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 and the Chief Executive Officer of ARPANSA have been consulted in the preparation of the Defence-ARPANSA Liaison Forum Terms of Reference and their approval of these Terms of Reference is provided below.

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Major General
Commander Joint Logistics

14 August 2024

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Chief Executive Officer
Australian Radiation Protection
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14 August 2024

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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 and the Chief Executive Officer of ARPANSA.

3. As the Strategic J4, Commander Joint Logistics 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 legislated requirements.

4. The DALF members will discuss matters of strategic concern to radiation protection within Defence.

PURPOSE

5. The DALF provides a means of maintaining high-level dialogue between Defence and ARPANSA.

SCOPE

6. Matters discussed by the DALF will be strategic in nature and include:

   a. Defence's dealings with controlled apparatus, controlled material, and controlled facilities.

   b. Defence's compliance with the *Australian Radiation Protection and Nuclear Safety Act 1988* (the Act) and Australian Radiation Protection and Nuclear Safety Regulations 2018 (the Regulations).

   c. Defence's performance towards achieving the safety objective (defined in RPS F-1), and continual improvement.

   d. National and international developments in science and regulatory frameworks governing radiation safety.

MEMBERSHIP

7. Membership consists of representatives from Defence and ARPANSA. DALF members are listed at Annex A.

8. Either organisation may invite subject matter experts, as required.

GOVERNANCE

9. Secretariat arrangements will be shared between the two organisations.

10. DALF meetings will be run in accordance with the standing agenda at Annex B.

11. DALF members will meet annually, at a mutually agreed time. Extraordinary meetings may be called by either organisation. Where there is not sufficient business to justify a meeting, it may be postponed by mutual agreement.

12. The venue and host for the DALF shall alternate between the organisations.

13. The organisations may elect to hold informal meetings at desk officer level, as required.

14. All reasonable efforts will be made to ensure the DALF is conducted in a transparent manner. This will include publishing these terms of reference and an executive summary of the meetings on each organisation's website.

ROLES AND RESPONSIBILITIES

Chair	DALF meetings will be co-chaired by the Commander Joint Logistics and the Chief Executive Officer Australian Radiation Protection and Nuclear Safety Agency
Secretariat	Secretariat services will alternate between the Directorate of Defence Radiation Safety and Assurance and the Regulatory Services Branch, ARPANSA. The secretariat shall ensure timely circulation of the agendas and meeting minutes to all DALF members
Members	Members will represent the compliance, assurance and regulatory interests of their parent organisation

REVIEW

15. The DALF terms of reference will be reviewed at least every 3 years or as considered necessary by either party.

ANNEX A TO
DALF TERMS OF REFERENCE

MEMBERSHIP

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

2. Members representing **Defence** are as follows:

   a. Commander Joint Logistics (CJLOG)

   b. Executive Director Logistics Assurance (EDLA)

   c. Director Defence Radiation Safety and Assurance (DDRSA)

   d. Deputy Director Internal Regulation (DDIREG)

   e. Deputy Director Radiation Hazard Management (DDRHM).

3. Members representing **ARPANSA** are as follows:

   a. Chief Executive Officer (CEO)

   b. Chief Regulatory Officer and Head of Regulatory Services Branch (RSB)

   c. Director, Facility Safety

   d. Director, Source Safety and Security

   e. Lead inspector(s) for all Defence licences.

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 are provided below:

1. **Strategic Overview from CEO ARPANSA**
   a. Future priorities for achieving the safety objective through regulation
   b. International radiation safety framework and new science
2. **Strategic Overview from CJLOG**
   a. Future priorities for governance, promotion and assurance of radiation safety
   b. Resourcing and accountability
3. **ARPANSA Regulatory Matters**
   a. Inspection approaches and lessons learnt
   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. Incident reporting and investigation update
   f. Inspection reporting and lessons learnt
   g. Licence applications and amendments update
5. **General Business**