

Accountability Statement

Presiding Officer, Radiation Safety Committee

November 2016

Overview:

The Presiding Officer of the Radiation Safety Committee (RSC) is responsible for the leadership and operation of the RSC, to ensure on behalf of the University, all activities relating to the use, storage and disposal of radioactive materials and equipment are conducted in compliance with legislative requirements.

The RSC is a committee appointed by, and reports through, the Deputy-Vice Chancellor (Research, Development and Industry), on all matters relating to radiation safety at the University.

Reports to:

- Deputy Vice-Chancellor (Research, Development and Industry) (DVC-RDI)

Principle Accountabilities:

- Provide leadership in radiation safety standards for the University
- Guide the work of the committee in development of policy and guidelines ensuring alignment with relevant legislation and codes
- Provide leadership in education and training in handling and use of radioactive substances to staff and students of the University
- Work collaboratively with the DVC-RDI to ensure legislative and University reporting requirements are met
- Ensure RSC decisions are informed by an exchange of views, and all members are actively engaged
- Ensure the RSC performs its responsibilities in accordance with the terms of reference

Functional Responsibilities:

- Oversee and authorise all formal reporting from the RSC
- Ensure that the RSC operates in accordance with the principles and requirements of the legislation and regulations, the relevant policies of the University, and the RSC terms of reference
- Ensure that proposals and applications are considered by the RSC, the outcomes are conveyed to the staff in a timely fashion, and records are maintained
- Develop and monitor implementation of radiation safety policies and guides, relevant for teaching and research contexts, and regularly review to promote best practice
- Ensure that an agenda is produced prior to each meeting and the meeting will consider RSC business as required to fulfil the Committee's responsibilities.
- Advise the DVC-RDI on resources required by the RSC

Personal Capabilities:

- Excellent communication skills, ability to negotiate, and resolve conflict
- Administrative skills to oversee committee business and legislative reporting
- Demonstrated ability to make informed and decisive evaluations of complex issues

Remuneration/Workload Allowance:

- An employee of the University will receive a workload allowance of 10%
- A Chair who is not an employee of the University will receive a daily sitting fee (to be determined)

Relevant material:

- [Radiation Control Act 1990 No 13](#)
- [Radiation Control Regulation 2013](#)
- [NSW Radiation Series No 5 – Recommendations for Radiation Safety Officers and Radiation Safety Committees](#)
- [ARPANSA – Regulations, Codes and Guidelines](#)