



Mental Health Review Tribunal
Queensland Government

This kit contains all the information you need to apply for appointment as a member of the Mental Health Review Tribunal.

Position Summary

About the MHRT

Conditions of Appointment

Your Application

Contact Details

How to Apply Checklist

Application Form

Curriculum Vitae Proforma

**Response to Requirements
Proforma**

Personal Particulars Form

Organisational Chart



Summary

Title: Tribunal Member

Status: Temporary Part-Time

Location: Various Locations

Remuneration:

	Legal (Presiding) Member
Daily meeting fee	\$94.90 per whole hour up to a maximum of \$759.00
Special assignment fee	\$158.00 per whole hour up to a maximum of \$632.00 for any one assignment undertaken in a single day
	Medical (Psychiatrist) Member
Daily meeting fee	\$137.50 per whole hour up to a maximum of \$1100.00
Special assignment fee	\$229.00 per whole hour up to a maximum of \$916.00 for any one assignment undertaken in a single day
	Community Member
Daily meeting fee	\$67.90 per whole hour up to a maximum of \$543.00
Special assignment fee	\$113.25 per whole hour up to a maximum of \$453.00 for any one assignment undertaken in a single day



About the Mental Health Review Tribunal

The Mental Health Review Tribunal (the Tribunal) is an independent statutory body established under Chapter 12, Part 1 of the Queensland *Mental Health Act 2000* (the “Act”), and is a single, state-wide organisation made up of part-time members and headed by a full-time President.

The *Mental Health Act 2000* can be access through the Tribunals website at <http://www.mhrt.qld.gov.au>

A person is eligible for appointment as a member of the Tribunal if the person:

- is a lawyer of at least five years standing; or
- is a registered psychiatrist; or
- has other qualifications and experience the Minister for Health considers relevant to exercising the Tribunal’s jurisdiction.

The Governor in Council makes appointments on the advice of the Minister for Health and the term of appointment is no longer than three years. Members may seek reappointment at the end of their term.

The Purpose of the Tribunal

The Act provides for the involuntary assessment and treatment of persons with mental illnesses, while at the same time safeguarding their rights and balancing the rights of other persons. The purpose of the Tribunal is principally to review the involuntary status of persons subject to the involuntary treatment provisions of the Act. This is done through the constitution of review panels at various locations throughout the state.

The Functions of the Tribunal

The functions of the Tribunal are set out in chapter 6 of the *Mental Health Act 2000*

- Reviewing the application of treatment criteria for mental health patients within six weeks of an order being made and at intervals of not more than six months thereafter, or at any time upon application by the patient or by someone on behalf of the patient.
- Reviewing the detention of young patients in high security units within seven days after the detention starts and afterwards at intervals of not more than three months or any time upon application by the patient or by someone on behalf of the patient.
- Reviewing the mental condition of forensic patients within six months after the forensic order is made and thereafter at intervals of not longer than six months, or at any time upon application by the patient or by someone on behalf of the patient.
- Reviewing fitness for trial at least once every three months for the year starting on the day of the court’s decision or jury’s finding and thereafter at intervals of not more than six months, or at any time upon application by the patient or by a person on behalf of the patient.

- Deciding application for notification orders (ie. determining whether a person has sufficient personal interest to be notified of certain matters in relation to a patient).
- Deciding treatment applications (eg. determining whether to approve an application by a psychiatrist to administer electroconvulsive therapy (ECT) to an involuntary patient).
- Deciding applications for approval for patients to move out of Queensland.
- Deciding appeals against decisions of administrators of authorised mental health services to refuse certain visitors.

Principles for Administration of the Act

The principles for administration are set out in section 8 of the *Mental Health Act 2000*

- A person is to be encouraged to participate in all aspects of the decision making affecting treatment.
- A person should be provided with the necessary support and information to enable the person to exercise rights under the Act, eg. facilitation of representation of the person's views.
- A person's special needs should be recognised, eg: Language.
- A person's right to confidentiality must be recognised. It is an offence for a member of the Tribunal to disclose information acquired about a person in the course of exercising the jurisdiction of the Tribunal, except in the circumstances provided for under s528 of the Act.
- When exercising the jurisdiction of the Tribunal a person's liberty and rights should be affected by provisions of the Act in the least restrictive way, while taking into account the health and safety of the person and/or the protection of others.
- Opportunity should be given to allow representation of the person's case and to inspect any document used by the Tribunal in reaching a decision, if appropriate.

Statement of Reasons

If requested to do so by a party to the proceedings, the Tribunal must provide a statement of reasons for any decision made. If the request is made within seven days after receiving the notice of decision, the Tribunal must comply with the request within 21 days after receiving the request. The presiding member of the Tribunal is responsible for providing a statement of reasons, in consultation with the other panel members.

Appeals

An appeal to the Mental Health Court against a review decision, decision on a treatment application or a decision for a patient to move out of Queensland may be made by the patient, a person on behalf of the patient or the Director of Mental Health.

Constitution of the Tribunal

Each panel is composed of between three to five members, including at least one lawyer, one psychiatrist and one other member who is not a lawyer or a psychiatrist.

In some circumstances the panel may be constituted by less than three members if the President is satisfied it is in the patient's best interests and it is appropriate and expedient to do so.

These circumstances might include a review for a patient under an involuntary treatment order or an application for approval to administer electroconvulsive therapy (ECT).

The presiding member for a Tribunal hearing constituted by three or more members must be a lawyer. In a one member Tribunal the presiding member is the constituting member. Where the Tribunal is constituted by two members, the presiding member is decided by the President.

The Tribunal schedules members to sit in locations close to their home or work, but in some circumstances, where there is a lack of members of a certain category within a certain geographical area, tribunal members from other parts of the state maybe required to travel to these areas to ensure that the panels have a equal representation from all member categories.

Conduct of the Tribunal

The Tribunal must perform its functions in a manner that is fair, just, economical, informal and timely. The right of all persons to the same basic human rights must be recognised and taken into account.

The Act gives the following procedural directives in relation to hearings:

- the Tribunal must observe natural justice; and
- act as quickly, and with as little formality and technicality, as is consistent with a fair and proper consideration of the issues before it; and
- is not bound by the rules of evidence; and
- may inform itself on a matter in a way it considers appropriate; and
- may decide the procedures to be followed for the hearing.

Procedures of the Tribunal are set out on Chapter 12 of the *Mental Health Act 2000*.

Role of Legal Member

The legal member is the presiding member and has the role of chairing and managing the hearing in a manner conducive to achieving the minimum standards of informality and consumer engagement in the process. The presiding member will advise other members on points of law, and ensure that the patient (or their representative) has an opportunity to put their case and ask questions of witnesses.

The presiding member is responsible for conducting the “pre-hearing planning” meeting with the other members in each case; meeting the patient and inviting them into the hearing room; introducing the other panel members; explaining the independence of the Tribunal from the hospital; explaining the patient’s right to natural justice; deciding the order of evidence (patient first, or doctor); recording the main statements during the proceedings; making sure all members deliberate after the hearing; writing the decision, and where required, the reasons for the decision, taking into account the contributions from the other members.

Role of the Medical Member

The medical member brings to the Tribunal specialist expertise in the assessment and treatment of mental illness, the assessment of capacity to consent and risk assessment that can contribute to skilful questioning of professional colleagues to elicit the clinical information that the Tribunal requires. In addition the medical member is responsible for taking an educative role with lay members of the Tribunal with a lesser knowledge of mental health.

The medical member does not have a role in providing a second opinion regarding the psychiatric treatment being provided, nor any role in supervision of mental health teams or quality assurance of the services provided.

Role of the Community Member

The community member is not a lawyer or a psychiatrist, and brings to the Tribunal other knowledge and experience relevant to the jurisdiction of the Tribunal. The community member will contribute knowledge of mental illness, mental health services, patient rights, and community expectations to the consideration of the patient's mental state and psychiatric history, social circumstances, and response to treatment and willingness to continue treatment. The community member will use skilful questioning to pursue those issues that are of interest to the general community, particularly those associated with safeguarding the rights of the patient and others including the determination of unacceptable risk.

The office of the Tribunal

The Act provides for an Executive Officer and other administrative staff to assist the Tribunal in exercising its functions.

The Executive Officer and the other staff of the Tribunal are employed under the *Public Service Act 1996*. The office of the Tribunal operates as a department within the meaning of the *Public Service Act 1996* with the President as the chief executive of the department (s446). Including the President, the office of the Tribunal is comprised of 21 staff.

The Executive Officer

The Executive Officer is responsible for providing strategic advice to the President in relation to corporate governance, financial and performance management of the Tribunal. The position of Executive Officer is established under the *Mental Health Act 2000* and ultimately has responsibility for functions under the Act in relation to Notification Orders. The Executive Officer is also responsible for the management, leadership, and direction of staff that make up the office of the Tribunal, as well as state wide strategic planning and service development to enhance the organisations quality and effectiveness.

The Hearings and Client Services Team

The Hearings and Client Services team is responsible for the overall management of hearings and related functions. The team is comprised of a Client Services Manager, Consumer Consultant, Principal Hearing Coordinator, Senior Hearing Coordinator, Hearing Coordinators and Administrative Officers.

The Client Services Manager supervises the Principal Hearing Coordinator and Consumer Consultant and is responsible for the strategic management and development of the client services of the Tribunal. In addition, the client services manager is responsible for managing the interface between the Tribunal and Mental Health Services, Consumers, Carers, Service Providers, Victims and members of the general community.

The Principal Hearing Coordinator has overall responsibility for the day to day operational management of the hearings coordination function, the role also directly supervises the Senior Hearing Coordinator and Administrative Officers.

The Senior Hearing Coordinator supervises the Hearing Coordinators and coordinates the efficient and effective organisation of Tribunal applications and reviews. The Hearing coordinators are responsible for the scheduling of hearings, including maintenance of client

records, liaising with various parties, and ensuring the documentation requirements of Tribunal members are met. The Administrative Officers provide data entry, records management, reception and general administrative support to the hearing coordination team.

The Consumer Consultant is responsible for promoting consumer participation in the strategic development, evaluation and service delivery of the Tribunal, the role actively participates within the Tribunal's planning and communication framework to develop strategies, policies and procedures that reflect the needs of consumers and carers.

The Legal Officer

The Legal Officer provides advice on legal issues, policy and practice to the President, Tribunal members and staff of the Tribunal. The legal officer is also responsible for managing a number of statutory processes under the *Mental Health Act 2000*, the *Freedom of Information Act 1992*, *Judicial Review Act 1991* and managing the Tribunal's obligations with respect to privacy.

The Corporate Services Team

This team is comprised of a Corporate Services Manager, Learning and Development Consultant, Information Systems Officer, Business Support Officer and Executive Support Officer.

The Corporate Services Manager supports the President and Executive Officer in the development and maintenance of financial, administration, human resource and planning processes. This includes the coordination of a range of financial, accounting and human resource management functions, maintaining public records and registers, and monitoring and reviewing the financial performance of the Tribunal. The Corporate Services Manager also has responsibility for coordinating all information technology, building services and maintaining the administrative environment of the Tribunal and ensuring compliance with government policy and directions.

The Learning and Development Consultant is responsible for the evaluation, development, implementation, and coordination of all learning and development activities for members and staff of the Tribunal. The role also provides advice and consultancy services in identifying and addressing strategic and operational learning and development needs.

The Information Services Officer is responsible for the development and maintenance of all information systems that support the effective functioning of the Tribunal, including the Tribunal's Website.

The Business Support Officer provides payroll, accounts processing, records management, and general administrative support to the Corporate Services Manager and the Tribunal Office.

The Executive Support Officer primarily provides support to the President and Executive Officer and is responsible for the secretarial, keyboard, data collation, preparation of documentation, correspondence, records management, coordination of business functions and general administrative tasks that relate to these two positions.

Administrative Arrangements Agreement

The Tribunal is established under the *Mental Health Act 2000* for the purpose of reviewing the involuntary status of mentally ill individuals receiving involuntary treatment under the Act.

The Tribunal operates as a department within the meaning of the *Public Service Act 1996*, with the President as the chief executive of the department (PSA, S19).

For the Tribunal to operate independently within these contexts without the establishment of a large business infrastructure, the Tribunal has been allocated to a host department to provide corporate services such as payroll, financial and assets management, information technology etc...

As the Tribunal sits within the Health Ministers portfolio, the host department for the Tribunal is Queensland Health. An agreement has been established between the two departments that clarifies the role of the Tribunal in relation to its corporate functions, and establishes those services that are required from Queensland Health to enable the Tribunal to effectively operate as a business entity in its own right.

Conditions of Appointment

Operations of the Tribunal

Members will attend hearings for the purpose of exercising the jurisdiction of the Tribunal. Members should be available to sit on the Tribunal at regular intervals by arrangement with the President. Hearings may be of half day or full day duration and may be held at a number of locations within a specified region. Hearings may be live or conducted through the use of videoconference facilities.

Frequency of Sitting

The frequency with which members sit varies according to their availability and the needs of the Tribunal. Members will be asked to indicate the number of days they are available, the days of the week they are available and other preferences, such as preferred location for hearing attendance.

It is important to note that part-time members are guaranteed neither a regular nor a minimum number of hearings. Some members may sit more than once a week; some once a fortnight and some as little as once a month.

However, as a general rule, unless on an annual allowance, members will not be scheduled to attend hearings on more than two days per fortnight. Members will be provided with a **six-month advance schedule** of their hearing commitments.

Remuneration

The Governor in Council approves remuneration and allowances. Remuneration for Legal and Community members is currently in accordance with category AA1 of the Schedule for part-time Chairs and Members of Government Boards, Committees and Statutory Authorities.

A loading has been included in the fees to compensate for time spent preparing for hearings. Special assignment fees are payable for approved Tribunal work that is additional to hearings (for example, statements of reasons, projects, meetings, interview panels).

Travel

The use of private motor vehicles by tribunal members is the preferred method of travel to and from Tribunal hearings. Members will be reimbursed at a rate of between 55.0 and 67.0 cents per kilometre (according to vehicle engine size, location and distance travelled).

A private vehicle must be privately covered by a Third Party and/or Comprehensive Insurance policy. The MHRT takes no responsibility for damage to private vehicles being used on MHRT business, with or without authority. Owners are expected to have their vehicles appropriately insured.

In certain circumstances (eg: disabilities, no drivers licence or vehicle etc.) the MHRT may reimburse costs for alternative means of transport eg: bus, train and taxi. The Tribunal's travel policy will apply and applicants who require consideration for transport alternatives must place their request in writing.

A loading component has been included in the members' fees to compensate for reasonable travelling time associated with hearings.

Extra payments may be approved where travelling time exceeds four hours to or from a hearing. Other travelling expenses such as meal and accommodation allowances may apply in the case of overnight stays.

Out of Pocket Expenses

The Tribunal reimburses members for all out of pocket expenses related to travelling to and from hearing venues; this includes parking, tolls and use of public transport.

Superannuation

In addition to the sitting fee, the Australian Taxation Office requires payment of the Superannuation guarantee for members who are under the age of 70 years. Government Superannuation contribution is currently set at 9% of members earnings base.

Voluntary superannuation contributions are available for members up to the age of 75.

The Tribunal's nominated superannuation fund is QSuper, the Queensland Government superannuation scheme. For further information you can contact QSuper on telephone 1300 360 710.

Public Sector Employees

Public sector employees employed full-time or part-time, who are appointed as Tribunal members, are not paid daily fees or annual allowances except where this is approved by government (Governor in Council).

The conditions under which this approval is sought are:

- Where the employee's chief executive certifies that the appointment to the Tribunal is not connected in any way with the employee's employment and does not constitute a conflict of interest; and
- Where deductions are made from the employee's wages when he or she attends hearings during normal working hours; or
- Where the hearings are attended during other legitimate time off (e.g. accrued time off or annual leave); or
- Medical Officers employed by a Queensland Health District Health Service that have the right to private practice.

Work Environment

Workplace Health and Safety - The Mental Health Review Tribunal is committed to providing a healthy and safe working environment for all persons.

The *Workplace Health and Safety Act (1995)* lists responsibilities of employees and employers. The MHRT ensures that all Tribunal members have a safe work environment and expects each member to contribute to maintaining this level of safety.

Work cover - Under the Administrative Arrangements Agreement with Queensland Health Tribunal members are eligible to claim workers compensation if they sustain an injury or illness either during the course of their duties, or while travelling to or from hearing venues.

Equal Employment Opportunity - The Mental Health Review Tribunal values all employees, recognises its diverse client base, and places importance on a membership profile that reflects this diversity.

The Mental Health Review Tribunal acknowledges its responsibility to provide a non-discriminatory and harassment-free work environment for all Tribunal members. Fair and equitable employment practices are aimed at ensuring that persons from all backgrounds are recruited and represented across all employment areas within the organisation.

Smoking - Smoking is prohibited in all Queensland Government offices and vehicles in accordance with Government Policy.

Quality -The Mental Health Review Tribunal is committed to the effective management of systems and coordination of business activities by adhering to quality management practices under the framework set down by the ISO:9001:2000 Quality Management System Standards.

Code of Conduct -The Mental Health Review Tribunal has adopted the Federal Governments Administrative Review Council's "*A Guide to Standards of Conduct for Tribunal Members*", as the guide to the principles of conduct expected of part-time Tribunal Members.

Indemnity - Tribunal members, in accordance with S 477 of the *Mental Health Act 2000*, have the protection and immunities of a Supreme Court Judge exercising the jurisdiction of a judge. This agreement recognises the "*Guideline for Providing Legal Assistance and Indemnity to Queensland Judicial Officers*" approved by Cabinet on 7 April 2003, setting out the scope of those protections and immunities applying to Tribunal members. These guidelines are consistent with the scope as provided for in the Crown indemnity policy referred to.

Professional Development Program

The Tribunal considers that its mission, to protect the rights and dignity of all people in Queensland who receive compulsory mental health treatment under the law, is of the utmost importance and expects that the members appointed to work for the Tribunal to share this common goal.

To assist the Tribunal in achieving this objective, tribunal members are encouraged to dedicate themselves to the pursuit of excellence in the work of the Tribunal and to contribute to the ongoing improvement of Tribunal practices and approaches.

Members of the Tribunal are encouraged to participate in the professional development opportunities offered throughout the duration of the three year appointment.

The MHRT Continuing Professional Development Program (CPDP) is designed to support members in their work. All the elements of the CPDP are related to the six competency areas identified as being critical to the work of the Tribunal. The competency areas are:

- Law and Procedure
- Equal Treatment
- Conduct of Hearing
- Communication
- Evidence
- Decision Making

These competence areas inform the recruitment and selection, induction, ongoing professional development and performance monitoring functions of the Tribunal as they relate to the work of the tribunal members.

The CPDP is made up of five components. They are as follows:

Foundations Program - This program is designed to provide practical preparation to working within the Mental Health Review Tribunal context. Components of this program include:

- attention to the practicalities of becoming a Tribunal member
- observation of experienced tribunal members at tribunal hearings,
- practical intensive training over a weekend early in your appointment,
- consolidation training offered six months after appointment, and
- peer support offered through the Tribunal's Partnerships Program.

At the completion of the Foundations Program, members new to the Tribunal will meet with the Tribunal President as an opportunity for both parties to provide feedback regarding the development of professional expertise.

All members, appointed to the Tribunal, will complete the Foundations Program.

Partnerships Program - All Tribunal members will have access to peer support during their appointment. The Tribunal will identify suitably trained and qualified members to partner others and provide support through coaching and mentoring strategies.

Principles Series - This is a multimedia training series dedicated to the exploration of critical learning related to the Tribunal member's competency standards. The series is practically focussed and related directly to the challenging issues Tribunal members may face as they undertake their work. This information will be available to all members via CD Rom.

Masterclass Series - The aim of the Masterclass Series is to provide a series of forums which are designed to assist Tribunal members in becoming experts at what they do. This is an opportunity for all Tribunal members to contribute to the refinement of their skills and expertise through the sharing of knowledge, ideas, challenges and best practice.

Regular meetings will be held throughout the year and Tribunal members are invited to initiate topics for discussion and contribute to the design and facilitation of the program of events.

Profiles Program - Ongoing professional development of individual Tribunal members is seen to be a critical component to the overall success of the Tribunal in meeting its statutory obligations. To establish learning needs and opportunities across the membership at organisational and individual levels, all tribunal members will meet with the President annually to talk about their work and opportunities that may be available within the Tribunal for professional development.

Your professional profile, experience, skills, strengths, as well as opportunities for you to develop your expertise as a Tribunal member, will be discussed at this meeting. Discussions will also focus on identifying opportunities for you to share your knowledge, skills and experience with others.

Your Application

Your application **must** include:

- a fully completed Application form as a cover sheet
- written response to the requirements on the form provided
- a brief curriculum vitae on the form provided
- a fully completed Personal Particulars form
- the name and contact details (address and phone) of at least two referees.

Requirements for the Role of a Mental Health Review Tribunal Member

Note to Aboriginal and/or Torres Strait Islander Applicants:

The Tribunal is committed to culturally sensitive approaches including Indigenous representation on Tribunal panels. Aboriginal and Torres Strait Islander community members with an understanding of tribunals, law, and/or cultural issues in mental health are encouraged to apply. Assessment of applications will take into account the community experience and ability of the applicant to positively contribute to a Tribunal proceeding.

Requirements

Applicant's suitability for appointment will be assessed on their capacity to meet or to rapidly acquire the following skills and abilities:

1. Detailed knowledge of the *Mental Health Act 2000*, including the framework of principles for administration of the Act, and the establishment and procedure of the Tribunal.
2. Demonstrated understanding of the role of an independent inquisitorial tribunal, the principles of natural justice, and the practices that promote informality and equal treatment in tribunals.
3. Knowledge of mental illness including the ability to evaluate clinical evidence, use effective questioning techniques, and actively contribute to effective decision making in a Tribunal process.
4. Demonstrated high level of interpersonal and communication skills, including the ability to relate effectively to unrepresented parties with mental illness in a manner that promotes their participation and personal dignity.
5. Demonstrated sound understanding of community expectations with respect to the management of risk arising from mental illness or intellectual disability.
6. Ability to effectively balance community protection and the needs and issues of victims of crime, with the needs and interests of the patient in cases where a Forensic Order is being reviewed.

Additional Requirements - Legal Category

7. Mandatory Requirement: Lawyer of at least five years standing

8. Demonstrated ability to apply the law, resolve questions of law, and provide reasons for decisions that address and explain the application of the relevant law.

9. Demonstrated skills, or the ability to rapidly acquire skills to preside at hearings in a way that facilitates the full participation of a multidisciplinary panel, and ensures a structured decision-making process that meets the obligations of the Tribunal to have regard to legal requirements.

Additional Requirements - Psychiatrist Category

7. Mandatory requirement: Registered to practice under Medical Practitioners Registration Act 2001. Preferred standing: Registered Fellow of the Royal Australian and New Zealand College of Psychiatrists.

8. Demonstrated superior knowledge of current mental health service delivery, and the ability to provide specialist advice on the diagnosis, treatment and impact of mental illness, including the impact on risk and decision-making capacity.

Additional Requirements – Preferred

- a) Computer literacy, internet and email access
- b) “C Class” Driver’s license and use of private vehicle
- c) Willingness to undertake intrastate travel

Please complete your curriculum vitae and written response to the requirements using the forms provided.

Applications should be lodged no later than the noted closing date and time.

Late applications may be accepted if prior arrangement has been made with the Tribunal office (please refer to the contact details section of this kit).

The Selection Process

The selection process generally includes consideration of applications and reference checks. Short listing will occur in the first instance to determine the most suitable applicants that qualify for appointment.

Referees

As an applicant, you are requested to nominate the names and telephone numbers of at least two referees who may be contacted in relation to your application.

Personal Particulars Form

Candidates for appointment to a government body are requested to complete and sign this form. The information is sought to assist in assessing a candidate's suitability for nomination/appointment. An answer of yes to any question(s) will not automatically exclude a person from selection unless there is a corresponding legislative requirement prohibiting appointment.

Appointment

Persons are selected for appointment with regard to:

- abilities, skills, knowledge, qualifications, experience and other essential requirements needed to achieve the outcomes of this role;
- the need for a balanced gender representation in the membership of the Tribunal;
- the need for the membership of the Tribunal to reflect the social and cultural diversity of the general community.

Applicants are short listed on the basis of the written application and referee reports. Short listed applicants will be interviewed. Recommendations for appointment are submitted by the President of the Tribunal, to the Minister for Health. Appointments are made by the Governor in Council, on the recommendations of the Minister for Health following consultation with the Department of Premier and Cabinet, and the Department of Employment and Industrial Relations.

The statutory appointment process may take up to three months from the time you apply.

Appointment Notification

If you have been successful, you will receive a letter of appointment. Unsuccessful applicants will receive formal written notification.

Privacy

The Mental Health Review Tribunal is bound by the privacy principles, set out in Information Standard 42A, in relation to the collection, use, security and disclosure of personal information.

The privacy of applicants is important to the Mental Health Review Tribunal. Personal information supplied to the Tribunal will be used in the recruitment and selection of Tribunal

members. Applicant information will be accessed by authorised officers of the Tribunal and by the selection panel.

Applicant's information may also be disclosed to the Minister for Health and authorised officers of the Department of Premier and Cabinet for the purposes of the recommending successful candidates to the Governor in Council. Personal information may also be disclosed as part of the recruitment process, for example in contacting referees (as nominated by the applicant).

The Tribunal may also use and disclose personal information in accordance with the Privacy principles, with an individual's consent, or if otherwise authorised or required by law.

All applications will be retained, and stored securely, by the Tribunal in accordance with the requirements of the Queensland State Archives Retention and Disposal Schedule for Administrative Records. An individual is entitled to access any personal information relating to them that is held by the Tribunal.



Contact Details

QUESTIONS REGARDING THE:

Application Kit **Contact:** Chris Hope
Ph: (07) 3234 0705
E-mail: christopher_hope@mhrt.qld.gov.au

Role **Contact:** Shelley Fisher
Ph: (07) 3235 9071
E-mail: shelley_fisher@mhrt.qld.gov.au

SEND YOUR APPLICATION TO:

Postal Executive Officer
Mental Health Review Tribunal
P.O. Box 15818
City East
Brisbane Qld 4002

Street Executive Officer
Mental Health Review Tribunal
Level 4
80 Albert Street
Brisbane Qld 4000

Facsimile (07) 3234 1540



How to Apply Checklist

STEP	ACTION	COMPLETED
1	Carefully read this application kit.	<input type="checkbox"/>
2	Complete “Response to Requirements Form” Remember that your response to the requirements should be framed as statements that summarise your direct experience, skills, knowledge, qualifications and achievements.	<input type="checkbox"/>
3	Complete Personal Particulars & Curriculum Vitae forms, please include any other information you regard relevant in support of your application.	<input type="checkbox"/>
4	Fill out the Application form ensuring all requested information is supplied.	<input type="checkbox"/>
5	Ensure your application reaches the Mental Health Review Tribunal Office (as per “Contact Details”).	<input type="checkbox"/>



Tribunal Member Application Form

Attach curriculum vitae form, personal particulars form and response to selection criteria to this application cover sheet.

VACANCY DETAILS (Please print all information and use one application cover per vacancy)

PERSONAL PARTICULARS

Preferred Title (Please circle) Mr/Mrs/Ms/Miss/Dr	Family Name	Given Names (in full)	SEX (Please circle) Male / Female
Contact Telephone Number:	Work	Home	Mobile

Official designation of substantive position (Public sector employees only)

Position	Location	Organisation	Substantive Class Level:
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Citizenship/Residency Status

Are you an Australian citizen? Yes No
 If NO, do you have the legal right to work in Australia? Yes No

Please indicate any special needs you have, eg. wheelchair access required:

I hereby declare that the information contained in this document is true and correct.

Signature of Applicant:.....Date ____/____/____

EMPLOYMENT EQUITY SECTION (OPTIONAL)

Please indicate if you identify with one of the following groups? (Please Circle)

People with a disability Aboriginal or Torres Strait Islander People from a non-English speaking background Woman

PLEASE COMPLETE THIS SECTION - DO NOT DETACH FROM THE FORM

Applicant to complete

Name _____

Address _____

_____ Postcode _____

OFFICE USE ONLY

Your application for vacancy reference number _____ has been received by this office.



Curriculum Vitae Form

PERSONAL PARTICULARS			
Preferred Title (Please circle) Mr/Mrs/Ms/Miss/Dr	Family Name	Given Names (in full)	
Address			Postcode
Contact Telephone Numbers:	Work	Fax	Mobile
Occupation:			

ACADEMIC QUALIFICATIONS:

If there is insufficient space, please attach details.

WORK HISTORY:

If there is insufficient space, please attach details.

MEMBERSHIP OF PROFESSIONAL/COMMUNITY BODIES:

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If there is insufficient space, please attach details.

OTHER ACTIVITIES:

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If there is insufficient space, please attach details.

Referee Contact Details:

Preferred Title (Please circle) Mr/Mrs/Ms/Miss/Dr	Family Name	Given Names (in full)	
Address			Postcode
Contact Telephone Numbers:	Work	Home	Mobile

Preferred Title (Please circle) Mr/Mrs/Ms/Miss/Dr	Family Name	Given Names (in full)	
Address			Postcode
Contact Telephone Numbers:	Work	Home	Mobile



Response to Requirements Form

PERSONAL PARTICULARS			
Preferred Title (Please circle) Mr/Mrs/Ms/Miss/Dr	Family Name	Given Names (in full)	
Address			Postcode
Contact Telephone Numbers:	Work	Fax	Mobile

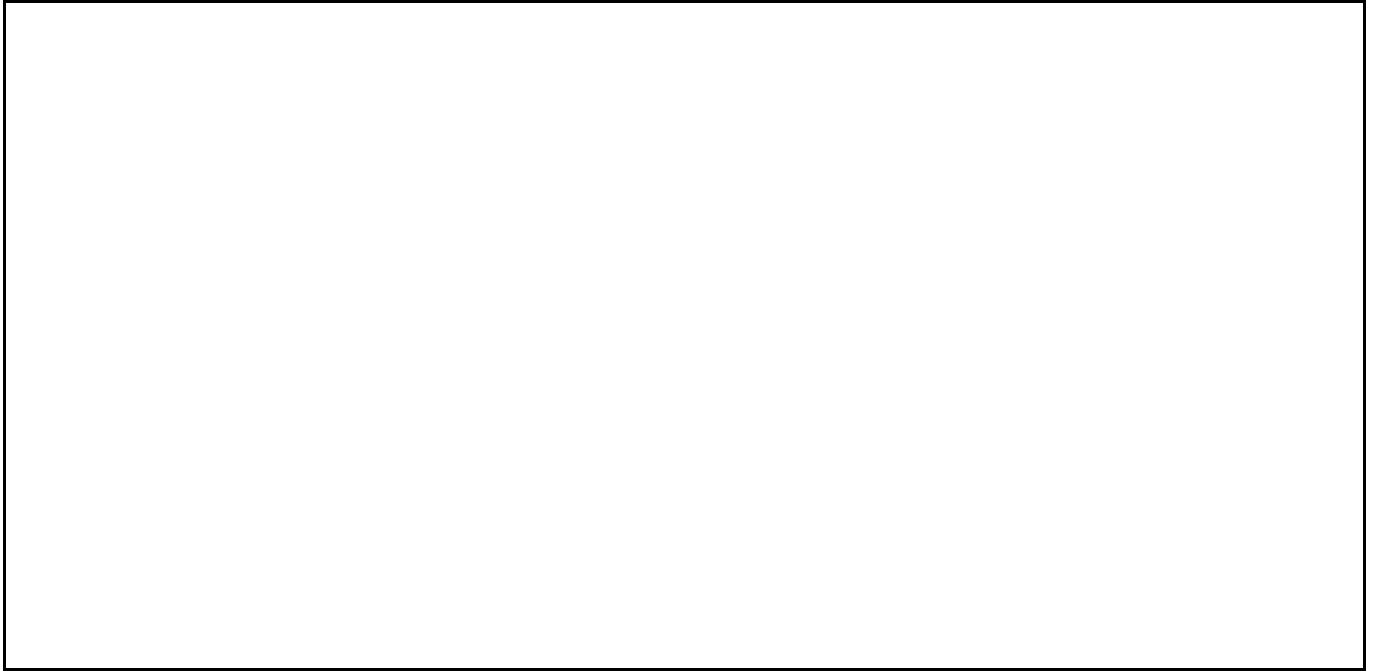
1. Detailed knowledge of the *Mental Health Act 2000*, including the framework of principles for administration of the Act, and the establishment and procedure of the Tribunal.

If there is insufficient space, please attach details.

2. Demonstrated understanding of the role of an independent inquisitorial tribunal, the principles of natural justice, and the practices that promote informality and equal treatment in tribunals.

If there is insufficient space, please attach details.

3. Knowledge of mental illness including the ability to evaluate clinical evidence, use effective questioning techniques, and actively contribute to effective decision making in a Tribunal process.



If there is insufficient space, please attach details.

4. Demonstrated high level of interpersonal and communication skills, including the ability to relate effectively to unrepresented parties with mental illness in a manner that promotes their participation and personal dignity.



If there is insufficient space, please attach details.

5. Demonstrated sound understanding of community expectations with respect to the management of risk arising from mental illness or intellectual disability.

If there is insufficient space, please attach details.

6. Ability to effectively balance community protection and the needs and issues of victims of crime, with the needs and interests of the patient in cases where a Forensic Order is being reviewed.

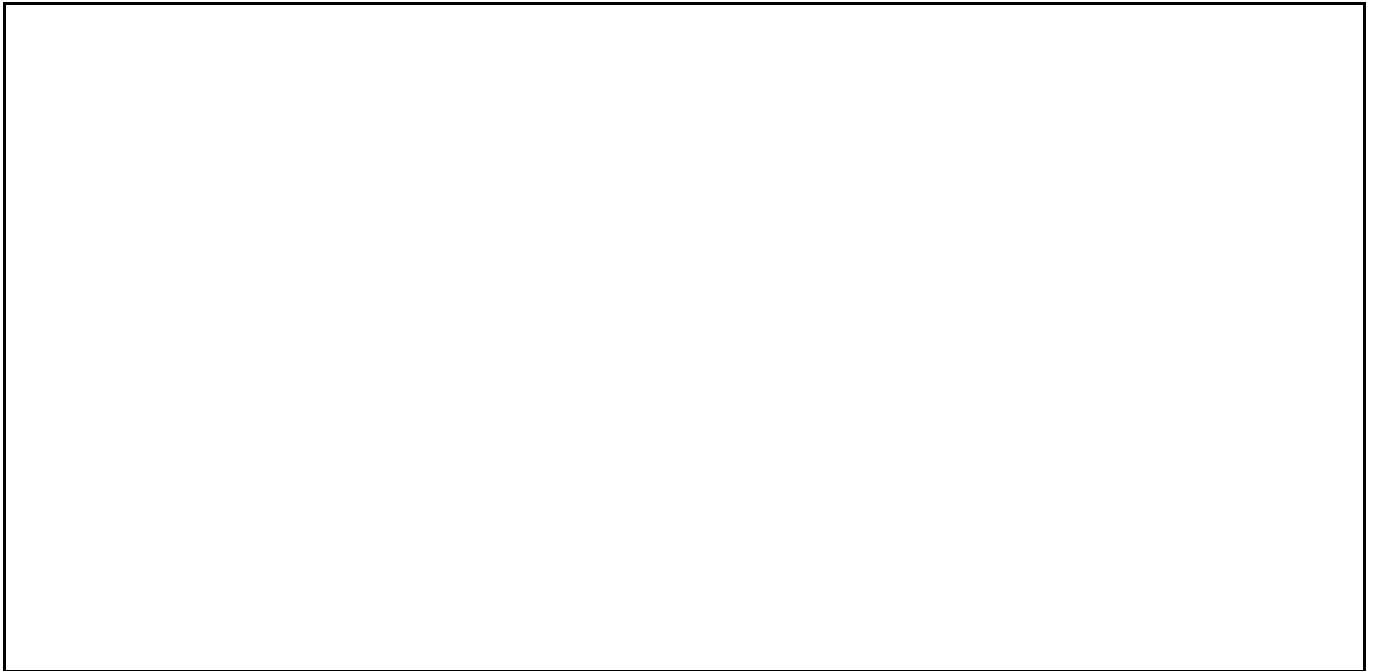
If there is insufficient space, please attach details.

Additional Requirements - Legal Category

1. Mandatory Requirement: Lawyer of at least five years standing

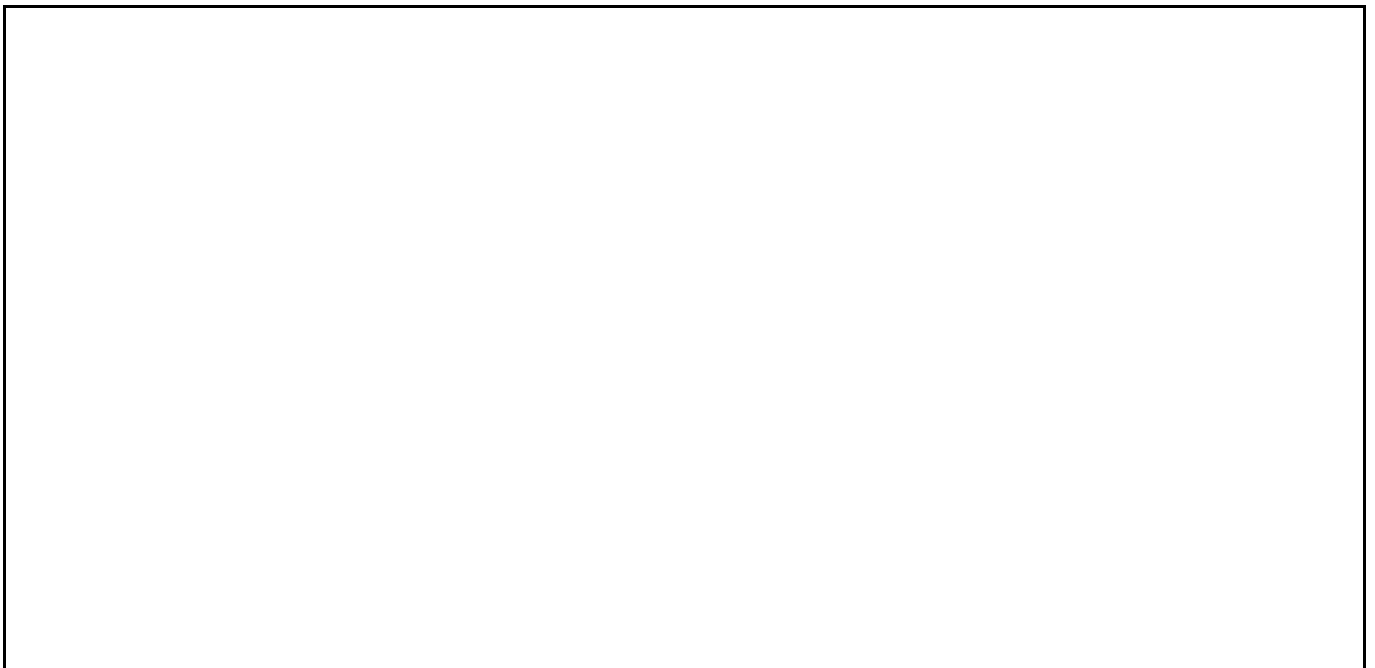
Please supply a notarised copy of Certificate of Admission.

2. Demonstrated ability to apply the law, resolve questions of law, and provide reasons for decisions that address and explain the application of the relevant law.



If there is insufficient space, please attach details.

3. Demonstrated skills, or the ability to rapidly acquire skills to preside at hearings in a way that facilitates the full participation of a multidisciplinary panel, and ensures a structured decision-making process that meets the obligations of the Tribunal to have regard to legal requirements.



If there is insufficient space, please attach details.

Additional Requirements - Psychiatrist Category

1. Mandatory requirement: Registered to practice under Medical Practitioners Registration Act 2001. Preferred standing: Registered Fellow of the Royal Australian and New Zealand College of Psychiatrists.

Please supply a notarised copy of registration.

2. Demonstrated superior knowledge of current mental health service delivery, and the ability to provide specialist advice on the diagnosis, treatment and impact of mental illness, including the impact on risk and decision-making capacity.

If there is insufficient space, please attach details.

Appointment to government body

Personal particulars form - Candidates



Private and confidential

Candidates for appointment to a government body are requested to complete and sign this form. The information is sought to assist in assessing a candidate's suitability for nomination/appointment. An answer of yes to any question(s) will not automatically exclude a person from selection unless there is a corresponding legislative requirement prohibiting appointment.

Your response will be treated as confidential and will only be used for purposes connected with your current candidacy for appointment.

[Please print]

Name:	
Address:	
Date of birth:	
Place of birth:	

Please answer all of the following questions. If there is insufficient space below, please attach details.

If selected, would you have any conflicts of interest, that is, do you have any private interests that may affect or appear to affect your public duty, eg employment, directorships, partnerships, assets or liabilities? (If YES, please specify)

Are you affected by bankruptcy action? (If YES, please specify. For the purposes of this question, a person is affected by bankruptcy action if the person - (a) is bankrupt; or (b) has compounded with creditors; or (c) as a debtor, has otherwise taken, or applied to take, advantage of any law about bankruptcy.)

Do you have any disclosable criminal convictions, ie convictions as an adult that form part of your criminal history and which have not been rehabilitated under the *Criminal Law (Rehabilitation of Offenders) Act 1986*? (If YES, please specify) If you are unsure about the status of any criminal convictions which you have, you may wish to seek legal advice in responding to this question.

Are you aware of any charges pending against you or are there any matters involving offences which are under investigation and which may involve you? (If YES, please specify)

Are you or have you ever been the subject of a complaint to a professional body in Australia which has been substantiated or is currently under investigation, including the Crime and Misconduct Commission or the former Criminal Justice Commission? (If YES, please specify)

Do you know of any reason why you should not be appointed? (If YES, please specify)

Declaration

I consent to provide the above information in respect of myself and understand that there is no legal obligation for me to do so. I declare that the personal information provided by me in this form is complete and correct to the best of my knowledge. I understand that I may be asked to consent to a criminal history check being undertaken in respect of myself and that the results of that check may be taken into account by the Queensland Government in assessing my suitability for appointment.

Signature: _____

Date: _____

Note: If selected, it is requested that you advise the relevant Minister in writing of any changes to the above information on becoming aware of such changes at any time during the term of your appointment.

Mental Health Review Tribunal – Organisational Chart

