Appendix 1
Equality of Employment Opportunity

Objectives

1. To ensure that Equal Employment Opportunity (EEO) principles and practices are actively incorporated into all people management practices.

2. To ensure that the structures and processes used to implement EEO adjust to changing employment needs.

3. To confirm and communicate the vision that ANSTO’s employment activities reflect ANSTO’s values.

ANSTO actively seeks to implement EEO and diversity principles in its management practices. Human resource processes operate within the ISO 9001 framework. All new employees are introduced to the principles of EEO as part of their induction program and are required to undertake the relevant online training. While there is a predominance of male employees in ANSTO, women are relatively well represented in key management and research scientist roles. The percentage of female employees continues to increase, as does the percentage of employees from non-English speaking backgrounds.

ANSTO has sought to accommodate employees seeking part-time employment wherever feasible, and it is noted that this has been utilised by both male and female employees.

Access to parental leave has been improved via new provisions, which also provide for increased paid maternity leave. All employees and their families continue to have access to the services of counsellors through the Employee Assistance Program, provided as an employee benefit through an external provider.

Staff in specific employment categories

This information is based on data obtained from 914 staff.
Note: Staff had the option of choosing not to provide information when answering questions.

<table>
<thead>
<tr>
<th>Number employed</th>
<th>% of total staff</th>
<th>Average salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Female</td>
<td>232</td>
<td>255</td>
</tr>
<tr>
<td>Male</td>
<td>682</td>
<td>726</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number employed</th>
<th>% of total staff</th>
<th>Average salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>People with disabilities</td>
<td>15</td>
<td>18</td>
</tr>
<tr>
<td>Aboriginal and Torres Strait Islanders</td>
<td>10</td>
<td>11</td>
</tr>
<tr>
<td>Non-English speaking background</td>
<td>33</td>
<td>53</td>
</tr>
</tbody>
</table>
Appendix 2

Freedom of Information

In compliance with Section 8 of the Freedom of Information Act 1982, the following is the annual statement on consultative arrangements, categories of documents maintained, and facilities and procedures for access to documents relating to ANSTO.

Details of the functions of the organisation, membership of the Board and decision-making powers of the Board and the Executive are provided elsewhere in the annual report.

Arrangements for external participation

Liaison groups

A technical advisory committee advises the ANSTO Board on the research projects being undertaken at ANSTO. Details of its role and composition can be found on pages 86-87 of this Annual Report.

The Local Liaison Working Party (LLWP), established in 1967, comprises representatives from the NSW Police, Ambulance, Fire Brigades, Rural Fire Service, the NSW Department of Environment and Conservation, the NSW Department of Health, the Australian Federal Police, the Georges River District Emergency Management Officer, the State Emergency Management Committee, the State Emergency Service, Sutherland Shire Council and ANSTO, as well as an observer from the Australian Radiation Protection and Nuclear Safety Agency. The LLWP is a communication forum for all parties which play a role in emergency preparedness and response at the Lucas Heights Science and Technology Centre (where ANSTO is located).

ANSTO state government arrangements

As it is located in New South Wales, ANSTO liaises with a range of NSW departments and authorities responsible for emergency management, environmental planning and other matters.

Associated organisations

AINSE, which is an association of ANSTO, GNS Science and 39 universities, arranges access by staff and students of Australasian universities to the major facilities at ANSTO.

Other arrangements

Less formal arrangements exist for promoting discussions, the exchange of views and/or collaboration with organisations outside the Commonwealth administration. These organisations include local government authorities, universities, standards bodies, professional societies, unions and staff associations, industrial groups and international nuclear agencies.

Categories of documents held

Computer software packages, computer printouts, technical books and reports, and International Nuclear Information System documents are available for purchase. Single copies of the annual report, Nuclear Matters, strategic plans, ANSTO emergency plans, environmental monitoring reports, general information literature, videos and DVDs (under loan arrangements) are available on request.

Documents relating to decision-making processes include Cabinet documents about matters in which ANSTO has an interest; ministerial correspondence and directions; ANSTO Board agenda, memoranda and decisions; deeds, legal contracts and formal agreements; minutes and submissions; employment, delegations, security, finance and accounting handbooks and manuals. General correspondence includes ministerial briefs; speeches; conference papers for national and international meetings; parliamentary questions
Appendix 2

Freedom of Information

and answers; cables, telexes and facsimiles; and general records files.

Technical documents held include scientific and technical reports and laboratory notes comprising patents and inventions; computer media; plant and equipment operating manuals; maintenance, quality assurance and safety manuals; reactor operating authorisations, records and log books; radioisotope quality control procedures manuals; radioisotope catalogues and price lists; engineering service general records; nuclear material movement vouchers and accounting records; photographs; and radiographs.

Health and safety documents include staff medical records; safety-related survey records; film badge and radiological records; accident reports; and emergency response procedures.

Administration documents held include personnel records such as staff promotion files; organisation and establishment reports; compensation files; computer media with administrative instructions and information storage; staff lists and classifications; accounting records; pay-roll, flexitime and overtime records; tender and contract documents; building plans, specifications and instructions; directives; orders; memoranda; bulletins; notices; and information.

Other documents held include drawing office records such as plans, microfilm, drawings, maps and photographs.

Facilities for access

By arrangement, Freedom of Information (FOI) inquirers can peruse information in the Reception Centre at the entrance to the Lucas Heights Science and Technology Centre. Other arrangements for access may be made by contacting the FOI Coordinator, ANSTO, Private Mail Bag 1, Menai, NSW 2234, Australia (email samantha.thorogood@ansto.gov.au).

ANSTO also has a free enquiry service for members of the public requiring information about the Organisation and its research, called the Community Right to Know Charter.

Interested parties are encouraged to contact enquiries@ansto.gov.au for any information.

Information about ANSTO is available on the internet through the organisation’s homepage at www.ansto.gov.au.

The ANSTO Senior Adviser, Government Liaison and General Manager, Public Affairs, have been appointed as authorised officers under Section 23 of the Freedom of Information Act 1982.
Appendix 3
Functions and powers of the Organisation under the ANSTO Act

This appendix describes the functions and powers of the organisation under the Australian Nuclear Science and Technology Organisation Act 1987, which is ANSTO’s enabling legislation. In the text below, ‘Organisation’ means the Australian Nuclear Science and Technology Organisation.

Section 5: Functions of the Organisation

(1) The functions of the Organisation are:

(a) to undertake research and development in relation to:
   (i) nuclear science and nuclear technology; and
   (ia) the application and use of nuclear science and nuclear technology; and
   (ii) the production and use of radioisotopes, and the use of isotopic techniques and nuclear radiation, for medicine, science, industry, commerce and agriculture; and
   (iii) such other matters as the Minister directs; and

(b) to encourage and facilitate the application and use of the results of such research and development; and

(ba) to condition, manage and store radioactive materials and radioactive waste, arising from:
   (i) the Organisation’s activities (including the production of radioactive materials for other persons); or
   (ii) the activities of companies in which the Organisation holds a controlling interest (including the production of radioactive materials for other persons); or
   (iii) the use by other persons of radioactive materials produced by the Organisation or such companies; or
   (iv) the activities of other persons who are specified in the regulations; and

(bb) to condition, manage and store radioactive materials and radioactive waste generated, possessed or controlled by the Commonwealth or a Commonwealth entity; and

(bc) to condition, manage and store radioactive materials and radioactive waste at the request of:
   (i) a law enforcement agency; or
   (ii) a Commonwealth, State or Territory agency responsible for the management of emergencies or disasters;

   including, but not limited to, radioactive materials or radioactive waste involved in, or arising out of, a radiological incident or a radiological emergency; and

(bd) to condition, manage and store radioactive waste that has been, or is to be, sent to Australia under contractual arrangements relating to the conditioning or reprocessing of ANSTO spent nuclear fuel; and

(c) to produce, acquire, provide and sell goods, and to provide services, that are:
Appendix 3

Functions and powers of
the Organisation under
the ANSTO Act

(i) in connection with the
production and use of
radioisotopes, and the use of
isotopic techniques and nuclear
radiation, for medicine, science,
industry, commerce and
agriculture; or

(ia) in connection with the
conditioning, management
and storage of radioactive
materials or radioactive
waste; or

(ib) in connection with nuclear
science and nuclear
technology; or

(ic) in connection with the
application and use of
nuclear science and nuclear
technology; or

(ii) otherwise in connection with
matters related to its activities;

and

(d) to act as a means of liaison between
Australia and other countries in
matters related to its activities; and

(e) to provide advice on aspects of:

(i) nuclear science and nuclear
technology; and

(ii) the application and use of
nuclear science and nuclear
technology; and

(iii) other matters related to its
activities; and

(ea) to make available to other persons,
on a commercial basis, the
knowledge, expertise, equipment,
facilities, resources and property of
the Organisation by:

(i) providing training and
management expertise; or

(ii) selling or leasing equipment; or

(iii) leasing land, buildings and
facilities; or

(iv) taking any other action that the
Organisation thinks appropriate;

and

(f) to co operate with appropriate
authorities of the Commonwealth,
the States and the Territories, and
with other organisations and
institutions in Australia or elsewhere,
in matters related to its activities; and

(g) to publish scientific and technical
reports, periodicals and papers on
matters related to its activities; and

(h) to collect and sell or distribute, as
appropriate, information and advice
on matters related to its activities;

and

(j) to arrange for training, and the
establishment and award of scientific
research studentships and
fellowships, in matters related to its
activities; and

(k) to make grants in aid of research into
matters related to its activities; and

(m) to make arrangements with
universities and other educational
research institutions, professional
bodies and other persons for the
conduct of research or of other
activities in matters related to its
activities.

(1A) A regulation made for the purposes of
subparagraph (1)(ba)(iv) must not have the
effect of authorising the premises on
which the Lucas Heights Research Laboratories are situated to become a national nuclear waste repository.

(1B) In subsection (1A):

national nuclear waste repository means a site chosen by the Commonwealth, after the commencement of this subsection, for the storage of nuclear waste with a view to it never being moved to another site.

(1C) Without limiting paragraph 5(1)(bb):

(a) radioactive materials and radioactive waste generated by a Commonwealth contractor under a contract between the Commonwealth contractor and the Commonwealth or a Commonwealth entity are taken to be generated by the Commonwealth or the Commonwealth entity, as the case requires; and

(b) radioactive materials and radioactive waste possessed or controlled by a Commonwealth contractor under a contract between the Commonwealth contractor and the Commonwealth or a Commonwealth entity are taken to be possessed or controlled by the Commonwealth or the Commonwealth entity, as the case requires.

(2) The Organisation shall not undertake research or development into the design or production of nuclear weapons or other nuclear explosive devices.

(3) In undertaking its functions, the Organisation is to have regard to:

(a) the Commonwealth Government’s national science, technology and energy policy objectives; and

(b) the Commonwealth Government’s commercialisation objectives for public research institutions.

(4) The Minister shall not give a direction under subparagraph (1)(a)(iii) to the Organisation to undertake research or development in relation to a matter unless the Minister is satisfied that research or development by the Organisation in relation to that matter would be an effective use of the staff of the Organisation, and would not duplicate unnecessarily any activity being carried on, or proposed to be carried on, by any other agency or authority of the Commonwealth.

(5) The Organisation may perform its functions to the extent only that they are not in excess of the functions that may be conferred on it by virtue of any of the legislative powers of the Parliament, and, in particular, may perform its functions:

(a) in so far as it is appropriate for those functions to be performed by the Organisation on behalf of the Government of the Commonwealth as the national Government of Australia; and

(b) for purposes for which it is appropriate for the Parliament as the national Parliament of Australia to authorise the Organisation to perform functions; and

(c) by way of expenditure of money that is available for the purposes of the Organisation in accordance with an appropriation made by the Parliament; and
Appendix 3

Functions and powers of the Organisation under the ANSTO Act

(d) in the course of, or in relation to, trade and commerce with other countries, among the States, between Territories or between a Territory and a State; and

(e) for purposes related to external affairs; and

(f) for purposes in or in relation to a Territory; and

(g) for purposes related to the defence of the Commonwealth.

Section 6: General powers of Organisation

(1) Subject to this Act, the Organisation has power to do all things necessary or convenient to be done for or in connection with the performance of its functions and, in particular, has power:

(a) to enter into contracts;

(b) to acquire, hold and dispose of real or personal property;

(c) to occupy, use and control any land or building owned or held under lease by the Commonwealth and made available for the purposes of the Organisation;

(d) to erect buildings and structures and carry out works;

(e) to form, or participate in the formation of, a company or partnership;

(f) to appoint agents and attorneys, and to act as an agent for other persons;

(g) to engage persons to perform services for the Organisation;

(h) to design, produce, construct and operate equipment and facilities; and

(i) to do anything incidental to any of its powers.

(2) The powers of the Organisation may be exercised within or outside Australia.

(3) To avoid doubt, the Organisation has the power to construct buildings and facilities for the sole purpose of performing the function referred to in paragraph 5(1)(ea).
ANSTO’s primary role under the Commonwealth Disability Strategy is as an employer, and as such we are committed to equity and fairness in the workplace and in our recruitment practices.

All our job advertisements state that ANSTO is an equal opportunity employer. All new employees are made aware of our practices during induction and in our revised orientation program which is currently being prepared for online delivery.

All employees participate in our compulsory online compliance training covering workplace rights and wrongs, privacy, ethics and bullying. Our human resources policies, which include our approach to employees with disabilities, are incorporated into ANSTO’s Business Management System and are available to employees online.

Formal complaints and grievance processes are set out in ANSTO’s 2006 Enterprise Agreement. It is through this Agreement that any complaints or grievances raised by people with disabilities in relation to ANSTO’s employment practices may be directed.

ANSTO also has a separate whistleblower directive which safeguards any employee who seeks to raise a complaint or grievance. The Agreement also contains a supported wage arrangement for employees with disabilities.

We maintain a network of internal contact officers with whom difficulties may be discussed. All staff have access to an independent employee assistance program, which is publicised throughout the organisation. ANSTO has secondary roles as a policy adviser and as a regulator.

As a policy adviser, we consider what effect our products and services may have on people with disabilities, and we provide explanatory information where required.

As a regulator, we ensure that internal policies and procedures comply with the relevant legislation and that staff are kept informed of requirements under organisational policy.
Under its 2004-07 Triennium Funding Agreement, ANSTO agreed to assess the performance of its research, addressing four subjects:

1. Quality of research
2. Systems for ensuring research quality and achievements
3. The application and/or dissemination of research outputs
4. The development of researchers.

The assessment was undertaken in 2005-06 and on 9 June 2006 the Board reported to the Minister for Education, Science and Training, the Hon Julie Bishop MP, on the findings of the assessment process.

The Minister responded on 21 August 2006, approving the Board’s report and confirming that it met the objectives of the Government’s quality framework. She noted that, “the overall assessment is very positive and that it confirms that 60% of ANSTO staff are in the top 25% internationally.” The Minister also noted that, “ANSTO management and staff believe that they have gained many benefits as a result of the assessment of performance of its research.”


**Actions arising**

The Board is committed to ensuring implementation of the recommendations that were made during the assessment process by ANSTO’s Technical Advisory Committee and the expert panels that reviewed each research institute.

Listed below are the seven areas for action that were identified in the Organisation’s 2005-06 Annual Report as a result of the research performance assessment, and progress on these during 2006-07.

---

**Appointments of key management and research project staff**

At the beginning of the financial year, three research institutes were being led by acting heads. All three positions have been filled.

Staffing decisions give considerable weight to recommendations of the TAC and panels, but also take account of strategy, funding and timing of availability of high quality staff.

Notable appointments in the Bragg Institute include a high standing neutron scattering group leader, an internationally recognised small angle scattering instrument scientist, a highly calibre thermal triple-axis spectrometer instrument scientist and a highly experienced scientific coordinator.

The staffing recommendations of the Institute for Materials and Engineering Science expert panel have been met.
### Appointments of key management and research project staff

The Institute for Environmental Research has filled one of the roles identified by its expert panel, but recruitment for other roles recommended by the panel is continuing.

The recommendations of the panel that reviewed the Institute for Radiopharmaceuticals Research are pending the arrival of the new institute head, although some other notable appointments have been made.

In addition, support staff numbers have been increased and ANSTO has awarded two Senior Research Fellowships to extend our portfolio into previously unexplored areas.

### Establishment, evolution, operation and quality of organisation-to-organisation collaborative agreements

ANSTO has consolidated its partnerships with the Defence Science and Technology Organisation through a new memorandum of understanding.

A formal, well publicised agreement with CSIRO (covering the Food Futures and Preventative Health Flagships and Food Science Australia – a joint venture of CSIRO and the Victorian Government) is supporting research on food science using neutron scattering.

ANSTO research projects had collaborations underpinned by formal agreements with nine universities in the current year. Of these six were with Group of Eight universities. The other three university collaborators offer specialist areas of research, in detectors and medical physics, and environmental research. The agreement with the University of Melbourne stands out at the highest level.

ANSTO had 19 international collaborations with institutions underpinned by formal agreements; involvement in one European Union Framework 6 Integrated Project; one global environmental research project and four IAEA programs.

### Consolidation of long-term and strategic partnerships

ANSTO has joined a new Cooperative Research Centre for Biomedical Imaging Development (CRC-BID), providing a formal structure for relationships in the development and application of new radiopharmaceutical imaging agents. The organisation is using support received from the Department of Prime Minister and Cabinet’s National Security Science and Technology Unit for counter-terrorism work with the Australian Federal Police and Australian Customs.
## Consolidation of long-term and strategic partnerships

Radiopharmaceutical research is increasingly focused on a few strategic partners, notably the Peter MacCallum Cancer Institute (through the CRC-BID), the Garvan Institute, Austin Health and the Brain and Mind Research Institute at the University of Sydney.

ANSTO has placed a neutron scattering specialist in CSIRO to increase that organisation’s awareness of potential applications of OPAL. ANSTO Minerals and minerals research teams in CSIRO have also been working towards closer relationships, with a project recently commenced involving Geoscience Australia, under the umbrella of Minerals Down Under.

ANSTO also using its postdoctoral program as part of our strategic partnering. Of the 43 postdoctoral projects currently under way, 16 are jointly funded.

Among new arrangements to encourage cooperation are a collaborative project fund with the University of Melbourne and joint PhD scholarships with the University of Sydney.

The new postdoctoral fellowships being offered by the Australian Institute of Nuclear Science and Engineering are also directed at activities aligned with ANSTO strategies. ANSTO is also working with AINSE to contribute to the development of new nuclear education programs in Australia.

## Project monitoring

The Executive contracts with research institutes for delivery of research outcomes against agreed milestones. Institute heads and senior managers review projects for their performance against milestones and require justification to modifications. The Executive approves major redirections and review overall progress as required, but at least annually. Major milestone achievements are collated as part of ANSTO’s new balanced scorecard for reporting.

Project leaders are required to prepare project summaries with measurable and realistic outputs. Performance against these is reported quarterly in the balanced scorecard.

## The framework for staff development and recruitment

The first stage of a strategic staff development and recruitment framework has been implemented. This includes succession planning. Staff with potential to become institute heads are increasingly undertaking relevant training.
## Appendix 5

### Research Performance Assessment

| Postgraduate appointments and subsequent employment | Four scholarships have been placed for the University of Sydney postgraduate scheme. Two vacancies have been carried forward. AINSE’s postgraduate scholarships are also better aligned now with ANSTO’s research portfolio. |
| Developments regarding nuclear science and technology in Australian universities | The Australian Government is supportive of ANSTO’s and AINSE’s efforts to work with universities to build the national skills base in nuclear science and technology. ANSTO is focusing its collaborations on universities in the research-intensive Group of Eight (namely the Universities of Melbourne, Sydney and NSW) or with particular alignments to ANSTO’s interests (e.g. the University of Wollongong). The organisation has held discussions with a number of universities about their programs. In addition, AINSE intends to coordinate a national program. |
Appendix 6

Index of compliance with reporting guidelines

Index of compliance with reporting guidelines under various Acts, Regulations and Orders applicable to ANSTO as a Commonwealth authority

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