

## Proposal Form - Standards Development Projects

Version: 3.10  
Issued: 10 February 2016

This form is to be completed for proposals to initiate projects to produce Australian or Australian/New Zealand Standards or other documents published by Standards Australia. This includes significantly modified adoptions of International Standards. If the proposal includes new or revised joint Australian/New Zealand Standards, Standards Australia will contact Standards New Zealand to ensure appropriate consultation with New Zealand stakeholders. For identical adoptions of International Standards please complete the [Proposal Form – Direct Text Adoptions](#).

Proposals for participation in international Standards development should use the [Proposal Form - Participation in International Standards Development Programs](#).

This form will take some time and care to complete. It is important that all sections are completed, and that stakeholder consultation is conducted and their input is incorporated. This ensures that Standards Australia is presented with the best information on which to prioritise its efforts across a range of sectors and proposals. It also helps to ensure that there is consensus from appropriate communities of interest on the need for and the importance of the Standard, and on the expectations, timetable and direction of the project. All these elements contribute to producing a quality document in the most efficient and quickest manner.

Please submit completed forms to [mail@standards.org.au](mailto:mail@standards.org.au) by the closing date advertised at:  
[http://www.standards.org.au/StandardsDevelopment/Developing\\_Standards/Pages/Proposing-a-project.aspx](http://www.standards.org.au/StandardsDevelopment/Developing_Standards/Pages/Proposing-a-project.aspx)

## GUIDANCE

### What information do I need to provide?

Section & Title	Requirement
Proponent Details	All proposals need to be submitted by an individual, preferably supported by a national organisation. Provide contact details to be used in any correspondence regarding the proposal.
1. Proposal Details	Specify the title, type, relevant sector(s) and type of work being proposed. If a program of work, further information should be provided in the appendix or attachments.
2. Summary and Demonstration of Net Benefit	Outline the need for, and Net Benefit impact of, the proposed work on the Australian community.
3. Harmonisation and Alignment	List existing related documents and alignment of proposed work to these documents.
4. Pathways for Standards Development	State the desired development pathway and who will fund the proposed work.
5. Stakeholder Support	Provide details of relevant stakeholders across interest groups, the consultation process undertaken and whether they support the proposal.
6. Risks and Dependencies	Highlight known risks and any dependencies that may impact successful completion of the proposed project/program.
7. Additional Information	Provide any additional information which may assist in consideration of the proposal.
8. Declaration	Confirm that all information within the proposal form is true and accurate.
Appendix A: Stakeholder Consultation	Identify the relevant Australian stakeholder organisations which may have an interest in this proposal and provide evidence of consultation and support.
Appendix B: Details of projects within a proposed program of work	Where required, provide details of projects in order of priority for development where multiple projects or a program of work is being proposed.
Appendix C: Project Complexity Matrix	Used for calculation of project complexity in Section 1 and Appendix B.

### How do I submit a completed proposal?

- Complete a pre-submission check to ensure that:
  - ✓ All sections of the form are complete.
  - ✓ The Net Benefit case is fully articulated and, where possible, quantified.
  - ✓ Full stakeholder consultation has been conducted with evidence provided.
  - ✓ The declaration is complete.
  - ✓ All supporting documentation is attached to the proposal.
- Submit completed proposal along with all supporting documentation by email to [mail@standards.org.au](mailto:mail@standards.org.au)
- If for any reason, you are unable to submit this form by email, please contact Standards Australia (1800 035 822).

## PROPOSAL FORM FOR STANDARDS DEVELOPMENT PROJECTS

Proposal Reference Number	Standards Australia to Complete
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### Proponent Details

Your name	Brooke Donnelly
Position	Commercial Manager
Name of employer	Australia and New Zealand Recycling Platform Limited (ANZRP)
Address	Level 6, 30 Collins Street
Suburb	Melbourne
State	Victoria
Postcode	3000
Phone number	03 9020 2222
Fax number	03 8609 1269
Mobile number	0438 520 642
Email address	Brooke.donnelly@anzrp.com.au
Web address	www.anzrp.com.au

### Supporting/Nominating Organisation Details (if applicable)

Name of proponent's national organisation supporting this proposal	Australia and New Zealand Recycling Platform Limited (ANZRP)
Contact officer at national organisation	Carmel Dollisson
Contact details	Carmel.dollisson@anzrp.com.au

#### NOTE:

*Standards Australia reserves the right to make public information relating to Standards development projects, including information contained within submitted proposal forms and the attached Net Benefit Case in part or in full.*

*In the event that Standards Australia publishes proposals on its website, this section and stakeholder contact details provided at Appendix A will not be included. However, with prior agreement, your contact details may be provided to interested parties wishing to contribute or comment on the proposal or the proposed project.*

Proposal Reference Number

*Standards Australia to Complete***1. Proposal Details**

<b>Proposal title</b> Please provide the full and correct title of the proposed document(s).	The Collection of End of Life Electronic Equipment in Commercial Buildings for Recycling
<b>Project Scope</b> Briefly summarise what is being requested within this proposal. Please summarise the scope of the Standard(s) to be produced. Please outline any specific inclusions and exclusions. <b>For programs of work, please include the scope of each project in sufficient detail at Appendix B.</b>	The scope of this project is to provide additional guidance to AS/NZS 5377:2013 Collection, storage, transport and treatment of end-of-life electrical and electronic equipment.  Specifically the handbook will assist organisations in ensuring safe and efficient aggregation, collection and recycling of end of life electronic equipment, including IT, mobile phones and batteries from commercial buildings.  The proposed outline for the document is set out in the attached document, titled "The Collection of End of Life Electronic Equipment in Commercial Buildings for Recycling 050716"
<b>Project or program</b> Please specify if this proposal covers a single project or multiple projects. If a program of work is proposed that covers multiple projects, please include details of each project in Appendix B.	This proposal covers only one project.
<b>Project type</b> Please indicate whether the project is a new document, amendment, revision or other. If other, please specify. If applicable, please provide the existing Australian or International Standard number and full title of the standard (e.g. AS, AS/NZS, ISO, IEC or other).	This project will be a new document.
<b>Product type</b> Please indicate whether the output of this project is to be a Standard, handbook, or other type of document.	This project will deliver a handbook.
<b>Committee</b> Are you aware of an Australian or International technical committee working in this field? Please provide details, including any related committees that may be affected by this proposal.	No
<b>Scale of proposed work</b> Please indicate the size/complexity rating of the proposed project/program, taking account of the	Please select one of: <ul style="list-style-type: none"> <li>Complex</li> </ul>

size of the document, changes required, expected level of comment etc. For further information, please refer to Appendix C to this form.

<p><b>Sector</b></p> <p>Please delete any non-relevant sectors. Select one or more from:</p>	<ul style="list-style-type: none"> <li>• Building and Construction</li> <li>• Water and Waste Services</li> </ul>
<p><b>Relationship to legislation</b></p> <p>If the document is referenced in legislation in Australia (or New Zealand for joint documents), please provide details here. If so, is this as a primary or secondary reference?</p> <p><i>Note: If this Standard is a primary or secondary reference in the National Construction Code, please refer to the Protocol for the development of National Construction Code referenced documents available at: <a href="http://www.abcb.gov.au">http://www.abcb.gov.au</a></i></p>	<p>No</p>
<p><b>Conformity assessment</b></p> <p>Does this proposal include any conformity assessment requirements?</p> <p><i>Note: If conformity assessment requirements are being considered for inclusion, please note that an additional miscellaneous publication will be required, and should be included as a separate project item in Appendix B – conformity assessment requirements are <u>not</u> included in Australian Standards. Please see <a href="#">SG-006 Rules for the structure and drafting of Australian Standards</a> for further information.</i></p>	<p>No</p>

## 2. Summary and Demonstration of Net Benefit

All Australian Standards developed by Standards Australia must demonstrate a Net Benefit, i.e. the Standard must have an overall positive benefit to the Australian community. All proposals for new work must describe a clear need for a Standards solution and the anticipated Net Benefit in the form of a Net Benefit case. Further guidance is available within the [Standards Australia Guide to Net Benefit](#).

**Note:** Where a more detailed Net Benefit case is required, this may be attached separately.

<p><b>Need for the proposed work</b></p> <p>Please identify and provide evidence of the problem to be addressed, the goals and objectives of the proposed Standard(s), and demonstrate that it is justified and implementation is likely.</p>	<p>End of life electronic equipment has been identified as a key waste management issue in Australia. In accordance with section 108A of the Product Stewardship Act 2011 The Minister for Environment has included electrical and electronic products on the 2016 – 17 Product List. While the National Television &amp; Computer Recycling Scheme has addressed the community issues regarding recycling of TVs, computers, printers and computer peripherals, there is a need to identify a clear pathway for the commercial sector for these and other e-waste. Our goal is to provide a standardised method for organisations within centralised locations to manage their end of life electronic equipment through the daily functioning of commercial buildings.</p> <p>A handbook will enable the rollout of a recognised model that promotes best practice and provides organisations with an identifiable method to manage their waste to achieve effective environmental outcomes.</p>
<p><b>Alignment with national public policy</b></p> <p>Please identify and describe how your proposal fits with issues of current national or public policy interest.</p>	<p>This proposal supports the national and public policy interests relating to;</p> <ul style="list-style-type: none"> <li>• The National Waste Policy</li> <li>• The Product Stewardship Act 2011</li> </ul> <p>The proposal will have a further tangible benefit to state based policy initiatives that relate to waste management and resource recovery.</p>
<p><b>Net Benefit</b></p> <p>Please explain any potential positive and negative impacts, and where possible quantify the costs and benefits, of the proposed Standard(s) on different communities of interest in the following areas:</p>	<ul style="list-style-type: none"> <li>• <i>Public Health and Safety</i></li> </ul> <p>A standardised approach will ensure that high volume collection and management of end of life electronic waste is conducted in a safe &amp; appropriate manner. Ensuring stockpiles are not created, accessibility is maintained in public places and there is safe handling and transport of the waste stream.</p>

- *Environmental Impact*

Increased access to high volumes of centralised end of life electronic waste, including IT, mobile phones and batteries in commercial buildings will deliver an increase in recycling and therefore a diversion from electronic products going to landfill.

Efficient landfill management is a fundamental driver of regulated waste policy.

- *Economic Impact*

The ability to have a standardised approach to aggregation and collection will enable increased efficiency in resource recovery. Costs management in the collection process is a fundamental driver of efficiency in providing an economically viable and sustainable recycling initiative. The ability to increase volume collection at single collection points has proven to be a key economic lever necessary to deliver successful resource recovery programs. ?reduced waste, ease of access = increased recycled vol therefore less landfill



### 3. Harmonisation and Alignment

<b>Related documentation</b> Please research and list any known industry, domestic, regional, other national or international standards, guides, codes and research related to the proposal.	AS/NZS 5377:2013 - Collection, storage, transport and treatment of end-of-life electrical and electronic equipment.
<b>Avoidance of duplication</b> How will the proposed document relate to any of the existing material listed above? Please address any apparent or actual duplication between the existing material and the proposed document(s).	The proposed document will be an adjunct to AS/NZS 5377:2013 - Collection, storage, transport and treatment of end-of-life electrical and electronic equipment. Offering a comprehensive approach to managing end of life electronic equipment in the specific context of a commercial building.
<b>Alignment with International Standards</b> If there is an existing International Standard that covers the scope of this proposal, but is not being adopted, please clarify this position.	No

### 4. Pathway for Standards Development

<b>Preferred development pathway</b> Please select one. If Other, please provide details of discussions with Standards Australia.	<ul style="list-style-type: none"> <li>Standards Australia Resourced</li> </ul>
<b>Committee capability and capacity</b> If there is an existing Standards Australia committee working in this field, please specify their capability and capacity to take on additional projects relating to this proposal, particularly relating to programs of work described at Appendix B.	No
<b>Standards Australia process to be funded by</b> Please select one.	<ul style="list-style-type: none"> <li>Standards Australia</li> </ul>

**Note:** For information on the various standards development pathways refer to:

<http://www.standards.org.au/DevelopingStandards/Developmentpathways.aspx>

### 5. Stakeholder Support

<b>Consultation process</b> Provide details on the consultation process undertaken in development of this proposal, including identified stakeholder groups and the outcomes.  Please complete Appendix A and provide evidence of stakeholder support.	The consultation process at this stage has been limited to identifying the key stakeholders (see appendix A). A formal, comprehensive stakeholder consultation process will be implemented as part of the project plan.  The preliminary consultation process which has involved limited engagement with some stakeholders has received a positive response and support for this project.
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The scope of the project includes end of life electronic equipment, as such we have consulted with two key product stewardship organisations, Mobile Muster (Australian Mobile Telecommunications Association) and the Australian Battery Recycling Initiative (ABRI) who have both indicated their support for this initiative. The intention is to provide a multiple waste stream collection and aggregation process that encompasses a range of products which potentially includes e-waste, mobile phones and batteries. It is our assertion that the collaborative approach from this grouping of product stewardship organisations in the consultation process will deliver expedient environmental and economic benefit to commercial organisations and government in the management of end of life electronic equipment in Australia.

## 6. Risks and Dependencies

### **Risks**

Are there any key risks that you know of that may impact this project?

*Note: Project risk does **not** include Standards Australia failing to approve this proposal.*

No

### **Dependencies**

Are there any fundamental dependencies on this e.g. changes to legislation, publication or revision of a related Standard or the need to publish concurrently with an Australian or International Standard?

No

### **Indicative timelines**

Taking into account the risks and dependencies identified above, and an average publication cycle of 12 months, please provide estimates of the duration of key project stages.

Estimated time to complete draft for public comment from project initiation: 12 weeks

Estimated time to publication from project initiation: 12 months

## 7. Additional Information

### **Comments**

Please provide comments (if any) which support this proposal or assist its consideration.

### **Supporting documentation**

Please list (and attach) any information that supports this proposal or assists its consideration. If a working draft of the proposed document is available, please attach to this proposal.

Please see attached the draft structure for the proposed document - The Collection of End of Life Electronic Equipment in Commercial Buildings for Recycling.

<b>Funding declaration</b> Are you aware of any direct or indirect funding for this proposed work, other than employer support to attend and participate in meetings?	No
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## 8. Declaration

Please check your proposal is complete, read and complete the declaration, then forward this proposal and any attached documents to Standards Australia at [mail@standards.org.au](mailto:mail@standards.org.au). The named proponent is deemed to have approved the information contained within this proposal and this declaration. This is required prior to formal consideration of this proposal.

The information provided in this application is complete, true and accurate to the best of my knowledge. I believe the proposed Standard will result in Net Benefit\* to Australia. I understand the requirements associated with the Standards development pathway selected. I have consulted with, and have the support of, national organisations with a relevant interest in this project.

<b>Name of Proponent</b>	Brooke Donnelly
<b>Name of Nominating Organisation representative (if supported by a suitable national organisation)</b>	Australia and New Zealand Recycling Platform Limited (ANZRP)
<b>Date</b>	21 September 2016

\* As defined in Standard Australia's [Guide to Net Benefit](#).

## Appendix A: Stakeholder Consultation

Please identify the relevant Australian stakeholder organisations which have been consulted or which may have an interest in this proposal. All categories of stakeholders should be considered for consultation and participation, but all are not required. Evidence of consultation and stakeholder responses **must** be provided (organisation/company emails or letterhead only). If the proposal includes new or revised joint Australia/New Zealand Standards, Standards Australia will contact Standards New Zealand to ensure appropriate consultation with New Zealand stakeholders.

Key stakeholder groups	Organisation Name	Contact name	Position	Email	Do they agree with this proposal (Y/N)?
Research and academic organisations					
Consumer interests	<ul style="list-style-type: none"> <li>Planet Ark</li> </ul>	Mr Brad Gray	Head of Campaigns	brad@planetark.org	Yes
Government organisations	<ul style="list-style-type: none"> <li>Sustainability Advantage – NSW Department of Environment &amp; Heritage</li> </ul>	Mr Rod Clare	Senior Project Officer	Rod.clare@environment.nsw.gov.au	Yes
	<ul style="list-style-type: none"> <li>Sustainability Victoria</li> </ul>	Mr John Polhill	Project & Team Lead Market Development	John.Polhill@sustainability.vic.gov.au	Yes
Regulatory and controlling bodies	<ul style="list-style-type: none"> <li>Commonwealth Department of Environment &amp; Energy</li> </ul>	Mr Peter Brisbane	Director, Stewardship & Waste	Peter.Brisbane@environment.gov.au	No response
	<ul style="list-style-type: none"> <li>NSW Environment Protection Agency</li> </ul>	Mr Stephen Beaman	Executive Director Waste & Resource Recovery	Stephen.beaman@epa.nsw.gov.au	No response
	<ul style="list-style-type: none"> <li>QLD Department of Environment &amp; Heritage</li> </ul>	Ms Kylie Hughes	Acting Director – Waste Policy & Legislation	Kylie.hughes@ehp.qld.gov.au	Yes

	Protection				
	• SA Office of Green Industries	Mr Vaughan Levitzke	Chief Executive Officer	Vaughan.levitzke@zerowaste.sa.gov.au	No response
	• SA Department of Environment, Water & Natural Resources	Ms Sandy Pitcher	Chief Executive Officer	Sandy.pitcher@sa.gov.au	Yes
	• NT Environment Protection Authority	Mr Peter Vasel	Director Pollution Control	Peter.Vasel@nt.gov.au	Yes
	• Tasmania Department of Primary Industries, Parks, Water & Environment	Mr John Whittington	Secretary	John.Whittington@dpipwe.tas.gov.au	Yes
	• WA Office of Environmental Protection Authority	Mr Kim Taylor	OEPA General Manager	Kim.taylor@epa.wa.gov.au	No response
	• WA Department of Environmental Regulation	Mr Jason Banks	Director General	Jason.banks@der.wa.gov.au	Yes
	• Environment Protection Authority ACT			Environemt.protection@act.gov.au	No response
	• ACT Environment & Planning Directorate	Ms Dorte Ekelund	Director General	Epd_communications@act.gov.au	No response
	• SA Environment Protection Authority	Ms Tiana Nairn	Principal Advisor Waste Management	Tiana.nairn@epa.sa.gov.au	Yes
	• NT Department of				

	Lands, Planning & the Environment <ul style="list-style-type: none"> <li>• Vic Department of Environment, Land, Fire, Water &amp; Planning</li> </ul>	Mr Rod Applegate  Ms Megan McDonald	Chief Executive Officer  Environment Policy	landinfo@nt.gov.au  megan.mcdonald@delwp.vic.gov.au	No response  Yes
Technical associations	<ul style="list-style-type: none"> <li>• Environmental Resources Management</li> </ul>	Ms Claudia Cowell	Principal	Claudia.Cowell@erm.com	Yes
Professional associations	<ul style="list-style-type: none"> <li>• Property Council of Australia</li> <li>• Green Building Council Australia</li> <li>• Better Building Partnership</li> <li>• Australian Sustainable Built Environment Council</li> <li>• Facilities Management Association of Australia</li> <li>• Global Product Stewardship Council</li> <li>• Australian Information Industry Association</li> <li>• Australian Mobile Telecommunications Association</li> </ul>	Mr Ken Morrison  Ms Romily Madew  Ms Suzanne Toumbourou  Mr Nicholas Burt  Mr Russ Martin  Ms Kim Hicks  Mr Spyro Kalos	Chief Executive Officer  Chief Executive Officer  Executive Director  Chief Executive Officer  Chief Executive Officer  Senior Manager Policy  Recycling Manager	info@propertycouncil.com.au  romily.madew@gbca.org.au  contact@betterbuildingpartnership.com.au suzanne@asbec.asn.au  nb@fma.com.au  russ@globalpsc.net  k.hicks@aiia.com.au  Spyro.kalos@amta.org.au	Yes (Verbal)  Neutral  No response Yes  Neutral  Yes  Yes  Yes

	<ul style="list-style-type: none"> <li>Australian Battery Recycling Initiative</li> </ul>	Ms Helen Lewis	Chief Executive Officer	secretariat@batteryrecycling.org.au	Yes
Manufacturers' associations					
Suppliers' associations					
User and purchasing bodies					
Testing bodies					
Auditing bodies					
Certification bodies	<ul style="list-style-type: none"> <li>Jas-ANZ</li> </ul>	Ms Rachel Gratton	Operations Administrative Assistant	Rachel.Gratton@jas-anz.org	No response
Employer representative bodies					
Unions and employee associations					
Independent	<ul style="list-style-type: none"> <li>Toxfree Victoria</li> <li>Tes-Amm Australia P/L</li> <li>Canon Australia</li> <li>Fuji Xerox</li> <li>Dell</li> <li>HP</li> </ul>	Mr Karvan Jayaweera Mr Alvin Piadasa Ms Janet Leslie  Mr Michael Wilson  Ms Susan Poh  Ms Lynn Loh	Business Unit Manager Managing Director Manager Sustainability GM Operational Excellence Environmental Compliance program Manager Environmental Compliance Program Manager	K.jayaweera@toxfree.com.au Alvin.piadasa@tes-amm.com Janet.leslie@canon.com.au  Michael.wilson@aus.fujixerox.com  Susan_Pho@dell.com  Lynn-wc.loh@hp.com	Yes Yes Yes  Yes  Yes  Yes

	• Epson	Mr Garry Pearce	HR & Administration Manager	gpearce@epson.com.au	Yes
New Zealand					



## Appendix B: Details of projects within a proposed program of work

Where a program has been specified in Section 2, please provide details of projects in order of priority for development. If preferred, details can be provided in a separate file and attached to this proposal.

<i>Priority</i>	<i>Title</i>	<i>Committee</i>	<i>Pathway</i>	<i>Designation</i>	<i>Complexity Rating</i>	<i>Project type</i>	<i>Product type</i>	<i>Brief project scope and dependencies</i>
<i>e.g.</i>	<i>Information Technology – Personal Computers – Hard Drives</i>	<i>AB-123</i>	<i>SA Resourced</i>	<i>AS/ISO 1234</i>	<i>Small</i>	<i>Revision</i>	<i>Standard</i>	<i>Adoption of ISO 1234 as an Australian Standard. This Standard relies on the publication of AS1233.</i>
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## Appendix C: Project Complexity Matrix

- Use this matrix to complete an initial assessment of project complexity.
- For each question, review the criteria and enter the appropriate Rating (1 to 5) for the project in the far right column.

#	Factor	Rating Number					Rating
		1	2	3	4	5	
1	What is the anticipated duration of the project?	< 3 months	3 - 6 months	6 - 24 months	2 - 3 years	> 3 years	5
2	What overall level of risk (technical risk, political risk and consensus risk) is associated with the project in the context of the committee?	Very Low	Low	Moderate	High	Very High	4
3	What level of overall technical complexity does the project have?	Very Low	Low	Moderate	High	Very High	4
4	What is the size of (the change to) the standard or the consensus document?	1-2 pages	2 - 20 pages	20-100 pages	100 - 300 pages	>300 pages	3
5	What is the expected level of public comment/adverse reaction to the project?	Very Low	Low	Moderate	High	Very High	5
TOTAL							21
COMPLEXITY RATING							Complex

### Complexity Rating

If the total is **5**, apply the **Simple Complexity rating**.

If the total is **6 to 10**, apply the **Small Complexity rating**.

If the total is **11 to 15**, apply the **Medium Complexity rating**.

If the total is **16 to 20**, apply the **Large Complexity rating**.

If the total is **21 to 25**, apply the **Complex Complexity rating**.

### Project Complexity Examples

*Simple* - Adoption, endorsement of an ISO standard with high consensus.

*Small* - Technical report with low complexity, low risk and low profile.

*Medium* - New standard or revision with moderate complexity and risk.

*Large* - New standard or revision with high complexity and risk.

*Complex* - New standard or revision with very high complexity, profile, risk and major references in legislation e.g. Wiring Rules Standard