



ARPANSA-ARWA LIAISON FORUM

Terms of Reference

Introduction

1. The primary purpose of the ARPANSA – ARWA Liaison Forum (LFAA) is to maintain high-level dialogue between the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) and the Australian Radioactive Waste Agency (ARWA).

Authority

2. These Terms of Reference are authorised by the respective Chief Executive Officers (CEOs) of ARPANSA and ARWA and will be followed by members of the LFAA listed by appointment below.

Membership

3. **Chair.** The meetings of the LFAA shall be co-chaired by the CEOs.
4. **Secretariat.** Secretariat services will alternate between ARPANSA and ARWA. The Secretariat shall ensure timely circulation of the minutes and agendas of the meetings to all LFAA members. The secretary is nominated by the Chairs.
5. **Membership.** The membership for LFAA is as follows:
 - a. ARPANSA – Chief Executive Officer, Chief Regulatory Officer and nominated officers as required.
 - b. ARWA – Chief Executive Officer, General Manager, Safety and Technical, Chief Operating Officer, and nominated officers as required.
6. **Invitees.** During the conduct of LFAA meetings it may be necessary to invite the attendance of expertise which is internal or external to ARPANSA or ARWA. Those nominated to attend a LFAA meeting will be listed on the agenda.

Role of the LFAA

7. The LFAA is a strategic forum for the discussion of:
 - a. Strategic outlook for ARPANSA and ARWA
 - b. ARPANSA's regulatory requirements and expectations for ARWA's administration and implementation of the Australian radioactive waste management framework
 - c. ARPANSA's regulatory requirements for the establishment of the proposed National Radioactive Waste Management Facility
 - d. International and national developments in radiation and nuclear safety, security and emergency preparedness and response for radioactive waste management

Administration

8. **Meeting logistics.** The Secretariat services will alternate between ARPANSA and ARWA. The secretariat will facilitate all logistics for the meetings, including overseeing meeting room booking, development of the agenda, collating of papers, dissemination of draft and final minutes, and follow-up of outstanding action items. Both parties are to review and approve minutes and if any responses in relation to them should arise, these are to be agreed between both secretariat functions.
9. **Quorum.** The quorum for the LFAA is four members. Meetings should only commence with the appropriate quorum. The quorum must include at least two members from each organisation (one of whom must be that organisation's nominated Chair).
10. **Meeting schedule.** The LFAA will meet every six months, or on an as needs basis at such other frequency as the organisations may agree.
11. **Other Meetings** – The organisations will continue to hold informal meetings at the operational officer level, separately from the LFAA, between the LFAA meetings as required.
12. **Transparency** – All reasonable efforts shall be made to ensure the LFAA is conducted in a transparent manner. This shall include publishing these Terms of Reference and the condensed minutes of meetings on each organisation's websites.

Noting and supporting the intention for transparency in circumstances where commercial-in-confidence, security classifications and protective markings or privacy regimes apply, these will be notified to the other party. Such information must be handled in a manner consistent with each organisation's requirements (as notified to the other organisation), sound administrative practice and in accordance with the Commonwealth Protective Security Policy Framework (PSPF).
13. **Review of Terms of Reference.** The LFAA will review the Terms of Reference at least every 24 months.



Gillian Hirth

Chief Executive Officer

ARPANSA

Dated 31/8/2022



Sam Usher

Chief Executive Officer

ARWA

Dated 31/8/2022