



ARPANSA – ANSTO Liaison Forum

Terms of Reference

Purpose

1. The ARPANSA – ANSTO Liaison Forum (AALF) is a means to maintain high-level dialogue between the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) and the Australian Nuclear Science and Technology Organisation (ANSTO).

Scope

2. The AALF is a strategic forum for the discussion of:
 - a. Strategic outlooks; ARPANSA and ANSTO
 - b. ANSTO's dealings with controlled apparatus, controlled material and controlled facilities;
 - c. Major licensing and review projects;
 - d. Compliance; and
 - e. International and national developments in radiation and nuclear safety; and in nuclear science and technology.

Frequency and Venue

3. The AALF will typically meet six monthly. Extraordinary meetings may be called by either organisation. It is expected that the respective CEO's of ARPANSA and ANSTO (or their appropriately authorised delegate in the event of their unavailability) will attend the meetings.
4. The organisations will continue to hold informal meetings at the operating officer level between the regular meetings, as required.
5. The venue and host of the AALF should alternate between the organisations.

Attendance and Meetings

6. **Chair** – The meetings of the AALF shall be co-chaired by the Chief Executive Officers.
7. **Secretariat** – Secretariat services for the AALF will alternate between ARPANSA's Regulatory Services Branch and ANSTO's Office of the CEO. The secretariat shall ensure timely circulation of the minutes and agendas of the meetings to all AALF members. Both parties are to review and approve any final minutes and if any responses in relation to them should arise, these are to be agreed between both secretariat functions.



8. **Members** – The representatives of each organisation are listed at Attachment A. Not all members are required for each meeting. This will be determined based on the agenda.
9. **Documentation** - Documentation that is tabled for the meeting should be marked with respect to the relevant item on the agenda for clarity.

Quorum

10. Meetings should only commence with the appropriate quorum. A quorum of four members must be present before a meeting can proceed. The quorum must include at least two members from each organisation.

Transparency

11. All reasonable efforts shall be made to ensure that AALF is conducted in a transparent manner. This shall include publishing these terms of reference and the condensed minutes of meetings on each organisation's website.

Noting and supporting the intention for transparency in circumstances where commercial-in-confidence, national security markings or privacy regimes apply these will be notified to the other party. Such information should be handled in a manner consistent with sound administrative practice.

Review

12. These terms of reference shall be reviewed at least every 24 months or as considered necessary by either party.

Carl-Magnus Larsson
Chief Executive Officer
ARPANSA

Dated: 18/12/18

Adi Paterson
Chief Executive Officer
ANSTO

Dated: 18/12/18



Attachment A

Attendance

A.1 The following positions represent their organisation at the AALF:

ARPANSA:

Chief Executive Officer (or Deputy), Chief Regulatory Officer and nominated officers as required.

ANSTO:

Chief Executive Officer; Manager, Regulatory Affairs; Chief Nuclear Officer; and nominated officers as required.



Attachment B

Standing Agenda Items

B.1 The standing agenda items to guide discussion at the AALF are as follows:

- a. Strategic Overview from ARPANSA CEO or Branch Head Regulatory Services:
 - i. Future priorities;
 - ii. International developments in radiation protection and nuclear safety.
- b. Strategic Overview from ANSTO CEO or Regulatory Affairs Manager:
 - i. Future priorities for governance of radiation protection and nuclear safety;
 - ii. Resourcing and accountability.
- c. ARPANSA Compliance matters:
 - i. Inspection approaches and lessons learned;
 - ii. Regulatory expectations.
- d. ANSTO radiation protection and nuclear safety matters:
 - i. ANSTO Governance update;
 - ii. Major projects update;
 - iii. Upcoming Licence Applications and Amendment requests update.
- e. General Business