectives.
- The process of adopting the standard and/or risk assessment into the appropriate policy or program framework.

Each section of this document relates to a stage of the process chart and provides specific guidance for use by policy officers to assist in decision making.

Figure 1 - Process chart for using standards and risk assessments at the Department of Industry, Innovation and Science

## 1. Regulatory Impact Statement



*Do you need to complete a RIS?*

*Have you sought support from the Regulation Reform team?*

## 2. Policy settings for standards and risk assessments



*Have you considered your policy setting?*

*Can standards or risk assessments be used in your policy setting?*

## 3. Standard or risk assessment selection



*Have you identified a standard or risk assessment?*

*Is the standard or risk assessment applicable in the Australian context?*

## 4. Assessing performance and outcomes



*Do you have evidence to support the use of a standard or risk assessment to achieve the desired outcome?*

*Have you assessed the regulatory burden of using the chosen standard or risk assessment?*

*Have you calculated the net benefit of using the chosen standard or risk assessment?*

## 5. Adoption of standards and risk assessments



*Have you sought support from Australia's standards and conformance infrastructure?*

*What policy framework is standard or risk assessment being incorporated into?*

*Is the standard or risk assessment clearly identified in supporting reference materials?*

*Does the standard or risk assessment require a conformity assessment?*

*Are any additional guidance materials required?*

# Section 1: Regulatory Impact Statement



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**All policy officers need to consider whether their policy development requires the completion of a RIS**

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The first step in any policy development process is for policy officers to consider whether they need to complete a Regulatory Impact Statement (RIS). A RIS allows policy officers to assess all viable policy options available including non-regulatory alternatives, in a transparent and accountable way. The RIS considers the impact a change in current practice will have upon Australian businesses, individuals and community groups.

The use of standards and risk assessments to support policy or programs is one option that should be considered amongst many in a RIS. *As part of their consideration, policy officers should ensure that non-regulatory approaches are considered and that regulation is not the default option.* As policy officers work their way through the RIS process, it should become clear which option has the least impact upon the broader community and achieves the policy objective required.

Not all policy circumstances and situations will require the completion of a RIS. To determine whether you need to complete a RIS, you must complete a preliminary assessment and submit this assessment to the Office of Best Practice Regulation (OBPR).

## Assistance for Regulatory Impact Statements

The department's *Regulation Reform* team can provide policy officers with assistance in completing both preliminary assessments and RISs and ensuring that they comply with all government requirements. *Policy officers should make contact with the Regulation Reform team at the beginning of any policy development process by emailing [deregulationpolicy@industry.gov.au](mailto:deregulationpolicy@industry.gov.au).* Policy officers can also refer to the *Industry Officer's Guide to Regulation Reform* for further information. A link to this guide can be found in Annex G.

If OBPR requires officers to complete a RIS, many of the evaluations, processes and tools described in this guide, are compatible with RIS processes, and will assist officers in considering whether the use of standards and/or risk assessments are an appropriate policy option.

# Section 2: Policy settings for standards and risk assessments

Standards and risk assessments can be used in different policy settings. This section will explore the three main policy settings that occur within the department and how standards and risk assessments have been used in each.



**Policy officers should consider whether their policy setting is suitable for using standards and risk assessments to achieve policy or program objectives**

## Use of standards and risk assessments in performance-based settings

In a performance-based setting, policy officers specify performance goals and stakeholders can nominate a standard or risk assessment to demonstrate they can meet performance requirements. Policy officers then determine whether the standard or risk assessment stated is adequate. This option provides a flexible compliance framework that eliminates the requirement for a tailored response in the Australian market. Policy officers should give preference to performance based standards where feasible and appropriate.

### STANDARDS IN ACTION

#### Performance-based settings

##### NOPSEMA

A prominent example of standards being used in a performance-based setting is the regulation of environment and safety in Australia by the National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA). Principally the regime for the regulation of safety, well integrity and environmental management for the offshore petroleum industry is 'performance-based'. The offshore duty holder is required to specify, as part of their submissions any Australian or International Standards applied in relation to the design of a facility, selection of a plant and equipment, or the conduct of an activity.

In this regard, the regulatory regime administered by NOPSEMA enables duty holders to utilise any Australian and/or International Standard, international industry practices (such as those developed by the International Organisation of Oil and Gas producers, the American Petroleum Institute) or company specific standards that are appropriate to the particular circumstance.



## Use of standards and risk assessments in prescriptive-based settings

In a prescriptive-based setting, standards and risk assessments can be used as a definitive means for stakeholders to meet an outcome. Policy officers specify which standard or risk assessment is to be used to meet a desired policy or regulatory objective. In such circumstances, the requirements are expressed in precise terms through referencing the standard in legislation and/or regulation. The benefit of such is that stakeholders can adhere to a policy or regulation with a resource that is publicly available and is updated regularly to reflect current best practice.

### STANDARDS IN ACTION Prescriptive-based settings

#### Australian Wiring Rules

*AS/NZS 3000:2007 Electrical installations (Australian/New Zealand Wiring Rules)* is the joint Australian/New Zealand standard that sets out the requirements for the design, construction and installation of electrical equipment to protect people, property and assets from the hazards that may occur from an electrical installation. The standard is used in legislation and regulations throughout Australia. The standard provides uniform essential elements that constitute minimum safe requirements for a safe electrical installation as well as the provision of installation practices that achieve certainty of compliance with essential safety requirements.



## Use of standards and risk assessments in both performance-based and prescriptive-based settings

There are circumstances in which policy officers will determine that it is appropriate to provide flexibility and choice to stakeholders in their means to achieve or demonstrate compliance. Such settings will comprise elements of both performance and prescriptive-based settings. In such settings, policy officers can provide a choice to stakeholders by offering either a 'deemed to satisfy' solution or an alternative method of demonstrating compliance of the stakeholders choosing. This approach has the benefit of providing a solution for the stakeholder to use, but also allows alternative options where suitable.

### STANDARDS IN ACTION Performance and prescriptive based settings

#### The National Construction Code

The *National Construction Code (NCC)* provides the minimum necessary requirements for safety, health, amenity and sustainability throughout Australia. The NCC is a performance-based code that provides users with a variety of methods to demonstrate compliance. A 'Deemed to Satisfy' provision is provided that is a benchmark to users on how to be compliant. Users also have the option of putting forward a Performance Solution (i.e. a new assessment method) to have the practice properly evaluated against the performance requirements. This encourages innovation amongst users and provides flexibility in regulating how users comply with the Code.





# Section 3: Standard or risk assessment selection

This section provides a simple assessment process that can be used to identify an appropriate standard or risk assessment to support policy and programs objectives.



**Policy officers should familiarise themselves with the different types of standards and risk assessments available and their respective sources.**

*A list of the types of standards and risk assessments that can be used is provided at Annex B. Different sources of standards and risk assessments are provided in further detail at Annex C.*

Policy officers should work through each consideration in consultation with their stakeholders. As policy officers complete these processes, any analysis undertaken should be documented. Further information on assessing the performance and outcomes of standards and risk assessments is detailed in Section 4.

## Identification of standards and risk assessments

*The first step is to identify an applicable standard or risk assessment that already exists to achieve the desired policy or program outcome.* There are many different sources of standards in use throughout the world. Standards may be developed by international organisations, regional groupings, nation states and industry. It is Australian Government policy to accept trusted International Standards where appropriate.

Officers should commence their search for an applicable International Standard or risk assessment in consultation with stakeholders. If an applicable International Standard or risk assessment cannot be found, then a regional, national, industry or other standard can be used.

When searching for standards, policy officers should consider the current status of the standard. Policy officers should always search for and use the latest (or amended) version of the standard or risk assessment. If policy officers have not been able to identify a standard or risk assessment for the desired outcome, they have the option of initiating a new standard through a standard development process. The *Trade Facilitation* team can provide assistance to policy officers identifying the applicable standard or risk assessment and can be contacted at [TradeFacilitation@industry.gov.au](mailto:TradeFacilitation@industry.gov.au).

## Applicability to the Australian context

Once policy officers have identified a standard or risk assessment they need to determine if it can be applied or adopted to an Australian setting. When considering which standard to use, officers should preference those that are already in wide circulation and use. The list at Annex C highlights the general hierarchal order in which preference should be given for use in Australian policy settings.

There are five criteria that should be used to make this assessment. If it is determined that the standard or risk assessment cannot be used in an Australian context, it is recommended that policy officers seek an alternative policy response.

*Figure 2* on the next page describes the criteria that should be used by policy officers to make an assessment.

## Assistance in selecting standards and risk assessments

The department's *Trade Facilitation* team manages the Australian Government's relationships with the standards and conformance bodies and can assist if you have questions regarding the selection of standards and risk assessments to be used in support of policy and programs. The *Trade Facilitation* team can be contacted at [TradeFacilitation@industry.gov.au](mailto:TradeFacilitation@industry.gov.au).

Figure 2 - Criteria to assess applicability of standards and risk assessments to the Australian context

## Feasibility & appropriateness



*Can the standard or risk assessment be used by stakeholders?*

Policy officers should ask stakeholders whether the standard or risk assessment is easy to access and whether the requirements can be performed without significant organisational change or investment.

## Accepted best practice



*Is the standard or risk assessment in wide circulation and use?*

Policy officers should ensure that the standard or risk assessment is widely accepted amongst stakeholders and can be used and followed.

## Harmonisation



*Does the standard or risk assessment have an impact on state/territory procedures?*

Policy officers should work with their counterparts in State and Territory governments to ensure the standard or risk assessment can be applied across jurisdictions and that practices and procedures are harmonised.

## Influence



*Has Australia had some involvement or influence in the development of the standard or risk assessment?*

Policy officers should confirm whether Australia has been involved or influenced the development of the standard or risk assessment. This will provide assurance that the standard is from a credible source and can be used in an Australian context.

## International obligations



*Does the use of the standard or risk assessment allow Australia to meet its international obligations?*

Policy officers should ensure that the standard or risk assessment does not create a barrier to trade or an impediment to other international agreements or treaties that Australia is a signatory to. i.e. Australia is a party to the World Trade Organisation Agreement on Technical Barriers to Trade.

# Section 4: Assessing performance and outcomes

The next assessment is designed to provide assurance that the standard or risk assessment will perform as expected to support the policy or program outcome. It is recommended that any analysis completed by policy officers is documented.



**Policy officers should gather supporting information and evidence that demonstrates that the chosen standard or risk assessment is the most effective response to achieve the objective.**

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## Gathering information and evidence on performance

*Policy officers should gather a wide range of information about how the standard or risk assessment has been used previously and what were the resulting outcomes.*

It is recommended that policy officers gather information from a variety of sources including feedback from stakeholders; and analysis and research from other jurisdictions.

## Regulatory burden

*Policy officers need to be cognisant that the chosen standard or risk assessment should seek to limit the regulatory burden for stakeholders.* Policy officers are encouraged to make a determination in consultation with their stakeholders through the completion of the *Regulatory Burden Measure* online tool. Policy officers who need further assistance identifying the regulatory impact of using standards should contact the *Regulation Reform* team at [deregulationpolicy@industry.gov.au](mailto:deregulationpolicy@industry.gov.au). If the use of a standard does increase the regulatory burden, officers will need to identify a regulatory offset.

## Cost benefit analysis

*Departmental policy officers must demonstrate that the use of a standard or risk assessment to support a policy or program will provide an overall net benefit to stakeholders.* If net benefit cannot be demonstrated, it is likely to be rejected by the decision-maker, and other policy options may need to be considered.

The degree, depth and detail of the analysis must be commensurate with the magnitude of the problem and the size of the potential impact of the proposal. Where quantitative data is readily available, policy officers should use this data and state its source. Where quantitative data is not available, officers can use qualitative descriptions. Any assumptions from trusted-third parties must be stated in the analysis.

*Guidance on how policy officers can calculate costs and benefits of using a particular standard or risk assessment can be found in Annexes D and E of this guide.*

# Section 5: Adoption of standards and risk assessments

This section states the steps that need to be taken to incorporate the standard into a policy or regulation.



**Once a standard or risk assessment has been found to be appropriate, a plan for adoption must be developed and then implemented.**

## Assistance from standards and conformance infrastructure

*Departmental policy officers should liaise with standards and conformance bodies early in the adoption process.*

Each organisation can assist policy officers to ensure that the standards and conformance frameworks being applied are contributing effectively to the intended policy and regulatory objectives. The website of each organisation can be found at *Annex A* or alternatively the Trade Facilitation team can be contacted for further information at [TradeFacilitation@industry.gov.au](mailto:TradeFacilitation@industry.gov.au).

## Choosing policy or regulatory framework

*For a standard or risk assessment to be effective in policy or program, it needs to be adopted within a policy or regulatory framework.* The selection of the most appropriate policy or framework needs to be supported by the associated RIS for the proposal.

Frameworks that can be used include:

- referencing a standard or risk assessment in an Act of Parliament or a regulatory instrument which would make its use mandatory;
- referencing a standard or risk assessment within an Act of Parliament or regulatory instrument as a 'means of compliance', which does not prevent the use of an alternative method providing that it meets the specific criteria;
- using a standard or risk assessment in contracts that outline conditions with suppliers;
- using the technical information within a standard or risk assessment and incorporating this into guidance material.

In selecting the appropriate framework, policy officers need to make a determination as to whether the chosen standard or risk assessment should be mandatory or voluntary. Standards and risk assessments are voluntary documents and only become mandatory when contained in legislation or regulation.

## Referencing of standards

*It is important that policy officers correctly reference the chosen standard or risk assessment.* The referencing of a standard or risk assessment is crucial as this is the main means of identification for stakeholders. There are three different aspects to consider when referencing a standard to support a policy or program. Policy officers should work through each aspect detailed in the following figure to ensure proper referencing.

Policy officers can also gain more information on how to reference a standard correctly in *Annex F* of this guide.

**Figure 3** - Referencing considerations for standards and risk assessments

### Is the standard properly identified?

The chosen standard should be properly referenced in all supporting materials in a prominent position so that it can be easily identified by stakeholders.

### Will the standard be dated or undated?

Departmental policy officers need to consider whether the chosen standard will be 'dated' or 'undated'. If a standard is 'dated', it refers to a particular version of that standard, which may need to be monitored to ensure it does not lose its currency. If a standard is 'undated', it refers to the latest version of the standard, therefore it may be subject to change over time.

### Will the standard be adopted fully or partially?

Policy officers should consider their intended policy or program outcome and ask whether it would be best met by using the standard as a whole or only specific parts. Policy officers should consider the ramifications of not adopting the standard as a whole, as it may impact the technical integrity and understanding of a standard.

## Assessing compliance with a standard

A risk assessment or conformity assessment involves a set of processes that shows that a product, service or system meets the requirements of a standard. The main forms of conformity assessment activities are testing, certification and inspection. *Policy officers need to consider if and how stakeholders will demonstrate their performance towards the chosen standard.* The ability to monitor compliance will have important implications for the success of policy and program outcomes.

The type of conformity assessment that should be used will depend on the outcome required, the level of risk associated with products and service quality and the views of stakeholders. There are two different forms of certification: *'product certification'* or *'system certification'*. As implied, *product certification* refers to conforming that a specific product complies with the relevant standard or risk assessment and is fit for purpose. *System certification*, confirms that specific management activities within an organisation comply with the relevant standard or risk assessment.

The desired policy or regulatory outcome will determine which form of certification is appropriate if required.

Not all outcomes will require testing, inspection or certification. In circumstances where there is a relatively low risk to quality, safety and security, a presumption of conformity or a supplier's self-declaration can be used. Policy officers need to give consideration to how, or in what form, will conformance be required, monitored and collected. Further thought should be given to the consequences that will be applied if conformance has failed to be met.

## Guidance materials

For the chosen standard or risk assessment to be effective and achieve the desired outcome, its content and requirements need to be fully understood by stakeholders. *To ensure that the technical content of the chosen standard is fully understood, policy officers should explore the extent to which additional guidance materials need to be provided.*

# Summary

Standards and risk assessments can not only support Government policy and programs, but are also an effective tool for reform. The use of standards and risk assessments can help facilitate further investment and trade opportunities for Australian businesses and entrepreneurs.

However, different policy conditions necessitate different policy approaches and it is important that policy officers are aware of the key considerations to take into account when implementing standards and risk assessments to support Government policies and programs. By following this guide, policy officers can contribute to enhancing regulatory frameworks and trade facilitation.

Officers should not be intimidated by using standards and risk assessments and are encouraged to explore the extent they can be used. In addition to this guide, there are many resources and contacts within the department, there are that can be used to support officers in using standards and risk assessments in support of policies and programs. These can be found in in Annex G of this guide.

# Annex A - Australia's standards and conformance infrastructure

The department has a strong relationship with all members of Australia's standards and conformance infrastructure. Australia's peak standards and conformance organisations are:

- The National Measurement Institute (NMI)
- Standards Australia
- The National Association of Testing Authorities (NATA)
- The Joint Accreditation System of Australian and New Zealand (JAS-ANZ)

This infrastructure works within international and regional frameworks to ensure that Australia is at the cutting edge of standards and conformance practice.

Australia's standards and conformance infrastructure			
National Measurement Institute (NMI)	Standards Australia	National Association of Testing Authorities (NATA)	Joint Accreditation System of Australian and New Zealand (JAS-ANZ)
NMI is responsible for the administration of the National Measurement Act and for advising Australian Government on measurement issues. NMI ensures Australia's measurement standards are at a level comparable to those of its major trading partners, and that industry, commerce, government authorities and the general community can have confidence in transactions based on measurement.	Standards Australia is Australia's peak standards development organisation. It is charged by the Australian Government to meet Australia's need for contemporary, internationally aligned Standards and related services. The work of Standards Australia enhances the nation's economic efficiency and contributes to community demand for a safe and sustainable environment.	NATA is recognised by the Australian Government as "Australia's key organisation for the development of knowledge, international experience and recognition in accreditation of inspection bodies, testing and measurement laboratories, proficiency testing scheme providers and producers of reference materials. NATA accreditation is recognised by other bodies throughout the world via NATA's signatory status to Mutual Recognition Arrangements.	JAS-ANZ established by the Australian and New Zealand governments to strengthen the trading relationship between the two countries with other countries. JAS-ANZ delivers a joint accreditation system that strengthens national, Trans-Tasman and international trade. JAS-ANZ accredited certifiers and inspection bodies operate in Australia, New Zealand and throughout the Asia-Pacific region.

# Annex B - Types of standards

To consider the suitability of standards in the promotion of good policy and programs, it is important to consider the different types available and the expected outcome. Below is a description of each type of standard. Policy officers should use the list below to familiarise themselves with the types of standard their policy or program may require.

## Product, process and service standards

Product processes and service standards are standards that specify the characteristics (including dimensions), design, construction or composition of a product, process or service. They ensure acceptable performance, reliability, durability, finish or other characteristics necessary to ensure the suitability for purpose envisaged by purchasers or users.

*e.g. AS3972/2010 specifies the minimum requirements for hydraulic cements*

## Design standards

Design standards are a means by which the essence of long experience and research in design is expressed in a concise and ready available form. They are a basic element of nearly all engineering and building projects and are largely concerned with safety, making them suitable for reference in regulation.

*e.g. AS/NZS 60335 deals with the safety of electrical appliances for household use*

## Code of practice

A code of practice specifies the practices or procedures for the design, manufacture, installation, maintenance, or utilisation of equipment, structures or products.

*e.g. ISO/IEC 27002 provides guidelines for organisational information security and information security management practice*

## Safety standards

Safety standards provide guidance on safety in health, life and property matters.

*e.g. AS 4024.1-2014 provides guidelines to reduce the risk of working with, or near machinery*

## Compliance standards

Compliance standards specify performance requirements to ensure or give confidence that products are suitable for its intended use.

*e.g. NMI R76 provides tests to ensure the accuracy of Non-automatic weighing instruments*

## Test methods

Test methods are used to evaluate whether a product or system has adhered to a particular standard. They set out the steps that need to be followed to determine the properties of a product or component.

*e.g. AS/NZS 2512.2:2006 sets out the conditional procedures for the testing of protective helmets*

## Management system standards

Management system standards detail a set of generic requirements for an organisation that can be generally applied to any organisation in any business sector.

*e.g. ISO 9001:2015 sets out the criteria for a quality management system*



# Annex C - Sources of standards

There are many different sources of standards in use throughout the world. Standards may be developed by international organisations, regional groupings, nation states and industry. It is Australian Government policy to accept trusted International Standards where appropriate. When considering which standard to use, officers should preference those that are in wide circulation and use. The list below highlights the general hierarchal order in which preference should be given for use in Australian policy settings.



01

## International standards

International standards are standards that have been developed by international organisations for consideration and use worldwide. Their purpose is to facilitate free and fair global trade and promote access to markets.

*e.g. ISO10002:2014 focuses on enhancing customer satisfaction*



02

## Regional standards

Regional standards are standards that have been developed in a specific geopolitical region. They are often used to promote common policies and facilitate trade in a region. The most prominent example of regional standards are European standards.

*e.g. CSN EN 54 provides performance criteria for fire detectors*



03

## National standards

National standards are standards that have been prepared, adopted and approved by a national standards body or another body accredited to produce national standards. Examples of national standards bodies include: Standards Australia, Standards New Zealand, and the British Standards Institution

*e.g. AS/NZS ISO 8124.1:2002 specifies general safety requirements for children's toys*



04

## Industry standards

Industry standards are standards that have been created by industry groups or professional associations which reflect the minimum requirements that must be met by certain products, services or processes.

*e.g. Meat Standards Australia is an industry grading for beef and lamb products*



05

## Other standards

There are two other sources of standards. These are government-developed standards and private standards. In some instances it may be preferable for the government or private organisations to develop their own standards. These type of standards are prominent in fields including vehicle design, food, agriculture and clothing.

*e.g. Australian design rules for vehicle safety*

# Annex D - Cost considerations

When evaluating the costs of using a standard or risk assessment to support a policy or program, there are a number of questions that can be used to derive data. Policy officers should utilise stakeholder consultation and trusted research sources to answer the following questions to assess cost impacts. The aim of this is to ensure the most cost effective solutions while getting the best policy or program outcome.

## Business costs



*Will the chosen standard or risk assessment incur costs associated with:*

- 'paper burden' or administrative costs
- reporting
- licenses fees
- changes in business procedures or practices
- shifting to alternative sources of supply
- higher input prices
- reduced access to markets
- keeping abreast of regulatory requirements
- seeking permission to conduct an activity to comply
- the requirement to purchase additional materials, equipment or external services
- cooperating with audits and inspections
- other compliance costs, including indirect costs or impacts on intermediaries such as accountants, lawyers and banks or financial services

## Consumer costs



*Will the chosen standard or risk assessment incur costs associated with:*

- higher prices for good and services
- reduced utility (quality, choice etc.) of goods and services
- delays of getting goods to the marketplace
- a restriction on product availability

## Community and environment costs



*Will the chosen standard or risk assessment incur costs associated with:*

- environmental degradation or pollution
- a reduction in health and safety
- a undesirable redistribution of income and wealth
- lower employment levels or economic growth

## Government costs



*Will the chosen standard or risk assessment incur costs associated with:*

- running education campaigns and the provision of additional information to stakeholders
- provision of data collection or collation of business information
- administration or inspection services
- enforcement costs

# Annex E - Benefit considerations

When evaluating the benefits of using a standard or risk assessment to support a policy or program, there are a number of questions that can be used to derive data. Policy officers should utilise stakeholder consultation and trusted research sources to answer the following questions to calculate benefits. The purpose is to ensure that benefits efficiently and effectively achieve policy and program outcomes.

## Public health and safety benefits



*Will the chosen standard or risk assessment result in benefits associated with:*

- Improvements in public and workplace
- Increased community safety

## Social and community benefits



*Will the chosen standard or risk assessment result in benefits associated with:*

- Extra assistance to vulnerable communities
- Improvements to products and public services
- Better public information
- More reliable outcomes

## Environmental benefits



*Will the chosen standard or risk assessment result in benefits associated with:*

- Reduced noise and pollution
- Improved amenity

## Competition benefits



*Will the chosen standard or risk assessment result in benefits associated with:*

- International and domestic interoperability (Harmonisation)
- Increase in market innovation
- Reduction of competition restrictions
- Uptake of new technologies

## Economic impact benefits



*Will the chosen standard or risk assessment result in benefits associated with:*

- Decreased costs of products and services
- Employment
- Greater utility
- Economic growth
- Positive redistribution of wealth
- Productivity improvements

# Annex F - Referencing of standards

## Identification of standards

There are four elements required to correctly identify a standard.

The prefix of the standard issuing organisation ①	The standard number ②	The year of issue ③	The standard title ④
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*The reference should be in a prominent position that can be clearly identified by all stakeholders.*

*Examples of correctly referenced standards include:*

AS/NZS 1698:2006 Protective helmets for vehicle users

ISO 6487:2015 Road vehicles – Measurement techniques in impact tests – Instrumentation

## Dated or undated standards

An important consideration for policy officers is to ensure the standard that is being used to support a particular policy or program is reflective of current practices and procedures. As a result, policy officers need to consider whether their selected standard will be 'dated' or 'undated'. If a standard is 'dated', it refers to a particular version of that standard. If a standard is 'undated', it refers to the latest version of the standard.

*The table below outlines recommended and non-recommended circumstances for the usage of each referencing format.*

Format	Recommended Circumstances	Non-recommended Circumstances
<b>Dated</b>	<ul style="list-style-type: none"> <li>Line Areas are the 'master of procedure' and know exactly the technical solution required.</li> <li>Line areas are required to reference specific clauses, subclasses, tables, figures or annexes of a standard. This is because amendments and revisions of a standard could lead to alteration of internal numbering.</li> </ul>	<ul style="list-style-type: none"> <li>In settings with continuous and rapid technical development (and subsequent rapid development of standards), dated referencing can make the legislation obsolete, and should be avoided.</li> </ul>
<b>Undated</b>	<ul style="list-style-type: none"> <li>Line areas can flexibly allow the use of subsequent revised versions of the same standard within legislation or regulation.</li> </ul>	<ul style="list-style-type: none"> <li>In settings which need to index specific technical content to solution envisioned. This could trigger legal issues as the authority over the indexed regulation is shifted to the standard organisation that is not legitimised for this.</li> </ul>

# Annex G - Information contacts and resources

## Contacts

Deregulation Policy Section, Department of Industry, Innovation and Science  
[deregulation@industry.gov.au](mailto:deregulation@industry.gov.au)

Trade Facilitation Policy Section, Department of Industry, Innovation and Science  
[tradefacilitation@industry.gov.au](mailto:tradefacilitation@industry.gov.au)

Portfolio Regulation Coordinator, Department of Industry, Innovation and Science  
[portfolioregcoordinator@industry.gov.au](mailto:portfolioregcoordinator@industry.gov.au)

## Resources

Department of Industry, Innovation and Science Officer's Guide to Regulatory Reform:  
<http://www.industry.gov.au/industry/IndustryInitiatives/PortfolioRegulationReform/Documents/Guide-Regulation-Reform.pdf>

Australia's Standards and Conformance Infrastructure  
<http://www.industry.gov.au/industry/IndustryInitiatives/TradePolicies/TechnicalBarrierstoTrade/Documents/StandardsandConformanceReport.pdf>

Regulatory Burden Measurement Framework Guidance Note  
[http://www.dpmc.gov.au/sites/default/files/publications/005\\_Regulatory\\_Burden\\_Measurement\\_Framework\\_4.pdf](http://www.dpmc.gov.au/sites/default/files/publications/005_Regulatory_Burden_Measurement_Framework_4.pdf)

Standards Australia- Standardisation Guides  
[http://www.standards.org.au/StandardsDevelopment/Developing\\_Standards/Pages/Standardisation-Guides.aspx](http://www.standards.org.au/StandardsDevelopment/Developing_Standards/Pages/Standardisation-Guides.aspx)

Online Course- How good policy is made  
<https://riamooc.com/courses/riamooc>

Australian Government Guide to Regulation  
[http://cuttingredtape.gov.au/sites/default/files/documents/australian\\_government\\_guide\\_regulation.pdf](http://cuttingredtape.gov.au/sites/default/files/documents/australian_government_guide_regulation.pdf)

Office of Best Practice Regulation Guidance Notes  
<https://www.dpmc.gov.au/office-best-practice-regulation/guidance>

World Trade Organisation, Technical Barriers to Trade  
[https://www.wto.org/english/tratop\\_e/tbt\\_e/tbt\\_e.htm](https://www.wto.org/english/tratop_e/tbt_e/tbt_e.htm)

## Government Policy Statements

Australian Government's National Innovation and Science Agenda:  
[www.innovation.gov.au](http://www.innovation.gov.au)

Cutting Red tape- Australian Government's online resource for regulation reform  
<http://www.cuttingredtape.gov.au>







Australian Government  
Department of Industry,  
Innovation and Science

**National  
Measurement  
Institute**

