



Australian Government

DEFENCE-ARPANSA LIAISON FORUM

Terms of Reference

This document defines the working arrangements for the Defence-ARPANSA Liaison Forum.

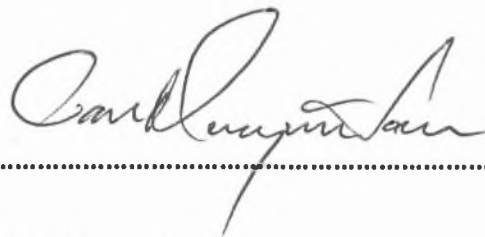
STATEMENT OF PREPARATION

Commander Joint Logistics (CJLOG) and the Chief Executive Officer of ARPANSA (CEO ARPANSA) have been consulted in the preparation of the Defence-ARPANSA Liaison Forum Terms of Reference. CJLOG and CEO ARPANSA approval of this Terms of Reference is provided below.



DT Mulhall, DSC, AM, CSC
Major General
Commander Joint Logistics

10 May 2018



Carl-Magnus Larsson
Chief Executive Officer
Australian Radiation Protection and Nuclear
Safety Agency

10 May 2018

CONTENTS

Background.....	3
Purpose.....	3
Scope	3
Membership	3
Governance	4
Roles and Responsibilities	4
Review	4
Membership	5
Standing Agenda Items	6

BACKGROUND

1. The role of the Defence-ARPANSA Liaison Forum (DALF) is to facilitate dialogue between the Department of Defence and Australian Defence Force (Defence), as the Licence Holder, and the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA), as the Regulator.
2. The DALF is co-chaired by Commander Joint Logistics (CJLOG) and the Chief Executive Officer of ARPANSA (CEO ARPANSA).
3. As the Strategic J4, CJLOG represents Defence and administers the Defence Radsafe domain as the Single Point of Accountability for managing radiation sources and facilities in accordance with ARPANSA's requirements.
4. The DALF members will discuss matters of strategic concern to radiation protection within Defence.

PURPOSE

5. The DALF provides a means to maintain high-level dialogue between Defence and ARPANSA.

SCOPE

6. Matters discussed by the DALF will be strategic in nature and will include:
 - a. Defence's dealings and conducts with controlled apparatus, controlled material and controlled facilities;
 - b. Defence's compliance with the *Australian Radiation Protection and Nuclear Safety Act 1998* (ARPANS Act) and *Australian Radiation Protection and Nuclear Safety Regulations 1999* (ARPANS Regulations); and
 - c. National and international developments in science and regulatory frameworks governing radiation safety.

MEMBERSHIP

7. The membership consists of representatives from Defence and ARPANSA. The DALF members are listed at Annex A.
8. Either organisation may invite subject matter experts, as required.

GOVERNANCE

9. The secretariat arrangements will be shared between the two organisations.
10. The DALF members will meet annually, at a mutually agreed time. 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.
11. The venue and host for the DALF shall alternate between the organisations.
12. The organisations may elect to hold informal meetings at desk officer level, as required.
13. All reasonable efforts shall be made to ensure that DALF is conducted in a transparent manner. This shall include publishing these terms of reference and the minutes of meetings on each organisation's website.

ROLES AND RESPONSIBILITIES

Chair	The meetings of the DALF shall be co-chaired by CJLOG and CEO ARPANSA.
Secretariat	Secretariat services for the DALF will alternate between the Directorate of Defence Radiation Safety and Environment (DRSE) and the Regulatory Services Branch, ARPANSA. The secretariat shall ensure timely circulation of the Minutes and Agendas of the meetings to all DALF members.
Members	The representatives of each organisation are listed at Annex A.

REVIEW

14. The DALF terms of reference will be reviewed at least every 24 months or as considered necessary by either party.

**ANNEX A TO
DALF TERMS OF REFERENCE**

MEMBERSHIP

The Department of Defence and ARPANSA will provide representation to the DALF.

The members representing **Defence** are as follows:

1. Commander Joint Logistics (CJLOG);
2. Executive Director Logistics Assurance (EDLA);
3. Director Defence Radiation Safety and Environment (DDRSE);
4. Deputy Director Internal Regulation (DDIREG);
5. Deputy Director Radiation Hazard Management (DDRHM); and
6. Staff Officer Compliance Management (SOCM).

The members representing **ARPANSA** are as follows:

1. Chief Executive Officer;
2. Chief Regulatory Officer and Head of Regulatory Services Branch ;
3. Manager Facility Safety;
4. Manager Source Safety and Security; and
5. Defence Liaison Officer.

Note: - Subject matter experts may be invited to attend the DALF by either organisation.

**ANNEX B TO
DALF TERMS OF REFERENCE****STANDING AGENDA ITEMS**

Standing agenda items, which provide guidance on DALF discussion, are provided below:

1. Strategic Overview from CEO ARPANSA:

- a. Future Priorities
- b. International Radiation Safety Framework and New Science

2. Strategic Overview from CJLOG:

- a. Future priorities for governance of Radiation Safety
- b. Resourcing and accountability

3. ARPANSA Compliance Matters:

- a. Inspection Approaches and Lessons Learned
- b. Regulatory Expectations

4. Defence Radsafe Governance and Assurance Matters:

- a. Radsafe Governance Update
- b. Source Inventory Management Update
- c. Assurance Inspection Update
- d. Facility and Precinct Update
- e. Sentinel Incident Notification and Reporting Update
- f. Inspection Reporting – Common Weak Area Update
- g. Licence Applications and Amendments Update.

5. General Business.