Membership, terms of reference and related matters

The composition, terms of reference, functions and responsibilities and method of operation of the UNSW Australia Radiation Safety Committee (RSC) have been established to conform to the requirements of the NSW Radiation Control Act 1990, the NSW Radiation Control Regulations 2013, AS/NZS 2243 – Safety in laboratories Part 4: Ionizing radiation and Part 5 Non-ionizing radiations and AS/NZS 60825.14:2011 Safety of laser products Part 14: A user’s guide.

1. Scope

The UNSW RSC shall act in relation to:

- UNSW and its affiliated organisations including those for which Affiliation Agreements are in force with respect to matters of radiation safety and the role of the UNSW RSC; and
- All research, teaching or other activity that involves the use of radiation as defined under the relevant Act, Regulations and Standards.

In addition to the responsibilities accorded under the Act, the Regulations, Guidelines and the Affiliation Agreements, the UNSW RSC shall provide advice to the Vice Chancellor of UNSW (or delegated officer) in relation to any radiation hazard generated in the course of, or relevant to, teaching, research or other activity within UNSW or its affiliated organisations.

2. Terms of Reference

Under its terms of reference, the UNSW RSC is charged with the following responsibilities:

1. Review the University’s radiation safety procedures and its guidelines so that radiation doses to staff, students and members of the public are as low as reasonably achievable.

2. Assess and recommend for approval to the DVC(R) research projects, laboratories or teaching courses involved the use of ionising radiation, radioactive substances or lasers and ensure that each proposal:
   - is subjected to a safety assessment based on the radiation protection principles of “justification/optimisation/limitation”;
   - is conducted in facilities with appropriate level of shielding, engineering and administrative controls to protect the health and safety of staff and students involved;
   - fulfils all regulatory requirements and is subjected to any necessary pre-operational tests before its commencement; and
   - incorporates appropriate training for staff and students prior to work on the proposal.
3. Review and recommend appropriate safety training for all staff and students who use ionising radiation, radioactive substances and lasers.

4. Inspect and recommend for approval by the DVC(R) new facilities, radiation devices and apparatus requiring registration with the New South Wales Environmental Protection Authority (NSW EPA) under the University’s radiation management licence (RML).

5. Receive and consider reports from the Radiation Safety Officer (RSO) on:
   - monitoring results on personal radiation doses;
   - area radiation surveys of waste store;
   - annual inspections of areas where ionising radiation, radioactive substances or lasers are used; and
   - any other relevant matters concerning the uses of ionising radiation or radioactive substances and related facilities.

6. Provide advice to the University on the building, modification and decommissioning of radiation and laser laboratories, including installation and commissioning of radiation apparatus and sealed source devices.

7. Receive reports of incidents and accidents involving ionising radiation, radioactive substances or laser use, through Health & Safety, including spills and unintentional exposure to radioactive material. Recommend actions for improvement or remediation, and recommend for the DVC(R) to report the incidents to regulatory authorities as required.

8. Provide advice to the Vice Chancellor of UNSW (or delegated officer) in relation to any radiation hazard generated in the course of, or relevant to, teaching, research or other activity within UNSW or its affiliated organisations.

9. Forward any complaints and allegations of research involving radiation which may involve deviations from the UNSW Code for the Responsible Conduct of Research to the DVC(R).

10. Report the University’s inventory of nuclear material to the Australian Safeguards and Non-proliferation Office (ASNO) at the end of each financial year.

11. Report on a regular basis to the DVC(R) and annually to University Council on its activities and compliance with its terms of reference.

### 3. Membership of the UNSW RSC

The UNSW RSC comprises a minimum of six people and has the collective expertise to competently assess and provide advice on the work undertaken by the University and its affiliated organisations. Roles and responsibilities may be combined in the same person where appropriate.

Committee members, including the Presiding Member, are appointed by the DVC(R) for a period of 3 years, with the possibility for renewal for another three years. The DVC(R) can terminate membership at any time. The Committee may make recommendations to the DVC(R) regarding the continuation of any member. The DVC(R) nominates a Deputy Presiding Member from the RSC membership. The Deputy Presiding Member will act in Presiding Member’s absence or where the Presiding Member has a conflict of interest.

All members are appropriately indemnified by the University to fulfil their role on the RSC.

#### 3.1 Composition of the UNSW RSC:

The UNSW RSC is composed of the following membership:
• The Presiding Member.
• At least four persons who have the combined expertise in the research disciplines in ionizing radiation, radioactive substances or lasers and representing each School or Faculty using these radiation sources.
• One representative of UNSW Health & Safety as the Radiation Safety Officer.

3.3 Conflict of Interest
The following arrangements are in place to deal with conflicts or potential conflicts of interest:

• Members declare to the Presiding Member or Deputy, at the earliest opportunity, any potential conflict of interest in any matter that is presented to the UNSW RSC for assessment.
• All declarations of conflict of interest are recorded in the minutes of the meeting at which the declaration is made.
• The member who has declared a conflict of interest is excluded from the deliberations and assessment of the matter by the UNSW RSC.
• If a sufficient number of members with relevant qualifications and experience are not available, the final recommendation for a proposal is postponed until the views of additional members have been sought or until the next meeting of the UNSW RSC.

3.4 Attendance at Meetings
Members are selected onto the UNSW RSC due to their relevant expertise and as such, must be present at meetings of the UNSW RSC where their expertise is required in respect of assessments of particular proposal. If members cannot attend meetings where their expertise is required, they will notify the Secretary of the RSC as soon as possible.

Although membership to the UNSW RSC is voluntary, members are deemed to have vacated office if they are absent without leave for three consecutive meetings. The UNSW RSC records absences and apologies are lodged by a member who is unable to attend a meeting. The UNSW RSC may consider granting leave of absence when a member has missed two consecutive meetings and seeks leave (in writing) to miss a third meeting giving reasons for each absence. Leave of absence may be granted for one or more meetings at the discretion of the Presiding Member of the UNSW RSC. The Presiding Member will report this to the DVCR.

The UNSW RSC may co-opt and invite non-members to meetings to provide expert advice outside the scope of knowledge of the Committee. Such invitees will not vote in any decisions of the UNSW RSC.

3.5 Quorum and Decision Making Process
The decisions by the UNSW RSC are made by consensus as recommendations to the DVC(R) at quorate meetings, where quorum consists of at least 50% of members present. Out of session decisions are ratified at the next quorate meeting.

Radiation Safety information at UNSW can be found at:
https://research.unsw.edu.au/radiation-safety
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