



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



**23**  
**24**

**annual report**

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# Preliminary pages

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The publication should be attributed as *Annual Report of the Chief Executive Officer of ARPANSA 2023–2024*.

# Acknowledgement of Country

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) respectfully acknowledges Aboriginal and Torres Strait Islander peoples, communities and their rich cultures. We pay respects to all Elders past and present. We acknowledge Aboriginal and Torres Strait Islander peoples as Australia's First Peoples and the Traditional Owners and Custodians of the lands and waters where we live and work.

We also recognise and value the ongoing contribution of Aboriginal and Torres Strait Islander peoples and communities to Australian life and how this enriches us. We embrace the spirit of reconciliation, working towards the equality of outcomes and ensuring an equal voice.

## Reader's guide

The Australian Radiation Protection and Nuclear Safety Agency 2023–2024 annual report has been prepared in accordance with the Department of the Prime Minister and Cabinet's Resource Management Guide No. 135, Annual reports for non-corporate Commonwealth entities, updated in June 2024. The guide sets out ARPANSA's annual report obligations under section 46 of the *Public Governance, Performance and Accountability Act 2013* and the Public Governance, Performance and Accountability Rule 2014.

This year's annual report has been prepared to inform Parliament about ARPANSA's performance and activities in 2023–2024.

The report is available online at [www.arpansa.gov.au/annual-reports](http://www.arpansa.gov.au/annual-reports) as well as on the transparency portal.

<b>PART 1: CEO foreword</b>	Forward of the CEO, Dr Gillian Hirth AO.
<b>PART 2: Agency overview</b>	An overview of ARPANSA, including its role and functions, and organisational structure.
<b>PART 3: Report on performance</b>	ARPANSA's Annual Performance Statement, report on financial performance and key performance highlights.
<b>PART 4: Management and accountability</b>	Information about ARPANSA's governance, external scrutiny, fraud and risk management arrangements, workforce planning and human resources. Part 4 also contains information about workplace health and safety, and Freedom of Information.
<b>PART 5: Financial statements</b>	Contains ARPANSA's audited financial statements and a report by the Auditor-General.
<b>PART 6: Appendices</b>	This section includes the <i>Australian Radiation Protection and Nuclear Safety Act 1998</i> requirements, including details of advisory bodies and staffing statistics.
<b>PART 7: Reference material</b>	Comprises an abbreviations list, glossary, reporting requirements and alphabetical index and annual report requirements.

# Letter of transmittal



Australian Government  
Australian Radiation Protection  
and Nuclear Safety Agency



The Hon Ged Kearney MP  
Assistant Minister for Health and Aged Care  
House of Representatives  
Parliament House  
CANBERRA ACT 2600

**Re: 2023–2024 Annual Report of the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA)**

Dear Minister

I am pleased to present to you the 2023–2024 Annual Report for ARPANSA pursuant to section 46 of the *Public Governance, Performance and Accountability Act 2013*, which requires that an annual report be given to you as ARPANSA's responsible Minister for presentation to the Parliament, and section 59 of the *Australian Radiation Protection and Nuclear Safety Act 1998* (the ARPANS Act).

As required by the ARPANS Act, this report provides details on:

- the activities of the Chief Executive Officer (CEO), ARPANSA, the Radiation Health and Safety Advisory Council (the Council), the Nuclear Safety Committee (NSC), and the Radiation Health Committee (RHC)
- any directions given to me by the current or previous responsible Ministers under section 16 of the ARPANS Act and any breach of licence conditions by a Licensee, of which I am aware
- all reports I have received from the Council on matters related to radiation protection and nuclear safety or the NSC on matters related to nuclear safety and the safety of controlled facilities
- any directions I have given as CEO under section 41 of the ARPANS Act and improvement notices that ARPANSA inspectors have given under section 80A of the ARPANS Act.

I also certify as the accountable authority for ARPANSA that, in compliance with section 10 of the Public Governance, Performance and Accountability Rule 2014, the agency has included fraud risk assessments in its Enterprise Risk Management Framework and developed and implemented fraud control plans; has in place appropriate fraud prevention, detection, investigation and reporting mechanisms that meet the agency's specific needs; and I have taken all reasonable measures to appropriately deal with fraud relating to the agency.

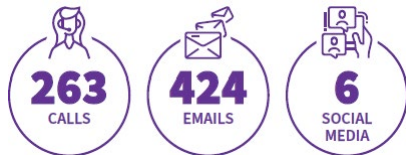
Yours sincerely

Dr Gillian Hirth AO  
CEO of ARPANSA

# ARPANSA snapshot

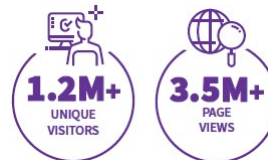
## Talk to a Scientist

for 2023–24



## Website statistics

for 2023–24



## Staff location *as at 30 June 2024*



## Our services *for 2023–24*



## UV swing tags *for 2023–24*



## ACDS audits *for 2023–24*



## Licences *as at 30 June 2024*



## Media mentions *for 2023–24*



# Part 1: CEO foreword

## **CEO Foreword – Annual report 2023-24**

The 2023-24 year was one of transformation for our agency as we embraced new challenges and priorities in our work to protect the Australian people and environment from the harmful effects of radiation.

I am pleased to present the Annual Report for the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) for the period 1 July 2023 to 30 June 2024.

ARPANSA continues to meet its mandate of protecting the Australian people and the environment through understanding risks and supporting best-practice regulation, research, policy, services, partnerships and engaging with the community.

This period has seen an extension of ARPANSA's engagement in stewardship arrangements for an Australian nuclear-powered submarine capability as interim regulator for radiological and nuclear safety for the Australian Submarine Agency (ASA) and through increased involvement in emergency preparedness.

It has also been a period of workforce challenges as our agency competes to retain and attract expertise from the small but in-demand talent pool of radiation and nuclear specialists.

In this foreword I will take the opportunity to reflect on the last year, provide an update on key areas and share our successes and challenges, as we delivered against our purpose.

### **Attracting and retaining talent to maintain our specialised workforce**

Australia's changing nuclear landscape has led to an increase in skills demand for radiation and nuclear skilled professionals, scientists, regulators and radioactive waste management experts.

The expanded scope of ARPANSA's work in support of Australia's nuclear-powered submarine enterprise, high volume of regulatory assessments and expansion of capital works have seen increased demand on our specialised workforce.

This demand has coincided with an increase in external employment opportunities arising from the AUKUS partnership, which has impacted our ability to retain talent in a tight labour market. ARPANSA also has a cohort of highly experienced experts approaching retirement, applying further pressure to our workforce. Challenges in recruitment, retention and succession planning have resulted in periods where our capacity was stretched to satisfy an increasing scope of work however ARPANSA's workforce strategy positioned the agency to respond and subsequently minimise the impact of this factor.

Further details of the impact of these challenges are provided in Part 3: Report on Performance.

### **Critical matters requiring regulatory oversight**

In this reporting period, ARPANSA's Regulatory Services Branch faced a higher than usual volume of complex regulatory assessments. This was driven primarily by planned works at Australian Nuclear Science and Technology Organisation (ANSTO) Lucas Heights facilities relating to decommissioning of the previous High Flux Australian Reactor (HIFAR), which permanently ceased operations in 2007, and an extended period of maintenance for the current Open-pool Australian Lightwater (OPAL) reactor.

Between October and December 2023, ARPANSA undertook public consultation in relation to a licence application from ANSTO to begin decommissioning of the High Flux Australian Reactor (HIFAR). A licence decision is anticipated in the second half of 2024.

ARPANSA also approved applications to undertake important maintenance work as part of ANSTO's planned OPAL long shutdown, which commenced in March 2024. This included the replacement of the OPAL Cold Neutron Source and upgrade of the First Reactor Protection System. Both activities are classified as changes with significant implications for safety and required assessment and approval under Section 63 of the *Australian Radiation Protection and Nuclear Safety Act 1998*.

These significant activities required management – alongside ongoing inspection and regulatory programs and the October 2023 International Atomic Energy Agency (IAEA) follow up regulatory review mission – during a period of resource pressure following reallocation or departure of key staffing resources.

### **ARPANSA's engagement with Australia's nuclear-powered submarine enterprise**

During 2023-24 ARPANSA continued to provide expert advice to Government on regulatory and environmental monitoring matters to support the development of a system of regulation that would meet Australian needs, while upholding the highest standards of nuclear safety and radiation protection.

The Australian Submarine Agency (ASA) was established on 1 July 2023 to implement Australia's nuclear-powered submarine capability. The government has announced its intention to establish a new Australian Naval Nuclear-Power Safety Regulator (ANNPSR) to oversee this capability. As at 30 June 2024, the Bill to establish ANNPSR is still before Parliament and ARPANSA holds interim regulatory authority for radiological activities of ASA until ANNPSR is established and appropriately resourced.

This year saw ARPANSA receive the first licence application related to Australia's nuclear-powered submarine enterprise. The ASA applied to prepare a site for a controlled industrial facility at *HMAS Stirling* at Garden Island in West Australia. The proposed facility is classified as a prescribed radiation facility, which does not require public consultation; however, due to the anticipated public interest, I elected to seek public comment on the licence application. The invitation for public comment was open from 9 May to 7 June 2024.

ARPANSA will continue to work across government to support regulatory oversight for the nuclear-powered submarine enterprise in the lead up to transition of regulatory authority to ANNPSR when established. This collaboration will help to ensure robust nuclear stewardship now, and into the future.

### **Radiological and nuclear preparedness and response**

ARPANSA continues to play an important role in preparedness and response to a radiological or nuclear incident under the Australian Government Crisis Management Framework (AGCMF) and its relevant plans. The agency works with a range of stakeholders across Commonwealth and state and territory governments to contribute to effective emergency management. During 2023-24, ARPANSA has participated in exercises and continued to provide support on domestic and international incidents.

### **National approach to management of radioactive waste**

Radioactive waste is a key topic for the Australian Government with the Australian Radioactive Waste Agency actively involved in identifying pathways for the safe storage and disposal of existing and future radiological waste. ARPANSA maintains close regulatory oversight of the Commonwealth's existing radiological waste inventory and is contributing expert advice to Government as appropriate.

On 10 August 2023, the Minister for Resources stated that the government does not intend to pursue Napandee, near Kimba, South Australia as a potential site for the proposed National Radioactive Waste Management Facility.



## Part 1: CEO foreword

There are also additional considerations to be made due to future waste management requirements relating to Australia's nuclear-powered submarine enterprise. These factors have catalysed a reconsideration of waste management pathways for Australia and ARPANSA will continue to monitor and engage as appropriate.

### **Update on ARPANSA's performance and financial results**

For the financial year ending 30 June 2024, ARPANSA reported an overall operating deficit of \$0.6 million, predominantly due to depreciation and amortisation expenses that do not require appropriation. Detailed financial performance for ARPANSA during 2023–24 is provided in Part 5: Financial Statements.

Despite achieving a surplus before depreciation and amortisation, ARPANSA faced challenges related to workforce pressures and recruitment timing, which affected our ability to progress in certain areas. While we continue to prioritise attraction and retention, our dedicated and highly skilled workforce remains tireless in their efforts to protect people and the environment from the harmful effects of radiation.

ARPANSA's non-financial performance during 2023–24 is reported on in detail in Part 3: Report on Performance and highlights the expertise and value our agency delivers as the Australian Government's primary authority on radiation protection and nuclear safety. Our analysis reflects on the successful execution of our key activities measured through the associated performance measures in our Corporate Plan 2023–24.



Dr Gillian Hirth AO  
Chief Executive Officer of ARPANSA

# Part 2: Agency overview

## ARPANSA at a glance

### Our purpose

Our purpose is to protect the Australian people and the environment from the harmful effects of radiation.

### Key activities

- Initiate, maintain, and promote frameworks for protection and safety.
- Undertake research and provide expert evaluations, advice and services.
- Ensure effective and risk-informed regulation.
- Enhance organisational innovation and capability.

### Our outcome and programmes

ARPANSA has a single outcome as set out in the Portfolio Budget Statement (PBS):

#### **Outcome 1:**

Protection of people and the environment through radiation protection and nuclear safety research, policy, advice, codes, standards, services and regulation.

#### **Program Objective – Program 1.1: Radiation protection and nuclear safety**

Protect the Australian people and the environment from the harmful effects of radiation through effective, risk-informed regulation and delivery of services under the ARPANS Act. Scientific knowledge and international best practice are applied to promote awareness of the effects of radiation and a nationally uniform approach to radiation protection of people (the public, workers and patients undergoing medical procedures using radiation) and the environment.

#### **Program 1.2 – Nuclear-Powered Submarines**

Support delivery of nuclear-powered submarines capabilities through radiation protection and nuclear safety research, policy, advice, codes, standards, services and regulation.

***Linked Program – other Commonwealth entities that contribute to Outcome 1***

**Department of Health and Aged Care (Health) Program 1.8: Health Protection, Emergency Response and Regulation**

The Department of Health and Aged Care (Health) contributes to Outcome 1, as Health has strategic regulatory policy and national leadership responsibility for radiation protection and nuclear safety. This includes best practice health technologies related to radiation and nuclear safety.

## Role of ARPANSA

ARPANSA, on behalf of the Australian Government, protects the Australian people and environment from the harmful effects of radiation by performing the following functions:

<b>An independent regulator</b>	<b>A health advisor</b>	<b>A service provider</b>
We are the independent regulator of Commonwealth entities that use or produce radiation. Using a risk-informed regulatory approach, we ensure that licensees take responsibility for protection of people and the environment from the harmful effects of radiation.	We build and maintain expertise in the measurement of radiation and assessment of health impacts, including the assessment of risks and responses to radiation incidents. We provide high quality advice to the government and the community.	We offer high quality services for the purpose of protection against the harmful effects of radiation.

### Accountable authority

Established by the ARPANS Act, ARPANSA commenced operations on 5 February 1999. ARPANSA replaced the Nuclear Safety Bureau and the Australian Radiation Laboratory.

The CEO, Dr Gillian Hirth AO, is the accountable authority of ARPANSA for the 2023–2024 reporting period. Dr Hirth was appointed as Chief Executive Officer of ARPANSA from 22 March 2022.

### Responsible Ministers and portfolio

ARPANSA sits within the Department of Health and Aged Care portfolio.

As of 30 June 2024, portfolio responsibility for ARPANSA sat with the Hon Ged Kearney MP, Assistant Minister for Health and Aged Care.

### Location

ARPANSA has offices in Victoria (Yallambie) and New South Wales (Miranda) as well as a small presence in Adelaide. Majority of our staff are located in the Victorian office.

### Our staff

As of 30 June 2024, ARPANSA had 148 ongoing staff, 21 non-ongoing staff and one statutory appointment.

# Organisational structure

## Chief Executive Officer

Dr Gillian Hirth AO has held the position of Chief Executive Officer (CEO) since March 2022.

The CEO's functions (as set out in the ARPANS Act) include:

- regulating Commonwealth radiation sources and facilities
- promoting uniformity of radiation protection and nuclear safety policy and practices across jurisdictions of the Commonwealth, the states, and the territories
- providing advice on radiation protection, nuclear safety and related issues
- undertaking research and providing services in relation to radiation protection, nuclear safety and medical exposures to radiation
- monitoring and reporting on the operations of ARPANSA, the Radiation Health and Safety Advisory Council (the Council), the Radiation Health Committee (RHC) and the Nuclear Safety Committee (NSC)

## Executive Group

The CEO is supported by the Executive Group (EG), which is comprised of 3 Branch Heads and 3 Office Heads. This group provides the CEO with high-level policy and strategic advice, and reports on matters relating to their individual business groups. Together, the CEO and EG form the leadership team for day-to-day management of ARPANSA.

## ARPANSA business groups

ARPANSA has 6 business groups that deliver components of the agency's strategies and services.

Figure 1. 'Organisational chart' shows ARPANSA's organisational structure as of 30 June 2024.

## Regulatory Services Branch

Regulatory Services Branch (RSB) provides an independent regulator service to Commonwealth entities that use or produce radiation. Using a risk-informed regulatory approach, we ensure that licensees take responsibility for protection of people and the environment from the harmful effects of radiation. This branch comprises 4 sections: Source Safety and Security; Facility Safety; Waste, Decommissioning and Transport; and Safety Systems. The branch:

- assesses licence applications, issues authorisations, performs compliance inspections and promotes best practice
- assesses and issues import and export permits for radioactive material
- assesses transport plans and grants approvals for transport of radioactive material



- promotes national uniformity in radiation protection policies and practices
- works to achieve the security of radioactive material.

The branch currently oversees 32 facility licences and 60 source licences. The costs for regulatory services are recovered from licence holders and applicants through annual charges and application fees.

## Radiation Health Services Branch

The Radiation Health Services Branch (RHSB) provides expertise, specialised resources and services to support the protection of the public, workers and the environment from the hazards of both ionising and non-ionising radiation (NIR). We undertake a range of scientific activities and services to characterise sources of radiation exposures, assess the risks to people and the environment from exposure to radiation, and reflect this understanding into advice and guidance to our stakeholders. This branch comprises 4 sections: Radiation Protection Services; Radiation Research and Advice; Modelling, Assessment and Emergency Preparedness; and Monitoring and Emergency Response; and 3 teams: Environmental Protection; Defence Engagement; and Emergency Management.

The branch undertakes a range of national initiatives, including ultraviolet radiation (UVR) monitoring and services, the Australian National Radiation Dose Register (ANRDR) and the radiation monitoring network (established under the terms of the Comprehensive Nuclear Test-Ban Treaty). Emergency preparedness and response (EPR) systems for field, network and laboratory measurements and information management and decision-support systems are maintained by the branch and aligned with national planning. This branch is responsible for the delivery of the enhanced EME program, as well as research across all modalities of radiation to underpin our advice. It provides a range of commercial services that includes provision of the Personal Radiation Monitoring Service (PRMS) to support Australian workers occupationally exposed to radiation. The branch also provides significant support to the Department of Defence (Defence) and across government for Australia's nuclear-powered submarine enterprise.

## Medical Radiation Services Branch

The Medical Radiation Services Branch (MRSB) provides calibration and auditing services and provides advice on the safe and accurate use of radiation in medicine for all Australians. The branch has 3 sections: Medical Imaging; the Primary Standards Dosimetry Laboratory (PSDL); and the Australian Clinical Dosimetry Service (ACDS). The Medical Imaging section is responsible for dose data collection and advice on patient safety within diagnostic imaging and nuclear medicine. The PSDL maintains the Australian Primary Standard for absorbed dose and, by calibrating hospitals' radiation detectors against the primary standard, ensures that the radiation equipment used by a hospital operates accurately. The ACDS carries out dosimetric audits of linear accelerators used by radiotherapy providers in Australia and New Zealand to verify that the complex radiation treatment plans of patients undergoing treatment are delivered correctly.

## Part 2: Agency overview

### Office of the CEO

The Office of the Chief Executive Officer (OCEO) facilitates, coordinates and supports the activities of the CEO. The OCEO comprises 6 key areas: Security and Insider Risk; Governance and Strategic Engagement; National Uniformity Policy and Secretariat; Communications; Quality; and Work Health and Safety. The OCEO leads collaboration and communication with the public and government, coordinates international engagement, supports effective risk and compliance management (including maintenance of the ARPANSA Management System) and drives our engagement with States and Territories to improve consistency of regulation nationally. The OCEO also provides advice to the agency and government on emerging and strategic issues.

### Office for Business Support

The Office for Business Support (OBS) is home to several enabling services and works closely with all branches and offices across the agency to support their operations. The OBS is responsible for 4 key areas: Finance; Digital Technology; Human Resources; and Facilities and Engineering. The office is continuing to modernise the delivery of customer-centric enabling services to the wider agency by finding opportunities to enhance business partnering, uplift strategic workforce management and planning, adopt new technologies and continually review our business models to ensure the agency remains fit-for-purpose to deliver its key activities.

### Office of the General Counsel

The Office of the General Counsel provides legal advice and strategic support to staff regarding all aspects of the agency's operations and assists the CEO in achieving her statutory mandate. The Office of the General Counsel provides legal services to support staff to perform their functions and to ensure that in doing so they are compliant with relevant government policies and legislation. The Office also performs Freedom of Information (FOI) and privacy functions on behalf of the agency.

# Organisational chart

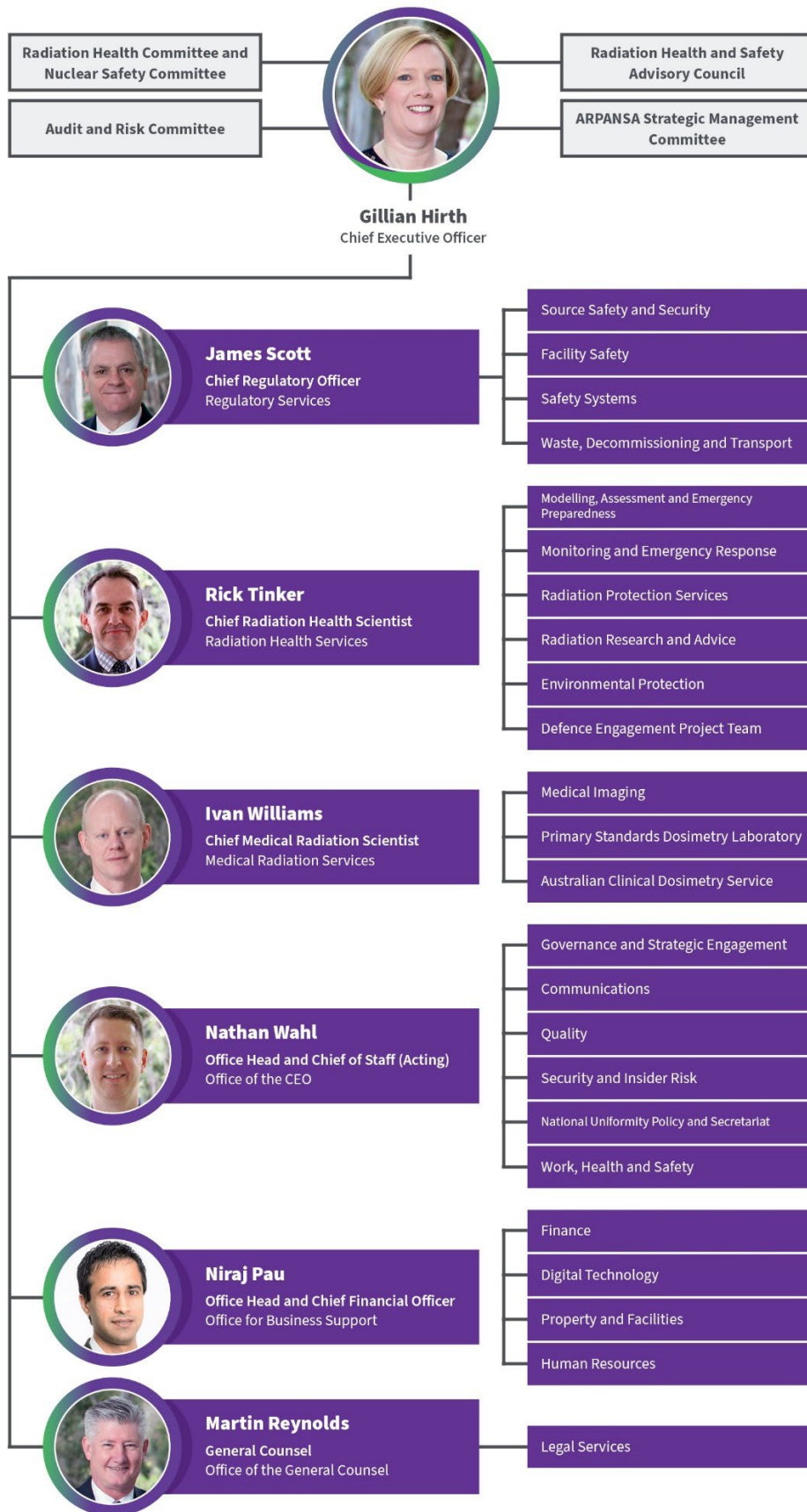


FIGURE 1: ORGANISATIONAL CHART

# Part 3: Report on performance

## Annual performance statements

### Introductory statement

I, as the accountable authority of the Australian Radiation Protection and Nuclear Safety Agency, present the 2023–2024 Annual Performance Statement of ARPANSA, as required under paragraph 39(1)(a) of the *Public Governance, Performance and Accountability Act 2013 (PGPA Act)*. In my opinion, this annual performance statement is based on properly maintained records, accurately reflects the performance of the entity, and complies with subsection 39(2) of the PGPA Act.



Dr Gillian Hirth AO

CEO of ARPANSA

### Purpose

ARPANSA's purpose is defined in section 3 of ARPANS Act – to protect the health and safety of people, and to protect the environment, from the harmful effects of radiation.

As Australia's primary authority on radiation protection and nuclear safety:

- We are the independent regulator of Commonwealth entities that use or produce radiation. Using a risk-informed regulatory approach, we ensure that licensees take responsibility for protection of people and the environment from the harmful effects of radiation.
- We build and maintain expertise in measurement of radiation and assessment of health impacts, including the assessment of risks and responses to radiation incidents.
- We offer high quality services for the purpose of protection against the harmful effects of radiation.

### Performance framework

Our framework provides an overview of what we did and how it supported the achievement of our purpose.

Our outcome, as set out in the PBS, is to protect people and the environment through radiation protection and nuclear safety research, policy, advice, codes, standards, services and regulation. This is specifically measured by our performance measures, which have been correlated to 4 key activities representing significant areas of work:

1. Initiate, maintain, and promote frameworks for protection and safety.
2. Undertake research and provide expert evaluations, advice and services.
3. Ensure effective and risk-informed regulation.
4. Enhance organisational innovation and capability.

Our performance measures include a mix of effectiveness and output targets, which enables us to assess how our key activities have supported the achievement of our purpose and outcome. For the 2023–24 reporting period, the agency identified 21 performance measures, 16 of which were developed under the Corporate Plan, and 5 established under the ARPANSA PBS 2023–24. To allow for transparent monitoring of measures with contributions from multiple branches/offices, PBS 1 and PBS 3 were divided into result components and assigned to their respective contributors. For annual reporting purposes, targets and planned performance results will be assessed to determine if the correlated measure has been achieved, partially achieved, or not achieved.

Corporate Plan performance measures are referenced numerically as they appear in the 2023–24 Corporate Plan, while PBS measures are distinguished with the PBS prefix. All measures assessed in this report can be cross-referenced in the 2023–24 Corporate Plan and 2023–24 Health PBS.

ARPANSA has evaluated each measure based on the following (Table 1: evaluation criteria).

**TABLE 1: EVALUATION CRITERIA**

Achieved	The agency has succeeded in reaching the agreed target/planned performance result and work has been completed effectively and to the required standard.
Partially achieved	The agency has not succeeded in meeting the anticipated target/planned performance result, however significant progress has been made. Work will remain ongoing until completion (>3 to <6 months).
Not achieved	The agency has not succeeded in meeting the anticipated target/planned performance result, and significant progress (> 9 months' work remaining) has not been made to assess performance of this measure. The agency will review the resourcing around delivery of this performance measure and undertake a review to assess impact on our purpose.

## Overarching entity-wide analysis of performance against ARPANSA's purpose

The 2023–24 annual performance statement reflects on how ARPANSA has delivered against its purpose of protecting the Australian people and the environment from the harmful effects of radiation.

Radiation protection and nuclear safety is a highly specialised, technical field that presents a complex environment with longstanding and emerging challenges. To ensure we meet our purpose, the agency takes a risk-based approach in strategic decision-making, ensuring radiation protection and nuclear safety standards are maintained.

ARPANSA has worked diligently to deliver on our key activities and, ultimately, our purpose, despite a shifting operational context. The agency's resilience and ability to adapt to new challenges is reflected in our 2023–24 results and the delivery of 18 performance measures out of 21 (86%). These results are consistent with our last



### Part 3: Report on performance

reporting period, despite our increased remit. The following factors have broadly impacted the entity's performance:

#### *Support for the nuclear-powered submarine enterprise*

ARPANSA has continued to provide significant support to Defence and across government for Australia's nuclear-powered submarine enterprise. This has included communicating advice to the Australian Government on aspects of nuclear safety, including the regulation of nuclear safety and radiation protection. In the absence of a dedicated Defence nuclear safety regulator, ARPANSA was also called upon to undertake a licence assessment for the nuclear-powered submarine enterprise for the controlled industrial facility (a low-level radioactive waste management and maintenance facility) at HMAS *Stirling*. Alongside this regulatory focus, the agency continues to support Defence on the establishment of a new regulator by contributing to development of new legislation and regulations and assisting in the uplift of technical competence in Defence.

#### *Resourcing*

ARPANSA's increased workforce requirements meant existing resources had to be realigned to support evolving priorities. As such, this factor is recognised as having a significant impact on our performance in the 2023-24 reporting period. National factors, including external opportunities arising from the AUKUS partnership, a tight labour market and the rising cost of living, have coincided with a rising demand for ARPANSA's established expertise. This has made it difficult to both recruit and retain suitably experienced and qualified staff, resulting in periods where our capacity was stretched to satisfy an increasing scope of work.

In 2023, the agency received additional capital and operational funding to support a large program of work related to Australia's nuclear submarine enterprise. This opportunity also presented resourcing challenges, as ARPANSA faced an unprecedented level of recruitment of non-ongoing roles to support our new program of work. This placed a strain on supporting functions and management alike, as the agency endeavoured to ensure positions could be filled in a manner that was both timely and adhered to security clearance requirements. Recruiting the necessary specialist skills for limited contract roles proved difficult. Where some positions were filled by internal staff, gaps in ARPANSA's routine operational areas occurred. As a result, some of our pre-existing initiatives were not completed within anticipated timeframes, however, these delays have had a minor impact to the overall outcome of these projects.

Despite a risk-informed approach to re-evaluate regulatory and operational priorities, these continuing resourcing pressures have stretched the agency. A key approach to staff retention included strengthening training and identifying development opportunities. A strong focus was placed on management training and skills uplift, with a view to engaging staff and supporting retention. Further consideration was given to fostering opportunities to attract new staff, including the enhancement of the ARPANSA Graduate Program. It is anticipated that this program will assist in balancing the age profile and knowledge transfer within the agency, as well as enabling our graduates to gain broad, cross-agency experience and skills in areas such as environmental monitoring, ionising and non-ionising radiation, public and occupational radiation exposures and the Commonwealth's regulatory framework.

#### *Increase in proactive initiatives*

The 2023-24 reporting period has seen an increase in projects, with the agency maintaining an average of 29 active projects over the course of the year. This impacted staff time and capacity at all levels, as project planning and

ongoing management were essential in ensuring the delivery of quality outcomes. To manage workload in the short term, ARPANSA approved project time extensions where necessary and practicable. Although this delayed the completion of some proactive initiatives, crucially, it also ensured the quality of our outcomes was not compromised, while supporting staff psychosocial safety. Alongside the rollout of a substantial program of capital works, ARPANSA has focused on streamlining operational management and laboratory systems as part of our ongoing efforts to ensure we create efficiencies and maintain our reputation as a preferred service provider.

The agency has also undergone extensive facility upgrades, including replacements for end-of-life equipment, refurbishments and repairs across both the Yallambie and Miranda sites. Although most projects required schedule adjustments, factors such as the need for increased safety, security and data management capabilities – along with supplier chain challenges – impacted some projects, resulting in delays and unforeseen costs. Furthermore, select projects with overseas suppliers were impacted by fluctuations in foreign exchange rates.

Despite these challenges, ARPANSA delivered on multiple key projects. A summary of active projects for 2023-24 has been included in the projects section of this report, to provide further context around how the agency's initiatives and resources have been utilised.

#### *Changing risk profile and compliance obligations*

The agency's evolving operational environment this financial year has resulted in a change to our risk profile and increase in compliance obligations. This has necessarily impacted operational efficiency, as the agency sought to uplift processes, procedures and culture, as well as satisfy various frameworks and legislative requirements. This operational impact has been an increase in training, monitoring and reporting, creating a dispersed yet increased workload across the agency. Although these expanding requirements are broadly recognised as an ongoing challenge for smaller government entities with limited resources, ARPANSA has strived to ensure our obligations are met to a satisfactory standard, within the required timeframes.

ARPANSA has also focused on uplifting our risk maturity to ensure we are equipped to manage our changing risk profile. We engaged with the uplift by implementing robust controls and contingency plans across the agency to ensure that core work is delivered. This approach has enabled the agency to reassess priorities in the context of emerging opportunities and risks. This responsiveness was crucial to maintaining our reputation and ensuring that our key activities were successfully achieved for the financial year.

The following statements provide more detailed analysis of ARPANSA's performance results.

### Part 3: Report on performance

**TABLE 2: SUMMARY OF RESULTS**

Key activity	Measure achieved	Measure partially achieved	Measure not achieved	Percentage Achieved
1. Initiate, maintain, and promote frameworks for protection and safety	6	0	0	100%
2. Undertake research and provide expert evaluations, advice and services	6	1	0	86%
3. Ensure effective and risk-informed regulation	3	0	1	75%
4. Enhance organisational innovation and capability	3	1	0	75%
Summary	18	2	1	86%

## Performance results for Key Activity 1: Initiate, maintain and promote frameworks for protection and safety

ARPANSA developed scientific knowledge to support the frameworks for radiation protection and nuclear safety. These frameworks sit across various sectors, nationally and internationally, and provide guidance that facilitates optimisation of protection against radiation exposure and any associated health impacts. ARPANSA has successfully initiated, maintained and promoted frameworks for protection and safety, with 6 out of 6 performance measures achieved.

Number	Measure	2023-24 Target	Outcome
1	Number of Diagnostic Reference Level (DRL) surveys per category are sufficient to infer national characteristics per annual survey period.	>2,400 surveys per reporting period.	Achieved
2	Radiation doses of occupationally exposed workers indicates optimisation of radiation protection.	Worker radiation dose trends, published annually, indicate optimised radiation protection.	Achieved
3	Compliance with international radiation protection and nuclear safety and security related agreements and treaties.	Submission of two Australian National Reports and completion of the peer-review processes as per the requirements of peer review and/or periodic meeting schedules.  Proactive collaborations are sought with key international stakeholders to foster international agreements, best practice, and compliance.	Achieved
4	Provide dosimetry support and measurement services to radiotherapy clinics.	45 audits delivered according to schedule.	Achieved
PBS-1	Provide high quality advice to government and the community on health, safety and environmental risks from radiation.	Annual count of engagement activities with domestic and international stakeholders furthers EME knowledge exchange and advancement  Development of technical reports, guidelines and standards to ensure public health policies are based on the most up-to-date information.  Participation in 6 training, drills and exercises held internationally, nationally (cross-jurisdictionally) and within the agency to enhance response readiness.  Emergency preparedness and response, information management and decision support systems are maintained to 95% availability during port visits and planned events.	Achieved
PBS-2	Provide emergency preparedness and response systems for a radiological or nuclear incident.	Emergency preparedness and response systems for field, network and laboratory measurements, and information management and decision support systems, are calibrated, tested and exercised to ensure availability, and personnel are trained.	Achieved

### Part 3: Report on performance

#### **Performance measure 1: Number of Diagnostic Reference Level (DRL) surveys per category are sufficient to infer national characteristics per annual survey period.**

**Target:** >2,400 surveys per reporting period.

**Source:** ARPANSA Corporate Plan 2023-24

**How was this performance assessed?**

Examination of survey data submitted to the National Diagnostic Reference Level Service (NDRLS). This helps avoid excess radiation dose associated with diagnostic imaging to patients.

**Result:** Achieved

**Analysis:** ARPANSA's NDRLS received 4,612 surveys of patient dose in CT scans during the 2023-24 financial year, successfully achieving the target. NDRLS surveys, completed by participating imaging facilities, collect patient dose data from ionising radiation in diagnostic imaging, particularly for computed tomography (CT). The NDRLS operates on a calendar year, with 4,388 surveys received in 2023, compared to 4,186 in 2022. The data received includes surveys from around 500 to 600 scanners for the 8 scan categories covered by the DRL program. Survey numbers are dependent on the submissions provided to ARPANSA and the number of operational CT scanners; at a minimum ARPANSA believes 2,400 surveys is sufficiently representative to be a good basis for periodically updating the diagnostic reference levels (DRLs). Based on the number of submissions, ARPANSA was able to calculate and establish DRLs for the common types of CT scans in Australia. The collection and analysis of DRL surveys directly promotes the safe and effective use of ionising radiation in medicine. The DRLs are used by imaging facilities to compare their practice with that of their peers. This encourages imaging facilities to review their practice and ensure an appropriate balance of benefit and risk for patients, thus helping to avoid excessive radiation dose to patients from medical imaging.

#### **Performance measure 2: Radiation doses of occupationally exposed workers indicates optimisation of radiation protection.**

**Target:** Worker radiation dose trends, published annually, indicates optimised radiation protection.

**Source:** ARPANSA Corporate Plan 2023-24

**How was this performance assessed?**

The Australian National Radiation Dose Register (ANRDR) database collects and stores worker dose information. Radiation doses for a range of dosimetric quantities and exposures will be assessed on a quarterly basis. The data will be used to generate annual statistics and exposure trends, that will improve safety for occupationally exposed workers in Australia.

**Result:** Achieved

**Analysis:** In June 2023 the analysis and summary data for the calendar years 2021 and 2022 were published on the ARPANSA website. These results indicated optimised radiation protection of workers. Dose record submissions are



provided by stakeholders, including all Australian uranium mines industry representatives, some Commonwealth licence holders and a small number of medical and educational organisations. Although improvements to procedures have been made to ensure data submissions from stakeholders and internal analysis can be undertaken in a timely manner, significant delays and errors in the submission of dose records from one key stakeholder resulted in the publication not being able to be completed by the end of December 2023, as planned. This was resolved in early 2024 and the finalised publication was available by end of June 2024. As stakeholders also submit their exposures to relevant jurisdictional regulators, the risk to occupationally exposed workers as a result of this delay are considered minimal. The collection and analysis of dose records for occupationally exposed workers is essential to ensure a worker's dose records are maintained in one central location and that employers can review national exposures for their industry to introduce appropriate controls. This ensures worker exposures are maintained below the occupational exposure limits.

A project is underway to enable dosimetry service providers to upload radiation dose data directly to the database, thereby increasing efficiency and reducing reporting times. This will enable submissions from employers and dosimetry service providers, as well as provide access to employees for their dose records, and access to regulators to enhance their capabilities.

The provision and maintenance of the ANRDR is significant, as it provides radiation workers with a record of their exposure history, regardless of their employer. Further, recording overall trends helps to demonstrate optimisation of the protection of workers from the harmful effects of radiation across all industries.

**Performance measure 3: Influence international radiation protection, nuclear safety and security to facilitate compliance with related agreements and treaties.**

**Target:** Preparation, submission and/or presentation of Australian National Reports and completion of the peer-review processes as per the requirements of peer review and/or periodic meeting schedules. Proactive collaborations are sought with key international stakeholders to foster international agreements, best practice and compliance.

**Source:** ARPANSA Corporate Plan 2023-24

**How was this performance assessed?**

This was determined through preparation and submission of National Reports and participation in the peer review activities and other meetings associated with the Joint Convention on the Safety of Spent Fuel Management and on the Safety of Radioactive Waste Management (Joint Convention), the Early Notification of a Nuclear Accident and Assistance in the case of a Nuclear Accident or Radiological Emergency Conventions (ENAC) and the implementation of the Code of Conduct on the Safety and Security of Radioactive Sources. This measure will also establish a baseline to track contributions that influence international safety frameworks and active engagement in the international radiation and nuclear safety sector.

**Result:** Achieved

**Analysis:**

### Part 3: Report on performance

During the year, ARPANSA continued to influence and promote international radiation protection, nuclear safety and security. ARPANSA's delegates represented Australia by contributing to – and attending – a range of events to promote international radiation protection. Notably, this year the 5th Extraordinary Meeting (EM) for the Joint Convention was held to unify the identification and application of Good Practice in March 2024. Six proposals were received and reviewed for discussion by Contracting Parties at the EM on the potential changes to the guidelines of the Joint Convention to achieve the uniform identification of Good Practices in the areas of safety of spent fuel and radioactive waste management. The Organisational Meeting for the Joint Convention was also held in March 2024 to plan for the Eighth Review Meeting, including the election of new officers, president and vice-presidents, adoption of a provisional agenda for the review meeting and topics for the Open-Ended Working Group.

The following activities have progressed in the 2023-24 reporting period to support meetings associated with the Conventions and Codes of Conduct:

- ARPANSA has led the preparation of the Australian National Report to the Eighth Review Meeting of the Joint Convention. The report is in the final stages of review within ARPANSA and is on track for submission to the IAEA by the mid-August 2024 deadline.
- An ARPANSA representative chaired the Asia and South Pacific Regional Meeting for Sharing Experience and Lessons Learned in Implementing the Code of Conduct on the Safety and Security of Radioactive Sources and its supplementary Guidance in Jakarta in November 2023.
- The ARPANSA CEO co-chaired the Open-ended Meeting of Technical and Legal Experts for Sharing Information of States' Implementation of the Guidance on the Import and Export of Radioactive Sources, supplementary to the Code of Conduct on the Safety and Security of Radioactive Sources in May 2024.

ARPANSA, in the capacity of Australia's Competent Authority under the ENAC presented national updates at the bi-annual Competent Authorities Meeting (CAM) in June 2024. The CAM relates to the management of the IAEA's Emergency Notification and Assistance Conventions for radiological and nuclear emergencies.

#### **Performance measure 4: Provide dosimetry support and measurement services to radiotherapy clinics.**

**Target:** 45 audits delivered according to schedule.

**Source:** ARPANSA Corporate Plan 2023-24

**How was this performance assessed?**

Measured progressively and reported quarterly based on signed audit reports. The national radiation oncology dosimetry audit program ensures the safety of cancer patients receiving radiation therapy treatment across Australia and New Zealand.

**Result:** Achieved

**Analysis:** ARPANSA's clinical dosimetry auditing service (ACDS) performed a total 36 remote and 21 on-site scheduled audits in 2023-24, while additional audits for new linacs, specialty techniques and repeats/follow ups totalled 10 remote and 32 on-site. This resulted in a total of 46 remote and 53 on-site audits for 2023-24. Audit reports and certificates are issued to participating facilities upon completion of dosimetry measurements and

subsequent data processing. In 2021-22, ACDS completed 65 remote and 110 on-site audits. In 2022-23, ACDS completed 63 remote and 107 on-site audits. The number of ACDS audits has decreased substantially in 2023-24 due to the entry of a private audit service provider into the market.

ACDS audits are a powerful quality control tool and provided a systemic measure of the accuracy and precision of radiotherapy treatment for over 70,000 Australians during 2023-24. ACDS audit services align with the key activity of ARPANSA in promoting the safe and effective use of medical radiation and patient safety, ultimately enabling clinicians and treatment staff to further drive improvements in contemporary treatment techniques and technology.

**PBS measure 1: Provide high quality advice to government and the community on health, safety and environmental risks from radiation.**

Source: ARPANSA PBS 2023-24

How was this performance assessed?

ARPANSA's collaboration with a range of international partners contributes to the evolution of the international radiation protection and nuclear security and safety framework. This enables ARPANSA to provide expert and technical advice to the Australian Government and community.

**Overall Result:** Achieved. Advice has been provided when requested, and communications on key topics published on social media.

**Planned Performance Result: Identify, assess and communicate health, safety and environmental risks from radiation to the Australian Government and community through research, communication, provision of radiation protection services, and community consultation and awareness activities.**

**Target:** >12 publications are reviewed annually.

**Result:** Achieved

**Analysis:** ARPANSA provided high quality advice to government and the community on health and safety and environmental risks from radiation. A total of 26 fact sheets and 6 FAQs were updated on the ARPANSA website during the financial year. This total significantly exceeds the indicated target, however, this was due to a review project of two-thirds of the agency's FAQs and fact sheets which was undertaken during a graduate rotation. The provision of high-quality advice is significant, as it underpins the basis for decision-making in the protection of the public and the environment. Providing the public with a solid scientific basis provides an assurance that the public and environment are being protected from the harmful effects of radiation.

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**Planned Performance Result: Provide information, advice and standards on electromagnetic energy (EME) and health to the Australian Government and community through exposure assessment, research, facility upgrades and engagement with international health authorities.**

**Target:** Annual count of engagement activities with domestic and international stakeholders furthers EME knowledge exchange and advancement:

**Domestic:** Various stakeholders.

**International:**

- International Commission on Non-Ionizing Radiation Protection
- World Health Organization

Annual count of engagement activities with the community promotes health and safety and addresses misinformation about EME:

**Community**

- Media coverage and social media posts
- Events
- Talk to a Scientist EME queries

**Research**

Development of technical reports, guidelines and standards to ensure public health policies are based on the most up-to-date information.

**Result:** Achieved

**Analysis:** ARPANSA successfully achieved this planned performance result through the provision of information, advice and standards on electromagnetic energy and health to the Australian Government and community. Activities included exposure assessments, research, facility upgrades and engagement with international health authorities. Several key activities were undertaken in accordance with the EME Program Action Plan 2020-2024 to fulfil this measure.

The EME team has undertaken ongoing engagement activities with key stakeholders:

**Domestic**

- Australian Mobile Telecommunications Association
- Australian Communications and Media Authority
- Department of Infrastructure, Transport, Regional Development, Communications and the Arts

**International**

- World Health Organization
- International Commission on Non-Ionizing Radiation Protection (ICNIRP)

## Community

- Key media highlights included promoting a measurement study, which compared radio wave exposure in Melbourne over the last decade and our involvement in one of the World Health Organization-commissioned systematic reviews on potential health effects of radio wave exposure. Both stories were disseminated through the Australian Science Media Centre, and our experts provided follow up interviews to *Cosmos Magazine* and Australian Broadcasting Corporation radio on the measurement study.
- Throughout the reporting period the agency posted over 25 stories about our EME program. This content had higher engagement compared to the previous financial year.
- Key research collaborations with several universities remain ongoing, and ARPANSA is currently contributing to the development of the WHO Environmental Health Criterion Monograph and associated Systematic Reviews, and the new Low Frequency Guidelines under development at ICNIRP.

Key research collaborations with several universities remain ongoing, and ARPANSA is currently contributing to the development of the WHO Environmental Health Criterion Monograph and associated Systematic Reviews, and the new Low Frequency Guidelines under development at International Commission on Non-Ionizing Radiation Protection (ICNIRP).

### **PBS measure 2: Provide emergency preparedness and response systems for a radiological or nuclear incident.**

Source: ARPANSA PBS 2023-24

#### How was this performance assessed?

Based on data collected via network and laboratory measurements, as well as information management and decision support systems.

### **Planned Performance Result: Emergency preparedness and response systems for field, network and laboratory measurements, and information management and decision support systems, are calibrated, tested and exercised to ensure availability, and personnel are trained.**

Target: Participation in 6 training, drills and exercises held internationally, nationally (cross-jurisdictionally) and within the agency to enhance response readiness.

Emergency preparedness and response, information management and decision support systems are maintained to 95% availability during port visits and planned events.

Result: Achieved

Analysis: ARPANSA has provided emergency preparedness and response systems for a radiological or nuclear incident, as demonstrated through participation in exercises and response activities in Australia and internationally.

### Part 3: Report on performance

This reporting period, the uptime of monitoring, information management and decision support systems was greater than 95% for planned events – consistent with performance in recent years. In addition, ARPANSA participated in 11 training activities, 9 exercises and 4 operations for the financial year, significantly exceeding the KPI. Activities in this area have increased compared to recent years due to equipment purchases and associated training, incidents and activities related to nuclear-powered ship visits. Highlights of activities during the financial year include:

- The fourth Australasian Interservice Incident Management System (AIIMS) training cohort for ARPANSA staff, with over 60 staff now trained.
- In partnership with the state of Tasmania, the coordination of the Nuclear Energy Agency (NEA) Sixth International Nuclear Emergency Exercise (INEX-6) on the long-term recovery stage following the termination of a nuclear emergency.
- Deployment to 2 nuclear-powered ship visits and verification of 2 ports.

ARPANSA's emergency preparedness and response capability is a key component of the Commonwealth's capability to support states and territories in preparing for, or responding to, a nuclear or radiological incident. ARPANSA's expertise and knowledge is unique in the Commonwealth and enhances protection of the public in the unlikely event of an emergency.

## Performance results for Key Activity 2: Undertake research and provide expert evaluations, advice and services

ARPANSA provided accessible, evidence-based, and risk-informed advice to the Australian Government, industry, and the public through our research advice and services. Our aim is to promote continuous improvement and provide useful and current information to a broad range of audiences, so practices can be optimised. ARPANSA has successfully delivered this key activity, with 5 out of 6 performance measures achieved. One measure was assessed to be partially achieved, as it was delivered after the agreed time.

Number	Measure	2023-24 Target	Outcome
5	High quality research in radiation protection, nuclear safety and medical exposures to radiation is undertaken to improve understanding of radiation and its effects among professionals and the public.	ARPANSA to publish >7 peer-reviewed publications.	Achieved
6	Operation of the Comprehensive Nuclear-Test-Ban Treaty Organisation (CTBTO) International Monitoring System (IMS) radionuclide stations to meet Comprehensive Nuclear-Test-Ban Treaty (CTBT) targets for data availability.	Stations operational and reporting verified data to the CTBTO at >95 % average per reporting period.	Achieved
7	Operation of the ultraviolet radiation (UV) monitoring network with a high level of data availability to the public	UV monitoring network data available to the public > 95% of the time.	Achieved
8	High quality and efficient radiation protection services are provided to customers.	> 85% satisfied with the quality of our service.	Achieved
9	Engagement with the Australian public through the ARPANSA Talk to a Scientist (TTAS) service.	80% of TTAS enquiries from the public are responded to within 5 business days.	Achieved
PBS-3	Promote patient safety in radiotherapy and diagnostic radiology.	The ACDS annual report is published to the ARPANSA website by 30 March 2024.	Partially achieved
		Publication of Diagnostic Reference Level data on the ARPANSA website by 30 March 2024.	
PBS-5	Provide support to the implementation of the optimal pathway to establish an Australian nuclear-powered submarine capability.	<p>Agreement on interfaces and boundaries between ARPANSA and other regulatory bodies is established.</p> <p>The national framework for radiation and nuclear safety standards and guidance is suitable for nuclear-powered submarines.</p> <p>ARPANSA contributes to the harmonisation of legislation for regulation of nuclear-powered submarines.</p>	Achieved



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#### **Performance measure 5: High quality research in radiation protection, nuclear safety and medical exposures to radiation is undertaken to improve understanding of radiation and its effects among professionals and the public.**

**Target:** ARPANSA to publish > 7 peer-reviewed publications.

**Source:** ARPANSA Corporate Plan 2023-24

**How was this performance assessed?**

Peer reviewed publications determined by emerging issues and of public interest will be published online progressively.

**Result:** Achieved

**Analysis:** ARPANSA exceeded this target, delivering 14 publications in the 2023-24 period. Publication in national and international peer reviewed journals is a cornerstone of our reputation as radiation protection and nuclear safety experts. Publications also enable Australian and international operators of radiation equipment and measuring devices to access the best and most reliable data and techniques. This is the second year that ARPANSA has exceeded this target. These increases can be attributed to circumstances presented during the pandemic, which permitted our specialists time to redirect their efforts towards research. The number of publications has also been influenced by the funding associated with our new EME policy proposal and the lag time between first commencing the research and publications being accepted.

Peer reviews provide an independent form of governance, which validates ARPANSA's research as being of a high standard. Publications in respected journals are important in maintaining our reputation as experts in the radiation protection, nuclear safety and medical fields.

#### **Performance measure 6: Operation of the CTBTO International Monitoring System (IMS) radionuclide stations to meet Comprehensive Nuclear-Test-Ban Treaty (CTBT) targets for data availability.**

**Target:** Stations are operational, and reporting verified data to the CTBTO at > 95%.

**Source:** ARPANSA Corporate Plan 2023-24

**How was this performance assessed?**

Data collected from IMS stations maintained by ARPANSA located in Australia and its territories, Fiji and Kiribati.

**Result:** Achieved

**Analysis:** ARPANSA operated CTBT stations were operational and maintained data availability in excess of 98.3% across all monitoring stations 99.2% of the year. The performance is derived from published data availability as reported in the CTBTO's International Data Centre metrics portal. The network performance is consistent with historical averages and covers periods of testing, maintenance and repairs. It is important to note that repairs impacted upon a perfect availability metric, due to a failing detector requiring additional maintenance and some

computer instability interfering with normal data acquisitions. Notwithstanding, ARPANSA addressed these matters in a timely fashion, utilising skilled staff to repair and implement improvements.

ARPANSA is responsible for carrying out Australia's radionuclide monitoring obligations to the CTBT. The information collected throughout the CTBT monitoring networks – which span Kiribati and Fiji in the Pacific Ocean, the Australian mainland and her external territories – is a fundamental pillar of the Treaty verification system. It serves as a source of valuable data, allowing ARPANSA to provide timely advice through modelling and analysis, while acting as a deterrent to nuclear weapons development and testing by ensuring that no nuclear weapons test goes undetected. The treaty aims to eliminate nuclear weapons by restricting the development and improvement of new types of nuclear weapons, playing a critical role in working towards a safer and more secure world. In addition to its primary purpose of detecting nuclear explosions, the CTBT network provides information that supports tracking of airborne radiation, allowing ARPANSA to provide informed advice in the event of an emergency. In the past, ARPANSA has used products from the IMS to support risk assessments for people and the environment in Australia.

**Performance measure 7: Operation of the ultraviolet (UV) radiation monitoring network with a high level of data availability to the public.**

**Target:** UV monitoring network data available to the public > 95% of the time.

**Source:** ARPANSA Corporate Plan 2023-24

**How was this performance assessed?**

Data extracted from UV network monitoring system and analysis based on average network availability over the year.

**Result:** Achieved

**Analysis:** ARPANSA's UV monitoring network achieved data availability of 97.95% for the 2023-24 reporting period. The data is made available via the ARPANSA website and is updated every minute in real-time for the 17 sites around the country and Antarctica. At times, the performance of this system has been impacted by communication problems with one Antarctic site, and a temporary power failure at Alice Springs – both inherently challenging operational locations. These are being addressed through remote support.

The network is an essential tool in providing the Australian community with relevant information about the UV radiation exposure levels, as the data presented serves as an indicator of UV exposure on human skin. UV exposure is the leading cause of skin cancer in Australia, and Australia has one of the highest UV exposure levels in the world. ARPANSA maintains a network of solar UV radiation (UVR) detectors in major Australian cities and in the Australian Antarctic territories. The data is collected continuously by detectors and updated in the UVR index every minute. The UVR dose is calculated for a person based on the intensity of the sun's UVR that they are exposed to, combined with the length of this exposure time. The UV network provides freely available data to the public to allow them to make risk informed choices and take preventative actions to minimise UV exposure. The data is also utilised by

### Part 3: Report on performance

third-party developers, thus extending its reach, which, in turn, results in the minimisation of health effects associated with radiation exposure.

#### **Performance measure 8: High quality and efficient radiation protection services are provided to customers.**

**Target:** > 85% satisfied with the quality of our service.

**Source:** ARPANSA Corporate Plan 2023-24

##### How was this performance assessed?

Use of customer service satisfaction surveys to show we have improved our service delivery. The data is obtained from surveys of the following services: Australian Clinical Dosimetry Service (ACDS), Primary Standards Dosimetry Laboratory (PSDL), Personal Radiation Monitoring Service (PRMS), Radioanalytical Services (RAS), CTBTO Radionuclide Laboratory (CRL), Ultraviolet Radiation Services (UVRS), Radio Frequency Calibration (RFC) and Meter Hire customers.

**Result:** Achieved

**Analysis:** The ARPANSA customer survey was issued to 2023-24 customers and closed April 2024. In line with expectations, the survey had 878 responses and an overall net promoter score of 53. This target focused on the overall 'Quality of the service', for which we achieved a rating of 93%. Surveying our customers in a consistent format has provided a point of comparison between services and information as to how the agency can foster continuous improvement and continue to operate sustainably. Maintaining high customer quality satisfaction levels is important to delivering this key activity and a practical way to measure our success.

#### **Performance measure 9: Engagement with the Australian public through the ARPANSA Talk to a Scientist service (TTAS).**

**Target:** 80% of TTAS enquiries from the public are responded to within 5 business days.

**Source:** ARPANSA Corporate Plan 2023-24

##### How was this performance assessed?

Analysis of monthly reports from the TTAS system to determine average availability.

**Result:** Achieved

**Analysis:** The Talk to a Scientist program provides a unique opportunity for members of the public to speak to a scientist, either over the phone or via email, to address any questions or concerns they have relating to radiation. In 2023-2024, there were 926 enquiries to this service. Of these, 663 were emailed to scientists, while 263 phone calls were answered by our experts. Overall, 85% of enquiries were responded to within 5 business days. Since our Talk to a Scientist program was introduced in 2016, there have been about 800 enquiries each year. There was a spike in 2019 and 2020 due to the introduction of 5G, but this has since decreased due to both community concerns subsiding over time and increased communication efforts on our part. As the Australian Government's primary

authority on radiation protection, ARPANSA has an obligation to provide clear and accurate information to the public about their radiation risk. Not only does our Talk to a Scientist program allay community concerns, but it serves as an opportunity to educate the community about their real radiation risks, such as exposure to ultraviolet radiation from the sun. It is important that we continue to engage the public using as many methods of communication as possible, including the Talk to a Scientist program, to ensure the public turns to ARPANSA for clear and reliable information on radiation risks.

**PBS measure 3: Promote patient safety in radiotherapy and diagnostic radiology.**

Source: ARPANSA PBS 2023-24

How was this performance assessed?

Measured through a combination of annual publications and evaluations based on data collected from the ACDS and DRL programs.

**Overall Result:** Partially achieved. This work helps communicate best practice to the user community and ensure a rigorous expert review of their practices.

**Planned Performance Result: Report annually on significant deviations and trends discovered through the ACDS.**

**Target:** The ACDS annual report is published to the ARPANSA website by 30 March 2024.

**Result:** Partially Achieved

**Analysis:** The ACDS provides clinical dosimetry audits to radiotherapy treatment facilities throughout Australia and New Zealand. Auditing helps identify specific issues in radiotherapy systems which, if unidentified, would have significantly impacted patient treatment. The annual report provides a review of all suboptimal audit outcomes, however, due to resourcing constraints the report was published in May 2024, resulting in this target's partially achieved outcome. Significant deviations and trends in audit results are reported in the ACDS Australia and New Zealand audit result datasets, the ACDS 2022-23 Year in Review and the CAG Report 2022-23. All are published on the ARPANSA website, while the ACDS and CAG annual reports are submitted to ARPANSA's CEO. ACDS audit results, including significant deviations, are maintained and monitored through the ACDS ANZ Data Set (ANZDS). As reported in previous years' ACDS annual reports, trends in audit outcomes have not changed significantly, with outcomes mostly affected by beam modelling, treatment planning system utilisation and image guidance. ACDS audit results, including significant deviations and outcome trends, are a valuable resource to the radiotherapy community in ensuring radiotherapy treatment quality and patient safety. Reporting ACDS audit results aligns with ARPANSA's initiative to promote the safe and effective use of medical radiation.

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#### **Planned Performance Result: Report annually on significant deviations and trends discovered through the National Diagnostic Reference Level (NDRL) programs.**

**Target:** Publication of Diagnostic Reference Level data on the ARPANSA website by 30 March 2024.

**Result:** Achieved

**Analysis:** Summary data for the National Diagnostic Reference Level Service for 2023 has been published on the ARPANSA website. The data includes the distributions of dose metrics for the 8 scan categories covered by the NDRLS and the trends of these distributions over time. The data show that the medians and third quartiles of the dose distributions have continued to decline over time, demonstrating that radiation doses to patients from common computed tomography imaging procedures are well controlled and continuing to decline. The DRLs are used by imaging facilities as a point of comparison, so they can compare their practice with that of their peers. This encourages imaging facilities to review their practice and ensure an appropriate balance of benefit and risk for patients, thus contributing to safe and effective use of ionising radiation in medical imaging.

#### **PBS measure 5: Provide support to the implementation of the optimal pathway to establish an Australian nuclear-powered submarine capability.**

**Source:** ARPANSA PBS 2023-24

**How was this performance assessed?**

Measured through a combination of technical work to support a system for regulation for nuclear-powered submarine capability, uplift to the agency's infrastructure, the development of a strategic plan for a national framework, and contributions to the drafting of new legislation and regulations.

**Overall Result:** Achieved

**Analysis:** During this reporting year, ARPANSA successfully supported the nuclear-powered submarines enterprise by providing high quality advice to the Australian Government, community and other relevant stakeholders on the health, safety and environmental risks from radiation. ARPANSA continued to provide advice on the proposed Australian Naval Nuclear Power Safety Bill, supporting the development of the Australian Nuclear-Powered Submarine Safety Regulator (ANNPSR), and undertaking regulatory oversight of initial facilities for the Australian Submarine Agency (ASA).

On 13 March 2024, the CEO of ARPANSA and other members appeared before the Senate Select Committee for Foreign Affairs, Defence and Trade (Committee) to answer questions concerning the Australian Naval Nuclear Power Safety Bill (Bill). ARPANSA's contributions assisted the Committee to develop a final report that was tabled in the Australian Parliament on 13 May 2024. The Committee's report raised several concerns regarding the Bill and proposed 8 recommendations for the Government's consideration. ARPANSA continued to provide advice to Defence on amending certain provisions within the Bill.

Throughout 2023-24, ARPANSA continued to undergo dialogue with Defence and other agencies, such as the Australian Safeguards and Non-Proliferation Office, to determine the boundaries and interfaces between the

ANNPSR, ARPANSA and other regulators. Until the ANNPSR is established and acquires the requisite expertise, ARPANSA remains the Australian Government's primary regulator on nuclear safety, including assessing any licence applications for nuclear-related facilities made by the ASA.

Overall, ARPANSA's support for the Australian Government's nuclear-powered submarine enterprise increased significantly across FY23-24, particularly through ongoing and regular radiation protection and nuclear safety research, policy, advice, codes, standards, services and regulation, including dialogue with Defence regarding the establishment of the ANNPSR. ARPANSA actively provided advice to Defence on the development of regulations, creating common platforms and systems for regulatory work, common quality management systems, and proposed training of inspectors.

## Performance results for Key Activity 3: Ensure effective and risk-informed regulation

As the regulator of Commonwealth entities, ARPANSA took a graded, risk-informed approach to regulation of radiation sources, radiation facilities and nuclear installations with regulatory activities including licencing, compliance, inspection and enforcement. ARPANSA has assessed that we have successfully delivered this key activity, with 3 out of 4 performance measures achieved.

Number	Measure	2023-24 Target	Outcome
10	Regulated entities, licence applicants and key stakeholders are consulted on major licence decisions and key ARPANSA initiatives.	Annual count: stipulated consultation processes are used consistently.	Achieved
11	ARPANSA provides assurance to the public that environmental discharges and radiation dose rates near major nuclear installations meet regulatory requirements.	ARPANSA publishes annual reports summarising the results of independent monitoring and verification activities to confirm environmental discharges and radiation dose rates near major nuclear installations (offsite) meet regulatory requirements.	Achieved
12	Implement and enhance regulatory activities in accordance with the Australian Government Regulator Performance Resource Management Guide (RMG 128).	An annual review of regulatory performance is undertaken and demonstrates conformance (>75%) with the Australian Government Regulator Performance Resource Management Guide.	Not Achieved
PBS-4	Ensure protection of people and the environment through efficient and effective regulation.	85% of findings addressed to ARPANSA are verified by the IRRS mission to be closed.	Achieved



**Performance measure 10: Regulated entities, licence applicants and key stakeholders are consulted on major licence decisions and key ARPANSA initiatives.**

**Target:** Annual count: stipulated consultation processes are used consistently.

**Source:** ARPANSA Corporate Plan 2023-24

**How was this performance assessed?**

Analysis of records associated with formal consultation activities. This process will also provide awareness as to which mechanisms (e.g., public forums, the ‘Have your say’ webpage, national advertisements, etc) are being used.

**Result:** Achieved

**Analysis:** During the 2023-24 financial year, the agency hosted 34 working and executive level meetings with licence holders. In addition, meetings were held with major licence holders and key stakeholders, including ANSTO, Commonwealth Scientific and Industrial Research Organisation (CSIRO), Defence, as well as important stakeholders such as the Australian Radioactive Waste Agency (ARWA). These meetings cover a range of regulatory topics and operational priorities for licence holders.

ARPANSA also held its licence holder forum to share key regulatory messages and allow licence holders to network and share practices for safety. During the year, ARPANSA went beyond its statutory requirement to conduct a public consultation process for a controlled industrial facility at HMAS Stirling in WA. It did this due to public interest in facilities that will support the AUKUS nuclear-powered submarine program.

ARPANSA uses a risk informed regulatory approach to ensure that licence holders take responsibility for protection of people and the environment from the harmful effects of radiation. It does this transparently, through a range of measures ranging from encouragement and advice on regulatory expectation, through to formal enforcement action. Consultation is an important aspect of an effective regulatory system and ensures all stakeholders have a clear understanding of regulatory expectations.

**Performance measure 11: ARPANSA provides assurance to the public that environmental discharges and radiation dose rates near major nuclear installations meet regulatory requirements.**

**Target:** ARPANSA publishes annual reports summarising the results of independent monitoring and verification activities to confirm environmental discharges and radiation dose rates near major nuclear installations (offsite) meet regulatory requirements.

**Source:** ARPANSA Corporate Plan 2023-24

**How was this performance assessed?**

Analysis of Australian Radiation Monitoring System (ARMS) gamma dose rate data, captured via an automated cloud-based system. ANSTO’s environmental radiation levels are independently verified in ARPANSA’s radiochemistry laboratory and compared to confirm that the majority of the radionuclides released to the environment are at levels below the detectable level.

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**Result:** Achieved

**Analysis:** The 2023-2024 Annual Report is on track for publishing pending last quarter's results and the outstanding radioanalytical services laboratory samples, which have been delayed due to building works at the ARPANSA Yallambie site. During the 2023-24 financial year, ANSTO provided a duplicate range of its own samples to ARPANSA for independent verification measurement. These samples ceased from March 2024 when the processes generating radionuclides were suspended due to a major maintenance shutdown of the OPAL Reactor. The provision of samples will resume with reactor operations later in 2024. All analysed samples to date indicate ANSTO is meeting regulatory requirements.

Results of the 2022-2023 Annual Report were published on the ARPANSA website to assure the public that environmental discharges and radiation dose rates near major nuclear installations meet regulatory requirements. The results indicate that the ANSTO's operation at Lucas Heights has no impact on the environment. As a regulator, ARPANSA is required to ensure that regulatory requirements are appropriate to protect people and the environment. Additionally, social license to operate is critical for the health and wellbeing of local communities. Providing publicly available information on radiation dose rates and exposures in the vicinity of major nuclear installations provides public confidence in both regulators and operators.

#### **Performance measure 12: Implement and enhance regulatory activities in accordance with the Commonwealth Regulator Performance Guide.**

**Target:** An annual review of regulatory performance is undertaken and demonstrates conformance (>75%) with the Australian Government Regulator Performance Resource Management Guide (RMG 128).

**Source:** ARPANSA Corporate Plan 2023-24.

#### **How was this performance assessed?**

An annual review of regulatory performance is undertaken and demonstrates conformance with Commonwealth Government guidance for regulatory functions.

**Result:** Not Achieved

#### **Analysis:**

The Regulator Performance (RMG 128) outlines performance expectations for Commonwealth regulators through 3 principles of best practice, which are:

1. Continuous improvement and building trust
2. Risk based and data driven
3. Collaboration and engagement

Although the guidance does not apply to Commonwealth entities whose regulatory function is only to regulate Commonwealth agencies or employees (such as ARPANSA), the agency applies this guide to demonstrate best

regulatory practice. ARPANSA uses 12 metrics that are aligned to the 3 principles of regulatory best practice to gauge its performance against the Commonwealth Government guidelines for regulator performance.

This reporting period, ARPANSA met 8 of its 12 metrics, which is a drop in this service's performance compared to the previous year. However, this is reflective of the significant pressure ARPANSA's regulatory services faced, including a high volume of complex applications, resourcing constraints and recruitment challenges. Given these operational challenges, this result is considered a reasonable outcome.

#### *Continuous improvement and building trust*

ARPANSA gauged its performance of this principle through the analysis of satisfaction and feedback surveys following the completion of inspections and assessments. This year ARPANSA also introduced an annual survey sent to all licence holders, which will eventually supersede the individual surveys. Overall, survey results indicated a high level of satisfaction with the service provided, with 60% of respondents indicating a positive response for both inspections and applications. The annual survey saw 80-90% of respondents responding positively for a range of service attributes and – when asked to compare their experience of ARPANSA with that of other regulators – 48% reported ARPANSA had provided a better service, 24% indicated 'about the same' and 24% indicated the question was not applicable in their case. This data will enable the agency to investigate opportunities for improvement.

ARPANSA's inspection processes identify non-compliances to the Act, Areas for Improvement (AFI), or good practices. Non-compliance with the Act must be addressed by a licence holder, while AFI are usually identified when best practice is not applied or the operator is not meeting its internal requirements. Although it is not a requirement of the Act that licence holders remediate these cases, the agency found that 44% were addressed promptly by licence holders. This is slightly below ARPANSA's target of 50%. This measure of ARPANSA's regulatory influence is important, since AFIs, when addressed, can improve radiation protection, and reduce the likelihood of incidents and accidents.

ARPANSA has worked collaboratively with other regulators that regulate ARPANSA licence holders – particularly Comcare and the Australian Safeguards and Non-Proliferation Office (ASNO). This has supported information sharing around regulatory interests and priorities. ARPANSA is also working closely with the Nuclear-Powered Submarine Regulatory Design team as it develops the regulatory framework that will provide stewardship for the AUKUS nuclear submarine program.

Outside of Australia, ARPANSA actively consults with international regulators through organisations such as the IAEA and the Organization for Economic Cooperation and Development's NEA. ARPANSA is represented at all IAEA safety standards committees and supported IAEA missions and consultancy processes on several occasions during the year. ARPANSA also organised a network of virtual meetings with European and North American regulators to share information on the approach to human and organisational factors.

ARPANSA sets its desired inspection frequencies individually, using a risk informed process. There are 88 sites or facilities in the inspection program, with a target of 75% of sites inspected in accordance with their nominated inspection frequency. As of the end of the reporting period, 52% of the 88 sites or facilities have been inspected within the desired frequency. This was due to unforeseen demand on the assessment service coupled with the regulatory services' capacity issues. ARPANSA prioritised assessments, which, if not performed, would have a

### Part 3: Report on performance

severe business impact on its licence holders. The agency has also supported internal progression opportunities; however, the section has struggled to recruit specialist expertise in a competitive job market. The backlog of the inspection schedule is currently being addressed and will be corrected as application assessments subside. Two process reviews, aimed to identify improvements to ARPANSA's inspection and assessment processes were not able to be undertaken due to other priorities.

During the year, ARPANSA implemented a new Regulatory Administration Database (RAD). The RAD system will enhance data management and analysis to enable an improved risk informed approach to regulation and the allocation of regulatory resources. This modern business intelligence system – which is now live – is already introducing significant benefits for efficiency and regulatory effectiveness for both ARPANSA, applicants and licence holders. The custom-made system will continue to be rolled out into the next year.

#### *Risk based and data driven*

ARPANSA has a target to review the regulatory priority of each of its facility licences during the year. A partial annual review was completed, covering about a third of facility licences. Completion of a full review was not possible due to a limitation in the current Licence Administration Database (which will be addressed with the new RAD system next financial year) and a lack of staffing capacity. Significant regulatory issues can trigger re-prioritisations of individual licences outside of an annual review cycle, so this outcome is not believed to have impacted safety.

Data systems are used to capture information from inspections and assessments. Power BI is used to provide visualisation of data across licences, licence holders and categories of licence. A RAD workshop for licence holders was held as part of the licence holder forum in May. Several licence holders are now using the RAD system and some initial inspections are being run through it.

#### *Collaboration and engagement*

ARPANSA supports a range of channels and opportunities for collaboration and feedback with stakeholders. Consultation is actively sought and has been incorporated into our regulatory management system for all licence decisions and inspection reports.

Of note were progress meetings with ANSTO for 2 major applications to replace the OPAL reactor First Reactor Protection System and its Cold Neutron Source. ARPANSA also consulted with ANSTO on a revision of regulatory guidance and forms relating to changes with significant implications for safety. This work aims to improve our stakeholders' understanding of ARPANSA's regulatory expectations and consistency of service.

In May, ARPANSA's annual licence holder forum was an opportunity for the agency to share knowledge on safety and regulation with licence holders, and – in turn – enabled licence holders to network and learn from each other.

ARPANSA's website is also a key source of information to all stakeholders on why, how and who ARPANSA regulates. Information is regularly updated, including changes to guides and operating manuals. ARPANSA publishes all inspection reports online, unless they need to be withheld for security reasons. To date, sixteen inspections were initiated during the year, with 10 inspection reports published and 3 withheld for security reasons. Additionally,

inspection reports produced in the previous year were also published, bringing the total for 2022/23 to 27 published and 4 withheld.

The agency also publishes its decisions on the issuing of major licences. No new licences were issued for major licences in the financial year; hence no statements of reasons were posted.

Further details on ARPANSA's assessment of its regulatory performance can be found on the ARPANSA website, including past self-assessments, at [www.arpansa.gov.au/about-us/corporate-publications/regulator-performance-framework](http://www.arpansa.gov.au/about-us/corporate-publications/regulator-performance-framework).

**PBS measure 4: Ensure protection of people and the environment through efficient and effective regulation.**

Source: ARPANSA PBS 2023-24

How was this performance assessed?

Quarterly analysis of project progress in accordance with schedule.

**Planned Performance Result: Facilitate the preparation and receipt of the International Atomic Energy Agency Integrated Regulatory Review Service (IRRS) follow-up mission to Australia. Support the implementation of multi-jurisdictional findings via the enHealth process.**

Target: 85% of findings addressed to ARPANSA are verified by the IRRS mission to be closed.

Result: Achieved

Analysis: ARPANSA coordinated and hosted the 2023 International Atomic Energy Agency (IAEA) Integrated Regulatory Review Service (IRRS), which followed up on the 2018 mission recommendations and suggestions. Under the 2021 Action Plan (endorsed by Australian Health Policy Collaboration), 14 findings were assigned to ARPANSA and 21 to other bodies, many of which were related to national uniformity in the implementation of IAEA standards.

The mission was successfully completed, and the final report is available on our website. The report noted that substantial progress had been made in response to the 2018 IRRS mission findings across Australia and that national uniformity remains an active area of effort. Of the findings assigned to ARPANSA, 92% (13) were closed, one new finding was identified and 2 good practices. This exceeds the PBS measure target of 85%.

The IRRS 2023 follow-up team commended ARPANSA for its effective coordination during the mission and noted the significant progress in enhancing our regulatory framework to ensure its consistency and completeness with the IAEA safety standards and best international practices.

## Performance results for Key Activity 4: Enhance organisational innovation and capability

By enhancing our organisational innovation and capability, ARPANSA ensures that systems, assets, and staff effectively support and efficiently deliver on our purpose. ARPANSA has assessed that we have successfully delivered this key activity, with 3 out of 4 performance measures achieved.

Number	Measure	2023-24 Target	Outcome
13	Efficient implementation of a whole of agency information technology roadmap to support the modernisation of services provided.	Essential digital technology initiatives to enhance service delivery, improve customer experience and streamline internal processes are implemented in accordance with the Digital Technology Program of work.	Partially Achieved
14	Implement the ARPANSA Workforce Strategy and develop a Knowledge and Learning Management Plan	Deliver the Workforce Strategy as per the program plan schedule.	Achieved
15	Proportion of employees that feel willing and able to innovate at ARPANSA.	ARPANSA’s ‘Enabling Innovation’ index APS census results indicate a positive variance compared to similar-sized APS agencies.	Achieved
16	The agency demonstrates robust management of psychosocial risk.	As this is a new measure, over 2023-24, baseline data will be collected to infer a target.	Achieved

### Performance measure 13: Efficient implementation of a whole of agency information technology roadmap to support the modernisation of digital services.

**Target:** Essential digital technology initiatives to enhance service delivery, improve customer experience and streamline internal processes are implemented in accordance with the Digital Technology Program of work.

**Source:** ARPANSA Corporate Plan 2023-24

#### How was this performance assessed?

Analysis of project records – comparison between projected and actual milestones and budget for the information technology (IT) roadmap program of works.

**Result:** Partially Achieved

**Analysis:** The aim of the prioritised whole of agency IT program was to enhance business delivery and support future growth. Although the program is progressing, higher priority initiatives have resulted in project delays and as a result, this measure has been assessed to be partially achieved. This is due to key strategic projects requiring significantly more development than anticipated. In addition to this, the current project workload coinciding with the ARPANSA facility renovations commencement (requiring additional IT support) ultimately resulted in this delay. This was a risk-based decision, and it is anticipated that this program will be back on schedule by December 2025.

The program commenced in 2021-22, and in 2023-24 the following was completed:

- The Cyber Security program displayed significant positive shifts during 2023-24. Focusing on the Essential Eight controls implementation for the year, the Digital Technology Services team (DTS) successfully

improved various control maturity levels and is progressing well with a roadmap rollout that will continue in 2024-25. The program faces ongoing challenges as result of this evolving environment but has a rigorous process of continuous evaluation and review. The successful recruitment to enhance capacity and expertise in cyber security has been critical to the advancement of these initiatives within the cyber security program.

- Work has progressed well on the infrastructure renewal program, along with the initiation of Disaster Recovery storage improvements, involvement in the Yallambie and Miranda office refurbishment projects and the commencement of audiovisual refresh for both offices.
- The Copilot for Microsoft 365 trial is complete and final tester surveys have been conducted and submitted to the Digital Transformation Agency (DTA). Overall, the trial was received well and had a positive impact on the agency.
- Information and data is quickly becoming a focus across the board, with successful strides made in educating and directing staff around best practice in managing data in Content Manager and SharePoint.

The agency's digital and technology section has underpinned business productivity by effectively supporting and aiding in the implementation of critical business systems across the agency. This has been facilitated by the successful recruitment of inhouse developers and security experts.

These new technologies have improved agency capability, and the use of innovative business systems has advanced the delivery of our key activities. This ensures ARPANSA's digital technology systems' environment is robust and resilient enough to support business continuity and avoid degradation to our systems.

**Performance measure 14: Implement the ARPANSA Workforce Strategy and develop a Knowledge and Learning Management Plan.**

**Target:** Deliver the Workforce Strategy as per the program plan schedule.

**Source:** ARPANSA Corporate Plan 2023-24

**How was this performance assessed?**

Analysis of project records – program plan milestones are met according to the agreed schedule.

**Result:** Achieved

**Analysis:** There has been significant progress in all programs across the ARPANSA Workforce Strategy in the last financial year. A major focus in the final quarter involved creating and consulting on policies that will enable practical implementation of the new Enterprise Agreement (EA). Pleasingly, all salary and entitlement adjustments under the new EA have been successfully implemented. Another focus area was manager development, with monthly manager webinars aimed at building manager capabilities on specific management topics. Some topics covered to date include: understanding the new EA; the fundamentals of being a great manager; how to manage psychosocial risks in the workplace; and how to deliver an effective end of year review performance discussion. An



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additional training program offered to all staff included an externally facilitated session on dealing with difficult employee conversations.

In accordance with the strategy, work has continued around leadership development plans for the EG. These assessments enable the EG to gain greater insights into their individual and collective strengths, and further workshops are planned for the 2024-25 year. Another key program of work which has progressed well in 2023-24 is the Graduate Program, and our 2 Miranda based graduates are now well integrated into the work of the agency. There is also a possibility of an ASA graduate inter-government rotation.

A significant milestone achieved this year was the progression of our first Reconciliation Action Plan (RAP). With the preliminary works now complete, the plan is before Reconciliation Australia for a final review and once approved will be officially launched in 2024. This achievement has been a culmination of work from employees across the agency committed to seeing a RAP introduced at ARPANSA as evidence of the importance of First Nations people, purpose and land to the agency's remit.

As we are now in the final year of the Workforce Strategy, a review of this program of work will occur to ensure ARPANSA is able to continue delivering on its remit through the capabilities and expertise of its workforce.

#### **Performance measure 15: Proportion of employees that feel willing and able to innovate at ARPANSA.**

**Target:** ARPANSA's 'Enabling Innovation' index APS census results indicate a positive variance compared to similar-sized APS agencies.

**Source:** ARPANSA Corporate Plan 2023-24

**How was this performance assessed?**

**Result:** Achieved

**Analysis:**

ARPANSA's 'Enabling Innovation' index APS Census results indicated a positive variance when compared to similar-sized APS agencies. When compared to last year, ARPANSA maintained consistent results for this category, and is sitting close to the upper third quartile across all Australian Government agencies.

The agency has good evidence to suggest employees are adopting a more innovative approach to their everyday work. In Branch and Team meetings, staff are sharing and discussing new technologies and practices with each other so as to be more efficient and effective in their work. Notably, a recent trial of Microsoft Copilot saw 50+ staff sign up for the opportunity to trial a new tool that they recognised could make their work more efficient. Innovative approaches are also being considered to improve the marketability of our products and services, as well as the development of world-class and novel features that improve radiation protection and nuclear safety. To recognise these efforts, our annual agency awards were expanded to include an Innovation category, which recognises exceptional creativity, problem solving skills, and the willingness to trial an innovative approach or technology. This was an opportunity to formally show-case innovation work examples across the agency. Further information about the winner of this award is available in the Case Study segment of this Annual Report.

**Performance measure 16: The agency demonstrates robust management of psychosocial risk.**

**Target:** As this is a new measure, over 2023-24, baseline data will be collected to infer a target.

**Source:** ARPANSA Corporate Plan 2023-24

**How was this performance assessed?**

**Result:** Achieved

**Analysis:** The agency recognises managing this hazard profile is critical to building a positive working environment, which will position the agency to operate effectively and efficiently whilst ensuring the agency meets our legislative obligations. Based on the guidance and expectations for managing each of the 14 psychosocial risks provided by Comcare, ARPANSA's baseline survey determined the relevance of each risk to ARPANSA. ARPANSA's top 3 hazards were identified as:

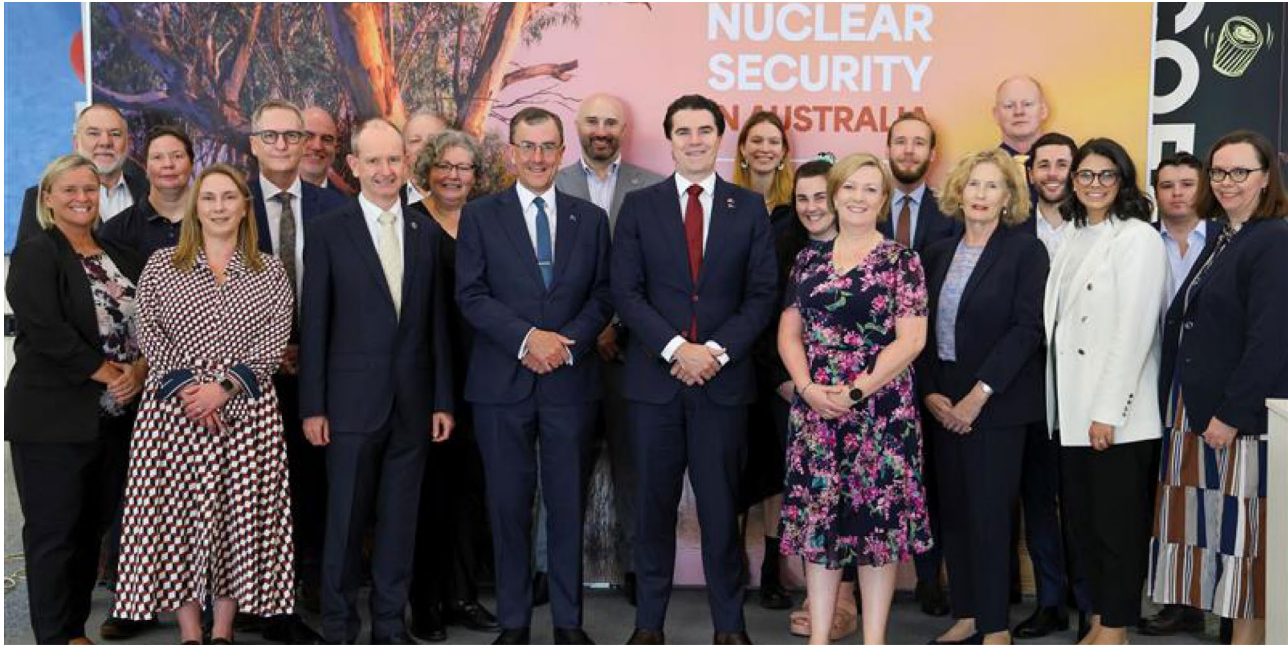
- job demands
- low job control
- poor support.

The agency has correlated these factors against elements of the Annual APS Census survey and will use this to understand how effectively ARPANSA is managing our psychosocial risks and how they change over time. This will enable ARPANSA to support staff mental wellbeing, identify the effects of changes and improvements, and improve staff retention.

## ARPANSA case studies

The following case studies provide a holistic view of our performance across key areas of work and highlight some of the agency’s achievements in 2023–24.

### Case study 1: Making an impact on the global stage



Australia has a long history of contributing to and applying international best practice in regulatory, research and advisory activities. As a nation with a comparatively small nuclear footprint, Australia is highly engaged in international fora to support security of radioactive material and enhance radiation protection and nuclear safety on a global scale.

ARPANSA is making an impact on the global stage through our engagement with a range of United Nations agencies and multi-national commissions including the International Atomic Energy Agency (IAEA), United Nations Scientific Committee on the Effects of Atomic Radiation (UNSCEAR), the International Commission on Radiation Protection (ICRP) and the World Health Organization (WHO).

During 2023-24, ARPANSA made further strides in international nuclear security; research and health advice; and engagement with Pacific nations.

#### **International Conference on Nuclear Security (ICONS)**

In May 2024, the Australian Government through Assistant Minister for Foreign Affairs the Hon Tim Watts MP was co-president, with Kazakhstan, the International Conference on Nuclear Security (ICONS) in Vienna. ICONS is the IAEA’s key event for sharing best practice across the global nuclear security community.

ARPANSA joined with the Australian Safeguards and Non-proliferation Office (ASNO), the Department of Foreign Affairs (DFAT) and Australian Nuclear Science and Technology Organisation (ANSTO) to support Australia’s involvement in this high-profile event.

Australia hosted a session sharing insights into national collaborative approaches, engagement within the Asia Pacific, and aspirations for the future of nuclear security.

ARPANSA CEO, Dr Gillian Hirth AO and other staff also joined panel discussions including a session on shaping the future of nuclear security from a gender equality perspective.

Australia was proud to co-host this global forum for ministers, senior officials and nuclear security experts to discuss the future of nuclear security on a global scale.

### **World Health Organization systematic reviews**

ARPANSA has a long history of undertaking research and assessment relating to wireless telecommunications and health. ARPANSA's Electromagnetic Energy (EME) Program action plan prioritises research on EME and health, engaging with international health authorities and providing clear and reliable information to the public on EME exposure from wireless technology.

WHO has commissioned systematic reviews to help them undertake an updated health risk assessment of radio wave exposure which will be used to inform a new Environmental Health Criterion monograph on radio wave exposure. ARPANSA experts are contributing to relevant systematic reviews and supporting the development of the updated monograph. In April and June 2024, 2 of the WHO commissioned systematic reviews into the potential health effects from radio waves were published. These studies were both led by ARPANSA experts and provide assurance to the Australian community that their exposure to radio waves is safe.

ARPANSA scientists have continued to engage extensively at the national and international level by contributing to standards committees, working groups and research consortiums. The agency continues to build connections with government, industry, and academics to ensure scientific assessment and advice remains accurate and up to date.

### **Pacific engagement**

Australia is highly engaged with international efforts to support the provision of safe and effective medical radiation services and products, enhance nuclear security and support robust regulation of nuclear facilities and waste across the Pacific region.

ARPANSA plays a key role in a range of Pacific programs, including an IAEA-funded partnership with Republic of the Marshall Islands (RMI) government to support the development of a sovereign radiation monitoring capability in the region.

RMI is a Pacific nation in Micronesia and the site of several historical nuclear weapons tests by the United States.

ARPANSA is well placed to support RMI activities due to our extensive experience in remediation and monitoring of the Maralinga and Montebello Islands historical nuclear test sites in Australia.

This partnership leverages not only ARPANSA's technical capabilities but also its experience engaging with diverse communities and Traditional Owners to support ongoing custodianship of lands and waters. The RMI is a significant site for understanding the impact of historical nuclear tests on the environment and on marine life.

The program will allow RMI to develop monitoring capability locally and provide more information to the community about radiation health and safety in the region.

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ARPANSA is proud to support this important partnership and the wider IAEA program, which will provide the RMI government with the skills and equipment necessary to undertake independent studies and make informed decisions about the health risks associated with the nuclear legacy.

### Case Study 2: At the forefront of nuclear emergency management



Radiation protection and nuclear safety is underpinned by comprehensive risk management and mitigation. This includes emergency management to support the protection of people and the environment if an incident occurs.

In the unlikely event of a nuclear or radiological incident, ARPANSA has specialised capability to support national and international emergency preparedness through:

- our role as the National Competent Authority for the International Atomic Energy Agency Notification and Assistance Conventions
- our support to Australian planning for visiting Nuclear-Powered Warships
- our role as a World Health Organization (WHO) Collaborating Centre for Radiation Protection and as a member of the WHO's Radiation Emergency Medical Preparedness and Assistance Network.

#### **Leading Australia's participation in international exercise**

In April 2024, ARPANSA coordinated Australia's involvement in an international nuclear emergency recovery exercise to learn and share emergency preparedness and recovery approaches.

ARPANSA brought together over 20 agencies across all areas of government and emergency services, with Australia one of 26 countries that participated in the exercise.

The exercise was unique as it focuses on the recovery phase of emergency management rather than immediate emergency response. Participation allowed Australia to enhance and share emergency preparedness and recovery approaches to improve nuclear emergency management nationally and globally.



### **ARPANSA's specialised radiation detection capability**

ARPANSA provides 24-hour access to expert radiation protection advice in the event of a radiological incident. If such an event occurs, ARPANSA's radiation detection capability can be rapidly deployed.

This capability includes the ARPANSA Gamma Mapping System and the US Department of Energy's Spectral Advanced Radiological Computer System. The ARPANSA Gamma Mapping System was designed with Australian conditions in mind such as needing to be deployable to remote locations and operated by physicists with real-time satellite data available to support decision making.

These types of radiation detectors can readily be installed in a vehicle, boat or aircraft to search for lost or stolen radioactive sources. They are also used to conduct background surveys over wide areas and perform monitoring at major public events. The detectors can provide port-of entry and border crossing surveillance as well as low altitude aerial searches.

Software deployed from the US Department of Energy has also been incorporated in ARPANSA's emergency management approach to assist in the remote sharing of information.

### **ARPANSA's expertise formally recognised**

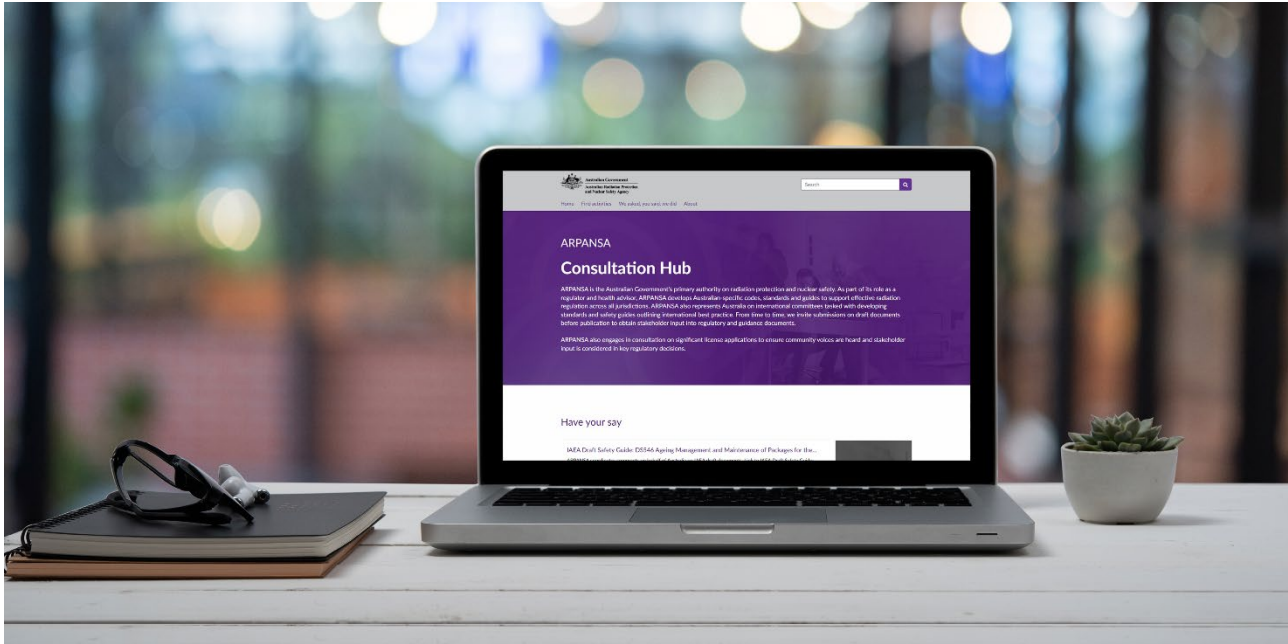
In March 2024, ARPANSA's emergency preparedness staff and scientists were formally recognised by the Western Australia Department of Fire and Emergency Services Deputy Commissioner through a Certificate of Appreciation for their work in locating a lost radioactive source in Western Australia's Pilbara region in 2023.

As the Australian Government's primary authority on radiation protection and nuclear safety, ARPANSA assisted Western Australian authorities under the Commonwealth Disaster Response Plan, along with officials from the Australian Nuclear Science and Technology Organisation and other Australian Government bodies.

ARPANSA provided teams of scientists, a liaison officer and specialised radiation detection equipment to support the search.

The Certificate of Appreciation recognises ARPANSA's comprehensive work and dedication to recovering the capsule and keeping the Western Australian community safe.

### Case Study 3: Advancing regulatory practice



Regulatory activities are a cornerstone of ARPANSA’s role as the Australian Government’s primary authority on radiation protection and nuclear safety. ARPANSA is committed to achieving the best outcomes and enhancing our regulatory systems. During 2023-24, ARPANSA has undertaken a range of high-profile assessments, been part of an international review and developed and implemented new systems to support best practice regulation.

#### **Regulatory activity highlights**

During 2023-24, ARPANSA engaged in a range of significant regulatory activities. This includes oversight of ANSTO’s cold neutron source replacement and first reactor protection system upgrades, which relate to the Open Pool Australian Light water reactor (OPAL) long shutdown that commenced in March 2024.

The year also saw ARPANSA conduct assessment of the first licence application from the Australian Submarine Agency (ASA), which ARPANSA will regulate until a dedicated naval nuclear power safety regulator is established.

ARPANSA has been further embedding human and organisational factors (HOF) into regulatory inspections, assessments and expectations since the 2022 introduction of requirements to prevent and minimise human errors and organisational failures. HOF has also been integrated into the design of ARPANSA’s new regulatory administration database (RAD) and was a key topic of engagement with licence holders at the May 2024 Licence Holders Forum in Melbourne.

#### **Reviews of regulatory practice**

In October 2023, ARPANSA hosted Australia’s International Atomic Energy Agency (IAEA) Integrated Regulatory Review Service (IRRS) follow-up mission, to assess progress since the 2018 mission. The follow-up mission report highlights significant progress in enhancing our regulatory practice and identified good practices in the areas of digital systems and commitment to transparency. The report also highlighted the need for greater uniformity in radiation regulation across Commonwealth, State and Territory jurisdictions. This continues to be a priority for ARPANSA, the Radiation Health Committee and broader governments.



ARPANSA has also conducted its second assessment of its safety culture, using a model developed based on international best practice. This assessment helps ARPANSA to enhance safety culture – which affects how services are conducted, the values ARPANSA conveys, and how relationships relevant to safety are managed.

### **New regulatory systems**

ARPANSA launched its brand-new flagship regulatory system (known as RAD) in May 2024. RAD enhances how ARPANSA engages with licence holders and will improve efficiency and oversight of regulatory processes. The system is being progressively rolled out and feedback from internal and external stakeholders has been very positive.

RAD was created through a co-design process that listened to users' needs, included extensive development and testing, and is leveraging a phased implementation to ensure a smooth transition to this modern system. The RAD system replaces ARPANSA's legacy 'LAD' database and introduces web portal and direct integration capabilities.

The portal allows for greater security and management of documents being submitted by licensees and allows for end-to-end oversight of the status of actions, including automated reminders. These enhancements help to reduce regulatory burden and eliminate unnecessary red tape. The system will continue to be developed iteratively with a goal of improving safety performance, quality management and efficiency for ARPANSA and our licence holders. RAD will allow for more data-driven decision making and a deeper understanding of how to prevent incidents and ensure safe operations that do not harm the Australian public or the environment.

In September 2023, ARPANSA also implemented a new consultation platform to improve and streamline public consultation on regulatory guidance, licensing and input into international guidance. ARPANSA's Consultation Hub allows for centralised collection of information and feedback from stakeholders on regulatory matters and documentation. The system allows a survey-style approach to obtaining feedback and public input and has been used to obtain feedback on:

- International Atomic Energy Agency regulations and safety guides that outline international best practice in radiation and nuclear practice.
- decisions relating to decommissioning of ANSTO's High Flux Australian Reactor (HIFAR) (October-December 2023).
- siting of ASA's proposed Controlled Industrial Facility (May-June 2024).
- ARPANSA looks forward to leveraging this platform to obtain further feedback, input and engagement on scientific and regulatory matters over the coming years.

## Case Study 4: Innovation at ARPANSA



At ARPANSA, a culture of innovation is actively fostered as a means of solving problems, driving change and introducing efficiencies. Whether applied to scientific research or operational processes, innovation can enhance – or even transform – the way we work.

To encourage innovation in the workplace, a new ‘Innovation Award’ was introduced in 2023-24 to recognise and celebrate staff-driven initiatives that demonstrate a creative approach to problem solving and improvements to work procedures.

The inaugural winners were Dr Kam Lee and Dr Masoumeh Sanagou, who received the award for developing the E-Dose system for processing electronic records from CT imaging performed at hospitals and clinical facilities across Australia.

Dr Lee was the driving force behind the project. His aim was to develop a tool to:

- receive unstructured data in a format easy for clinical sites to provide
- process data to extract information on the procedure type and radiation dose
- classify the procedures into standard categories
- convert the data into a comprehensive database of CT dose.

Dr Sanagou applied her skills and experience with the statistical software package STATA to implement the algorithmic rules devised by Dr Lee. The two worked together to refine the classification process and the statistical analyses to be performed on the categorised data.

By making it easier for sites to send data, ARPANSA can access a broader range of records. This will enable the team to gain a more accurate picture of the amount of radiation used in imaging procedures. The system provides a resource for further research and analysis of radiation dose to contribute to the body of scientific knowledge relating to medical use of radiation.

The E-Dose system is only one of many projects running across the agency that rely on the expertise, creativity and problem-solving skills of staff.

Over the past year, ARPANSA's Personal Radiation Monitoring Service (PRMS) has focused on enhancing its service by integrating new technologies and adopting a more strategic approach to business planning.

Recent initiatives include launching a new eye monitoring service to help medical workers track radiation doses to their eyes. Additionally, PRMS has introduced a new customer portal, allowing customers to manage wearer information, order monitors, track orders, download detailed dose reports, and export data.

The portal aims to improve the customer experience with a user-friendly interface and boost operational efficiency. It has already received positive feedback and helped attract new clients. These developments are helping to solidify ARPANSA's reputation as a market leader in personal radiation monitoring while gaining efficiencies in operations.

These initiatives are a sample of activities from across the agency that demonstrate innovation.

## ARPANSA projects

ARPANSA's EG monitors all strategic projects to ensure the agency's priorities are managed and resources transparently utilised. All our projects have been aligned to a key activity, ensuring the work underpins the delivery of our purpose. Below is a summary of all projects that were active in 2023-24.

### Project Activity in 2023-24

Key activity	Project	Overall status	Annual Summary of 2023-24 project progress
1	ANRDR data assimilation	Continuing in 2024-25	In 2022, ARPANSA entered into an agreement with Dosimetry Service Providers (DSPs) for the submission of Australian occupational dose records into a new register. This project aims to construct and implement the new register based on data transfer specifications and provide the platform for DSPs to submit dose records to. The project was planned for completion by the end of 2022, however, there have been some deployment delays of the platform to ARPANSA's Azure tenancy. Completion of this project will mean that Australia is meeting the requirements of the IAEA's General Safety Requirements Part 3 regarding record management in radiation protection. This will allow for dose optimisation and inform stakeholders decision making as it relates to radiation protection.
1	Joint Convention Eighth Review Meeting	Continuing in 2024-25	The Joint Convention on the Safety of Spent Fuel Management and on the Safety of Radioactive Waste Management (Joint Convention) is the first legally binding international treaty on radioactive waste safety. As a Contracting Party, Australia has an obligation to

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			<p>submit a national report at least every 3 years demonstrating the measures that have been taken to implement every obligation under the Joint Convention.</p> <p>ARPANSA is responsible for coordinating the preparation of Australia’s National Reports and the National Presentation to each of the Review Meetings of the Joint Convention. In 2023-24, ARPANSA collated input from all Australian radiation regulators, ANSTO, Department of Industry, Science and Resources (through ARWA), and the CSIRO.</p> <p>The Joint Convention represents a commitment by participating countries to achieve and maintain a consistently high level of safety in the management of spent fuel and radioactive waste as part of the global safety regime for ensuring the protection of people and the environment.</p>
1	Environmental Framework	Continuing in 2024-25	<p>This project aims to develop a Framework for ARPANSA's environmental monitoring, measurement, and assessment activities to provide guidance on the development of future environmental activities. The Framework will also support the more uniform governance of future environmental activities to increase efficiency, consistency, and maintenance of capability.</p> <p>Work in 2023-24 included a review of the legislative environment, internal and external stakeholder engagement, and a draft section of the Framework. In 2024-25, work will focus on broader internal and external stakeholder engagement and completion of drafting, revision, and publication of the Framework.</p> <p>Although the project schedule has been adapted due to changes in the agency’s priorities, the project remains on track for completion by the target date of June 2025. This work will ensure that ARPANSA's future environmental programs are fit for purpose, aligned with best practice, and support the agency to protect the Australian environment from the harmful effects of radiation.</p>
2	Radiological legacy of nuclear testing on the marine environment of the Montebello Islands, Western Australia	Closed	<p>This project addressed a gap in radiation protection of the Montebello archipelago in Western Australia and the potential impact of radioactive contaminants on the marine environment. ARPANSA provided:</p> <ul style="list-style-type: none"> <li>• support for a PhD student to undertake this research</li> <li>• the development and delivery of Sr-90 determinations in key organisms, sediments and seawater</li> </ul>

			<ul style="list-style-type: none"> <li>• strategic advice and scientific leadership, including contributions to relevant peer reviewed papers and reports</li> <li>• the determination of target detection limits for measurements of key radionuclide analyses to ensure radiation doses below informal reference levels can be achieved.</li> <li>• The spatial distribution and input history of radionuclides were investigated via radiochemical analysis of regional bottom sediments, biota and sea waters.</li> </ul> <p>Findings were presented to the South Pacific Environmental Radioactivity Association 2022, International Conference on Radioecology &amp; Environmental Radioactivity 2022 and via national news publications (The Guardian, ABC).</p>
2	Radiochemistry Laboratory – Laboratory Information Management System (LIMS)	Continuing in 2024-25	<p>The ARPANSA ISO17025-accredited radiochemistry laboratory maintains low level radionuclide measurement capabilities. A LIMS is being implemented to upgrade the management system, which relies on a legacy database that is no longer supported. This new system will:</p> <ul style="list-style-type: none"> <li>• allow effective end-to-end management of samples and associated data, including sampling</li> <li>• improve laboratory operations by managing laboratory data, streamlining workflows and improving data quality</li> <li>• replace paper-based and legacy systems.</li> </ul> <p>Updating the laboratory management system will enhance the agency’s delivery of research, expert evaluations, advice and services.</p>
2	Sunscreen testing	Continuing in 2024-25	<p>The Australian Standard for sunscreen testing requires the exposure of human subjects to ultraviolet radiation (UVR) to evaluate sunscreen performance. This project aims to establish and independently validate the suitability of in vitro SPF determination protocols as a method for determining the SPF of sunscreen products. This project commenced in FY 21-22. During FY 23-24, the main deliverable was to identify the key variables that influence the in vitro SPF determination.</p> <p>Developing a reproducible human-free sunscreen SPF test method will not only protect human volunteers from the harmful effects of radiation but will also allow for more regular testing and compliance monitoring to increase public confidence in sunscreens.</p>

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2	A primary standard water calorimeter	Continuing in 2024-25	<p>This project will deliver a water calorimeter system that will replace the existing graphite calorimeter as the Australian Primary Standard for radiation dose in megavoltage photon and electron beams.</p> <p>The primary standard underpins every radiation oncology treatment domestically, providing over 80,000 patients with an internationally verified benchmark that their treatment will be accurate. The new calorimeter has the capability to measure the radiation dose in new proton facilities in Australia, thereby providing similar surety for these new facilities, as presently provided for photon treatments.</p> <p>The calorimeter was constructed by the Canadian Nuclear Laboratories and shipped to Australia, where it was reassembled. Two calorimeter experts from Canada provided training to ARPANSA staff in the use of the calorimeter, which demonstrated that the system can calibrate ion chambers at the same level of accuracy as achieved in Canada using an identical instrument.</p> <p>Progress in this project was delayed due to staffing changes. This work will continue into 2024-25, as the agency finishes the special glass cell for proton beams as part of the contract with NRC Canada. Successful implementation of the water calorimetry system will ensure that ARPANSA is able to provide traceability to an Australian Primary Standard for megavoltage photon, electron and proton beams.</p>
2	New linac	Continuing in 2024-25	<p>ARPANSA purchased a new Elekta linac in 2022-23 to replace its end-of-life linac. The project included an upgrade to the original Yallambie bunker/linac operations area.</p> <p>Construction works commenced 2023 and were completed late 2023. The linac was installed in August 2023, but was missing hardware that had not been commissioned at the Elekta factory for 18 MV photon energies. To address this, the gantry arm and drum out of the bunker were removed and shipped back to Elekta's factory, where installation and tuning could be performed.</p> <p>The linac is scheduled for return in July 2024 and, after assembly, will undergo acceptance testing and commissioning. The bunker corridor and floor restoration will be completed by the builder at Elekta's cost. Once the acceptance testing results are provided to the CEO of ARPANSA, routine operation can be authorised, and the new temporary facility licence will be merged with the previous facility licence.</p>

			<p>ARPANSA requires two linacs to audit radiotherapy providers and allow calibration of radiotherapy equipment, thereby underwriting safe and accurate treatment for radiotherapy patients in Australia and supporting research.</p>
2	Personal Radiation Monitoring Service (PRMS) Customer Portal	Continuing in 2024-25	<p>The PRMS Customer Portal was initiated in 2023-24 in response to customer input. The portal provides customers with the ability to efficiently manage their accounts, oversee monitors and wearers, place orders, and download reports securely. Additionally, the portal increases productivity by simplifying procedures, allowing customers to undertake tasks that previously required our customer service team's involvement. This shift will significantly liberate customer service staff to focus on other important duties.</p> <p>The portal went live at the end of FY 2023-24 and the project will be wrapped up shortly with a post-project review. The portal has already demonstrated its worth by attracting several major clients and is a key plank in building PRMS's market share. The feedback from customers has been overwhelmingly positive, and they have also recommended enhancements for the next version of the portal.</p> <p>This initiative is closely aligned with Key Activity 2 of ARPANSA's Corporate Plan, which focuses on the provision of high-quality services and the preservation of high customer satisfaction levels. The project's successful execution facilitates the ongoing delivery of high-quality personal radiation monitoring services, elevates the customer experience, and refines our customer management operations for greater efficiency.</p>
2	Reference Incident Report	Closed	<p>The Reference Incident Report was commissioned by the Visiting Ships Panel (Nuclear). This project was successfully delivered in December 2023 to Navy, which has ownership of the visiting nuclear-powered ships program.</p>
3	General Safety Guide (GSG) 12 & 13 Alignment	Closed	<p>This project focused on aligning the ARPANSA regulatory framework with best practice, as presented by the IAEA guidance GSG-12 (Organization, Management and Staffing of the Regulatory Body for Safety) and GSG-13 (Functions and Processes of the Regulatory Body for Safety).</p> <p>The review resulted in recommendations and an action plan. The project was closed in February 2024 due to staffing challenges and competing work priorities.</p>
3	Integrated Regulatory Review Service (IRRS) Follow Up Mission 2023	Closed	<p>ARPANSA coordinated and hosted the 2023 IAEA Integrated Regulatory Review Service, which followed up on the 2018 mission's recommendations and</p>



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			<p>suggestions. Under the 2021 Action Plan, 14 findings were assigned to ARPANSA and 21 to other bodies – many of which were related to national uniformity in the implementation of IAEA Standards.</p> <p>The final report noted that substantial progress had been made in response to the 2018 findings and that national uniformity remains an active area of effort. Of those assigned to ARPANSA, 92% (13) were closed, one new finding identified, and 2 good practices noted, therefore exceeding the PBS measure target of 85%.</p> <p>The IRRS 2023 follow-up team commended ARPANSA for its effective coordination during the mission and noted the significant progress in enhancing our regulatory framework to ensure its consistency and completeness with the IAEA safety standards and best international practices.</p>
3	Safety Culture Assessment (SCA)	Continuing in 2024-25	<p>Safety culture is about the shared core values, beliefs and behaviours that an organisation holds and how they affect safety. ARPANSA commenced the SCA in 2023 to obtain comprehensive information on the current state of our culture for safety. The assessment team used a range of data collection methods based on the IAEA methodology for Safety Culture Continuous Improvement (IAEA Technical Report Series No.83). The Safety Culture Assessment report was delayed due to competing priorities and staffing changes and will be published in 2024/25.</p> <p>Undergoing a regular SCA provides assurance (both internally and externally) that ARPANSA is continually striving to improve as a regulator, health advisor and service provider for the Australian people and environment.</p>
3	Regulatory Administration Database (RAD)	Continuing in 2024-25	<p>Implementation of the RAD project commenced in June 2024. RAD aims to overhaul our regulatory information management system for licensing and permit information. It replaces 7 separate systems currently used to manage licences, inventory, inspection, assessments, applications and permits, and will also include customer portals and management tools for regulatory users. Analytical and oversight features will enable the agency to gain insights into human, organisational and technical factors, as well as capturing routine regulatory work.</p> <p>RAD delivers a system of work that will help ensure efficient and effective regulation. Although live, RAD is still undergoing user testing.</p>



3	OPAL Periodic Safety and Security Review (PSSR)	Continuing in 2024-25	<p>The OPAL PSSR occurs every 10 years, with the previous PSSR undertaken in 2011/2012. The current PSSR work commenced in 2019 to meet an existing licence condition for OPAL, and a pathway developed for the 2021 PSSR. The 2021 PSSR project commenced in June 2023 to track progress and completion of the work.</p> <p>The PSSR process is used to demonstrate that the OPAL reactor is safe and secure to operate up to 2031, in accordance with ARPANSA Regulatory Guide GDE-1761. As part of this, ANSTO is required to develop a plan to undertake detailed reviews of the OPAL facility against the requirements of the Regulatory Guide, which are assessed by ARPANSA. The outcome will be presented in an ARPANSA review report, which will include any significant actions for ANSTO to implement.</p> <p>During the 2023-2024 FY additional reviews were completed. To date ~70% of the ARPANSA review work has been undertaken, with a target to complete remaining works by November 2024. This work supports efficient and effective regulation of nuclear facilities.</p>
4	Aurion uplift	Closed	<p>The Aurion Uplift Project focused on improving integrated processes, streamlining approvals and automating payroll transactions to reduce processing times and business continuity risks within the HR team. The project was approved to deliver e-Recruitment and onboarding modules, security clearance reporting and 10 Business Process Automation (BPAs) workflows using the AURION portal. The BPAs include: higher duties; work pattern changes; Tax Declaration variation; superannuation choice variations; probation, contract extension, separation, casual timesheets, contractor engagement; and ongoing allowances.</p> <p>The AURION uplift project was successfully completed in 2023 and has already eased HR administrative tasks, provided efficiencies in team capacity and reduced the risk of single points of failure. This work supports ARPANSA's focus on enhancing organisational capability.</p>
4	Workforce Strategy	Closed	<p>A number of components within the Workforce Strategy were significantly progressed in 2023-24, including:</p> <ul style="list-style-type: none"> <li>• ARPANSA's Graduate Program</li> <li>• development of a capability framework for Regulatory Services, which will accompany a Workforce Plan</li> <li>• monthly Manager Connect sessions</li> <li>• agency-wide learning initiatives</li> <li>• an updated Induction Program</li> </ul>

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			<ul style="list-style-type: none"> <li>• incorporating Safetyhub modules into Learnhub, including CORE cultural eLearning modules</li> <li>• automation of the APDS process</li> <li>• four Health and Wellbeing seminars</li> <li>• onsite EAP counsellor services</li> <li>• monthly publications of Flourish Wellbeing e-magazine</li> <li>• training in respectful behaviours</li> <li>• refresher training for Harassment Contact Officers</li> <li>• implementation of the DEI Plan well underway</li> <li>• significant progress with the Reflect RAP.</li> </ul>
4	Cybersecurity Program	Continuing in 2024-25	<p>The Cyber Security program delivered the following initiatives to implement and maintain a mature cyber security practice, with the aim of reducing ARPANSA's cyber risk exposure.</p> <ul style="list-style-type: none"> <li>• Cyber Program #1: Implement Essential 8 controls to attain Maturity Level 2 by 30 June 2024.</li> <li>• Cyber Program #2: Complete initiatives in Cyber Security Governance project by 30 June 2024.</li> <li>• Cyber Program #3: Complete initiatives in Cyber-Capable organisation project by 30 June 2024.</li> </ul>
4	Yallambie Refurbishment	Continuing in 2024/25	<p>This project supports resource capacity increases under the AUKUS agreement, uplift to the security area to achieve the Commonwealth Zone 4 Protective Security Policy Framework security compliance and improvements to work areas to meet changing agency operational and technology needs, as well as external improvements to services and parking facilities.</p> <p>Designs by the selected architect, civil and services engineers and are being refined in preparation for the various tender releases. Increasing the safety, security and capacity of the Yallambie site will better support the agency's needs and expanded workforce.</p>
4	Miranda Refurbishment	Continuing in 2024/25	<p>This project supports a security uplift and refurbishment of the Miranda office on Levels 2 and 3. The project is being managed by EvolveFM. Designs have been completed by the architect. A tender was run for the construction and a contractor selected with work commencing in early June 2024. Updating the office was a requirement for the agency to cater to an increased NSW-based workforce, enable operations in a higher</p>

			security environment and improve the workspace for staff.
4	Infrastructure upgrade projects	Continuing in 2024/25	<p>Alongside structural upgrades and renovations, ARPANSA has received funding to support a range of capital works projects to upgrade end-of-life systems, equipment and infrastructure, including:</p> <ul style="list-style-type: none"> <li>• Rooftop replacement &amp; infrastructure upgrade (In progress)</li> <li>• Yallambie’s electrical infrastructure master control centre (in progress)</li> <li>• goods lifts (completed)</li> <li>• carpark and building access</li> <li>• fire mains infrastructure upgrade</li> <li>• FIP (Fire Indicator Panel) replacement.</li> </ul>
4	ARPANSA Website	Continuing in 2024/25	<p>The Communications team identified the need for a full redesign of the ARPANSA website due to ongoing issues and limitations presented by the current website (developed in 2022). The 2022 rebuild was affected by time and budget pressures due to end-of-life of the website’s platform – factors which were out of ARPANSA’s control.</p> <p>This new project is designed to avoid the shortfall of the previous rebuild, focusing on a full top-to-bottom exploration of features and integration, by undertaking a discovery process with a team of ARPANSA staff and an external vendor.</p> <p>Completion of the project will deliver a finalised Request for Quote to build ARPANSA’s new website and ultimately assist ARPANSA in achieving the following:</p> <ul style="list-style-type: none"> <li>• initiate, maintain, and promote frameworks for protection and safety</li> <li>• undertake research and provide expert evaluations, advice, and services</li> <li>• enhance organisational innovation and capability.</li> </ul>
4	Data Quality Assessment	Continuing in 2024/25	<p>The Records Management team has commenced a data quality assessment (also known as a data management maturity assessment). The results will be used for annual assessments by National Archives and the Department of Finance. Areas of focus include how well data is collected, stored, protected, and used at the agency.</p>

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			The project commenced in July 2024 and is scheduled for completion in September 2024.
4	TechOne procurement	Continuing in 2024/25	<p>This project supports the implementation of procurement forms and contracts, including accounts payable workflow, in the TechOne finance system. This will streamline procurement processes in the agency, resulting in improved efficiencies and accuracy.</p> <p>The project was developed in response to increasing non-compliance with Commonwealth Procurement Rules (CPR) and challenges related to internal processes such as WHS, Security, and IT. The existing procurement process is outdated and inefficient, and errors can occur during data entry which then require clarifications between staff. The project aims to Replace MS Word documents with TechOne procurement forms to minimise errors and ensure standardised, CPR-compliant responses.</p>

## Regulator performance

Regulator Performance (RMG 128) outlines performance expectations for Commonwealth regulators through 3 principles of best practice:

1. Continuous improvement and building trust
2. Risk based and data driven
3. Collaboration and engagement

Although the guidance does not apply to Commonwealth entities whose regulatory function is only to regulate Commonwealth agencies or employees, the agency applies this guide to demonstrate best regulatory practice. The outcome of the self-assessment is summarised in ‘Performance measure 12: Commonwealth licence holders apply the principles of radiation protection (justification, optimisation, limitation)’.

The assessment of ARPANSA’s regulatory service performs effectively and is open and transparent. The service is professional and regulatory staff are seen as experts, approachable, and helpful. However, the assessment did identify that ARPANSA is experiencing capacity shortfalls to provide some regulatory services in a timely manner. This is due to an increased workload, coupled with recruitment challenges in a specialist and tight employment market.

As part of ARPANSA’s focus on continuous improvement, the agency is currently transforming its regulatory data systems to enable business intelligence for further enhancements, as well as a better experience for the agency and its stakeholders.

## Financial performance

For the financial year ending 30 June 2024, ARPANSA reported an operating deficit of \$ 0.595 million. This deficit relates to depreciation and amortisation expenses not requiring appropriation.

Total operating revenue for the year was \$39.150 million and consisted of:

- government appropriation of \$23.697 million
- regulatory license fees and charges of \$5.967 million
- sale of goods and provision of services and other revenue of \$9.486 million.

ARPANSA's total operating expenses were \$39.745 million and consisted of:

- employee benefits of \$23.508 million
- supplier and other expenses of \$11.627 million
- depreciation and amortisation expenses of \$4.611 million.

The agency will continue to review the efficiency and effectiveness by which it delivers its program, to ensure it operates within available resourcing.

## Asset management

The agency manages non-financial assets totalling \$72.384 million and its asset management strategy emphasises whole-of-life asset management. The capital investment plan is reviewed annually to ensure appropriate prioritisation of building infrastructure and renovation investment and that laboratory equipment purchases and IT infrastructure upgrades meet future research and operational requirements.

## Purchasing

The agency's procurement policies and practices reflect the principles set out in the Commonwealth Procurement Rules (CPRs) and focus on encouraging competition, value for money, transparency and accountability, as well as the efficient, effective and ethical use of Commonwealth resources. During 2023–24, ARPANSA procurement activities complied with the CPRs.

## Consultants

### EXPENDITURE ON REPORTABLE CONSULTANCY CONTRACTS

Reportable consultancy contracts 2023-24	Number	Expenditure \$
New contracts entered into during the reporting period	9	352,059
Ongoing contracts entered into during a previous reporting period	10	406,085
Total	19	758,144

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<b>Organisations receiving a share of reportable consultancy contract expenditure 2023-24</b>	<b>Expenditure \$</b>
Nuclear and Industrial Engineering ABN Exempt	234,000
Frazer-Nash Consultancy Limited ABN 20578377332	230,102
Centium Pty Ltd ABN 30646309015	67,092
Jones Lang LaSalle Advisory Services Pty Ltd ABN 56003262600	41,250
Peter Berry Consulting Pty Ltd ABN 77007400606	38,159

Annual reports contain information about actual expenditure on reportable consultancy contracts. Information on the value of reportable consultancy contracts is available on the AusTender website.

During 2023-24, 9 new reportable consultancy contracts were entered into, involving total actual expenditure of \$352,059. In addition, 10 ongoing reportable consultancy contracts were active during the period, involving total actual expenditure of \$406,085.

Decisions to engage consultants during 2023-24 were made in accordance with the PGPA Act and related regulations, including the Commonwealth Procurement Rules and relevant internal policies.

ARPANSA engages consultants where there is a requirement for specialist expertise that is not available within the agency, or where an independent assessment is required. The Agency selects consultants through the use of panel arrangements by making an open approach to market, or direct engagement of a recognised or pre-eminent expert.

**EXPENDITURE ON REPORTABLE NON-CONSULTANCY CONTRACTS**

<b>Reportable non-consultancy contracts 2023-24</b>	<b>Number</b>	<b>Expenditure \$</b>
New contracts entered into during the reporting period	<b>104</b>	6,708,554
Ongoing contracts entered into during a previous reporting period	<b>52</b>	4,484,794
Total	<b>156</b>	11,193,348
<b>Organisations receiving a share of reportable non-consultancy contract expenditure 2023-24</b>	<b>Expenditure \$</b>	
Barhead Solutions Australia ABN 75609675854	1,673,489	
Hays Specialist Recruitment (Australia) Pty Ltd ABN 47001407281	1,035,314	
Dell Australia Pty Ltd ABN 4600385561	811,446	
Mirion Technologies (RADOS) GmbH ABN Exempt	767,731	
Centorrino Technologies Pty Ltd ABN 83606931524	685,340	

Annual reports contain information about actual expenditure on reportable non-consultancy contracts.

Information on the value of reportable non-consultancy contracts is available on the AusTender website.

## **Procurement initiatives to support small business**

ARPANSA supports small business participation in the Commonwealth Government procurement market. Small and Medium Enterprises (SME) and Small Enterprise participation statistics are available on the Department of Finance website: [www.finance.gov.au](http://www.finance.gov.au).

ARPANSA's engagement with SMEs is predicated on communicating in clear, simple language and presenting information in an accessible format. ARPANSA's procurement practices support SMEs through the use of the Commonwealth Contracting Suite for low-risk procurements valued under \$200,000.

## **Advertising and market research**

Under Section 311A of the *Commonwealth Electoral Act 1918*, ARPANSA is required to disclose details of payments of \$16,300 or more (inclusive of GST) relating to advertising and market research.

During 2023–24, expenditure on media advertising and public notices was below the threshold and ARPANSA did not undertake market research, conduct any advertising campaigns nor purchase any services from creative advertising agencies, polling or direct mail organisations.

## ARPANSA resource statement 2023–2024

	Actual available appropriation for 2023-24	Payments made 2023-24	Balance remaining 2023-24
	\$'000	\$'000	\$'000
	(a)	(b)	(a)-(b)
<b>Ordinary annual service<sup>1</sup></b>			
<b>Departmental appropriation</b>			
Prior year departmental appropriation <sup>2</sup>	5,998	5,998	-
Departmental appropriation <sup>3</sup>	28,547	18,890	9,657
<b>Total</b>	<b>34,545</b>	<b>24,888</b>	<b>9,657</b>
<b>Total ordinary annual services</b>	<b>34,545</b>	<b>24,888</b>	
<b>Other services</b>			
<b>Departmental non-operating</b>			
Equity injection <sup>4</sup>	10,468	1,400	9,068
<b>Total</b>	<b>10,468</b>	<b>1,400</b>	<b>9,068</b>
<b>Total other services</b>	<b>10,468</b>	<b>1,400</b>	
<b>Special Account<sup>5</sup></b>			
Opening balance	1,357		
Appropriation receipt <sup>6</sup>	19,298		
Non-appropriation receipts to Special Accounts	16,710		
Payments made		36,191	
<b>Total Special Account</b>	<b>37,365</b>	<b>36,191</b>	<b>1,174</b>
<b>Total resourcing</b>	<b>82,378</b>	<b>62,479</b>	
Less departmental appropriations and equity injections drawn from the above and credited to Special Account	(19,298)	(19,298)	
<b>Total net resourcing for ARPANSA</b>	<b>63,080</b>	<b>43,181</b>	

1 Appropriation Act (No.1) 2023-24

2 Balance carried forward from previous year for annual appropriations.

3 Includes an amount of \$4.850 million in 2023-24 for Departmental Capital Budget. For accounting purposes, this amount has been designated as 'contributions by owners'.

4 Appropriation Act (No. 2) - Equity Injections 2023-24.

5 Does not include 'Special Public Money' held in accounts like Other Trust Monies accounts (OTM), Services for other Government and Non-Agency Bodies accounts (SOG), or Services for Other Entities and Trust Monies Special Accounts (SOETM).

6 Appropriation receipts from ARPANSA's annual and special appropriations for 2023-24 included above.



## ARPANSA expenses for outcome 1

### ARPANSA EXPENSES FOR OUTCOME 1

#### Outcome 1:

Protection of people and the environment through radiation protection and nuclear safety research, policy, advice, codes, standards, services and regulation

	<b>Budget*</b>	<b>Actual expenses</b>	<b>Variation</b>
	<b>2023-24</b>	<b>2023-24</b>	<b>2023-24</b>
	\$'000	\$'000	\$'000
	(a)	(b)	(a)-(b)
<b>Program 1.1: (Radiation protection and nuclear safety)</b>			
Departmental expense			
Ordinary annual services			
Departmental appropriation <sup>1</sup>	15,112	14,256	856
Special accounts	13,424	15,385	(1,961)
Expenses not requiring appropriation in the budget year <sup>2</sup>	2,863	4,361	(1,498)
<b>Subtotal for Program 1.1</b>	<b>31,399</b>	<b>34,002</b>	<b>(2,603)</b>
<b>Program 1.2: (Nuclear-powered submarines)</b>			
Departmental expense			
Ordinary Annual Services			
Departmental appropriation <sup>1</sup>	8,585	5,473	2,842
<b>Subtotal for Program 1.2</b>	<b>8,585</b>	<b>5,473</b>	<b>2,842</b>
<b>Total for Outcome</b>	<b>39,984</b>	<b>39,745</b>	<b>239</b>
<b>Average staffing level (number)</b>	<b>178</b>	<b>162</b>	

\* Full year budget including any subsequent adjustment made to the 2023-24 budget at Additional Estimates.

1 Appropriation Act (No.1)

2 Expenses not requiring appropriation in the budget year are made up of depreciation and amortisation expenses.

# Part 4: Management and accountability

## Enabling legislation

The ARPANS Act establishes the Office of the CEO of ARPANSA. The Act also establishes ARPANSA as a listed non-corporate Commonwealth entity under the *Public Governance, Performance and Accountability Act 2013* (PGPA Act) and a statutory agency under the *Public Service Act 1999*.

## Corporate governance

The ARPANS Act and the PGPA Act are the foundation of ARPANSA's governance process. Our Corporate Plan is complemented by our internal business plans and governance structure, which facilitates risk informed decision-making, the consistent application of resourcing priorities and the escalation and resolution of issues. Our reporting arrangements ensure section and team activities are aligned with our purpose and efficiently undertaken.

As CEO of ARPANSA, Dr Gillian Hirth AO is responsible for the agency's activities, policy directions and efficient performance. ARPANSA's core governance structure includes 3 statutory advisory bodies and 2 senior committees. Our extended governance structure includes internal management committees that support our EG<sup>1</sup> in providing oversight and accountability.

## Advisory bodies

The ARPANS Act establishes the Radiation Health and Safety Advisory Council ('the Council'), the Radiation Health Committee (RHC) and the Nuclear Safety Committee (NSC) to advise the CEO of ARPANSA.

### Radiation Health and Safety Advisory Council

The role of the Council, in relation to radiation protection and nuclear safety, is to: identify emerging issues; examine matters of major concern to the community; consider the adoption of recommendations, policies, codes and standards; and advise and report to the CEO, at the CEO's request or as Council considers appropriate, on the above and any other matters.

A summary of the issues considered and discussed at Council during 2023–24 can be found in Appendix 2.

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<sup>1</sup> The ARPANSA Executive Group comprises our CEO and Branch and Office heads

## Radiation Health Committee

The role of RHC, in relation to radiation protection, is to: advise the CEO and the Council; develop policies and prepare draft publications for the promotion of uniform national standards; formulate draft national policies, codes and standards for consideration by the Commonwealth, states and territories; from time to time, to review national policies, codes and standards to ensure that they continue to substantially reflect world best practice; and consult publicly in the development and review of such policies, codes and standards.

A summary of the issues considered and discussed at RHC during 2023–24 can be found in Appendix 2.

## Nuclear Safety Committee

The role of NSC, in relation to nuclear safety and the safety of controlled facilities, is to: report to and advise the CEO and the Council; review and assess the effectiveness of standards, codes, practices and procedures; develop detailed policies and to prepare draft publications for the promotion of uniform national standards; and advise the CEO and the Council (or at the CEO's request report on the above matters).

A summary of the issues considered and discussed at NSC during 2023–2024 can be found in Appendix 2.

## Senior committees

### Audit and Risk Committee

The PGPA Act requires Commonwealth entities to establish an audit committee. ARPANSA's Audit and Risk Committee (ARC) provides independent assurance and advice to the CEO on the agency's financial reporting, performance reporting, system of risk oversight and management, and system of internal control.

During 2023-24, the ARC met on 5 occasions.

The ARC charter can be viewed on the ARPANSA website at: [www.arpansa.gov.au/about-us/corporate-publications/audit-and-risk-committee](http://www.arpansa.gov.au/about-us/corporate-publications/audit-and-risk-committee).

**Audit and Risk Committee members**

<b>Member name</b>	<b>Qualifications, knowledge, skills or experience</b>	<b>Number of meetings attended/total number of meetings</b>	<b>Total annual remuneration 2023-24 (inc. GST)</b>
<b>Margaret Donnan</b> Current Committee Member: appointment commenced 2021.	Master of Science (Chemistry) Bachelor of Science Associate Fellow of Institution of Chemical Engineers Member Australian Institute of Company Directors Member Australian Institute of Health & Safety Member Australian Institute of Occupational Hygienists	Margaret attended 5 ARC meetings during 2023-24	\$19,636.37
<b>Claire Miller</b> Current Committee Member: appointment commenced 2021.	Bachelor of Laws Bachelor of Arts Graduate Diploma of Applied Corporate Governance State Councillor and member Governance Institute of Australia Member Australian Institute of Company Directors Member Association of Corporate Counsel Australia	Claire attended 5 ARC meetings during 2023-24	\$8,000
<b>Dennis Clark</b> Current Committee Member: appointment commenced 2021.	Bachelor of Economics Company Directors Diploma Fellow Governance Institute of Australia Fellow Australian Institute of Company Directors Fellow Chartered Accountant Fellow Certified Practicing Accountant Member Institute of Internal Auditors Australia	Dennis attended 5 ARC meetings during 2023-24	\$10,000
<b>Dr Richard Thornton</b> Current Committee Member: appointment commenced 2022.	Bachelor of Science (Physics) PhD (Physics) Graduate Member Australian Institute of Company Directors Member Institute of Physics Member Institute of Electrical and Electronics Engineers Member International Association of Wildland Fire	Richard attended 5 ARC meetings during 2023-24	\$9,090.90

Variations in Committee Member remuneration are due to individual GST arrangements and the timing of invoice submissions, throughout the financial year.

## Strategic Management Committee

The Strategic Management Committee (SMC) considers the threats and opportunities that may influence the strategic direction of the agency and contributes at key times throughout the year to ARPANSA's planning and performance framework. The SMC met 2 times in 2023–2024 and comprises the CEO (Chair), Branch and Office heads, and an external member appointed by the CEO.

## Management committees

ARPANSA ensures effective decision-making, management and oversight of the agency's operations and performance through the following management committees:

### Executive Group

The EG is ARPANSA's operational management forum and comprises the CEO, and Branch and Office heads. The EG is responsible for monitoring the strategies and initiatives used to implement agency business plans. The EG met 10 times in 2023–24.

### Work Health and Safety Committee

The Work Health and Safety (WHS) Committee assists the agency to review and update measures used to protect the health and safety of workers. Members of the committee assist in developing procedures and instructions relating to health and safety, and their participation sets the standard for safety culture at ARPANSA.

The WHS Committee provides the agency with a consultative mechanism that enables management and worker contributions to WHS improvements across all operations. The WHS Committee is supported by the CEO and has a rotating chair from the Executive Group. The group also comprises Health and Safety representatives, management representatives, and the WHS Advisor/Radiation Safety Officer. Other subject matter experts may participate in meetings as required. The WHS Committee met 6 times in 2023–24.

### The Radiation Safety Committee

The Radiation Safety Committee (RSC) is a sub-committee of the WHS Committee and provides support to the Radiation Safety Officer in reviewing and updating the plans and arrangements that guide the safe use of the radiation sources and facilities used to support ARPANSA's research, service delivery and projects.

The RSC monitors, reviews, and improves radiation safety practices within ARPANSA. It is chaired by the Radiation Safety Officer and involves Radiation Protection Advisors from across the agency. It works closely with the WHS Advisor, the Quality Manager and the WHS Committee. The Radiation Safety Committee met 4 times in 2023–24.

### Agency Security Group

The Agency Security Group (ASG) oversaw the development and implementation of the protective security program across ARPANSA to ensure our policies, procedures and practices complied with the Commonwealth's Protective

## Part 4: Management and accountability

Security Policy Framework, Information Security Manual and promoted a positive security culture integrated into all aspects of ARPANSA's business. The ASG comprises the Chief Security Officer (Chair), the Chief Information Security Officer, the Agency Security Advisers, the Information Technology Security Adviser, and the Facilities Manager. Other subject matter experts participated in meetings as required. The ASG met 5 times in 2023–2024.

### Project Management Advisory Group

ARPANSA's Project Management Advisory Group (PMAG) is a centralised project coordination function led by the Governance and Strategic Engagement Section. The primary purpose of ARPANSA's PMAG is to provide a proactive, centralised governance mechanism for project managers at the early stages of project development.

PMAG works to achieve internal business alignment of projects with ARPANSA's priorities by ensuring impacted/implicated functional areas have a collaborative platform to engage and provide advice.

The group involves representation from business support areas (e.g., Facilities, Security, Risk) to ensure key functions have visibility to support upcoming projects, and the opportunity to provide constructive feedback. The group met on 3 occasions in 2023–2024 to discuss project health, the project framework and support project compliance.

### Staff Consultative Forum

ARPANSA's Enterprise Agreement provides for a Staff Consultative Forum (SCF) as the key employee and union consultative body. The SCF comprises the CEO, 9 employees elected by staff (one of whom is the Chair) and a representative from each of the unions supporting ARPANSA staff. The SCF met on 5 occasions in 2023–24 to discuss issues relating to management of the agency and associated impacts to staff.

### Digital Information Advisory Group

The primary purpose of the Digital Information Advisory Group (DIAG) is to ensure the agency develops and sustains information advisory strategies enabling key activities in the ARPANSA Corporate Plan. The DIAG oversees the provision of digital technology, data governance and cyber security strategic planning within the agency.

The advisory group is guided by the Archives Act 1983, the National Archives policy 'Building trust in the public record' on the management of information assets, the National Archives Information Management Framework and the Information Security and Protective Security Policy Framework. DIAG met on 4 occasions in 2023–2024.

## Accountability and risk management

ARPANSA ensures effective accountability and risk management through the following:

### Accountable authority

Under the PGPA Act, the CEO of ARPANSA is the accountable authority during this reporting period. The CEO discharges their governance obligations through their involvement in ARPANSA's planning, performance reporting and risk management activities.

## Planning

ARPANSA has an integrated planning, budgeting and performance reporting process that supports the alignment of agency-wide initiatives against our key activities. Our planning examines the interdependencies within our agency stakeholder and operating environment and evaluates how our resources will be prioritised to meet our purpose. Our annual planning cycle – informed by risk – strives to align our strategic priorities, operational activities, resource allocation and performance measures.

## Performance reporting

ARPANSA's performance structure has been established to ensure transparency, clarity and accountability in how we assess our progress towards achieving our purpose. To assist in this aim, ARPANSA has identified key activities which represent the significant areas of work that contribute to delivering radiation protection and nuclear safety outcomes to the Australian community. To ensure all strategic agency initiatives contribute to achieving our purpose, we have also integrated:

- PBS measures to provide greater context and correlation between the agency's planning documents
- projects that demonstrate how our operational and strategic priorities align with our purpose.

In line with agency governance processes, all performance information and projects – as outlined in our Corporate Plan – will be monitored and reported to our EG and the Audit and Risk Committee (ARC).

ARPANSA produces quarterly internal reports on non-financial performance. These are presented to the EG and the ARC shortly after the end of each quarter.

Financial performance is reported separately through monthly internal financial reports to the EG and to the ARC shortly after the end of each quarter.

The annual report comprises information about the non-financial and financial performance of the agency during the reporting period, including the details of the agency's activities and results. This information helps the public and Parliament assess if the agency has achieved its purpose.

Several other mechanisms assist management to monitor performance in a wider context:

- The ARC requires management to regularly provide evidence of performance against the mandatory elements of the PGPA Act (and other relevant legislation).
- ARPANSA's strategic internal audit program, informed by risk and overseen by the ARC, is focused on compliance performance and systems of internal control.
- ARPANSA's internal quality audit program (which maintains ISO/IEC 17025 certification for our laboratories) monitors operational performance against the requirements of the relevant standards captured in the documented ARPANSA Management System.

## Risk management

ARPANSA has a Risk Management Framework (RMF) that aligns responsibility and accountability for risk across the agency. During the year, further work was done to ensure the RMF aligns with requirements of the Commonwealth Risk Management Policy, the international standard ISO 31000 Risk Management and section 16 of the *PGPA Act*. Further work will continue in 2024-25 to ensure risk management is integrated into our business planning processes, which enables effective identification and management of risk or opportunity that could impact on the agency achieving its outcomes.

## Audit and fraud control

ARPANSA has a rigorous internal and external audit program in place. The internal audits are performed as outlined below. The external audits and certification are undertaken by the Australian National Audit Office (ANAO) and the National Association of Testing of Authorities (NATA). NATA conducts ARPANSA's certification audits to ISO/IEC 17025. These are competency based, with a re-certification period every 36 months.

### Internal strategic audit program

The Strategic Internal Plan 2022-2025 covers 7 key functional areas of ARPANSA and is aligned with the agency's strategic risks and Corporate Plan. These audit areas are designed to ensure our systems of control are robust and functioning as expected and that ARPANSA is meeting its obligations as a government agency. The program is also aligned with the ARPANSA strategic meetings and financial year, and the audit reports are shared with ARPANSA's Audit and Risk Committee.

### Internal quality audit program

ARPANSA's internal quality audit program is scheduled per calendar year in advance. The planning and scheduling of audits is based on the previous year's performance, and a risk-based approach is applied to calculate the potential future risk of the audited areas. Internal inputs (e.g., management review meetings and previous audit findings) and external factors (e.g., external audits and regulatory inspections) are captured within this risk calculation. ARPANSA's Internal audit program focuses on key activities to ensure we maintain our accreditation and is also a requirement of the NATA ISO/IEC 17025 accreditation of our 7 laboratories.

### Significant non-compliance issues

ARPANSA's management acknowledges their responsibility for ensuring compliance with the provisions of the *PGPA Act* and requirements related to finance law.

ARPANSA has complied with the provisions and requirements of the:

- *PGPA Act 2013*
- Public Governance, Performance and Accountability Rule 2014 (*PGPA Rule*)
- Appropriation Acts



- Other instruments defined as finance law, including relevant ministerial directions.

ARPANSA did not identify any significant non-compliances with finance law during the reporting period.

All instances of non-compliance are reported to the Audit and Risk Committee. Where insignificant non-compliances were identified, these were managed in accordance with our policies and procedures.

### **Fraud minimisation strategies**

During 2023–24, the agency undertook an internal audit of its fraud and corruption controls against the revised Commonwealth Fraud and Corruption Control Framework that took effect in 2024. The audit identified that ARPANSA's overall assessed maturity was sound, however, it identified several improvements and – based on the risk profile of the agency – recommended that we should aim to reach a 'Strong' maturity level. Work will continue in 2024-25 to update all relevant documentation to align with the updated Commonwealth framework. This will include a refresh of all fraud and corruption risk assessments (including controls) to ensure they are consistent with a revised risk management framework.

No instances of fraud were identified during 2023–24.

### **Work health and safety**

ARPANSA strives to achieve an agile system that can respond to changes in the health and safety landscape.

ARPANSA is committed to continuous improvement, such as uplifting our WHS management system to better align to ISO45001 and the relevant codes and standards. This work has focused on the interaction between technology and human and organisational factors to reduce relative risk.

### **Work health and safety initiatives**

WHS initiatives for 2023–2024 focused on making improvements to the Safety Management System, with a key focus on psychosocial and holistic safety, ensuring our technology is safe to use, our people trained and equipped to perform tasks safely, and our managers and leaders committed to fostering a safety culture. This approach includes psychological health to help reduce incidents and accidents whilst promoting employee well-being.

The WHS team has worked closely with the Facilities team to facilitate effective communication and consultation between persons conducting a business or undertaking, contractors involved in the agency's various projects, and affected staff and work programs. WHS activities included reviewing safe work method statements, activities, risk assessments and procurements, and promoting 'safe by design' selections of furniture, chemicals, plant and equipment.

Health and Safety Representative (HSR) involvement is an essential component of our safety system. In this period, we reviewed and refocused our Designated Work Groups (DWG), increasing HSR numbers to improve alignment with work activities and promote consultation. Alongside management representatives, HSRs undertake vital work in helping the agency refine safe systems of work, review procedures and communicate work instructions clearly.

## Part 4: Management and accountability

Flexible workplace agreements have allowed the agency to improve work life balance and encourage ‘work from home if you are sick’ campaigns to avoid the spread of transmissible illnesses. Onsite hearing tests, skin checks and influenza vaccinations were provided, and staff were given the option to receive relevant vaccinations for staff travel and for other preventable diseases during work hours.

In the wellness space, the agency has provided an EAP service.

Our emergency services volunteers include 26 trained first aid officers, 21 fire wardens and 12 radiation protection advisors.

### **Hazard and incident reporting**

Hazard and incident reports were discussed throughout the year at the monthly EG and WHS committee meetings. In 2023–24, ARPANSA recorded a total of 40 WHS reports comprising: 15 hazards, 7 near misses, 6 injuries/illnesses, one vehicle collision, one property/asset damage, 9 (non-worker) radiation near misses with equipment and dosimeters, and one procedural. As anticipated, reports have increased following the agency’s transition to digital reporting. During the year the agency migrated our WHS incident reporting to an electronic system. This has made it easier for staff to report incidents such as hazards and near misses, and has helped further improve our safety program.

No employees suffered serious compensable injuries or illnesses in FY23–24.

### **Workers’ compensation**

One workers’ compensation claim for a current employee was resolved in FY23–24 for a manual handling / repetitive stress injury. One historical workers’ compensation claim was submitted and resolved in FY23-24 for a permanent hearing loss impairment. There were no new workers’ compensation claims for current employees in the FY23–24 reporting period.

ARPANSA’s 2023–24 workers’ compensation premium accounted for 0.10% of our payroll.

### **Investigations or notices given**

#### **WHS investigations and notices under Part 10 of the *Work Health and Safety Act 2011***

There was one notification to Comcare in the 2023–2024 period, which had no further action taken as it was deemed that the personal illness developed during work travel.

Comcare undertook proactive inspections into WHS management system incident reporting for all entities within their jurisdiction. ARPANSA was found to have adequate systems in place and had no areas for improvement identified.

## External scrutiny

### Judicial review

During 2023–24 the agency was not involved in any matters before the Federal Court, the Full Federal Court or the Administrative Appeals Tribunal.

### Reports by the Auditor-General, Parliamentary Committees or Commonwealth Ombudsman

ARPANSA was not the subject of any audits undertaken by the Auditor-General during the 2023–24 reporting period. As of 30 June 2024, no reports were made by Parliamentary Committees regarding ARPANSA for the 2023–24 reporting period.

During 2023–24, there were no complaints made to the Commonwealth Ombudsman against the agency. There were no earlier complaints that remained open.

### Appearances before Parliamentary committees and inquiries

During 2023–24, ARPANSA appeared before the following Parliamentary committees and inquiries:

- Senate Foreign Affairs, Defence and Trade Legislation Committee Inquiry into the Australian Naval Nuclear Power Safety Bill 2023 [Provisions] and Australian Naval Nuclear Power Safety (Transitional Provisions) Bill 2023 [Provisions] – 13 March 2024

### Freedom of Information

Agencies subject to the *Freedom of Information Act 1982 (FOI Act)* are required to publish information to the public as part of the Information Publication Scheme. Each agency must display on its website a plan showing what information it publishes, in accordance with the Information Publication Scheme requirements.

ARPANSA, as an Australian Government agency, is subject to the FOI Act and is required to comply with the Information Publication Scheme provisions. ARPANSA has developed an agency plan describing compliance with Information Publication Scheme provisions as required by section 8(1) of the FOI Act. The plan is available on the website at: [www.arpansa.gov.au/about-us/accessing-our-information/information-publication-scheme/arpansa-information-publication](http://www.arpansa.gov.au/about-us/accessing-our-information/information-publication-scheme/arpansa-information-publication).

Feedback on this plan can be provided by contacting the FOI and Privacy Officer at:

#### **The FOI and Privacy Officer ARPANSA**

PO Box 655

MIRANDA NSW 1490

foi@arpansa.gov.au

03 9433 2211

## Part 4: Management and accountability

Documents released by ARPANSA in response to FOI requests can be found on the disclosure log at:

[www.arpansa.gov.au/about-us/accessing-our-information/disclosure-log](http://www.arpansa.gov.au/about-us/accessing-our-information/disclosure-log).

### FOI statistics

FOI requests	FY 2024-2025
Number of requests	19
Requests withdrawn	3
Requests transferred to another agency	2
Requests outstanding at end of financial year	1
Decisions	13
Decisions within allowable statutory timeframes	13
Refused access decisions	7
Released in full	1
Released in part	5
Internal review of decision requests	1
External review of decision requests	1

## Other management issues

### Property management

ARPANSA's Facilities and Engineering (F&E) team is responsible for facilities maintenance of the building and external grounds of the owned premises at Yallambie, Victoria, in addition to the rented office premise in Miranda, New South Wales. The team provides a combination of facilities management, engineering services, stores/purchasing and administration services to the agency. F&E also provides ongoing facilities support across a range of projects to ensure adherence to building compliance standards where construction works form part of a broader technology project or building improvement implementation. The F&E team also works closely with both the WHS and Security teams to ensure compliance across both disciplines through both capital project and BAU operational works.

### Environment and sustainability

- The F&E team continue to review environmental improvement initiatives, such as the ongoing replacement of fluorescent lighting with energy efficient LED lighting. Ninety-five per cent of the site lighting has now been replaced over the past 6 years, with the remainder expected to be undertaken as part of the Yallambie refurbishment project to be completed in the 2024-25 financial year.

- ARPANSA employees are authorised to travel only when there is a demonstrated business need and when alternative communication tools, such as teleconferencing and videoconferencing, are an ineffective option.

## Environmental performance

Section 516A of the *Environment Protection and Biodiversity Conservation Act 1999* requires all Commonwealth agencies to report on certain aspects of ecologically sustainable development and environmental performance. The below table summarises our environmental performance in 2023–24.

### Australian Public Service (APS) Net Zero 2030

APS Net Zero 2030 is the Government’s policy for the Australian Public Service (APS) to reduce its greenhouse gas emissions to net zero by 2030, and transparently report on its emissions. As part of the Net Zero in Government Operations Strategy, non-corporate Commonwealth entities, corporate Commonwealth entities and Commonwealth companies are required to report on their operational greenhouse gas emissions.

The Greenhouse Gas Emissions Inventory presents greenhouse gas emissions over the 2023–24 period. Results are presented based on Carbon Dioxide Equivalent (CO<sub>2</sub>-e) emissions. Greenhouse gas emissions have been calculated in line with the APS Net Zero Emissions Reporting Framework, consistent with the Whole-of-Australian Government approach as part of the APS Net Zero 2030 policy. Not all data sources were available at the time of the report and amendments to data may be required in future reports.

The agency’s recorded environmental emissions for the 2023-24 financial year are captured below:

**TABLE 2 2023-24 GREENHOUSE GAS EMISSIONS INVENTORY– LOCATION-BASED METHOD**

Emission source	Scope 1 t CO <sub>2</sub> -e	Scope 2 t CO <sub>2</sub> -e	Scope 3 t CO <sub>2</sub> -e	Total t CO <sub>2</sub> -e
Electricity (location based approach)	N/A	414.194	33.805	447.999
Natural gas	153.022	N/A	11.878	164.900
Solid waste*	N/A	N/A	158.054	158.054
Refrigerants*†	0.000	N/A	N/A	0.000
Fleet and Other Vehicles	0.000	N/A	0.000	0.000
Domestic commercial flights	N/A	N/A	185.222	185.222
Domestic hire car*	N/A	N/A	2.797	2.797
Domestic travel accommodation*	N/A	N/A	50.652	50.652
Other energy	0.000	N/A	0.000	0.000
<b>Total t CO<sub>2</sub>-e</b>	153.022	414.194	442.409	1,009.625

Note: the table above presents emissions related to electricity usage using the location-based accounting method. CO<sub>2</sub>-e = Carbon Dioxide Equivalent.

Part 4: Management and accountability

\*indicates emission sources collected for the first time in 2023-24. The quality of data is expected to improve over time as emissions reporting matures.

†indicates optional emission source for 2023-24 emissions reporting.

**TABLE 3 2023-24 ELECTRICITY GREENHOUSE GAS EMISSIONS**

Emission source	Scope 2 t CO2-e	Scope 3 t CO2-e	Total t CO2-e	Percentage of electricity use
Electricity (location based approach)	414.194	33.805	447.999	100.00%
Market-based electricity emissions	350.124	43.225	393.349	81.28%
Total renewable electricity	-	-	-	18.72%
<i>Mandatory renewables<sup>1</sup></i>	-	-	-	18.72%
<i>Voluntary renewables<sup>2</sup></i>	-	-	-	0.00%

Note: the table above presents emissions related to electricity usage using both the location-based and the market-based accounting methods.

CO2-e = Carbon Dioxide Equivalent.

1 Mandatory renewables are the portion of electricity consumed from the grid that is generated by renewable sources. This includes the renewable power percentage.

2 Voluntary renewables reflect the eligible carbon credit units surrendered by the entity. This may include purchased large-scale generation certificates, power purchasing agreements, GreenPower and the jurisdictional renewable power percentage (ACT only).

Using a location-based approach, in 2023–2024 the agency was accountable for total carbon emissions quantified at 1,009.625 tonnes of CO2 equivalent. With majority of emissions resulting from the agency’s electricity usage.

Not all ‘Fleet and Other Vehicles’ data was available at the time of the report and amendments to data may be required in future reports. The quality of data is expected to improve over time as emissions reporting matures.

Commercial domestic flight emissions reported may contain some flights that were cancelled or not flown.

The agency recognises that a combination of strategies may be required to decrease our environmental impact and steer us towards a more sustainable and greener business model which will be captured in the agency’s Emission Reporting Plan.

**Recycling awareness**

Posters have been put up to encourage staff to recycle items such as mobile phones (both the home and in the office), through the provision of recycling options.

The agency also actively promotes recycling of cardboard/paper, batteries, small electronic devices and printer cartridge recycling at our Yallambie site. It is intended that following our technology refresh, devices and redundant accessories will be recycled appropriately too.

**Repurposing textiles**

Steps have been taken to reduce waste from UVR testing fabric samples going to landfill by offering these materials for art and craft projects.

## Human resources

Our workforce is comprised of staff with extensive technical expertise and experience in radiation protection, nuclear safety and enabling services. They are also highly qualified and recognised nationally and internationally for their skills and expertise. Their deep commitment to the agency's remit is strong, with over 50% of the workforce completing more than 10 years' service with the agency.

The last year has been a particularly dynamic and challenging time for staff, as there has been an increased demand for our expertise and advice from other APS agencies responsible for building, operating and regulating nuclear-powered submarines. Our workforce has willingly and flexibly responded to this need, taking on new roles and projects to ensure the highest of technical standards for radiation protection and nuclear safety are shared and promulgated across the APS.

The APS Census in 2024 was completed by 79% of staff. Key insights included strong levels of work engagement (76% positive) and improvements in immediate supervisor leadership. Wellbeing policies and support were positively rated (75%), and staff connection to the agency's purpose and objectives was a strength (91%). Areas for improvement included internal communications, workload management and a focus on innovation.

### ARPANSA's Workforce Strategy (2022-2025)

The ARPANSA Workforce Strategy 2022-25 is the key document guiding the people work across the agency. It has been designed to enable the delivery of our remit a skilled and capable workforce. The strategy takes a whole of enterprise view, identifying the priorities for shaping the workforce to respond to immediate and emerging challenges. Most importantly it provides the tools and strategies to enable ARPANSA to both carry out its functions and achieve its objectives through its people. The measurable outcomes to be realised through implementing the Workforce Strategy include:

- **Sustainable capability:** the right people with the right capabilities, experience and knowledge in the right roles at the right time
- **Employer of choice:** an improved employee experience that attracts, retains and engages expert and high performing people.
- **Strategic alignment:** clear alignment between ARPANSA's purpose and the work of our staff.

## Part 4: Management and accountability

All areas of the program plan have now commenced, with many work packages nearing completion. Significant achievements include:

- the successful recruitment and onboarding of our second annual graduate intake
- automation of 10 of the most frequent payroll transactions
- automation of the Annual Performance and Development Process (APDS)
- introduction of a monthly manager capability training session
- introduction of Wellbeing seminars to support staff health and wellbeing
- a refresh of employee benefits and ARPANSA's value proposition.

### Attraction and recruitment

ARPANSA approaches all attraction and recruitment work through the APS principles of merit, fairness and transparency. Given the increase in recruitment activity across the agency in the last 12 months, a 'Getting that Selection Right' refresher training course was conducted by the APS Academy, to ensure all staff on panels were aligned with the APS standards of recruitment practice.

During the 2023–24 reporting period, ARPANSA ran 50 external recruitment campaigns for 23 executive level (EL) positions, 27 APS positions and 0 SES position. The campaigns attracted 525 total applicants and resulted in 31 new starters, 22 internal transfers, 5 internal promotions, and 7 roles with no suitable candidates. The previous financial year included 36 external campaigns attracting 225 applicants, and resulted in 17 new starters, 2 internal transfers and 7 internal promotions.

### Employment arrangements

As of 30 June 2024, ARPANSA employed 143 ongoing and 24 non-ongoing employees, and one statutory office holder (1.0 FTE). ARPANSA also employs casual staff intermittently to support peak workloads. Our total number of employees remains within the average staffing level of 178 ASL (including temporary AUKUS-funded roles). All ARPANSA employees are engaged under the *Public Service Act 1999*.

The new ARPANSA Enterprise Agreement 2024-2027 was approved by the Fair Work Commission in April 2024. The Agreement outlines the terms and conditions of employment for non-senior executive service (SES) staff. The Agreement contains an individual flexibility arrangement term, which enables the agency to vary the operation of specified terms and conditions, provided under the Agreement, for individual non-SES staff where necessary and appropriate. As of 30 June 2024, 22 individual flexibility arrangements were in place in the agency.

### Non-salary benefits

Under the Enterprise Agreement and in common law contracts, ARPANSA staff can seek access to a range of non-salary benefits including:

- flexible working arrangements, including flex time (APS levels 1-6 only), job-sharing, part-time, time-shifted and hybrid work arrangements
- generous parental/maternity leave provisions



- generous paid and unpaid leave options
- study assistance
- salary packaging for cars and superannuation, with fringe benefits tax (FBT) applicable
- free, confidential 24/7 counselling through an Employee Assistance Program.
- Wellbeing webinars on a range of topics including mental fitness and financial wellbeing.

## Executive remuneration

ARPANSA's CEO is responsible for determining the remuneration policy and the remuneration structure for senior executives.

As a non-corporate Commonwealth entity, ARPANSA has the following categories of officials covered by the executive remuneration disclosures:

- key management personnel – this includes the CEO
- senior executives – Branch and Office heads who are responsible for making decisions, or having substantial input into decisions, that affect the operations of the agency.

ARPANSA does not have any other officials who are key management personnel or senior executives, or whose total remuneration exceeds the threshold amount (\$240,000) for the reporting period.

## Remuneration governance arrangements

ARPANSA's framework for determining remuneration is set out in the ARPANSA Enterprise Agreement 2024-2027 and the *Remuneration Tribunal Act 1973*. The employment instruments for determining remuneration for the different categories of ARPANSA officials include:

- That the CEO is remunerated under the Remuneration Tribunal (Remuneration and Allowances for Holders of Full-time Public Office) Determination 2024.
- That senior executives are remunerated through a common law contract of employment, or under Annex 1 of the ARPANSA Enterprise Agreement, where Clause 32 is applied to provide additional remuneration benefits under an individual flexibility arrangement.

ARPANSA's remuneration policy and practices are linked to the achievement of the agency's purpose and performance. Officials' salaries only increase, generally, on an annual basis as part of a performance review process.

## Executive remuneration information for the 2023–24 reporting period

Name	Position title	Short-term benefits			Post-employment benefits	Other long-term benefits		Termination benefits	Total remuneration
		Base salary	Bonuses	Other benefits and allowances	Superannuation contributions	Long service leave	Other long-term benefits		
Gillian Hirth	Chief Executive Officer	295,429	-	63,748	46,608	14,958	-	-	420,743
Rick Tinker	Chief Radiation Health Scientist	212,605	-	29,287	38,372	11,144	-	-	291,409
Ivan Williams	Chief Medical Radiation Scientist	200,493	-	27,874	31,043	(22,051)	-	-	237,359
Jim Scott	Chief Regulatory Officer	204,128	-	28,500	37,816	11,439	-	-	281,883
Tone Doyle	Office Head and Chief of Staff(i)	46,334	-	63,159	19,336	6,097	-	-	134,927
Nathan Wahl	Acting Office Head and Chief of Staff(ii)	171,956	-	1,840	23,571	23,664	-	-	221,032
Martin Reynolds	General Counsel	176,755	-	55,971	30,654	9,926	-	-	273,306
Niraj Pau	Office Head and Chief Financial Officer	176,043	-	63,127	35,640	6,552	-	-	281,363

(i) Leave with and without pay during 2023/24

(ii) Acting from 13 July 2023

## Learning and knowledge sharing

ARPANSA staff have access to learning and development programs and opportunities that support the development of their skills and capabilities to perform their current and future roles. The primary tool for identifying learning needs for staff is the APDS. This system affords employees and their managers the opportunity to review work priorities, employee performance and aspirations, and then determine skill gaps and learning and development needs. The newly automated APDS process aligns with the Learning Management System (LearnHub), enabling staff to source training options and finalise their performance reviews in one portal.

LearnHub is a key learning resource for all staff and is supplemented by face-to-face and virtual training.

Development of expertise and capability is a high priority under ARPANSA's Workforce Strategy 2022-25, and has included the following activities:

- The establishment of Competency Assessment Checklists for regulatory roles
- Regular Knowledge Hub presentations, enabling staff to share their technical research and/or practice
- Monthly Toastmaster sessions for staff interested in developing their presentation skills
- The second year of our Graduate Development Program has included specific training and experiences for participants over a 2 year period (including University level courses)
- Monthly Manager Connect sessions have been established on topical management matters and practice
- Numerous organisation-wide learning initiatives have occurred across the agency (including Respect @ work, Getting the Selection right and Courageous Conversations)
- Support and uplift of knowledge and capabilities for Harassment Contact Officer volunteers.

Additionally, staff travel to attend conferences nationally and internationally to present papers and as delegates and all these experiences strengthen their technical expertise and capabilities.

## Diversity and inclusion

ARPANSA is committed to providing staff with an increasingly diverse organisation – one where everyone can do their best, and belong to a culture that enables them to bring their unique and best selves to work. ARPANSA recognises that a diverse and inclusive workforce improves the workplace experience of staff and enhances our interactions with clients and each other. It builds organisational capability by bringing a diversity of approaches to the way we collaborate, brought about by having a broader spectrum of perspectives, and greater empathy and connection with each other.

ARPANSA's Diversity, Equality and Inclusion Plan 2022-25 sets out 5 key areas of focus for our agency:

- Aboriginal and Torres Strait Islander peoples
- gender equality
- LGBTQIA+
- cultural and linguistic diversity

## Part 4: Management and accountability

- ability and neurodiversity.

Pleasingly, in 2023-24, the agency held events recognising most of these key areas.

An area of substantial advancement is the agency's support of Aboriginal and Torres Strait Islander Peoples. Significant progress has been made in getting our first Reconciliation Action Plan to conditional approval within 12 months. This has been made possible through strong leadership support, an active Working Group, invaluable insight and advice from an Indigenous cultural advisor and the support of Reconciliation Australia.

### Disability reporting mechanisms

ARPANSA's Workforce Strategy outlines objectives to review recruitment processes and remove barriers to hiring candidates with disability. In 2023–24, ARPANSA supported people to apply for jobs through use of an inclusive recruitment statement and the use of the RecruitAbility scheme. Additional information is available on the Department of Social Services website. Disability reporting is included the Australian Public Service Commission's State of the Service reports and the APS Statistical Bulletin. These reports are available at [www.apsc.gov.au/](http://www.apsc.gov.au/).

## Wellbeing

The agency Workforce Strategy (2022-2025) identifies employee health and wellbeing as a key priority. Some of the activities that support this include:

- A comprehensive Employee Assistance Program that offers numerous proactive programs (financial planning, nutrition, sleep, conflict management and career progression), in addition to traditional counselling and support programs. ARPANSA works closely with the provider to ensure the offering is fit for purpose and supports employees to navigate challenging work and personal matters.
- Coordination of an employee led Harassment Contact Officer network to support employees to navigate challenges, if required.
- Regular organisation wide and Branch events (diversity and inclusion, rewards and recognition, wellbeing, learning, employee value proposition, fitness challenges) that enable employees to learn, belong, socialise and connect in the workplace.
- A variety of enjoyable physical spaces that enable employee-initiated social connection.
- A range of learning and development opportunities to ensure leaders recognise, support, manage and promote employee – and their own – wellbeing.

The Wellbeing Index score of 75 from the Census was consistent with the past year, is still above all comparative agencies and demonstrates ARPANSA's commitment to prioritising employee health and wellbeing.

## APS Census

The APS Employee Census (the Census) is the annual employee engagement survey of ARPANSA's workforce. The APS Census 2024 revealed that over 90% of staff, who completed the survey, are committed to ARPANSA's goals,

feel comfortable suggesting ideas for improvement and believe their supervisor cares for their health and wellbeing. Furthermore, staff understand how their role contributes to achieving an outcome for the Australian public.

Key areas of focus to improve engagement levels and enable achievement of the ARPANSA's Workforce Strategy include leadership capability, change management, communication and innovation.

## Performance and development

The ARPANSA Performance Development System (APDS) supports employees and supervisors to set actionable milestones and identify development areas to enable growth in role. Over the last year the system was automated, enabling goal setting to be aligned with agency goals and priorities and to ensure that a clear concise and transparent approach to feedback is available for employees and managers, and supports regular feedback across the year.

ARPANSA ensures that employees can perform effectively in their role by:

- Identifying the skills and capabilities employees require for their role and supporting them to achieve competence in those areas through experience, mentoring and training.
- Improving employees' understanding of their workplace responsibilities to work safely, respectfully and in alignment with the APS values.
- Ensuring that employees discuss and understand how their performance is measured against all agreed objectives.
- Improving communication through structured and constructive feedback mechanisms between managers and their employees.
- Offering fair and open performance management processes and practices that support a culture of high performance, and enable performance to be effectively managed.
- Requiring employees to participate constructively in the APDS.

### Performance pay

There is no provision for the payment of performance pay in ARPANSA's Enterprise Agreement or common law contracts.

## Staffing statistics

As at 30 June 2024, ARPANSA employed 169 ongoing and non-ongoing staff (not including the CEO or casual staff). No employees identified as Indigenous.

Table 3.1 sets out the salary ranges as at 30 June 2024.

Table 3.2 sets out employees by location, gender and APS classification. The table shows that 83% of staff are located in the Victorian office.

Table 3.3 shows that of the 169 employees (not including the CEO or casual staff), 148 are ongoing and 21 are non-ongoing. 9 ongoing staff are part-time and 4 non-ongoing employee is part time.

Table 3.4 shows that as at 30 June 2024 Radiation Health Services is the largest Branch with 56 staff, followed by the Office of Business Support (41), Medical Radiation Services (25), Regulatory Services (24), Office the CEO (20) and Office of the General Counsel (3).

### Salary ranges by classification level as at 30 June 2024

APS Classification	Salary Range (\$)
ARPANSA Graduate	69,493 - 90,425
APS Level 1	52,197 - 59,295
APS Level 2	61,065 - 67,007
APS Level 3	69,493 - 77,724
APS Level 4	80,050 - 83,637
APS Level 5	86,137 - 90,425
APS Level 6	93,130 - 106,486
Executive Level 1	114,988 - 132,264
Executive Level 2 lower	140,448 - 159,454
Executive Level 2 upper	165,820 - 178,081

## Staff by location, gender and APS classification

Classification	SES		EL 2		EL 1		APS 6		APS 5		APS 4		APS 3		APS 2		APS 1		Graduate		Total		
	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	
New South Wales																							
Female	0	0	1	1	3	2	3	2	0	0	3	2	0	0	0	0	0	0	0	0	10	7	
Male	1	1	4	4	7	8	0	3	1	2	0	0	0	0	0	0	0	0	0	1	2	14	20
Non-binary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Prefers not to answer	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Uses a different term	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total	1	1	5	5	10	10	3	5	1	2	3	2	0	0	0	0	0	0	1	2	24	27	
Victoria																							
Female	0	0	7	9	12	18	16	18	10	6	2	2	8	9	3	3	0	0	2	2	60	67	
Male	2	2	10	16	22	24	27	24	7	6	0	1	3	2	0	0	0	0	0	0	71	75	
Non-binary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Prefers not to answer	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Uses a different term	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total	2	2	17	25	34	42	43	42	17	12	2	3	11	11	3	3	0	0	2	2	131	142	
Total																							
Female	0	0	8	10	15	20	19	20	10	6	5	4	8	9	3	3	0	0	2	2	70	74	
Male	3	3	14	20	29	32	27	27	8	8	0	1	3	2	0	0	0	0	1	2	85	95	
Non-binary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Prefers not to answer	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Uses a different term	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total	3	3	22	30	44	52	46	47	18	14	5	5	11	11	3	3	0	0	3	4	155	169	

## Distribution of staff by full or part-time status

	Full-time Ongoing		Full-time Non-ongoing		Part-time Ongoing		Part-time Non-ongoing		Total	
	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024
Female	56	55	5	8	8	8	1	3	70	74
Male	77	84	6	9	2	1	0	1	85	95
Non-binary	0	0	0	0	0	0	0	0	0	0
Prefers not to answer	0	0	0	0	0	0	0	0	0	0
Uses a different term	0	0	0	0	0	0	0	0	0	0
Total	133	139	11	17	10	9	1	4	155	169

## Distribution of staff by Branch/Office

	Ongoing	Non-ongoing	Ongoing	Non-ongoing	Ongoing	Non-ongoing
Branch	Female		Male		Total	
Office of the CEO	6	3	8	3	14	6
Office of the General Counsel	0	1	2	0	2	1
Medical Radiation Services Branch	8	2	15	0	23	2
Radiation Health Services Branch	24	1	28	3	52	4
Regulatory Services Branch	6	0	17	1	23	1
Office of Business Support	19	4	15	3	34	7
Total	63	11	85	10	148	21



# Part 5: Financial statements



## INDEPENDENT AUDITOR'S REPORT

To the Assistant Minister for Health and Aged Care

### Opinion

In my opinion, the financial statements of the Australian Radiation Protection and Nuclear Safety Agency (the Entity) for the year ended 30 June 2024:

- (a) comply with Australian Accounting Standards – Simplified Disclosures and the *Public Governance, Performance and Accountability (Financial Reporting) Rule 2015*; and
- (b) present fairly the financial position of the Entity as at 30 June 2024 and its financial performance and cash flows for the year then ended.

The financial statements of the Entity, which I have audited, comprise the following as at 30 June 2024 and for the year then ended:

- Statement by the Accountable Authority and Chief Financial Officer;
- Statement of Comprehensive Income;
- Statement of Financial Position;
- Statement of Changes in Equity;
- Cash Flow Statement; and
- Notes to the financial statements, comprising material accounting policy information and other explanatory information.

### Basis for opinion

I conducted my audit in accordance with the Australian National Audit Office Auditing Standards, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of my report. I am independent of the Entity in accordance with the relevant ethical requirements for financial statement audits conducted by the Auditor-General and their delegates. These include the relevant independence requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants (including Independence Standards)* (the Code) to the extent that they are not in conflict with the *Auditor-General Act 1997*. I have also fulfilled my other responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

### Accountable Authority's responsibility for the financial statements

As the Accountable Authority of the Entity, the Chief Executive Officer is responsible under the *Public Governance, Performance and Accountability Act 2013* (the Act) for the preparation and fair presentation of annual financial statements that comply with Australian Accounting Standards – Simplified Disclosures and the rules made under the Act. The Chief Executive Officer is also responsible for such internal control as the Chief Executive Officer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Chief Executive Officer is responsible for assessing the ability of the Entity to continue as a going concern, taking into account whether the Entity's operations will cease as a result of an administrative restructure or for any other reason. The Chief Executive Officer is also responsible for disclosing, as applicable, matters related to going concern and using the going concern basis of accounting, unless the assessment indicates that it is not appropriate.

### Auditor's responsibilities for the audit of the financial statements

My objective is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian National Audit Office Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with the Australian National Audit Office Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control;
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control;
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Accountable Authority;
- conclude on the appropriateness of the Accountable Authority's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern; and
- evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the Accountable Authority regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Australian National Audit Office



Jeffrey Hobson

Executive Director

Delegate of the Auditor-General

Canberra

25 September 2024

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## Statement by the Accountable Authority and Chief Financial Officer

In our opinion, the attached financial statements for the year ended 30 June 2024 comply with subsection 42(2) of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), and are based on properly maintained financial records as per subsection 41(2) of the PGPA Act.

In our opinion, at the date of this statement, there are reasonable grounds to believe that the Australian Radiation Protection and Nuclear Safety Agency will be able to pay its debts as and when they fall due.



Dr Gillian Hirth AO  
Accountable Authority

25 September 2024



Niraj Pau  
Chief Financial Officer

25 September 2024

# Statement of comprehensive income

for the period ended 30 June 2024

				Budget
		2024	2023	2024
NET COST OF SERVICES	Notes	\$		\$
<b>Expenses</b>				
Employee benefits	<a href="#">1.1A</a>	<b>23,507,518</b>	20,407,361	25,535,000
Suppliers	<a href="#">1.1B</a>	<b>11,582,358</b>	10,494,653	11,327,000
Depreciation and amortisation	<a href="#">2.2A</a>	<b>4,611,318</b>	3,512,814	3,105,000
Finance costs	<a href="#">1.1C</a>	<b>10,169</b>	4,508	17,000
Write-down and impairment of other assets	<a href="#">1.1D</a>	<b>24,098</b>	30,831	-
Foreign exchange losses	<a href="#">1.1E</a>	<b>10,174</b>	4,502	-
<b>Total expenses</b>		<b>39,745,635</b>	<b>34,454,669</b>	39,984,000
<b>Own-source income</b>				
<b>Own-source revenue</b>				
Revenue from contracts with customers	<a href="#">1.2A</a>	<b>9,429,993</b>	10,265,472	7,600,000
Licence fees	<a href="#">1.2B</a>	<b>5,967,358</b>	5,751,489	5,824,000
Other revenue	<a href="#">1.2C</a>	<b>56,000</b>	56,000	-
<b>Total own-source revenue</b>		<b>15,453,351</b>	16,072,961	13,424,000
<b>Total own-source income</b>		<b>15,453,351</b>	16,072,961	13,424,000
<b>Net cost of contribution by services</b>		<b>24,292,284</b>	18,381,708	26,560,000
Revenue from Government	<a href="#">1.2D</a>	<b>23,697,000</b>	15,190,000	23,697,000

<b>Deficit on continuing operations</b>	<b>(595,284)</b>	(3,191,708)	(2,863,000)
<b>OTHER COMPREHENSIVE INCOME</b>			
<b>Items not subject to subsequent reclassification to net cost of services</b>			
Changes in asset revaluation reserve	<b>2,965,138</b>	22,776,711	-
<b>Total other comprehensive income</b>	<b>2,965,138</b>	22,776,711	-
<b>Total comprehensive income / (loss)</b>	<b>2,369,854</b>	19,585,003	(2,863,000)

The above statement should be read in conjunction with the accompanying notes.

## Statement of Comprehensive Income Budget variances

Explanations are only provided where the variance is greater than 10% of the original budget. If the variance is greater than 10%, but small in the overall context of the financial statements, judgement was used to determine if an explanation would be useful in analysing ARPANSA's performance.

### Own source revenue

Revenue from contracts with customers increased from that estimated at budget and related to services provided to the Royal Australian Navy and the Comprehensive nuclear test ban treaty organisation.

### Asset revaluation reserve

The variance relates to the independent revaluation completed since the budget was prepared.

# Statement of financial position

as at 30 June 2024

		2024	2023	Budget 2024
			restated*	
	Notes	\$	\$	\$
<b>ASSETS</b>				
<b>Financial assets</b>				
Cash and cash equivalents	<a href="#">2.1A</a>	<b>1,223,804</b>	1,357,275	5,182,000
Trade and other receivables	<a href="#">2.1B</a>	<b>19,593,017</b>	6,898,663	8,470,000
Other financial assets	<a href="#">2.1C</a>	<b>674,741</b>	616,917	566,000
<b>Total financial assets</b>		<b>21,491,562</b>	8,872,855	14,218,000
<b>Non-financial assets <sup>1</sup></b>				
Land	<a href="#">2.2A</a>	<b>13,200,000</b>	12,500,000	12,010,000
Buildings	<a href="#">2.2A</a>	<b>39,571,706</b>	36,677,721	24,938,000
Leasehold improvements	<a href="#">2.2A</a>	<b>339,598</b>	35,850	-
Plant and equipment	<a href="#">2.2A</a>	<b>14,112,049</b>	14,112,748	14,216,000
Intangibles	<a href="#">2.2A</a>	<b>3,122,992</b>	1,418,586	2,876,000
Inventories	<a href="#">2.2B</a>	<b>428,430</b>	160,272*	1,750,000
Other non-financial assets	<a href="#">2.2D</a>	<b>1,609,165</b>	894,867	783,000
<b>Total non-financial assets</b>		<b>72,393,940</b>	65,800,043	56,573,000
<b>Total assets</b>		<b>93,875,502</b>	74,672,898	70,791,000
<b>LIABILITIES</b>				
<b>Payables</b>				
Suppliers	<a href="#">2.3A</a>	<b>809,482</b>	1,035,837	940,000
Other payables	<a href="#">2.3B</a>	<b>637,562</b>	641,952	5,078,000
<b>Total payables</b>		<b>1,447,044</b>	1,677,789	6,018,000

<b>Interest bearing liabilities</b>				
Leases	<u>2.4</u>	<b>1,514,385</b>	141,531	877,000
<b>Total interest-bearing liabilities</b>		<b>1,514,385</b>	141,531	877,000
<b>Provisions</b>				
Employee provisions	<u>4.1</u>	<b>6,994,427</b>	6,621,786	5,967,000
<b>Total provisions</b>		<b>6,994,427</b>	6,621,786	5,967,000
<b>Total liabilities</b>		<b>9,955,856</b>	8,441,106	12,862,000
<b>Net assets</b>		<b>83,919,646</b>	66,231,792	57,929,000
<b>EQUITY</b>				
Contributed equity		<b>58,380,000</b>	43,062,000	58,380,000
Reserves		<b>48,850,353</b>	45,885,215	23,108,000
Accumulated deficit		<b>(23,310,707)</b>	(22,715,423)*	(23,559,000)
<b>Total equity</b>		<b>83,919,646</b>	66,231,792	57,929,000

The above statement should be read in conjunction with the accompanying notes.

1. Right-of-use assets are included in the following line item; Buildings

\*. 2023 balance restated. See Note [2.2C](#)



## Statement of Financial Position Budget variances

Explanations are only provided where the variance is greater than 10% of the original budget. If the variance is greater than 10%, but small in the overall context of the financial statements, judgement was used to determine if an explanation would be useful in analysing ARPANSA's performance.

### **Cash and cash equivalents**

The cash and cash equivalents budget variations relate to the estimated timing of the issue and payment of annual licence charge invoices. This is related to other payables variation.

### **Trade and other receivables**

The trade and other receivables budget variations relate to an increase in appropriation receivable at year end.

### **Land / Building**

These variances relate to the independent revaluation completed since the budget was prepared.

### **Inventories**

Variance relates to the difference in inventory on-hand and distributed at 30 June.

### **Other non-financial assets**

Variance relates to an increase in actual prepaid expenses at year end.

### **Reserves**

These variances relate to the independent revaluation completed since the budget was prepared.

# Statement of changes in equity

for the period ended 30 June 2024

			Budget
	Notes	2024	2023
		2024	2024
<b>CONTRIBUTED EQUITY</b>		<b>\$</b>	<b>\$</b>
<b>Opening balance</b>			
Balance carried forward from previous period		43,062,000	41,010,000
<b>Adjusted opening balance</b>		<b>43,062,000</b>	<b>43,062,000</b>
<b>Transactions with owners</b>			
<b>Contributions by owners</b>			
Departmental capital budget	<a href="#">3.1A</a>	4,850,000	2,052,000
Equity injection - appropriation		10,468,000	-
<b>Total transactions with owners</b>		<b>15,318,000</b>	<b>2,052,000</b>
<b>Closing balance as at 30 June</b>		<b>58,380,000</b>	<b>43,062,000</b>
<b>RETAINED EARNINGS</b>			
<b>Opening balance</b>			
Balance carried forward from previous period		(22,715,423)	(17,834,717)
Inventories – prior period error	<a href="#">2.2C</a>	-	(1,688,998)
<b>Adjusted opening balance</b>		<b>(22,715,423)</b>	<b>(19,523,715)</b>
<b>Comprehensive income</b>			
Deficit for the period		(595,284)	(3,191,708)
<b>Total comprehensive income</b>		<b>(595,284)</b>	<b>(3,191,708)</b>
<b>Closing balance as at 30 June</b>		<b>(23,310,707)</b>	<b>(22,715,423)</b>

**ASSET REVALUATION RESERVE**

<b>ASSET REVALUATION RESERVE</b>			
<b>Opening balance</b>			
Balance carried forward from previous period	<b>45,885,215</b>	23,108,504	23,108,000
<b>Adjusted opening balance</b>	<b>45,885,215</b>	23,108,504	23,108,000
<b>Comprehensive income</b>			
Other comprehensive income	<b>2,965,138</b>	22,776,711	-
<b>Total comprehensive income</b>	<b>2,965,138</b>	22,776,711	-
<b>Closing balance as at 30 June</b>	<b>48,850,353</b>	45,885,215	23,108,000
<b>TOTAL EQUITY</b>			
<b>Opening balance</b>			
Balance carried forward from previous period	<b>66,231,792</b>	46,283,787	45,474,000
Inventories – prior period error	<u>2.2C</u> -	(1,688,998)	-
<b>Adjusted opening balance</b>	<b>66,231,792</b>	45,594,789	45,474,000
<b>Comprehensive income</b>			
Other comprehensive income	<b>2,965,138</b>	22,776,711	-
Surplus / (deficit) for the period	<b>(595,284)</b>	(3,191,708)	(2,863,000)
<b>Total comprehensive income</b>	<b>2,369,854</b>	19,585,003	(2,863,000)
<b>Transactions with owners</b>			
<b>Contributions by owners</b>			
Departmental capital budget	<b>4,850,000</b>	2,052,000	4,850,000
Equity injection - appropriation	<b>10,468,000</b>	-	10,468,000
<b>Total transactions with owners</b>	<b>15,318,000</b>	2,052,000	15,318,000
<b>Closing balance as at 30 June</b>	<b>83,919,646</b>	66,231,792	57,929,000

The above statement should be read in conjunction with the accompanying notes.

## Accounting policy

### **Equity injections**

Amounts appropriated which are designated as 'equity injections' for a year (less any formal reductions) and Departmental Capital Budgets (DCBs) are recognised directly, in contributed equity, in that year.

### **Restructuring of administrative arrangements**

Net assets received from or relinquished to another Government entity under a restructuring of administrative arrangements are adjusted at their book value directly against contributed equity.

## **Statement of Changes in Equity Budget variances commentary**

Explanations are only provided where the variance is greater than 10% of the original budget. If the variance is greater than 10%, but small in the overall context of the financial statements, judgement was used to determine if an explanation would be useful in analysing ARPANSA's performance.

### **Retained earnings**

Adjustment relates to balance of Inventory distributed at 30 June

### **Asset revaluation reserves**

Increase relates to the independent revaluation of all property, plant and equipment completed since the budget was prepared.

# Cash flow statement

for the period ended 30 June 2024

			Budget
	2024	2023	2024
Notes	\$	\$	\$
<b>OPERATING ACTIVITIES</b>			
<b>Cash received</b>			
Appropriations	19,846,000	14,111,000	23,697,000
Sales of goods and rendering of services	9,937,981	12,017,726	8,023,000
Other cash received	5,967,358	1,276,466	5,824,000
GST received	806,467	297,978	490,000
<b>Total cash received</b>	<b>36,557,806</b>	<b>27,703,170</b>	<b>38,034,000</b>
<b>Cash used</b>			
Employees	(23,083,937)	(19,616,333)	(25,535,000)
Suppliers	(13,960,193)	(11,628,329)	(11,817,000)
Interest payments on lease liabilities	(10,169)	(4,508)	(17,000)
GST paid	-	-	(423,000)
<b>Total cash used</b>	<b>(37,054,229)</b>	<b>(31,249,170)</b>	<b>(37,792,000)</b>
<b>Net cash from / (used by) operating activities</b>	<b>(496,493)</b>	<b>(3,546,000)</b>	<b>242,000</b>
<b>INVESTING ACTIVITIES</b>			
<b>Cash used</b>			
Purchase of property, plant, equipment, and intangibles	(5,848,142)	(3,630,291)	(15,318,000)
<b>Total cash used</b>	<b>(5,848,142)</b>	<b>(3,630,291)</b>	<b>(15,318,000)</b>
<b>Net cash from / (used by) investing activities</b>	<b>(5,848,142)</b>	<b>(3,630,291)</b>	<b>(15,318,000)</b>

<b>FINANCING ACTIVITIES</b>			
<b>Cash received</b>			
Contributed equity - Departmental capital budget	<b>5,042,000</b>	3,028,000	4,850,000
Contributed equity - Equity injection	<b>1,400,000</b>	545,000	10,468,000
<b>Total cash received</b>	<b>6,442,000</b>	3,573,000	15,318,000
<b>Cash used</b>			
Principal payments of lease liabilities	<b>(230,836)</b>	(221,066)	(242,000)
<b>Total cash used</b>	<b>(230,836)</b>	(221,066)	(242,000)
<b>Net cash from / (used by) financing activities</b>	<b>6,211,164</b>	3,351,934	15,076,000
<b>Net increase / (decrease) in cash held</b>	<b>(133,471)</b>	(3,824,357)	-
Cash and cash equivalents at the beginning of the reporting period	<b>1,357,275</b>	5,181,632	5,182,000
<b>Cash and cash equivalents at the end of the reporting period</b> <u>2.1A</u>	<b>1,223,804</b>	1,357,275	5,182,000

The above statement should be read in conjunction with the accompanying notes.

## Cash Flow Statement Budget variances commentary

Explanations are only provided where the variance is greater than 10% of the original budget. If the variance is greater than 10%, but small in the overall context of the financial statements, judgement was used to determine if an explanation would be useful in analysing ARPANSA's performance.

Variances relating to cash flows occur because of the factors detailed under expenses, own source income, assets, or liabilities.

### Investing activities – cash used and financing activities – cash received

The variance relates to the actual and estimated drawdown of equity injection and capital expenditure of funds associated with the nuclear-powered submarine program.

## Overview

### Objectives of the Australian Radiation Protection and Nuclear Safety Agency

ARPANSA is an Australian Government controlled not-for-profit entity. It is a non-corporate Commonwealth Entity under the *Public Governance Performance and Accountability Act 2013*. The objectives of ARPANSA are to protect people and the environment from the harmful effects of radiation.

ARPANSA is structured to meet one outcome:

‘Protection of people and the environment through radiation protection and nuclear safety research, policy, advice, codes, standards, services and regulation.’

The continued existence of ARPANSA in its present form and with its present programs is dependent on Government policy and on continuing funding by Parliament for the entity’s administration and programs.

ARPANSA's activities contributing toward the outcome are classified as departmental. Departmental activities involve the use of assets, liabilities, income, and expenses controlled or incurred by the entity in its own right.

### Basis of preparation of the financial report

The financial statements are general purpose financial statements and are required by section 42 of the *Public Governance Performance and Accountability Act 2013*.

The financial statements and notes have been prepared in accordance with:

- a) PGPA (Financial Reporting) Rule 2015 (FRR); and
- b) Australian Accounting Standards and Interpretations - Reduced Disclosure Requirements issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period.

The financial statements have been prepared on an accrual basis and are in accordance with historical cost convention, except for certain assets and liabilities at fair value. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position. The financial statements are presented in Australian dollars.

### Accounting judgements and estimates

In the process of applying the accounting policies listed in this note, ARPANSA has made the following judgements that have the most significant impact on the amounts recorded in the financial statements:

- The fair value of land and buildings is taken to be the market value and depreciated replacement cost respectively as determined by an independent valuer.
- The long service leave liability is calculated using the shorthand model developed by the Australian Government Actuary.

No accounting assumptions or estimates have been identified that have a significant risk of causing a material adjustment to carrying amounts of assets and liabilities within the next accounting period.

## **New Australian Accounting Standard**

All new, revised, amending standards and interpretations that were issued prior to the sign-off date and are applicable to the current reporting period did not have a material effect on ARPANSA's financial statements.

## **Prior period error**

The accounts have been restated due to a prior period error. Refer to note 2.2C for detail.

## **Taxation**

ARPANSA is exempt from all forms of taxation, except Fringe Benefits Tax (FBT) and Goods and Services Tax (GST).

Revenues, expenses, and assets are recognised net of GST, except:

- a) where the amount of GST incurred is not recoverable from the Australian Taxation Office
- b) for receivables and payables.

## **Events after the reporting period**

There have been no significant subsequent events after the reporting period that impact on the financial statement for the year ended 30 June 2024.



# Notes to and forming part of the financial statements

## Financial performance

This section analyses the financial performance of ARPANSA for the year ended 30 June 2024.

### Note 1.1: Expenses

#### 1.1A: Employee benefits

	2024	2023
	\$	\$
Wages and salaries	<b>17,064,784</b>	14,630,462
Superannuation - defined contribution	<b>2,371,572</b>	1,952,784
Superannuation - defined benefit	<b>937,747</b>	815,642
Leave and other entitlements	<b>3,133,414</b>	2,954,080
Separation and redundancies	-	54,393
<b>Total employee benefits</b>	<b>23,507,518</b>	20,407,361

#### Accounting policy

Accounting policies for employee related expenses are contained in the People and relationships section.

**1.1B: Suppliers**

	2024	2023
	\$	\$
<b>Goods and services supplied or rendered</b>		
Audit fees - ANAO	56,000	56,000
Audit fees - Outsourced	62,783	27,509
Advisory council and committees	230,950	118,162
Communications	167,993	165,942
Construction and maintenance - Comprehensive Nuclear-Test-Ban Treaty	827,755	787,591
Contractors/consultants	2,404,421	2,113,627
Information technology	1,776,593	1,440,842
Insurance	119,583	110,502
Laboratory and office supplies	382,313	337,230
Monitors	563,263	221,041
Postage and freight	223,271	222,550
Reference material and subscriptions	366,910	353,494
Repair and maintenance	647,404	596,079
Research agreements	142,532	752,338
Training and conferences	492,594	318,632
Travel	2,007,492	1,768,009
Utilities	454,684	529,568
Other goods and services	594,339	533,722
<b>Total goods and services supplied or rendered</b>	<b>11,520,878</b>	<b>10,452,838</b>
Goods supplied	1,999,578	2,131,158
Services rendered	9,521,299	8,321,680
<b>Total goods and services supplied or rendered</b>	<b>11,520,878</b>	<b>10,452,838</b>
<b>Other supplier expenses</b>		
Workers' compensation premiums	61,480	41,815
<b>Total other supplier expenses</b>	<b>61,480</b>	<b>41,815</b>

<b>Total supplier expenses</b>	<b>11,582,358</b>	10,494,653
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**Note 1.1C: Finance costs**

	<b>2024</b>	2023
	\$	\$
<b>Interest on lease liabilities</b>	<b>10,169</b>	4,508

**Note 1.1D: Write-down and impairment of other assets**

	<b>2024</b>	2023
	\$	\$
Property, plant, and equipment - write-off	<b>23,643</b>	27,739
Computer software - write-off	-	3,092
Inventories – write-off	<b>455</b>	-
<b>Impairment on trade and other receivables</b>	<b>24,098</b>	30,831

**Note 1.1E: Foreign exchange losses**

	<b>2024</b>	2023
	\$	\$
Non-speculative	<b>10,174</b>	4,502
<b>Total foreign exchange losses</b>	<b>10,174</b>	4,502

**Accounting policy**

Gains and losses from foreign currency are recognised when incurred.

## Note 1.2: Own-source revenue and gains

**Own-source revenue****1.2A: Revenue from contracts with customers**

	2024	2023
	\$	\$
Sale of goods and rendering of services	<b>9,429,993</b>	10,265,472
<b>Total revenue from contracts with customers</b>	<b>9,429,993</b>	10,265,472
<b>Major product / service line:</b>		
Scientific services - Personal Radiation Monitoring Service	<b>2,957,274</b>	2,838,572
Construction and maintenance - Comprehensive Nuclear-Test-Ban Treaty	<b>2,528,360</b>	2,125,425
Australian clinical dosimetry service	<b>1,300,561</b>	2,103,810
Other scientific services	<b>2,643,798</b>	3,197,665
	<b>9,429,993</b>	10,265,472
<b>Type of customer:</b>		
Australian Government entities (related parties)	<b>1,359,027</b>	1,779,391
State and territory governments	<b>1,138,848</b>	1,306,773
Non-government entities	<b>6,932,118</b>	7,179,308
	<b>9,429,993</b>	10,265,472
<b>Timing of transfer of goods and services:</b>		
Over time	<b>3,828,921</b>	4,229,235
Point in time	<b>5,601,072</b>	6,036,237
	<b>9,429,993</b>	10,265,472

## Accounting policy

Revenue from the sale of goods is recognised when control has been transferred to the buyer.

ARPANSA's 'Sale of goods and services contract' falls within scope of AASB 15. Performance obligations are required by enforceable contracts and are sufficiently specific to enable ARPANSA to determine when they have been satisfied.

The following is a description of principal activities from which ARPANSA generates its revenue:

- i. Personal Radiation Monitoring Service – monitors potential ionising radiation exposure to workers in fields such as medical, dental, chiropractic, industrial and mining.
- ii. Comprehensive Nuclear-Test-Ban Treaty (CTBT) – ARPANSA is responsible for carrying out Australia's radionuclide monitoring obligations to the CTBT. In this capacity, ARPANSA has worked to establish the international monitoring systems required to monitor treaty compliance through the installation, implementation, and operation of 7 stations within Australia and its territories. The CTBT team within ARPANSA has also expanded to include operational responsibility for the radionuclide stations situated in Fiji and Kiribati.
- iii. ACDS – ARPANSA's national independent dosimetry auditing program, providing quality assurance for radiation oncology facilities and patients. The ACDS has been operating since February 2011.
- iv. Other scientific services including testing and calibrations (ultraviolet and radio analytical services), training and hire of radiation meters.

Receivables for goods and services, which have 30-day terms, are recognised at the nominal amounts due, less any impairment allowance account. Collectability of debts are reviewed at end of the reporting period. Allowances are made when collectability of the debt is no longer probable.

### Note 1.2B: Licence fees

	2024	2023
	\$	\$
Application fees	<b>10,607</b>	12,691
Annual charges	<b>5,956,751</b>	5,738,798
<b>Total licence fees</b>	<b>5,967,358</b>	5,751,489

## Accounting policy

Under paragraph 34(b) of the *Australian Radiation Protection and Nuclear Safety Act 1998*, an application for a licence must be accompanied by a fee prescribed in the regulations. Revenue for licence applications is recognised when an application for a licence is received.

**Note 1.2C: Other revenue**

	2024	2023
	\$	\$
Resources received free of charge - ANAO	<b>56,000</b>	56,000
<b>Total other revenue</b>	<b>56,000</b>	56,000

**Accounting policy**

Resources received free of charge are recognised as revenue when, and only when a fair value can be reliably determined, and the services would have been purchased if they had not been donated. Use of those resources is recognised as an expense.

Resources received free of charge are recorded as either revenue or gains depending on their nature.

**1.2D: Revenue from Government**

	2024	2023
<b>Appropriation:</b>	<b>\$</b>	<b>\$</b>
Departmental appropriation	<b>23,697,000</b>	15,190,000
<b>Total revenue from Government</b>	<b>23,697,000</b>	15,190,000

**Accounting policy**

Amounts appropriated for departmental appropriations for the year (adjusted for any formal additions and reductions) are recognised as revenue from Government when the entity gains control of the appropriation, except for certain amounts that relate to activities that are reciprocal in nature, in which case revenue is recognised only when it has been earned.

Section 56 (3) of the *Australian Radiation Protection and Nuclear Safety Act 1998* requires that money appropriated by the Parliament be transferred to the Special Account (notes 2.1A and 3.2 refer).

Appropriations receivables are recognised at their nominal amounts.

## Financial position

This section analyses ARPANSA's assets used to conduct its operations, and the operating liabilities incurred as a result for the year ended 2024. Employee related information is disclosed in the People and relationships section.

### Note 2.1: Financial assets

#### Note 2.1A: Cash and cash equivalents

	2024	2023
	\$	\$
Cash in Special Accounts	<b>1,174,647</b>	1,317,930
Cash on hand or on deposit	<b>49,157</b>	39,345
<b>Total cash and cash equivalents</b>	<b>1,223,804</b>	1,357,275

The closing balance of Cash in Special Accounts does not include any amounts held in trust: (nil in 2023).

#### Accounting policy

Cash is recognised at its nominal amount. Cash and cash equivalents include:

- a) cash at bank
- b) cash in Special Accounts.

## Note 2.1B: Trade and other receivables

	2024	2023
	\$	\$
<b>Goods and services receivables</b>		
Goods and services	756,684	822,764
<b>Total goods and services receivables</b>	<b>756,684</b>	<b>822,764</b>
<b>Appropriations receivable:</b>		
For existing program 6131	5,302,000	4,446,000
Departmental capital budget program 6131	1,360,000	1,552,000
For existing program 1115	2,995,000	-
Undrawn equity injection program 1115	9,068,000	-
<b>Total appropriations receivable</b>	<b>18,725,000</b>	<b>5,998,000</b>
<b>Other receivables</b>		
Statutory receivables – GST	86,000	116,607
Leave liabilities transfer	62,115	-
<b>Total other receivables</b>	<b>148,115</b>	<b>116,607</b>
<b>Total trade and other receivables (gross)</b>	<b>19,629,799</b>	<b>6,937,371</b>
Less impairment loss allowance	(36,782)	(38,708)
<b>Total trade and other receivables (net)</b>	<b>19,593,017</b>	<b>6,898,663</b>

Goods and services receivable was with entities external to the Australian Government. Credit terms are net 30 days (2023: 30 days).



## Accounting policy

### Receivables

Trade receivables, and other receivables that are held for the purpose of collecting the contractual cash flows where the cash flows are solely payments of principal and interest, and that are not provided at below-market interest rates, are subsequently measured at amortised cost using the effective interest method adjusted for any loss allowance.

#### *Reconciliation of impairment allowance*

<b>Goods and services</b>	<b>2024</b>	<b>2023</b>
	\$	\$
<b>Opening balance</b>	<b>38,708</b>	43,012
Amounts recovered and reversed	-	807
Amounts written off	<b>(1,926)</b>	(5,111)
<b>Closing balance</b>	<b>36,782</b>	38,708

#### Note 2.1C: Other financial assets

	<b>2024</b>	<b>2023</b>
	\$	\$
Accrued revenue	<b>674,741</b>	<b>616,917</b>
<b>Total other financial assets</b>	<b>674,741</b>	<b>616,917</b>

Total other financial assets are expected to be recovered in no more than 12 months.

## Accounting policy

Financial assets are assessed for impairment at the end of each reporting period.

## Note 2.2: Non-financial assets

### Note 2.2A: Reconciliation of the opening and closing balances of property, plant and equipment and intangible

	Land	Buildings	Leasehold improvements	Plant and equipment	Computer software <sup>1</sup>	Other intangibles - Trademarks	Total
	\$	\$	\$	\$	\$	\$	\$
<b>As at 1 July 2023</b>							
Gross book value	12,500,000	36,677,721	35,850	14,112,748	4,933,512	3,200	68,263,031
Accumulated depreciation, amortisation and impairment	-	-	-	-	(3,516,781)	(1,345)	(3,518,126)
<b>Total as at 1 July 2023</b>	<b>12,500,000</b>	<b>36,677,721</b>	<b>35,850</b>	<b>14,112,748</b>	<b>1,416,731</b>	<b>1,855</b>	<b>64,744,905</b>
Additions:							
Purchase		838,894	339,598	2,401,941	2,146,676	-	5,727,109
Right-of-use assets	-	1,587,217	-	-	-	-	1,587,217
Revaluations and impairments recognised in other comprehensive income	700,000	2,265,138	-	-	-	-	2,965,138
Depreciation and amortisation	-	(1,563,007)	(35,850)	(2,387,893)	(374,377)	(320)	(4,361,447)
Depreciation on right-of-use assets	-	(249,871)	-	-	-	-	(249,871)
Other movements:							
Reclassification	-	-	-	8,896	-	-	8,896
WIP - expensed	-	-	-	-	(67,573)	-	(67,573)
Other movements of right-of-use assets	-	15,614	-	-	-	-	15,614

Disposals:							
Write-offs	-	-	-	(23,643)	-	-	(23,643)
<b>Total as at 30 June 2024</b>	<b>13,200,000</b>	<b>39,571,706</b>	<b>339,598</b>	<b>14,112,049</b>	<b>3,121,457</b>	<b>1,535</b>	<b>70,346,345</b>
<b>Total as at 30 June 2024 represented by:</b>							
Gross book value	13,200,000	39,821,577	339,598	16,464,775	6,991,943	3,200	76,821,093
Accumulated depreciation, amortisation, and impairment	-	(249,871)	-	(2,352,726)	(3,870,486)	(1,665)	(6,474,748)
<b>Total as at 30 June 2024</b>	<b>13,200,000</b>	<b>39,571,706</b>	<b>339,598</b>	<b>14,112,049</b>	<b>3,121,457</b>	<b>1,535</b>	<b>70,346,345</b>
Carrying amount of right-of-use assets	-	1,499,038	-	-	-	-	1,499,038

1. The carrying amount of computer software included \$1,106,645 purchased software and \$2,014,812 internally developed software.

There were no indicators of impairment found for property, plant, and equipment.

No property plant and equipment or intangibles are expected to be sold or disposed of within the next 12 months.

### Revaluations of non-financial assets

All revaluations were conducted in accordance with the revaluation policy as stated in this note. On 30 June 2024, an independent valuer conducted revaluations of Land (increment \$700,000) and Buildings on freehold land (increment of \$2,265,138).

### Contractual commitments for the acquisition of property, plant, equipment and intangible assets

Contractual commitments totalled \$3,885,982 in 2024 and (\$2,187,205 in 2023) for the acquisition of property, plant, equipment and intangible assets.

### Accounting policy

Assets are recorded at cost on acquisition, except as stated below. The cost of acquisition includes the fair value of assets transferred in exchange and liabilities undertaken.

## Part 5: Financial statements

Assets acquired at no cost, or for nominal consideration, are initially recognised as assets and income at their fair value at the date of acquisition, unless acquired as a consequence of restructuring of administrative arrangements. In the latter case, assets are initially recognised as contributions by owners at the amounts at which they were recognised in the transferor's accounts immediately prior to the restructuring.

### **Asset recognition threshold**

Purchases of property, plant and equipment are recognised initially at cost in the Statement of Financial Position, except for purchases costing less than \$2,000, which are expensed in the year of acquisition (other than where they form part of a group of similar items which are significant in total).

### **Leased Right of Use (ROU) assets**

Leased ROU assets are capitalised at the commencement date of the lease and comprise the initial lease liability amount and initial direct costs incurred when entering into the lease, less any lease incentives received. These assets are accounted for by Commonwealth lessees as separate asset classes to corresponding assets owned outright but included in the same column, as where the corresponding underlying assets would be presented if they were owned.

On initial adoption of AASB 16, ARPANSA has adjusted the ROU assets at the date of initial application by the amount of any provision for onerous leases recognised immediately before the date of initial application. Following initial application, an impairment review is undertaken for any right of use lease asset that shows indicators of impairment, and an impairment loss is recognised against any right of use lease asset that is impaired. Lease ROU assets continue to be measured at cost after initial recognition in Commonwealth agency, GGS and Whole of Government financial statements.

### **Revaluations**

Following initial recognition at cost, property plant and equipment (excluding ROU assets) are carried at fair value (or an amount not materially different from fair value), less subsequent accumulated depreciation and accumulated impairment losses. Valuations are conducted with sufficient frequency to ensure that the carrying amounts of assets do not differ materially from the assets' fair values as at the reporting date. The regularity of independent valuations depends upon the volatility of movements in market values for the relevant assets.

Revaluation adjustments are made on a class basis. Any revaluation increment is credited to equity under the heading of asset revaluation reserve, except to the extent that it reverses a previous revaluation decrement of the same asset class that was previously recognised in the surplus/deficit. Revaluation decrements for a class of assets are recognised directly in the surplus/deficit, except to the extent that they reverse a previous revaluation increment for that class.

Any accumulated depreciation as at the revaluation date is eliminated against the gross carrying amount of the asset and the asset restated to the revalued amount.

Independent valuers from the Jones Lang LaSalle Advisory Services Pty Ltd conducted a desktop valuation of land and buildings on 30 June 2024.

Revaluation increments of \$700,000 for land (increment 2023: \$490,000) and \$2,265,138 for buildings on freehold land (2023: \$21,006,928) were transferred to the asset revaluation reserve surplus by asset class and included in the equity section of the statement of financial position.

### Depreciation

Depreciable property plant and equipment assets are written-off to their estimated residual values over their estimated useful lives to ARPANSA using, in all cases the straight-line method of depreciation.

Depreciation rates (useful lives), residual values and methods are reviewed at each reporting date and necessary adjustments are recognised in the current, or current and future reporting periods, as appropriate.

Depreciation rates applying to each class of depreciable asset are based on the following useful lives:

Asset Class	2024 and 2023
Buildings on freehold land	23 years
Leasehold improvements	Lesser of useful life or lease term
Plant and equipment	1 to 38 years
Intangibles	1 to 17 years

The depreciation rates for ROU assets are based on the commencement date to the earlier of the end of the useful life of the ROU asset or the end of the lease term.

### Impairment

All assets were assessed for impairment as at 30 June 2024. Where indications of impairment exist, the asset's recoverable amount is estimated, and an impairment adjustment made, if the asset's recoverable amount is less than its carrying amount.

The recoverable amount of an asset is the higher of its fair value less costs to sell and its value in use. Value in use is the present value of the future cash flows expected to be derived from the asset. Where the future economic benefit of an asset is not primarily dependent on the asset's ability to generate future cash flows, and the asset would be replaced if ARPANSA were deprived of the asset, its value in use is taken to be its depreciated replacement cost.

### Derecognition

An item of property, plant and equipment is derecognised upon disposal or when no further future economic benefits are expected from its use or disposal.

### Intangibles

ARPANSA's intangibles comprise purchased software, internally developed software for internal use and trademarks. These assets are carried at cost, less accumulated amortisation, and accumulated impairment losses.

All Intangibles were assessed for or indications of impairment as at 30 June 2024.

## Note 2.2B Inventories

	2024	2023
	\$	\$
<b>Inventories held for sale</b>		
Finished goods	<b>28,030</b>	31,949
<b>Total inventories held for sale</b>	<b>28,030</b>	31,949
Inventories held for distribution	<b>400,400</b>	128,323
<b>Total inventories</b>	<b>428,430</b>	160,272

During 2023-24, \$31,640 of inventory held for sale was recognised as an expense (2022-23: \$27,094).

During 2023-24, \$487,892 of inventory held for distribution was recognised as an expense (2022-23: \$151,687).

All inventory is expected to be sold or distributed in the next 12 months.

### Accounting policy

Inventories held for sale are valued at the lower of cost and net realisable value.

Inventories held for distribution are valued at cost, adjusted for any loss of service potential.

### Note 2.2C: Inventories – Prior period error

The 2023 Inventories held for distribution balance has been re-stated, to correctly reflect the balance of inventory on-hand. AASB 102 requires when inventories held for distribution are distributed, the carrying amount of those inventories shall be recognised as an expense.

	<b>2024</b>	2023
	<b>\$</b>	<b>\$</b>
<b>Account</b>	<b>Previously reported</b>	<b>Adjustment</b>
		<b>Restated</b>
Inventories held for distribution	1,817,321	(1,688,998)
Retained Earnings - Opening balance	(17,834,717)	(1,688,998)
Total Equity- Opening balance	46,283,787	(1,688,998)
		44,594,789

### Note 2.2D: Other non-financial assets

	<b>2024</b>	2023
	<b>\$</b>	<b>\$</b>
<b>Prepayments</b>	<b>1,609,165</b>	894,867
<b>Total other non-financial assets</b>	<b>1,609,165</b>	894,867

No indicators of impairment were found for other non-financial assets.

## Note 2.3: Payables

### Note 2.3A: Suppliers

	2024	2023
	\$	\$
Trade creditors and accruals	809,482	1,035,837
<b>Total suppliers</b>	<b>809,482</b>	<b>1,035,837</b>

Settlement is usually made within 20 days.

### Note 2.3B: Other payables

	2024	2023
	\$	\$
Salaries and wages	481,951	438,629
Superannuation	89,960	79,188
Unearned income	29,460	84,790
Other	36,191	39,345
<b>Total other payables</b>	<b>637,562</b>	<b>641,952</b>

## Note 2.4: Interest bearing liabilities

	2024	2023
	\$	\$
Lease liabilities	1,514,385	141,531
<b>Total leases</b>	<b>1,514,385</b>	<b>141,531</b>

### Maturity analysis - contractual undiscounted cash flows

Within 1 year	252,146	138,087
Between 1 to 5 years	1,312,766	-
<b>Total leases</b>	<b>1,564,912</b>	<b>138,087</b>

Total cash outlay for leases for the year ended 30 June 2024 was \$229,978 (2023: \$221,066).

### Accounting policy

Refer to the Overview section for accounting policy on leases.



## Funding

This section identifies ARPANSA's funding structure.

### Note 3.1: Appropriations

In accordance with section 56 of the *Australian Radiation Protection and Nuclear Safety Act 1998*, all monies received by ARPANSA are to be paid into the ARPANSA Special Account. Pursuant to this section, all monies paid into this account are automatically appropriated for the use of ARPANSA.

#### Note 3.1A: Annual appropriations ('recoverable GST exclusive')

##### Annual Appropriations for 2024

	Annual appropriation <sup>1</sup>	Adjustments to appropriation <sup>2</sup>	Total appropriation	Appropriation applied in 2024 (current and prior years)	Variance <sup>3</sup>
	\$	\$	\$	\$	\$
<b>DEPARTMENTAL</b>					
Ordinary annual services	23,697,000	-	23,697,000	19,864,746	3,832,254
Capital Budget <sup>4</sup>	4,850,000	-	4,850,000	5,042,000	(192,000)
Other services					
Equity injections	10,468,000	-	10,468,000	1,400,000	9,068,000
<b>Total departmental</b>	<b>39,015,000</b>	<b>-</b>	<b>39,015,000</b>	<b>26,306,746</b>	<b>12,708,254</b>

Notes:

- No funds have been withheld (Section 51 of the PGPA Act) in accordance with government decisions.
- No adjustments have been applied to Appropriations.
- The variance of \$12,708,524 reflects the movement at 30 June 2024 in appropriation receivable amount for ordinary annual services, capital budget and other services and cash at bank.
- Departmental Capital Budgets are appropriated through Appropriation Acts (No.1,3,5). They form part of ordinary annual services and are not separately identified in the Appropriation Acts.

**Annual Appropriations for 2023**

	Annual appropriation <sup>1</sup>	Adjustments to appropriation <sup>2</sup>	Total appropriation	Appropriation applied in 2023 (current and prior years)	Variance <sup>3</sup>
	\$	\$	\$	\$	\$
<b>DEPARTMENTAL</b>					
Ordinary annual services	15,465,000	-	15,465,000	14,111,000	1,354,000
Capital Budget <sup>4</sup>	2,052,000	-	2,052,000	3,028,000	(976,000)
Other services					
Equity injections	-	-	-	545,000	(545,000)
<b>Total departmental</b>	<b>17,517,000</b>	<b>-</b>	<b>17,517,000</b>	<b>17,684,000</b>	<b>(167,000)</b>

## Notes:

1. Funds totalling \$275,000 have been withheld (Section 51 of the PGPA Act) in accordance with government decisions.
2. No adjustments have been applied to Appropriations.
3. The variance of \$167,000 reflects the movement in appropriation receivable amount at 30 June 2023 for ordinary annual services, capital budget and other services, offset by \$275,000 funds withheld under section 51 of the PGPA Act.
4. Departmental Capital Budgets are appropriated through Appropriation Acts (No.1,3,5). They form part of ordinary annual services and are not separately identified in the Appropriation Acts.

**Note 3.1B: Unspent annual appropriations ('recoverable GST exclusive')**

	2024	2023
<b>Authority</b>	<b>\$</b>	<b>\$</b>
<b>DEPARTMENTAL</b>		
Appropriation Act (No. 1) 2023-24	<b>9,657,000</b>	-
Appropriation Act (No. 2) 2023-24 - equity injection	<b>9,068,000</b>	-
Appropriation Act (No. 1) 2023-24 - cash at bank	<b>20,869</b>	-
Appropriation Act (No. 1) 2022-23	-	355,000
Appropriation Act (No. 3) 2022-23	<b>275,000</b>	5,918,000
Appropriation Act (No. 1) 2022-23 - cash at bank	-	39,345
<b>Total Departmental</b>	<b>19,020,869</b>	6,312,345

## Note 3.2: Special accounts

ARPANSA Special Account (Departmental)

Establishing Instrument: *Australian Radiation Protection and Nuclear Safety Act 1998*; s56(4)

Appropriation: *PGPA Act 2013*; s80

Purpose: The purpose of the Special Account is set out in the *Australian Radiation Protection and Nuclear Safety Act 1998* at section 56(4):

'The purposes of the Special Account are to make payments:

- a) to further the object of this Act (as set out in section 3); and
- b) otherwise in connection with the performance of the CEO's functions under this Act or the Regulations.'

	2024	2023
	\$	\$
<b>Balance brought forward from previous period</b>	<b>1,357,275</b>	5,181,632
<b>Increases</b>		
Departmental	<b>36,008,371</b>	31,271,662
<b>Total increase</b>	<b>36,008,371</b>	31,271,662
<b>Available for payments</b>	<b>37,365,646</b>	36,453,294
<b>Decreases</b>		
Departmental	<b>(36,190,999)</b>	(35,096,019)
<b>Total decrease</b>	<b>(36,190,999)</b>	(35,096,019)
<b>Total Balance carried to next period</b>	<b>1,174,647</b>	1,357,275
<b>Balance represented by:</b>		
Cash held in entity bank accounts	<b>1,174,647</b>	1,357,275
<b>Total Balance carried to next period</b>	<b>1,174,647</b>	1,357,275

### Note 3.3 Regulatory charging

	2024	2023
	\$	\$
<b>Expenses</b>		
Departmental	279,916	255,703
<b>Total expenses</b>	<b>279,916</b>	255,703
<b>External Revenue</b>		
Departmental	279,916	255,703
<b>Total expenses</b>	<b>279,916</b>	255,703

Regulatory charging activity – Import/Export permits.

Documentation (Cost Recovery Implementation Statement) for the above activity is available at:

[www.arpansa.gov.au/regulation-and-licensing/licensing/import-export-permits](http://www.arpansa.gov.au/regulation-and-licensing/licensing/import-export-permits).

### Note 3.4: Net cash appropriation arrangements

	2024	2023
	\$	\$
<b>Total comprehensive income - as per Statement of Comprehensive Income</b>	<b>2,369,854</b>	19,585,003
Plus: depreciation/amortisation of assets funded through appropriations (departmental capital budget funding and/or equity injection)	<b>4,361,447</b>	3,297,369
Plus: depreciation right-of-use asset <sup>1</sup>	<b>249,871</b>	215,445
Less: principal repayment - leased asset <sup>2</sup>	<b>(230,836)</b>	(221,066)
<b>Net Cash Operating Surplus</b>	<b>6,750,336</b>	22,876,751

1. From 2010-11, the Government introduced net cash appropriation arrangements whereby revenue appropriations for depreciation/amortisation expenses of non-corporate Commonwealth entities and selected corporate Commonwealth entities were replaced with a separate capital budget provided through equity injections. Capital budgets are to be appropriated in the period when cash payment for capital expenditure is required.

2. The inclusion of depreciation/amortisation expenses related to ROU leased assets and the lease liability principal repayment amount reflects the impact of AASB 16 Leases, which does not directly reflect a change in appropriation arrangements.

## People and relationships

This section identifies a range of employment and post-employment benefits provided to our people and our relationships with other key people.

### Note 4.1: Employee provisions

	2024	2023
	\$	\$
<b>Employee provisions</b>		
Leave	<b>6,994,427</b>	6,621,786
<b>Total employee provisions</b>	<b>6,994,427</b>	6,621,786

#### Accounting policy

Liabilities for 'short-term employee benefits' and termination benefits expected to be settled within 12 months of the end of the reporting period are measured at their nominal amounts.

The nominal amount is calculated with regard to the rates expected to be paid on settlement of the liability.

Other long-term employee benefit liabilities are measured as net total of the present value of the defined benefit obligation at the end of the reporting period minus the fair value at the end of the reporting period of plan assets (if any), out of which the obligations are to be settled directly.

#### Leave

The liability for employee benefits includes provision for annual leave and long service leave. No provision has been made for sick leave, as all sick leave is non-vesting and the average sick leave taken in future years by employees of the entity is estimated to be less than the annual entitlement for sick leave.

The leave liabilities are calculated on the basis of employees' remuneration at the estimated salary rates that will be applied at the time the leave is taken, including the entity's employer superannuation contribution rates, to the extent that the leave is likely to be taken during service rather than paid out on termination.

The liability for long service leave is recognised and measured at the present value of the estimated future cash flows to be made in respect of employees as at 30 June 2024. The estimate of the present value of the liability takes into account attrition rates and pay increases through promotion and inflation.

#### Separation and redundancy

Provision is made for separation and redundancy benefit payments. The entity recognises a provision for termination when it has developed a detailed plan for terminations and has informed those employees affected that it will carry out the terminations.

### **Superannuation**

The majority of staff of ARPANSA are members of the Commonwealth Superannuation Scheme (CSS), the Public Sector Superannuation Scheme (PSS) or the PSS accumulation plan (PSSap), and the Australian Government Employee Superannuation Trust (AGEST). There are a small number of staff covered under various other superannuation schemes.

The CSS and PSS are defined benefit schemes for the Australian Government. The PSSap is a defined contribution scheme. The AGEST Superannuation Trust is an industry fund which was previously the Australian Government default superannuation fund for non-ongoing employees.

The liability for defined benefits is recognised in the financial statements of the Australian Government and is settled by the Australian Government in due course. This liability is reported in the Department of Finance's administered schedules and notes.

ARPANSA makes employer contributions to the employees' superannuation scheme at rates determined by an actuary to be sufficient to meet the current cost to the Government. ARPANSA accounts for the contributions as if they were contributions to defined contribution plans.

The liability for superannuation recognised as at 30 June represents outstanding contributions for the final fortnight of the year.

## Note 4.2: Key management personnel remuneration

Key management personnel are those persons having authority and responsibility for planning, directing, and controlling the activities of the entity, directly or indirectly, including any director (whether executive or otherwise) of that entity. ARPANSA has determined the key management personnel to be the Chief Executive and 6 Branch and Office Heads. Key management personnel remuneration is reported in the table below:

	2024	2023
	\$	\$
Short-term employee benefits	<b>1,817,251</b>	1,623,883
Post-employment benefits	<b>271,562</b>	227,655
Other long-term employee benefits	<b>61,729</b>	37,645
<b>Total key management personnel remuneration expenses<sup>1</sup></b>	<b>2,150,542</b>	1,889,183

1. The above key management personnel remuneration excludes the remuneration and other benefits of the Portfolio Minister. The Portfolio Minister's remuneration and other benefits are set by the Remuneration Tribunal and are not paid by the entity.

The total number of key management personnel included in the above table are 8 individuals (2023: 7). In 2024, there was 1 individual employed in a key management personnel role for part of the year only (2023: nil).

## Note 4.3: Related party disclosures

### Related party relationships

The entity is an Australian Government controlled entity. Related parties to this entity are key management personnel, including the Portfolio Minister and Executive, and other Australian Government entities.

### Transactions with related parties

Given the breadth of Government activities, related parties may transact with the government sector in the same capacity as ordinary citizens. Such transactions include the payment or refund of taxes, receipt of a Medicare rebate or higher education loans. These transactions have not been separately disclosed in this note.

Giving consideration to relationships with related entities, and transactions entered into during the reporting period by the entity, it has been determined that there are no related party transactions to be separately disclosed.

## Managing uncertainties

This section analyses how ARPANSA manages financial risks within its operating environment.

### Note 5.1: Contingent liabilities and assets

As at 30 June 2024, ARPANSA had no quantifiable or unquantifiable contingencies. (2023: Nil).

#### Accounting policy

Contingent liabilities and contingent assets are not recognised in the Statement of Financial Position but are reported in the notes. They may arise from uncertainty as to the existence of a liability or asset or represent an asset or liability in respect of which the amount cannot be reliably measured. Contingent assets are disclosed when settlement is probable but not virtually certain and contingent liabilities are disclosed when settlement is greater than remote.

### Note 5.2: Financial instruments

#### Note 5.2A: Categories of financial instruments

	2024	2023
	\$	\$
<b>Financial assets at amortised cost</b>		
Cash and cash equivalents	<b>1,223,804</b>	1,357,275
Trade and other receivables	<b>719,902</b>	784,056
Other financials assets	<b>674,741</b>	616,917
<b>Total financial assets at amortised cost</b>	<b>2,618,447</b>	2,758,248
<b>Financial liabilities measured at amortised cost</b>		
Trade creditors	<b>809,482</b>	1,035,837
<b>Total financial liabilities measured at amortised cost</b>	<b>809,482</b>	1,035,837



## Accounting policy

### Financial assets

ARPANSA classifies its financial assets in the following category:

a) financial assets measured at amortised cost.

The classification depends on both ARPANSA's business model for managing the financial assets and contractual cash flow characteristics at the time of initial recognition. Financial assets are recognised when ARPANSA becomes a party to the contract and, as a consequence, has a legal right to receive or a legal obligation to pay cash, and derecognised when the contractual rights to the cash flows from the financial asset expire or are transferred upon trade date.

#### *Financial assets at amortised cost*

Financial assets included in this category need to meet two criteria:

1. the financial asset is held in order to collect the contractual cash flows
2. the cash flows are solely payments of principal and interest (SPPI) on the principal outstanding amount.

Amortised cost is determined using the effective interest method.

#### *Effective interest method*

Income is recognised on an effective interest rate basis for financial assets that are recognised at amortised cost.

#### *Impairment of financial assets*

Financial assets are assessed for impairment at the end of each reporting period based on Expected Credit Losses, using the general approach (which measures the loss allowance based on an amount equal to lifetime expected credit losses where risk has significantly increased, or an amount equal to 12-month expected credit losses if risk has not increased).

The simplified approach for trade receivables is used. This approach always measures the loss allowance as the amount equal to the lifetime expected credit losses.

A write-off constitutes a derecognition event, where the write-off directly reduces the gross carrying amount of the financial asset.

### Financial liabilities

Financial liabilities are classified as other liabilities. Financial liabilities are recognised and derecognised upon 'trade date'.

#### *Other financial liabilities*

Supplier and other payables are recognised at amortised cost. Liabilities are recognised to the extent that the goods or services have been received (and irrespective of having been invoiced).

## Note 5.3: Fair value measurements

The following table provides an analysis of assets and liabilities that are measured at fair value.

### Accounting policy

When an asset or liability, financial or non-financial, is measured at fair value for recognition or disclosure purposes, the fair value is based on the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date; and assumes that the transaction will take place either in the principle market or – in the absence of a principal market – in the most advantageous market.

Fair value is measured using the assumptions that market participants would use when pricing the asset or liability, assuming they act in their economic best interest. For non-financial assets, the fair value measurement is based on its highest and best use. Valuation techniques that are appropriate in the circumstances and for which sufficient data are available to measure fair value are used, maximising the use of relevant observable inputs, and minimising the use of unobservable inputs.

For recurring and non-recurring fair value measurements, external valuers may be used when internal expertise is either not available or when the valuation is deemed to be significant. External valuers are selected based on market knowledge and reputation. Where there is a significant change in fair value of an asset or liability from one period to another, an analysis is undertaken, which includes a verification of the major inputs applied in the latest valuation and a comparison, where applicable, with external sources of data.

### Note 5.3A: Fair value measurements

	<b>Fair value measurements at the end of the reporting period</b>	
	<b>2024</b>	2023
	\$	\$
<b>Non-financial assets</b>		
Land	<b>13,200,000</b>	12,500,000
Buildings on freehold land	<b>38,072,668</b>	36,536,190
Leasehold improvements	<b>339,598</b>	35,850
Plant and equipment	<b>14,112,049</b>	14,112,748
<b>Total non-financial assets</b>	<b>65,724,315</b>	63,184,788

No change in valuation technique occurred during the period.

## Other information

### Note 6.1: Current/non-current distinction for assets and liabilities

	2024	2023
	\$	\$
<b>Assets expected to be recovered in:</b>		
<b>No more than 12 months</b>		
Cash and cash equivalents	1,223,804	1,357,275
Trade and other receivables	19,593,017	6,898,663
Other financial assets	674,741	616,917
Other non-financial assets	1,609,165	894,867
Inventory	428,430	1,849,270
<b>Total no more than 12 months</b>	<b>23,529,157</b>	<b>9,927,993</b>
<b>More than 12 months</b>		
Land and buildings	53,111,304	49,213,571
Plant and equipment	14,112,048	14,112,748
Computer software	3,121,457	1,416,731
Other intangibles	1,535	1,855
<b>Total more than 12 months</b>	<b>70,346,344</b>	<b>64,744,905</b>
<b>Total assets</b>	<b>93,875,501</b>	<b>74,672,898</b>
<b>Liabilities expected to be settled in:</b>		
<b>No more than 12 months</b>		
Suppliers	809,482	1,035,837
Other payables	637,562	641,952
Leases	252,146	138,087
Employee provisions	1,981,196	1,843,131
<b>Total no more than 12 months</b>	<b>3,680,386</b>	<b>3,659,007</b>
<b>More than 12 months</b>		
Leases	1,262,239	-
Employee provisions	5,013,231	4,667,721

Part 5: Financial statements

<b>Total no more than 12 months</b>	<b>6,275,470</b>	4,667,721
<b>Total liabilities</b>	<b>9,955,856</b>	8,326,728

# Part 6: Appendices

## Appendix 1

### ARPANSA licensing activities

ARPANSA strives to support high levels of licence holder compliance with the Act and Regulations. It does so by actively engaging with licensees, providing regulatory guidance and through a risk-informed program of regulatory oversight that includes assessment, self-reporting and inspection.

### Details of licence breaches in the financial year

ARPANSA categorises breaches of licence conditions based on whether the potential risks to safety were either minor or significant. Breaches with minor implications for safety are typically administrative failures to meet regulatory requirements. Examples include poor safety signage, not keeping records or inventories up to date, not reviewing or updating plans and not submitting reports to ARPANSA on time.

Breaches with significant implications for safety typically occur where there is an actual exposure or a risk of significant exposure to people or the environment.

### Breaches with significant implications for safety

There were 2 breaches with significant implications for safety:

- ANSTO's Centre for Accelerator Science was found in breach for failing to comply with licence conditions set out in sections 57A and 60 of the regulations (prevention of human and organisational failures and safety management). The breach regarded a deviation from standard operating procedures and adherence to radiation protection requirements that had the potential to cause a significant radiation exposure of workers. This breach was similar to another breach finding in the previous reporting period.
- ANSTO's Nuclear Medicine business was found to have breached Section 60(1) of the regulations for failing to manage safety. ANSTO failed to maintain the leak detection and level gauge systems on intermediate level liquid waste tanks, resulting in a long-term reduction in defence in depth at the facility. Leakage from the tank may have caused an environmental incident.

### Breaches with no, or minor, safety implications during the year

There were 5 breaches with minor safety implications or administrative failures to meet regulatory requirements:

- Geoscience Australia was found to have failed to follow its plans and arrangements (s60 of the Regulations) by not undertaking an annual review of its Radiation Management Plan. A review had not been undertaken for 3 years.

## Part 6: Appendices

- The Department of Defence was found to have breached a condition of licence that restricted its dealing of a CT scanner to Possess or Control. A defence contractor went beyond this authorisation and operated the scanner. This breach was self-reported by the Department of Defence.
- CSIRO did not comply with subsection 60(2)(b) of the Regulations by not ensuring the licence holder's plans and arrangements had been implemented to the extent reasonably achievable. The breach was associated with a contamination incident at its Health and Biosecurity Pullenvale laboratory.
- The Bureau of Meteorology was found to have breached the Act by failing to review and update its plans and arrangements for safety. It also failed to meet the conditions of licence by not ensuring that people dealing with the source had appropriate training in radiation safety.
- ANSTO's Centre for Neutron Scattering was found to have breached a condition of licence that requires a regular review of its plans and arrangements for managing safety (Regulation 61(1)). A regular review is important to align practices with best practice for radiation protection.

### Details of any improvement notices or directions issued during the year

No improvement notices were issued by ARPANSA under section 80A of the ARPANS Act.

### Other significant activities

ARPANSA approved a request under Regulation s63 for the replacement of the First Reactor Protection System (FRPS) of the ANSTO OPAL reactor. The FRPS is a digital system important to safety. It receives data from various instrumentation and automatically brings the reactor to a safe shutdown before any operational safety limits are reached. This is achieved by the rapid insertion of control rods. The replacement was necessary due to the obsolescence of the computer system that the FRPS is built on. The submission required specialised skills and knowledge not available within ARPANSA and therefore, an external consultant was contracted to provide specialist support for the regulatory assessment.

ARPANSA also approved a request from ANSTO to replace the OPAL Reactor Cold Neutron Source (CNS). The CNS is a cryogenic device that sits inside the reflector vessel in the heart of the reactor. It slows neutrons down, which are used for specialist materials research. The CNS had reached the end of its operational life and needed to be replaced to maintain the operability of the reactor. The replacement process was a complex engineering operation using workers lowered into the reactor in a shielded workbox, with the pool water level lowered to a few metres above the core. After preparatory engineering work, the old CNS needed to be removed remotely due to high radiation levels. The regulatory assessment of this application required detailed examination of the technical, human and organisational factors to ensure that safety was maintained, including during credible contingencies. A multidisciplinary team of ARPANSA staff undertook the assessment.

In addition to the specific activities mentioned, ARPANSA approved 3 requests to make changes significant to safety, and ARPANSA also conducted 16 compliance inspections of licensed facilities or radiation sources.

## Facility licences as at 30 June 2024

Commonwealth entity	Licences held
Australian National University	3
Australian Nuclear Science and Technology Organisation	18
Australian Radiation Protection and Nuclear Safety Agency	2
Department of Climate Change, Energy, the Environment and Water	1
Department of Defence/Australian Defence Forces	4
Department of Home Affairs	4
<b>Total</b>	32

## Source licences as at 30 June 2024

Commonwealth entity	Licences held
ASC Pty Ltd	1
Attorney-General's Department	2
Australian Criminal Intelligence Commission	1
Australian Federal Police	1
Australian Institute of Marine Science	1
Australian National Maritime Museum	1
Australian National University	1
Australian Nuclear Science and Technology Organisation	3
Australian Postal Corporation	1
Australian Radiation Protection and Nuclear Safety Agency	2
Australian Securities and Investments Commission	1
Australian Signals Directorate	1
Australian Sports Commission	1
Australian Trade and Investment Commission	1
Australian Transaction Reports and Analysis Centre	1
Australian War Memorial	1
Commonwealth Bureau of Meteorology	1
Commonwealth Scientific and Industrial Research Organisation	9
Decipha Pty Ltd	1
Department of Agriculture, Fisheries and Forestry	1
Department of Climate Change, Energy the Environment and Water	5
Department of Defence/Australian Defence Forces	2
Department of Foreign Affairs and Trade	1
Department of Home Affairs	3
Department of Industry, Science and Resources	3
Department of Infrastructure, Transport, Regional Development, Communications and the Arts	2
Department of Parliamentary Services	1
Department of the Prime Minister and Cabinet	1



Commonwealth entity	Licences held
Federal Court of Australia	1
High Court of Australia	1
Law Courts Limited	1
National Gallery of Australia	1
National Museum of Australia	1
Norfolk Island Health and Residential Aged Care Service	1
Note Printing Australia	1
Reserve Bank of Australia	1
Royal Australian Mint	1
Silex Systems Limited	1
<b>Total</b>	60

## Appendix 2

### Operations of the Radiation Health and Safety Advisory Council and Committees

#### Operations of the Radiation Health and Safety Advisory Council

During the 2023–24 financial year, the Council met virtually or in-person on 3 occasions: 10-11 August 2023, 12-13 December 2023, and 16-17 April 2024.

Meeting summaries can be found at: [www.arpansa.gov.au/about-us/advisory-council-and-committees/radiation-health-and-safety-advisory-council/minutes](http://www.arpansa.gov.au/about-us/advisory-council-and-committees/radiation-health-and-safety-advisory-council/minutes).

The membership on 30 June 2024 was:

#### Chair

- Dr Jane Canestra – an emergency care physician with expertise in the health aspects of, and planning for, a radiological incident

#### CEO of ARPANSA

- Dr Gillian Hirth AO (Commonwealth)

#### Radiation Control Officers

- Mr Keith Baldry (South Australia), Director, Science and Systems, South Australian Environment Protection Authority (retired April 2024)
- Mr John Piispanen (Queensland), Executive Director, Health Protection Branch, Queensland Health
- Note: Mr Mark Carey (New South Wales), Manager, Environmental Health Policy, New South Wales Environment Protection Authority, had observer status at the April 2024 meeting

#### Nominee of the Chief Minister of the Northern Territory

- Dr Christine Connors, Chief Health Officer, Department of Health of the Northern Territory

#### Person to represent the interests of the general public

- Mr Christopher Donovan, National Work Health and Safety Director, Australian Workers Union

#### Other members

- Ms Melissa Holzberger, Director and Principal, Sloan Holzberger Lawyers
- Professor Pamela Sykes, Emeritus Professor, Preventive Cancer Biology, Flinders University
- Associate Professor Melanie Taylor, Geography and Planning, School of Social Sciences, Macquarie University
- Mr Jim Hondros, Consultant, JRHC Enterprises
- Mr Chris Perry, Director of Operations for Radiology and Nuclear Medicine, Alfred Hospital, Melbourne

- Associate Professor Catherine Olsen, Senior Research Officer, Division of Population and Clinical Sciences, Queensland Institute of Medical Research, Berghofer
- Mr Stuart Parr, Radiation Safety Officer for multiple companies and current member of the ARPANSA Nuclear Safety Committee and Radiation Health Committee

During 2023–24, the Council considered and discussed:

- ARPANSA’s strategic direction and development of a Reconciliation Action Plan (RAP).
- ARPANSA’s contributions to the implementation of a nuclear-powered submarine program in Australia.
- Lessons learned from the lost radioactive source (a gauge) incident in Western Australia in January 2023, including gauge design, certification, transport, and emergency preparedness and response.
- Outcomes from the IAEA IRRS Follow Up mission, which occurred in October 2023.
- The collaborative activities which are important to radiation regulation across Australian jurisdictions.
- Emerging issues such as: regulatory workforce challenges in Australia; developments in radioactive waste management; how the United Nations (UN) sustainable development goals apply to radiation protection; harm to members of the public from non-ionising radiation sources in cosmetic procedures; and the rise of the combined use of therapeutic and diagnostic nuclear medicine known as ‘theranostics’.

Written advice from the Council to the CEO of ARPANSA is available at: [www.arpansa.gov.au/about-us/advisory-council-and-committees/radiation-health-and-safety-advisory-council/statements](http://www.arpansa.gov.au/about-us/advisory-council-and-committees/radiation-health-and-safety-advisory-council/statements).

During 2023–24, the Council provided written advice to the CEO on:

- national guidance for radiation shielding design, installation and verification
- national registration of keratinocyte (skin) cancers from ultraviolet radiation exposure
- national preparedness and response capability for radiological emergencies.

## Operations of the Radiation Health Committee

During the 2023-24 financial year, the RHC met on 3 occasions: 27 July 2023, 12 December 2023, and 6 March 2024.

The meeting minutes are available at: [www.arpansa.gov.au/about-us/advisory-council-and-committees/radiation-health-committee/minutes](http://www.arpansa.gov.au/about-us/advisory-council-and-committees/radiation-health-committee/minutes).

The membership of the Radiation Health Committee on 30 June 2024 was:

Chair

- Dr Joanna Wriedt, Chair of Victorian Government’s Radiation Advisory Committee

CEO of ARPANSA

- Dr Gillian Hirth AO (Commonwealth)

Radiation Control Officers (each State and Territory):

- Northern Territory: Mr Bradley Feldtman, Manager Radiation Protection, Department of Health

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- South Australia: Mr Daniel Bellifemine, Acting Manager, Mining and Radiation Branch, Environment Protection Authority
- Victoria: Mr Glenn Riley, Senior Project Officer, Radiation Team, Health Protection Branch, Department of Health and Human Services
- Queensland: Mr Simon Critchley, Director, Radiation Health, Queensland Health
- Western Australia: Ms Hazel Upton, Managing Health Physicist, Radiation Health Branch, Department of Health
- Tasmania: Mr Nehal Ahmed, A/Principal Health Physicist, Radiation Protection Unit, Department of Health
- New South Wales: Ms Karen Marler, Director Technical (Chemicals, Land & Radiation), New South Wales Environment Protection Authority
- Note that the Australian Capital Territory had no active representative at 30 June 2024, following the recent departure of the previous member.

### Nuclear Safety Committee representative

- Mr Stuart Parr, Radiation Safety Officer for multiple companies and current member of the ARPANSA NSC and Council.

### Person to represent the interests of the general public

- Ms Fay Bellis, Quality Management System Consultant

### General Member

- Mr Tom Sullivan, Chief Radiation Safety Officer, CSIRO

During 2023–24, the RHC considered and discussed the following:

- Those collaborative activities which are important to radiation regulation across Australian jurisdictions.
- Working groups to update codes, guides, or standards in relation to radiation protection in dentistry, radiation gauges, well-logging, dosimetry service provision, and testing of diagnostic imaging apparatus.
- Outcomes from the IAEA IRRS Follow Up mission which occurred in October 2023.
- Lessons learned from the lost radioactive source (a gauge) incident in Western Australia in January 2023, including gauge design, certification, transport, and emergency preparedness and response.
- ARPANSA's contributions to the implementation of a nuclear-powered submarine program in Australia.
- Exposure to naturally occurring radon in workplaces such as underground mining operations, certain enclosed workplaces, natural spring spas, and tourist guides in show caves.
- Emerging issues such as mobile Computed Tomography (CT) systems, the rising use of collariums, and the use of national registries to track skin cancers from ultraviolet radiation, radiotherapy auditing, and the rise of the combined use of therapeutic and diagnostic nuclear medicine known as 'theranostics'.

Written statements from the Radiation Health Committee are available at: [www.arpansa.gov.au/about-us/advisory-council-and-committees/radiation-health-committee/statements](http://www.arpansa.gov.au/about-us/advisory-council-and-committees/radiation-health-committee/statements).

## Operations of the Nuclear Safety Committee

During 2023–24, the NSC met in-person on 4 occasions: 20 July 2023, 16 November 2023, 5 March 2024 and 12-13 June 2024. The Head of Nuclear-Powered Submarine Regulatory Design Office attends the NSC meetings as an Observer.

Summaries of the meetings can be found at: [www.arpansa.gov.au/nsc-minutes](http://www.arpansa.gov.au/nsc-minutes). The members of the committee were appointed on a 3-year term for 2024–2026, which commenced on 1 January 2024. The membership as at 30 June 2024 was:

### Chair:

- Dr Tamie Weaver, Technical Director – Hydrogeology (an environmental resources management consultancy)

### CEO of ARPANSA

- Dr Gillian Hirth AO

### Radiation Health Committee representative

- Dr Joanna Wriedt – Experience in commercial law, government, and medical research

### Local Government representative

- Mr Michael Parker – CEO, City of Rockingham

### Person to represent the interests of the general public

- Dr Peter Karamoskos – Radiologist and nuclear medicine physician.

### Other members

- Ms Jasmin Diab – Nuclear engineer with experience in the Australian Defence Force
- Mr Tony Irwin – Engineer with experience in nuclear power and research reactor operations; commissioning; training and regulatory interaction
- Mr Cameron MacPhail – Engineer with experience of process engineering and safety assurance within the defence, pharmaceutical, nuclear power and water treatment industry
- Dr Peta Miller – Consultant in safety management, ergonomics and human factors, and an academic at UNSW
- Mr Stuart Parr – Radiation protection advisor with experience in safety engineering and management (Stuart is also the NSC Representative to the RHC, including advice on nuclear regulatory compliance internationally)
- Mr Brent Rogers – Radiation Protection Advisor with expertise in nuclear facility safety
- Mr Peter Wilkinson – Consultant in regulation, safety management and organisational culture in high hazard industries

## Part 6: Appendices

During 2023–24, the committee considered and discussed matters including:

- The optimisation of the Australian regulatory framework in terms of radiation protection and nuclear safety to account for the proposed introduction of naval nuclear propulsion.
- ARPANSA’s preparations for, and the outcomes of, the IAEA IRRS Follow Up mission, conducted in October 2023.
- The regulatory review of an application to replace the First Reactor Protection System of the OPAL reactor. This is a digital system of importance to safety of the reactor that automatically shuts the reactor down before safety limits are exceeded. The committee provided advice on several matters, including the selection of specialist consultancies to assist the review, the approach to functional safety analysis, assessment of the independence of the system and ensuring the adequacy of the system qualification program.
- The regulatory review of the replacement of the OPAL reactor Cold Neutron Source. The Committee provided advice on several issues, including managing timeframes and the importance of a robust applicant internal review process to ensure the quality of the application.
- The siting application by the Department of Defence for a controlled industrial facility at HMAS Stirling. The Committee provided advice on the principles for the public consultation process and the importance of building trust.
- Ongoing monitoring and improvement proposals to address defects in an ANSTO OPAL reactor in-pool structure known as the ‘riser’. The discussions included the redesign and replacement of valves within the pool to reduce a pressure-pulse, which was considered to be the cause of the defects.

### **Review of regulatory documentation**

The NSC reviewed and provided comment on several key topics including a proposed new regulatory code for the safety of reactor facilities.

## Appendix 3

### Workforce Statistics

#### A3.1 All ongoing employees current report period (2023-24)

	Man/Male			Woman/Female			Non-binary			Prefers not to answer			Uses a different term			Total
	Full time	Part time	Total	Full time	Part time	Total	Full time	Part time	Total	Full time	Part time	Total	Full time	Part time	Total	
<b>NSW</b>	18	0	18	6	0	6	0	0	0	0	0	0	0	0	0	24
<b>Vic</b>	66	1	67	49	8	57	0	0	0	0	0	0	0	0	0	124
<i>Total</i>	84	1	85	55	8	63	0	0	0	0	0	0	0	0	0	148

#### A3.2 All non-ongoing employees current report period (2023-24)

	Man/Male			Woman/Female			Non-binary			Prefers not to answer			Uses a different term			Total
	Full time	Part time	Total	Full time	Part time	Total	Full time	Part time	Total	Full time	Part time	Total	Full time	Part time	Total	
<b>NSW</b>	2	0	2	1	0	1	0	0	0	0	0	0	0	0	0	3
<b>Vic</b>	7	1	8	7	3	10	0	0	0	0	0	0	0	0	0	18
<i>Total</i>	9	1	10	8	3	11	0	0	0	0	0	0	0	0	0	21

#### A3.3 All ongoing employees previous report period (2022-23)

	Man/Male			Woman/Female			Non-binary			Prefers not to answer			Uses a different term			Total
	Full time	Part time	Total	Full time	Part time	Total	Full time	Part time	Total	Full time	Part time	Total	Full time	Part time	Total	
<b>NSW</b>	14	0	14	9	0	9	0	0	0	0	0	0	0	0	0	23
<b>Vic</b>	63	2	65	47	8	55	0	0	0	0	0	0	0	0	0	120
<i>Total</i>	77	2	79	56	8	64	0	0	0	0	0	0	0	0	0	143

#### A3.4 All non-ongoing employees previous report period (2022-23)

	Man/Male			Woman/Female			Non-binary			Prefers not to answer			Uses a different term			Total
	Full time	Part time	Total	Full time	Part time	Total	Full time	Part time	Total	Full time	Part time	Total	Full time	Part time	Total	
<b>NSW</b>	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	1
<b>Vic</b>	6	0	6	4	1	5	0	0	0	0	0	0	0	0	0	11
<i>Total</i>	6	0	6	5	1	6	0	0	0	0	0	0	0	0	0	12

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A 3.5 Australian Public Service Act ongoing employees current report period (2023-24)

	Man/Male			Woman/Female			Non-binary			Prefers not to answer			Uses a different term			Total
	Full time	Part time	Total	Full time	Part time	Total	Full time	Part time	Total	Full time	Part time	Total	Full time	Part time	Total	
<b>SES 3</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>SES 2</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>SES 1</b>	3	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3
<b>EL 2</b>	20	0	20	7	2	9	0	0	0	0	0	0	0	0	0	29
<b>EL 1</b>	30	0	30	15	1	16	0	0	0	0	0	0	0	0	0	46
<b>APS 6</b>	18	1	19	15	3	18	0	0	0	0	0	0	0	0	0	37
<b>APS 5</b>	8	0	8	7	0	7	0	0	0	0	0	0	0	0	0	15
<b>APS 4</b>	1	0	1	4	0	4	0	0	0	0	0	0	0	0	0	5
<b>APS 3</b>	4	0	4	4	2	6	0	0	0	0	0	0	0	0	0	10
<b>APS 2</b>	0	0	0	3	0	3	0	0	0	0	0	0	0	0	0	3
<b>APS 1</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Other</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	84	1	85	55	8	63	0	0	0	0	0	0	0	0	0	148

A 3.6 Australian Public Service Act non-ongoing employees current report period (2023-24)

	Man/Male			Woman/Female			Non-binary			Prefers not to answer			Uses a different term			Total
	Full time	Part time	Total	Full time	Part time	Total	Full time	Part time	Total	Full time	Part time	Total	Full time	Part time	Total	
<b>SES 3</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>SES 2</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>SES 1</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>EL 2</b>	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	1
<b>EL 1</b>	2	0	2	4	0	4	0	0	0	0	0	0	0	0	0	6
<b>APS 6</b>	7	1	8	1	1	2	0	0	0	0	0	0	0	0	0	10
<b>APS 5</b>	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	1
<b>APS 4</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>APS 3</b>	0	0	0	1	2	3	0	0	0	0	0	0	0	0	0	3
<b>APS 2</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>APS 1</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Other</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	9	1	10	8	3	11	0	0	0	0	0	0	0	0	0	21



## A3.7 Australian Public Service Act ongoing employees previous report period (2022-23)

	Man/Male			Woman/Female			Non-binary			Prefers not to answer			Uses a different term			Total
	Full time	Part time	Total	Full time	Part time	Total	Full time	Part time	Total	Full time	Part time	Total	Full time	Part time	Total	
<b>SES 3</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>SES 2</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>SES 1</b>	3	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3
<b>EL 2</b>	14	0	14	7	1	8	0	0	0	0	0	0	0	0	0	22
<b>EL 1</b>	29	0	29	13	2	15	0	0	0	0	0	0	0	0	0	44
<b>APS 6</b>	21	2	23	14	2	16	0	0	0	0	0	0	0	0	0	39
<b>APS 5</b>	6	0	6	8	0	8	0	0	0	0	0	0	0	0	0	14
<b>APS 4</b>	1	0	1	7	0	7	0	0	0	0	0	0	0	0	0	8
<b>APS 3</b>	3	0	3	4	3	7	0	0	0	0	0	0	0	0	0	10
<b>APS 2</b>	0	0	0	3	0	3	0	0	0	0	0	0	0	0	0	3
<b>APS 1</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Other</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	77	2	79	56	8	64	0	0	0	0	0	0	0	0	0	143

## A3.8 Australian Public Service Act non-ongoing employees previous report period (2022-23)

	Man/Male			Woman/Female			Non-binary			Prefers not to answer			Uses a different term			Total
	Full time	Part time	Total	Full time	Part time	Total	Full time	Part time	Total	Full time	Part time	Total	Full time	Part time	Total	
<b>SES 3</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>SES 2</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>SES 1</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>EL 2</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>EL 1</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>APS 6</b>	4	0	4	3	0	3	0	0	0	0	0	0	0	0	0	7
<b>APS 5</b>	2	0	2	2	0	2	0	0	0	0	0	0	0	0	0	4
<b>APS 4</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>APS 3</b>	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	1
<b>APS 2</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>APS 1</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Other</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	6	0	6	5	1	6	0	0	0	0	0	0	0	0	0	12

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A 3.9 Australian Public Service Act employees by full time and part time status current report period (2023-24)

	Ongoing			Non-Ongoing			Total
	Full time	Part time	Total Ongoing	Full time	Part time	Total Non-Ongoing	
<b>SES 3</b>	0	0	0	0	0	0	0
<b>SES 2</b>	0	0	0	0	0	0	0
<b>SES 1</b>	3	0	3	0	0	0	3
<b>EL 2</b>	27	2	29	1	0	1	30
<b>EL 1</b>	45	1	46	6	0	6	52
<b>APS 6</b>	33	4	37	8	2	10	47
<b>APS 5</b>	15	0	15	1	0	1	16
<b>APS 4</b>	5	0	5	0	0	0	5
<b>APS 3</b>	8	2	10	1	2	3	13
<b>APS 2</b>	3	0	3	0	0	0	3
<b>APS 1</b>	0	0	0	0	0	0	0
<b>Other</b>	0	0	0	0	0	0	0
<b>TOTAL</b>	139	9	148	17	4	21	169

A3.10 Australian Public Service Act employees by full time and part time status previous report period (2022-23)

	Ongoing			Non-Ongoing			Total
	Full time	Part time	Total Ongoing	Full time	Part time	Total Non-Ongoing	
<b>SES 3</b>	0	0	0	0	0	0	0
<b>SES 2</b>	0	0	0	0	0	0	0
<b>SES 1</b>	3	0	3	0	0	0	3
<b>EL 2</b>	21	1	22	0	0	0	22
<b>EL 1</b>	42	2	44	0	0	0	44
<b>APS 6</b>	35	4	39	7	0	7	46
<b>APS 5</b>	14	0	14	4	0	4	18
<b>APS 4</b>	8	0	8	0	0	0	8
<b>APS 3</b>	7	3	10	0	1	1	11
<b>APS 2</b>	3	0	3	0	0	0	3
<b>APS 1</b>	0	0	0	0	0	0	0
<b>Other</b>	0	0	0	0	0	0	0
<b>TOTAL</b>	133	10	143	11	1	12	155

## A 3.11 Australian Public Service Act employment type by location current report period (2023-24)

	<b>Ongoing</b>	<b>Non-Ongoing</b>	<i>Total</i>
<b>NSW</b>	24	3	27
<b>Vic</b>	124	18	142
<i>Total</i>	148	21	169

## A 3.12 Australian Public Service Act employment type by location previous report period (2022-23)

	<b>Ongoing</b>	<b>Non-Ongoing</b>	<i>Total</i>
<b>NSW</b>	23	1	24
<b>Vic</b>	120	11	131
<i>Total</i>	143	12	155

## A3.13 Australian Public Service Act Indigenous employment current report period (2023-24)

	<i>Total</i>
<b>Ongoing</b>	0
<b>Non-Ongoing</b>	0
<i>Total</i>	0

## A3.14 Australian Public Service Act indigenous employment previous report period (2022-23)

	<i>Total</i>
<b>Ongoing</b>	0
<b>Non-Ongoing</b>	0
<i>Total</i>	0

## A3.15 Australian Public Service Act employment arrangements current report period (2023-24)

	<b>SES</b>	<b>Non-SES</b>	<i>Total</i>
Enterprise Agreement	0	163	163
Individual Flexibility Arrangement	0	22	22
Common Law Contract	3	3	6
<i>Total</i>	3	188	191

Part 6: Appendices

A3.16 Australian Public Service act employment salary ranges by classification level (minimum/maximum) current report period (2023-24)

	<b>Minimum Salary</b>	<b>Maximum Salary</b>
<b>SES 3</b>	0	0
<b>SES 2</b>	0	0
<b>SES 1</b>	233861	240852
<b>EL 2</b>	140448	178081
<b>EL 1</b>	114988	132264
<b>APS 6</b>	93130	106486
<b>APS 5</b>	86137	90425
<b>APS 4</b>	80050	83637
<b>APS 3</b>	69493	77724
<b>APS 2</b>	61065	67009
<b>APS 1</b>	52197	59295
<b>Other</b>	0	0
<b><i>Minimum/Maximum range</i></b>	52197-233861	59295-240852

# Part 7: Reference material

## Abbreviations

ASG	Agency Security Group
ARC	Audit and Risk Committee
AASB	Australian Accounting Standards Board
ACDS	Australian Clinical Dosimetry Service
ANAO	Australian National Audit Office
ANRDR	Australian National Radiation Dose Register
AGEST	Australian Government Employee Superannuation Trust
AIIMS	Australasian Inter-service Incident Management System
ANSTO	Australian Nuclear Science and Technology Organisation
APS	Australian Public Service
ARIR	Australian Radiation Incident Register
ARMS	Australian Radiation Monitoring System
ARWA	Australian Radioactive Waste Agency
APDS	ARPANSA Performance Development System
AMS	ARPANSA Management System
ARPANS Act	<i>Australian Radiation Protection and Nuclear Safety Act</i>
ARPANSA	Australian Radiation Protection and Nuclear Safety Agency
AUKUS	Australia, the United Kingdom and the United States
CEO	Chief Executive Officer
CNS	Convention on Nuclear Safety
COVID-19	Coronavirus disease
CRPG	Commonwealth Regulator Performance Guide
CSIRO	Commonwealth Scientific and Industrial Research Organisation
CSS	Commonwealth Superannuation Scheme
CT	Computed tomography
CTBT	Comprehensive Nuclear-Test-Ban Treaty
CTBTO	Comprehensive Nuclear-Test-Ban Treaty Organization

## Part 7: Reference material

DRLs	Diagnostic reference levels
EAP	Employee Assistance Program
EG	Executive Group
EL	Executive level
EME	Electromagnetic energy
enHealth	Environmental Health Standing Committee
EPR	Emergency preparedness and response
F&E	Facilities and engineering
FRR	Financial Reporting Rule 2015
FY	Financial year
FOI	Freedom of Information
FOI Act	<i>Freedom of Information Act 1982</i>
FBT	Fringe benefits tax
GSG	General Safety Guide
GST	Goods and Services Tax
IAEA	International Atomic Energy Agency
IMS	International Monitoring System
IRRS	Integrated Regulatory Review Service
KA	Key activity
MRI	Magnetic resonance imaging
NATA	National Association of Testing Authorities
NDRLS	National Diagnostic Reference Level Service
NRWMF	National Radioactive Waste Management Facility
NIR	Non-ionising radiation
NPW	Nuclear-Powered Warships
NSC	Nuclear Safety Committee
OBS	Office for Business Support
OCEO	Office of the Chief Executive Officer
OPAL	Open Pool Australian Lightwater
PBS	Portfolio Budget Statement
PGPA Act	<i>Public Governance, Performance and Accountability Act 2013</i>
PGPA Rule	Public Governance, Performance and Accountability Rule 2014

PMAG	Project Management Advisory Group
PRMS	Personal Radiation Monitoring Service
PSDL	Primary Standards Dosimetry Laboratory
PSS	Public Sector Superannuation Scheme
RF	Radiofrequency
RHC	Radiation Health Committee
ROU	Right of Use
RPOP	Radiation Protection of Patients
RPS	Radiation Protection Series
SES	Senior Executive Service
SMC	Strategic Management Committee
SCF	Staff Consultative Forum
UVR	Ultraviolet radiation
VSP(N)	Visiting Ships Panel (Nuclear)
VEEC	Victorian Energy Efficiency Certificates
WHS	Work Health and Safety
WHS Act	<i>Work Health and Safety Act 2011</i>

## Glossary

<b>5G</b>	5G is the fifth generation of mobile telecommunications. It provides improved connectivity over a wide range of frequencies to mobile phones and other devices on the wireless network. In Australia, 5G will initially use the same radio waves as the fourth generation (4G). In the future, 5G will use radio waves called 'millimetre waves', which have a shorter range than the microwaves used in 4G. 5G infrastructure and devices like mobile phones emit radiofrequency and electromagnetic energy, also known as radio waves. ARPANSA sets the safety standards for exposure to radio waves.
<b>anechoic chamber</b>	A specialised room that absorbs electromagnetic waves designed to perform EME measurements, calibrations, and research.
<b>Australian Clinical Dosimetry Service (ACDS)</b>	The ACDS is a national independent dosimetry auditing program, provided by ARPANSA, offering quality assurance for radiation oncology facilities and patients.
<b>Australian National Radiation Dose Register (ANRDR)</b>	A centralised repository for the radiation dose records of workers as supplied by the employers, maintained by ARPANSA. It is currently limited to those engaged in the uranium mining and milling industry in Australia.
<b>Australian Radiation Incident Register (ARIR)</b>	A national database of incidents and events related to radiation of radioactivity. The purpose of the database is to raise awareness on where, how, and why incidents and events occur, and how they can be best prevented.
<b>Comprehensive Nuclear-Test-Ban Treaty (CTBT)</b>	The Treaty aims to eliminate nuclear weapons by restricting the development and qualitative improvement of new types of nuclear weapons. ARPANSA is responsible for carrying out Australia's radionuclide monitoring obligations under the treaty. Our radionuclide laboratory is used to run daily tests to detect the presence of radioactive particles that are characteristic of a nuclear explosion.
<b>diagnostic reference level (DRL)</b>	An indicative measure used to assess whether, in routine conditions, the amount of radiation used is unusually high (or low) for a specified procedure, such as a CT scan. A DRL is not a regulatory limit, it is a benchmark that provides a simple method of identifying situations where an imaging facility is delivering an unusually high patient dose.
<b>dose</b>	A generic term that may mean absorbed dose, equivalent dose or effective dose – depending on context.
<b>electromagnetic energy</b>	Energy that can travel through space in the form of electromagnetic waves. There are many forms of electromagnetic energy, including gamma rays, X-rays, ultraviolet radiation, visible light, infrared radiation, microwaves and radiofrequency radiation.
<b>Integrated Regulatory Review Service (IRRS)</b>	A peer-review service offered by the IAEA to strengthen and enhance the effectiveness of a national regulatory system in nuclear, radiation, radioactive waste, transport safety and nuclear security.
<b>International Atomic Energy Agency (IAEA)</b>	The IAEA is the international centre for cooperation in the nuclear field. The Agency works with its Member States and multiple partners worldwide to promote the safe, secure and peaceful use of nuclear technologies.
<b>ionising radiation</b>	Radiation that is capable of causing ionisation – the process by which an electron is given enough energy to break away from an atom. Ionising radiation has enough energy to cause chemical changes by breaking chemical bonds. This effect can cause



	damage to living tissue. Examples of ionising radiation include X-rays, electrons (beta radiation) and particles (e.g., alpha radiation).
<b>licence</b>	A written authorisation issued to an operator that allows the operator to carry out an operation legally.
<b>linear accelerator</b>	Linear accelerators (linacs) are medical devices used to deliver radiation therapy in highly targeted doses by generating directed radiation beams. These machines are used in hospitals and medical facilities to treat cancers.
<b>National Radioactive Waste Management Facility (NRWTF)</b>	The proposed NRWTF will manage waste generated in Australia. It will be designed to permanently dispose of low-level waste and potentially store intermediate-level waste on a temporary basis. The facility will only manage immobilised solid waste. More information can be found at: <a href="http://www.arpansa.gov.au/NRWTF-radioactive-waste">www.arpansa.gov.au/NRWTF-radioactive-waste</a> .
<b>non-ionising radiation (NIR)</b>	Radiation that does not produce ionisation – the process by which an electron is given enough energy to break away from an atom. When these radiations pass through the tissues of the body, they do not have sufficient energy to damage DNA directly. Examples of NIR include static and low frequency electric and magnetic fields, radio waves, visible light, and ultraviolet radiation.
<b>Personal Radiation Monitoring Service (PRMS)</b>	The Personal Radiation Monitoring Service (PRMS) monitors potential ionising radiation exposure to workers in fields such as medical, dental, chiropractic, industrial and mining. PRMS provides and assesses monitors that measure Australian workers' occupational exposure to radiation to ensure that the recommended dose limit is not exceeded.
<b>Primary standard</b>	Primary standards are instruments or artefacts that allow for the determination of a quantity with the highest possible accuracy. ARPANSA maintains four primary standards for the dosimetry of ionising radiation for Australia.
<b>radiation</b>	Electromagnetic waves or quanta, and atomic or sub-atomic particles, propagated through space or through a material medium.
<b>radiofrequency</b>	Part of the electromagnetic spectrum with frequencies in the range 3 khz to 300 ghz.
<b>radiofrequency radiation</b>	Electromagnetic energy in the radiofrequency range.
<b>Talk to a Scientist</b>	ARPANSA's phone and email service that allows members of the public to talk directly to ARPANSA scientists about questions or concerns relating to radiation exposure and protection and nuclear issues.

## PGPA Reporting requirements

PGPA Rule Reference	Part of report	Description	Requirement	Page
17AD(g)	<b>Letter of transmittal</b>			
17AI	Letter of transmittal	A copy of the letter of transmittal signed and dated by accountable authority on date final text approved, with statement that the report has been prepared in accordance with section 46 of the Act and any enabling legislation that specifies additional requirements in relation to the annual report.	Mandatory	4
17AD(h)	<b>Aids to access</b>			
17AJ(a)	Table of contents	Table of contents.	Mandatory	1
17AJ(b)	Alphabetical index	Alphabetical index.	Mandatory	164
17AJ(c)	Glossary	Glossary of abbreviations and acronyms.	Mandatory	154
17AJ(d)	Reporting requirements	List of requirements.	Mandatory	156
17AJ(e)	Publication Details	Details of contact officer.	Mandatory	2
17AJ(f)	Publication Details	Entity's website address.	Mandatory	2
17AJ(g)	Publication Details	Electronic address of report.	Mandatory	2
<b>Review by accountable authority</b>				
17AD(a)	CEO Foreword	A review by the accountable authority of the entity.	Mandatory	6-8
17AD(b)	Overview of the entity			
17AE(1)(a)(i)	Role of ARPANSA	A description of the role and functions of the entity.	Mandatory	11
17AE(1)(a)(ii)	Organisational structure	A description of the organisational structure of the entity.	Mandatory	12
17AE(1)(a)(iii)	Our outcome and programmes	A description of the outcomes and programmes administered by the entity.	Mandatory	9
17AE(1)(a)(iv)	Purpose	A description of the purposes of the entity as included in corporate plan.	Mandatory	9
17AE(1)(aa)(i)	Accountable authority	Name of the accountable authority or each member of the accountable authority.	Mandatory	11
17AE(1)(aa)(ii)	Accountable authority	Position of the accountable authority or each member of the accountable authority.	Mandatory	11

17AE(1)(aa)(iii)	Accountable authority	Period as the accountable authority or member of the accountable authority within the reporting period.	Mandatory	11
17AE(1)(b)	N/A	An outline of the structure of the portfolio of the entity.	Portfolio departments – mandatory	N/A
17AE(2)	N/A	Where the outcomes and programs administered by the entity differ from any Portfolio Budget Statement, Portfolio Additional Estimates Statement or other portfolio estimates statement that was prepared for the entity for the period, include details of variation and reasons for change.	If applicable, Mandatory	N/A
17AD(c)	Report on the performance of the entity			
<b>Annual performance statements</b>				
17AD(c)(i); 16F	Annual performance statement	Annual performance statement in accordance with paragraph 39(1)(b) of the Act and section 16F of the Rule.	Mandatory	16
17AD(c)(ii)	Report on financial performance			
17AF(1)(a)	Financial performance	A discussion and analysis of the entity's financial performance.	Mandatory	63
17AF(1)(b)	ARPANSA resource statement 2023–2024	A table summarising the total resources and total payments of the entity.	Mandatory	66
17AF(2)	N/A	If there may be significant changes in the financial results during or after the previous or current reporting period, information on those changes, including: the cause of any operating loss of the entity; how the entity has responded to the loss and the actions that have been taken in relation to the loss; and any matter or circumstances that it can reasonably be anticipated will have a significant impact on the entity's future operation or financial results.	If applicable, Mandatory.	N/A
17AD(d)	Management and accountability			
<b>Corporate governance</b>				
17AG(2)(a)	Audit and fraud control	Information on compliance with section 10 (fraud systems).	Mandatory	74
17AG(2)(b)(i)	Letter of transmittal	A certification by accountable authority that fraud risk assessments and fraud control plans have been prepared.	Mandatory	4
17AG(2)(b)(ii)	Letter of transmittal	A certification by accountable authority that appropriate mechanisms for preventing,	Mandatory	4

Part 7: Reference material

		detecting incidents of, investigating or otherwise dealing with, and recording or reporting fraud that meet the specific needs of the entity are in place.		
17AG(2)(b)(iii)	Letter of transmittal	A certification by accountable authority that all reasonable measures have been taken to deal appropriately with fraud relating to the entity.	Mandatory	4
17AG(2)(c)	Corporate governance	An outline of structures and processes in place for the entity to implement principles and objectives of corporate governance.	Mandatory	68
17AG(2)(d) – (e)	N/A	A statement of significant issues reported to Minister under paragraph 19(1)(e) of the Act that relates to non-compliance with Finance law and action taken to remedy non-compliance.	If applicable, Mandatory	N/A
<b>Audit Committee</b>				
17AG(2A)(a)	Audit and Risk Committee	A direct electronic address of the charter determining the functions of the entity's audit committee.	Mandatory	69
17AG(2A)(b)	Audit committee members	The name of each member of the entity's audit committee.	Mandatory	70
17AG(2A)(c)	Audit committee members	The qualifications, knowledge, skills or experience of each member of the entity's audit committee.	Mandatory	70
17AG(2A)(d)	Audit committee members	Information about the attendance of each member of the entity's audit committee at committee meetings.	Mandatory	70
17AG(2A)(e)	Audit committee members	The remuneration of each member of the entity's audit committee.	Mandatory	70
<b>External Scrutiny</b>				
17AG(3)	External Scrutiny	Information on the most significant developments in external scrutiny and the entity's response to the scrutiny.	Mandatory	77
17AG(3)(a)	N/A	Information on judicial decisions and decisions of administrative tribunals and by the Australian Information Commissioner that may have a significant effect on the operations of the entity.	If applicable, Mandatory	N/A
17AG(3)(b)	Reports by the Auditor-General, Parliamentary Committee, or the Commonwealth Ombudsman.	Information on any reports on operations of the entity by the Auditor-General (other than report under section 43 of the Act), a Parliamentary Committee, or the Commonwealth Ombudsman.	If applicable, Mandatory	N/A

17AG(3)(c)	N/A	Information on any capability reviews on the entity that were released during the period.	If applicable, Mandatory	N/A
<b>Management of Human Resources</b>				
17AG(4)(a)	Human resources	An assessment of the entity's effectiveness in managing and developing employees to achieve entity objectives.	Mandatory	81
17AG(4)(aa)	Workforce statistics	Statistics on the entity's employees on an ongoing and non-ongoing basis, including the following: (a) statistics on full-time employees; (b) statistics on part-time employees; (c) statistics on gender; (d) statistics on staff location.	Mandatory	145-150
17AG(4)(b)	Workforce statistics	Statistics on the entity's APS employees on an ongoing and non-ongoing basis; including the following: <ul style="list-style-type: none"> <li>• Statistics on staffing classification level;</li> <li>• Statistics on full-time employees;</li> <li>• Statistics on part-time employees;</li> <li>• Statistics on gender;</li> <li>• Statistics on staff location;</li> <li>• Statistics on employees who identify as Indigenous.</li> </ul>	Mandatory	145-150
17AG(4)(c)	Employment arrangements	Information on any enterprise agreements, individual flexibility arrangements, Australian workplace agreements, common law contracts and determinations under subsection 24(1) of the <i>Public Service Act 1999</i> .	Mandatory	82-83 149
17AG(4)(c)(i)	Employee arrangements	Information on the number of SES and non-SES employees covered by agreements etc identified in paragraph 17AG(4)(c).	Mandatory	82-83
17AG(4)(c)(ii)	Salary ranges by classification	The salary ranges available for APS employees by classification level.	Mandatory	88
17AG(4)(c)(iii)	Non-salary benefits	A description of non-salary benefits provided to employees.	Mandatory	82-83
17AG(4)(d)(i)	N/A	Information on the number of employees at each classification level who received performance pay.	If applicable, Mandatory	N/A
17AG(4)(d)(ii)	N/A	Information on aggregate amounts of performance pay at each classification level.	If applicable, Mandatory	N/A

Part 7: Reference material

17AG(4)(d)(iii)	N/A	Information on the average amount of performance payment, and range of such payments, at each classification level.	If applicable, Mandatory	N/A
17AG(4)(d)(iv)	N/A	Information on aggregate amount of performance payments.	If applicable, Mandatory	N/A
<b>Assets Management</b>				
17AG(5)	N/A	An assessment of effectiveness of assets management where asset management is a significant part of the entity's activities.	If applicable, Mandatory	N/A
<b>Purchasing</b>				
17AG(6)	Purchasing	An assessment of entity performance against the <i>Commonwealth Procurement Rules</i>	Mandatory	63
<b>Reportable consultancy contracts</b>				
17AG(7)(a)	Consultants	A summary statement detailing the number of new contracts engaging consultants entered into during the period; the total actual expenditure on all new consultancy contracts entered into during the period (inclusive of GST); the number of ongoing consultancy contracts that were entered into during a previous reporting period; and the total actual expenditure in the reporting year on the ongoing consultancy contracts (inclusive of GST).	Mandatory	63
17AG(7)(b)	Consultants	A statement that: <i>'During [reporting period], [specified number] new reportable consultancy contracts were entered into involving total actual expenditure of \$[specified million]. In addition, [specified number] ongoing reportable consultancy contracts were active during the period, involving total actual expenditure of \$[specified million]'.</i>	Mandatory	64
17AG(7)(c)	Consultants	A summary of the policies and procedures for selecting and engaging consultants and the main categories of purposes for which consultants were selected and engaged.	Mandatory	64
17AG(7)(d)	Consultants	A statement that: <i>'Annual reports contain information about actual expenditure on reportable consultancy contracts. Information on the value of reportable consultancy contracts is available on the AusTender website.'</i>	Mandatory	64
<b>Reportable non-consultancy contracts</b>				

17AG(7A) (a)	Consultants	A summary statement detailing the number of new reportable non-consultancy contracts entered into during the period; the total actual expenditure on such contracts (inclusive of GST); the number of ongoing reportable non-consultancy contracts that were entered into during a previous reporting period; and the total actual expenditure in the reporting period on those ongoing contracts (inclusive of GST).	Mandatory	65
17AG(7A) (b)	Consultants	A statement that: <i>'Annual reports contain information about actual expenditure on reportable non-consultancy contracts. Information on the value of reportable non-consultancy contracts is available on the AusTender website.'</i>	Mandatory	65
17AD(daa)	<b>Additional information about organisations receiving amounts under reportable consultancy contracts or reportable non-consultancy contracts</b>			
17AGA	Expenditure on reportable non-consultancy contracts	Additional information, in accordance with section 17AGA, about organisations receiving amounts under reportable consultancy contracts or reportable non-consultancy contracts.	Mandatory	65
<b>Australian National Audit Office Access Clauses</b>				
17AG(8)	N/A	If an entity entered into a contract with a value of more than \$100 000 (inclusive of GST) and the contract did not provide the Auditor-General with access to the contractor's premises, the report must include the name of the contractor, purpose and value of the contract, and the reason why a clause allowing access was not included in the contract.	If applicable, Mandatory	N/A
<b>Exempt contracts</b>				
17AG(9)	N/A	If an entity entered into a contract or there is a standing offer with a value greater than \$10 000 (inclusive of GST) which has been exempted from being published in AusTender because it would disclose exempt matters under the FOI Act, the annual report must include a statement that the contract or standing offer has been exempted, and the value of the contract or standing offer, to the extent that doing so does not disclose the exempt matters.	If applicable, Mandatory	N/A
<b>Small business</b>				

Part 7: Reference material

17AG(10) (a)	Procurement initiatives to support small business	A statement that: <i>'[Name of entity] supports small business participation in the Commonwealth Government procurement market. Small and Medium Enterprises (SME) and Small Enterprise participation statistics are available on the Department of Finance's website.'</i>	Mandatory	65
17AG(10) (b)	Procurement initiatives to support small business	An outline of the ways in which the procurement practices of the entity support small and medium enterprises.	Mandatory	65
17AG(10) (c)	Procurement initiatives to support small business	If the entity is considered by the Department administered by the Finance Minister as material in nature – a statement that: <i>'[Name of entity] recognises the importance of ensuring that small businesses are paid on time. The results of the Survey of Australian Government Payments to Small Business are available on the Treasury's website.'</i>	If applicable, Mandatory	N/A
<b>Financial statements</b>				
17AD(e)	Financial statements	Inclusion of the annual financial statements in accordance with subsection 43(4) of the Act.	Mandatory	91
17AD(da)	Executive remuneration	Information about executive remuneration in accordance with Subdivision C of Division 3A of Part 2-3 of the Rule.	Mandatory	84
<b>17AD(f) Other mandatory information</b>				
17AH(1)(a)(i)	N/A	If the entity conducted advertising campaigns, a statement that: <i>'During [reporting period], the [name of entity] conducted the following advertising campaigns: [name of advertising campaigns undertaken]. Further information on those advertising campaigns is available at [address of entity's website] and in the reports on Australian Government advertising prepared by the Department of Finance. Those reports are available on the Department of Finance's website.'</i>	If applicable, Mandatory	N/A
17AH(1)(a)(ii)	Advertising and marketing research	If the entity did not conduct advertising campaigns, a statement to that effect.	If applicable, Mandatory	65



17AH(1)(b)	N/A	A statement that: <i>'Information on grants awarded by [name of entity] during [reporting period] is available at [address of entity's website].'</i>	If applicable, Mandatory	N/A
17AH(1)(c)	Disability reporting mechanisms	Outline of mechanisms of disability reporting, including reference to website for further information.	Mandatory	86
17AH(1)(d)	Freedom of information	Website reference to where the entity's Information Publication Scheme statement pursuant to Part II of FOI Act can be found.	Mandatory	77
17AH(1)(e)	N/A	Correction of material errors in previous annual report.	If applicable, mandatory	N/A
17AH(2) Information required by other legislation	Environmental performance Work health and safety	Section 516A of the Environment Protection and Biodiversity Conservation Act 1999. Section 4 Work Health and Safety Act 2011	Mandatory	79-80 75-76

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