

**THE ANNUAL REPORT OF
THE RADIATION ADVISORY COMMITTEE
FOR THE FINANCIAL YEAR ENDING JUNE 2025**



RADIATION ADVISORY COMMITTEE
Melbourne, Australia

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The Hon Mary-Anne Thomas
Minister for Health

Dear Minister

Pursuant to Section 110 of the *Radiation Act 2005*, the Radiation Advisory Committee submits the 2024-25 annual report of the Committee for presentation to Parliament.

Yours faithfully

Dr Joanna Lia Wriedt
Chair
RADIATION ADVISORY COMMITTEE

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RADIATION ADVISORY COMMITTEE

The Radiation Advisory Committee (the Committee) is established under Part 10 of the *Radiation Act 2005*. The term of appointment for the current Committee is for the period 17 August 2023 to 16 August 2026.

3.1 Composition

The Committee did not meet in the 2024-2025 financial year.

The members of the Committee from 1 July 2024 to 30 June 2025 are listed in Table 1.

<p>Dr Joanna Lia Wriedt (Chair) Physiologist, Epidemiologist and Lawyer</p>	<p>Dr David Bernshaw Consultant Radiation Oncologist Peter MacCallum Cancer Centre</p>
<p>Associate Professor Ken Karipidis Assistant Director Health Impact Assessment Australian Radiation Protection and Nuclear Safety Agency</p>	<p>Mr Steve Crosling Consultant RadTest Australia</p>
<p>Associate Professor Eddie Lau Radiologist and Nuclear Medicine Specialist Austin Health</p>	<p>Mr Geoffrey Dick Senior Radiology Procurement Specialist Althea Australia</p>
<p>Dr Solveig Grenfell Radiation Oncologist Campus Director, Peter MacCallum Bendigo Radiotherapy Centre</p>	<p>Ms Min Ku Professional Standards Manager Australian Society of Medical Imaging and Radiation Therapy</p>
<p>Dr Tomas Kron Director of Physical Sciences Peter MacCallum Cancer Centre and University of Melbourne</p>	<p>Ms Monique Gaspar General Manager - Delivery and Growth Core Connect Group</p>
<p>Dr Fiona Charalambous Assistant Director National Uniformity Policy and Secretariat Australian Radiation Protection and Nuclear Safety Agency</p>	<p>Associate Professor Mohamed Badawy Chief Physicist and Radiation Safety Officer Monash Health</p>

(ii) Responsibilities

The Committee is to advise the Minister for Health or the Secretary of the Department of Health, on any matters relating to the administration of the *Radiation Act 2005* referred to it by the Minister or the Secretary, including the following:

- (a) The promotion of radiation safety procedures and practices.
- (b) Recommendation of the criteria for the licensing of persons and the qualifications, training or experience required for licensing.
- (c) Recommendation of which radiation sources should be prescribed as prescribed radiation sources.
- (d) Recommendation of the nature, extent and frequency of tests to be conducted on radiation apparatus and sealed radioactive sources.
- (e) Codes of practice, standards or guidelines with respect to particular radiation sources, radiation practices or uses.

Section 110 of the Radiation Act requires that the Committee must give the Minister a report on its activities during a financial year no later than 1 November following that year.

The terms of reference for the Committee are provided in Appendix 1.

1. Introduction

Neither the Minister for Health nor the Secretary of the Department of Health referred any matter to the Committee for advice in the 2024-2025 financial year and the Committee did not meet in this period.

The Committee would like to thank the Health Regulator of the Department of Health (the Department), and in particular Mr Morrie Facci for his continuing assistance and support.

2. Ionising radiation

No matters were brought to the Committee for advice during the 2024-2025 financial year.

3. Non-ionising radiation

No matters were brought to the Committee for advice during the 2024-2025 financial year.

Appendix 1 - Terms of reference of the Radiation Advisory Committee

Role

The Radiation Advisory Committee is established under the *Radiation Act 2005* (the Act). The Committee's function is to consider, advise and report to the Minister for Health or the Secretary of the Department on any matters relating to the administration of the Act and Radiation Regulations 2017, including:

- a) the promotion of radiation safety procedures and practices;
- b) recommending the criteria for the licensing of persons to use radiation sources and the qualifications, training or experience required by those persons to do so;
- c) recommending which radiation sources should be prescribed as prescribed radiation sources;
- d) the radiation safety standards to be specified under section 29 of the Act;
- e) the nature, extent and frequency of tests to be conducted on prescribed radiation sources and the specification of radiation safety tests under section 30 of the Act;
- f) codes of practice, standards or guidelines with respect to particular radiation sources, radiation practices or uses.

Responsibilities and functions

The Committee may provide advice to the Department in relation to:

- the administration and amendments of the Radiation Act 2005 and the Radiation Regulations 2017;
- the licensing of persons and companies to use radiation sources and conduct radiation practices;
- the inspection and testing of radiation sources;
- new radiation sources and technologies;
- the development, implementation and review of state and national codes, standards and guidelines;
- the transportation, storage and disposal of radioactive materials;
- the security of radioactive sources;
- radiation incidents;
- non-ionising radiation matters including:
 - health effects of radiofrequency electromagnetic fields (including mobile communications);
 - health effects of extremely low frequency (ELF) electromagnetic fields (including power frequency fields); and
 - lasers and intense pulsed light (IPL) sources.
- the promotion and improvement of radiation safety in Victoria;
- developments that impact on best practice for radiation safety; and
- any other matter put to it by the Minister.

In addition to this the Committee may deliberate on other matters that are relevant to its objectives. This includes identifying opportunities, issues of concern including resource constraints and research needs.

Membership

Requirements

Under the *Radiation Act 2005*, the Committee will consist of at least 5 members appointed by the Minister for Health.

It is government policy that the membership of Committees accurately reflect the composition of the Victorian community, including gender balance.

A member is appointed for the term, not exceeding 3 years, specified in the instrument of appointment, but is eligible for re-appointment.

Expressions of interest are sought towards the end of the outgoing Committee's three-year term from persons wishing to apply for membership of the Committee for the next three years.

Chairperson

The Chairperson is elected by the consensus of the Committee. A Chairperson is appointed for the term, not exceeding 3 years, specified in the instrument of appointment, but is eligible for re-appointment.

Expressions of interest are sought towards the end of the outgoing Committee's three-year term from members wishing to apply for Chairperson of the Committee for the next three years.

Conduct

Members will act in accordance with legal requirements, ethical standards, relevant policies including conflict of interest, codes of conduct and the Department of Health' values.

Induction of new members

The Chairperson, supported by the Secretariat, will provide newly appointed members with all necessary and relevant information regarding the Committee's responsibilities and any other background information to enable them to understand the scope of operations and duties and responsibilities. This includes the Terms of Reference as well as the minutes of the past three meetings.

Observers

The Chairperson or the Minister may invite any person who is not appointed as a member to attend meetings to act as an observer and who may participate in discussions. Such a person may include a technical subject expert.

Observers are to receive all relevant information provided to members of the Committee except that designated confidential.

Removal and resignation from office

A member may resign from office by notice in writing signed by that person and delivered to the Minister and the Department.

The Minister and the Department may remove a member from office at any time for any reason.

Acting appointments

The Minister may appoint a person to act in the place of a member who is absent from duty or who, for any other reason, is unable to perform the duties of the office.

An acting member is appointed for the term, and on such other terms and conditions, as are specified in the instrument of appointment and may perform all the duties, of the member for whom he or she is acting.

The Minister may at any time terminate an acting appointment.

Conflict of interest

Committee members have a responsibility to avoid conflicts of interest and to notify other members when a conflict arises.

A conflict of interest occurs when a person's interests conflict with their responsibility to act in the best interests of the Committee.

A conflict of interest may be actual, potential, or perceived, and may be financial or non-financial. A conflict in itself does not imply wrongdoing but managing conflicts of interest is essential to maintain the integrity of the Committee. Management of a conflict of interest will be on a case-by-case basis but may at times require a member to recuse themselves from a discussion and/or decision.

The onus for declaration of any conflict-of-interest rests with each member.

If members are in doubt as to whether they have a conflict of interest, they should speak with the Chairperson prior to any meetings, discussions or decisions on the relevant issue.

Meeting procedure

Frequency of meetings

Meetings will be scheduled for the first Thursday of every second month, starting February. If required, additional meetings will be scheduled as determined by the Department.

Attendance and quorum requirements

A minimum of five members constitutes a quorum for meetings of the Committee. Members are expected to commit the required time and attend a minimum attendance of 75% of meetings. Members may participate in the meeting by telephone or video links.

Committee recommendations and decision making

A decision as to a recommendation to be made by the Committee is determined by a majority of votes of members who are present and voting on the question. In the event of a deadlock, the Chairperson shall have a casting vote. Prior to making a decision, the Committee will give due consideration to all the relevant information, issues, options and implications.

Members may be required to provide advice to the Department out-of-session.

Sub-Committees

The Committee may, with the consent of the Minister, request a person to assist the Committee with the Committee's work or a sub-Committee of the Committee with the sub-Committee's work.

The Department selects and appoints members to the sub-Committees.

The Chairperson of the sub-Committee will provide regular reports to the Committee and refer matters of relevant importance to the Committee.

Secretariat support

Secretariat support to the Committee and any sub-Committees is provided by the Department. The Secretariat is nominated and overseen by the Manager, Environmental Health Regulation and Compliance Unit within the Department of Health Victoria.

Agenda, papers and minutes

Agendas and meeting papers will be prepared by the secretariat of the Committee in consultation with the Chairperson and distributed no later than one week prior to the meeting.

Agendas and papers may be circulated to members of the Committee by hard copy or electronic methods.

The Secretariat will minute all meetings and will distributed to the Committee within three weeks following the meeting. Minutes will be ratified at the next Committee meeting.

Confidentiality

Members of the Committee must not discuss any deliberations or circulate any meeting agendas, minutes, papers or other materials publicly, or in any other forum, without the consent from the Minister for Health.

Communication with the media

Committee members must not communicate with the media regarding discussions held in Committee meetings. Media enquiries regarding such matters must be directed to the Department.

Remuneration

A Committee member is entitled to be paid the fees and allowances from time to time determined by the Governor in Council. Under the *Appointment and Remuneration Guidelines for Victorian Government Boards, Statutory Bodies and Advisory Committees* (2018), the Committee is classified as a group C organisation, band 1 and Committee members are entitled to receive remuneration consistent with the guidelines. This also applies to any sub-Committees of the Committee

A person who assists the Committee or a subcommittee of the Committee is entitled to be paid the fees and allowances from time to time determined by the Governor in Council.

Evaluation

Annual Report of the Committee

The Committee must give the Minister a report on its activities during a financial year no later than 1 November following that year.

Committee performance

The Committee will conduct an annual collective and individual evaluation of its performance (performance metrics to be determined). The evaluation will be presented to the Committee and to the Department.

The purpose of performance assessment is to enable performance areas that require improvement to be identified and addressed.

Review process for Terms of Reference

The Terms of Reference will be reviewed by the Committee at least every three years or as required jointly led by the Committee and the Department. Changes to the Terms of Reference will be put to the Committee after considering any recommendations that come forward after a review.