



**Australian Government**  
**Australian Radiation Protection  
and Nuclear Safety Agency**



**Australian Government**  
**Department of Industry,  
Science and Resources**

**Australian  
Radioactive  
Waste Agency**

# 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 of each agency, or their delegate/s.
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 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 to discuss:
  - a. Strategic outlooks 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 national radioactive waste management pathways
  - d. International and national developments in radiation and nuclear safety, security and emergency preparedness and response for radioactive waste management
  - e. Development and collaborative opportunities to support the growth of Australia's nuclear skilled workforce.

## 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 meeting summaries, and follow-up of outstanding action items. Both parties are to review and approve meeting summaries 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 meeting summaries on each organisation's websites.

The content of the meetings is taken to be of an OFFICIAL nature. 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 16 October 2024



Sam Usher

Chief Executive Officer

ARWA

Dated 16 October 2024