

Appendix B

AAO Staff at 30 June 2004

Director:	M M Colless, PhD, FAA
Executive Officer & AAT Board Secretary:	J E Wilcox, MSc (Econ)
Head of Instrumentation:	S C Barden, PhD
Head of Astronomy:	C G Tinney, PhD
Head of Instrument Science:	J Bland-Hawthorn, PhD
Operations Manager:	C J McCowage§
Astronomer-in-Charge:	F G Watson, PhD§
Astronomy & Instrument Science:	J A Bailey, PhD; S M Croom, PhD; S C Ellis, PhD; P R Gillingham, BE; R Haynes, PhD; A J McGrath, PhD; M Oestreich, BE; S D Ryder, PhD; W Saunders, PhD; R Sharp, PhD; R A Stathakis, PhD
Project Management: Administration:	C J Evans, MIEAust CPEng; G Frost, BE D Hewawitharana; D R Kingston, CPA; R L Martin§; K Powell, BA; G C Simms; H M Woods, MLitt
Library:	S D Ricketts, BSc
Software Development:	T J Farrell, BSc; R Heald, BSc; P Innes, BA; K Shortridge, PhD; S Smedley, BApp Sc; M Vuong, BE, B App Sc
Information Technology:	H Davies, MEngSc; R G Dean§; D M James, BSc (App); G J Kitley; C Ramage MEngSc§; K M Tapia-Sealey, PhD;
Electronics Group:	J A Collins§; D B Correll, BE; S M James§; D J Mayfield; R Muller; R G Patterson§; E J Penny; J H Stevenson§; L G Waller, BE
Optical and Mechanical:	J K Brzeski, BE; V Churilov, MSc; J P Dawson, BE; D Horiuchi; M M Kanonczuk§; U Klauser; A F Lankshear, BSc§; S Miziarski, DipME; N A Schirmer; G A Smith, BE BSc; D J Stafford§; J D Whittard
Telescope Operations & Maintenance:	UKST: D M Burton§; C J P Cass, BA§; M Hartley, BSc§; K S Russell§ AAT: W C Clarke§; K Fiegert§; F F Freeman§; B Jones§; S Lee§; J Pogson§;
AAO Associates:	R D Cannon PhD; D F Malin, DSc; W Orchiston, BSc PhD § denotes staff at Siding Spring, Coonabarabran

Appendix C

Client Service Charter

About us

Who We Are

The Anglo-Australian Observatory consists of the 3.9-metre Anglo-Australian Telescope (AAT) and the 1.2-metre UK Schmidt Telescope (UKST) on Siding Spring Mountain, outside Coonabarabran, NSW, and a laboratory in the Sydney suburb of Epping.

Our Purpose

The main purpose of the Anglo-Australian Observatory is to facilitate the best possible science through the provision of world-class optical and infrared observing facilities for British and Australian astronomers.

Our Clients

Our clients are the astronomers who are awarded, by independent time allocation committees in the United Kingdom and Australia, time to observe on Anglo-Australian Observatory telescopes.

About This Charter

This Charter sets out our commitments towards the service we will provide to you. It also sets out what you can do to make sure you get the best possible outcome from your observing run.

The Observatory is committed to maintaining and improving the quality of its services. We will monitor our performance in meeting the commitments set out in this Charter and change it as necessary. Your suggestions for improvement would be valued.

The AAO will report on its performance in its Annual Report.

If You Have a Complaint

If you have a problem or a complaint, please let the Director know of your concerns and, if possible, how you think improvements might be made. You can phone him on +61 2 9372 4811, fax on +61 2 9372 4880 or email Director@aaoepp.aao.gov.au

What you can expect from us

Courtesy

- We will be helpful and courteous in our dealings with you

Telescope Operations

- The AAT and UKST will be fully operational at the start of each night
- A technician will be on duty during the first part of the night to respond immediately to any technical problems

- At other times there will be a two-hour response time by the afternoon shift technician
- An AAT night assistant will be on duty all night and will operate the telescope. If there are any problems during the night, the night assistant will take immediate action either to fix the problem or arrange for someone else to fix it.

Instrumentation

- An AAO support astronomer will get in touch with you at least four weeks before your observing run to confirm the details of your run
- We will provide the instrumentation at the start of the evening that will enable you to undertake your scientific program as specified
- If requested, a support astronomer will be present for the first night to facilitate your obtaining the best possible data
- We will make available full documentation to guide you in carrying out your observations.

Data Exploitation

- We will provide adequate computer hardware and software to allow you to store, access and analyse all data acquired with AAO instrumentation during your observing run.

General Working Environment

- We will provide office space and facilities for each visiting observer
- We will provide a comfortable and functional control room
- We will provide a library with essential astronomical and technical journals and texts.

Administration

- We will respond by the next working day to your inquiries
- We will make your Lodge bookings for you
- We will make bookings on the airline between Sydney and Coonabarabran for you and arrange a taxi to meet the plane at Coonabarabran airport.

What we would like you to do

- Arrive properly prepared for your observing run
- Make yourself familiar with and follow the safety guidelines
- Be thoughtful and considerate in the demands you make of AAO staff
- Make sure your data is recorded on a suitable backup medium at the end of your observing run
- Give us constructive feedback on how we may improve our service, using the observer report form
- If we do particularly well, let us know.

Appendix D

Occupational health and safety

AATB Policy

The overall aim of the Anglo-Australian Telescope Board's safety policy is that managers and employees at every level and working visitors are provided with a safe and healthy working environment, and every practicable measure is taken to ensure this. In establishing detailed Anglo-Australian Telescope Board safety and health policies the recommendations of bodies such as the National Occupational Health and Safety Commission are followed.

The mechanism for continuing consultation between management and the employees on occupational health and safety issues and for reviewing the effectiveness of the measures taken to ensure the health and safety of the Board's employees are Health and Safety Committees established at Coonabarabran and Epping. The Executive Officer, together with one representative of management at each site nominated by the AAO Director, are members of the Coonabarabran and Epping Health and Safety committees. The health and safety representative and one other elected staff member comprise the remaining membership of each safety committee.

The Safety Committees act as foci for safety issues but their existence does not absolve each employee of the responsibility for safe working consistent with the extent of the employee's control over, or influence upon, working conditions and methods.

It is also each employee's responsibility to report or recommend to the Safety Committee measures which, in the employee's view, are necessary to avoid, eliminate, or minimise safety and health hazards in the workplace of which he or she is aware.

Each employee must observe all instructions issued by supervisors in the course of a job, or written instructions issued by the Director or the Director's nominee, which relate to the health and safety of the employee and others and must make proper use, or to the extent of his or her responsibility, ensure that proper use is made of all safeguards, safety devices, personal protective equipment and other appliances provided for health or safety purposes.

No employee shall, or cause another employee to, interfere with, remove, displace, or render ineffective any safeguard, safety device, personal protective equipment or other appliance provided for safety purposes except when necessary as part of an approved maintenance or repair procedure. The names of the members of each Health and Safety Committee are posted on notice boards at Coonabarabran and Epping.

Appendix E

Board members

The AAT Board has six members, three appointed by each country, and the role of Chair alternates between the two countries. Professor R D Ekers is Chair and Professor Mark Birkinshaw is Deputy Chair.

At 30 June 2004 the Board members and their terms of office were:

Australia

Professor R D Ekers, (Chair), Director, Australia Telescope National Facility (1 July 1997 – 31 December 2004)

Professor K C Freeman, Research School of Astronomy and Astrophysics, Australian National University (1 July 2001 – 30 June 2004)

Professor L Cram, Deputy Vice-Chancellor (Research), Australian National University (1 July 2001 – 30 June 2004)

United Kingdom

Professor M Birkinshaw, (Deputy Chair), William P Coldrick Professor of Cosmology and Astrophysics, University of Bristol (31 December 2003 – 1 January 2005)

Dr P Roche, Department of Astrophysics, University of Oxford (1 Jan 2003 – 31 December 2006)

Mr G Brooks, Head of Astronomy Division, Particle Physics and Astronomy Research Council (Indefinite appointment)

Special responsibilities

Professor Cram and Mr Brooks have been nominated by the Designated Agencies, DEST and PPARC respectively, to represent their agencies on all matters in relation to the operation of the Agreement.

Board meetings

The AAT Board usually meets twice each year. All members attended both meetings.

In September 2003, the meeting was held at Epping. In April 2004, the Board meeting was held at Siding Spring and Epping. The associated symposium was held jointly with the Australia Telescope National Facility (ATNF), in Sydney. These joint symposia help to maintain the strong links which exist between the radio and optical communities in Australia.

Advisory committees

AAO Users' Committee

The AAO Users' Committee (AAOUC) consists of six members: three external members each from the UK and Australia.

Its terms of reference are:

1. To provide advice to the Director on operational and developmental issues relating to the facilities provided by the AAO. These include the Anglo-Australian Telescope, the Schmidt Telescope and all aspects of support provided by the AAO.
2. To make recommendations to the Director that seek to maximise the scientific productivity and maintain the competitiveness of the Observatory, taking into account the likely resources availability.
3. To consult widely with the community, liaising where necessary with national time assignment groups, to establish priorities for both operational and instrumentation initiatives.
4. To interface with the design review panels, commenting on any issues arising from these panels that impact on the delivery of key user science requirements.
5. To provide a written report through the Director for submission to each September meeting of the AAT Board.

At 30 June 2004 the six AAOUC members were:

Australia

Dr G Da Costa (ANU) (Chair)
Dr T Bedding (Sydney)
Dr M J Drinkwater (Qld)

United Kingdom

Dr S J Warren (ICSTM)
Dr Mark Casali (ROE)
Dr S G Ryan (OU)

Time allocation committees

Under Article 5 of the Anglo-Australian Telescope Agreement, observing time and use of associated facilities and services is shared equally by Australia and Britain. The Board has chosen to exercise its responsibility for the allocation of time on the AAT and UKST through arrangements made with the two Designated Agencies. Under guidelines set by the Board, each agency operates through national committees – the Australian Time Assignment Committee (ATAC) and the UK Panel for the Allocation of Telescope Time (PATT) – which allocate time on the AAT on the basis of the scientific merit of proposals submitted by astronomers, including AAO staff.

At 30 June 2004, membership of the committees was:

ATAC

PATT (AAT TAG)

Dr B Gibson (Swinburne) *Chair*

Dr P Best (Edin) *Chair*

Dr M Drinkwater (Qld) *DeputyChair*

Dr S G Ryan (OU)

Dr M Asplund (RSAA)

Dr J van Loon (Keele)

Dr M Burton (NSW)

Dr J Liske (St Andrews)

Dr G Lewis (Sydney)

Dr S Driver (RSAA)

Dr R Webster (Melbourne)