



CSIRO – ARPANSA LIAISON FORUM TERMS OF REFERENCE

Purpose

1. The CSIRO – ARPANSA Liaison Forum (CALF) is a means to maintain high-level dialogue between the Commonwealth Scientific Industrial Research Organisation (CSIRO) and the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA).

Scope

2. The CALF is a strategic forum for the discussion of:
 - a) CSIRO's dealings and conducts with controlled apparatus, controlled material and controlled facilities;
 - b) CSIRO's compliance with the ARPANS Act and regulations; and
 - c) International and national developments in radiation protection and nuclear safety.

Frequency and Venue

3. The CALF will typically meet quarterly, at a mutually agreed time where the program of work between the two agencies dictates. Extraordinary meetings may be called by either organisation. Where there is not enough business to justify a meeting, it may be postponed by mutual agreement. It is expected that the respective CEO's of CSIRO and ARPANSA attend at least once annually.
4. The organisations may elect to hold informal meetings at the operating officer level as required.
5. The venue and host for the CALF shall alternate between the organisations, or may at times be hosted via video conference as required.

Membership

6. **Chair** - The meetings of the CALF shall be co-chaired by the Chief Operating Officer (COO) of CSIRO and the Branch Head, Regulatory Services (RS) of ARPANSA.
7. **Secretariat** - Secretariat services for the CALF will alternate between the CSIRO's Health, Safety and Environment function and ARPANSA's Regulatory Services Branch. The secretariat shall ensure timely circulation of the Minutes and Agendas of the meetings to all CALF members.
8. **Members** - The representatives of each organisation are listed at Attachment A. Not all members are required for each meeting. This will be determined based upon the program of work.



Transparency

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

Review

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



Larry Marshall
Chief Executive Officer
CSIRO

June 2017



Carl-Magnus Larsson
Chief Executive Officer
ARPANSA

December 2017



ATTACHMENT A

MEMBERSHIP OF THE CALF

A.1 The following positions are to represent their organisation at the CALF:

CSIRO:

Chief Executive Officer
Chief Operating Officer
Director Health Safety and Environment
Chief Radiation Safety Officer

ARPANSA:

Chief Executive Officer
Chief of Staff
Branch Head Regulatory Services
Director Source Control
Director Facility Licencing
Director Continuous Improvement
Director Regulatory Assurance

Note: Either organisation may invite subject matter experts as required.



ATTACHMENT B

STANDING AGENDA ITEMS

- B.1 The standing agenda items to guide discussion at the CALF are as follows:
- a. Strategic Overview from ARPANSA CEO or Branch Head RS:
 - i. Future priorities
 - ii. International radiation protection and nuclear safety framework
 - b. Strategic Overview from CSIRO CEO or COO:
 - i. Future priorities for governance of radiation protection and nuclear safety
 - ii. Resourcing and accountability
 - c. ARPANSA Compliance Matters:
 - i. Inspection approaches and lessons learned
 - ii. Regulatory expectations
 - d. CSIRO radiation protection and nuclear safety matters:
 - i. CSIRO Governance Update
 - ii. Source Inventory Management Update
 - iii. Major projects update
 - iv. Licence Applications and Amendments Update
 - e. General Business