



Australian National Radiation Dose Register (ANRDR) Advisory Board Meeting

Minutes

| Details | |
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| Date | 10 March 2020 |
| Time | 14:00 – 15:00 AESDT |
| Location | Teleconference |
| Chair | Cameron Lawrence |
| Members | Stephen Carter (QLD), Kartikeya Singh-Freeman (NT), Mark Carey (NSW), Hazel Upton (WA), Duncan Surin (WA) Penny Hill (ACT), Glenn Riley (VIC), Andrew McCormick (Cmth). |
| Apologies | None |
| Secretariat | Cameron Lawrence |
| Scribe | Cameron Lawrence |
| Invitees | Gillian Hirth, Sieu Tran (NSW Observer) |

| # | Agenda item | Presenter | Time allocated | Papers |
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| 1. | Introduction | | | |
| 1.1 | Welcome, opening and nomination of Chair | Gillian Hirth | 10 minutes | Nil |
| <p>Dr Gillian Hirth, Branch Head of Radiation Health Services and Deputy CEO of ARPANSA, welcomed the Advisory Board members to the first meeting and provided background information regarding establishment of the ANRDR and its status including the vision for the long-term storage and maintenance of all dose records for all occupationally exposed workers in Australia.</p> <p>Gillian noted the major benefits for a national dose register and its long-term view to establish regulatory access and the mandatory submission of dose records from dosimetry service providers.</p> <p>Gillian noted the primary purpose of the Board was to:</p> <ul style="list-style-type: none"> • Provide ongoing guidance to regulators for the nationally harmonised implementation of the ANRDR • Provide feedback to ARPANSA on regulators' requirements regarding the functionality of the ANRDR, in particular the proposed regulator portal, to ensure that their expectations are met. <p>Gillian also proposed Cameron Lawrence to act as the Chair for the first meeting and potentially as Chair for the Advisory Board ongoing. Board members were asked to provide an expression of interest for the Chair position (ACTION ITEM 1).</p> | | | | |
| 1.2 | ANRDR current status and background review <ul style="list-style-type: none"> • ANRDR Working Group • ANRDR Dosimetry Service Provider Workshop | Cameron Lawrence | 10 minutes | Minutes from Working Group Minutes from Workshop |
| <p>Cameron Lawrence reviewed the work to date that has been performed that lead to the establishment of the ANRDR Advisory Board and engagement with dosimetry service providers. A review of the RHC agenda item created as output from the ANRDR Working Group and ANRDR Dosimetry Service Provider Workshop minutes was provided. It was noted that the working group output provided support for the establishment of the ANRDR Advisory Board and that the DSP workshop noted support in principle for the direct submission of records from dosimetry service providers.</p> <p>Mark Carey asked if a regulatory impact assessment for submission from DSP should be performed and if so noted that it should be done on a national level.</p> <p>Discussion then followed around the requirement for an RIA and whether it would sit in this process or with accreditation of DSP. Andrew McCormick to provide feedback on national RIA for accreditation work (ACTION ITEM 2).</p> <p>Glenn Riley asked whether the technical requirements for submission from DSP has been developed. CL noted that they have not progressed but agenda item 2.1 will assist to develop a business case to obtain resourcing, technically, it is not a complicated project and software already exists that provides a similar result.</p> | | | | |
| # | Agenda item | Presenter | Time allocated | Papers |
| 2. | Issues for discussion/decision | | | |
| 2.1 | Submission of dose records to the ANRDR <ul style="list-style-type: none"> • Identified pathways – dosimetry service provider submission | Cameron Lawrence | 15 minutes | Letter to Advisory Board |

| <p>Cameron Lawrence reviewed the proposal to initiate a pilot program with DSP for the submission of dose records directly from them. The proposal was accepted and Cameron will draft a communication to all DSPs to solicit their involvement in the pilot program (ACTION ITEM 3).</p> <p>Hazel Upton noted that it must be communicated that involvement in the pilot program does not exempt the DSPs from current obligations to jurisdictional regulators regarding the provision of dose records.</p> <p>Stephen Carter noted Queensland's support for the pilot program.</p> <p>Mark Carey questioned the security arrangements for data held in the ANRDR, Cameron responded noting that ARPANSAs Digital Technology Service has a detailed risk assessment for the ANRDR that was in conjunction with their security arrangements for all ARPANSA data. In summary, the ANRDR data contains personal information and dose records and that they are held in compliance with Australian Government security guidelines. It was requested that this be noted in the communication to DSPs.</p> | | | | |
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| 2.2 | Update on accreditation of dosimetry service provider work | Glenn Riley, Andrew McCormick | 10 minutes | Nil |
| <p>Glenn Riley provided the Board an update on the progress of the accreditation program for DSPs. He noted that the current plan for national implementation involves amending the National Directory for Radiation Protection (NDRP) and there are a number of model amendments that have been made.</p> <p>There was discussion around the formation and structure of a central accreditation body and whether the auditing processes could be outsourced to a professional organisation. The RHC has approved the development of an information pack to continue with the consultation process with DSPs and this work will continue using the Victorian developed accreditation guidelines as the national model.</p> | | | | |
| # | Agenda item | | | |
| 3. | Other business | | | |
| 3.1 | <p>Other Business – Andrew McCormick asked regarding the submission of internal dosimetry outside of DSP submissions, Cameron noted that the ANRDR is structured to combine these dose records.</p> <p>Glenn Riley asked if the ANRDR was able to accept reporting periods different to the quarterly periods currently locked into the system. Cameron noted that this has not yet occurred but is planned to be put into the scope for the DSP submission work.</p> <p>Hazel Upton noted that WA had previously received advice that they may not be able to support the provision of dose records but noted that with upcoming changes they may be able to impose the requirement onto licence holders. Cameron noted that the licence holders would be fulfilling their obligations if the DSP was submitting the data on their behalf.</p> | | | |
| 3.2 | Next Meeting – In approximately 6 months, date to be confirmed. | | | |
| 3.3 | Meeting closed | | | |

| Action item | Agenda topic | Update | Due Date |
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| 1 | 1.1 | Interested board members to provide expressions of interest for Board Chair | 20 March 2020 |
| 2 | 1.2 | Andrew McCormick to review the arrangements for a national approach to a Regulatory Impact Assessment for either the mandatory submission of records from DSPs or the accreditation program. | 27 March 2020 |

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| 3 | 2.1 | Cameron to draft communications to DSPs for their participation in a pilot program and provide to Board for comment and review. | 27 March 2020 |
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