

**2019
2020**

ANNUAL REPORT

Australian Radiation Protection and Nuclear Safety Agency

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Distribution

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The publication should be attributed as Annual Report of the Chief Executive Officer of ARPANSA 2019–2020.

Acknowledgement of Country

ARPANSA respectfully acknowledges Australia's Aboriginal and Torres Strait Islander communities and their rich culture and pays respect to their Elders past and present. We acknowledge Aboriginal and Torres Strait Islander peoples as Australia's first peoples and as the Traditional Owners and custodians of the land and water on which we rely.

We recognise and value the ongoing contribution of Aboriginal and Torres Strait Islander peoples and communities to Australian life and how this enriches us. We embrace the spirit of reconciliation, working towards the equality of outcomes and ensuring an equal voice.

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Reader's guide

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) Annual Report 2019–2020 has been prepared in accordance with the Department of the Prime Minister and Cabinet's *Resource Management Guide No. 135*, Annual reports for non-corporate Commonwealth entities updated in May 2020. The guide sets out ARPANSA's annual report obligations under section 46 of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act) and the Public Governance, Performance and Accountability Rule 2014 (PGPA Rule).

This year's annual report has been prepared to inform Parliament about ARPANSA's performance and activities in 2019–2020.

The report is available online at arpansa.gov.au/annual-reports.

PART 1: CEO foreword

CEO Carl-Magnus Larsson's foreword.

PART 2: Agency overview

An overview of ARPANSA including its role and functions, organisational structure.

PART 3: Report on performance

ARPANSA's Annual Performance Statement, report on financial performance and key performance highlights.

PART 4: Management and accountability

Information about ARPANSA's governance, external scrutiny, fraud and risk management arrangements, workforce planning and human resources. Part 4 also contains other annual report requirements including information about workplace health and safety, and freedom of information.

PART 5: Financial statements

Contains ARPANSA's audited financial statements and a report by the Auditor-General.

PART 6: Appendices

This section includes the *Australian Radiation Protection and Nuclear Safety Act 1998* Annual Report requirements including details of advisory bodies.

PART 7: Index

Comprises an abbreviations list, glossary, reporting requirements and alphabetical index.



Australian Government
Australian Radiation Protection
and Nuclear Safety Agency



Senator the Hon Richard Colbeck
Minister for Aged Care and Senior Australians
Minister for Youth and Sport
Senate Parliament House
CANBERRA ACT 2600

**Re: 2019–2020 Annual Report of the Australian Radiation Protection and Nuclear Safety Agency
(ARPANSA)**

Dear Minister Colbeck

I am pleased to present to you the 2019–2020 Annual Report for ARPANSA pursuant to section 46 of the *Public Governance, Performance and Accountability Act 2013*, which requires that an annual report be given to you as ARPANSA's responsible Minister for presentation to the Parliament, and section 59 of the *Australian Radiation Protection and Nuclear Safety Act 1998* (the ARPANS Act).

As required by the ARPANS Act, this report provides details on:

- the activities of the Chief Executive Officer, ARPANSA, the Radiation Health and Safety Advisory Council (the Council), the Nuclear Safety Committee (NSC), and the Radiation Health Committee
- any directions given to me by the current or previous responsible Ministers under section 16 of the ARPANS Act and any breach of licence conditions by a licensee, of which I am aware
- all reports I have received from the Council on matters related to radiation protection and nuclear safety or the NSC on matters related to nuclear safety and the safety of controlled facilities, and
- any directions I have given as CEO under section 41 of the ARPANS Act and improvement notices that ARPANSA inspectors have given under section 80A of the ARPANS Act.

I also certify as the accountable authority for ARPANSA that, in compliance with section 10 of the *Public Governance, Performance and Accountability Rule 2014*, the agency has prepared fraud risk assessments and fraud control plans; has in place appropriate fraud prevention, detection, investigation and reporting mechanisms that meet the agency's specific needs; and I have taken all reasonable measures to appropriately deal with fraud relating to the agency.

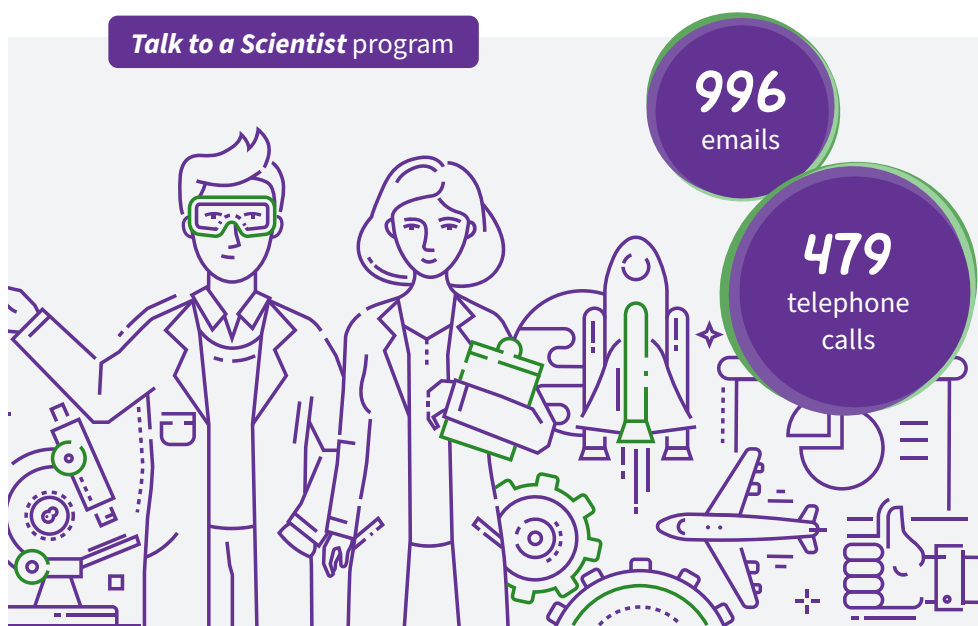
Yours sincerely

Carl-Magnus Larsson
CEO of ARPANSA

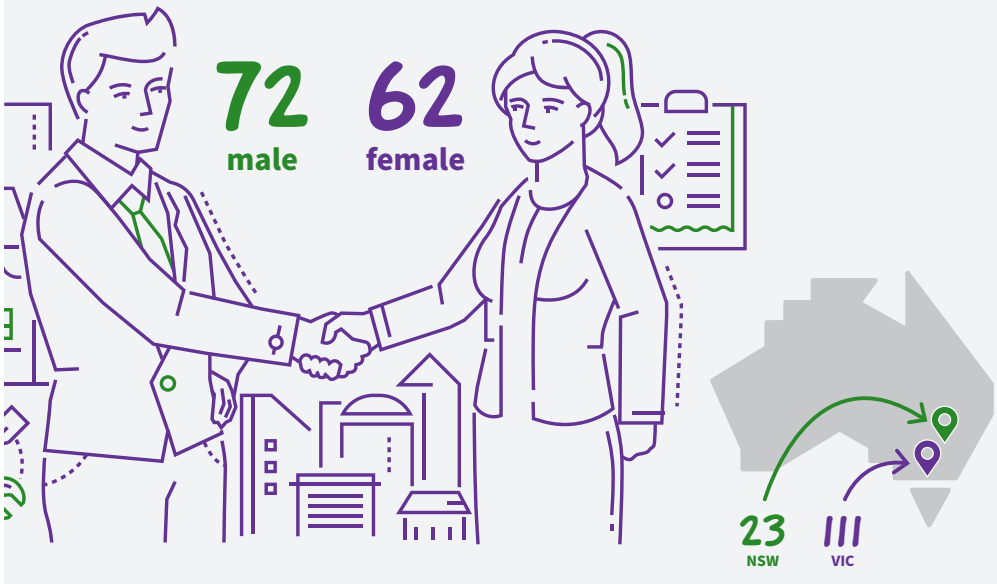
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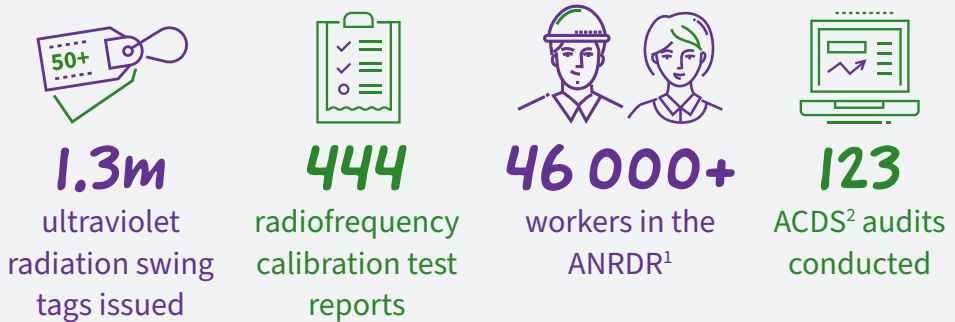
Talk to a Scientist program



Our workforce



By the numbers



¹ Australian National Radiation Dose Register

² Australian Clinical Dosimetry Service





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PART 1

CEO foreword

I am pleased to present to you the 2019–2020 Annual Report of the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA).

ARPANSA continues to deliver high quality services and advice to the Australian Government and community on radiation protection and nuclear safety. Our services include holding the Australian primary standard for absorbed dose, monitoring solar ultraviolet radiation in real time, auditing radiotherapy equipment used in cancer treatment, and offering radiation monitoring services to Australians who work with radiation. We regulate radiation facilities and nuclear installations operated by the Commonwealth, maintain a national register of radiation doses for well over 46 000 workers, and we evaluate and report on radiation incidents through the national incident register, which we maintain on behalf of all Australian jurisdictions. We collaborate with state and territory radiation regulators to strengthen and harmonise the regulatory system for radiation safety across Australia.

During this financial year, significant work has been progressed to implement the findings from the International Atomic Energy Agency (IAEA) Integrated Regulatory Review Service (IRRS) mission received by Australia in 2018, which resulted in 23 recommendations and 12 suggestions for improvement. The IRRS was a culmination of many years of work by the Commonwealth and state and territory governments to benchmark ourselves against international best practice. The review covered a wide range of areas including regulation of waste facilities, transport of radioactive materials, occupational radiation protection, nuclear safety, emergency preparedness and response, and medical radiation. This financial year, Commonwealth and state and territory governments have developed a national action plan that provides a governance structure for monitoring progress against the findings and will be publicly available once endorsed by the

Australian Health Protection Principal Committee (AHPPC). The Environmental Health Standing Committee, under AHPPC, is responsible for managing the multi-jurisdictional findings. ARPANSA has developed its own governance framework to progress findings that were addressed solely to the agency. Work has been initiated in relation to all of those findings and in this financial year four of the 14 findings were closed.

On 27 March 2020, I removed a licence condition from the Australian Nuclear Science and Technology Organisation's (ANSTO) Nuclear Medicine (ANM) facility, allowing it to move towards full production capacity. This followed a decision I made on 5 July 2019 to restrict production at the ANM Facility to a level that could only satisfy the domestic demand for nuclear medicine, after an accident in which three workers were exposed to radiation, two of which were over the annual dose limit.

In recognition of renewed concerns about electromagnetic energy (EME) from new and emerging communications technology, the Commonwealth Government announced in December 2019 an expansion of the EME program. Under the enhanced program, ARPANSA will administer a new research program with the aim of conducting targeted research into EME issues of relevance to Australia. This includes measurement of EME exposure levels in the community, involvement in international forums (such as the World Health Organization), setting and maintenance of EME standards and provision of expert scientific advice on EME and health to stakeholders. A major feature of the new program is a capital investment to enable the construction of a new anechoic chamber that will cater for millimetre wave frequencies that would be used in future 5G technologies. In preparedness for the program's commencement in 2020–21, ARPANSA has undertaken significant work this financial year to develop an action plan to meet program deliverables.

Relatedly, during this financial year ARPANSA continued to experience an increasing volume of enquiries about the new generation of the mobile phone network known as 5G. During February and March 2020, ARPANSA delivered a social media campaign called 'Get the facts on 5G'. The series of six posts addressed 5G and health, research related to 5G, the Australian Radiofrequency Standard and tips on conducting individual assessment of research. The campaign was successful in generating significant engagement with ARPANSA's science-based advice, although as expected, community sentiments around 5G continue to be highly variable. This has been discussed in more detail in **Case study 1: 5G and ARPANSA**.

As we move in to 2020–2021, we will work with the Australian Government to ensure that the public has access to independent, clear, reliable and reputable advice in the area of 5G. We will publish and commence implementation of our EME Action Plan to deliver evidence-based scientific advice with a clearly informed picture of the problem and associated risks and uncertainty. We will also continue our collaboration with Commonwealth and state and territory governments to address the recommendations and suggestions outlined in the IRRS report. We will continue to develop and enhance our systems, capabilities and assets to sustain and improve our services, and leverage our scientific and stakeholder networks to deliver radiation protection and nuclear safety to the Australian community.

The recent outbreak of the novel coronavirus (COVID-19) has introduced new challenges to our operating environment, which calls for a measured, practical and informed approach. The majority of staff transitioned to home-based work on 24 March, with services and inspections either paused or trimmed back. These activities have since gradually resumed in a well-coordinated manner. Our response has considered not just how to adapt to working remotely,

safeguard the health and wellbeing of our employees, and minimise the impact to our business operations, but also how to sustain workforce productivity through this disruption and potentially prepare for a different kind of future. ARPANSA will take into account the lessons learned from our response to the COVID-19 pandemic and will consider whether any changed practices have produced benefits and how these can be integrated into our future operating environment to improve organisational resilience and service delivery.

ARPANSA continues its extensive international engagement and collaboration within key international forums. The COVID-19 pandemic has, as expected, slowed down this work. For example, the 8th Review Meeting under the terms of the Convention on Nuclear Safety, of which I am the Vice-President, was deferred on short notice by a year. However, international collaboration will continue on a 'virtual' basis until travel restrictions can be lifted and it is anticipated that international risk assessments and standards will be delivered, but with varying degree of delay.

I look forward to continuing to ensure Australians are protected from the harmful effects of radiation – by maintaining the delivery of our high-quality services, providing Australians with health advice and independently regulating Commonwealth entities that use or produce radiation. I am convinced ARPANSA's dedicated and highly capable staff will continue to demonstrate that ARPANSA is Australia's leading authority on radiation protection and nuclear safety, also during these challenging times.



Carl-Magnus Larsson
CEO of ARPANSA





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PART 2

Agency overview

ARPANSA at a glance



Our vision

A safe radiation environment for the Australian community.



Our mission

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is the Australian Government's primary authority on radiation protection and nuclear safety. Our purpose is to protect the Australian people and the environment from the harmful effects of radiation, through understanding risks, best practice regulation, research, policy, services, partnerships and engaging with the community.

Authority

Established by the *Australian Radiation Protection and Nuclear Safety Act 1998* (ARPANS Act), ARPANSA commenced operations on 5 February 1999. ARPANSA replaced the Nuclear Safety Bureau and Australian Radiation Laboratory.

Responsible ministers and portfolio

ARPANSA sits within the Department of Health portfolio. The CEO, Dr Carl-Magnus Larsson, is the accountable authority of ARPANSA.

As at 30 June 2020, portfolio responsibility for ARPANSA sat with the Minister for Aged Care and Senior Australians, Minister for Youth and Sport.

Our outcome

ARPANSA has a single outcome as set out in the Portfolio Budget Statement:

Protection of people and the environment through radiation protection and nuclear safety research, policy, advice, codes, standards, services and regulation.

Our staff

As at 30 June 2020, ARPANSA had 123 ongoing staff, 11 non-ongoing staff and one statutory appointment.

Location

ARPANSA has offices in Victoria (Yallambie) and New South Wales (Miranda). Eighty-three per cent of staff are located in the Victorian office.

Role of ARPANSA

ARPANSA, on behalf of the Australian Government, aims to protect the Australian people and environment from the harmful effects of radiation.

The ARPANSA program of work entails six key strategic objectives that guide our priorities and contribute to delivering radiation protection and nuclear safety outcomes to the Australian community:

1. Identify, assess and communicate health, safety and environmental risks from radiation
2. Promote radiological and nuclear safety and security, and emergency preparedness
3. Promote the safe and effective use of ionising radiation in medicine
4. Ensure risk-informed and effective regulation
5. Enhance engagement with stakeholders
6. Enhance organisational innovation, capability and resilience.

What we deliver

ARPANSA is the Australian Government's primary authority on radiation protection and nuclear safety
We are a:

Health advisor

We build and maintain expertise in the measurement of radiation and assessment of health impacts, including the assessment of risk and response to radiation incidents. We provide high-quality advice to the government and the community. We:

- provide radiation health advice
- deliver the Talk to a Scientist program
- provide advice on emergency preparedness and response in the event of a radiological emergency
- administer and maintain an ultraviolet radiation monitoring network
- maintain nine monitoring stations (four in mainland Australia and a total of five in the Indian Ocean, Pacific and Antarctica) and operate a radionuclide laboratory under the Comprehensive Nuclear-Test-Ban Treaty
- administer the Australian primary standard for absorbed dose.

Independent regulator

We are the independent regulator of Commonwealth entities that use or produce radiation. Using a risk-informed regulatory approach, we ensure that licensees take responsibility for protection of people and the environment from the harmful effects of radiation. We:

- assess licence applications, issue authorisations and perform inspections

- administer and maintain the Australian Radiation Incident Register
- assess and issue import and export permits
- assess transport plans and provide advice authorisations for transport of radioactive material
- promote national uniformity in radiation protection policies and practices
- work to achieve the security of radioactive material.

Service provider

We offer high-quality services for the purpose of protection against the harmful effects of radiation. These include:

- ultraviolet radiation services
- radioanalytical services
- calibration of therapy dosimeters
- the Radiofrequency Calibration Service
- the Australian Clinical Dosimetry Service
- the National Diagnostic Reference Level Service
- the Personal Radiation Monitoring Service.

We also administer and maintain the Australian National Radiation Dose Register, and operate the largest radon chamber in Australia.

Organisational structure

Chief Executive Officer

Dr Carl-Magnus Larsson has held the position of Chief Executive Officer (CEO) since 2010.

The CEO's functions (as set out in the ARPANS Act) include:

- regulating Commonwealth radiation sources and facilities
- promoting uniformity of radiation protection and nuclear safety policy and practices across jurisdictions of the Commonwealth, the states and the territories
- providing advice on radiation protection, nuclear safety and related issues
- undertaking research and providing services in relation to radiation protection, nuclear safety and medical exposures to radiation
- monitoring the operations of ARPANS, the Radiation Health and Safety Advisory Council (the Council), the Radiation Health Committee (RHC) and the Nuclear Safety Committee (NSC)
- reporting on the operations of ARPANS, the Council, RHC and NSC.

Executive Group

The CEO is supported by the Executive Group, which is comprised of three branch heads and four office heads. This group provides the CEO with high-level policy and strategic advice, and reports on matters relating to their individual business groups. Together, the CEO and the Executive Group form the leadership team responsible for the day-to-day management of ARPANS.

During 2019–2020 the CEO commissioned a review of ARPANS's enabling services, which comprised the Corporate Office, the Office of the Chief Executive Officer and the Office of the General Counsel. The purpose of the review was to position the agency for the 2020s by strengthening the delivery of ARPANS's enabling services.

The review saw the Corporate Office cease to exist and split into two separate new offices: the Office for People Strategies and Wellbeing and the Office for Business Support. The Governance and Risk portfolio was reassigned to the Office of the Chief Executive Officer. No changes were made to the Office of the General Counsel.

The new structure came into place on 6 April 2020 and with it two new Office Head appointments. Mr David Peters was appointed Office Head and Director for People Strategies and Wellbeing. Mr Peters joined ARPANS on 16 September 2019. Mr Niraj Pau was appointed Office Head of the Office for Business Support and also retains his previous role as Chief Financial Officer.

ARPANSA business groups

ARPANSA has seven business groups that deliver components of the agency's strategies and services. Figure 1 shows ARPANSA's organisational structure at 30 June 2020.

Regulatory Services Branch

Regulatory Services Branch has carriage of the regulation of safety and security of Commonwealth radiation sources and facilities. The Branch has four sections: Facility Safety, Source Safety and Security, Safety Systems, and National Codes and Standards. The Branch is responsible for assessing licence applications, monitoring compliance with the ARPANS Act and Regulations, undertaking enforcement actions, and providing regulatory guidance. It also promotes the development and implementation of a uniform regulatory framework across all jurisdictions. The costs for regulatory activities are recovered from licence holders and applicants as annual licence charges and application fees.

Radiation Health Services Branch

The Radiation Health Services Branch conducts hazard identification and exposure analysis of ionising and non-ionising radiation sources; evaluates the health risk to the public, workers and the environment; and mitigates health and environmental risks through provision of advice, assessments and services. The branch comprises three sections: Monitoring and Emergency Response, Assessment and Advice, and Radiation Protection Services. Its services operate on a fee-for-service basis including the Personal Radiation Monitoring Service, the ultraviolet radiation services and the radiofrequency electromagnetic radiation calibration service.

The branch undertakes a number of national initiatives including our ultraviolet radiation monitoring network, the Australian National Radiation Dose Register and the radiation monitoring network established under the terms of the Comprehensive Nuclear-Test-Ban Treaty. Emergency preparedness and response systems for field, network and laboratory measurements, and information management and decision support systems are maintained and aligned with national planning.

Medical Radiation Services Branch

The Medical Radiation Services Branch provides safety and quality advice on the use of radiation in medicine to all Australians. The branch has three sections: Medical Imaging, Primary Standards Dosimetry Laboratory, and the Australian Clinical Dosimetry Service. The Medical Imaging section is responsible for dose data collection and advice on patient safety within diagnostic imaging and nuclear medicine. The Primary Standards Dosimetry Laboratory maintains the Australian Primary Standard for absorbed dose and, by calibrating hospitals' radiation detectors against the primary standard, ensures that a provider's equipment is accurate. The Australian Clinical Dosimetry Service carries out dosimetric audits of linear accelerators used by radiotherapy providers in Australia and New Zealand and verifies that the radiation exposure of patients undergoing treatment is correct.

Office of the CEO

The Office of the Chief Executive Officer (OCEO) facilitates, coordinates and supports the activities of the CEO. The OCEO comprises three sections: Communications, Government and International Relations, and Governance and Risk. The OCEO leads collaboration and communication with the public and government, coordinates international engagement, and supports effective governance and risk management including maintenance of the Integrated Management System. The OCEO also provides advice to the agency and government on emerging and strategic issues.

Office for Business Support

The Office for Business Support (OBS) is home to a number of enabling services and works closely with all branches and offices across the agency to support their operations. The OBS is responsible for three sections: Finance, Digital Technologies, and Facilities and Engineering. The OBS is involved in continuing to modernise the delivery of customer-centric enabling services to the wider agency through finding opportunities to enhance business partnering, adoption of new technologies and continually reviewing of our business models to ensure the agency remains fit-for-purpose to deliver its strategic objectives. It also provides business intelligence and support to ARPANSA's services to the Australian community, such as the calibration, auditing, monitoring and analytical services.

Office of the General Counsel

The Office of the General Counsel provides legal advice and strategic support to the agency with regard to all aspects of the agency's operations and assists the CEO to achieve his statutory mandate. The Office of the General Counsel provides legal advice and support to all ARPANSA staff to assist them in performing their functions and to ensure that in doing so they are compliant with relevant government policies and legislation. The Office also performs freedom of information and privacy functions on behalf of the agency.

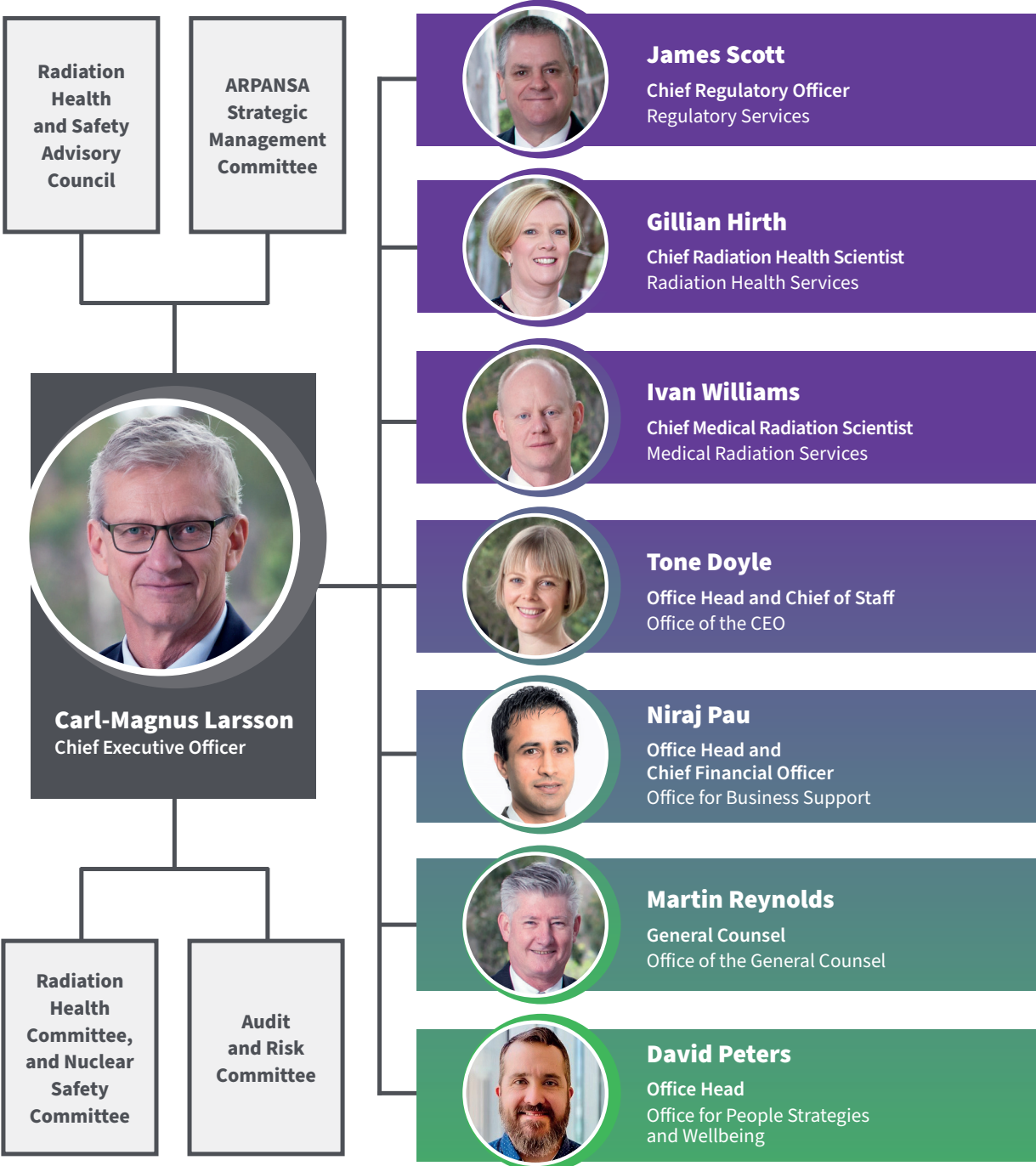
Office for People Strategies and Wellbeing

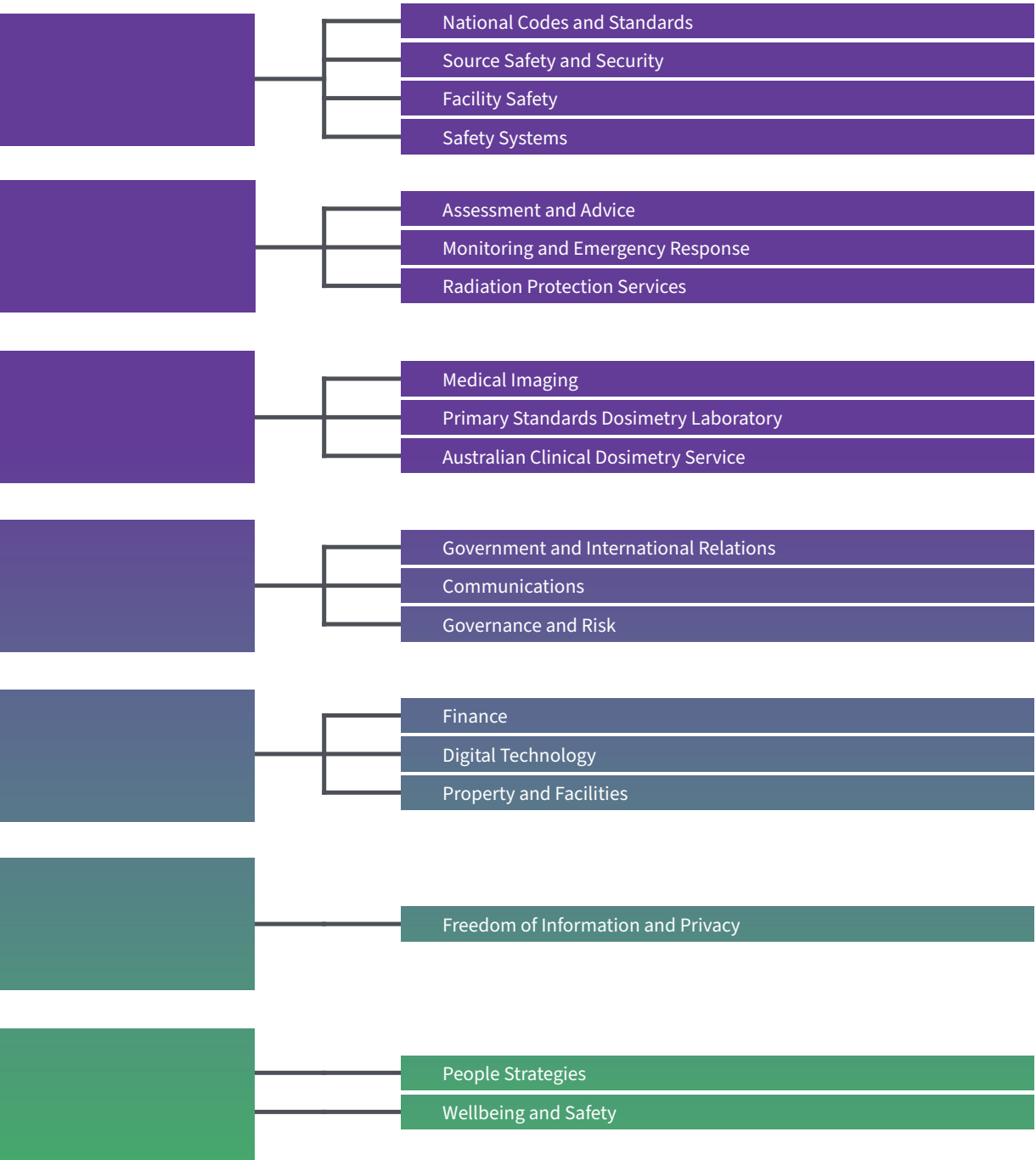
The Office for People Strategies and Wellbeing (OPSW) develops people strategies and wellbeing practices that align with the employer responsibilities and deliver on ARPANSA's strategic objectives. The Office utilises specialist human resources expertise in the areas of workforce planning, industrial relations, workplace health and safety, recruitment and payroll processing to deliver innovative workforce solutions and human resources best practice while driving a culture of continuous improvement.

The key services provided by the OPSW include workforce and succession planning, talent attraction and retention, leadership and capability development, as well as diversity and inclusion, and safety-focused health and wellbeing initiatives.

Organisational chart

Figure 1









3

PART 3

Report on performance

Annual Performance Statement

Introductory statement

I, as the accountable authority of the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA), present the 2019–2020 Annual Performance Statement of ARPANSA, as required under paragraph 39(1)(a) of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act). In my opinion, this annual performance statement is based on properly maintained records, accurately reflects the performance of the entity, and complies with subsection 39(2) of the PGPA Act.



Carl-Magnus Larsson

Accountable Authority

9 September 2020

Purpose

ARPANSA's vision and purpose are supported by a commitment to achieving six strategic objectives. ARPANSA's vision, mission and strategic objectives can be found in [ARPANSA at a glance](#).

Overarching analysis of performance against ARPANSA's purpose

The performance measures outlined in the Portfolio Budget Statements and ARPANSA's Corporate Plan 2019–23 provide the reference for the annual performance statement.

Over the course of the 2019–2020 reporting period, the agency's performance has been strong; ARPANSA has achieved (or is on track for timely achievement of) 21 out of 29 relevant performance measures contained in the Portfolio Budget Statements and Corporate Plan, and has partially achieved another three measures. Four projects have experienced delays, one target was not achieved and two targets were recorded as redundant and therefore no longer relevant for the performance statement. With this annual result, we took many steps towards delivering enhanced radiation protection and nuclear safety outcomes to the Australian community and environment. Highlights include:

- finalisation and publication of the *Medical Exposure Code* (Radiation Protection Series C-5), developed in collaboration with state and territory regulators and other members of the Radiation Health Committee
- development of a new program for electromagnetic energy (EME) research to ensure scientifically accurate information is provided to the public
- development of a national action plan to implement the findings of the Mission Report from the Integrated Regulatory

Review Service mission, coordinated by the International Atomic Energy Agency (IAEA)

- demonstration of strong performance against the indicators of the Australian Government's Regulator Performance Framework
- finalisation of the integration of the monitoring stations in Fiji and Kiribati into the ARPANSA-operated radionuclide monitoring stations of the International Monitoring System established under the Comprehensive Nuclear-Test-Ban Treaty (CTBT)
- deployment of the Australian Radiation Monitoring System (ARMS) to provide a new early warning system in the event of any radiation releases during nuclear-powered warship visits or at the Australian Nuclear Science and Technology Organisation (ANSTO) Lucas Heights site.

The last quarter of the financial year saw a rapid increase in the spread of the novel coronavirus (COVID-19) in Australia. In order to protect the health and safety of our staff and to support the national efforts to prevent further spread of the virus, staff were requested to start working from home from 24 March 2020. This transition was completed in approximately 24 hours. The Sydney office was closed, whereas a minimum workforce remained on-site in the Melbourne office to carry out essential services (for example the Personal Radiation Monitoring Service) and to maintain the integrity of the

agency's infrastructure (for example property and digital technology). After readjustments and implementation of rigorous measures to protect the health and safety of staff and any external clients, laboratory-based services provided from the Melbourne office gradually resumed with a limited workforce on site. The Sydney office was partially reopened to support inspection activities and other work.

Despite some impact on performance during the last quarter, the impact on ARPANSA's performance on an annual basis was relatively small. Reasons include:

- nearly all staff had been provided laptops and a virtual collaboration platform had been rolled out and 'stress-tested' prior to transitioning to home-based work, which enabled staff and teams to stay connected and immediately resume work
- virtual means were tested and used to support inspection and audit work
- safe work practices were introduced that enabled continued provision of dosimetry services, maintaining the functions under the CTBT, and return of the radioanalytical laboratories to full operability
- work had in many cases already progressed significantly during the preceding three quarters, which enabled the agency to reach the annual targets despite some impact of COVID-19 during the last quarter
- the resilience and dedication demonstrated by ARPANSA staff despite sometimes very challenging circumstances, both at work (for example split into parallel teams to minimise risks for spread of potential infections) and at home (for example home schooling and childcare).

The end of the fourth quarter saw a surge of COVID-19 cases in Victoria, where a majority of ARPANSA's staff are based. The full impact of the pandemic on ARPANSA's performance will not be known until the next financial year or even later. ARPANSA is committed to delivering its services as well as possible under the current circumstances, while taking all necessary actions to protect the health and safety of its staff.

ARPANSA's non-financial performance against the performance measures and initiatives listed in the Portfolio Budget Statement (PBS) and Corporate Plan (CP) are summarised in Table 1. Details of the performance measures, as well as the results and an analysis of the performance are presented on the following pages of this annual performance statement.

Summary of results

Table 1: Summary of Annual Performance Statement results for the 2019–2020 reporting period

	Portfolio Budget Statements or Corporate Plan objectives	Target achieved/project completed	Target partially achieved	Target not achieved	Project on track	Project delayed	Measure redundant	Total number of measures
Strategic Objective 1	PBS	1						1
	CP	3				2		5
Strategic Objective 2	PBS		1					1
	CP	2			1	1		4
Strategic Objective 3	PBS		1					1
	CP	5			2			7
Strategic Objective 4	PBS		1					1
	CP	4						4
Strategic Objective 5	PBS							0
	CP	1			1		1	3
Strategic Objective 6	PBS							0
	CP			1	1	1	1	4
Total	PBS	1	3					4
	CP	15	0	1	5	4	2	27
	All	16	3	1	5	4	2	31

Objective 1

Identify, assess and communicate health, safety and environmental risks from radiation				
No.	Measure	Target or estimated completion	Source	Annual result
PBS 1	Provide high quality advice to government and the community on health, safety and environmental risks from radiation	Identify, assess and communicate health, safety and environmental risks from radiation to the Australian community through research, communication campaigns, provision of radiation protection services, and community consultation and awareness activities	Portfolio Budget Statement 2019–20	Target achieved
1.1	Percentage of time that UV monitoring network data is available to the public	>95%	ARPANSA Corporate Plan 2019–23	Target achieved
1.2	Monitor radiation doses to occupationally exposed workers	Annual reporting of trend in radiation doses received by workers, determined from quantitative dose measurement, provides evidence of optimisation of radiation protection	ARPANSA Corporate Plan 2019–23	Target achieved
1.3	Percentage of time the ‘Talk to a Scientist’ call centre is made available to the public as advertised	>95%	ARPANSA Corporate Plan 2019–23	Target achieved

Identify, assess and communicate health, safety and environmental risks from radiation

No.	Measure	Target or estimated completion	Source	Annual result
1.4	National radon action plan	Publication and implementation of the National Radon Action Plan for hazard identification and risk mitigation to reduce radon-induced lung cancer in Australia June 2020	ARPANSA Corporate Plan 2019–23	Project delayed New deadline December 2020
1.5	Radiation Protection Standard for Radiofrequency Fields (RPS-3)	<i>Radiation Protection Standard for Radiofrequency Fields</i> (RPS-3) published following finalisation of updated guidelines from the International Commission on Non-Ionizing Radiation Protection (ICNIRP) June 2020	ARPANSA Corporate Plan 2019–23	Project delayed New deadline December 2020

Details of performance against purpose and program objectives

In 2019–20, ARPANSA continued to provide advice, specialised resources, and services to support the protection of the public, workers and the environment from the harmful effects of ionising and non-ionising radiation.

ARPANSA achieved this by:

- publishing the *Australian National Radiation Dose Register (ANRDR) in Review*, the annual report of the ANRDR. The register holds dose records for approximately 46 000 radiation workers. This currently includes full coverage of workers from all state and territory-licensed uranium mining and milling operations, and partial coverage of workers from Commonwealth licence holders, state and territory regulatory bodies, and the mineral sands mining and processing industry. The ultimate goal for the ANRDR is to cover all occupationally exposed workers in Australia
- publishing the *Code for Radiation Protection in Medical Exposure* (the Medical Exposure Code), Radiation Protection Series C-5 (2019). This code sets out the requirements in Australia for the protection of patients, their carers and comforters, and volunteers in biomedical research projects, in relation to their exposure to ionising radiation. The Radiation Health Committee (RHC) developed this code to update the existing code (from 2008) in the light of contemporary international standards described in the International Atomic Energy Agency's (IAEA) *Radiation Protection and Safety of Radiation Sources: International Basic Safety Standards, General Safety Requirements Part 3* (2014)
- publishing the *Analysis of Electromagnetic Radiation (EMR) Health Complaints Register Data 2019–2020*. This register, first published in 2003, collects reports of health concerns related to possible EMR field exposures in the range of 0–300 GHz. Members of the public who believe they have suffered ill-effects as a result of exposure to EMR can lodge a written complaint to the register
- planning for new activities in non-ionising radiation protection after the Australian Government announcement of an Enhanced Electromagnetic Energy (EME) Program in December 2019. The Australian Government announced this four-year program to provide clear, reliable and reputable information to the Australian public about EME and health. The program included funding for ARPANSA to deliver evidence-based scientific advice on EME and health through additional engagement with international forums (such as the World Health Organization and International Commission on Non-Ionizing Radiation Protection), leading or partnering on new EME research, assessing EME exposure in the Australian community, expanding our EME equipment calibration services and providing expert advice to address concerns on EME and health. This will allow ARPANSA to continue to build public confidence in the safety of EME-based telecommunications and address misinformation about EME

- ensuring the Talk to a Scientist call centre was made available as advertised for the reporting period. On 24 March 2020, in response to the pandemic and remote working arrangements for ARPANSA staff, the call centre was not available to the public and the new arrangements were advertised on ARPANSA's website and social media platforms. The email service for Talk to a Scientist continued operation.
 - co-hosting the 5th International Symposium of the International Commission on Radiological Protection on the System of Radiological Protection with the Australasian Radiation Protection Society, in November 2019 in Adelaide. The symposium was a great success and brought over 400 international delegates together to discuss radiation protection achievements and challenges. Mines, Medicine and Mars were the highlighted themes for the symposium, and Australian delegates had a fantastic opportunity to showcase the world-leading work happening in Australia, and at ARPANSA, and to learn from experiences shared by the global radiation protection community.
- Two projects were delayed:
- a draft Radiofrequency Standard (RPS S-1) has been completed based on updated guidance from the International Commission on Non-Ionizing Radiation Protection (ICNIRP) that was published on 11 March 2020. Public consultation on RPS S-1 is expected to commence in August 2020. Final publication of RPS S-1 is expected by December 2020
 - the draft National Radon Action Plan was completed and, following feedback from the Radiation Health Committee, the Plan was reshaped with more emphasis on Commonwealth expectations. Final consultation on the action plan with other Commonwealth government stakeholders, including Safe Work Australia, is in progress. The plan is expected to be published by December 2020.

Objective 2

Promote radiological and nuclear safety and security, and emergency preparedness				
No.	Measure	Target or estimated completion	Source	Annual result
PBS 2	Provide emergency preparedness and response systems for a radiological or nuclear incident	Emergency preparedness and response (EPR) systems for field, network and laboratory measurements, and information management and decision support systems are available, calibrated, tested and aligned with national planning	Portfolio Budget Statements 2019–20	Target partially achieved
2.1	Data availability of ARPANSA operated CTBTO IMS Radionuclide stations	>95%	ARPANSA Corporate Plan 2019–23	Target achieved
2.2	Australian Radiation Monitoring System (ARMS)	ARMS network deployed and fully operational at identified sites of major radiological hazards. June 2020	ARPANSA Corporate Plan 2019–23	Project completed
2.3	Reference Accident for nuclear-powered vessels	Publish a review of the Reference Accident for nuclear-powered vessels as part of the implementation of <i>Emergency Exposure Guide</i> December 2020	ARPANSA Corporate Plan 2019–23	Project delayed New deadline June 2021
2.4	CTBTO IMS monitoring station upgrades	Integrate the Fiji and Kiribati radionuclide monitoring stations into ARPANSA's network operations June 2020 Deliver, in cooperation with the CTBTO, upgrades to the Macquarie Island, Darwin and Townsville radionuclide monitoring stations. June 2021	ARPANSA Corporate Plan 2019–23	Project on track

Details of performance against purpose and program objectives

ARPANSA's commitment to test the adequacy of emergency preparedness arrangements and capability by participating in exercises both internally and with other agencies has remained strong in the 2019–20 reporting period. During 2019–20:

- ARPANSA participated in an International Atomic Energy Agency (IAEA) emergency preparedness convention exercise (ConvEx-2a) on 12 May 2020. Exercises are held to test the operational arrangements of the Convention on Early Notification of a Nuclear Accident and the Convention on Assistance in the Case of a Nuclear Accident or Radiological Emergency
- the Australian CTBT radionuclide laboratory was in service for most of the reporting period, with a six-week shutdown due to the initial COVID-19 response. A total of 18 atmospheric monitoring samples were received from overseas monitoring stations and independently analysed. Our analysis verified the measurements obtained from those stations and adds to the credibility of the International Monitoring System.

Other ARPANSA activities that promoted radiological and nuclear safety and security, and emergency preparedness included:

- successfully deploying the Australian Radiation Monitoring System (ARMS) at Perth and Brisbane (ports that host nuclear-powered warships), ARPANSA's Melbourne site (pilot and training system) and the ANSTO Lucas Heights site (OPAL research reactor). The automated system will act as an early warning system in the event of a radiological release from a visiting vessel, reactor or other major radiological/nuclear hazard and will be able to provide valuable data before, during and after a nuclear accident. The real-time data generated by ARMS will be made accessible to the public via an interactive chart on our website
- operating and maintaining seven particulate radionuclide monitoring stations and two noble

gas monitoring stations that are part of the CTBT International Monitoring System with overall availability of 98%. During the reporting period, ARPANSA finalised integration of two additional particulate radionuclide monitoring stations, at Nadi (Fiji) and Kiritimati (Kiribati). The upgrade of the Darwin particulate radionuclide and noble gas stations was successfully completed, and the upgrades to Townsville and Macquarie Island are on track. Time frames may be impacted in the next reporting year if travel restrictions due to COVID-19 continue into 2020–21. In the first half of 2020, travel restrictions due to the COVID-19 pandemic impacted maintenance schedules at a number of stations. Contingencies are in place to remotely support local operators with more limited maintenance, and further contingencies are being considered. Despite this, overall data availability was maintained

- undertaking a number of activities relating to the provision of EPR systems for a radiological or nuclear incident. These included the maintenance and availability of laboratory measurement capability, networks and decision support tools. However, in the final quarter of the 2019–20 reporting period, the ability to maintain field equipment calibration, and undertake staff training in operations centre management and use of field equipment was postponed or unable to be completed due to the COVID-19 pandemic. ARPANSA was also unable to undertake field exercises with other response agencies and has delayed an exercise for the Australasian Radioanalytical Laboratory Network. While ARPANSA is still able to provide emergency preparedness and response systems for a radiological or nuclear incident, elements of our response capability, particularly deployment of staff for field measurement, may be delayed as a consequence of operational restrictions during the pandemic.

Objective 3

Promote the safe and effective use of ionising radiation in medicine				
No.	Measure	Target or estimated completion	Source	Annual result
PBS 3	Promote patient safety in radiotherapy and diagnostic radiology	Report annually on significant deviations and trends discovered through the Australian Clinical Dosimetry Services (ACDS) and Diagnostic Reference Level (DRL) programs	Portfolio Budget Statement 2019–20	Target partially achieved
3.1	Number of Diagnostic Reference Level (DRL) surveys per category are sufficient to infer national characteristics per annual survey period	2400	ARPANSA Corporate Plan 2019–23	Target achieved
3.2	Percentage of Australian radiotherapy providers subscribing in the national dosimetric auditing program provided by the Australian Clinical Dosimetry Service	95%	ARPANSA Corporate Plan 2019–23	Target achieved
3.3	Number of hospital radiotherapy local dosimetry standards calibrated by ARPANSA against the national primary standard	15	ARPANSA Corporate Plan 2019–23	Target achieved
3.4	Peer-reviewed publications demonstrating improvements in medical radiation safety	3	ARPANSA Corporate Plan 2019–23	Target achieved

Promote the safe and effective use of ionising radiation in medicine				
No.	Measure	Target or estimated completion	Source	Annual result
3.5	New DRL for image-guided interventional procedures	Develop new DRL for image-guided interventional procedures in conjunction with relevant professional bodies June 2020	ARPANSA Corporate Plan 2019–23	Project completed
3.6	Development of new audit techniques for emerging brain cancer treatments	Using ARPANSA's newly commissioned linear accelerator, develop audit techniques for stereotactic radiosurgery (SRS) brain cancer treatments June 2021	ARPANSA Corporate Plan 2019–23	Project on track
3.7	Proton radiotherapy dosimetry and advice	Providing guidance, informed through research, to professional organisations and governments June 2023	ARPANSA Corporate Plan 2019–23	Project on track

Details of performance against purpose and program objectives

In 2019–20, ARPANSA promoted the safe and effective use of ionising radiation in medicine. The main work programs – DRL surveys, dosimetry auditing by the ACDS and the maintenance and dissemination of the primary standard for absorbed dose – are all designed to promote the safety of patients undergoing medical examination or treatment involving radiation.

All programs have been developed with, and operate successfully through, ongoing interaction and engagement with medical professionals and clinical staff who perform and supervise the treatment and imaging procedures. In 2019–2020 ARPANSA:

- completed 4854 DRL surveys. This was an increase of 23% from 2018–19 and exceeded the 2019–20 target of 2400. The high number of surveys submitted is an indicator of a strong engagement with the DRL program for computed tomography (CT). We estimate that at least one in every three CT scanners across Australia contributed data for this program. As a result, the data is likely to be a good representation of practice across the country, ensuring published DRLs appropriately reflect current practice
- convened a liaison panel with government agencies, relevant medical colleges and societies and other stakeholders to consider recommendations for DRLs in image-guided and interventional procedures. The panel agreed on recommendations for DRLs for diagnostic coronary angiography but there was insufficient data to recommend

DRLs for other procedures at the time. The recommended DRLs were endorsed by the participating professional bodies and were published on the ARPANSA website in April 2020. Through collaboration with the liaison panel, the data collection program for interventional procedures was revised. Data from the ongoing collection program will be reviewed in future years with the aim of setting DRLs for other interventional procedures

- serviced 99% of Australian radiotherapy providers under the ACDS national dosimetric auditing program. The Australian Clinical Dosimetry Service (ACDS) is a national independent dosimetry auditing program, providing quality assurance for radiation oncology facilities and patients
- maintained our authorisation from the National Measurement Institute to maintain the primary standards of absorbed dose and air kerma for ionising radiation
- calibrated 21 dosimeters for radiotherapy providers against the primary standard. A properly calibrated dosimeter is critical in ensuring that a linear accelerator delivers the correct amount of radiation for each radiotherapy treatment it provides. This ensures that the patient receives the safest and most effective radiation treatment possible.

The treatment of very small masses in the brain has been fundamentally improved over the last few years with highly accurate and small (3–20 mm diameter) radiation treatments. The position of the cancer is identified by multiple X-ray or magnetic resonance imaging (MRI) procedures and is then treated. The technique is known as stereotactic radiosurgery, or SRS. ARPANSA's recently installed linear accelerator has been used to develop a new SRS dosimetry audit, which, after testing, was accepted for field trial in 2019. Field trials commenced and six were performed at facilities offering SRS clinically, but were halted after COVID-19 travel restrictions were brought in across Australia from March 2020.

The preparation of the annual report of the ACDS was delayed due to prioritisation of arrangements for recommencing and maintaining the national audit program, despite the ongoing pandemic and restrictions on interstate travel. It is anticipated that the ACDS annual report will be published before the end of 2020.

Objective 4

Ensure risk-informed and efficient regulation				
No.	Measure	Target or estimated completion	Source	Annual result
PBS 4	Ensure risk-informed and effective regulation	Implement recommendations from the IAEA IRRS mission to Australia in which Australia's national regulatory, legal and governmental framework for nuclear and radiation safety was benchmarked against international best practice	Portfolio Budget Statements (PBS) 2019–20	Target partially achieved
4.1	Percentage of Regulator Performance Framework (RPF) KPIs key performance indicators met or exceeded per reporting period	>75%	ARPANSA Corporate Plan 2019–23	Target achieved
4.2	Maintain an appropriate risk-informed approach to regulation and compliance	Annual Regulator Performance Framework self-assessment is published on ARPANSA website and overall self-assessed rating of performance indicates continued strong performance	ARPANSA Corporate Plan 2019–23	Target achieved

Ensure risk-informed and efficient regulation

No.	Measure	Target or estimated completion	Source	Annual result
4.3	Monitor doses to radiation workers at licensed Commonwealth facilities and influence the doses in a downward manner	The radiation doses of the 100 most exposed workers at licenced Commonwealth facilities trend downwards over time	ARPANSA Corporate Plan 2019–23	Target achieved
4.4	National uniformity promotion program	<p>Ongoing development and implementation of a four-year national uniformity promotion program through coordinated engagement with the Radiation Health Committee (RHC) and Radiation Regulators Network (RRN)</p> <p>Ongoing support to strategic activities for national uniformity initiatives by the Environmental Health Standing Committee (enHealth) within the Australian Health Protection Principal Committee (AHPPC)</p> <p>June 2020</p>	ARPANSA Corporate Plan 2019–23	Project complete

Details of performance against purpose and program objectives

ARPANSA is committed to the effective regulation of radiation sources, radiation facilities and nuclear installations across the full life-cycle, as well as national uniformity and compliance with the Regulator Performance Framework (RPF). The regulatory activities are undertaken using a risk-informed approach, to not unduly impede justified practices.

ARPANSA has undertaken a range of activities to support effective and proportionate regulation in Australia including:

- developing a national action plan to track the implementation progress of the findings from the 2018 Integrated Regulatory Review Service (IRRS) mission. The action plan incorporates all findings addressed to ARPANSA, state and territory regulators and the Australian Government. The multi-jurisdictional findings are being managed by enHealth, reporting to the AHPPC. The recommendations to the Australian Government are being managed by the Department of Industry, Science, Energy and Resources. During 2019–20, ARPANSA finalised four of the recommendations or suggestions addressed to the agency. ARPANSA is providing significant support to the enHealth process in implementing the multi-jurisdictional findings by working with state and territory regulators on the action plan. However, implementation is slower due to resource constraints from the COVID-19 pandemic. The development of a four-year national uniformity promotion program has been replaced by the work carried about by enHealth and is no longer relevant.
- publishing its Annual self-assessment of regulatory performance. This assessment found ARPANSA had 92% (11 of 12) indicators met or exceeded, demonstrating a high level of commitment to the Regulator Performance Framework (RPF). The Framework entails six overarching outcomes-based key performance indicators against which Commonwealth regulators should measure themselves on an annual basis to ensure regulators administer regulation fairly, effectively and efficiently. Such indicators include that communication with regulated entities is clear, targeted and effective; actions undertaken by regulators are proportionate to the regulatory risk being managed; and regulators are open and transparent in their dealings with regulated entities
- holding the annual Licence Holder Forum in Canberra at the Australian National University on 4 September 2019. The forum provided an opportunity for participants to share and discuss new initiatives and good practices. The feature topic of the forum was ‘culture for safety’. Culture for safety is an aspect of the socio-technical environment that affects safety. If a culture for safety is positive, this tends to lead to safer work and better ability to deal with problems that may result in danger. In recent years, ARPANSA has seen a number of incidents and accidents where investigation has found weaknesses in safety culture. With these incidents and accidents to draw on, culture for safety was a topic of direct relevance to regulated entities

- issuing permits for importation and exportation of radioactive material to and from Australia under Regulation 4R of the Customs (Prohibited Imports) Regulations 1956 and Regulation 9AD the Customs (Prohibited Exports) Regulations 1958. Under these regulations, the Minister for Health has authorised ARPANSA officers to issue import and export permits. During the reporting period ARPANSA approved 225 urgent permits, 686 standard permits, 41 twelve-month permits for radioisotopes and 19 export permits.

Objective 5

Strengthen engagement with community, industry and government				
No.	Measure	Target or estimated completion	Source	Annual result
5.1	Compliance with international agreements and treaties	Compliance with international conventions and codes through submitting national reports to review meetings as per schedule	ARPANSA Corporate Plan 2019–23	Target achieved
5.2	Facilitate stakeholder engagement in decision making processes for major licence applications such as arranging public forums and community consultation meetings	Stakeholders are consulted when major licence applications are received	ARPANSA Corporate Plan 2019–23	Measure redundant
5.3	National Radioactive Waste Management Facility (NRWMF) stakeholder engagement	Undertake stakeholder engagement activities for the proposed NRWMF prior to the receipt of a potential licence application. This will include community visits as needed and ongoing communication with interested parties via written correspondence and telephone. Additional activities may include the provision of new fact sheets and guidance material	ARPANSA Corporate Plan 2019–23	Project on track

Details of performance against purpose and program objectives

ARPANSA has maintained and strengthened engagement with community, industry and government during the reporting period through a number of activities and initiatives, including:

- continuing to drive and influence international safety standards in radiation protection and nuclear safety, drive international risk assessments, and submit reports on behalf of Australia under the terms of a number international conventions:
 - in July 2019, the National Report for the Eighth Review Meeting on the Convention on Nuclear Safety was submitted. ARPANSA and the Australian Nuclear Science and Technology Organisation (ANSTO) also reviewed the national reports of other Contracting Parties in Australia's Country Group. Dr Carl-Magnus Larsson, the CEO of ARPANSA, is the vice-president of the Eighth Review Meeting. The Eighth Review Meeting was scheduled to be held in March 2020, but has been delayed until 2021 due to the COVID-19 pandemic.
 - Dr Gillian Hirth, Deputy CEO and Chief Radiation Health Scientist, continued as Chair of the United Nations Scientific Committee on the Effects of Atomic Radiation for the 66th and 67th sessions. This is a position Dr Hirth will hold until the next election at the commencement of the 68th session in 2021. Dr Hirth has been involved with the work of the Committee since 2012 and has been a member of the Committee's Bureau since December 2016.
 - ARPANSA staff members attended all IAEA safety standards committee meetings during 2019–20.
- increasing public engagement and broadening our audience reach through communication activities:
 - during 2019–20, ARPANSA responded to 78 media enquiries, a small increase from 75 in 2018–19. The majority of enquiries related to the topic of 5G or mobile phones along with around 15% of enquiries relating to regulatory activities.
 - ARPANSA's social media strategy was updated to better target our public audience and ensure consistent and accessible information and advice. A small Facebook campaign on information on the topic of 5G was also completed. This was in response to questions from the community on 5G and health. During the year ARPANSA's Facebook followers increased by 32% and Twitter followers increased by 25%. LinkedIn was piloted as an additional social media channel for the agency.
- continued stakeholder engagement (telephone and in writing) with communities and interested parties regarding the NRWMF. Following the February 2020 announcement that the government had identified Napandee, near Kimba, in South Australia as the preferred site for the facility, it is expected that further community engagement visits to South Australia will occur when COVID-19 travel restrictions are lifted.

There were no licence applications for new nuclear installations during 2019–2020 that required consultation activities as mandated in the ARPANS Act. Item 5.2 is therefore redundant.

Objective 6

Enhance organisational innovation, capability and resilience				
No.	Measure	Target or estimated completion	Source	Annual result
6.1	Employee engagement score achieved in annual APS employee census	>APS average	ARPANSA Corporate Plan 2019–23	Measure redundant
6.2	Number of ARPANSA breaches identified in radiation safety and security compliance assessments	0	ARPANSA Corporate Plan 2019–23	Target not achieved
6.3	Workforce Plan	<p>Develop and implement further initiatives and activities under the ARPANSA Workforce Plan 2017–2021, including the:</p> <ul style="list-style-type: none"> • Health and Wellbeing Strategy • Attraction and Recruitment Strategy • Diversity and Inclusion Strategy • Learning Strategy <p>June 2020</p>	ARPANSA Corporate Plan 2019–23	<p>Project delayed</p> <p>New deadline June 2021</p>

Enhance organisational innovation, capability and resilience

6.4	ARPANSA Service Model – Pilot Implementation	<p>The pilot focuses on three key deliverables:</p> <p>Sustainability</p> <ul style="list-style-type: none"> • Structured analysis of current pricing and review by December 2020 <p>Services</p> <ul style="list-style-type: none"> • Undertake customer/market analysis and refine our service offerings, if required <p>Digital</p> <ul style="list-style-type: none"> • Finalise system specifications and approach to market strategy for new system/platform (for example, Laboratory Information Management System) <p>December 2020</p>	ARPANSA Corporate Plan 2019–23	Project on track
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Details of performance against purpose and program objectives

ARPANSA's supporting functions provide insight and expertise to the agency on a daily basis. By integrating this expertise with developing practices and approaches, and aligning these with the strategic objectives of the agency, we provide the internal capability needed to successfully build and deliver innovative and streamlined programs and services.

During the reporting period, ARPANSA enhanced organisational innovation, capability and resilience through activities and initiatives including:

- reviewing its enabling services to determine if a different structure could better support ARPANSA's technical and regulatory branches. The review included enabling services delivered by the Office of the General Counsel, the Office of the CEO, the Corporate Office and the Engineering Services division of the Radiation Health Services Branch. The review focused on ensuring the agency's corporate functions operate as efficiently as possible to support ARPANSA's statutory functions under the *Australian Radiation Protection and Nuclear Safety Act 1998*. The outcome of the review was enacted in April 2020, with the creation of the Office for People Strategies and Wellbeing, and the Office for Business Support. The responsibilities of the Office of the CEO were expanded to include risk and quality management, and corporate reporting. The Corporate Office was disbanded
- undertaking a wide-ranging review of business systems and technology platforms that culminated in the release of the Platform and Systems (PAS) Roadmap to

establish the future of business services. The Strategic Management Group endorsed the PAS Roadmap and its five-year program of works in February 2020 with budget approval for projects within the 2020–21 financial year. Two projects are currently underway in line with the PAS Roadmap: the Intranet and the Laboratory Information Management System (LIMS)

- the service model pilot implementation project is on track for all components to be completed by December 2020 or transitioned into other projects. The specifications of our future enabling system requirements, undertaken as part of the service model pilot implementation, have now been fully integrated into the PAS Roadmap.

Some activities that were partially achieved or not met include:

- the APS Census was deferred to October 2020. Item 6.1 in the table is therefore redundant
- due to resource constraints, several strategies, including the Health and Wellbeing Strategy, and the Diversity and Inclusion Strategy were further developed but not fully formalised. However, during the reporting period, ARPANSA continued to implement programs and initiatives in line with key people management strategies that support the Workforce Plan. LearnHub, the platform for online training for staff, was further developed and upgraded as part of the Learning and Development Strategy, resulting in greater alignment of professional and leadership capabilities with ARPANSA's requirements. Under the Attraction and Recruitment Strategy, efforts were focused on external recruitment campaigns and the number of applicants increased by 85% compared to the last financial year
- Item 6.2 was not achieved as during the reporting period there were two breaches relating to a facility licence held by ARPANSA's Medical Radiation Services Branch. These breaches were found during routine inspections and were not connected to any event or incident. From a regulatory perspective they were classified as having no or minor implications for safety of workers, the public or environment. The first breach was due to document reviews and updates not being undertaken within required time frames. This was rectified with the release of the new *Radiation Safety Management Manual* in July 2019, and subsequent reviews of the radiation safety documents making up the Plans and Arrangements for ARPANSA. The second breach related to not complying with the applicable codes and standards, including not having the area monitor calibrated at the correct interval and the absence of an audible alarm. These were subsequently addressed by including the area monitor on a calibration schedule and modifying the alarm system to include an audible alarm.

Financial performance

For the financial year ending 30 June 2020, ARPANSA reported an operating deficit of \$2.417 million. This deficit relates to depreciation and amortisation expenses not requiring appropriation.

Total operating revenue for the year was \$25.833 million and consisted of:

- government appropriation of \$12.757 million
- regulatory license fees and charges of \$5.081 million
- sale of goods and provision of services and other revenue of \$7.995 million.

ARPANSA's total operating expenses were \$28.250 million and consisted of:

- employee benefits of \$17.662 million
- supplier and other expenses of \$7.151 million
- depreciation and amortisation expenses of \$3.437 million.

The agency will continue to review the efficiency and effectiveness by which it delivers its program, to ensure it operates within available resourcing.

Assets management

The Agency manages non-financial assets totalling \$40.126 million and its asset management strategy emphasises whole-of-life asset management. The capital investment plan is reviewed annually to ensure appropriate prioritisation of building infrastructure and renovation investment and that laboratory equipment purchases and information technology infrastructure upgrades meet future research and operational requirements.

Purchasing

The Agency's procurement policies and practices reflect the principles set out in the Commonwealth Procurement Rules (CPRs), and focus on encouraging competition, value for money, transparency and accountability as well as the efficient, effective and ethical use of Commonwealth resources. During 2019–2020, ARPANSA procurement activities complied with the CPRs.

Consultants

During 2019–20, 12 new consultancy contracts were entered into involving total actual expenditure of \$353 325. In addition, 4 ongoing consultancy contracts were active during the 2019–20 year, involving total actual expenditure of \$65 333.

The Agency policy on selecting and engaging consultants is in accordance with the CPRs, based on the core rule of value for money and underpinned by:

- encouraging competitive and non-discriminatory processes
- using Commonwealth resources in an efficient, effective, economical and ethical manner that is not inconsistent with the policies of the Commonwealth
- making decisions in an accountable and transparent manner
- considering the risks
- conducting a process commensurate with the scale and scope of the procurement.

ARPANSA engaged consultants where there was a requirement for specialist expertise that was not available within the Agency, or where an independent assessment was required. The selection process included selection from a panel or direct engagement of a recognised or pre-eminent expert.

The annual report contains information about actual expenditure on contracts for consultancies. Information on the value of contracts and consultancies is available on the AusTender website: www.tenders.gov.au.

Procurement initiatives to support small business

ARPANSA supports small business participation in the Commonwealth Government procurement market. Small and Medium Enterprises (SME) and Small Enterprise participation statistics are available on the Department of Finance website:

finance.gov.au/procurement/statistics-on-commonwealth-purchasing-contracts/

ARPANSA's engagement with SMEs is predicated on communicating in clear, simple language and presenting information in an accessible format. Additionally, ARPANSA has adopted the use of the Commonwealth Contracting Suite for low risk procurements valued under \$200 000 to reduce the burden on SMEs entering into contractual relations with the Commonwealth.

Advertising and market research

Under Section 311A of the *Commonwealth Electoral Act 1918* ARPANSA is required to disclose details of payments of \$14 000 or more (inclusive of GST) relating to advertising and market research.

During 2019–2020, expenditure on media advertising and public notices was below the threshold and ARPANSA did not undertake market research, conduct any advertising campaigns nor purchase any services from creative advertising agencies, polling or direct mail organisations.

ARPANSA resource statement 2019–2020

	Actual available appropriation for 2019–20 \$'000 (a)	Payments made 2019–20 \$'000 (b)	Balance remaining 2019–20 \$'000 (a)-(b)
Ordinary annual services¹			
Departmental appropriation			
Prior year departmental appropriation ²	1,303	1,303	0
Departmental appropriation ³	14,706	11,650	3,056
Total	16,009	12,953	3,056
Total ordinary annual services	16,009	12,953	
Special accounts⁴			
Opening balance	1,346		
Appropriation receipts ⁵	12,953		
Non-appropriation receipts to Special accounts	13,544		
Payments made		26,651	
Total Special account	27,843	26,651	1,192
Total resourcing	43,852	39,604	
Less departmental appropriations and equity injections drawn from the above and credited to special accounts	(12,953)	(12,953)	
Total net resourcing for ARPANSA	30,899	26,651	

1 Appropriation Bill (No.1) 2019–20.

2 Balance carried forward from previous year for annual appropriations.

3 Includes an amount of \$1.949 million in 2019–20 for Departmental Capital Budget. For accounting purposes this amount has been designated as 'contributions by owners'.

4 Does not include 'Special Public Money' held in accounts like Other Trust Monies accounts (OTM). Services for other Government and non-agency bodies accounts (SOG), or Services for Other Entities and Trust Monies Special accounts (SOETM).

5 Appropriation receipts from ARPANSA's annual and special appropriations for 2019–20 included above.

ARPANSA expenses for outcome 1

Outcome 1:	Budget*	Actual expenses	Variation
Protection of people and the environment through radiation protection and nuclear safety research, policy, advice, codes, standards, services and regulation	2019–20 \$'000 (a)	2019–20 \$'000 (b)	2019–20 \$'000 (a)-(b)
Program 1.1: (Radiation protection and nuclear safety)			
Departmental expense			
Ordinary annual services			
Departmental appropriation ¹	12,757	10,900	1,857
Special accounts	12,614	14,153	(1,539)
Expenses not requiring appropriation in the budget year	2,805	3,197	(392)
Subtotal for Program 1.1	28,176	28,250	(74)
Total for outcome	28,176	28,250	(74)
	2018–19	2019–20	
Average staffing level (number)	133	132	

* Full year budget including any subsequent adjustment made to the 2019–20 budget

1 Appropriation Bill (No.1,3) and Supply Bill (No.1) 2019–20



Case study 1

5G and ARPANSA

During the 2019–2020 financial year, ARPANSA experienced an increase in contact and enquiries from members of the public on the topic of the fifth generation of the mobile telecommunications network – known as 5G.

As part of ARPANSA's role in radiation protection, the Agency maintains the electromagnetic energy (EME) safety standard, which establishes exposure limits for all frequencies of radiofrequency (RF) EME including those used by 5G. The safety standard is based on scientific evidence, aligns with guidelines set by the International Commission of Non-Ionizing Radiation Protection (ICNIRP) and provides protection for people of all ages and health status from all known health impacts of RF EME.

Public enquiries on the topic of 5G dominated engagement on ARPANSA's social media channels and Talk to a Scientist (TTAS) program, and the topic was a common theme of media enquiries and ministerial correspondence.

During February–March 2020, ARPANSA posted a series of six informational posts on 5G on the ARPANSA Facebook page. This small campaign, entitled 'Get the Facts on 5G' was prepared in response to key themes and questions raised by members of the public, some of whom were concerned about possible health impacts of EME from mobile phones and associated infrastructure. The posts reached an audience of more than 35 900 people and attracted more than 7800 engagements.

ARPANSA's TTAS program provides a unique opportunity for members of the public to connect with scientists from ARPANSA to ask

questions about radiation. TTAS is available by phone or email with the exception that phone access was unavailable for the later part of this year (from 23 March 2020) due to the change in operations in response to COVID-19. During 2019–2020, the program fielded 996 email enquiries – double the number of emails received last year – and 479 phone calls.

During the period March to June 2020, the TTAS team fielded a number of questions relating to theories around a connection between COVID-19 and 5G. There is absolutely no evidence of any connection between viral transmission and EME and, in fact, no substantiated evidence of any health impacts from EME at the low levels from wireless telecommunications, including 5G.

In late 2019, the House of Representatives Standing Committee on Communications and the Arts commenced a Parliamentary inquiry into 5G mobile network technology. This inquiry, along with activities among groups of concerned citizens, led to an increase in ministerial correspondence on the topic of 5G. ARPANSA's submission to the inquiry can be viewed at: [arpansa.gov.au/news/arpansa-contributes-5g-inquiry](https://www.arpansa.gov.au/news/arpansa-contributes-5g-inquiry).

The final report, The Next Gen Future, can be viewed at:

[aph.gov.au/Parliamentary_Business/Committees/House/Communications/5G/Report](https://www.aph.gov.au/Parliamentary_Business/Committees/House/Communications/5G/Report)



Case study 2

Comprehensive Nuclear-Test-Ban Treaty monitoring network

ARPANSA is responsible for Australia's radionuclide monitoring obligations under the Comprehensive Nuclear-Test-Ban Treaty (CTBT), which bans nuclear explosions and testing. These obligations include being a part of a global monitoring network, the International Monitoring System (IMS), to detect nuclear activity. As part of this monitoring network, ARPANSA is (as at 30 June 2020) responsible for nine radionuclide monitoring stations, two co-located noble gas stations and one radionuclide laboratory.

The 2019–2020 reporting period saw a number of developments within ARPANSA's CTBT operations.

Pacific Island stations

From August 2019, ARPANSA took on the operation and maintenance of two additional radionuclide stations in the Pacific, one in Fiji and one in Kiribati.

ARPANSA now provides oversight of these facilities, including training of local operators. The daily operations of the Fiji station are handled by the local weather service located inside the Nadi airport while the Kiribati station is maintained by a local business operator. Generator power and corrosion caused by the ocean complicate the operations and maintenance of the Kiribati station. ARPANSA intends to upgrade the existing infrastructure and equipment at both stations and ARPANSA staff have been working closely with the local operators, including an initial visit in July 2019.

Antarctic trip

In November 2019, two ARPANSA staff members made their way to Mawson research station, Antarctica, to conduct maintenance on our Antarctica radionuclide station. Just getting to Antarctica for the three-week expedition involved a two-week boat trip from Hobart to Davis station, Antarctica, followed by a four-hour flight

from Davis to Mawson station once weather allowed. Antarctica is an important location for CTBT monitoring given its unique and remote location; however, this offers its own challenges in terms of access and logistics. The trip is an example of ARPANSA's collaboration with other Federal agencies and divisions to support scientific research and health protection measures. The team met with local operators of the station—the Australian Antarctic Division's communication technician, and station leader who support the daily operation of ARPANSA's radionuclide and ultraviolet monitoring stations across the Antarctic.

Darwin upgrade

During October, ARPANSA upgraded our radionuclide and noble gas stations located in Darwin, Northern Territory. This involved constructing both a new radionuclide and noble gas station within the Darwin Bureau of Meteorology building. The move allows the local operators easier access to equipment. The new laboratories also gave ARPANSA an opportunity to upgrade the systems to newer technologies.

More information about CTBT operations and radionuclide testing can be found on the ARPANSA website

arpansa.gov.au/about-us/what-we-do/international-collaboration/ctbt



Case study 3

Magnetic resonance imaging-linear accelerator audits

ARPANSA's Australian Clinical Dosimetry Service (ACDS) plays an important role in the protection of cancer patients from the harmful effects of radiation through the auditing of radiotherapy facilities. The ACDS audit function helps radiotherapy providers ensure the accuracy of radiation doses delivered to patients in their care.

With the development of new technologies to deliver radiotherapy, it is important that ARPANSA continues to establish new techniques to audit radiation dose.

One example of new technology is the magnetic resonance imaging-linear accelerator, or MR-Linac. This technology combines the diagnostic capabilities of a MR scanner with a radiotherapy linear accelerator to improve the precision and effectiveness of radiation therapy treatment. This financial year saw the installation of Australia's first MR-Linac in Townsville, Queensland. The ACDS team was able to audit the new machine prior to the treatment of any patients. Conducting the audit before clinical use provided strong quality assurance for the radiation oncology facility and confidence in the accuracy of the dose received for future patients.

The MR-Linac audit technique was developed in collaboration with local and international institutions after the completion of a year-long development program. This included an earlier visit by ARPANSA to the United Kingdom to undertake measurements using a working machine.

ACDS has developed Level 1b and Level III audits adapted to suit the conditions and function of an MR-Linac. The Level 1b audit involves on-site visits to perform measurements using ACDS dosimetry equipment and the Level III audit involves an end-to-end test which uses a human-like manikin simulating a real-life patient undergoing all steps in the radiotherapy treatment chain.

The development of specialised audit techniques for MR-Linacs is an important achievement for ARPANSA and its continuing role in the safety of patients receiving radiation as part of their medical treatment.



Case study 4

Safety Culture Assessment

Safety culture refers to an organisation's attitudes and values when it comes to risk and safety. A well-functioning safety culture is one in which safety is considered a priority. An organisation's safety culture is reflected in the core values, attitudes, beliefs and behaviours at all levels of the organisation. This is important as positive safety culture can significantly reduce the risk of accidents in the workplace by promoting a culture of safe operations.

In October 2019, in an effort to improve our understanding of our own safety culture, ARPANSA conducted its first agency-wide safety culture self-assessment following a smaller pilot assessment in March 2019.

The assessment was based on best practice methodologies promoted by the International Atomic Energy Agency using a customised safety culture maturity model. The model was based on work from the Nuclear Energy Agency, and was prepared in consultation with a subsidiary of the Belgian Nuclear Regulator, Bel V.

The assessment consisted of a perception survey provided to all staff, followed by interviews and focus group discussions as well as workplace observations and document reviews.

Safety culture was assessed on a five-point scale: pathological, bureaucratic, individual commitment, cooperative, and holistic. Pathological sees risk as inevitable and someone else's problem, and holistic safety is the best practice approach encompassing technological, human and organisation aspects of safety.

Our results showed that ARPANSA has a positive safety culture with results ranging between 'individual commitment' and 'cooperative' maturity levels. The assessment found that staff are individually committed to our mission and work cooperatively together to achieve safe outcomes. Some areas for improvement were identified and will be strengthened as part of ARPANSA's continuous improvement program.

ARPANSA's self-assessment provide a useful example to our regulated entities and other stakeholders of how a safety culture assessment can be undertaken. Through its safety culture, ARPANSA strives to encourage appropriate and demonstrable attention to safety.

The complete safety culture report can be found at arpansa.gov.au/safety-culture-assessments.





4

PART 4

Management and accountability

Enabling legislation

The *Australian Radiation Protection and Nuclear Safety Act 1998* (the ARPANS Act) establishes the Office of the Chief Executive Officer (CEO) of ARPANSA. The Act also establishes ARPANSA, which is a non-corporate Commonwealth entity under the *Public Governance, Performance and Accountability Act 2013* (PGPA Act).

Corporate governance

The ARPANS Act and the PGPA Act are the foundation of ARPANSA's governance practices.

Our corporate governance framework enables effective strategic planning, risk management and performance monitoring to support achievement of our strategic objectives. Our core governance structure includes three statutory advisory bodies and two senior committees that are supported by a number of management committees.

Advisory bodies

The ARPANS Act establishes the Radiation Health and Safety Advisory Council (Council), the Radiation Health Committee (RHC) and the Nuclear Safety Committee (NSC) to advise the CEO of ARPANSA.

Radiation Health and Safety Advisory Council

The role of Council in relation to radiation protection and nuclear safety is to identify emerging issues; examine matters of major concern to the community; consider the adoption of recommendations, policies, codes and standards; and advise and report to the CEO, at the CEO's request or as Council considers appropriate, on the above and any other matters. During 2019–2020, the Council met on two occasions: 1–2 August 2019, and 11–12 December 2019. A meeting scheduled for March 2020 was cancelled on short notice due to the operational impact of COVID-19.

A summary of the issues considered and discussed at Council during 2019–2020 can be found in ***Appendix 2, Operations of the Radiation Health and Safety Advisory Council.***

Radiation Health Committee

The role of RHC in relation to radiation protection is to advise the CEO and the Council; develop policies and to prepare draft publications for the promotion of uniform national standards; formulate draft national policies, codes and standards for consideration by the Commonwealth, the states and the territories; from time to time, to review national policies, codes and standards to ensure that they continue to substantially reflect world best practice; and consult publicly in the development and review of such policies, codes and standards. During 2019–2020, the RHC met on three occasions: 2–3 July 2019, 13–14 November 2019 and 4–5 March 2020.

A summary of the issues considered and discussed at RHC during 2019–2020 can be found in ***Appendix 2, Operations of the Radiation Health Committee.***

Nuclear Safety Committee

The role of NSC in relation to nuclear safety and the safety of controlled facilities is to advise the CEO and the Council; review and assess the effectiveness of standards, codes, practices and procedures; develop detailed policies; and prepare draft publications to promote uniform national standards. During 2019–2020, the NSC met on two occasions: 1 November 2019 and 6 March 2020. A third meeting scheduled for 26 June 2020 was delayed until August 2020 due to the operational impact of COVID-19. A summary of the issues considered and discussed at NSC during 2019–2020 can be found in [Appendix 2, Operations of the Nuclear Safety Committee](#).

Senior committees

Audit and Risk Committee

The PGPA Act requires Commonwealth entities to establish an audit committee. ARPANSA's Audit and Risk Committee provides independent assurance and advice to the CEO on the agency's financial reporting, performance reporting, system of risk oversight and management, and system of internal control.

The Audit and Risk Committee comprises four members, three of whom are independent external members (including the Chair) and one ARPANSA staff member. Representatives from the Australian National Audit Office (ANAO) also attend meetings. The CEO is an observer on the Committee and other senior managers may attend meetings as observers when required to report on particular matters. The Audit and Risk Committee met five times in 2019–2020. The Audit and Risk Committee charter can be viewed on the ARPANSA website at: arpansa.gov.au/about-us/corporate-publications/audit-and-risk-committee

Table 2: Audit and Risk Committee membership for the 2019–2020 reporting period

Member name	Qualifications, knowledge, skills or experience (include formal and informal as relevant)	Number of meetings attended / total number of meetings	Total annual remuneration
Pam Mitchell	Chartered Accountant	5/5	\$33,303.00
Stephen Lutze	Chief Financial Officer, Attorney-General's Department Bachelor of Economics Master of Business Administration Chartered Accountant	4/5	\$0.00
Daine Alcorn	Emeritus Professor, RMIT University Bachelor of Science (Honors) Master of Science PhD Biomedical Science Australian Institute of Company Directors, Graduate Member (GAICD)	5/5	\$6,000.00
Alex Kalaiziovski	Senior Regulatory Officer, ARPANSA Master, Environmental Engineering Management Member of the IAEA's Radiation Safety Standards Committee (RASSC). Diploma in Government Investigations	5/5	\$0.00

Strategic Management Committee

The Strategic Management Committee (SMC) considers the threats and opportunities that may influence the strategic direction of the agency and contributes at key times throughout the year to ARPANSA's planning and performance framework. The SMC met three times in 2019–2020 and comprises the CEO (Chair), branch and office heads, and two external members appointed by the CEO.

Management committees

ARPANSA has the following management committees to ensure effective decision-making, management and oversight of the agency's operations and performance.

Executive Group

The Executive Group (EG) is ARPANSA's operational management forum. The EG is responsible for monitoring the key tactics and activities used to implement agency business plans. The EG met 13 times in 2019–2020 and comprises the CEO and branch and office heads.

Work Health and Safety Committee

The Work Health and Safety (WHS) Committee provides the agency with a consultative mechanism to enable management and worker contributions to WHS improvements across all operations. The WHS Committee comprises the CEO (Chair), Health and Safety Representatives, management representatives, and the WHS Advisor/Radiation Safety Officer. Other subject matter experts may participate in meetings as required. The WHS Committee met four times in 2019–2020.

The Radiation Safety Committee

The Radiation Safety Committee monitors, reviews and improves radiation safety practices within ARPANSA. It is chaired by the Radiation Safety Officer and is comprised of Radiation Protection Advisors from across the agency. It works closely with the WHS Advisor, the Quality Manager and the WHS Committee. The Radiation Safety Committee met five times in 2019–2020. Key activities for the Radiation Safety Committee included providing input to the revised Radiation Safety Management Manual and supporting documents, including the review, update and endorsement of a number of supporting documents within the manual.

Agency Security Group

The Agency Security Group (ASG) oversees the development and implementation of a protective security program across ARPANSA to ensure our policies, procedures and practices comply with the Commonwealth's Protective Security Policy Framework.

The ASG met six times in 2019–2020, and comprises the Chief Security Officer (Chair), the Chief Information Security Officer, the Agency Security Adviser, the Chief Information Officer, the Information Technology Security Adviser, the alternate Agency Security Advisor and the Facilities Manager. Other subject matter experts may participate in meetings as required.

International Coordination Group

The International Coordination Group (ICG) leads the implementation of ARPANSA's international engagement strategy, which aims to align the agency's international engagement priorities with whole-of-government priorities,

sharpening our capacity to shape the broader radiation protection and nuclear security and safety environment in which we operate. The ICG met three times in 2019–2020. The ICG comprises the Director of Government and International Relations (Chair), the Chief Executive Officer, the Chief Radiation Health Scientist, the Chief Regulatory Officer, the Chief Medical Radiation Scientist, the Chief of Staff, the Director and the Assistant Director of Assessment and Advice, and members from each of the IAEA Safety Standards Committees and other prominent international committees.

Project Management Advisory Group

The Project Management Advisory Group (PMAG) provides a centralised coordination and support function for agency projects. This ensures projects align with ARPANSA's strategic objectives and project management practices are applied consistently across the agency. The PMAG comprises the Director of Governance and Risk (Chair); Chief Financial Officer; Chief Information Officer; Assistant Director of Planning, Performance and Projects; and four staff with project management expertise. The PMAG met four times in 2019–2020.

Staff Consultative Forum

ARPANSA's enterprise agreement provides for a Staff Consultative Forum (SCF) as the key employee consultative body. The SCF comprises the CEO, nine employees elected by staff (one of which is the Chair) and a representative from each of the unions supporting ARPANSA staff. The SCF met on seven occasions in 2019–2020 to discuss a range of issues relating to management of the agency including the establishment of new membership terms for the SCF.

Digital Transformation Advisory Group

The Digital Transformation Advisory Group (DTAG) was in place until August 2019.

The group was responsible for leading the investigation of digital transformation at ARPANSA by supporting the piloting and implementation of innovative digital solutions. The group comprised leaders from across the Agency and met once in 2019–2020.

In July 2019, ARPANSA began to modify its operational approach to increasing the digital maturity of the Agency, this resulted in DTAG being formally disbanded and replaced by Digital Champions, a team of expert users drawn from all parts of the Agency including Digital Technology Services. The new structure allows expert users to resolve digital issues, develop resources, implement digital solutions and streamline the problem-solving process with Digital Technology Services while still assisting in expanding technology capability across the Agency.

Digital Information Advisory Group

The Digital Information Advisory Group (DIAG) was established to achieve agency-wide information and technology governance. It is responsible for the management of agency information, technology and data, and the coordination of agency information and data management frameworks, strategies and policies. The DIAG comprises the Chief Information Officer (Chair) and six staff with digital information and technology expertise. The DIAG met twice in 2019–2020.

Accountability and risk management

Accountable authority

Under the PGPA Act the CEO of ARPANSA is the accountable authority. The CEO discharges their governance obligations through their involvement in ARPANSA's planning, performance reporting and risk management activities.

Planning

ARPANSA has an integrated planning, budgeting and performance reporting process that is informed by risk. The integrated annual planning cycle ensures alignment of our strategic priorities, operational activities, resource allocation and performance measures. This results in clear linkages between key planning documents, including the corporate plan, portfolio budget statement and agency business plans.

The SMC oversees the planning process and preparation of the corporate plan.

Performance reporting

ARPANSA's non-financial performance measures are detailed in both the corporate plan and portfolio budget statement. They include several measures that meet performance reporting obligations under the Regulator Performance Framework. ARPANSA produces quarterly internal reports on non-financial performance. These reports are presented to the SMC and the Audit and Risk Committee at the end of each quarter.

Financial performance is reported separately through monthly internal financial reports to the EG and to the Audit and Risk Committee at the end of each quarter. Performance reporting culminates in the publication of this annual report, inclusive of the annual performance statement (Part 3), financial statements (Part 5), and the Regulator Performance Framework externally-validated self-assessment report available on the ARPANSA website.

Several other mechanisms assist management to monitor performance in a wider context:

- The Audit and Risk Committee requires management to regularly provide evidence of performance against the mandatory elements of the PGPA Act and other relevant legislation
- ARPANSA's internal audit program, informed by risk and overseen by the Audit and Risk Committee, is focused on compliance performance and systems of internal control
- ARPANSA's quality audit program, a crucial part of maintaining ISO/IEC 17025 certification for our laboratories, monitors operational performance against the requirements of the relevant standards captured in the documented management system.

Risk management

ARPANSA has a comprehensive Risk Management Framework that aligns responsibility and accountability for risk across the agency. Risk management is integrated into our business planning processes, which enables effective identification and management of risks that could impact on the agency achieving its outcomes or otherwise cause it harm.

ARPANSA's Risk Management Framework aligns with broader requirements such as the Commonwealth Risk Management Policy 2014 and the international standard on risk management (ISO 31000), and meets the requirements of section 16 of the PGPA Act.

During this reporting period, ARPANSA's risk management framework was reviewed as part of the Integrated Regulatory Review Service (IRRS) Mission that occurred in November 2018. The IRRS team of international experts assessed ARPANSA's risk management approach as a 'good practice' example of Australia's national regulatory framework for nuclear and radiation safety. ARPANSA achieved an 'advanced' level of maturity in the most recent Comcover Risk Management Benchmarking Survey in 2018–19. This result is greater than the average risk maturity state achieved by participating Commonwealth entities.

Audit and fraud control

Audit program

ARPANSA has a robust governance and control framework to establish and maintain appropriate systems and internal controls for the oversight and management of risk. The internal audit program examines and evaluates the appropriateness and effectiveness of the agency's management system to ensure the agency meets its external and internal obligations and risk control mechanisms. ARPANSA's management system audits are a crucial part of maintaining ISO 17025 certification for our scientific laboratories, and monitoring performance against the requirements of the relevant standards captured in the documented management system.

ARPANSA is also subject to audits conducted by external organisations, such as the Australian National Audit Office (ANAO) and the National Association of Testing Authorities (NATA), which assess compliance and conformance with relevant legislation, regulations, rules, standards, etc.

Significant non-compliance issues

ARPANSA management acknowledges their responsibility for ensuring compliance with the provisions of the PGPA Act and requirements related to finance law.

ARPANSA has complied with the provisions and requirements of the:

- PGPA Act 2013
- Public Governance, Performance and Accountability Rule 2014 (PGPA Rule)
- Appropriation Acts
- other instruments defined as finance law including relevant ministerial directions.

ARPANSA did not identify any significant non-compliances with finance law during the reporting period.

All instances of non-compliance are reported to the Audit and Risk Committee. Where insignificant non-compliances were identified, they were managed in accordance with our policies and procedures.

Fraud minimisation strategies

During 2019–2020, the agency maintained a rolling program embedded within ARPANSA's overarching risk management framework to assess fraud risks. Treatment strategies are developed and monitored as part of that process in compliance with section 10 of the PGPA Rule. Results of the fraud risk assessment process are used to inform the development of the internal audit schedule.

No instances of fraud were identified during 2019–2020.

Work health and safety

ARPANSA's commitment to safety, through protecting the Australian people and the environment from the harmful effect of radiation, is second to none and we are equally committed to utilising our expertise to develop a leading work health and safety (WHS) framework within the agency.

During 2019–2020, ARPANSA expanded the pilot safety culture self-assessment to all Branches and Offices. This mirrored the assessment initially undertaken within its regulatory activities using a custom-built safety culture maturity model. The self-assessment characterised the culture within ARPANSA as a whole, assisted in forming a vision of how our culture should look and has enabled a number of improvement actions to be identified. More information about the safety culture assessment can be found in **Case study 4: Safety Culture Assessment**.

Throughout 2019–2020 ARPANSA continued its program of regular WHS inspections and resulting improvements. During the reporting period the agency completed all planned WHS inspections in accordance with the environmental and holistic safety inspection program.

Hazard and incident reporting

ARPANSA has a strong commitment to preventing work health and safety incidents from occurring, understanding the importance of preventive measures, and applying timely and appropriate corrective actions when incidents or hazards do arise.

During 2019–2020 the agency continued to build a positive safety reporting culture, which again saw a number of hazards and good practices reported. In 2019–2020 there was a total of 13 incidents reported, which included nine hazards and four minor incidents. None of the incidents were notifiable to Comcare with respect to the agency's statutory obligation under section 35 of the *Work Health and Safety Act 2011*.

Workers compensation

There were no workers compensation claims made during the 2019–2020 year.

Investigations or notices given

There were no investigations initiated or notices given in 2019–2020.

Accountability

External scrutiny

Judicial review

During 2019–2020, the agency was not involved in any matters before the Federal Court, the Full Federal Court or the Administrative Appeals Tribunal.

Reports by the Auditor-General, Parliamentary Committees or Commonwealth Ombudsman

ARPANSA was not the subject of any audits undertaken by the Auditor-General during the year 2019–2020.

As at 30 June 2020, no reports were made by Parliamentary Committees regarding ARPANSA for the year 2019–2020.

During 2019–2020, there were no complaints made to the Commonwealth Ombudsman against the agency. There were no earlier complaints that remained open.

Freedom of Information

Agencies subject to the *Freedom of Information Act 1982* (FOI Act) are required to publish information to the public as part of the Information Publication Scheme. This requirement is in Part II of the FOI Act and has replaced the former requirement to publish a section 8 statement in an annual report. Each agency must display on its website a plan showing what information it publishes in accordance with the Information Publication Scheme requirements.

ARPANSA, as an Australian Government agency, is subject to the FOI Act and is required to comply with the Information Publication Scheme provisions. ARPANSA has developed an agency plan describing ARPANSA's compliance with Information Publication Scheme provisions as required by section 8(1) of the FOI Act. The plan is available on the ARPANSA website at: arpansa.gov.au/information-publication-scheme-agency-plan

Feedback on this plan can be provided by contacting the Freedom of Information (FOI) and Privacy Officer at:

The FOI and Privacy Officer ARPANSA

PO Box 655

MIRANDA NSW 1490

foi@arpansa.gov.au

(03) 9433 2211

Documents released by ARPANSA in response to FOI requests can be found on the disclosure log at arpansa.gov.au/disclosure.

Statistics

ARPANSA received 12 FOI requests during the reporting period.

Human resources

ARPANSA's Office for People Strategies and Wellbeing (OPSW) is responsible for delivering contemporary human resource practices and wellbeing strategies.

Our key workforce-related initiatives were focused on developing people management capability, maturing ARPANSA's strategic workforce planning, and improving data and analytics to support evidence-based decision-making.

ARPANSA's Workforce Plan

ARPANSA's Workforce Plan 2017–2021 (the Plan) was developed to enable ARPANSA to achieve its objectives through its people. The objectives of the Plan are based around:

- **people:** a workforce of high-performing professionals
- **managers:** leaders of engaged and agile teams
- **employee experience:** a collaborative and innovative culture
- **strategic alignment:** leading practice services that deliver on ARPANSA's purpose.

In 2020–21 ARPANSA will perform a review of our Workforce Plan to reset priorities. This will ensure we continue to build our organisational capabilities and invest in initiatives that support our highly skilled and technically proficient workforce to deliver quality outcomes.

Workforce and succession planning

ARPANSA has developed a strategic and future-focused workforce planning and succession strategy. The strategy systematically assesses succession risks for every position in the organisation and prioritises the development of competencies that are found to be vulnerabilities to the long-term capability of the organisation. ARPANSA undertakes a workforce planning and succession process on an annual basis.

Attraction and recruitment

During the reporting period ARPANSA's attraction and recruitment program was reviewed and processes put in place to see an increase in quality and volume of applicants. OPSW enhanced the employee value proposition to articulate the benefits of working at ARPANSA, and modified advertisements to attract a wider audience.

During the 2019–2020 reporting period, OPSW ran 17 external recruitment campaigns which attracted 194 applicants and resulted in 11 new starters and 6 internal promotions. This is an 85% increase in applications from the previous financial year, which included 14 external recruitment campaigns resulting in 105 applications and 9 new starters and 3 internal promotions. During the year, our overall workforce increased by 3%, from 130 to 134 employees. The increase remains within ARPANSA's average staffing level cap.

ARPANSA's recruitment approach was also adapted in response to COVID-19 to allow more flexibility in the recruitment process, including arrangements for remote interviews.

All recruitment activities were undertaken exercising the APS principles of merit, fairness and transparency.

These processes will continue to be developed with a focus on workforce planning. This will ensure the Agency retains, recruits and develops the right people to ensure our workforce evolves to meet our external challenges and contribute to the continued success of ARPANSA.

Employment arrangements

As at 30 June 2020, ARPANSA employed 134 ongoing and non-ongoing employees, and one statutory office holder. ARPANSA also employs staff on an irregular or intermittent basis to support the delivery of our objectives. All ARPANSA employees are engaged under the *Public Service Act 1999*.

The ARPANSA Agreement 2017–2020 came into effect on 31 August 2017. The Agreement outlines the terms and conditions of employment for non-senior executive service (SES) staff. The Agreement contains an individual flexibility arrangement term, which enables the agency to vary the operation of specified terms and conditions, provided under the Agreement, for individual non-SES staff where necessary and appropriate. As at 30 June 2020, nine such arrangements were in place. ARPANSA also utilises common law contracts to support employment arrangements. The Agreement will nominally expire on 31 August 2020 and work began on planning the next iteration of the ARPANSA Agreement in the 2019–2020 reporting period.

Non-salary benefits

Under its enterprise agreement and common law contracts, ARPANSA staff are able to seek access to a range of non-salary benefits including:

- flexible working arrangements, including flextime (Australian Public Service (APS) levels 1 to 6 only), job-sharing, and part-time and home-based work
- generous parental/maternity leave provisions
- generous range of paid and unpaid leave options
- study assistance
- salary packaging for cars (novated lease) and superannuation, with fringe benefits tax (FBT) applicable
- employee assistance program.

Executive remuneration

As a non-corporate Commonwealth entity, ARPANSA has the following category of officials covered by the executive remuneration disclosures:

- Key management personnel – this includes the Chief Executive Officer, Branch and Office Heads who are responsible for making decisions, or having substantial input into decisions, that affect the operations of the agency.

ARPANSA does not have any other officials who are senior executives, or other highly paid staff whose total remuneration exceeds the threshold amount (\$225 000) for the reporting period.

Remuneration policies and practises

ARPANSA's CEO is responsible for determining the remuneration policy and the remuneration structure for senior executives. In practice the CEO is supported by ARPANSA's Executive Group to make remuneration recommendations.

Remuneration governance arrangements

ARPANSA's framework for determining remuneration is set out in the ARPANSA Enterprise Agreement 2017–2020 and the *Remuneration Tribunal Act 1973*. The employment instruments for determining remuneration for the different categories of ARPANSA officials include:

- The CEO is remunerated under the Remuneration Tribunal (Remuneration and Allowances for Holders of Full-time Public Office) Determination 2019
- Senior executives and Branch and Office Heads are remunerated through a common law contract of employment, or under Annex 1 of the ARPANSA Enterprise Agreement where Clause 32 is applied to provide additional remuneration benefits under an individual flexibility arrangement.

ARPANSA's remuneration policy and practices are linked to the achievement of the agency's objectives and performance. Officials' salaries only increase, generally, on an annual basis as part of a performance review process.

Table 3: Executive remuneration information for the 2019–2020 reporting period

Name	Position title	Short-term benefits			Post-employment benefits	Other long-term benefits		Termination benefits	Total remuneration
		Base salary	Bonuses	Other benefits and allowances		Long service leave	Other long-term benefits		
Carl-Magnus Larsson	Chief Executive Officer	282,306	0	67,314	43,469	7,363	0	0	400,452
Gillian Hirth	Chief Radiation Health Scientist	188,887	0	37,911	37,924	5,365	0	0	270,086
Ivan Williams	Chief Medical Radiation Scientist	186,906	0	25,169	29,108	5,089	0	0	246,272
Jim Scott	Chief Regulatory Officer	182,465	0	25,169	35,580	4,941	0	0	248,155
Tone Doyle	Office Head and Chief of Staff	127,144	0	45,511	27,644	4,797	0	0	205,096
Martin Reynolds	General Counsel	159,931	0	50,393	27,718	4,797	0	0	242,839
Niraj Pau	Office Head and Chief Financial Officer	155,263	0	29,146	26,817	4,797	0	0	216,023
David Peters ¹	Office Head and Director for People Strategies and Wellbeing	27,683	0	2,001	4,411	943	0	0	35,038
Kathryn Green ¹	Head of Corporate Office (Acting)	113,305	0	21,731	20,711	3,582	0	0	159,329

1. Part-year only

All ARPANSA senior executives are key management personnel

Learning strategy

During the reporting period, a review of both ARPANSA's capability frameworks and our Learning Strategy 2017–2021 commenced in order to analyse current skills and competencies required, and develop plans to enhance training program and reporting.

The objectives of the Learning Strategy are to:

- enable the capability, productivity and performance required to achieve ARPANSA's strategic objectives
- enable high quality, purposeful and application-ready learning and knowledge sharing experiences
- leverage a wide range of leading practice learning and knowledge sharing methodologies.

In response to the findings from the 2018 Integrated Regulatory Review Service (IRRS) mission by the International Atomic Energy Agency (IAEA), work began on developing a capability framework to determine the essential knowledge, skills and abilities needed to perform our regulatory functions. OPSW also worked with the Regulatory Services Branch to identify learning and development needs to enhance the inspector annual training modules for staff in the Branch.

LearnHub

LearnHub is ARPANSA's online learning space that allows staff to build their capabilities, and access development and knowledge sharing experiences that are high quality, purposeful and application-ready. LearnHub provides access to IAEA Learning, LinkedIn Learning (previously known as Lynda), and Gartner.

LearnHub 2.0 was successfully launched during the reporting period providing a more user-friendly environment and additional resources to assist staff with their learning and development experience.

Diversity and inclusion

ARPANSA recognises that diversity and inclusion plans and programs create a workplace where people feel supported to achieve their potential.

Over the past year ARPANSA has continued to implement the agency Diversity and Inclusion Plan which sets out initiatives across six key areas. These focus areas are:

- **Inclusion** – to create a culture where individuals feel they belong, thrive and want to stay
- **Gender equity** – to create a workplace where all employees can access and enjoy the same rewards, resources and career opportunities irrespective of gender
- **Flexibility and work life balance** – to encourage the use of flexible work arrangements among all employees
- **LGBTIQ+** – to create an environment where sexual diversity is not only accepted, but also affirmed and celebrated
- **People with disability** – to develop recruitment practices that attract and support people with disability and to make reasonable adjustments necessary to successfully on-board talent into our work environment
- **Aboriginal and Torres Strait Islander Peoples** – to raise awareness on the values of Indigenous culture, and develop recruitment practices that attract and support Aboriginal and Torres Strait Islander candidates.

In order to drive action on the Diversity and Inclusion Plan six branch and office heads were identified as champions for the focus areas.

Under the leadership these champions, a range of programs and celebrations took place at ARPANSA during the reporting period. These include National Reconciliation Week and NAIDOC Week; Harmony Week; International Day of Women and Girls in Science; Women's Health Week; Mental Health Month; Flexible working Day; International Day Against Homophobia, Biphobia, Intersexism and Transphobia; Intersex Awareness Day and International Day of People with a Disability.

Disability reporting mechanisms

Since 1994, non-corporate Commonwealth entities have reported on their performance as policy adviser, purchaser, employer, regulator and provider under the *Commonwealth Disability Strategy*. In 2007–08, reporting on the employer role was transferred to the Australian Public Service Commission's *State of the Service* reports and the *APS Statistical Bulletin*. These reports are available at apsc.gov.au. From 2010–11, entities have no longer been required to report on these functions.

The *Commonwealth Disability Strategy* has been overtaken by the *National Disability Strategy 2010–2020*, which sets out a 10-year national policy framework to improve the lives of people with disability, promote participation and create a more inclusive society. A high-level, two-yearly report will track progress against each of the six outcome areas of the strategy and present a picture of how people with disability are faring. The first of these progress reports was published in 2014, and can be found at dss.gov.au.

ARPANSA's Diversity and Inclusion Strategy outlines objectives to review recruitment processes and remove barriers to hiring candidates with disability. In 2019–2020, ARPANSA has supported people to apply for jobs through the development of an inclusive recruitment statement and use of the RecruitAbility scheme.

Health and wellbeing

Throughout the year, ARPANSA undertook a range of activities to support the wellbeing of its staff. These activities covered aspects of psychosocial health, relationships, finance and physical protection and included on-site and remote Employee Assistance Program sessions. Promotion of activities in support of key awareness campaigns were an important part of the wellbeing program, which in this reporting period included World Mental Health Day, Mindful in May, Men's Health Week, Women's Health Week, World Blood Donor Day, Skin Cancer Action Week and R U OK? Day.

In response to the COVID-19 pandemic, ARPANSA has provided several WHS and wellbeing resources to staff. The first of these was developed in late February/early March when the potential impact of the pandemic was recognised, resulting in a direction to all staff to work from home from 24 March. In order to best support staff with this transition, guideline documents were developed which included WHS considerations for working from home (detailing advice on ergonomics, correct work-space set-up, stretches), manager responsibilities to staff, and employee responsibilities during work from home.

As the pandemic developed, further guidance materials were provided covering on-site working arrangements to ensure a COVID-safe workplace. To ensure staff safety, guidelines about undertaking essential domestic duty travel and a COVID-19 reporting framework were also provided to staff. The COVID-19 reporting framework was implemented to help guide staff decisions about what needed to be reported to the agency in instances where they themselves, household members or close-contacts became unwell with COVID-like symptoms.

A number of COVID-19 hazard identification and risk assessment activities were also undertaken, incorporating the risks to staff engaging in on-site working and essential domestic duty travel as required during the pandemic.

Additional wellbeing resources included a series of Coronacare webinars and an isolation support phone service, and a series of scheduled confidential one-to-one telephone calls from an EAP consultant to check-in on impacted staff.

The ARPANSA Social Club

The objective of the ARPANSA Social Club is to create a healthy and supportive workplace by providing a range of opportunities for staff to be involved in social functions.

Throughout the year, the Social Club hosted events including morning teas, lunches and fundraising activities. In response to the COVID-19 pandemic, the Social Club held online events to lift staff morale and encourage cross-agency engagement, while maintaining social distancing. Social Club team members have also continued to maintain on-site amenities, including tea and coffee services. Social Club events are an opportunity for staff from different sections to engage and socialise in a less formal environment. None of the events would occur without the hard work of staff members who volunteer their time and effort to participate in the Social Club Committee for the benefit of all staff.

APS census

The APS employee census is an annual employee perception survey of the APS workforce, with over 130 000 employees invited to participate. At ARPANSA, 83% of employee's participated in the 2019 survey. The results demonstrate the agency's continued improvement in employee engagement, with ARPANSA having achieved positive outcomes above the APS average on all three indices measured: employee engagement, wellbeing, and innovation. These results demonstrate that ARPANSA is committed to driving improved performance, productivity and work outcomes through innovation, and is focused on enabling the practical and cultural elements that allow for a sustainable and healthy working environment.

Following on from the APS Employee Census in 2019, results were shared with staff and a series of interactive planning sessions were facilitated by Workplace Research Associates with a final report and recommendations circulated to the Executive Group and staff. ARPANSA has summarised these recommendations and developed an APS Census action plan which includes short- and long-term programs of work aimed to deliver improved change management, communication and workforce planning capability. This plan has been shared for discussion with the Staff Consultative Forum and work will commence in 2020–2021 on developing strategies to address the identified issues.

Delivery of the 2020 Employee Census was delayed by the APSC due to the impact of the COVID-19 pandemic. The questionnaire has also been streamlined and reshaped to focus on wellbeing, changing ways of working and continuing to deliver outcomes. It is anticipated the Census will commence in October closing mid-November 2020. Results are expected to be made available in early January 2021.

Performance and rewards

ARPANSA’s approach to performance and reward is to create a culture of ongoing feedback to support continuous development. This enables the agency to perform even more effectively in the future, focus on those activities most critical to realising ARPANSA’s strategic objectives, and provide recognition of achievements, innovative approaches and enterprise contributions.

Performance pay

There is no provision for the payment of performance pay in ARPANSA’s Enterprise Agreement or common law contracts.

Table 4: Australian Public Service Act employment performance pay by classification level current report period (2019–2020)

	Number of employees receiving performance pay	Aggregated (sum total) of all payments made	Average of all payments made	Minimum payment made to employees	Maximum payment made to employees
SES 3	0	0	0	0	0
SES 2	0	0	0	0	0
SES 1	0	0	0	0	0
EL 2	0	0	0	0	0
EL 1	0	0	0	0	0
APS 6	0	0	0	0	0
APS 5	0	0	0	0	0
APS 4	0	0	0	0	0
APS 3	0	0	0	0	0
APS 2	0	0	0	0	0
APS 1	0	0	0	0	0
Other	0	0	0	0	0
TOTAL	0	0	0	0	0

ARPANSA Award

The ARPANSA Award was first established in 2001 to recognise and celebrate significant contributions to the work of ARPANSA by an individual or team, across the following criteria:

- outstanding service to internal or external stakeholders
- an outstanding initiative that has been implemented
- significant improvements to work procedures or operations systems
- exceptional initiative/achievement involving cross-unit cooperation
- outstanding contributions to enhancing the client experience
- exemplar of the APS Code of Conduct and values, and upholds professionalism in all capacities when interacting with clients and stakeholders.

The 2019 ARPANSA Award was presented to the team that successfully negotiated a New Policy Proposal for the National Radiofrequency Electromagnetic Energy Program.

High achievement certificates were awarded to:

- the Comprehensive Nuclear-Test-Ban Treaty team for their service to the CTBT program including assessment and onboarding of the Fiji and Kiribati radionuclide stations and construction and commissioning of a replacement radionuclide station in Darwin, Northern Territory
- the Lead Monte Carlo Investigator for contributions to international dosimetry through Monte Carlo modelling and for co-authoring the new IAEA protocol
- the Project Manager for ARPANSA's oversight the Australian Nuclear Science and Technology Organisation (ANSTO) Health Safety Review Implementation Plan.

Staffing statistics

As at 30 June 2020 ARPANSA employed 134 ongoing and non-ongoing staff (not including the CEO or casual staff).

No employees identified themselves as Indigenous.

Table 5.1 sets out salary ranges by classification level as at 30 June 2020.

Table 5.2 sets out employees by location, gender and APS classification. The table shows that 83% of staff are located in the Victorian office.

Table 5.1: Salary ranges as at 30 June 2020

Classification	Salary range (\$)	
SES 3	0	0
SES 2	0	0
SES 1	215 275	231 577
EL 2	125 754	159 515
EL 1	102 914	118 412
APS 6	83 305	95 287
APS 5	77 032	80 879
APS 4	71 570	74 788
APS 3	62 100	69 485
APS 2	54 539	59 872
APS 1	46 584	52 951
Other	62 100	69 485
Minimum/maximum range	46 584	231 577

Table 5.2: Staff by location, gender and APS classification

Classification	SES		EL 2		EL 1	
	2019	2020	2019	2020	2019	2020
New South Wales						
Female	0	0	1	0	3	4
Male	1	1	3	4	7	8
Total	1	1	4	4	10	12
Victoria						
Female	1	1	5	3	11	12
Male	1	1	9	10	21	21
Total	2	2	14	13	32	33
Total						
Female	1	1	6	3	14	16
Male	2	2	12	14	28	29
Total	3	3	18	17	42	45

APS 6		APS 5		APS 4		APS 3		APS 2		APS 1		Graduate		Total	
2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020
0	1	0	0	3	3	0	0	0	0	0	0	0	0	7	8
2	1	1	1	0	0	0	0	0	0	0	0	0	0	14	15
2	2	1	1	3	3	0	0	0	0	0	0	0	0	21	23
10	11	10	11	4	3	9	10	3	3	0	0	0	0	53	54
15	17	8	6	0	0	2	2	0	0	0	0	0	0	56	57
25	28	18	17	4	3	11	12	3	3	0	0	0	0	109	111
10	12	10	11	7	6	9	10	3	3	0	0	0	0	60	62
17	18	9	7	0	0	2	2	0	0	0	0	0	0	70	72
27	30	19	18	7	6	11	12	3	3	0	0	0	0	130	134

Table 5.3 shows that of the 134 employees (not including the CEO or casual staff), 124 are ongoing and ten are non-ongoing. Seven of the ongoing staff are part-time and two of the non-ongoing employees are part time.

Table 5.4 shows that as at 30 June 2020 Radiation Health Services is the largest branch with 41 staff, followed by the Office for Business Support (26), Medical Radiation Services (24), Regulatory Services (23), Office the CEO (11), Office for People Strategies and Wellbeing (7) and Office of the General Counsel (2).

Table 5.3: Distribution of staff by full or part-time status as at 30 June 2020

	Full-time ongoing		Full-time non-ongoing		Part-time ongoing		Part-time non-ongoing		Total	
	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020
Female	46	52	3	5	9	4	2	1	60	62
Male	60	65	5	3	4	3	1	1	70	72
Total	106	117	8	8	13	7	3	2	130	134

Table 5.4: Distribution of staff by branch/office as at 30 June 2020

	Ongoing	Non-ongoing	Ongoing	Non-ongoing	Ongoing	Non-ongoing	Total
Branch	Female		Male		Total		
Office of the CEO	5	1	5	0	10	1	11
Office for People Strategies and Wellbeing	6	0	1	0	7	0	7
Office of the General Counsel	0	0	2	0	2	0	2
Medical Radiation Services Branch	5	3	14	2	19	5	24
Radiation Health Services Branch	18	1	21	1	39	2	41
Regulatory Services Branch	7	1	15	0	22	1	23
Office for Business Support	15	0	10	1	25	1	26
Total	56	6	68	4	124	10	134





5

PART 5

Financial statements



INDEPENDENT AUDITOR'S REPORT

To the Minister for Health

Opinion

In my opinion, the financial statements of the Australian Radiation Protection and Nuclear Safety Agency (the Entity) for the year ended 30 June 2020:

- (a) comply with Australian Accounting Standards – Reduced Disclosure Requirements and the *Public Governance, Performance and Accountability (Financial Reporting) Rule 2015*; and
- (b) present fairly the financial position of the Entity as at 30 June 2020 and its financial performance and cash flows for the year then ended.

The financial statements of the Entity, which I have audited, comprise the following as at 30 June 2020 and for the year then ended:

- Statement by the Accountable Authority and Chief Financial Officer;
- Statement of Comprehensive Income;
- Statement of Financial Position;
- Statement of Changes in Equity;
- Cash Flow Statement; and
- Notes to the financial statements, comprising a summary of significant accounting policies and other explanatory information.

Basis for opinion

I conducted my audit in accordance with the Australian National Audit Office Auditing Standards, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of my report. I am independent of the Entity in accordance with the relevant ethical requirements for financial statement audits conducted by the Auditor-General and his delegates. These include the relevant independence requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants (including Independence Standards)* (the Code) to the extent that they are not in conflict with the *Auditor-General Act 1997*. I have also fulfilled my other responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Accountable Authority's responsibility for the financial statements

As the Accountable Authority of the Entity, the Chief Executive Officer is responsible under the *Public Governance, Performance and Accountability Act 2013* (the Act) for the preparation and fair presentation of annual financial statements that comply with Australian Accounting Standards – Reduced Disclosure Requirements and the rules made under the Act. The Chief Executive Officer is also responsible for such internal control as the Chief Executive Officer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Chief Executive Officer is responsible for assessing the ability of the Entity to continue as a going concern, taking into account whether the Entity's operations will cease as a result of an administrative restructure or for any other reason. The Chief Executive Officer is also responsible for disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the assessment indicates that it is not appropriate.

Auditor's responsibilities for the audit of the financial statements

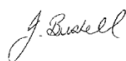
My objective is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian National Audit Office Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with the Australian National Audit Office Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control;
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control;
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Accountable Authority;
- conclude on the appropriateness of the Accountable Authority's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern; and
- evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the Accountable Authority regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Australian National Audit Office



Josephine Bushell
Senior Director

Delegate of the Auditor-General

Canberra
11 September 2020

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Statement by the Accountable Authority and Chief Financial Officer

In our opinion, the attached financial statements for the year ended 30 June 2020 comply with subsection 42(2) of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), and are based on properly maintained financial records as per subsection 41(2) of the PGPA Act.

In our opinion, at the date of this statement, there are reasonable grounds to believe that the Australian Radiation Protection and Nuclear Safety Agency will be able to pay its debts as and when they fall due.



Carl-Magnus Larsson

Accountable Authority

9 September 2020



Niraj Pau

Chief Financial Officer

9 September 2020

Statement of comprehensive income

for the period ended 30 June 2020

	Notes	2020 \$	2019 \$	Original budget 2020 \$
Net cost of services				
Expenses				
Employee benefits	1.1A	17,661,916	17,254,317	16,890,000
Suppliers	1.1B	7,002,254	7,122,586	8,471,000
Depreciation and amortisation	2.2A	3,437,020	2,915,497	2,570,000
Finance costs	1.1C	9,466	0	0
Impairment loss on financial instruments	1.1D	8,764	1,741	0
Write-down and impairment of other assets	1.1E	130,876	33,612	0
Losses from asset sales	1.1F	0	75	0
Total expenses		28,250,296	27,327,828	27,931,000
Own source income				
Own-source revenue				
Revenue from contracts with customers	1.2A	7,940,231	7,628,374	7,300,000
Licence fees	1.2B	5,081,276	4,387,920	5,314,000
Other revenue	1.2C	54,000	54,000	0
Total own-source revenue		13,075,507	12,070,294	12,614,000
Gains				
Foreign exchange gains	1.2D	1,021	278	0
Reversal of write-downs and impairment	1.2E	0	491	0
Total gains		1,021	769	0
Total own-source income		13,076,528	12,071,063	12,614,000
Net (cost of) contribution by services		15,173,768	15,256,765	15,317,000
Revenue from Government	1.2F	12,757,000	12,758,000	12,747,000
Surplus/ (Deficit) on continuing operations		(2,416,768)	(2,498,765)	(2,570,000)
Other comprehensive income				
Items not subject to subsequent reclassification to net cost of services				
Changes in asset revaluation surplus		60,026	37,100	0
Total other comprehensive income		60,026	37,100	0
Total comprehensive loss		(2,356,742)	(2,461,665)	(2,570,000)

The above statement should be read in conjunction with the accompanying notes.

Statement of comprehensive income (continued)

for the period ended 30 June 2020

Budget variances commentary

Statement of comprehensive income

The above table provides a comparison between the 2019–20 Portfolio Budget Statements (PBS) budget and the final financial outcome in the 2019–20 financial statements. The Budget is not audited and does not reflect additional budget estimates provided in the 2019–20 Portfolio Additional Estimates Statements (PAES) or the revised budget provided as part of the 2020–21 Portfolio Budget Statements (PBS). However major changes in budget have been explained as part of the variance analysis where relevant.

The actuals are prepared in accordance with Australian Accounting Standards.

Explanations have been provided where movements are greater than 10% of the line item and/or 2% of total income or expense unless the movement is clearly trivial.

Departmental major budget variances for 2020

Explanations of major variances

Affected line items (and statement)

Employee benefits

Increase in employee benefits expense mainly relates to (i) the recalculation of Long Service Leave provisions at balance date due to a change in Government bond rate and (ii) an additional PSS employer superannuation lump sum contribution, not estimated at budget.

Employee benefits (Statement of Comprehensive Income) and Employee Provisions (Statement of Financial Position).

Suppliers

Supplier expense were lower than that estimated at budget mainly as a result (i) the transition to AASB 16 Leases, effective 1 January 2019, the budget estimates were updated to reflect this standard in the subsequent budget rounds. and (ii) reduced travel and other running costs as a result of COVID-19.

Suppliers expense (Statement of Comprehensive Income) and Operating Cash Used - Suppliers (Cash Flow Statement).

Depreciation

The variance relates to an increase in building depreciation expense as a result of (i) an increase in building value, not estimated at budget and (ii) the transition to AASB 16 Leases, effective 1 January 2019, the budget estimates were updated to reflect this standard in the subsequent budget rounds.

Depreciation expense (Statement of Comprehensive Income), Land and Building (Statement of Financial Position).

Own source revenue

Overall, the increase in sale of goods and rendering of services revenue relates to the Australian Clinical Dosimetry Service, including additional revenue associated with one-off installation audits. In relation to licence fees, actual income was lower than that estimated at budget.

Total own source revenue (Statement of Comprehensive Income), Operating cash received - sale of goods and rendering of services (Cash Flow Statement).

Statement of financial position

as at 30 June 2020

	Notes	2020 \$	2019 \$	Original budget 2020 \$
Assets				
Financial assets				
Cash and cash equivalents	2.1A	1,192,228	1,346,091	1,100,000
Trade and other receivables	2.1B	4,125,923	2,263,434	6,640,000
Other financial assets	2.1C	42,534	559,134	131,000
Total financial assets		5,360,685	4,168,659	7,871,000
Non-financial assets¹				
Land	2.2A	9,460,000	9,750,000	10,500,000
Buildings	2.2A	18,195,538	18,349,717	17,512,000
Leasehold improvements	2.2A	0	74,442	0
Plant and equipment	2.2A	9,755,444	10,343,582	5,590,000
Intangibles	2.2A	595,338	959,616	1,481,000
Inventories	2.2B	1,609,559	1,488,404	1,389,000
Other non-financial assets	2.2C	509,910	427,606	586,000
Total non-financial assets		40,125,789	41,393,367	37,058,000
Total assets		45,486,474	45,562,026	44,929,000
Liabilities				
Payables				
Suppliers	2.3A	743,736	756,002	879,000
Other payables	2.3B	793,046	1,302,834	1,577,000
Total payables		1,536,782	2,058,836	2,456,000
Interest bearing liabilities				
Leases	2.4	412,036	0	0
Total interest bearing liabilities		412,036	0	0
Provisions				
Employee provisions	4.1	5,307,070	4,864,862	4,564,000
Total provisions		5,307,070	4,864,862	4,564,000
Total liabilities		7,255,888	6,923,698	7,020,000
Net assets		38,230,586	38,638,328	37,909,000
Equity				
Contributed equity		32,455,000	30,506,000	32,455,000
Reserves		19,574,819	19,514,793	19,477,000
Accumulated deficit		(13,799,233)	(11,382,465)	(14,023,000)
Total equity		38,230,586	38,638,328	37,909,000

The above statement should be read in conjunction with the accompanying notes.

1. Right-of-use assets are included in the following line item; Buildings.

Statement of financial position (continued)

as at 30 June 2020

Budget variances commentary

Statement of Financial Position

The above table provides a comparison between the 2019–20 Portfolio Budget Statements (PBS) budget and the final financial outcome in the 2019–20 financial statements. The Budget is not audited and does not reflect additional budget estimates provided in the 2019–20 Portfolio Additional Estimates Statements (PAES) or the revised budget provided as part of the 2020–21 Portfolio Budget Statements (PBS). However major changes in budget have been explained as part of the variance analysis where relevant.

The actuals are prepared in accordance with Australian Accounting Standards.

Explanations have been provided where movements are greater than 10% of the line item and/or 2% of total assets or liabilities unless the movement is clearly trivial.

Departmental major budget variances for 2020

Explanations of major variances

Affected line items (and statement)

Financial assets

Trade and other receivables

The variance relates to the difference in the actual and budget appropriation receivable. Additional prior year appropriation was drawdown in 2019, after preparation of the budget.

Trade and other receivables (Statement of Financial Position) and Operating cash received – Appropriations (Cash Flow Statement).

Other financial assets

Actual accrued revenue was lower than forecast at budget.

Other financial assets (Statement of Financial Position) and Total own source revenue (Statement of Comprehensive Income).

Non-financial assets

Land and buildings

The variance relates (i) to the independent revaluation of land and buildings in 2020 and 2019, since the budget was prepared, and (ii) the transition to AASB 16 Leases, effective 1 January 2019, the budget estimates were updated to reflect this standard in the subsequent budget rounds.

Land and buildings and Reserves (Statement of Financial Position).

Plant and equipment

The variance relates to the difference in the actual and budgeted plant and equipment expenditure. Additional expenditure was incurred in 2019, after preparation of the budget.

Plant and equipment (Statement of Financial Position) and Investing cash used -purchase of property plant and equipment (Cash Flow Statement).

Intangibles

The variance relates to a reprioritisation of digital investment away from software toward refreshing the core infrastructure.

Intangibles and trade and other receivables (Statement of Financial Position) and Investing cash used -purchase of property plant and equipment (Cash Flow Statement).

Payables

Suppliers and other payables

Actual trade creditors and unearned revenue associated with the Australian Clinical Dosimetry Service were lower than that budgeted.

Payables (Statement of Financial Position). Suppliers expense and Total own source revenue (Statement of Comprehensive Income).

Statement of changes in equity

for the period ended 30 June 2020

	Notes	2020 \$	2019 \$	Original budget 2020 \$
Contributed equity				
Opening balance				
Balance carried forward from previous period		30,506,000	28,561,000	30,506,000
Adjusted opening balance		30,506,000	28,561,000	30,506,000
Transactions with owners				
Contributions by owners				
Departmental capital budget	3.1A	1,949,000	1,945,000	1,949,000
Equity injection - appropriation		0	0	0
Total transactions with owners		1,949,000	1,945,000	1,949,000
Closing balance as at 30 June		32,455,000	30,506,000	32,455,000
Retained earnings				
Opening balance				
Balance carried forward from previous period		(11,382,465)	(8,883,700)	(11,453,000)
Adjusted opening balance		(11,382,465)	(8,883,700)	(11,453,000)
Comprehensive income				
Deficit for the period		(2,416,768)	(2,498,765)	(2,570,000)
Total comprehensive income		(2,416,768)	(2,498,765)	(2,570,000)
Closing balance as at 30 June		(13,799,233)	(11,382,465)	(14,023,000)
Asset revaluation reserve				
Opening balance				
Balance carried forward from previous period		19,514,793	19,477,693	19,477,000
Adjusted opening balance		19,514,793	19,477,693	19,477,000
Comprehensive income				
Other comprehensive income		60,026	37,100	0
Total comprehensive income		60,026	37,100	0
Closing balance as at 30 June		19,574,819	19,514,793	19,477,000

Statement of changes in equity (continued)

for the period ended 30 June 2020

	Notes	2020 \$	2019 \$	Original budget 2020 \$
Total equity				
Opening balance				
Balance carried forward from previous period		38,638,328	39,154,993	38,530,000
Adjusted opening balance		38,638,328	39,154,993	38,530,000
Comprehensive income				
Other comprehensive income		60,026	37,100	0
Surplus /(deficit) for the period		(2,416,768)	(2,498,765)	(2,570,000)
Total comprehensive income		(2,356,742)	(2,461,665)	(2,570,000)
Transactions with owners				
Contributions by owners				
Departmental capital budget		1,949,000	1,945,000	1,949,000
Total transactions with owners		1,949,000	1,945,000	1,949,000
Closing balance as at 30 June		38,230,586	38,638,328	37,909,000

The above statement should be read in conjunction with the accompanying notes.

Accounting policy

Equity injections

Amounts appropriated which are designated as 'equity injections' for a year (less any formal reductions) and Departmental Capital Budgets (DCBs) are recognised directly in contributed equity in that year.

Restructuring of administrative arrangements

Net assets received from or relinquished to another Government entity under a restructuring of administrative arrangements are adjusted at their book value directly against contributed equity.

Statement of changes in equity (continued)

for the period ended 30 June 2020

Budget variances commentary

Statement of changes in equity

The above table provides a comparison between the 2019–20 Portfolio Budget Statements (PBS) budget and the final financial outcome in the 2019–20 financial statements. The Budget is not audited and does not reflect additional budget estimates provided in the 2019–20 Portfolio Additional Estimates Statements (PAES) or the revised budget provided as part of the 2020–21 Portfolio Budget Statements (PBS). However major changes in budget have been explained as part of the variance analysis where relevant.

The actuals are prepared in accordance with Australian Accounting Standards.

Departmental major budget variances for 2020

Explanations of major variances	Affected line items (and statement)
Asset revaluation reserves Increase relates to the actual independent revaluation of land and buildings in 2020 and 2019, since the budget was prepared.	<i>Land and buildings, leasehold improvements and plant and equipment and reserves (Statement of Financial Position).</i>

Cash flow statement

for the period ended 30 June 2020

	Notes	2020 \$	2019 \$	Original budget 2020 \$
Operating activities				
Cash received				
Appropriations		11,533,000	12,544,000	12,747,000
Sales of goods and rendering of services		8,688,615	8,260,087	7,723,000
Other cash received		5,081,276	4,387,920	5,314,000
GST received		10,936	548,069	462,000
Total cash received		25,313,827	25,740,076	26,246,000
Cash used				
Employees		(17,074,682)	(16,944,928)	(16,890,000)
Suppliers		(8,181,211)	(8,692,624)	(8,933,000)
Interest payments on lease liabilities		(9,466)	0	0
GST paid		0	0	(423,000)
Total cash used		(25,265,359)	(25,637,552)	(26,246,000)
Net cash (used by)/from operating activities		48,468	102,524	0
Investing activities				
Cash used				
Purchase of property, plant, equipment and intangibles		(1,385,809)	(5,986,876)	(1,949,000)
Total cash used		(1,385,809)	(5,986,876)	(1,949,000)
Net cash (used by) investing activities		(1,385,809)	(5,986,876)	(1,949,000)
Financing activities				
Cash received				
Contributed equity – Departmental capital budget		1,420,000	2,330,000	1,949,000
Contributed equity – Equity injection		0	3,800,000	0
Total cash received		1,420,000	6,130,000	1,949,000
Cash used				
Principal payments of lease liabilities		(236,522)	0	0
Total cash used		(236,522)	0	0
Net cash (used by) / from financing activities		1,183,478	6,130,000	1,949,000
Net (decrease)/increase in cash held		(153,863)	245,648	0
Cash and cash equivalents at the beginning of the reporting period		1,346,091	1,100,443	1,100,000
Cash and cash equivalents at the end of the reporting period	2.1A	1,192,228	1,346,091	1,100,000

The above statement should be read in conjunction with the accompanying notes.

Cash flow statement (continued)

for the period ended 30 June 2020

Budget variances commentary

Cash flow statement

The above table provides a comparison between the 2019–20 Portfolio Budget Statements (PBS) budget and the final financial outcome in the 2019–20 financial statements. The Budget is not audited and does not reflect additional budget estimates provided in the 2019–20 Portfolio Additional Estimates Statements (PAES) or the revised budget provided as part of the 2020–21 Portfolio Budget Statements (PBS). However major changes in budget have been explained as part of the variance analysis where relevant.

The actuals are prepared in accordance with Australian Accounting Standards.

Explanations have been provided where movements are greater than 10% of the line item and/or 2% of total cash received or used unless the movement is clearly trivial.

Departmental major budget variances for 2020

Explanations of major variances

Variances relating to cash flows occur because of the factors detailed under expenses, own source income, assets or liabilities.

Affected line items (and statement)

Operating, Investing, Financing activities (Cash Flow statement)

Investing activities – cash used

The decrease in expenditure related to delays in finalisation of capital projects and receipt of ordered equipment.

Investing, Financing activities (Cash Flow statement)

Financing activities – contributed equity

Variance for the current year relates to lower than estimated drawdowns due to the delays in capital expenditure.

Financing activities (Cash Flow statement), Buildings (Statement of Financial Position)

Financing activities – payments of lease liabilities

The variance relates to the transition to AASB 16 Leases, effective 1 January 2019, the budget estimates were updated to reflect this standard in the subsequent budget rounds.

Financing activities (Cash Flow statement), Trade and other receivables (Statement of Financial Position)

Overview

Objectives of the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA)

ARPANSA is an Australian Government-controlled not-for-profit entity. It is a non-corporate Commonwealth entity under the *Public Governance Performance and Accountability Act 2013*. The objectives of ARPANSA are to: *protect people and the environment from the harmful effects of radiation.*

The entity is structured to meet one outcome:

“Protection of people and the environment through radiation protection and nuclear safety research, policy, advice, codes, standards, services and regulation.”

The continued existence of the entity in its present form and with its present programs is dependent on Government policy and on continuing funding by Parliament for the entity’s administration and programs.

ARPANSA’s activities contributing toward the outcome are classified as departmental. Departmental activities involve the use of assets, liabilities, income and expenses controlled or incurred by the entity in its own right.

Basis of preparation of the financial report

The financial statements are general purpose financial statements and are required by section 42 of the *Public Governance Performance and Accountability Act 2013*.

The financial statements and notes have been prepared in accordance with:

- a) Public Governance, Performance and Accountability (Financial Reporting) Rule 2015 (FRR); and
- b) Australian Accounting Standards and Interpretations – Reduced Disclosure Requirements issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period.

The financial statements have been prepared on an accrual basis and are in accordance with historical cost convention, except for certain assets and liabilities at fair value. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position. The financial statements are presented in Australian dollars.

Accounting judgements and estimates

In the process of applying the accounting policies listed in this note, ARPANSA have made the following judgements that have the most significant impact on the amounts recorded in the financial statements:

- the fair value of land and buildings is taken to be the market value and depreciated replacement cost respectively as determined by an independent valuer
- the long service leave liability is calculated using the shorthand method developed by the Australian Government Actuary. This method is impacted by fluctuations in the Commonwealth Government 10 year Treasury Bond rate and the Entity’s estimated salary growth rates.

No accounting assumptions or estimates have been identified that have a significant risk of causing a material adjustment to carrying amounts of assets and liabilities within the next accounting period.

New Accounting Standard

All new, revised, amending standards and interpretations that were issued prior to the sign-off date and are applicable to the current reporting period did not have a material effect on ARPANSA's financial statements.

Standard/ interpretation	Nature of change in accounting policy, transitional provisions and adjustment to financial statements
<i>AASB 15 Revenue from Contracts with Customers / AASB 2016-8 Amendments to Australian Accounting Standards – Australian Implementation Guidance for Not-for-Profit Entities and AASB 1058 Income of Not-For-Profit Entities</i>	<p>AASB 15, AASB 2016-8 and AASB 1058 became effective 1 July 2019.</p> <p>AASB 15 establishes a comprehensive framework for determining whether, how much and when revenue is recognised. It replaces existing revenue recognition guidance, including AASB 118 Revenue, AASB 111 Construction Contracts and Interpretation 13 Customer Loyalty Programmes. The core principle of AASB 15 is that an entity recognises revenue to depict the transfer of promised goods or services to customers in an amount that reflects the consideration to which the entity expects to be entitled in exchange for those goods or services.</p> <p>AASB 1058 is relevant in circumstances where AASB 15 does not apply. AASB 1058 replaces most of the not-for-profit (NFP) provisions of AASB 1004 Contributions and applies to transactions where the consideration to acquire an asset is significantly less than fair value principally to enable the entity to further its objectives, and where volunteer services are received.</p> <p>The details of the changes in accounting policies, transitional provisions and adjustments are disclosed below and in the relevant notes to the financial statements.</p>
<i>AASB 16 Leases</i>	<p>AASB 16 became effective on 1 July 2019.</p> <p>This new standard has replaced AASB 117 Leases, Interpretation 4 Determining whether an arrangement contains a Lease, Interpretation 115 Operating Leases—Incentives and Interpretation 127 Evaluating the Substance of Transactions Involving the Legal Form of a Lease.</p> <p>AASB 16 provides a single lessee accounting model, requiring the recognition of assets and liabilities for all leases, together with options to exclude leases where the lease term is 12 months or less, or where the underlying asset is of low value. AASB 16 substantially carries forward the lessor accounting in AASB 117, with the distinction between operating leases and finance leases being retained.</p> <p>The details of the changes in accounting policies, transitional provisions and adjustments are disclosed below and in the relevant notes to the financial statements.</p>

Application of AASB 15 Revenue from contracts with customers / AASB 1058 Income of Not-For-Profit Entities

ARPANSA adopted AASB 15 and AASB 1058 using the modified retrospective approach, under which the cumulative effect of initial application is recognised in retained earnings at 1 July 2019. Accordingly, the comparative information presented for 2019 is not restated, that is, it is presented as previously reported under the various applicable AASBs and related interpretations.

Under the new income recognition model ARPANSA shall first determine whether an enforceable agreement exists and whether the promises to transfer goods or services to the customer are 'sufficiently specific'. If an enforceable agreement exists and the promises are 'sufficiently specific' (to a transaction or part of a transaction), ARPANSA applies the general AASB 15 principles to determine the appropriate revenue recognition. If these criteria are not met, ARPANSA shall consider whether AASB 1058 applies.

In relation to AASB 15, ARPANSA elected to apply the new standard to all new and uncompleted contracts from the date of initial application. ARPANSA is required to aggregate the effect of all of the contract modifications that occur before the date of initial application.

In terms of AASB 1058, entities are required to recognise volunteer services at fair value if those services would have been purchased if not provided voluntarily, and the fair value of those services can be measured reliably. ARPANSA did not receive any volunteer services

Impact on transition

ARPANSA's initial application of AASB 15 and AASB 1058 did not result in an adjustment to retained earnings at 1 July 2019.

The adoption of AASB 15 has not affected financial statement line items for the year ended 30 June 2020.

Application of AASB 16 Leases

ARPANSA adopted AASB 16 using the modified retrospective approach, under which the cumulative effect of initial application is recognised in retained earnings at 1 July 2019. Accordingly, the comparative information presented for 2019 is not restated, that is, it is presented as previously reported under AASB 117 and related interpretations.

ARPANSA elected to apply the practical expedient to not reassess whether a contract is, or contains a lease at the date of initial application. Contracts entered into before the transition date

that were not identified as leases under AASB 117 were not reassessed. The definition of a lease under AASB 16 was applied only to contracts entered into or changed on or after 1 July 2019.

- Apply a single discount rate to a portfolio of leases with reasonably similar characteristics
- Exclude initial direct costs from the measurement of right-of-use assets at the date of initial application for leases where the right-of-use asset was determined as if AASB 16 had been applied since the commencement date
- Reliance on previous assessments on whether leases are onerous as opposed to preparing an impairment review under AASB 136 Impairment of assets as at the date of initial application
- Applied the exemption not to recognise right-of-use assets and liabilities for leases with less than 12 months of lease term remaining as of the date of initial application.

As a lessee, ARPANSA previously classified leases as operating or finance leases based on its assessment of whether the lease transferred substantially all of the risks and rewards of ownership. Under AASB 16, ARPANSA recognises right-of-use assets and lease liabilities for most leases. However, ARPANSA has elected not to recognise right-of-use assets and lease liabilities for some leases of low value assets based on the value of the underlying asset when new or for short-term leases with a lease term of 12 months or less.

On adoption of AASB 16, ARPANSA recognised right-of-use assets and lease liabilities in relation to leases of office space, heavy equipment and automobiles, which had previously been classified as operating leases.

The lease liabilities were measured at the present value of the remaining lease payments, discounted using ARPANSA's incremental borrowing rate as at 1 July 2019. ARPANSA's incremental borrowing rate is the rate at which a similar borrowing could be obtained from an independent creditor under comparable terms and conditions. The weighted-average rate applied was 1.85%.

The right-of-use assets were measured as follows:

- Office space: measured at an amount equal to the lease liability, adjusted by the amount of any prepaid or accrued lease payments.
- All other leases: the carrying value that would have resulted from AASB 16 being applied from the commencement date of the leases, subject to the practical expedients noted above.

Impact on transition

On transition to AASB 16, ARPANSA recognised additional right-of-use assets and additional lease liabilities, recognising the difference in retained earnings. The impact on transition is summarised below:

1 July 2019

Departmental

Right-of-use assets – Building	634,201
Lease liabilities	634,201
Retained earnings	0

The following table reconciles the Departmental minimum lease commitments disclosed in the ARPANSA's 30 June 2019 annual financial statements to the amount of lease liabilities recognised on 1 July 2019:

1 July 2019

Minimum operating lease commitment at 30 June 2019	172,082
Less: short-term leases not recognised under AASB 16	(9,713)
Plus: effect of extension options reasonable certain to be exercised	487,106
Undiscounted lease payments	649,475
Less: effect of discounting using the incremental borrowing rate as at the date of initial application	(15,274)
Lease liabilities recognised at 1 July 2019	634,201

Taxation

ARPANSA is exempt from all forms of taxation except Fringe Benefits Tax (FBT) and the Goods and Services Tax (GST).

Revenues, expenses and assets are recognised net of GST, except:

- a) where the amount of GST incurred is not recoverable from the Australian Taxation Office; and
- b) for receivables and payables.

Events after the reporting period

There have been no significant subsequent events after the reporting period that impact on the financial statement for the year ended 30 June 2020.

COVID-19 pandemic

There has been no material impact on the financial statement for the year ended 30 June 2020 as a result of COVID-19.

Notes to the financial statements

for the period ended 30 June 2020

Financial performance

This section analyses the financial performance of ARPANSA for the year ended 2020

	2020 \$	2019 \$
NOTE 1.1: EXPENSES		
Note 1.1A: Employee benefits		
Wages and salaries	12,469,513	12,201,502
Superannuation – defined contribution	2,073,846	1,816,550
Superannuation – defined benefit	549,778	525,762
Leave and other entitlements	2,568,779	2,632,275
Separation and redundancies	0	78,228
Total employee benefits	17,661,916	17,254,317

Accounting policy

Accounting policies for employee-related expenses are contained in the people and relationships section.

Notes to the financial statements

for the period ended 30 June 2020

	2020 \$	2019 \$
Note 1.1B: Suppliers		
Goods and services supplied or rendered		
Audit fees – ANAO	54,000	54,000
Audit fees – outsourced	45,450	14,657
Advisory council and committees	102,400	114,396
Communications	198,116	265,805
Construction and maintenance – Comprehensive Nuclear-Test-Ban Treaty	805,741	621,172
Contractors/consultants	1,116,854	987,146
Information technology	1,032,310	951,103
Laboratory and office supplies	313,324	269,745
Postage and freight	161,469	194,082
Reference material and subscriptions	303,716	302,238
Repair and maintenance	590,385	613,197
Training and conferences	182,163	199,521
Travel	900,100	1,148,884
Utilities	434,824	488,416
Other goods and services	719,657	617,957
Total goods and services supplied or rendered	6,960,509	6,842,319
Goods supplied	1,289,163	1,266,240
Services rendered	5,671,346	5,576,079
Total goods and services supplied or rendered	6,960,509	6,842,319
Other supplier expenses		
Operating lease rentals ¹	0	252,974
Short-term leases	4,381	0
Low value leases	9,678	0
Workers compensation premiums	27,686	27,293
Total other supplier expenses	41,745	280,267
Total supplier expenses	7,002,254	7,122,586

1. ARPANSA has applied AASB 16 using the modified retrospective approach and therefore the comparative information has not been restated and continues to be reported under AASB 117.

Notes to the financial statements

for the period ended 30 June 2020

Accounting policy

Short-term leases and leases of low-value assets

ARPANSA has elected not to recognise right-of-use assets and lease liabilities for short-term leases of assets that have a lease term of 12 months or less and leases of low-value assets (less than \$10,000). ARPANSA recognises the lease payments associated with these leases as an expense on a straight-line basis over the lease term.

	2020 \$	2019 \$
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Note 1.1C: Finance costs

Interest on lease liabilities	9,466	0
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Note 1.1D: Impairment Loss on financial instruments

Impairment on trade and other receivables	8,764	1,741
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Note 1.1E: Write-down and impairment of other assets

Property, plant and equipment – write-off	5,908	31,949
Computer software – write-off	122,502	1,663
Inventories – write-off	2,466	0
Total write-down and impairment of assets	130,876	33,612

Accounting policy

Gains and losses from foreign currency are recognised when incurred.

1.1F: Losses from asset sales

Property, plant and equipment	0	75
Total losses from asset sales	0	75

The above lease disclosures should be read in conjunction with the accompanying notes 1.1B, 2.2 and 2.4.

Notes to the financial statements

for the period ended 30 June 2020

	2020 \$	2019 \$
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NOTE 1.2: OWN-SOURCE REVENUE AND GAINS

Own-source revenue

Note 1.2A: Revenue from contracts with customers

Sale of goods and rendering of services	7,940,231	7,628,374
Total revenue from contracts with customers	7,940,231	7,628,374

Major product / service line:

Scientific services – Personal radiation monitoring service	2,434,745	2,550,653
Construction and maintenance – Comprehensive Nuclear-Test-Ban Treaty	2,047,043	1,779,730
Australian clinical dosimetry service	2,314,451	1,895,632
Other scientific services	1,143,992	1,402,359
	7,940,231	7,628,374

Type of customer:

Australian Government entities (related parties)	57,370	55,117
State and Territory Governments	972,781	934,575
Non-government entities	6,910,080	6,638,682
	7,940,231	7,628,374

Timing of transfer of goods and services:

Over time	4,361,494	3,675,362
Point in time	3,578,737	3,953,012
	7,940,231	7,628,374

Notes to the financial statements

for the period ended 30 June 2020

Accounting policy

Revenue from the sale of goods is recognised when control has been transferred to the buyer.

ARPANSA's sale of good and service contract fall within scope of AASB 15. Performance obligations are required by enforceable contracts and are sufficiently specific to enable ARPANSA to determine when they have been satisfied.

The following is a description of principal activities from which ARPANSA generates its revenue:

(i) *Personal Radiation Monitoring Service* – monitors potential ionising radiation exposure to workers in fields such as medical, dental, chiropractic, industrial and mining.

(ii) *Comprehensive Nuclear-Test-Ban Treaty* – ARPANSA is responsible for carrying out Australia's radionuclide monitoring obligations to the Comprehensive Nuclear-Test-Ban Treaty. In this capacity, ARPANSA has worked to establish the international monitoring systems required to monitor treaty compliance through the installation, implementation and operation of seven stations within Australia and its Territories. The CTBT team within ARPANSA has also expanded to include operational responsibility for the radionuclide stations situated in Fiji and Kiribati.

(iii) *Australian Clinical Dosimetry Service* – is a national independent dosimetry auditing program, providing quality assurance for radiation oncology facilities and patients. The ACDS has been operating since February 2011, covering 100% of Australian and selected New Zealand radiotherapy facilities.

(iv) *Other scientific services* including testing and calibrations (ultraviolet and radio analytical services), training and hire of radiation meters.

Receivables for goods and services, which have 30 day terms, are recognised at the nominal amounts due less any impairment allowance account. Collectability of debts is reviewed at end of reporting period. Allowances are made when collectability of the debt is no longer probable.

	2020 \$	2019 \$
Note 1.2B: Licence fees		
Application fees	15,365	17,051
Annual charges	5,065,911	4,370,869
Total licence fees	5,081,276	4,387,920

Accounting policy

Under paragraph 34(b) of the *Australian Radiation Protection and Nuclear Safety Act 1998*, an application for a licence must be accompanied by a fee prescribed in the regulations. Revenue for licence applications is recognised when an application for a licence is received.

Note 1.2C: Other revenue

Resources received free of charge – ANAO	54,000	54,000
Total other revenue	54,000	54,000

Notes to the financial statements

for the period ended 30 June 2020

Accounting policy

Resources received free of charge are recognised as revenue when and only when a fair value can be reliably determined and the services would have been purchased if they had not been donated. Use of those resources is recognised as an expense.

Resources received free of charge are recorded as either revenue or gains depending on their nature.

	2020	2019
	\$	\$
Gains		
Note 1.2D: Foreign exchange gains		
Non-speculative	1,021	278
Total foreign exchange gains	1,021	278

Accounting policy

Gains and losses from foreign currency are recognised when incurred.

Note 1.2E: Reversal of write-downs and impairment

Inventories – reversal write-off	0	491
Total reversals of previous asset write-down and impairments	0	491

Note 1.2F: Revenue from government

Appropriation:

Departmental appropriation	12,757,000	12,758,000
Total revenue from government	12,757,000	12,758,000

Accounting policy

Amounts appropriated for departmental appropriations for the year (adjusted for any formal additions and reductions) are recognised as Revenue from Government when the Entity gains control of the appropriation, except for certain amounts that relate to activities that are reciprocal in nature, in which case revenue is recognised only when it has been earned.

Section 56 (3) of the *Australian Radiation Protection and Nuclear Safety Act 1998*, requires that money appropriated by the Parliament be transferred to the special account (notes 2.1A and 3.2 refer).

Appropriations receivable are recognised at their nominal amounts.

Notes to the financial statements

for the period ended 30 June 2020

Financial position

This section analyses ARPANSA's assets used to conduct its operations and the operating liabilities incurred as a result for the year ended 2020. Employee-related information is disclosed in the people and relationships section.

	2020 \$	2019 \$
NOTE 2.1: FINANCIAL ASSETS		
Note 2.1A: Cash and cash equivalents		
Cash in special accounts	1,145,258	1,314,930
Cash on hand or on deposit	46,970	31,161
Total cash and cash equivalents	1,192,228	1,346,091

The closing balance of Cash in special accounts does not include any amounts held in trust: (nil in 2019)

Accounting policy

Cash is recognised at its nominal amount. Cash and cash equivalents includes:

- a) cash at bank
- b) cash in special accounts.

Note 2.1B: Trade and other receivables

Goods and services receivables

Goods and services	1,091,758	953,949
Total goods and services receivables	1,091,758	953,949

Appropriations receivable:

For existing program	1,857,000	633,000
Departmental capital budget	1,199,000	670,000
Total appropriations receivable	3,056,000	1,303,000

Other receivables

Statutory receivables – GST	0	20,794
Total other receivables	0	20,794
Total trade and other receivables (gross)	4,147,758	2,277,743
Less impairment loss allowance	(21,835)	(14,309)
Total trade and other receivables (net)	4,125,923	2,263,434

Goods and services receivable was with entities external to the Australian Government. Credit terms are net 30 days (2019: 30 days).

Notes to and forming part of the financial statements

for the period ended 30 June 2020

Accounting policy

Receivables

Trade receivables, and other receivables that are held for the purpose of collecting the contractual cash flows where the cash flows are solely payments of principle and interest, that are not provided at below-market interest rates, are subsequently measured at amortised cost using the effective interest method adjusted for any loss allowance.

	2020 \$	2019 \$
Reconciliation of impairment allowance		
Goods and services		
Opening balance	14,308	19,994
Amounts recovered and reversed	981	761
Amounts written off	(2,218)	(8,188)
Increase/decrease recognised in net cost of services	8,764	1,741
Closing balance	21,835	14,308

Note 2.1C: Other financial assets

Accrued revenue	42,534	559,134
Total other financial assets	42,534	559,134

Total other financial assets are expected to be recovered in no more than 12 months.

Accounting policy

Financial assets are assessed for impairment at the end of each reporting period.

Notes to the financial statements

for the period ended 30 June 2020

NOTE 2.2: NON-FINANCIAL ASSETS

Note 2.2A: Reconciliation of the opening and closing balances of property, plant and equipment and intangibles

	Land \$	Buildings \$	Leasehold improvements \$	Property, Plant and Equipment \$	Computer software ¹ \$	Other intangibles – trademarks \$	Total \$
As at 1 July 2019							
Gross book value	9,750,000	18,349,717	256,275	13,192,263	4,045,525	3,200	45,596,980
Accumulated depreciation, amortisation and impairment	0	0	(181,833)	(2,848,681)	(3,089,044)	(65)	(6,119,623)
Total as at 1 July 2019	9,750,000	18,349,717	74,442	10,343,582	956,481	3,135	39,477,357
Recognition of right of use asset on initial application of AASB 16		634,201					
Adjusted total as at 1 July 2019	9,750,000	18,983,918	74,442	10,343,582	956,481	3,135	40,111,558
Additions:							
Purchase	0	169,530		1,049,920	166,359	0	1,385,809
Revaluations and impairments recognised in other comprehensive income	(290,000)	350,026	0	0	0	0	60,026
Depreciation and amortisation	0	(1,082,273)	(74,442)	(1,632,150)	(407,815)	(320)	(3,197,000)
Depreciation on right-of-use assets	0	(240,020)	0	0	0	0	(240,020)
Other movements of right-of-use assets	0	14,357	0	0	0	0	14,357
Disposals:							
Write-offs	0	0	0	(5,908)	(122,502)	0	(128,410)
Total as at 30 June 2020	9,460,000	18,195,538	0	9,755,444	592,523	2,815	38,006,320
Total as at 30 June 2020 represented by:							
Gross book value	9,460,000	18,195,538	256,275	14,193,608	4,071,025	3,200	46,179,646
Accumulated depreciation and impairment	0	0	(256,275)	(4,438,164)	(3,478,502)	(385)	(8,173,326)
Total as at 30 June 2020	9,460,000	18,195,538	0	9,755,444	592,523	2,815	38,006,320
Carrying amount of right-of-use assets		408,538					

1. The carrying amount of computer software included \$312,285 purchased software and \$280,238 internally developed software.

There were no indicators of impairment found for property, plant and equipment.

No property plant and equipment or intangibles are expected to be sold or disposed of within the next 12 months.

Revaluations of non-financial assets

All revaluation were conducted in accordance with the revaluation policy as stated in this note. On 30 June 2020, an independent valuer conducted revaluations of land and buildings.

Notes to the financial statements

for the period ended 30 June 2020

Accounting policy

Assets are recorded at cost on acquisition except as stated below. The cost of acquisition includes the fair value of assets transferred in exchange and liabilities undertaken.

Assets acquired at no cost, or for nominal consideration, are initially recognised as assets and income at their fair value at the date of acquisition, unless acquired as a consequence of restructuring of administrative arrangements. In the latter case, assets are initially recognised as contributions by owners at the amounts at which they were recognised in the transferor's accounts immediately prior to the restructuring.

Asset recognition threshold

Purchases of property, plant and equipment are recognised initially at cost in the Statement of Financial Position, except for purchases costing less than \$2,000, which are expensed in the year of acquisition (other than where they form part of a group of similar items which are significant in total).

Lease Right of Use (ROU) Assets

Leased ROU assets are capitalised at the commencement date of the lease and comprise of the initial lease liability amount, initial direct costs incurred when entering into the lease less any lease incentives received. These assets are accounted for by Commonwealth lessees as separate asset classes to corresponding assets owned outright, but included in the same column as where the corresponding underlying assets would be presented if they were owned.

On initial adoption of AASB 16 ARPANSA has adjusted the ROU assets at the date of initial application by the amount of any provision for onerous leases recognised immediately before the date of initial application. Following initial application, an impairment review is undertaken for any right of use lease asset that shows indicators of impairment and an impairment loss is recognised against any right of use lease asset that is impaired. Lease ROU assets continue to be measured

at cost after initial recognition in Commonwealth agency, GGS and Whole of Government financial statements

Revaluations

Following initial recognition at cost, property plant and equipment (excluding ROU assets) are carried at fair value (or an amount not materially different from fair value) less subsequent accumulated depreciation and accumulated impairment losses. Valuations are conducted with sufficient frequency to ensure that the carrying amounts of assets do not differ materially from the assets' fair values as at the reporting date. The regularity of independent valuations depends upon the volatility of movements in market values for the relevant assets.

Revaluation adjustments are made on a class basis. Any revaluation increment is credited to equity under the heading of asset revaluation reserve except to the extent that it reverses a previous revaluation decrement of the same asset class that was previously recognised in the surplus/deficit. Revaluation decrements for a class of assets are recognised directly in the surplus/deficit except to the extent that they reverse a previous revaluation increment for that class.

Any accumulated depreciation as at the revaluation date is eliminated against the gross carrying amount of the asset and the asset restated to the revalued amount.

Independent valuers from the Jones Lang LaSalle Advisory Services Pty Ltd conducted a desktop valuation of land and buildings on 30 June 2020.

Revaluation decrement of \$290,000 for land (decrement 2019: \$750,000) and increment of \$350,026 for buildings on freehold land (2019: \$787,100) were transferred to the asset revaluation reserve surplus by asset class and included in the equity section of the statement of financial position.

Notes to the financial statements

for the period ended 30 June 2020

Depreciation

Depreciable property plant and equipment assets, are written-off to their estimated residual values over their estimated useful lives to ARPANSA using, in all cases the straight-line method of depreciation.

Depreciation rates (useful lives), residual values and methods are reviewed at each reporting date and necessary adjustments are recognised in the current, or current and future reporting periods, as appropriate.

Depreciation rates applying to each class of depreciable asset are based on the following useful lives:

	2020	2019
Buildings on freehold land	16 years	17 years
Leasehold improvements	Lease term – 4 years	Lease term – 4 years
Plant and equipment	1 to 45 years	1 to 45 years

The depreciation rates for ROU assets are based on the commencement date to the earlier of the end of the useful life of the ROU asset or the end of the lease term.

Impairment

All assets were assessed for impairment at 30 June 2020. Where indications of impairment exist, the asset's recoverable amount is estimated and an impairment adjustment made if the asset's recoverable amount is less than its carrying amount.

The recoverable amount of an asset is the higher of its fair value less costs to sell and its value in use. Value in use is the present value of the future cash flows expected to be derived from the asset. Where the future economic benefit of an asset is not primarily dependent on the asset's ability to generate future cash flows, and the asset would be replaced if ARPANSA were deprived of the asset, its value in use is taken to be its depreciated replacement cost.

Derecognition

An item of property, plant and equipment is derecognised upon disposal or when no further future economic benefits are expected from its use or disposal.

Intangibles

ARPANSA's intangibles comprise purchased software, internally developed software for internal use and trade marks. These assets are carried at cost less accumulated amortisation and accumulated impairment losses.

Intangibles are amortised on a straight-line basis over their anticipated useful life. The useful lives of ARPANSA's intangibles are 1.7 to 12.6 years (2019: 1.7 to 12.6 years).

All intangibles assets were assessed for indications of impairment as at 30 June 2020.

Notes to the financial statements

for the period ended 30 June 2020

	2020 \$	2019 \$
Note 2.2B: Inventories		
Inventories held for sale		
Finished goods	14,164	10,248
Total inventories held for sale	14,164	10,248
Inventories held for distribution	1,595,395	1,478,156
Total inventories	1,609,559	1,488,404

During 2019–20, \$21,843 of inventory held for sale was recognised as an expense (2018–19: \$43,658).

During 2019–20, \$30,417 of inventory held for distribution was recognised as an expense (2018–19: \$42,105).

All inventory is expected to be sold or distributed in the next 12 months.

Accounting policy

Inventories held for sale are valued at the lower of cost and net realisable value.

Inventories held for distribution are valued at cost, adjusted for any loss of service potential.

Note 2.2C: Other non-financial assets

Prepayments	509,910	427,606
Total other non-financial assets	509,910	427,606

No indicators of impairment were found for other non-financial assets.

Notes to the financial statements

for the period ended 30 June 2020

	2020 \$	2019 \$
NOTE 2.3: PAYABLES		
Note 2.3A: Suppliers		
Trade creditors and accruals	743,736	756,002
Total suppliers	743,736	756,002

Settlement is usually made within 30 days.

Note 2.3B: Other payables

Salaries and wages	281,017	156,300
Superannuation	38,439	18,130
Unearned income	425,976	806,421
Demolition and remediation	0	288,461
Statutory payable – GST	644	0
Other	46,970	33,522
Total other payables	793,046	1,302,834

NOTE 2.4: INTEREST BEARING LIABILITIES

Leases

Lease liabilities	412,036	0
Total leases	412,036	0

Total cash outlay for leases for the year ended 30 June 2020 was \$245,988.

Accounting policy

Refer to Overview section for accounting policy on leases.

Notes to the financial statements

for the period ended 30 June 2020

Funding

This section identifies ARPANSA's funding structure.

NOTE 3.1: APPROPRIATIONS

In accordance with section 56 of the *Australian Radiation Protection and Nuclear Safety Act 1998*, all monies received by ARPANSA are to be paid into the ARPANSA Special Account. Pursuant to this section, all monies paid into this Account are automatically appropriated for the use of ARPANSA.

Note 3.1A: Annual appropriations ('recoverable GST exclusive')

Annual appropriations for 2020

	Annual appropriation ¹ \$	Adjustments to appropriation ² \$	Total appropriation \$	Appropriation applied in 2020 (current and prior years) \$	Variance ³ \$
Departmental					
Ordinary annual services	12,757,000	0	12,757,000	11,533,000	1,224,000
Capital budget ⁴	1,949,000	0	1,949,000	1,420,000	529,000
Other services					
Equity injections	0	0	0	0	0
Total departmental	14,706,000	0	14,706,000	12,953,000	1,753,000

Notes

- 1 No funds have been withheld (Section 51 of the PGPA Act) or quarantined for administrative purposes.
- 2 No adjustments have been applied to appropriations.
- 3 The variance of \$1,753,000 reflects the movement in appropriation receivable amount at 30 June 2020 for ordinary annual services, capital budget and other services.
4. Departmental capital budgets are appropriated through Appropriation Acts (No. 1,3,5). They form part of ordinary annual services, and are not separately identified in the Appropriation Acts.

Notes to the financial statements

for the period ended 30 June 2020

Annual appropriations for 2019

	Annual appropriation ¹ \$	Adjustments to appropriation ² \$	Total appropriation \$	Appropriation applied in 2019 (current and prior years) \$	Variance ³ \$
Departmental					
Ordinary annual services	12,758,000	0	12,758,000	12,544,000	214,000
Capital budget ⁴	1,945,000	0	1,945,000	2,330,000	(385,000)
Other services					
Equity injections	0	0	0	3,800,000	(3,800,000)
Total departmental	14,703,000	0	14,703,000	18,674,000	(3,971,000)

Notes

- 1 No funds have been withheld (Section 51 of the PGPA Act) or quarantined for administrative purposes.
- 2 No adjustments have been applied to appropriations.
- 3 The variance of \$3,971,000 reflects the movement in appropriation receivable amount at 30 June 2019 for ordinary annual services, capital budget and other services.
- 4 Departmental capital budgets are appropriated through Appropriation Acts (No. 1,3,5). They form part of ordinary annual services, and are not separately identified in the Appropriation Acts.

Note 3.1B: Unspent annual appropriations ('recoverable GST exclusive')

	2020 \$	2019 \$
Authority		
Departmental		
Appropriation Act (No. 1) 2019–20	2,233,000	0
Appropriation Act (No. 3) 2019–20	10,000	0
Appropriation Supply Act (No. 1) 2019–20	813,000	0
Appropriation Act (No. 1) 2019–20 – cash at bank	46,970	0
Appropriation Act (No. 1) 2018–19	0	1,303,000
Appropriation Act (No. 1) 2018–19 – cash at bank	0	31,161
Total departmental	3,102,970	1,334,161

Notes to the financial statements

for the period ended 30 June 2020

	2020 \$	2019 \$
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NOTE 3.2: SPECIAL ACCOUNTS

ARPANSA Special Account (departmental)

Establishing Instrument: *Australian Radiation Protection and Nuclear Safety Act 1998; s56(4)*

Appropriation: *Public Governance, Performance and Accountability Act 2013; s80*

Purpose: The purpose of the Special Account is set out in the *Australian Radiation Protection and Nuclear Safety Act 1998* at section 56(4):

"The purposes of the Special Account are to make payments

(a) to further the object of this act (as set out in section 3); and

(b) otherwise in connection with the performance of the CEO's functions under this Act or the Regulations."

Balance brought forward from previous period	1,346,091	1,100,443
Increases		
Departmental	26,724,361	31,870,076
Total increase	26,724,361	31,870,076
Available for payments	28,070,452	32,970,519
Decreases		
Departmental	(26,878,224)	(31,624,428)
Total decrease	(26,878,224)	(31,624,428)
Total balance carried to next period	1,192,228	1,346,091
Balance represented by:		
Cash held in entity bank accounts	1,192,228	1,346,091
Total balance carried to next period	1,192,228	1,346,091

NOTE 3.3: NET CASH APPROPRIATION ARRANGEMENTS

Total comprehensive income less depreciation/amortisation expenses previously funded through revenue appropriations	840,258	453,832
Plus: depreciation/amortisation expenses previously funded through revenue appropriations	(3,197,000)	(2,915,497)
Plus: depreciation right-of-use assets	(240,020)	0
Less: principal repayment – leased assets	236,522	0
Total comprehensive income (loss) as per the Statement of Comprehensive Income	(2,356,742)	(2,461,665)

Notes to the financial statements

for the period ended 30 June 2020

People and relationships

This section identifies a range of employment and post-employment benefits provided to our people and our relationships with other key people.

	2020 \$	2019 \$
NOTE 4.1: EMPLOYEE PROVISIONS		
Employee provisions		
Leave	5,307,070	4,864,862
Total employee provisions	5,307,070	4,864,862

Accounting policy

Liabilities for 'short-term employee benefits' and termination benefits expected to be settled within twelve months of the end of the reporting period are measured at their nominal amounts.

The nominal amount is calculated with regard to the rates expected to be paid on settlement of the liability.

Other long-term employee benefit liabilities are measured as net total of the present value of the defined benefit obligation at the end of the reporting period minus the fair value at the end of the reporting period of plan assets (if any) out of which the obligations are to be settled directly.

Leave

The liability for employee benefits includes provision for annual leave and long service leave. No provision has been made for sick leave as all sick leave is non-vesting and the average sick leave taken in future years by employees of the Entity is estimated to be less than the annual entitlement for sick leave.

The leave liabilities are calculated on the basis of employees' remuneration at the estimated salary rates that will be applied at the time the leave is taken, including the Entity's employer superannuation contribution rates to the extent that the leave is likely to be taken during service rather than paid out on termination.

The liability for long service leave is recognised and measured at the present value of the estimated future cash flows to be made in respect of employees as at 30 June 2020. The estimate of the present value of the liability takes into account attrition rates and pay increases through promotion and inflation.

Separation and redundancy

Provision is made for separation and redundancy benefit payments. The Entity recognises a provision for termination when it has developed a detailed plan for terminations and has informed those employees affected that it will carry out the terminations.

Superannuation

The majority of staff of ARPANSA are members of the Commonwealth Superannuation Scheme (CSS), the Public Sector Superannuation Scheme (PSS) or the PSS accumulation plan (PSSap), and the Australian Government Employee Superannuation Trust (AGEST). There are a small number of staff covered under various other superannuation schemes.

The CSS and PSS are defined benefit schemes for the Australian Government. The PSSap is a defined contribution scheme. The AGEST Superannuation Trust is an industry fund which was previously the Australian Government Default Superannuation fund for non-ongoing employees.

The liability for defined benefits is recognised in the financial statements of the Australian Government and is settled by the Australian Government in due course. This liability is reported in the Department of Finance's administered schedules and notes.

ARPANSA makes employer contributions to the employees' superannuation scheme at rates determined by an actuary to be sufficient to meet the current cost to the Government. ARPANSA accounts for the contributions as if they were contributions to defined contribution plans.

The liability for superannuation recognised as at 30 June represents outstanding contributions for the final fortnight of the year.

Notes to the financial statements

for the period ended 30 June 2020

NOTE 4.2: KEY MANAGEMENT PERSONNEL REMUNERATION

Key management personnel are those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director (whether executive or otherwise) of that entity. ARPANSA has determined the key management personnel to be the Chief Executive and seven Branch and Office Heads. Key management personnel remuneration is reported in the table below:

	2020 \$	2019 \$
Short-term employee benefits	1,728,234	1,707,650
Post-employment benefits	253,381	239,485
Other long-term employee benefits	41,674	41,353
Total key management personnel remuneration expenses¹	2,023,289	1,988,488

The total number of key management personnel that are included in the above table are 9 individuals (2019: 9). In 2020, 2 individuals were employed in key management personnel roles for part of the year only (2019: 3).

1. The above key management personnel remuneration excludes the remuneration and other benefits of the Portfolio Minister. The Portfolio Minister's remuneration and other benefits are set by the Remuneration Tribunal and are not paid by the entity.

NOTE 4.3: RELATED PARTY DISCLOSURES

Related party relationships:

The entity is an Australian Government controlled entity. Related parties to this entity are key management personnel including the Portfolio Minister and Executive, and other Australian Government entities.

Transactions with related parties:

Given the breadth of Government activities, related parties may transact with the government sector in the same capacity as ordinary citizens. Such transactions include the payment or refund of taxes, receipt of a Medicare rebate or higher education loans. These transactions have not been separately disclosed in this note.

Giving consideration to relationships with related entities, and transactions entered into during the reporting period by the entity, it has been determined that there are no related party transactions to be separately disclosed.

Notes to the financial statements

for the period ended 30 June 2020

Managing uncertainties

This section analyses how ARPANSA manages financial risks within its operating environment.

NOTE 5.1: CONTINGENT LIABILITIES AND ASSETS

As at 30 June 2020 ARPANSA had no quantifiable or unquantifiable contingencies. (2019: Nil)

Accounting policy

Contingent liabilities and contingent assets are not recognised in the Statement of Financial Position but are reported in the notes. They may arise from uncertainty as to the existence of a liability or asset, or represent an asset or liability in respect of which the amount cannot be reliably measured. Contingent assets are disclosed when settlement is probable but not virtually certain and contingent liabilities are disclosed when settlement is greater than remote.

	2020	2019
	\$	\$

NOTE 5.2: FINANCIAL INSTRUMENTS

Note 5.2A: Categories of financial instruments

Financial assets at amortised cost

Cash and cash equivalents	1,192,228	1,346,091
Trade and other receivables	1,069,923	939,640
Other financial assets	42,534	559,134
Total financial assets at amortised cost	2,304,685	2,844,865

Financial liabilities

Financial liabilities measured at amortised cost

Trade creditors	743,736	756,002
Total financial liabilities measured at amortised cost	743,736	756,002
Total financial liabilities	743,736	756,002

Notes to the financial statements

for the period ended 30 June 2020

Accounting policy

Financial assets

ARPANSA classifies its financial assets in the following category:

a) financial assets measured at amortised cost.

The classification depends on both ARPANSA's business model for managing the financial assets and contractual cash flow characteristics at the time of initial recognition. Financial assets are recognised when ARPANSA becomes a party to the contract and, as a consequence, has a legal right to receive or a legal obligation to pay cash and derecognised when the contractual rights to the cash flows from the financial asset expire or are transferred upon trade date.

Financial Assets at amortised cost

Financial assets included in this category need to meet two criteria:

1. the financial asset is held in order to collect the contractual cash flows; and
2. the cash flows are solely payments of principal and interest (SPPI) on the principal outstanding amount.

Amortised cost is determined using the effective interest method.

Effective Interest Method

Income is recognised on an effective interest rate basis for financial assets that are recognised at amortised cost.

Impairment of Financial Assets

Financial assets are assessed for impairment at the end of each reporting period based on Expected Credit Losses, using the general approach which measures the loss allowance based on an amount equal to lifetime expected credit losses where risk has significantly increased, or an amount equal to 12-month expected credit losses if risk has not increased.

The simplified approach for trade receivables is used. This approach always measures the loss allowance as the amount equal to the lifetime expected credit losses.

A write-off constitutes a derecognition event where the write-off directly reduces the gross carrying amount of the financial asset.

Financial liabilities

Financial liabilities are classified as other liabilities. Financial liabilities are recognised and derecognised upon 'trade date'.

Other Financial Liabilities

Supplier and other payables are recognised at amortised cost. Liabilities are recognised to the extent that the goods or services have been received (and irrespective of having been invoiced).

NOTE 5.3: FAIR VALUE MEASUREMENTS

The following tables provide an analysis of assets and liabilities that are measured at fair value.

Accounting policy

When an asset or liability, financial or non-financial, is measured at fair value for recognition or disclosure purposes, the fair value is based on the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date; and assumes that the transaction will take place either: in the principle market; or in the absence of a principal market, in the most advantageous market.

Fair value is measured using the assumptions that market participants would use when pricing the asset or liability, assuming they act in their economic best interest. For non-financial assets, the fair value measurement is based on its highest and best use.

Notes to the financial statements

for the period ended 30 June 2020

Valuation techniques that are appropriate in the circumstances and for which sufficient data are available to measure fair value, are used, maximising the use of relevant observable inputs and minimising the use of unobservable inputs.

For recurring and non-recurring fair value measurements, external valuers may be used when internal expertise is either not available or when the valuation is deemed to be significant. External valuers are selected based on market knowledge and reputation. Where there is a significant change in fair value of an asset or liability from one period to another, an analysis is undertaken, which includes a verification of the major inputs applied in the latest valuation and a comparison, where applicable, with external sources of data.

Fair value measurements at the end of the reporting period

	2020 \$	2019 \$
Note 5.3A: Fair value measurements		
Non-financial assets		
Land	9,460,000	9,750,000
Buildings on freehold land	18,195,538	18,349,717
Leasehold improvements	0	74,442
Plant and equipment	9,755,444	10,343,582
Total non-financial assets	37,410,982	38,517,741

No change in valuation technique occurred during the period.

Other information

NOTE 6.1: AGGREGATE ASSETS AND LIABILITIES

Assets expected to be recovered in:

No more than 12 months	7,479,510	6,084,669
More than 12 months	38,006,964	39,477,357
Total assets	45,486,474	45,562,026

Liabilities expected to be settled in:

No more than 12 months	3,079,620	3,201,778
More than 12 months	4,176,268	3,721,920
Total liabilities	7,255,888	6,923,698





6

PART 6

Appendices

Appendix 1

ARPANSA licensing activities

Details of any licensee breaches in the financial year

The CEO was made aware of an event which resulted in two breaches with significant implications for safety:

- The Australian Nuclear Science and Technology Organisation (ANSTO) was found in breach of sections 58 and 79 of the Australian Radiation Protection and Nuclear Safety Regulations 2018 (Regulations) in September 2019 by failing to take all reasonably practicable steps to prevent accidents, and ensuring that doses to workers are below relevant limits, respectively, with regards to an accident which occurred at the ANSTO Nuclear Medicine facility on 21 June 2019.

Breaches with no, or minor, safety implications during the year

The CEO was made aware of 11 breaches with no, or minor, safety implications:

- Three breaches for failing to review the plans and arrangements for managing radiation safety, which are required to be reviewed at least every three years under section 61 of the Regulations.
- One breach related to not complying with a relevant code or standard, including requirements of the Radiation Health Series publication *Code of Practice for the Design and Safe Operation of Non-medical Irradiation Facilities* (1988) (RHS 24).
- One breach for failing to seek approval to dispose of a radiation source as required under section 65(1) of the Regulations. During a refurbishment six apparatus were disposed of, which was subsequently self-reported to ARPANSA.
- One breach for failing to maintain a current source inventory. Specifically, a legacy X-ray apparatus was discovered that was not recorded on the inventory, which was promptly self-reported to ARPANSA. The apparatus had not been intended to be used again.

- Two breaches for failing to seek prior approval for the transfer of a radiation source as required under section 65(2) of the Regulations. One source was transferred to a state jurisdiction licence holder without the required prior approval. The other was a low-risk source that was transferred without prior approval to a recipient that was found not to be licensed for this type of equipment. Both breaches were self-reported and involved low-hazard apparatus.
- One breach for failing to seek approval to dispose of a source as required under section 65(1) of the Regulations. The CEO was not notified within seven days of disposal of the X-ray equipment. This breach was self-reported.
- One breach for failing to take reasonably practicable steps to ensure plans and arrangements for managing safety were implemented under section 60 of the regulations. Instances where they were not fully implemented included routine checks and calibrations.
- One breach for failing to ensure that the requirements of the *Code of Practice for the Security of Radioactive Sources* (2019) (Radiation Protection Series 11) were implemented, including having appropriate physical detection measures in place and having an endorsed security plan, which is required under section 59 (1) of the regulations.

Whilst these breaches were assessed as having no or minor implications for safety, their identification and rectification is important to setting high standards of radiation protection and to avoid more significant safety incidents and accidents.

In all cases the licence holder undertook appropriate corrective actions.

Details of any improvement notices or directions issued during the year

There were no improvement notices issued under section 80A of the ARPANS Act.

There were no directions issued under section 41 of the ARPANS Act.

Areas for improvement

During regulatory inspections of licence holders, ARPANSA may identify an area for improvement (AFI) which represents an opportunity for licence holders to enhance their safety performance. An AFI identifies where a licence holder’s safety performance may be improved, as opposed to a breach where there is a non-compliance with a legal requirement and which may involve enforcement action. An AFI can help enhance safety performance by highlighting examples of international best practice, practices adopted elsewhere, or practices that may avoid potential future non-compliances. An AFI can also highlight a local non-conformance with a licence holders own management system and internal processes.

ARPANSA typically finds over 100 AFIs each financial year from across all licence holders and follows up on their implementation as part of the inspection process. During the 2019–2020 reporting period, ARPANSA found 137 areas for improvement from across 91 facility and source licences. As with previous reporting periods, issues related to documentation remain the most common AFI. Documentation is an important safety area as it captures an organisation’s requirements, work practices and conditions, which are assessed by ARPANSA as part of any licence application process and ongoing compliance monitoring. Figure 2 shows the breakdown of the most common areas for improvement by category type for the 2019–2020 reporting period with further explanation about each category provided in Table A1.1.

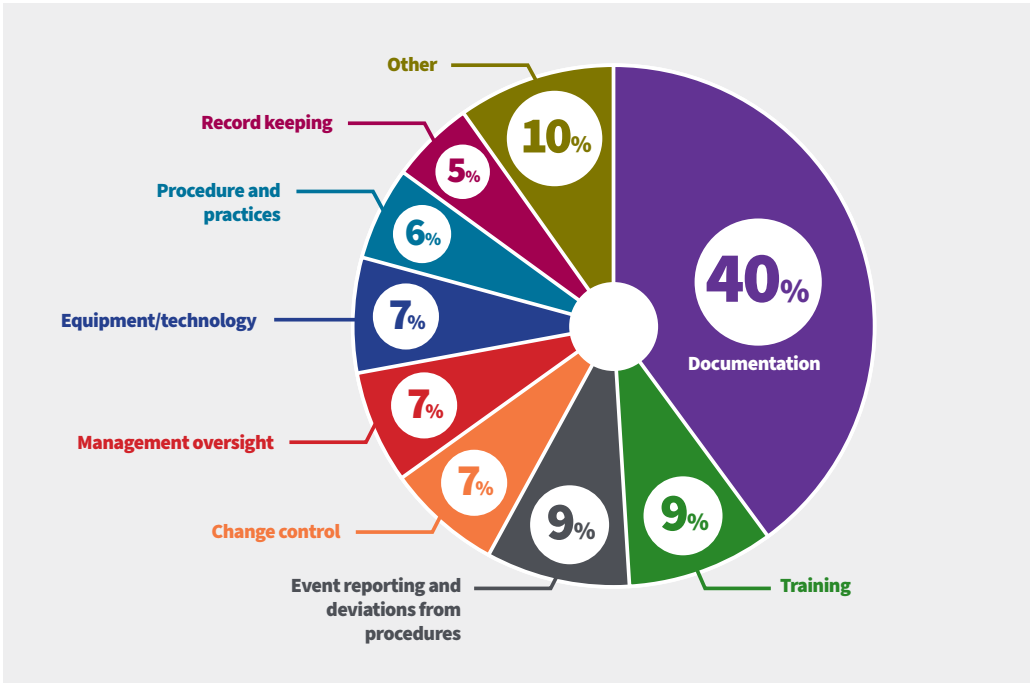


Figure 2: Areas for improvement by category 2019–2020

Table A1.1: Area for improvement categories for 2019–2020

Category	Description	AFIs
Documentation	Includes where inspectors have identified deficiencies in procedures or assessments, procedures not reviewed within set time frames, where information in a document was out of date, or where a document was missing/could not be located.	40%
Training	Includes where isolated instances of expired training, and deficiencies in training or verification of training have been identified.	9%
Event reporting and deviations from procedures	Includes minor deviations from procedures, or events/incidents from which learnings have not been fully realised.	9%
Change control	Includes insufficient internal assessment/recording of change, assessment as part of submission to ARPANSA, and where lessons should have been captured.	7%
Management oversight	Includes where oversight measures were not effective at ensuring awareness/visibility of work performed.	7%
Equipment/technology	Includes where physical equipment was not as intended, for example signage was not accurate.	7%
Procedures and practices	Includes instances where procedures could be enhanced to align with international best practice or harmonised across work areas.	6%
Record keeping	Includes records of surveys, training, or inventory not being up to date or easily accessible.	5%

Other significant activities

ANSTO licence conditions

On 5 July 2019 ARPANSA imposed a condition on the ANSTO Nuclear Medicine (ANM) facility licence as a response to a radiation contamination event that occurred on 21 June 2019 that was determined to be an accident under section 58 of the regulations. The licence condition restricted production at the ANM facility to a level that satisfied the domestic demand for nuclear medicine only. The condition ensured that ANSTO resources could be directed to improve process safety.

Following imposition of the licence condition, ARPANSA undertook a number of inspections and undertook regulatory oversight activities to track the progress of safety improvements by ANSTO. ARPANSA eventually removed the condition from the licence on 27 March 2020 after it had achieved its objective of ensuring that measures were in place to improve safety in a number of areas. A new licence condition was then imposed that required ANSTO to notify ARPANSA at key points prior to implementation of the planned staged increase in production including evidence that safety factors and risk mitigation measures had been appropriately considered. This license condition will give additional assurance that key controls are in place and will allow for effective monitoring by ARPANSA.

Further details of the regulatory response to this accident are published on the ARPANSA website at arpansa.gov.au/ansto-return

ANSTO mechanical failure

A further disruption to ANM production occurred in September 2019 due to the mechanical failure of a gate valve used in the transfer of uranium target plates to the facility. Whilst the gate valve failure had no direct safety consequence it resulted in a loss of production for an extended period of time. ARPANSA provided a fast-tracked response for required regulatory approvals of necessary modifications so that the disruption to the supply of nuclear medicine to the Australian community was minimised.

**ANSTO Health Safety Review
Implementation Plan**

ARPANSA continues to monitor the progress of the ANSTO Health Safety Review Implementation Plan. An inspection of the nuclear medicine facility known as Health Products was completed in May 2020 which covered some of the improvements ANSTO indicated had been completed but, due to COVID-19 restrictions, the majority of the inspection was conducted remotely with a limited scope. As a result, not all actions could be verified. Based on information ANSTO provided to ARPANSA in January 2020, 27% of all actions have been validated as being complete, 2% of actions have been reported as being behind schedule, 16% of actions have not been started, with the remaining actions (45%) in progress and on schedule. With a six-month reporting requirement, the next progress report is expected by end of July 2020.

**National Radioactive Waste Management
Facility Project**

On 30 June 2020, ARPANSA attended a public hearing by Senate Standing Committees on Economics on the National Radioactive Waste Management Amendment (Site Specification, Community Fund and Other Measures) Bill 2020. This work was part of ARPANSA's National Radioactive Waste Management Facility (NRWMF) Project, which prepares ARPANSA for the review and assessment work that will be required once a licence application is received, and which also provides advice to relevant stakeholders across Government on matters related to the regulatory requirements for a NRWMF.

Facility licences as at 30 June 2020

Commonwealth entity	Licences held
Australian National University	3
Australian Nuclear Science and Technology Organisation	20
Australian Radiation Protection and Nuclear Safety Agency	1
Department of Agriculture, Water and the Environment	1
Department of Defence/Australian Defence Forces	4
Department of Home Affairs	4
Total	33

Source licences as at 30 June 2020

Commonwealth entity	Licences held
ASC Pty Ltd and ASC AWD Shipbuilder Pty Ltd	1
Attorney-General's Department	2
Australian Criminal Intelligence Commission	1
Australian Federal Police	1
Australian Institute of Marine Science	1
Australian National Maritime Museum	1
Australian National University	1
Australian Nuclear Science and Technology Organisation	3

Commonwealth entity	Licences held
Australian Postal Corporation	1
Australian Radiation Protection and Nuclear Safety Agency	2
Australian Securities and Investments Commission	1
Australian Sports Commission	1
Australian Trade and Investment Commission	1
Australian Transaction Reports and Analysis Centre	1
Australian War Memorial	1
Commonwealth Bureau of Meteorology	1
Commonwealth Scientific and Industrial Research Organisation	9
Decipha Pty Ltd	1
Department of Agriculture, Water and the Environment	5
Department of Defence/Australian Defence Forces	1
Department of Foreign Affairs and Trade	1
Department of Home Affairs	3
Department of Industry, Science, Energy and Resources	3
Department of Infrastructure, Transport, Regional Development and Communications	1
Department of Parliamentary Services	1

Commonwealth entity	Licences held
Department of the Prime Minister and Cabinet	1
Federal Court of Australia	1
High Court of Australia	1
Indian Ocean Territories Health Service	1
Law Courts Limited	1
National Archives of Australia	1
National Gallery of Australia	1
National Museum of Australia	1
Norfolk Island Health and Residential Aged Care Service	1
Note Printing Australia	1
Reserve Bank of Australia	1
Royal Australian Mint	1
Silex Systems Limited	1
Total	58

Appendix 2

Operations of the Radiation Health and Safety Advisory Council and Committees

Operations of the Radiation Health and Safety Advisory Council

During 2019–2020, the Radiation Health and Safety Advisory Council (the Council) met on two occasions. Summaries of the meetings can be found at arpansa.gov.au/rhsac-minutes.

The membership as at 30 June 2020 was:

- **Chair**
Dr Roger Allison*, Radiation Oncologist (former Executive Director Cancer Care Services), Royal Brisbane and Women's Hospital.
- **CEO of ARPANSA**
Dr Carl-Magnus Larsson (Commonwealth).
- **Radiation Control Officers:**
 - Mr Keith Baldry (South Australia), Director, Regulation and Compliance, South Australian Environment Protection Authority
 - Dr Stephen Newbery (Tasmania), Principal Health Physicist, Tasmanian Department of Health and Human Services.
- **Nominee of the Chief Minister of Northern Territory**
Dr Hugh Heggie, Chief Health Officer, Department of Health of the Northern Territory.
- **Person to represent the interests of the general public**
Dr Peter Karamoskos*, consultant radiologist at Epworth Medical Imaging.
- **Other Members:**
 - Dr Jane Canestra*, Medical practitioner and emergency physician with expertise in the health aspects of radiological emergencies
 - Professor Adele Green*, Head, Cancer and Population Studies Group, Queensland Institute of Medical Research
 - Ms Melissa Holzberger, Director and Principal, Sloan Holzberger Lawyers
 - Professor Pamela Sykes*, Professor Preventive Cancer Biology, Flinders University
 - Dr Melanie Taylor*, Senior Lecturer Organisational Psychology, Macquarie University
 - Dr Trevor Wheatley^, Chief Laser Safety Officer, University of New South Wales
 - Mr Jim Hondros^, Consultant, JRHC Enterprises, experience in mining and minerals processing, particularly with uranium and naturally occurring radioactive material.

* reappointed for a three-year term ending 31 March 2023

^ appointed for a three-year term ending 31 March 2023

- The term of appointment for Mr Frank Harris (Chief Adviser, Radiation Governance and Product Stewardship, Rio Tinto Uranium) ended 31 March 2020.

During 2019–2020, Council considered and discussed:

- the health impacts of ultraviolet (UV) radiation protection. The Council wrote to the CEO of ARPANSA recommending a national approach to skin cancer prevention and highlighting key actions through UV protection
- ARPANSA's regulatory response to safety incidents at ANSTO, including organisational culture for safety
- public enquiries and concerns about 5G technology including the Australian Government funding announced in December 2019 for an Enhanced Electromagnetic Energy (EME) Program
- issues associated with naturally occurring radioactive material, known as 'NORM', including the benefits of a graded approach to regulation and NORM guidance for industry in Australia
- issues relating the site identification process for the National Radioactive Waste Management Facility.

Nominations were sought for several member positions during the year for terms that expired 31 March 2020 (including a member representing the interests of the general public, and other general member positions) as well as for the role of the Chair. The Minister made three-year appointments for all vacant positions.

A Council meeting scheduled for March 2020 was cancelled on short notice due to the impact of COVID-19 on ARPANSA's operations and logistical arrangements for Council.

Operations of the Radiation Health Committee

During 2019–2020, the Radiation Health Committee (RHC) met on three occasions. The meeting minutes are available at arpansa.gov.au/rhc-minutes.

The RHC is appointed on a three-year term, which commenced on 1 January 2018. The membership as at 30 June 2020 was:

- **Chair**
Dr Roslyn Drummond (Victoria), Radiation Oncologist, Radiation Oncology and Cancer Imaging, Peter MacCallum Cancer Centre.
- **CEO of ARPANSA**
Dr Carl-Magnus Larsson (Commonwealth).
- **Radiation Control Officers (each state and territory):**
 - Mr Bradley Feldtman (Northern Territory), Manager Radiation Protection, Department of Health
 - Dr Massey de los Reyes (South Australia), Senior Radiation Protection Officer, Science and Information, Mining and Radiation Branch, South Australian Environment Protection Authority
 - Ms Penny Hill (Australian Capital Territory), Senior Radiation Safety Officer, Health Protection Service, ACT Health
 - Mr Noel Cleaves (Victoria), Manager, Environmental Health Regulation & Compliance, Health Protection Branch, Department of Health and Human Services
 - Mr Simon Critchley (Queensland), Director, Radiation Health, Queensland Health
 - Ms Hazel Upton (Western Australia), Radiation Control Officer, Radiation Health Unit, Department of Health
 - Dr Stephen Newbery (Tasmania), Principal Health Physicist, Department of Health and Human Services
 - Mr Mark Carey (New South Wales), Principal Policy Officer, New South Wales Environment Protection Authority.
- **Nuclear Safety Committee representative**
Dr Joanna Wriedt (Victoria), Member Victorian Government’s Radiation Advisory Committee.
- **Person to represent the interests of the general public**
Ms Fay Bellis (Victoria), Quality Management System Consultant.
- **Other members**
Dr Bruce Hocking, consulting specialist in occupational medicine.

The nomination for new members on the RHC for the next 2021–2023 triennium has been advertised in the media and on ARPANSA’s website. Nominations close on 31 August 2020.

During 2019–2020, the committee considered and discussed:

National diagnostic reference levels

The RHC endorsed the publication of diagnostic reference level (DRL) for coronary angiography on ARPANSA's website. A DRL is an indicative dose that is not expected to be exceeded under normal imaging conditions for a given diagnostic task. A DRL is not a regulatory limit, but it is a benchmark that when exceeded triggers a review. Conducting a local dose audit and comparing the results to a DRL provides an imaging facility with a simple method of identifying situations where they are delivering an unusually high patient dose.

Safe handling of deceased persons treated with radioactive material

The RHC agreed to publish a *Statement on Safe Handling of Deceased Persons Recently Treated with Radioactive Material* on the ARPANSA website. This Statement intends to provide information to persons such as cemetery and crematorium workers, funeral parlour staff and directors, embalmers and coroners, who in the course of their work may be required to deal with deceased persons who had recently undergone procedures involving radioactive material.

Ethical review for multi-centre trials

The RHC noted that there had been some issues related to inconsistent application of the requirements of the *Code of Practice for the Exposure of Humans to Ionizing Radiation for Research Purposes* (RPS 8). The Committee was considering revising the Code but, in the interim, had issued this Statement in relation to multi-centre trials. The statement

provides information on how the code should apply under the National Mutual Acceptance arrangements for multi-centre trials where a single central Human Research Ethics Committee (HREC) undertakes review.

Development of regulatory codes and standards

The second edition of the *National Directory for Radiation Protection* (NDRP) was endorsed by enHealth in October 2019 and Australian Health Ministers' Advisory Council in February 2020. The document is awaiting approval by the Council of Australian Governments' Health Council.

During the year ARPANSA published the following documents:

- *Code for Radiation Protection in Medical Exposure* (RPS C-5)
- *Code for Radiation Protection in Planned Exposure Situations* (RPS C-1) (Rev.1)

The RHC approved the revised *Guide for Classification of Radioactive Waste* (RPS G-4) (Revised RPS 20).

Radiation Protection Standard for Maximum Exposure Levels to Radiofrequency Fields – 3 kHz to 300 GHz (RPS 3) has been revised as *Standard for Limiting Exposure to Radiofrequency Fields – 100 KHz to 300 GHz* (RPS S-1) based on the 2020 guidelines of the International Commission for Non-Ionizing Radiation Protection (ICNIRP) for high frequency fields. The document will be put forward for stakeholder consultation.

A guide and regulatory expectations document has been developed for diagnostic and interventional radiology for the users on compliance with the *Code for Radiation*

Protection in Medical Exposure (RPS C-5).

The document will be sent to the RHC for endorsement.

At the end of the financial year the Committee was working on the following documents:

- Code of Practice and Safety Guide for Portable Density/Moisture Gauges containing Radioactive Sources (RPS 5)
- Code of Practice and Safety Guide for Radiation Protection and Radioactive Waste Management in Mining and Mineral Processing (RPS 9)
- Code of Practice and Safety Guide for Radiation Protection in Dentistry (RPS 10)
- Code of Practice and Safety Guide for Safe Use of Fixed Radiation Gauges (RPS 13)
- Code of Practice for Protection Against Ionizing Radiation Emitted from X-ray Analysis Equipment (RHS 9)
- Revised Statement on Cabinet X-ray Equipment for Examination of Letters, Packages, Baggage, Freight and Other Articles for Security, Quality Control and Other Purposes (RHS 21)
- Statement on Enclosed X-ray Equipment for Special Applications (RHS 22)
- Code of Practice for the Design and Safe Operation of Non-medical Irradiation Facilities (RHS 24)
- Code of Practice for the Safe Use of Sealed Radioactive Sources in Borehole Logging (RHS 28).

Matters of public interest

The following item of public interest has been discussed at the RHC:

- 5G roll out and public concerns about health impacts of radiofrequency electromagnetic energy.

Operations of the Nuclear Safety Committee

During 2019–2020, the Nuclear Safety Committee (NSC) met on two occasions. Summaries of the meetings can be found on the ARPANSA website at arpansa.gov.au/nsc-minutes.

The membership as at 30 June 2020 was:

- **Chair**

Dr Tamie Weaver, Technical Fellow and Partner, ERM: Environmental Resources Management, with experience in hydrogeology (re-appointed).

- **CEO of ARPANSA**

Dr Carl-Magnus Larsson.

- **Radiation Health Committee representative**

Ms Fay Bellis, member of the Radiation Health Committee.

- **Local Government representative**

Mr Ian Drinnan, Principal Environmental Scientist, Sutherland Shire Council.

- **Person to represent the interests of the general public**

Dr Joanna Wriedt, experience in commercial law, government and medical research.

- **Other members:**

- Ms Kerrie Christian, metallurgist with background in governance, safety and reliability
- Mr Tony Irwin, engineer with experience in nuclear power and research reactor operations, commissioning, training and regulatory interaction
- Dr John Loy, radiation protection and nuclear safety regulatory expert, with extensive experience internationally and in Australia
- Mr Don Macnab, former Director, Regulatory and Policy Branch, ARPANSA
- Dr Peta Miller, Senior Lecturer and Researcher, Work Health and Safety practices, University of New South Wales, and consultant in safety management, ergonomics and human factors
- Mr Stuart Parr, radiation protection advisor with experience in safety engineering and management including advice on nuclear regulatory compliance internationally
- Mr Peter Wilkinson, consultant in safety management and safety culture in hazardous industries.

During 2019–2020, the committee considered and discussed:

Regulator Performance Framework self-assessment

ARPANSA conducted an annual self-assessment of its regulatory effectiveness against six Regulatory Performance Framework (RPF) key performance indicators in July 2019. This self-assessment is a requirement of the RPF. The NSC was tasked to review and validate the self-assessment report. The NSC was satisfied with the approach and methodology, and considered the use of stakeholders as part of the review team as a positive initiative. The NSC provided valuable feedback on the report that was incorporated into the final version. This report is published on both the ARPANSA and Department of Health websites.

Review of regulatory documentation

The NSC reviewed and provided comment on a number of key topics including:

- the request for approval to make a change with significant implications for safety related to ANSTO's internal safety review processes
- a draft guideline being prepared by ARPANSA to assist licence holders in the preparation of a safety analysis report
- the safety culture assessment of the ARPANSA, which was published December 2019 and is available on the ARPANSA website. More information about the self-assessment is available in **Case study 4: Safety Culture Assessment**.

Update on controlled facilities

ARPANSA kept the NSC informed on developments associated with controlled facilities. This included the operation of the ANSTO Open Pool Australian Lightwater reactor, ANSTO Health, and a contamination event which resulted in staff extremity exposure above statutory limits at the ANM facility.

Appendix 3

Reporting requirement tables

All staffing statistics are as of 30 June 2020.

Ongoing and non-ongoing employment information

A3.1 All ongoing employees current report period (2019–2020)

	Male			Female			Indeterminate			Total
	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time	Total	
NSW	15	0	15	7	0	7	0	0	0	22
QLD	0	0	0	0	0	0	0	0	0	0
SA	0	0	0	0	0	0	0	0	0	0
TAS	0	0	0	0	0	0	0	0	0	0
VIC	50	3	53	45	4	49	0	0	0	102
WA	0	0	0	0	0	0	0	0	0	0
ACT	0	0	0	0	0	0	0	0	0	0
NT	0	0	0	0	0	0	0	0	0	0
External territories	0	0	0	0	0	0	0	0	0	0
Overseas	0	0	0	0	0	0	0	0	0	0
Total	65	3	68	52	4	56	0	0	0	124

A3.2 All non-ongoing employees current report period (2019–2020)

	Male			Female			Indeterminate			Total
	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time	Total	
NSW	0	0	0	1	0	1	0	0	0	1
QLD	0	0	0	0	0	0	0	0	0	0
SA	0	0	0	0	0	0	0	0	0	0
TAS	0	0	0	0	0	0	0	0	0	0
VIC	3	1	4	4	1	5	0	0	0	9
WA	0	0	0	0	0	0	0	0	0	0
ACT	0	0	0	0	0	0	0	0	0	0
NT	0	0	0	0	0	0	0	0	0	0
External territories	0	0	0	0	0	0	0	0	0	0
Overseas	0	0	0	0	0	0	0	0	0	0
Total	3	1	4	5	1	6	0	0	0	10

A3.3 All ongoing employees previous report period (2018–19)

	Male			Female			Indeterminate			Total
	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time	Total	
NSW	14	0	14	6	1	7	0	0	0	21
QLD	0	0	0	0	0	0	0	0	0	0
SA	0	0	0	0	0	0	0	0	0	0
TAS	0	0	0	0	0	0	0	0	0	0
VIC	46	4	50	40	8	48	0	0	0	98
WA	0	0	0	0	0	0	0	0	0	0
ACT	0	0	0	0	0	0	0	0	0	0
NT	0	0	0	0	0	0	0	0	0	0
External territories	0	0	0	0	0	0	0	0	0	0
Overseas	0	0	0	0	0	0	0	0	0	0
Total	60	4	64	46	9	55	0	0	0	119

A3.4 All non-ongoing employees previous report period (2018–19)

	Male			Female			Indeterminate			Total
	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time	Total	
NSW	0	0	0	0	0	0	0	0	0	0
QLD	0	0	0	0	0	0	0	0	0	0
SA	0	0	0	0	0	0	0	0	0	0
TAS	0	0	0	0	0	0	0	0	0	0
VIC	5	1	6	3	2	5	0	0	0	11
WA	0	0	0	0	0	0	0	0	0	0
ACT	0	0	0	0	0	0	0	0	0	0
NT	0	0	0	0	0	0	0	0	0	0
External territories	0	0	0	0	0	0	0	0	0	0
Overseas	0	0	0	0	0	0	0	0	0	0
Total	5	1	6	3	2	5	0	0	0	11

Employment information based on classification level

A3.5 Australian Public Service Act ongoing employees current report period (2019–2020)

	Male			Female			Indeterminate			Total
	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time	Total	
SES 3	0	0	0	0	0	0	0	0	0	0
SES 2	0	0	0	0	0	0	0	0	0	0
SES 1	2	0	2	1	0	1	0	0	0	3
EL 2	14	0	14	3	0	3	0	0	0	17
EL 1	27	1	28	16	0	16	0	0	0	44
APS 6	16	1	17	9	1	10	0	0	0	27
APS 5	4	1	5	8	1	9	0	0	0	14
APS 4	0	0	0	5	0	5	0	0	0	5
APS 3	2	0	2	7	2	9	0	0	0	11
APS 2	0	0	0	3	0	3	0	0	0	3
APS 1	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0
Total	65	3	68	52	4	56	0	0	0	124

A3.6 Australian Public Service Act non-ongoing employees current report period (2019–2020)

	Male			Female			Indeterminate			Total
	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time	Total	
SES 3	0	0	0	0	0	0	0	0	0	0
SES 2	0	0	0	0	0	0	0	0	0	0
SES 1	0	0	0	0	0	0	0	0	0	0
EL 2	0	0	0	0	0	0	0	0	0	0
EL 1	1	0	1	0	0	0	0	0	0	1
APS 6	0	1	1	2	0	2	0	0	0	3
APS 5	2	0	2	1	1	2	0	0	0	4
APS 4	0	0	0	1	0	1	0	0	0	1
APS 3	0	0	0	1	0	1	0	0	0	1
APS 2	0	0	0	0	0	0	0	0	0	0
APS 1	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0
Total	3	1	4	5	1	6	0	0	0	10

A3.7 Australian Public Service Act ongoing employees previous report period (2018–19)

	Male			Female			Indeterminate			Total
	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time	Total	
SES 3	0	0	0	0	0	0	0	0	0	0
SES 2	0	0	0	0	0	0	0	0	0	0
SES 1	2	0	2	1	0	1	0	0	0	3
EL 2	12	0	12	5	1	6	0	0	0	18
EL 1	25	2	27	12	1	13	0	0	0	40
APS 6	14	1	15	5	4	9	0	0	0	24
APS 5	5	1	6	7	1	8	0	0	0	14
APS 4	0	0	0	6	0	6	0	0	0	6
APS 3	2	0	2	7	2	9	0	0	0	11
APS 2	0	0	0	3	0	3	0	0	0	3
APS 1	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0
Total	60	4	64	46	9	55	0	0	0	119

A3.8 Australian Public Service Act non-ongoing employees previous report period (2018–19)

	Male			Female			Indeterminate			Total
	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time	Total	
SES 3	0	0	0	0	0	0	0	0	0	0
SES 2	0	0	0	0	0	0	0	0	0	0
SES 1	0	0	0	0	0	0	0	0	0	0
EL 2	0	0	0	0	0	0	0	0	0	0
EL 1	1	0	1	1	0	1	0	0	0	2
APS 6	1	1	2	1	0	1	0	0	0	3
APS 5	3	0	3	1	1	2	0	0	0	5
APS 4	0	0	0	0	1	1	0	0	0	1
APS 3	0	0	0	0	0	0	0	0	0	0
APS 2	0	0	0	0	0	0	0	0	0	0
APS 1	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0
Total	5	1	6	3	2	5	0	0	0	11

Employment information by full-time and part-time status

A3.9 Australian Public Service Act employees by full-time and part-time status current report period (2019–2020)

	Ongoing			Non-ongoing			Total
	Full-time	Part-time	Total	Full-time	Part-time	Total	
SES 3	0	0	0	0	0	0	0
SES 2	0	0	0	0	0	0	0
SES 1	3	0	3	0	0	0	3
EL 2	17	0	17	0	0	0	17
EL 1	43	1	44	1	0	1	45
APS 6	25	2	27	2	1	3	30
APS 5	12	2	14	3	1	4	18
APS 4	5	0	5	1	0	1	6
APS 3	9	2	11	1	0	1	12
APS 2	3	0	3	0	0	0	3
APS 1	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0
Total	117	7	124	8	2	10	134

A3.10 Australian Public Service Act employees by full-time and part-time status previous report period (2018–19)

	Ongoing			Non-ongoing			Total
	Full-time	Part-time	Total	Full-time	Part-time	Total	
SES 3	0	0	0	0	0	0	0
SES 2	0	0	0	0	0	0	0
SES 1	3	0	3	0	0	0	3
EL 2	17	1	18	0	0	0	18
EL 1	37	3	40	2	0	2	42
APS 6	19	5	24	2	1	3	27
APS 5	12	2	14	4	1	5	19
APS 4	6	0	6	0	1	1	7
APS 3	9	2	11	0	0	0	11
APS 2	3	0	3	0	0	0	3
APS 1	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0
Total	106	13	119	8	3	11	130

Employment information by location

A3.11 Australian Public Service Act employment type by location current report period (2019–2020)

	Ongoing	Non-ongoing	Total
NSW	22	1	23
QLD	0	0	0
SA	0	0	0
TAS	0	0	0
VIC	102	9	111
WA	0	0	0
ACT	0	0	0
NT	0	0	0
External territories	0	0	0
Overseas	0	0	0
Total	124	10	134

A3.12 Australian Public Service Act employment type by location previous report period (2018–19)

	Ongoing	Non-ongoing	Total
NSW	21	0	21
QLD	0	0	0
SA	0	0	0
TAS	0	0	0
VIC	98	11	109
WA	0	0	0
ACT	0	0	0
NT	0	0	0
External territories	0	0	0
Overseas	0	0	0
Total	119	11	130

Indigenous employment information

A3.13 Australian Public Service Act Indigenous employment current report period (2019–2020)

Employment status	Total
Ongoing	0
Non-ongoing	0
Total	0

A3.14 Australian Public Service Act Indigenous employment previous report period (2018–19)

Employment status	Total
Ongoing	0
Non-ongoing	0
Total	0

Other

A3.15 Australian Public Service Act employment arrangements current report period (2019–2020)

	SES	Non-SES	Total
Enterprise Agreement	0	123	123
Individual flexibility arrangement	0	9	9
Common law contract	3	4	7
Australian workplace agreement	0	0	0
Total	3	136	139





PART 7
Index

Abbreviations

ACDS	Australian Clinical Dosimetry Service
ANAO	Australian National Audit Office
ANM	Nuclear Medicine Facility
ANRDR	Australian National Radiation Dose Register
ANSTO	Australian Nuclear Science and Technology Organisation
APS	Australian Public Service
APSC	Australian Public Service Commission
ARPANS Act	<i>Australian Radiation Protection and Nuclear Safety Act 1998</i>
ARPANSA	Australian Radiation Protection and Nuclear Safety Authority
CEO	Chief Executive Officer
CNS	Convention on Nuclear Safety
COVID-19	Coronavirus disease 2019
CPRs	Commonwealth Procurement Rules
CTBTO	Comprehensive Nuclear-Test-Ban Treaty Organization
DRL	Diagnostic Reference Level
EG	Executive Group
EME	electromagnetic energy
FOI	Freedom of Information
FOI Act	<i>Freedom of Information Act 1982</i>
IAEA	International Atomic Energy Agency
IMS	International Monitoring System
IRRS	Integrated Regulatory Review Service
KPI	Key performance indicators
Linac	Linear accelerator
MRI	magnetic resonance imaging
MR-Linac	magnetic resonance linear accelerator
NDRP	National Directory for Radiation Protection
NRWMF	National Radioactive Waste Management Facility
NSC	Nuclear Safety Committee
OPSW	Office for People Strategies and Wellbeing
PAS	Platforms and Systems
PBS	Portfolio Budget Statements
PSDL	Primary Standards Dosimetry Laboratory
PGPA Act	<i>Public Governance, Performance and Accountability Act 2013</i>

PGPA Rule	<i>Public Governance, Performance and Accountability Rule 2014</i>
RF	radiofrequency
RHC	Radiation Health Committee
RHS	Radiation Health Series
RPF	Regulator Performance Framework
RPS	Radiation Protection Series
SCF	Staff Consultative Forum
SES	Senior Executive Service
SMC	Strategic Management Committee
SRS	stereotactic radiosurgery
TTAS	Talk to a Scientist
UV(R)	Ultraviolet (radiation)
WHS	Work Health and Safety
WHS Act	<i>Work Health and Safety Act 2011</i>

Glossary

5G

5G is the fifth generation of mobile telecommunications. It provides improved connectivity over a wide range of frequencies to mobile phones and other devices on the wireless network. In Australia, 5G will initially use the same radio waves as the fourth generation (4G). In the future 5G will use radio waves called 'millimetre waves' which have a shorter range than the microwaves used in 4G. 5G infrastructure and devices like mobile phones emit radiofrequency (RF) electromagnetic energy (EME). ARPANSA sets the safety standards for exposure to RF EME.

Australian Clinical Dosimetry Service (ACDS)

The ACDS is a national independent dosimetry auditing program, provided by ARPANSA, offering quality assurance for radiation oncology facilities and patients.

Australian National Radiation Dose Register (ANRDR)

A centralised repository for the radiation dose records of workers as supplied by the employers, maintained by ARPANSA. The ANRDR is open to accept doses from all industries.

Australian Radiation Incident Register (ARIR)

A national database of incidents and events related to radiation of radioactivity. The purpose of the database is to raise awareness on where, how and why incidents and events occur, and how they can be best prevented.

dose

A generic term which may mean absorbed dose, equivalent dose or effective dose depending on context.

electromagnetic energy

Energy that can travel through space in the form of electromagnetic waves. There are many forms of electromagnetic energy including gamma rays, X-rays, ultraviolet radiation, visible light, infrared radiation, microwaves and radiofrequency radiation.

Integrated Regulatory Review Service (IRRS)

A peer-review service offered by the IAEA to strengthen and enhance the effectiveness of a national regulatory system in nuclear, radiation, radioactive waste, transport safety and nuclear security.

International Atomic Energy Agency (IAEA)

The IAEA is the international centre for cooperation in the nuclear field. The Agency works with its Member States and multiple partners worldwide to promote the safe, secure and peaceful use of nuclear technologies.

ionising radiation

Radiation that is capable of causing ionisation – the process in which an electron is given enough energy to break away from an atom. Ionising radiation has enough energy to cause chemical changes by breaking chemical bonds. This effect can cause damage to living tissue. Examples of ionising radiation include X-rays, electrons (beta radiation) and particles (e.g. alpha radiation).

licence

A written authorisation issued to an operator that allows the operator to carry out an operation legally.

linear accelerator

Linear accelerators (linacs) are the medical devices used to deliver radiation therapy in highly targeted doses by generating directed radiation beams. These machines are used in hospitals across Australia to treat cancers. The new linac being installed at ARPANSA is an advanced model, ensuring each radiotherapy patient across Australia receives the optimal dose needed to treat their cancer.

National Radioactive Waste Management Facility (NRWMF)

The proposed NRWMF will manage waste generated in Australia. It will be designed to permanently dispose of low-level waste and potentially store intermediate-level waste on a temporary basis. The facility will only manage immobilised solid waste. More information can be found at: arpansa.gov.au/NRWMF-radioactive-waste.

non-ionising radiation

Radiation that does not produce ionisation – the process in which an electron is given enough energy to break away from an atom. When these radiations pass through the tissues of the body they do not have sufficient energy to damage DNA directly. Examples of non-ionising radiation include static and low frequency electric and magnetic fields, radio waves, visible light and ultraviolet radiation.

Personal Radiation Monitoring Service (PRMS)

The Personal Radiation Monitoring Service (PRMS) monitors potential ionising radiation exposure to workers in fields such as medical, dental, chiropractic, industrial and mining. PRMS provides and assesses monitors that measure Australian worker's occupational exposure to radiation to ensure that the recommended dose limit is not exceeded.

Primary standard

Primary standards are instruments or artefacts that allow for the determination of a quantity with the highest possible accuracy. ARPANSA maintains four primary standards for the dosimetry of ionising radiation for Australia.

radiation

Electromagnetic waves or quanta, and atomic or sub-atomic particles, propagated through space or through a material medium.

radiofrequency

Electromagnetic energy with frequencies in the range 3 kHz to 300 GHz.

radiofrequency radiation

Electromagnetic energy in the radiofrequency range.

Talk to a Scientist

ARPANSA's phone and email service that allows members of the public to talk directly to ARPANSA scientists on questions or concerns about radiation exposure and protection and nuclear issues.

Reporting requirements

PGPA Rule Reference	Part of Report	Description	Requirement	Page
17AD(g)	Letter of transmittal			
17AI	Letter of transmittal	A copy of the letter of transmittal signed and dated by accountable authority on date final text approved, with statement that the report has been prepared in accordance with section 46 of the Act and any enabling legislation that specifies additional requirements in relation to the annual report.	Mandatory	7
17AD(h)	Aids to access			
17AJ(a)	Contents	Table of contents.	Mandatory	5
17AJ(b)	Index	Alphabetical index.	Mandatory	166–168
17AJ(c)	Abbreviations	Glossary of abbreviations and acronyms.	Mandatory	154–155
17AJ(d)	Reporting requirements	List of requirements.	Mandatory	159–165
17AJ(e)	Publication details	Details of contact officer.	Mandatory	2
17AJ(f)	Publication details	Entity's website address.	Mandatory	2
17AJ(g)	Publication details	Electronic address of report.	Mandatory	2
17AD(a)	Review by accountable authority			
17AD(a)	CEO foreword	A review by the accountable authority of the entity.	Mandatory	11–13
17AD(b)	Overview of the entity			
17AE(1)(a)(i)	Role of ARPANSA	A description of the role and functions of the entity.	Mandatory	17
17AE(1)(a)(ii)	Organisational structure	A description of the organisational structure of the entity.	Mandatory	19–23
17AE(1)(a)(iii)	Annual performance statement	A description of the outcomes and programmes administered by the entity.	Mandatory	26–49
17AE(1)(a)(iv)	Our mission	A description of the purposes of the entity as included in corporate plan.	Mandatory	16
17AE(1)(aa)(i)	Responsible ministers and portfolio	Name of the accountable authority or each member of the accountable authority.	Mandatory	16
17AE(1)(aa)(ii)	Responsible ministers and portfolio	Position of the accountable authority or each member of the accountable authority.	Mandatory	16
17AE(1)(aa)(iii)	Chief Executive Officer	Period as the accountable authority or member of the accountable authority within the reporting period.	Mandatory	19

PGPA Rule Reference	Part of Report	Description	Requirement	Page
17AE(1)(b)	N/A	An outline of the structure of the portfolio of the entity.	Portfolio departments – mandatory	–
17AE(2)	N/A	Where the outcomes and programs administered by the entity differ from any Portfolio Budget Statement, Portfolio Additional Estimates Statement or other portfolio estimates statement that was prepared for the entity for the period, include details of variation and reasons for change.	If applicable, Mandatory	–
17AE(2)	N/A	Where the outcomes and programs administered by the entity differ from any Portfolio Budget Statement, Portfolio Additional Estimates Statement or other portfolio estimates statement that was prepared for the entity for the period, include details of variation and reasons for change	If applicable, Mandatory	–
17AD(c)	Report on the performance of the entity			
	Annual Performance Statements			
17AD(c)(i); 16F	Report on Performance	Annual Performance Statement in accordance with paragraph 39(1)(b) of the Act and section 16F of the Rule.	Mandatory	26–49
17AD(c)(ii)	Report on financial performance			
17AF(1)(a)	Financial performance	A discussion and analysis of the entity's financial performance.	Mandatory	50–51
17AF(1)(b)	ARPANSA resource statement 2019–2020	A table summarising the total resources and total payments of the entity.	Mandatory	52–53
17AF(2)	N/A	If there may be significant changes in the financial results during or after the previous or current reporting period, information on those changes, including: the cause of any operating loss of the entity; how the entity has responded to the loss and the actions that have been taken in relation to the loss; and any matter or circumstances that it can reasonably be anticipated will have a significant impact on the entity's future operation or financial results.	If applicable, Mandatory.	–
17AD(d)	Management and accountability			
	Corporate governance			
17AG(2)(a)	Fraud minimisation strategies	Information on compliance with section 10 (fraud systems).	Mandatory	70
17AG(2)(b)(i)	Letter of transmittal	A certification by accountable authority that fraud risk assessments and fraud control plans have been prepared.	Mandatory	7

PGPA Rule Reference	Part of Report	Description	Requirement	Page
17AG(2)(b)(ii)	Letter of transmittal	A certification by accountable authority that appropriate mechanisms for preventing, detecting incidents of, investigating or otherwise dealing with, and recording or reporting fraud that meet the specific needs of the entity are in place.	Mandatory	7
17AG(2)(b)(iii)	Letter of transmittal	A certification by accountable authority that all reasonable measures have been taken to deal appropriately with fraud relating to the entity.	Mandatory	7
17AG(2)(c)	Corporate governance	An outline of structures and processes in place for the entity to implement principles and objectives of corporate governance.	Mandatory	64–71
17AG(2)(d) – (e)	N/A	A statement of significant issues reported to Minister under paragraph 19(1)(e) of the Act that relates to non-compliance with Finance law and action taken to remedy non-compliance.	If applicable, Mandatory	–
Audit committee				
17AG(2A)(a)	Audit and Risk Committee	A direct electronic address of the charter determining the functions of the entity's audit committee.	Mandatory	65
17AG(2A)(b)	Audit committee members	The name of each member of the entity's audit committee.	Mandatory	65
17AG(2A)(c)	Audit committee members	The qualifications, knowledge, skills or experience of each member of the entity's audit committee.	Mandatory	65
17AG(2A)(d)	Audit committee members	Information about the attendance of each member of the entity's audit committee at committee meetings.	Mandatory	65
17AG(2A)(e)	Audit committee members	The remuneration of each member of the entity's audit committee.	Mandatory	65
External scrutiny				
17AG(3)	External scrutiny	Information on the most significant developments in external scrutiny and the entity's response to the scrutiny.	Mandatory	71–72
17AG(3)(a)	N/A	Information on judicial decisions and decisions of administrative tribunals and by the Australian Information Commissioner that may have a significant effect on the operations of the entity.	If applicable, Mandatory	–

PGPA Rule Reference	Part of Report	Description	Requirement	Page
17AG(3)(b)	Reports by the Auditor-General, Parliamentary Committees or Commonwealth Ombudsman	Information on any reports on operations of the entity by the Auditor-General (other than report under section 43 of the Act), a Parliamentary Committee, or the Commonwealth Ombudsman.	If applicable, Mandatory	71
17AG(3)(c)	N/A	Information on any capability reviews on the entity that were released during the period.	If applicable, Mandatory	–
Management of Human Resources				
17AG(4)(a)	Human resources	An assessment of the entity's effectiveness in managing and developing employees to achieve entity objectives.	Mandatory	72–79
17AG(4)(aa)	Appendix 3, Ongoing and non-ongoing employment information	Statistics on the entity's employees on an ongoing and non-ongoing basis, including the following: (a) statistics on full-time employees; (b) statistics on part-time employees; (c) statistics on gender; (d) statistics on staff location.	Mandatory	144–146
17AG(4)(b)	Appendix 3	Statistics on the entity's APS employees on an ongoing and non-ongoing basis; including the following: • Statistics on staffing classification level; • Statistics on full-time employees; • Statistics on part-time employees; • Statistics on gender; • Statistics on staff location; • Statistics on employees who identify as Indigenous.	Mandatory	144–151
17AG(4)(c)	A3.15 Australian Public Service Act employment arrangements current report period (2019–2020)	Information on any enterprise agreements, individual flexibility arrangements, Australian workplace agreements, common law contracts and determinations under subsection 24(1) of the <i>Public Service Act 1999</i> .	Mandatory	151
17AG(4)(c)(i)	A3.15 Australian Public Service Act employment arrangements current report period (2019–2020)	Information on the number of SES and non-SES employees covered by agreements etc identified in paragraph 17AG(4)(c).	Mandatory	151
17AG(4)(c)(ii)	Table 5.1 Salary ranges by classification level as at 30 June 2020	The salary ranges available for APS employees by classification level.	Mandatory	82

PGPA Rule Reference	Part of Report	Description	Requirement	Page
17AG(4)(c)(iii)	Non-salary benefits	A description of non-salary benefits provided to employees.	Mandatory	74
17AG(4)(d)(i)	Performance pay	Information on the number of employees at each classification level who received performance pay.	If applicable, Mandatory	80
17AG(4)(d)(ii)	Performance pay	Information on aggregate amounts of performance pay at each classification level.	If applicable, Mandatory	80
17AG(4)(d)(iii)	Performance pay	Information on the average amount of performance payment, and range of such payments, at each classification level.	If applicable, Mandatory	80
17AG(4)(d)(iv)	Performance pay	Information on aggregate amount of performance payments.	If applicable, Mandatory	80
	Assets management			
17AG(5)	N/A	An assessment of effectiveness of assets management where asset management is a significant part of the entity's activities.	If applicable, Mandatory	–
	Purchasing			
17AG(6)	Purchasing	An assessment of entity performance against the Commonwealth Procurement Rules	Mandatory	50–51
	Consultants			
17AG(7)(a)	Consultants	A summary statement detailing the number of new contracts engaging consultants entered into during the period; the total actual expenditure on all new consultancy contracts entered into during the period (inclusive of GST); the number of ongoing consultancy contracts that were entered into during a previous reporting period; and the total actual expenditure in the reporting year on the ongoing consultancy contracts (inclusive of GST).	Mandatory	51
17AG(7)(b)	Consultants	A statement that “During [reporting period], [specified number] new consultancy contracts were entered into involving total actual expenditure of \$[specified million]. In addition, [specified number] ongoing consultancy contracts were active during the period, involving total actual expenditure of \$[specified million]”.	Mandatory	51
17AG(7)(c)	Consultants	A summary of the policies and procedures for selecting and engaging consultants and the main categories of purposes for which consultants were selected and engaged.	Mandatory	51

PGPA Rule Reference	Part of Report	Description	Requirement	Page
17AG(7)(d) Consultants	Consultants	A statement that “Annual reports contain information about actual expenditure on contracts for consultancies. Information on the value of contracts and consultancies is available on the AusTender website.”	Mandatory	51
Australian National Audit Office Access Clauses				
17AG(8)	N/A	If an entity entered into a contract with a value of more than \$100 000 (inclusive of GST) and the contract did not provide the Auditor-General with access to the contractor's premises, the report must include the name of the contractor, purpose and value of the contract, and the reason why a clause allowing access was not included in the contract.	If applicable, Mandatory	–
Exempt contracts				
17AG(9)	N/A	If an entity entered into a contract or there is a standing offer with a value greater than \$10 000 (inclusive of GST) which has been exempted from being published in AusTender because it would disclose exempt matters under the FOI Act, the annual report must include a statement that the contract or standing offer has been exempted, and the value of the contract or standing offer, to the extent that doing so does not disclose the exempt matters.	If applicable, Mandatory	–
Small business				
17AG(10)(a)	Procurement initiatives to support small business	A statement that “[Name of entity] supports small business participation in the Commonwealth Government procurement market. Small and Medium Enterprises (SME) and Small Enterprise participation statistics are available on the Department of Finance's website.”	Mandatory	51
17AG(10)(b)	Procurement initiatives to support small business	An outline of the ways in which the procurement practices of the entity support small and medium enterprises.	Mandatory	51
17AG(10)(c)	Procurement initiatives to support small business	If the entity is considered by the Department administered by the Finance Minister as material in nature—a statement that “[Name of entity] recognises the importance of ensuring that small businesses are paid on time. The results of the Survey of Australian Government Payments to Small Business are available on the Treasury's website.”	If applicable, Mandatory	–
Financial statements				
17AD(e)	Financial statements	Inclusion of the annual financial statements in accordance with subsection 43(4) of the Act.	Mandatory	87–125

PGPA Rule Reference	Part of Report	Description	Requirement	Page
	Executive remuneration			
17AD(da)	Executive remuneration	Information about executive remuneration in accordance with Subdivision C of Division 3A of Part 2-3 of the Rule.	Mandatory	74–75
17AD(f)	Other mandatory information			
17AH(1)(a)(i)	N/A	If the entity conducted advertising campaigns, a statement that “During [reporting period], the [name of entity] conducted the following advertising campaigns: [name of advertising campaigns undertaken]. Further information on those advertising campaigns is available at [address of entity’s website] and in the reports on Australian Government advertising prepared by the Department of Finance. Those reports are available on the Department of Finance’s website.”	If applicable, Mandatory	–
17AH(1)(a)(ii)	Advertising and market research	If the entity did not conduct advertising campaigns, a statement to that effect.	If applicable, Mandatory	51
17AH(1)(b)	N/A	A statement that “Information on grants awarded by [name of entity] during [reporting period] is available at [address of entity’s website].”	If applicable, Mandatory	–
17AH(1)(c)	Disability reporting mechanisms	Outline of mechanisms of disability reporting, including reference to website for further information.	Mandatory	77
17AH(1)(d)	Freedom of Information	Website reference to where the entity’s Information Publication Scheme statement pursuant to Part II of FOI Act can be found.	Mandatory	72
17AH(1)(e)	N/A	Correction of material errors in previous annual report.	If applicable, mandatory	–
17AH(2)	Appendix 1, Appendix 2	Information required by other legislation.	Mandatory	128–136; 137–143

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