



Government of **Western Australia**
Department of **Justice**

DESIGN BRIEF FOR COURTHOUSES IN WESTERN AUSTRALIAN

JULY 2017

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Work in Progress: The current issue of the Design Brief for Courthouses in Western Australian is subject to updating and review. Each project to be procured utilising the Design Brief will require a supplementary document providing project specific information and its own relevant schedule of accommodation.

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The contribution of the following two documents in regard to forming the framework of the Design Brief is acknowledged:

- The Department of Justice of Victoria Courts Design Guide 2001.
- The Western Australia CBD Courts Project Brief 2004.

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Definitions

AHU means Air Handling Unit.

ALS means Aboriginal Legal Service.

Australian Standard means standards approved and published by the Standards Association of Australia (Standards Australia).

AV LAN means AV system communications cabling.

BMS means "Building Management System"

BMW means the Department of Finance, Building Management and Works.

CCA means copper, chrome and arsenic.

CCM means the "Standards Australia Communications Cabling Manual".

CCTV means closed circuit television.

Court Users means persons, other than PICs, Bailees, who attend the Facilities for a legitimate purpose, including Judicial Officers, and their support staff, parties to and witnesses in proceedings, journalists, employees of the State and other members of the public.

Cultural Briefing Report means the Cultural Briefing Report; Barker and Spring, 2003.

Custodial Areas means the custodial centre and sally port within the building which are secured as part of the custodial environment.

CWS means Child Witness Service.

DotAG means Department of the Attorney General

DoJ means Department of Justice

DPP means Director of Public Prosecutions.

ECP means Emergency Control Panel.

EWIS means Emergency Warning and Intercommunication System.

DFES means the Department of Fire and Emergency Services.

FIP means a fire indicator panel.

Judicial Officer includes justices of the Supreme Court, judges and registrar's of the District Court, judge of the Liquor Licensing Court, president of the Children's Court, deputy presidents of the State Administrative Tribunal, magistrates and Family Court judges, registrars and magistrates.

KVM means keyboard, video and mouse.

Legal Aid means the Legal Aid service of Western Australia.

NEBB means National Environmental Balancing Bureau.

OH&S means occupational health and safety.

OOS means "occupational overuse syndrome".

Primary Security Checkpoint means location at or close to the main entry at which Court Users will be searched to prevent Unauthorised Articles entering the secure areas of the buildings.

PTZ means Pan Tilt Zoom".

RSI means repetitive strain injury.

RT means Reverberation Time.

SAT means the State Administration Tribunal.

SFIP means the sub-fire indicator panel.

SOE means Standard Operating Environment.

SRV means Small Rigid Vehicle".

Unauthorised Articles means: Category 1 Articles and Category 2 Articles.

UPS means Uninterruptible Power Supplies.

VESDA means very early smoke detection and alarm system.

VSS means Victim Support Services

WAPOL means Western Australia Police

SECTION A – BACKGROUND TO THE DESIGN OF COURTS IN W.A.

1. Scope of the Brief

The purpose of this document is to provide a guideline to assist building designers, consultants, and others involved in the delivery of court services with the design and construction specifications of Western Australian (WA) court accommodation.

The scope of the Court Design Brief includes the following chapters:

- Section A provides background to the design of courts in WA, outlining the: strategic vision for court design; views of the Heads of Jurisdiction; court processes and other considerations that influence court design; and the present operating environment of courts.
- Section B identifies the applicable codes, standards and statutory controls; Architectural Design and Construction Principles; Sustainability; Architectural Psychology Brief; Aboriginal Cultural Brief; Multicultural or Culturally Linguistically Diverse Brief.
- Section C identifies the Operational Needs of a Courthouse
- Section D identifies Building Engineering Services Brief
- Section E identifies Information Services and Directional Signage
- Section F identifies Acoustic and Sound Reinforcement Brief

Strategic vision for court design

The strategic vision for the design of WA courts is based upon the principles, values and outcomes identified in the:

1. Strategic Framework 2013-2016 of the Department of Justice, which provides an overarching direction for activities across the Department; and
2. Court and Tribunal Services Division Strategic Plan 2012-2022, which establishes some specific guidelines for the purpose and future vision of court design.

Department of the Attorney General Strategic Framework 2017-2020

The Department of the Attorney General (DotAG) Strategic Framework 2017-2020 sets out the purpose, principles and values, future, roles and services, and outcomes sought by the Department. Broadly, these include a commitment to provide sustainable high quality and accessible justice, legal, registry, guardianship and trustee services which meet the needs of the community and government. Principles and values that guide the provision of departmental services, which should also be considered as part of court design, include:

- excellent service;
- integrity and accountability;
- equity and fairness;
- collaboration and learning; and
- professional autonomy.

Court and Tribunal Services Division Strategic Plan 2012-2022

The Court and Tribunal Services Division Strategic Plan 2012-2022 establishes the future, roles and values of Court and Tribunal Services Division, and identifies some of the challenges and strategies that shape the delivery of services. The values that underpin the Strategic Plan largely reflect the principles and values of the Department's Strategic Framework, however, with a greater focus on justice.

The Strategic Plan provides some specific direction for the vision of court design, and forms the basis of the Court Design Brief. It includes a commitment to:

- provide modern and responsive court and tribunal services, accessible to all;
- design and construct court buildings and facilities that meet needs now and into the future; and
- capitalise on current and emerging technology to provide opportunities to modernize justice, improve service and enable greater access by customers to Court and Tribunal services offered across the State.

Western Australian Heads of Jurisdiction vision for court design

The views of the Heads of Jurisdiction regarding the service requirements of their respective jurisdictions into the future also inform the overall vision for court design. A summary of the themes and expectations for court design as expressed by the Judiciary is provided in the Table end this Chapter.

Other considerations for court design

There are a number of other issues and processes that inform the key design features of WA courts. These are discussed in some detail below and expanded on in the remainder of the Courts Design Brief.

Court design: distinction between the Judiciary and the Executive

In WA, the provision of court and tribunal services is primarily undertaken by the Judiciary and the Executive arms of government. The Judiciary includes persons (judges) vested with the authority to decide criminal, civil and appeal proceedings by applying statutory law (laws made by Parliament) and common law (decisions made by the Judiciary in previous cases, which is also referred to as 'precedent'). The function of the Judiciary is independent of the Executive and Parliament. This independence is one of the most vital safeguards of a democracy. Judges are bound by their oath or affirmation "to do right to all manner of people according to law, without fear or favour, affection or ill will".

The Executive is a representative of the Crown, the government of the day and the public. It is responsible for administering, supporting and enforcing the laws enacted by Parliament. In WA, the Executive function of courts is carried out by the Department of Justice, which is responsible for undertaking various non-judicial activities, including:

- the provision of administrative and operational support for the courts;
- the provision of court recording services for the courts;
- the provision of buildings for the courts;

- the provision of services for the courts, including administrative policy and program direction, management information, administrative systems, communications equipment and systems, computer services, and the like; and
- attention to the budgeting requirements implicit in the operation of the courts.

It is important that the design of WA courts acknowledges the distinction between the roles of the Judiciary and the Executive. This includes using architecture and interior design that upholds the symbolic separation of powers, and complements their separate functions.

Distinction between criminal, civil and appeal jurisdictions

In WA courts there is a clear distinction between criminal, civil and appeal jurisdictions. This has a direct influence on the design specifications of courts.

Criminal

Criminal proceedings involve the hearing of cases of people charged with criminal offence(s) and the sentencing of persons who plead guilty or who are convicted at trial. The court in which a case is heard depends on the age of the accused and the seriousness of the alleged offence. Cases of persons aged at least 10 years and less than 18 years at the time of the alleged offence are heard by the Children's Court. There are some limited circumstances where the cases of these people can be heard by an adult court. The cases of persons aged at least 18 years at the time of commission of the alleged offence are heard by the Magistrates Court, District Court or Supreme Court, depending on the nature of the offence in regards to the application of law.

There are a number of parties involved in criminal proceedings that the courtroom design needs to cater for. Depending on the jurisdiction where a criminal matter is being heard, they generally include: Judicial Officer (Judge or Magistrate); Judges Associate or Judicial Support Officer; Defence Counsel; Prosecution; Accused; Witnesses; Jury (Higher Court criminal proceedings only); Orderly; media; and the public. Other parties that may attend criminal matters include, but are not limited to: Victim Support Services, Legal Aid, Interpreters, Child Protection and Community Corrections.

The involvement of a jury in criminal trials has particular implications for the design specifications of criminal courtrooms. This includes the requirement for a jury bench and breakout room. Also unique to the criminal jurisdiction is a requirement for an accused dock and the availability of secure and separate access for accused persons being held in custody.

Civil

Courts deal with all types of disputes among people and entities, which do not involve crime or punishment. These include commercial disputes, personal injury claims and disputes between citizens and governments. Under their civil jurisdictions, courts also make administrative decisions when requested to, on a range of situations relating to people's welfare and well-being.

The court procedure for a civil trial is similar to that of a criminal trial except that a jury is almost never required. The party taking the action is referred to as the plaintiff, and the party defending the action is the respondent. The Judicial Officer must decide what the evidence establishes to be the facts of the matter, whether the applicant is justified in his or her claim for a remedy, and, where appropriate, make an award of damages or other relief.

Appeal

Appeals may be in the criminal or civil jurisdiction. Time limits within which to appeal apply. Appeals are heard by the next higher court in the hierarchy.

Symbolism of justice

The appearance of court buildings and courtrooms will continue to have a symbolic importance for the Judicial Officers and the people using their courts. The purpose of this symbolism will differ according to jurisdiction. However, generally it will communicate the significance of the rule of the law to the community and court users, but not to intimidate.

Court design to meet evolving needs of the community and changes in court practice

In line with the strategic objectives of the Department, it is important that the future design and construction of courts continues to respond to the demand and changing needs of the public. The West Australian Judiciary has proposed that the following features should be incorporated into future court design. Of particular note was a perception of the likely impact of the shift away from the courts' traditional role of conflict adjudication towards the role of dispute resolution, and the effect of technology on court processes and design.

- The design of courts should aid the efficient throughput of people to attend their cases, particularly in jurisdictions that handle larger caseloads.
- Public spaces within court buildings should respond to a greater variety of users, mostly through segregated gathering areas rather than single, large areas.
- The community should have greater access to court buildings in some jurisdictions. For example, in regional centres, the buildings may be used as public facilities when not required for the purposes of the law.
- Court complexes should become more standard, allowing related agencies to be housed together. This will improve access to the various justice services that individuals attending court may need.
- In the public areas, the ability to observe the "world outside" will be important. In particular, where Aboriginal and Torres Strait Islander participation is high, there should be ready access to an outdoor area.
- To accommodate various styles of court process multi-purpose hearing rooms should be available in all courthouses to allow multiple uses. Courts should incorporate features like movable furniture, facilities for simultaneous evidence and break-out rooms for conferencing. Courtrooms themselves will be adaptable so they can handle traditional hearings or conference hearings.
- There is a desire for technology to form a greater part of court processes. For example, video should be a standard feature of courtrooms throughout the State. Court documents should be fully computerised and immediately accessible by participants as necessary. It is envisaged that technology will change the amount and type of court spaces required in the future, particularly in the regions. There will be an increased need for flexible spaces that integrate the new features.

Technology in courts

Court technology adds to the versatility, flexibility and efficiency of court operations. It supports the needs of the judiciary, as well as enhancing the experience of all court users by providing an accessible and user-friendly justice system. Examples of technological applications in WA courts include:

- videoconferencing facilities, closed-circuit television (CCTV) and screen displays;
- electronic displays showing the day's listings and computer-based screen displays for interactive searches by court users;
- large plasma screens in all courts for displaying evidence and streaming images of remote and/or vulnerable witnesses into the courtroom;
- LCD displays for judges, jurors and witnesses;
- electronic tablet whiteboards, called 'Starboards', to help witnesses in the presentation of their evidence;
- computers, which are available to the public to complete and submit forms; and
- internet access, which is essential for the legal profession and other court users.

Technology should be integrated into court design; complementing the gravitas of the court, as well as supporting and improving the experience of court users. It is important that placement of technology has minimal impact on courtroom sight lines, and that its availability does not compromise court information security.

Regional requirements

In regional and remote centres, the various jurisdictions have their identifiable needs but not separate buildings to accommodate them. Consequently, this makes it more difficult than in the city to accommodate all the flexible needs of multiple jurisdictions which share buildings. It is envisaged that greater use of technology and the availability of flexible courtroom spaces will resolve this issue.

The present operating environment of courts

The following provides a brief overview of the operations of the various court jurisdictions in WA. The purpose of this is to provide background to the Court Design Brief to assist building designers and consultants, and others involved in the delivery of court services in WA.

Supreme Court

The Supreme Court is the State's highest court, with responsibility for both criminal and civil matters. It is also the State's main appeal court. The Supreme Court does not circuit to or regularly attend metropolitan courts; however it does circuit to magistrates country courts on a periodic basis.

It is divided into two divisions; the General Division and the Court of Appeal. The General Division deals with very serious criminal charges, such as murder, armed robbery, arson and serious breaches of Commonwealth drug enforcement laws. This division also hears appeals from decisions of magistrates sitting in criminal matters in the Magistrates Court. Generally, it hears civil cases where the amount involved in the dispute is more than \$750,000. The General Division also deals with probate (including disputes over wills),

Admiralty (disputes involving ships), disputed elections and applications under the Corporations Act. The Court of Appeal hears appeals from single judge decisions of the Supreme Court and from lower courts and various tribunals.

Family Court

The Family Court of WA was established in 1976 as a State court under the Family Court Act 1975. It is vested with State and Federal jurisdiction in matters of family law and deals with divorce, property of a marriage or defacto relationship, matters relating to children, maintenance, adoptions and surrogacy.

The Department of Justice (WA) provides administrative and logistical support for the operation of this court.

The court sits in Perth, but country circuits are conducted at specified regional centres. Local magistrates have limited jurisdiction in country locations, dealing mainly with enforcement matters and interim applications.

State Administrative Tribunal

The State Administrative Tribunal (SAT) in WA is established under the State Administrative Tribunal Act 2004 and commenced operations on 1 January 2005. The Tribunal is the primary place for the review of decisions made by Government agencies, public officials and local governments. It also makes a wide variety of original decisions.

Individuals, businesses, public officials and vocational regulatory bodies can bring before the Tribunal many different types of administrative, commercial and personal matters. These matters span human rights, vocational regulation, commercial and civil disputes, and development and resources issues.

SAT undertakes cases in various locations in the metropolitan area and country locations, utilising a whole range of facilities, not necessarily court facilities. To reduce travel costs and improve efficiency, the SAT heavily uses video and telephone conferencing.

District Court

Constituted under the District Court of Western Australia Act 1969, the District Court is the intermediate court in WA. The District Court does not circuit to or regularly attend metropolitan courts; however it does circuit to magistrates country courts on a periodic basis.

The District Court deals with serious criminal offences including serious assaults, sexual assaults, serious fraud and commercial theft, burglary and drug offences. The District Court also determines civil claims up to \$750,000. It has unlimited jurisdiction in claims for damages for personal injuries and it has exclusive jurisdiction in regard to claims for damages for injury sustained in motor vehicle accidents.

Appeals from the Magistrates Court, from the Criminal Injuries Compensation Assessors and from the WorkCover WA Workers' Compensation Arbitration Service are heard by the District Court. The Court of Appeal (Supreme Court) hears appeals relating to matters determined by the District Court.

Magistrates Court

The Magistrates Court of WA combined the former Court of Petty Sessions, Local Court and Small Claims Tribunal into a single court in 2005. It operates at many locations throughout the State (refer to Appendix #). In addition to DoJ courts there are a large number of registries and courts operating from the Department of Mines and Petroleum and WA Police locations in regional areas.

The Magistrates Court deals with criminal and civil matters involving people aged 18 years and over. Some criminal offences are known as 'simple offences' and are dealt with in the Magistrates Court. More serious criminal offences, known as 'indictable offences', commence in the Magistrates Court. While some of these offences (known as 'either way' offences) may be dealt with in the Magistrates Court, the most serious offences must be committed to the Higher Courts jurisdiction. The Magistrates Court deals with civil matters involving claims up to \$75,000. For minor cases, the jurisdictional limit is \$10,000. The court also deals with consumer/trader claims of up to \$75,000 and minor consumer/trader claims of up to \$10,000.

A key design feature of the Magistrates' Court is the availability of accommodation that can process a large caseload, and is accessible to the public and the various government and non-government agencies that attend court. In regional areas the Magistrates Court also provides the facilities for the Supreme, District, Family and Coroners Courts who circuit to those locations on a regular basis. All regional locations also provide agency services such as, Public Trustee, registry functions for Births Deaths and Marriages and Traffic Licensing Service at some locations. This assists in reducing the costs for these agencies.

Children's Court

The Children's Court of WA deals with offences alleged to have been committed by young people aged 10 to 17 years. The Court also hears protection and care applications for children under the age of 18 years.

The Children's Court of WA consists of a purpose built court in Perth, and as all Magistrates are appointed Children's Court magistrates, they sit in magistrate court buildings throughout the State.

Children's Court facilities are required to be specifically designed and built and are different from adult courts. In particular, facilities need to provide a formal courtroom environment that is not threatening or overwhelming, offer privacy to the children and families involved, and cater for the large number of government and non-government agencies that attend court. The facilities must also take into account the court's civil and criminal jurisdictions. In regional locations, where multi-purpose courtroom facilities are used, an important design feature is the requirement that custodial facilities must provide separation from adult persons in custody.

Coroner's Court

The Coroners Court of WA is a specialist court established to investigate certain types of deaths ('reportable deaths'). The purpose of these investigations is to determine the cause and manner of death and also to consider ways that similar deaths may be prevented in the future. The Coroner's Court investigates more than 2,500 cases annually where a death arises from apparent unnatural causes or when the cause of death is unknown.

The State Coroners utilise court facilities, registry staff and regional magistrates in country locations as required. Country magistrates are appointed Coroners and utilise Magistrate's Court facilities and staff to carry out that function in regional areas.

SECTION A

The table below identifies a number of themes and expectations for court building design, which were expressed by the Heads of Jurisdiction and are common across all of the WA courts.

| Theme | Expectation |
|------------------------|---|
| Symbolism | <ul style="list-style-type: none"> ▪ Gravitas without intimidation |
| Friendliness | <ul style="list-style-type: none"> ▪ People feel welcome to interact and conduct court business ▪ Courtrooms have views out, provided juries are not distracted |
| Dispute Resolution | <ul style="list-style-type: none"> ▪ Spaces and technology designed for non-trial resolution of matters ▪ Availability of break-out spaces for private discussions ▪ Accommodation for specialist court staff |
| Multiple-Use Spaces | <ul style="list-style-type: none"> ▪ Greater number of flexible smaller rooms and courtroom spaces, which is adaptable for either trials, resolution hearings or meetings ▪ Mediation rooms with provision for multiple simultaneous witnesses in some courtrooms |
| Special-Purpose Spaces | <ul style="list-style-type: none"> ▪ Separate holding areas for adult and children prisoners (Children's Court) ▪ Separate treatments for criminal and child protection jurisdictions (Children's Court) ▪ Private room for bereaved family members (Coroner's Court) |
| Virtual Participation | <ul style="list-style-type: none"> ▪ Facilities for paperless trials ▪ High-quality, multi-party audiovisual facilities that allow remote participation |
| Regional | <ul style="list-style-type: none"> ▪ Co-located community justice centres in regional towns, with other related agencies in close proximity ▪ The building blends with the locality, and is separate from Police ▪ Available for community use "out of hours" ▪ Indigenous issues to be accommodated ▪ Courtroom with main table adaptable as bar table or meeting table ▪ Waiting areas to have both indoor and outdoor spaces |
| Community Access | <ul style="list-style-type: none"> ▪ Court buildings to permit easy access by the public ▪ High-quality facilities for viewing proceedings via internet |
| Sustainability | <ul style="list-style-type: none"> ▪ Minimal artificial heating and cooling ▪ Maximum natural lighting ▪ Exterior of building to withstand deterioration with age |
| Other | <ul style="list-style-type: none"> ▪ Security requirements to increase ▪ Secure access ways for judicial officers within the building ▪ Provision for partisan groups to be separate in waiting areas ▪ All spaces to have excellent sight-lines, acoustics, light and ease of people movement ▪ Child-care facilities (Family Court and Children's Court) ▪ Food and drink on sale within the building for waiting parties |

SECTION B – BUILDING REQUIREMENTS GENERALLY

1. Applicable Codes, Standards and Statutory Controls

Construction of the works and provision of services shall comply but not be limited to the following legislative requirements, Government policies and guidelines.

Generally:

- Building Code of Australia.
- Australian Standards and Codes.
- Disability Discrimination Act 1992.
- Occupational Safety and Health Act 1984.
- Occupational Health, Safety & Welfare Regulations 1988.
- Health Act 1911.
- Health (Public Buildings) Regulations 1992.
- Health (Food Hygiene) Regulations 1993.
- Aboriginal Heritage Act 1972.
- Public Works Act.
- Government / Private Utility Service provider's requirements.
- FESA Regulations and Requirements.
- Insurance Council of Australia Requirements.
- State Supply Commission Act 1991.

Custodial Provisions:

- Western Australia Police Building Code 3.0 – Planning Guidelines.
- Inspector of Custodial Services Act.
- Court Security and Custodial Services Act 1999.
- Court Security and Custodial Services (Consequential Provisions).

The State is not able to provide a release from compliance with BCA requirements in relation to fire egress from the custody centre. Refer to the "BCA Alternative Solution for Custodial Accommodation" Report included as Appendix 1.

2. Architectural Design and Construction Principles

2.1 Siting

Court buildings should be sited in a prominent position. Where the court building is part of a regional justice complex comprising a Police Facility and Community Justice Services it must have its own identity and entrance. Materials, colours and details must distinguish it from the Police Facility and Community Justice Services. It is also desirable for a joint Court/Police/Community Justice Services site to have separate street frontages for both the Court and Police. Entry to car parking for Courts, Police and Community Justice Services is preferred to be via separate driveways with no shared access. It is allowable to have a Police emergency exit through a gate into the Court carpark in the case that persons other than the police intentionally block the Police driveway.

2.2 Design Philosophy

- i. The new building must reflect the importance of the State justice system to the community. It should be architecturally impressive and of a style commensurate with the dignity of the Court. It should also be attractive to those who use it and those who may visit it.
- ii. The Facilities should be full of light and particular attention should be given to the use of interior space as a powerful design element e.g. increased volume in busy public waiting area etc. Natural light, meaningful views out that afford a sense of orientation with surrounding landscape and easy access to the outdoors are key design considerations. The design should respond to the climate as well as providing a welcoming presence indicating openness and accessibility.
- iii. Finishes, furnishings and materials are to be of a high and durable quality, reflective of the importance of the building. Durability is critical in public and custody areas.

2.3 Construction Principles

With these criteria in mind, the following key design factors are key:

- A design solution that clearly identifies and provides easy access to all functional elements of the Facilities use of signage are considered on acceptable default position;
- The ability to take as much advantage as possible of natural light in the Facilities as a means of “de-stressing” interiors;
- An energy efficient solution for the Facilities;
- A low maintenance design outcome for the Facilities;
- Minimum risk in relation to security, OH&S and public safety within the Facilities;
- Ease of access for disabled persons;
- A high degree of “constructability”;
- Through a number of design initiatives as outlined in studies undertaken on Aboriginal culture and psychology of the effects of court environments ensure a less threatening experience for all users of the Courts; and
- A landscape solution which is high quality, considers security but at the same time is low maintenance.

2.4 Architectural Considerations

Materials

The types of materials to be used for the construction are to be high quality, robust and low maintenance and must contribute to the overall attractiveness of the Facilities, in reflecting the qualities of permanence, stability and strength without being ostentatious.

Finishes

Surface treatments and applied finishes must be durable, longwearing, low maintenance and must also be visually appealing. Preference shall be given to finishes that are repairable on site as surfaces will be subjected to continuous hard wear.

SECTION B

- i. External
 - a. Glazing to windows shall take due account of thermal requirements and if appropriate to the design shall incorporate heat reflective glass. Reflective and severely tinted glazing shall not be used. All windows to the ground floor entrance shall be glazed with an appropriate material and protected by an approved security film to prevent fragmentation in a bomb explosion.
 - b. Vulnerable solid external walls are to be treated with an approved anti-graffiti coating up to a height of 3.0m.
 - c. A qualitative hierarchy of external wall finishes will be considered in that a high quality is expected on the main façade. Appropriate lighting must be provided for security purposes and possible night-time use of the Facilities.
 - d. Adequate provision is to be made to ensure ease of access for cleaning of all external and internal glazed surfaces throughout the building.
 - e. Landscaping design proposals shall conform to contemporary public landscape standards. All planting and methods of installation shall conform to Australian Standards. All planting shall be able to withstand the local climate and soil conditions. All irrigation shall be to the BCA and Australian Standards Codes. Where possible, irrigation heads should be vandal proof.
- ii. Internal
 - a. Glazing

Glazing is to comply with AS 1288 and AS 2208 and to be clear laminated safety glass unless detailed to a different specification elsewhere in this Design Brief. Notwithstanding glazing type shall be a result of privacy needs/function and location that shall determine use of clear, obscure or semi-obscure glass.
 - b. Floor Finishes

All floor finishes shall be the commercial grade of their type, suited to their application and the function of their location. They shall comply with current, relevant fire indices and require only easy and effective long-term maintenance needs. Heavy-duty floor finishes shall be used in areas with heavy traffic flows. Hard and resilient floor surfaces shall be of a type not requiring regular refinishing.
 - c. Carpet

Generally carpet shall be used as the floor finish to be applied throughout the Facilities, excluding wet areas and other special areas as noted in this Design Brief. Carpet shall be high commercial quality. Carpet in areas where computers or other electronic equipment is concentrated shall have appropriate anti-static treatment.
 - d. Wet Area Floor Finishes

All wet areas shall be provided with an impervious floor finish that runs up to the recess of fitments and form a skirting to walls. Behind the floor finish shall be a proprietary waterproof membrane properly detailed, turned up at walls and sealed at joints forming a watertight barrier to the structure.
 - e. Vinyl Floor Finish

Sheet vinyl shall be weldable and flexible for coving to wall junctions and fitments. If vinyl is used in wet areas, it shall be coved 100mm up walls or to the recess of fitments, whichever is greater. All newly installed sheet vinyl shall be cleaned and sealed to the manufacturers specifications prior to commissioning.

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- f. **Entry Area**
Hardwearing and low maintenance finishes shall be used from the entry to the public counter areas.
- g. **Door and Door Frames**
Except where noted otherwise in the Design Brief, doors shall be flush solid core doors with timber edge trims to all sides or shall exhibit similar performance.
Purpose built acoustic doors shall be used to comply with the requirements of this Design Brief - Acoustic and Sound Reinforcement. Architectural door hardware shall generally be heavy-duty lever type stainless steel.
All public entry doors to courtrooms shall be fitted with heavy duty automatic door openers with direct control activators and locking devices to facilitate easy access by people with disabilities.
- h. **Painting**
General areas with paint finishes shall be treated with a two-coat application of durable vinyl acrylic paint. Wet areas shall be treated with a two-coat application of durable low sheen enamel paint. Both finishes shall be applied over preparatory undercoats.
- i. **Ceiling Systems**
Generally, ceilings shall be commercial office standard, modular, demountable system on non-combustible materials that shall conform to acoustic performance requirements.

Furniture

- i. Furniture shall comply with Australian Standards to ensure OH&S of all employees. Generally ergonomic furniture should be selected to help prevent RSI, OOS etc. Special consideration shall be given to courtroom environments as participants will be seated for lengthy periods.
- ii. All activity spaces within the Facilities are to be furnished and fitted out in an appropriate quality and have visual appeal that ensures “fit for purpose and function” criteria. In addition all furniture and fit-out shall respond to requirements of longevity and ease of maintenance.
- iii. Furniture generally and workstations in particular shall be provided on a ‘system’ basis that is consistent in construction, look and finish within each of the quality categories detailed in following sections. Work stations shall be sit/stand, modular and capable of being modified (with inter-changeable sections) to suit particular functional demands.
- iv. Computers, printers and photocopiers are excluded from this Brief.

Judiciary and Support Staff

- **Courtrooms** – Built-in furniture shall accommodate all in-court technology to achieve ergonomic functionality and maximise aesthetic appeal as well as optimising sightlines between all participants in the court process. Lockable exhibit storage shall be integrated within the court built-in joinery. In criminal courtrooms this shall comprise of an exhibit table and lockable cupboard under, adjacent to or part of the judge’s associates bench.
Obtrusive supports for all built in bench fittings shall be avoided.

All judicial benches shall be sit/stand with a fixed shroud. Fully ergonomic gas operated height adjustable chairs with arms and infinite locking positions shall be provided to the judicial benches and the associate's benches, with

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judges chairs being of a high executive standard. The standardised proprietary selection for judicial chairs must have a range of varying seat pad sizes and back heights. Armrests shall be adjustable or retractable to allow the chair to fit under the bench when using a computer keyboard. Associates chairs shall be to an executive standard. Fully ergonomic, gas adjustable semi-executive chairs shall be provided to all bar tables and the jury officer. Fully ergonomic interconnected fixed seating shall be provided to jury boxes with individual armrests and writing tablets and spaced to ensure maximum comfort for jurors with flip-up seats to assist with access. Fixed seating shall be provided to PIC docks and public galleries.

- **Interview Rooms/Special Trial Support Rooms** – Provide either rectangular or circular meeting table sized to fit the room with the number of fixed leg upholstered chairs to suit table size.
- **Judicial Chambers** – Furniture and fittings are to be of a high executive standard and be fully ergonomic. Gas operated height adjustable chairs with arms and infinite locking positions shall be provided to chambers. The standardised proprietary selection for judges' chairs must have a range of varying seat pad sizes and back heights. Armrests shall be adjustable or retractable to allow the chair to fit under the desk when using a computer keyboard.

Electric controlled sit-stand desks with mobile pedestal, fitted with moveable monitor arm. Appropriately sized occasional tables and chairs to accommodate up to four people. An integrated décor design approach shall be taken in selection of all furnishings/furniture.

Provide full-length, 1800mm high bookshelves with cupboard space under one wall (minimum 4m length) to accommodate each judicial officer's personal library and documents. Wardrobe space accommodating judicial gowns shall be provided and shall include a full-length vanity mirror. Two matching three drawer filing cabinets shall be provided to each chamber for permanent judicial officers. Provide same for circuiting judicial officers' chambers but only 2m of bookcases and no filing cabinets.

- **Ante Rooms** – Accessible only from the judicial bench and secure corridor and used as a waiting space during adjournment in cases where chambers are remote from courtrooms. These spaces shall be furnished with occasional chairs and a full-length wall mirror.
- **Support Staff (Judges Associates, Associates, Ushers)** – Fully ergonomic furniture of clerical standard to be provided with gas height adjustable chairs with full lumbar support. Electrically controlled sit-stand ergonomic desks and or workstations are to be fitted with moveable monitor arms. Mobile, lockable drawer pedestals shall be provided to each workstation or desk. Provide lockable store room.
- **Conference/Meeting Rooms (Judicial and Generally)** – All facilities shall be provided with furniture and fittings of a high executive standard and be fully ergonomic. Size of conference tables and numbers of chairs to accommodate user numbers as scheduled/described in this Design Brief. Conference rooms shall be equipped with LED screen, electronic whiteboard, pin-up board and below bench cupboard/drawer units.

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- **Judicial Library** – Provide shelving in modular units to house current collection that is OH&S compliant and is placed along judicial corridors. In the past approx. 20 bays at 1800 high x 900 wide have been used.
- **Public and Waiting Areas (Outside Courtrooms and Mediation Pre-Trial Conference Facilities)** - Public waiting areas shall have comfortable interlocked seats, with appropriate durable upholstery panels capable of being removed for cleaning or replaced. Seating shall be provided to suit numbers of persons accommodated in courtroom galleries. Seating shall not be configured in back-to-back.
- **Remote Witness Rooms** – Provide purpose made joinery (table and shelving unit) to accommodate two monitors and cameras with bench mounted fixed microphone point. The shelving unit shall be as unobtrusive as possible in respect to scale given that children largely use these facilities. Provide two fixed ergonomic chairs and occasional table.
- **Mediation Rooms** – Mediation rooms shall be furnished with modular tables of 800mm depth capable of being arranged in a number of formats (e.g. ‘T’ configuration) accommodating up to 15 people maximum. Provide a 900mm high wall unit. Ergonomic fully adjustable chairs shall be provided for all participants.

Courts Administration Accommodation

- **Registry Counters** – Counters shall be designed to afford staff a degree of physical protection whilst at the same time creating an approachable image. Members of the public stand with the exception of one counter position which is fully accessible for the public. Staff shall be seated on a raised floor, two risers high. Provide also an accessible ramp. Staff counter chairs will be fully adjustable and ergonomic. Counters shall be fitted with security features including duress alarms to ensure staff safety is monitored and appropriately responded to. Counters shall accommodate stationery storage and built-in provision for IT equipment (including CPU, monitor, keyboard, receipt printer and bar code reader) and lockable cash drawer.
- **Open Planned Offices** – Provide each staff member as scheduled a workstation configuration providing capability to operate a computer, adequate bench space to prepare files, storage capacity above benches for case files, a mobile pedestal for storage of personal effects, stationery etc Refer to “Furniture Generally” for workstations screen/pin up requirements. Ergonomic chairs for each staff member will be of a “Semi-executive” standard.
- **General Storage: Open Offices** – Allow for wall unit storage to accommodate staff personal effects (coats, raincoats, umbrellas etc.) and miscellaneous files and reports within circulation space.
- **Enclosed offices** – if specified for the Regional Manager/Clerk of Court, shall be fitted out with the following:
 - Workstation with integral rounded end meeting table;
 - Bookshelf unit (1800w) with cupboards under and open shelves above.

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- 2 no. four drawer filing cabinets.
- 1 fully ergonomic executive chair and two matching visitors chairs.
- **File Storage Areas** – Shall be provided with a standing height work bench, 1.5m long and 16 no. pigeonhole storage units for A4 sized documents. Note: Filing requirements are specified in Section C.3.5 Records and Stores.
- **Lunch Room** – Provide tables and chairs and a wall unit accommodating sink, bench space with cupboards/drawers, under and overhead cupboards. The wall unit shall provide space and include a free standing chilled and boiling water unit, refrigerator, dishwasher and microwave oven.
- **Utility Room** – Located within designated work areas shall be equipped with perimeter storage units with adjustable shelving and a collation worktable. Allow space for multi-function devices and large recycling bins.

Custodial Facilities

The fit-out shall generally comply with the following criteria:

- To meet OH&S standards;
- Western Australian Police Building Code;
- To provide a fit for purpose selection of furniture and building fittings capable of withstanding rigorous wear and tear;

Jury Facilities

- Reception** - Staff to check public into the dedicated jury pool area or other multipurpose area designated for that purpose to enable register of attendance. Provide data and power for computer to scan in jurors. One side of the counter shall face the formal seating in the assembly area with the other side addressing the entrance to the assembly room.
- **Jury Assembly Area** – Presentation of jury duty information and balloting of jurors. Provide fixed seating to accommodate 70 persons in rows. Row seating shall be interlockable and stackable without arm. Seating shall be orientated towards a 2.5 metre staff bench workstation with storage underneath. Provide presentation table with data and power.
 - **Tea Preparation Area** – Contiguous with the jury assembly area shall be provided with storage and tea and coffee making facilities, refrigerator and overhead cupboards.
 - **Juror Personal Effects Storage** – Provide discrete linear four tier laminate fronted keyed lockers to circulation areas within jury deliberation. Provide 18 lockers within the jury deliberation room.
 - **Jury Deliberation Rooms** – The shape of the table to be profiled to fit the shape of the room with a strong preference for an oval configuration to facilitate each juror being able to equally interact with all other jurors at the table. Jurors' chairs shall be fully ergonomic height adjustable chairs with lumbar support. Table to be sized to accommodate up to 18 jurors. Provide also 2 club chairs and coffee table. Provide a wall unit accommodating sink, boiling water unit, bench space with cupboards/drawers under, overhead cupboards and pantry space, free standing refrigerator and microwave. Provide court technology as stated in the Court Technology chapter of this Brief. Provide magnetic white board approx. 2 metres x 1.5 metres.

Furniture Generally

- **Workstations** - The design of office accommodation and the workstation systems must take into account the type of work being performed and conform to all OH&S and relevant government accommodation guidelines.
- All workstation to be sit/stand and to be fully equipped with telephone/data, USB power and power facilities to allow for the operation of PC's and other required equipment and shall be fitted with adjustable monitor stands.
- Workstation privacy screens shall be acoustically lined and provided with shelving units and pin-up boards.

Signage

DoJ has a distinguishable corporate identity with a standardised signage system. Where appropriate this standardised system will be used throughout. However, given the importance of signage as a way finding device and its graphic impact ultimate signage proposals shall be an integral part of the overall interior design concept for the building. It is incumbent on the Design Consultant to familiarise themselves in respect to signage requirements with DoJ prior to the preparation of design presentations to be made for approval.

- Signage proposals will need to be prepared as part of the overall design concept.
- Signage shall be integrated both externally and internally.
- Signage shall be easily discernible, clear, complete and consistent.
- Internally signage shall allow easy modification over time.
- Signage shall be secure and vandal proof.
- Signage shall comply with standards pertaining to safety for the occupied environment and access and mobility requirements.
- Generally signage shall comprise: Entries, pedestrian directional signage externally, internal way finding signs, statutory signs, room and door signs and tactile signs.
- Information services and directional signage comprises both static signage/identification as well as electronic displays on screens.
- Ground floor directory boards.

Art

- i. In accordance with the State's '*Percent for Art Scheme*' the consultant shall implement the BMW guidelines in respect to the provision of artworks for the project. BMW will engage an art consultant whose scope of service will include coordinating, commissioning and administering the selected artists as nominated by the artwork selection committee.
- ii. The artworks may comprise significant sculptural pieces that maybe required to be integrated within the building fabric in addition to a more traditional response in the provision of selected paintings/murals etc. In both cases the consultant shall allow for the liaison with and the provision of all necessary attendance and backgrounds and structural and lighting requirements facilitating installation.
- iii. Indigenous art is to be included as part of the public art and is to be tendered separately. This component is to comprise of not less than 50% of the total art budget.

2.5 Security Philosophy

A. Court Security

Court processes, and therefore, the Court environment, should reflect a respect for the rights, dignity and concerns of all participants.

The security environment of a court is complex and multi-faceted. The significant variety and number of users, agencies and tenants of a court building along with the need for different circulation patterns incorporate to the environment the need for varying degrees of security across functions, processes and physical locations. This issue is complicated further by the need to ensure that court processes and the court environment reflect a respect for the rights and dignity of all participants.

The potential for unexpected behaviours and deliberate actions that threaten the safety of judicial officers, staff and the public, as well as proceedings, is real in court buildings. Through effective policies and procedures, and effective and supportive technology, the potential for incidents can be reduced and the consequences of incidents minimised.

Courts should communicate accessibility and assure that users' safety, security and privacy are respected. Consequently security must be a key factor in the basic design of court buildings to ensure that the underlying principles of justice are attained whilst achieving effective security for the court.

Design features that fail to contribute to effective security at a court will not be overcome by security technology and people. Court facilities should be characterised by the maximum and effective use of technology to meet and integrate the Courts functional requirements and security arrangements must be integrated into the design and operation.

Court security is achieved through the 'security in depth' principle where layers of discreet and covert measures are implemented. Security-in-depth adopts the concept of using sound architectural and design principles with a series of people, procedural, physical features, fit-out, spatial relationships, and landscaping features that provide multiple layers of protection to the exterior and interior of the building and its workings. The principle is applied in every work area, with every asset and resource, with each functional area of the building, each circulation area, and each process inside and outside the building so that no feature is reliant upon a single security measure.

B. Common Features

i. Primary Security Checkpoint

Primary security checkpoint is to be provided to all courthouses at the main entry. All visitors to the courtrooms or to court registry must pass through this checkpoint which includes weapons detection system, search room with lockable cabinet to store confiscated items and a police armoury room.

C. Access Control

The ability to control access to all parts of the building underpins much of court security and the security-in-depth principle. All movement into, through and out of any part of the building must be controlled. The degree of access control required is determined through an assessment of the functions undertaken in each area, and the level of protection required for that function.

Public access should be through a single access point or area wherever possible. All external components of the court building or complex should be designed to facilitate this through a combination of obvious and visible means and subtle more covert means. The proximity of heavy traffic areas such as parking, gardens and landscaping, registry and service areas to the entrance influence the achievement of this aim.

D. Landscaping

The landscape design must consider how the location of plants, garden beds, planters and other features outside the building contribute to maintaining the building set-back through the control of vehicle and people access to the building.

There should be strategically placed features that contribute to the control of vehicle encroachment on the building.

The choice of plants must not impede vision of the approaches to the building or provide places of concealment.

The layout of the landscaping should contribute to the channelling of people to the appropriate entrance of the building.

E. Parking

Parking areas for judicial officers should be fitted with access control. Where this is not possible such parking must be in a secure garage or other parking area that is fenced and fitted with access control.

Parking for staff should be adjacent to or outside the building. The area should be fenced and fitted with electronic access control.

Service vehicle access to the site should be through a single security access control point that utilises electronic access control, personnel security or hydraulic vehicle barriers.

Vehicles should not be able to park near the building without having passed through a security control point.

F. Doors and Locks

Every door contributes to the security of the building. The location and use of the door determines its degree of hardening and the type of lock required to secure it.

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All access and egress doorways in the building must be assessed for purpose and fitted with an appropriately rated door and locking mechanism. The higher the level of security and access control required for an area or location the higher the security rating of the door and lock must be.

Secured and restricted areas should be secured with an electronic access control. All doorways should be able to be retrospectively fitted with electronic access control devices and infrastructure.

G. Building Façade and Fittings

All service points and fittings on the façade of the building must be situated in ways that do not permit them to be used as access or egress points. Drain pipes and sun screens must be secured in such a way as to deny their use as a climbing device or to otherwise facilitate access to the building. Air conditioning and vents must be secured to deny the introduction of contaminants.

Fittings and furnishings should contribute to the safety and security of people and the facility. All fittings should be of a design and robustness so as to support the safe movement and handling of PICs.

Fittings and furniture used in custody or circulation area must be secured in ways that deny their removal through deliberate action or as a result of collateral damage caused by a security incident.

H. Lighting

Lighting must support the deployment of surveillance devices.

Lighting must provide adequate illumination of judicial and staff parking areas along with pedestrian access paths. It must deny concealment in the vicinity of the building or other vulnerable places. Higher levels of illumination are required at all entrances.

C. CIRCULATION CONTROL

A critical element of the court design is the separation of public, secure and restricted circulation patterns. People participating in a court room process should not intersect at any point before entering the court and in most circumstances that separation must be retained inside the court room as well.

i. Judicial Circulation

The judicial circulation must permit judicial officers to move from, to and between car parking, chambers, the court room, court administration office areas and other restricted spaces under secure conditions. All access and egress between spaces and locations must be secured with electronic access control.

ii. Juror Circulation

Juror circulation must permit jurors to move between floors and spaces of the building without intersecting with public or secure areas. All access and egress in the juror circulation must be secured with electronic access control.

iii. PIC Circulation

PICs transport must be able to be moved into the sally port under controlled conditions. PICs must be able to be moved from the sally port to the central holding facilities, and to and from holding cells adjacent to courtrooms without passing or entering public or restricted spaces.

iv. Restricted Circulation

Staff usually access the building through the same access point as the public. Staff work locations anywhere in the building are restricted areas. Access to staff work areas and locations must be by electronic access control. Staff movement between work areas and locations can be through the public circulation.

v. Public Circulation

Public entry should be through the main entrance, regardless of the number of additional access points on the exterior of the building. Movement of the public to and from public areas of the building such as court rooms, registry and juror reception must not intersect with judicial, PIC or juror circulation.

2.6 Access For People with a Disability

Courthouse designs are to comply with the Disability Discrimination Act. Courthouses must be accessible buildings that provide for people with a range of disabilities. People with a disability must be able to gain independent access into and within the building so that they can fulfil their role in the function. This includes visiting public, witnesses, jury, judiciary, professionals, persons-in-custody and court staff.

The Building Code of Australia outlines that certain Australian Standards covering accessibility are mandatory. However these are minimum requirements and may not be sufficient to meet the requirements of the Disability Discrimination Act.

Consultants must design for people with a variety of impairments including limited ability to walk, use of wheelchairs, limited hearing or sight, or physical, intellectual or psychological states that cause limited functioning. Building design must ensure the users of the facility are treated with equity.

Consultants are to provide parking facilities within reasonable distance of entrances, well detailed steps and stairs, support at stairways, doorways, toilets, frequent seating within and outside the building, readily operated controls, barrier-free routes to and between buildings, level or ramped approaches to entrances, wider doorways, lobbies and circulation routes, well detailed toilet facilities, counters, and telephones.

People with impaired hearing require good quality lighting, good acoustic environments, finishes and backgrounds which assist lip reading, backup visual information (for example: lifts, alarms, communications) and good signage. Infra-red assisted hearing amplifiers with total courtroom coverage are to be installed in courtrooms.

People with impaired sight require good quality controllable lighting appropriate to the environment and function, including transitional lighting at entrances from outside and avoidance of glare from any source, good acoustic environments, avoidance of hazards along routes both inside and outside, clear layout, built-in information and clues, such as texture, orientation and way finding, sound absorbent qualities, significant features to assist, good contrast of critical elements such as doorways, stairs and handrails, good signage with letters, numbers and symbols in relief where appropriate, consistency in

location of controls and supports, and backup aural information (for example: lifts, alarms, communications).

Toilet Provision

Accessible toilets must be provided in accordance with the BCA for staff, judiciary, public, the jurors in both jury assembly and deliberation room. Unisex toilets are preferred for public use as they enable a disabled person to be helped by someone of the other sex.

Lifts

If courthouses extend over two or more levels then lifts are required. Consultants must consider egress for people with a disability in the event of a fire from all levels of the courtroom, jury rooms, chambers, cells and other areas. Vertical access to smaller but essential areas could be achieved by the use of short rise platform lifts.

Car Parking

Accessible parking must be provided close to the building entrance in both the secure judicial/staff car park and the public car park.

Automatic Doors

Public entrance doors are automatic sliding doors. Doors to courtrooms should be automatically assisted. Occasionally there will be a requirement for other automated doors.

Floor Level Changes within Courtrooms

A member of the public must be able to enter the courtroom and have access to public seating areas at the rear of the court, the witness box and all jury areas. Staff, those in custody, judiciary, judicial staff and legal practitioners must also be able to access relevant spaces within the courtroom. The necessity for floor level changes will mean that ramps have to be incorporated. Allow space for temporary removable ramps. Adequate circulation space around joinery in the courtroom is necessary.

The floor level from the custody lift to the dock floor level within the courtroom must be unimpeded by any steps. Similarly, the floor level from any judicial lifts or from judicial chambers should ideally match the judicial bench floor level in the courtroom. If this is not possible then ramped access is permitted. The floor level from the Jury lift (may not be applicable in a circuit court) to the Jury Deliberation rooms and from the Jury Deliberation rooms to the front row of the Jury box must be uniform. Any ramped areas in corridors to achieve such access must comply with the BCA.

Custody Areas

PIC with a disability must be able to enter the custody area and access the custody facilities. Such access may be assisted to the extent that security arrangements require. Provide ramps where floor level changes occur.

Hearing Aid Loops

Infra-red assisted hearing amplifiers with total courtroom coverage are to be provided to all courtrooms.

Alarm Systems

EWIS alarms must be both audible and visual.

3. Sustainability

Since 2004, Building Management and Works' (BMW) Sustainable Non-residential Buildings Policy and Guidelines have required designers and builders of new non-residential government buildings to address sustainability provisions.

Rating tools are now available that set standards for building and site sustainability outcomes, such as those developed by the Green Building Council. These tools enable designers to assess a range of sustainability initiatives at the design stage of buildings including energy, water use and indoor air quality. In general, new building projects should consider targeting a 4-star Green Star rating, which should be achievable without additional capital construction cost. It is BMW's preference that market-based rating tools be used by design consultants to assess the sustainability of new building designs. For small projects BMW's sustainability checklist may be used instead.

Office buildings, including owned and leased buildings, should comply with BMW's Government Office Accommodation policies. New and existing office buildings are required to achieve a 4.5 star NABERS energy rating, and a 4 star NABERS water rating.

Projects managed by BMW will be reviewed for sustainability and building quality by BMW's Principal Architect.

Sustainability initiatives adopted must be demonstrated to be economically practical. It is expected that any initiative adopted will pay back within 5 years, for example by cost savings through reduced resource consumption, or reduced maintenance costs through increased durability.

As a minimum, the consultant shall comply with the requirements detailed below in sections B.3.1 to B.3.8, or complete the sustainability checklist in section B.3.9. for smaller projects.

3.1. Building Design for Sustainability

The project is to be designed in a manner consistent with the principles of sustainable development. The project must incorporate the principles of solar orientation, natural lighting and ventilation, energy efficiency, water efficiency and reuse, accessible design, and other sustainability innovations.

The project is to recognise sustainability issues in the assessment of value for money and ensure that the project's procurement is consistent with BMW's Sustainable Non-residential Buildings Policy. BMW has endorsed the Australian Institute of Quantity Surveyors publication 'Evaluation of Sustainable Development' Australian Cost Management Manual Volume 4, and supports consultants' use of The Royal Australian Institute of Architects 'Environment Design Guide' and the Green Building Council of Australia's Green Star rating tools.

- i. Designing to Minimise Lifecycle Costs.
As well as the initial capital cost, the ongoing lifecycle costs should be considered when comparing different products. Consideration of lifecycle costing is particularly important in relation to proprietary systems and products, which require all servicing and maintenance be undertaken by its provider only.
- ii. Wilful and Accidental Damage to Public Buildings.
The Australian Building Codes Board handbook "Durability in buildings" (2006) provides information to assist designers incorporate features that are likely to minimise damage. <http://www.abcb.gov.au/en/education-events-resources/publications/abcb-handbooks.aspx>

iii. Maintenance Minimisation

The State wishes to minimise recurrent expenditure on all projects, and life cycle costing must be considered with development design proposals.

http://www.finance.wa.gov.au/cms/uploadedFiles/Building_Management_and_Works/Policy/maintenance-minimisation-manual.pdf?n=6284

iv. Solar Control

Solar control shall be provided to all facades to ensure comfort of building occupants and conservation of energy. This is to be provided via means of external shading, high performance glazing, window treatments or a combination of these means to mitigate radiant heat and glare appropriate to the orientation of each facade.

3.2. Waste Reduction and Recycling

Designing to Maximise Recycling Opportunities

The consultant is required to design to maximise the opportunities to recycle materials in future and consider inherent opportunities to recycle materials such as green waste and landfill on site within the works. The consultant shall only use recycled materials that achieve the required technical performance while at the same time providing reasonable comfort for the occupants.

Waste Management and Recycling

Refer to waste management checklist - DER website:

http://www.wasteauthority.wa.gov.au/media/files/documents/Smart_Waste_Guide.pdf

Project teams may also utilise the following guide to waste management for smaller construction projects:

- i. Prior to the commencement of the work on Site the consultant shall ensure that the Builder prepares and implements a Waste Management Plan relevant to the works under the Contract. The Waste Management Plan shall be maintained, and where necessary updated, throughout the Contract. The Waste Management Plan shall be appropriate to the volume of waste associated with the work under the Contract and shall contain provision for, but not be limited to, the following elements:
 - a. Evaluation of demolition materials for reuse on site;
 - b. Induction for all employees;
 - c. Information and education given to sub-contractors to ensure understanding of waste minimisation plan;
 - d. Liaison with waste contractor to ensure effective recycling;
 - e. Details of proposed waste disposal and recycling certification;
 - f. Job planning to ensure appropriate separation/bins are available for concrete, steel, timber and other materials as volumes dictate;
 - g. Arrangements for packaging reuse/return to suppliers such as pallets, tins, crates, etc;
 - h. Arrangements for on-site reuse of material such as grinding/mulching of materials;
 - i. Arrangements to monitor bins to ensure material separation conformity;
 - j. Provide evidence of the destination of materials taken off site.
- ii. Each element of the Waste Management Plan shall specifically address:
 - a. The person on the Site who shall take responsibility for the successful implementation of each element;

- b. The hierarchal structure by which the responsibility is performed; and
- c. The specific manner by which the element is performed.

Induction Training

The consultant shall ensure that the Builder does not permit its employees, the employees of other parties or other persons to commence work on the Site until they have been inducted. Such induction shall include but not necessarily be limited to familiarisation with the Waste Management Plan.

Waste Management Plan Proforma

The Waste Management Plan shall cover the following issues:

- a. Site staff induction;
- b. Storage facilities;
- c. Materials decision sheets for:
 - i. Demolition
 - ii. Construction
 - iii. Other Waste
- d. Monitoring and Evaluation;
- e. Method of demolition and equipment to be used;
- f. Method of containment and progressive clean up of dirt, dust, mud, water;
- g. Method and extent of final site clean up and repair of damaged items (such as roads, kerbs, fences, storm water sumps and the like; and)
- h. Written confirmation of final destination of materials taken off site (recycling, land fill and the like).

Use of Timber

The project shall rely on Natspec Guide number 3 'Timber in Context – A Guide to Sustainable Use' in their selection and application of timber. The Consultant shall not specify CCA treated timber without the consent of the Project Director.

3.3. Energy Use for Sustainability

Designing to Minimise Energy Operating Costs

- I. The Project is to be designed to minimise energy operating costs while at the same time providing reasonable comfort for the occupants (as further specified in the Mechanical Services Brief.) A life cycle analysis including capital, operational and maintenance costs of proposed energy saving options should always be included.
- II. Buildings should be designed to achieve the equivalent of a 'best practice' 4 Star Green Star rating using appropriate GBCA rating tools with an emphasis on credits in indoor environmental quality and energy categories .
- III. New and existing office buildings are expected to achieve a 4.5 star NABERS energy rating.

All office equipment installed in the building shall comply with the Energy Star standard and shall have all Energy Star features enabled. Refer to: <http://www.energyrating.gov.au/#content>

3.4. Water Use for Sustainability

The consultant will demonstrate responsible practise in water use through the use of efficient plant, equipment, fixtures, appliances and water wise landscaping.

New and existing office buildings are expected to achieve a 4 star NABERS water rating.

3.5. Reduced Travel and Vehicle Use for Sustainability

TravelSmart

- i. State government agencies are required to reduce vehicle use by promoting travel alternatives, improving workplace end of trip facilities and managing car parking.
- ii. The co-location of custodial facilities and the provision of audiovisual conferencing facilities on the site will deliver operational travel savings.
- iii. The consultant should be aware of the Government endorsed "TravelSmart Workplace" program that promotes a green transport plan.

Refer to: <http://www.transport.wa.gov.au/activetransport/24605.asp>

Bicycle End of Trip Facilities in Government Buildings

- i. The project is to incorporate long-term bicycle end of trip facilities for staff. This is in accordance with the government endorsed cycle plan '*Bike Ahead: Bicycle Strategy for the 21st Century*'.
http://www.transport.wa.gov.au/mediaFiles/active-transport/AT_CYC_P_bike_ahead.pdf
- ii. The appropriate bicycle end of trip facilities will be in accordance with the standards set out in the relevant Green Star rating tool.
- iii. Additionally, the consultant shall make provision for short term bicycle parking adjacent to the main building entry. This shall be discretely located and cater for couriers and the general public.

Refer to: <http://healthierworkplacewa.com.au/media/2299/workplace-cycling-facilities.pdf>

3.6. Occupational Health and Safety

Health and safety in the workplace improves environment, economic and social outcomes in government agencies. Statutory requirements in respect of OH&S must be met. Refer to: <http://www.commerce.wa.gov.au/worksafe/>

A sustainable building must provide appropriate indoor environmental quality throughout its serviceable life. Research has demonstrated that high quality indoor environments are associated with reduced absenteeism rates.

Indoor Air Quality

Off Gassing of Materials - No solvent-based paint systems shall be used without the approval of the Project Director. Buildings are required to be adequately vented prior to occupation, furniture must be allowed to off gas and be naturally or mechanically air circulated prior to occupation. Refer to GBCA Green Star rating tool options and standards.

Design for Minimum Dust Generation and Easy Cleaning

The Building is to be designed to maximise the use of self-cleaning coatings and air filter quality required to ensure a high quality internal air quality. The Building shall include appropriate dust trapping mats.

3.7 Public Engagement

The Department of Justice will undertake the process of public engagement for the Project through extensive stakeholder consultations.

3.8. Social Responsibility

Government agencies are required to examine strategies for community building and social responsibility involving their own employees. This will include cross-cultural awareness training, gender assessments, a community focus through employee-adopted community programs and place-based integration of services across government. The consultant shall embrace these strategies wherever practicable.

The Project shall be designed to meet Government Office Accommodation standards and should provide an appropriate setting for diverse sections of the community to meet.

4. Architectural Psychology Brief

4.1 Introduction

The term Architectural Psychology is wide ranging and has become a field that can involve:

- A. Ergonomics (including comfort studies, how the senses work, anthropometrics and human physiology and human movement);
- B. Psychology proper (where perception studies, psycholinguistics, cognitive mapping, individual motivation, memory and so on can be relevant);
- C. Sociology (especially micro sociology and other studies of small group interaction, sociolinguistics, issues of class and so on); and
- D. Anthropology (ethnography, symbolism and ritual).
- E. Some specialists would include, additionally, aesthetics, studies of power relations and frames of reference (involving linguistics, the history and philosophy of science, perhaps political science and moral philosophy).

4.2 Principles for User Friendliness Within the Courts

1. User-friendliness of the Courts Environment will be very much enhanced if any person not usually involved with the court is comfortable being there and the need to deal with matters important to them outside the Court Environment is respected.
2. It is imperative that there can be separation of respondent and applicant groups in civil matters.
3. This can be accomplished subtly through design of waiting areas, circulation systems and the entries to Courts.
4. Similarly it is imperative that stressed persons required to give evidence are protected from additional stress by being able to avoid undesirable contact when moving through the building and when waiting outside courtrooms. This applies regardless of the reasons for being stressed, whether by reason of age, intelligence (intellectually disabled), or relationship with litigants.

At all times, people should have confidence that they are in a safe place.

5. Psychological relief is required for litigants and court users. This is both for calming and for letting off steam after hearing or case outcomes are determined and in order to be left alone as they leave the Courts environment (by the public, by supporters of the opposition, by the media).

In court matters, personal emotions can be quite close to the surface and break out at times when litigants, witnesses, persons in custody, jurors, staff, legal personnel and judicial officers all have to concentrate and remain focused and attentive.

The need for relief from these complex conditions, be it momentarily by focusing on something beyond the immediate, or symbolically, by getting "outside the area" is central to producing good order and less stress.

6. Our legal system is adversarial. The concepts of a just society suggest that all participants should feel that Court processes, and therefore, the Courts' built environments, should reflect a respect for the rights, dignity and concerns of all participants in matters before the Court.

4.3 Architectural Requirements for a User Friendly Environment

1. Waiting Areas

- a) All waiting areas should allow people to separate themselves from others if they wish.
- b) Careful articulation of the waiting area, its seating and the use of columns assists with this. Back to back seating is not desirable.
- c) Televisions shall be provided in waiting areas on all Hearing room floors, accommodated in ways in which the presence and sound is not all pervasive.
- d) Waiting areas shall have a view to the world exterior to the Courts environment.
- e) The design standards and standards of finishes and furnishes of waiting areas — as of all areas in the public realm, shall to be similar to those provided in all other occupied areas of the Courts building. This is an issue of equity and of appearances. Being equally valued can be expressed through equality of accommodations.

2. Information

- Signage
 - Legible signage shall be provided at the point of arrival on every floor that indicates what Courts, Services and/or facilities are available on that floor. Maps showing their location should be included;
 - Fire exits shall be noted on the maps; and
 - Court and hearing listings shall be available in the same place.

- Way finding

In designing circulation areas, close attention should be paid to their legibility.

On accessing a floor, it should be obvious where the facilities sought are located.

The form, arrangement and layout of the Facilities should “enable” unfamiliar users to anticipate and locate themselves and lead them to their destinations, making operations “plain to see” for all participants.

5. Aboriginal Cultural Brief

5.1 Introduction

- A. The importance of undertaking consultation with Aboriginal and Non-Aboriginal stakeholders is pivotal to the ultimate design outcome of a courts complex. Consultation with Aboriginal stakeholders ensures that there is active Aboriginal involvement and interpretation in the design process. Active involvement will have a positive impact upon all users of the facilities. For most projects particularly the regional courthouses, an Aboriginal Reference Group will be established for this purpose.
- B. The successful communication between the Consultants and Aboriginal people in the cross-cultural design process needs to start with the acceptance and recognition of cultural protocols for complying with customs and cultural value systems. Because cultural protocols can vary across communities and or regions, consultation is essential to ensuring that the protocols are consistent with the area. These protocols can then be translated into design through interpretation, which can form a communication link between a place and its visitors.
- C. Whatever the link, it creates for the visitor an intellectual/emotional connection or identity to the place, engendering feelings about a place, prompts ideas and reveals meanings.

It is incumbent on the Consultants to embrace the Aboriginal Cultural Brief in order to understand the indigenous concepts of design and landscape. Understanding of indigenous concepts need to be incorporated with activities, design and contributions that are appropriate and respectful of the Aboriginal people specific and non-specific to the area and other cultures generally.

5.2 Objective

The primary OBJECTIVE of the Aboriginal Cultural Brief is to achieve a user-friendly environment i.e. an environment that is less threatening to Aboriginal people, satisfying the following requirements:

- Respectful of the diverse users;
- Conducive to equitable participation;
- Appropriate to users needs; and
- Comfortable in the full sense – physical, emotional, social, cultural [spiritual] and psychological.
- Design flexibility – to cater for the diverse users and ongoing and continual development and refinement of court processes to meet cultural and practical circumstances.

5.3 Cultural Brief

- A. There are three essential areas of compliance for Consultants to cover in their Design Proposals:
 - i. Integration of cultural fabric with the urban or regional location including the existing building, and the new development - building, landscape and artistic contributions;
 - ii. Range, location and quality of spaces; and
 - iii. Adaptation of the physical environment to accommodate cultural precepts.

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- B. It is recommended that the development be approached as an Aboriginal design-collaborative process.¹
- C. Integration of cultural fabric with the development setting
- i. Essential Considerations:
 - Ensure access and entry to the Facilities considers specific cultural requirements of visitors from remote areas.
 - Recognise convenient location of entry points in relation to public and private transport routes.
 - Incorporate appropriate gathering and waiting areas external to the building.
 - Incorporate cultural symbols into the development – external spaces and structures, landscaping, building form and finish.
 - Undertake a “percent for art” project that brings together Aboriginal and non-Aboriginal artists from the beginning of the project.
 - Recognise the importance of local Aboriginal concepts of seasons (Aboriginal society recognises six seasons) when considering the design landscape.
 - ii. Opportunities:
 - Research the proposed building site to determine if there is any heritage listing which can provide an opportunity for interpretation of Aboriginal views. That is, is there any colonial significance to the history of the area that can be translated in functional design that embraces Aboriginal involvement through shared space and activity.
- D. Range, Location, and Quality of Services and Spaces
- i. Essential Considerations:
 - Ensure all Aboriginal service organisations are catered for in an appropriate location with access to external gathering areas and withdrawal [private] areas.
 - Ensure provision for utility spaces to support family support services, is allowed for, in the development proposal. This might include a café and/or elder's support area.
 - Ensure that spaces and facilities are functional, prominent and appropriate for the service to be provided, by engaging relevant agencies in the cross-cultural design process.
 - Include facilities for mothers with babies – e.g. change room, and quiet room for feeding and caring.
 - Ensure way finding and signage is clear, and appropriately incorporates symbols with wording for all the spaces, places, access ways and facilities.
 - Ensure appropriate visual links between related activities and spaces is designed for.
 - Provide for access to fresh air wherever possible (e.g. adjacent to waiting areas outside courtrooms).
 - ii. Opportunities:
 - Cater for a range of indigenous groups coming together at the courthouse.
 - Waiting spaces should enable groups in feuding relationships to be able to avoid each other while waiting for court.

¹ An Aboriginal Design-Collaborative process is one where parties come together as equal partners [collaborators] contributing in an interactive way to the development and implementation of a project from inception to completion.

- Provision of facilities to cater for the security and safety of victims from the risk of intimidation, harassment and re-traumatisation.
- Withdrawal and gathering places at all levels of the building.

E. Adaptation of Physical Environment to Accommodate Cultural Precepts

i. Essential Considerations:

- Ensure the environment is user friendly, appropriate and comfortable.
- Incorporate *Familiarity*² elements that will enable favourable associations to be created between people and place – through colour, light, plants, artworks, materials, sounds, and images.
- Ensure the sustainability of the environment by respecting the country [for example minimising waste] and having a sustainability policy for the project.
- Ensure the safety and security of participants and visitors are maintained. This includes the provision of spaces for different cultural groups, so that there is choice for different groups to interact or come in contact with each other. This also includes a sense of security in knowing that children will be looked after when they go to the Facilities.

Ensure Functionality, through spaces and places performing as required. The following refers to some of the important design and layout issues to be considered in the development of the new Facilities.

ii. Opportunities:

- Incorporate features that are innovative and different to the conventional.

5.4 Notes About People and Place

Making and creating a new facility is about recognising special requirements, and ensuring that these are incorporated into the finished product, in such a way as to be seamless and intentional. In other words, the cultural input is an integral part of the landscape **not** something added into it.

2. *Familiarity Elements* refers to those physical, visual, aural, and tactile, elements, which enable people to make a connection to something familiar to them in their life or home environment.

Table 12 - Design Issues to be Considered

| No | Item | Requirement | Notes |
|----|--------------------------------------|---|--|
| 1 | Approach | Raised podiums with steps provide barriers that inhibit ease of access. | Incorporate slopes in the landscape surrounding the building to facilitate ease of access. This could also include ramps for disabled access. |
| 2 | Gathering Places | Provide places for people to gather in private or collectively. At the same time it is important that people have pleasant outlooks and stimuli that prompt a familiar connection to home or an appealing/calming place or situation. | The sitting/waiting/gathering space could be partly enclosed, partly semi-enclosed, and partly an open deck to cater for different climatic conditions. |
| 3 | Reception and Way-finding | It is essential that the arrival and orientation process is understood and facilitated through the provision of an obvious reception point and clarity of the complex layout to ensure ease of way-finding throughout the building. | It is important that there be a reception as part of the information counter whether dedicated or integral with the registry counter. |
| 4 | Courtrooms | To make the courtrooms more user friendly and accessible to the various participants, optimise the provision of natural light within the courtroom. Aboriginal court shall have both direct access to outdoor light and wherever possible provide direct access to the outdoors without compromising security. | Consider high level glazing panels from about 2000 (high sill level) to ceiling and reflective ceilings in the adjacent corridors etc so as to reflect light into the courtroom. Provide an entrance with a recessed door and sidelight, which allows people in the corridor to see who is present in the public sitting area of the court. |
| 5 | Location of Service & Support Groups | Support organisations and associated services need to be located in places where people can easily find their way, access is not tortuous and the potential for gathering and having access to external fresh air access is available | |
| 6 | Other Services | Cater for the special needs of families, groups and people with specific needs. i.e. disabled access, family support services to provide for those participants that need special care providers, a child feeding and changing, and availability of refreshments within the restricted zone. | |
| 7 | Ablutions and Amenities | Privacy associated with amenities is critical especially for women. The separation of men's and women's entrances to toilets is | Entrances to toilets in court areas to be more deeply embedded within semi-concealed entry passageways to make them less conspicuous. |

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| No | Item | Requirement | Notes |
|----|-------------------|---|--|
| | | also required, as opposed to co-joining in the same vicinity. | |
| 8 | External Vistas | Having visual connections to the external world are important. This enables connectedness to be a positive influence on the demeanour of participants while they are in the building/facilities. | |
| 9 | Fresh Air Options | Access to the external environment is mentioned above in terms of accessing vistas. In addition it is considered critical that there are opportunities for people to breathe fresh air without having to exit the complex. | This might include strategically positioned small balconies or courtyards that extend outside the existing skin of the building. |
| 10 | Familiarity | Having connections to familiar landscapes colours etc. is important for people to feel more comfortable with their location. | Public Art initiatives may include a collection of landscape photographs of WA, representative of the region or all regions as appropriate (for metropolitan courthouses), and distributed across walls of nominated courts and public spaces. Some of the strategies could include the following: Art works, murals, fabric, photographs, DVDs. |
| 11 | Vistas | Long and short distance vistas can provide stimulation and interest, potentially averting the focus away from internal spaces and activities. | Opportunities to connect with vistas from inside areas and outside spaces are essential. |
| 12 | Distractions | Distractions are important, they provide alternate avenues for people's attention span and increase their comfort zone. | Provide for more wall-mounted televisions in public waiting areas. |
| 13 | Signage | Good signage for all courts is essential. Signage displaying the listings should clearly indicate in large letters, the different courts, to prevent missed appearances and to ensure smooth operations. Signage may be in both written and symbolic form that has significance to indigenous communities. Reliance on signage for way-finding however will not be acceptable. | Symbols and sign language have an important place in indigenous communication. Some specific requirements include: <ul style="list-style-type: none">• Provide large and clear layout maps of each floor opposite lift egress; |
| 14 | Relieving Stress | Minimising the sense of being enclosed and shut-in is important in order to alleviate stress. | Opportunities to exit and withdraw into private areas, such as outside decks and spaces with vistas and |

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| No | Item | Requirement | Notes |
|----|-------------------------------------|---|--|
| | | Reducing stress raises the potential to induce some sense of confidence in the facilities. | fresh air are seen as essential requirements. |
| 15 | Colour | Use of colour in different sections to engage interest and provide a calming effect is seen as critical in maintaining connections between people and place. Some colours are not conducive to internal spaces. Colour blindness may also be an issue if relying upon coloured images for direction finding. | Colours, scenes and materials that enable a connection to country to be made, are useful. These stimuli can result in connections being made that foster a sense of familiarity and ease with the facilities. |
| 16 | Texture | Application of variable texture to indicate transitions from spaces of different function are useful, especially for people with sensual deprivation. It can also have an aesthetic value. | This can also include materials that come from different regions [approved under appropriate protocols] and therefore also provide connections between people and place. |
| 17 | Lifts | When it is a requirement to transfer between levels the use of stairs offers a more open and accessible mode than a lift. Traditional people have in the past expressed a particular aversion to lifts. | Lifts are tightly enclosed spaces that are not desirable for all people. |
| 18 | Floor Surfaces | Floors can be enhanced with different treatments to enhance transition between places/spaces, as well as define different use for spaces or areas. The use of mosaics and pathways to follow are two examples where the floor finish can be useful as a way-finding tool. | The use of indigenous artists and craftspeople would ensure authenticity and possible recognition. |
| 19 | Wall Surfaces | Wall surfaces are ideal for appropriate enhancement with colour, images, murals, photographs, symbols etc. | The use of indigenous artists and craftspeople would ensure authenticity and possible recognition. |
| 20 | Awareness of Users about Technology | If technology is introduced there must be people around to explain how it is to be used and accessed. | |
| 21 | Cold Wind Protection in Winter | Wind protection is highly recommended especially in public spaces and gathering points. | A system of mounds in yards planted out with trees and bushes, as well as solid barriers could be used. |

5.5 Physical Aspects of an Aboriginal Court

- A. Background
- Flexibility is an important consideration when designing and creating an Aboriginal Court. Currently, there are two different models that have been applied in South Australia (SA) and New South Wales (NSW).
- i. In SA, the court room designed to accommodate an Aboriginal court is based on non-hierarchical principles, evidenced by a round table that is fixed and chairs that are not fixed and can be moved around.
 - ii. In NSW Aboriginal courts are held in the community in open spaces under a tree or in community buildings.
- B. Design Principles
- In designing the physical aspects of an Aboriginal Court, the following must be noted:
- a. Court Structure.
 - Where possible, the court room should be on the ground floor or lower floors.
 - If possible an alternative to lifts should be considered, as some Aboriginal people find them problematic and avoid using them.
 - Access to the outside should be provided through doors, windows or walls that can be moved to enable access and provide a connection to the external environment.
 - Entry and exit to a separate room that can be utilised by Elders for deliberation.
 - In consultation with the Aboriginal community determine fixed and non fixed furniture.
 - Allow for accommodation of Aboriginal people in avoidance relationships in order to enable their participation in the court process; without transgressing this relationship.
 - Design of room should enable usage by multiple users.
 - Technology should allow for Aboriginal people with hearing problems to be able to follow court proceedings without difficulty.
 - Cultural themes should be considered when communicating the authority and importance of the justice process.
 - Corridors adjacent to court should avoid bottleneck of people attending court.
 - Multi entrances to court room should be considered.

5.6 References

The following reports are referenced as a source of supplementary information only and do not form part of the Design Brief. The purpose of these reports is to inform Consultants on some of the relevant cultural considerations, and they should be read as supplemental information to the Design Brief (which has primacy).

- A. CBD Court Complex Cultural Briefing Report; Barker and Spring, 2003.
- B. "Wha" tchew reckon, I reckon?!" Paper by Grant Revell and Jill Milroy to the CBD Courts Cultural Workshop, 25 August 2003.
- C. "The Third Space – Indigenous Communities Teaching Landscape", Revell & Milroy 2001. In: Kerb Journal Issue 10. RMIT University, pp. 14-19.
- D. Nidja Goordandalup! Noonnookurt Nyinning Nyungar Boodjar: A Nyungar Interpretive History of the Use of Boodjar (Country) in the Vicinity of the University of Western Australia; Collard L. and Palmer D, 1998.

6. Multicultural or Culturally and Linguistically Diverse (CALD) Brief

6.1 Introduction

Issues of diversity are never simple. Diversity is often defined by a broader set of concerns that encompass areas such as ethnicity, gender, sexual orientation, religious beliefs and experiences. Recent literature on multicultural issues and architectural design suggest that while significant strides are being made to include the needs of diverse ethnic groups the challenge is how to do this in spaces and environments which are designed to cater for the needs of many.

6.2 Issues to be considered when designing and developing spaces for multicultural or CALD customer groups:

- A. Gender – Within a public waiting area such as courts, are there break out spaces which women or men can access if they wish to be separate.
- B. Experiences – For many CALD groups or individuals the law is synonymous with oppression as they may have suffered under the auspices of the law in their country of origin. Consequently people may view western courts with suspicion. CALD groups or individuals attending courts may come from countries where they have experienced torture, oppression and severe trauma. For these groups or individuals having access to spaces that are non threatening, non-confining or closed in and that have easy exits to the outside environment is essential.
- C. Religious beliefs – for groups that adhere to the Muslim faith which pray five times throughout the day, having access to a private space where they can practice their faith is important. This is particularly significant if the individual and their family who are waiting to attend court have to wait all day before seeing the magistrate.

6.3 Objective of the Multi-cultural or CALD brief

The primary objective of the multi-cultural and CALD brief is the same as the Aboriginal cultural brief which is, to ensure that multi-cultural or CALD groups feel safe, comfortable and non-threatened when accessing the court environment.

SECTION C. OPERATIONAL NEEDS OF A COURTHOUSE

1. Introduction

1.1 Facilities Design Brief

This design brief specifies the generic requirements of a Courthouse. Depending upon the demand for court services that is to be accommodated in the Courthouse it could comprise of one the following models:

| | |
|--------------|--|
| Type 1 Court | DoJ Courthouse with permanent DoJ staff. |
| Type 2 Court | Magistrates Court facilities with NO permanent DoJ staff adjoined to police station |
| Type 3 Court | Magistrates Court courtroom and related shared facilities as part of a Police station, NO permanent DoJ staff. |

Type 1 Court may also incorporate facilities for related criminal justice services e.g. Police Department.

Type 2 and 3 Courts are fully described under Section C 13.0.

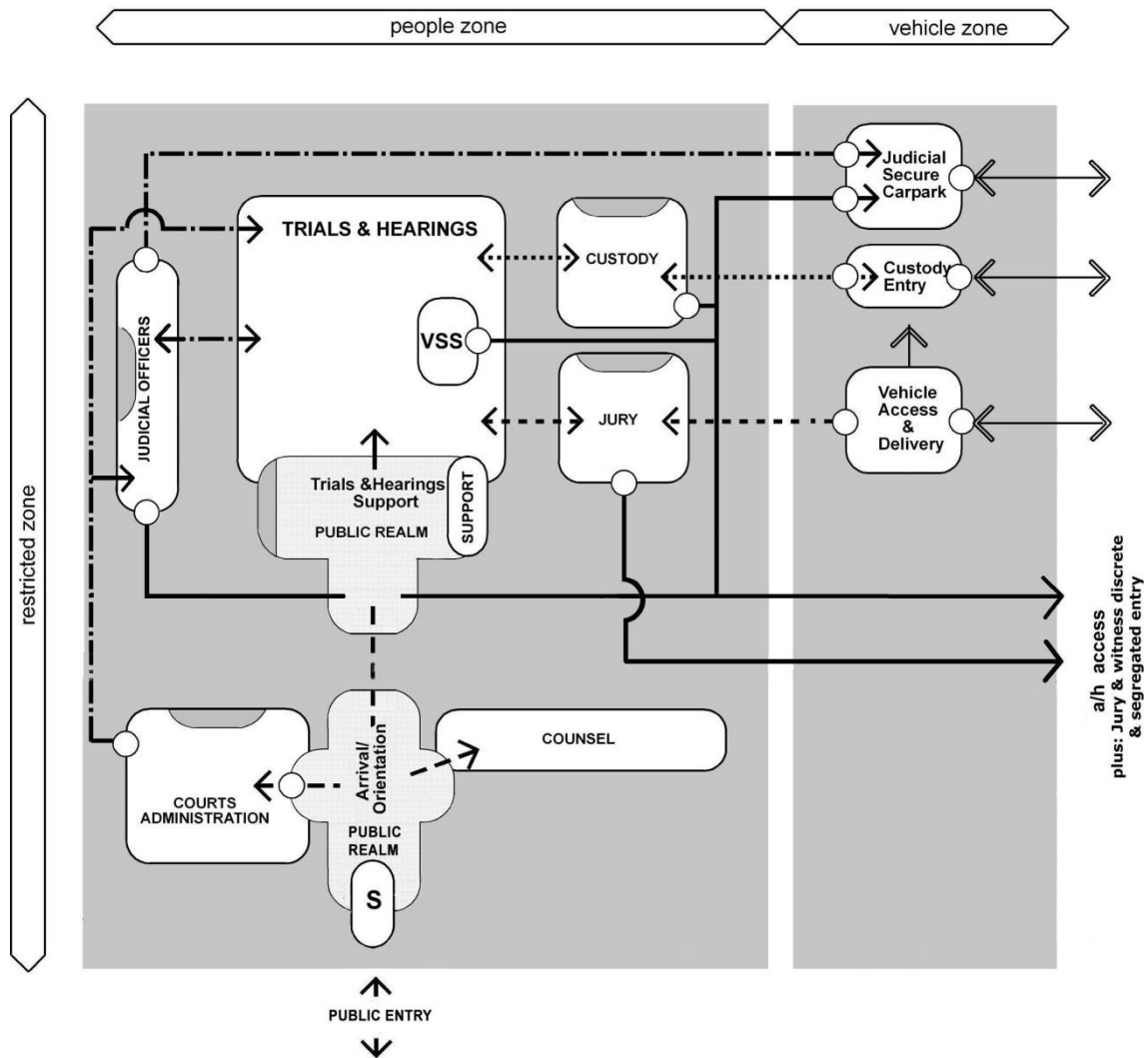
1.2 Conceptual Model of a Courthouse

- A. The following relationship diagram of a courthouse graphically illustrates the organisational structure proposed within a Courthouse.
- B. The model divides vertically into a set of activities to which there should be a check on the people and the effects they carry - a restricted zone. Access into this restricted zone is via a primary security check point for people, goods and materials. The checkpoint is strategically located at the entrance of the courthouse.

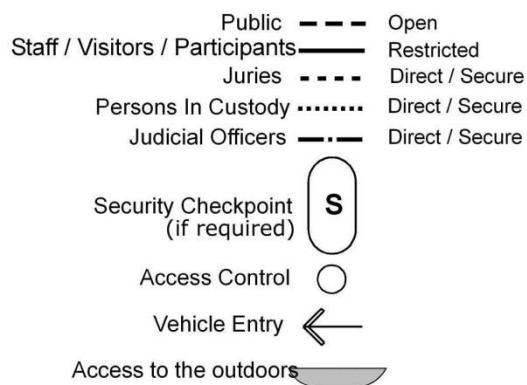
The majority of future courthouses proposed in Western Australia, particularly in metropolitan and larger regional centres anticipates this future model. However, smaller complexes are unlikely to provide with this level of security, with access control only being provided to nominated areas as indicated on the relationship diagram. Refer also section on Security Philosophy.

- C. The model also divides horizontally between activities which are primarily people accessed and the places where vehicle access is the predominate mode of entry to the complex.

AFFINITY MODEL OF THE OVERALL COURTS BUILDING



Circulation Systems



1.3 Circulation Systems

Subject to the size and scope of the facility there may be a requirement for up to six circulation systems in terms of the areas they serve and the principal connections they are to make to the outside and within the building.

A. Restricted Zone: General Circulation

- i. Beyond the Primary Security Checkpoint is the first system, the Restricted Zone that contains all accommodation and separate circulation pertaining to the discrete functional requirements of each court user. Subject to the prescribed scope of the facility, the Restricted Zone may contain:
 - Registry and Courts Administration
 - Courtrooms
 - Mediation Facilities
 - Chambers
 - Judicial Library
 - Jury facilities
 - Court custody facilities (including secure loading/unloading)
 - Court security control facility
 - Secure judicial parking
 - Support service accommodation
 - Secure goods vehicle delivery/loading bay.
- ii. At the Primary Security Checkpoint, Court Users will be directed and supervised as they enter the various parts of the restricted circulation zone. In some cases, visitors may need to wait at the Primary Security Checkpoint for an escort to their final destination.

B. Jury Panel and Member Circulation

The separation of empanelled jury members needs to be maintained at all times from other participants of the court proceedings.

This includes entry to and exit from the Courthouse by a discrete means to avoid the possibility of jury influence, intimidation or contamination. This circulation system (Juries) needs to be a direct and secure system capable of accommodating the number of jury panel members and support staff prescribed in the particular facility. For large higher courts facilities, this circulation system must connect the jury assembly area, with the jury lounge, courtrooms and jury deliberation rooms.

C. Persons in Custody (PIC) Circulation

In the Magistrates Court, accused persons attending the court whilst on bail will appear before the court directly from the public gallery or adjacent public waiting space.

In a Higher Court (Supreme or District Court), accused persons attending for court whilst on bail may be required to surrender into the custody centre

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via the public realm prior to court commencing and thereafter appear before the court directly from the court custody centre.

Whilst in custody they will move at all times in a separate, direct and secure circulation system. During the trial when momentarily excused from the courtroom, they need to be held adjacent to the courtroom in secure areas during longer adjournments they will be returned to the custody centre. The circulation system used for moving the PIC needs to be separate from all others, with no uncontrolled intersections. Support staff and goods and materials, necessary for the effective operation of the service, such as food for PIC, will move within this system.

D. Judicial Circulation (Justices, Judges and Registrars)

This fourth circulation system should connect the secure parking to the chambers and support functions of the Judiciary with the courtrooms and the pre-trial conference and mediation rooms as well as the registry. Only administration staff will have access to this system in addition to the judiciary. This system is also used to move case files between the registry, the chambers area and the courtrooms.

E. Protected Witnesses

The fifth circulation system is necessitated out of the need at times to move, with a high degree of secrecy, protected witnesses, into the Courthouse and then to a particular courtroom. At these times, the escorts will determine with the court manager and/or security staff, the route to be used, and by temporal separation ensure that there is no contact made with others. The witnesses will need to be held in a segregated area while waiting to give evidence and throughout all adjournments.

F. Victim Support, Child Witness and Family Violence Services

The sixth circulation system is for child witnesses and adult witnesses requiring special support. This system is to connect a discrete external entry/exit point to the remote witness and related support accommodation in the Courthouse. The circulation shall also have a conveniently located internal entry/exit point from the public waiting space outside the courtrooms.

G. Emergency Escape Stairs

It is preferred that the Judiciary, jurors and PIC circulation systems have their own escape stairs and routes. It is acceptable for the Judiciary to share escape stairs with jurors but not the public or PIC. Victims and witnesses in the care of VSS can use public escape routes on a managed basis.

H. Janitorial and Maintenance Circulation

The integrity of the various circulation systems is to be assured at all times if used for janitorial and maintenance services.

1.4 Access Controls

- A. In addition to the need to separate the movement of various parties to trials and hearings the security systems will require some degree of control on entry into various parts of the Courthouse. The controls will range from hard key locks to proximity card access control and people access control. For each of these, technology can be used in support of the people aspects of entry control. The first level by control on who has keys, and use of non-reproducible keys; the second level by cards which can be easily re-assigned, and the third level by some form of ensuring that the person seeking entry or release from an area is the person purported to be. The Court Security Directorate is presently working towards achieving a standard biometric control (via iris scan) to achieve this. This latter requirement is particularly relevant to after-hours access and also to high-security areas. Provision of an access control system that is compatible with systems in other courthouses is highly desirable as would be the capability to link locations into one access control network.
- B. On occasions there will be the need to introduce additional access control to some parts of an operational area, say a particular courtroom. At all times there will be the need to not only allow Authorised Persons access out of hours but to also account for where they go within the Courthouse.

2. Public Realm

2.1 Overview

- Within a Courthouse there are particular requirements of the general circulation systems, by which people should be able to move easily.
- This has been called the public realm and extends to the entrances and reception points of the various components, and contains all the support services and spaces available to people involved in cases and hearings, except those who are in custody or part of a jury.
- Within its limits, should be located all the general public amenities.
- It is important that, despite the need for a Primary Security Checkpoint, people passing through maintain a sense of “open” access to most of the building within this realm.
- This includes access to amenities and cold water near a courtroom and possibly to a courtyard(s) or balcony(ies) in the Restricted Zone.
- The public realm includes the circulation area, serving the courtrooms and mediation facilities, and will be used as meeting and waiting places by participants, in addition to the actual rooms provided for this purpose.

2.2 Design Criteria (Operational & Planning Principles)

- A. Ambience
- The perceived ambience of the Courthouse relates to the need to ensure that the occasional users are not intimidated or daunted by the prospect of their involvement in a case.
- a. This user-friendly ambience should start during the approach to the Courthouse, at entry and during the security checking process, as well as while within all publicly accessible parts of it.
 - b. A high degree of visual transparency from outside to inside shall be provided with natural controlled daylight to be optimised. External view opportunities shall be maximised.

B. Orientation

At a “central place”, or foyer, it should be possible for one to gain a sense of the order and organisation of the Courthouse. This includes a sense of the presence and location of the courtrooms. It should be quite clear where the registry is located, and the route to take to the courtrooms and mediation rooms. Similarly, the location of support services and amenities should be quite clear, or easily perceived. This is required to be a ‘generous’ space in terms of volume and the interior design shall respond to the requirement of reflecting the distinction and formality of the Court.

C. Persons with Disabilities

It is mandatory that persons with permanent and temporary physical disabilities are able to approach, enter, orient and proceed from the same direction as the able users participating in any role or circumstance applicable in the court process.

D. Tour Groups

Tour groups, which could be up to a school class size of 30-40 including teachers and other escorts will use this area. These groups will tend to move more in a line, which could extend some distance. They will also cluster around the guide during information giving moments. This latter characteristic should be especially designed so that it does not interrupt the flow of people through the area.

2.3 Accommodation Requirements

A. Security and Safety Provisions

- i. A Primary Security Checkpoint which includes weapons detection scanning systems shall be located at the main public entrance of the courthouse. The public attending either the registry or the courtrooms will all require to walk through the Primary Security Checkpoint.
- ii. Given the requirement to maintain a sense of openness and accessibility within the public realm it is required that maximum innovation in respect to incorporating passive, engineered and man-power solutions which reduce the ‘overt presence’ of security measures incorporated at the entrance of the building. The location and integration of scanning equipment etc shall be well resolved within the overall scope of interior design proposals.
- iii. Safety and/or security incidents (including self-harm) have the potential to close down all or part of a courthouse. The appropriate treatment of all edges (internal and external) such as balustrades, balconies and open stairs is necessary to ensure that safety for all court users is maintained throughout the public realm.

B. Information Counter

An information counter if included Accommodation Schedule specific to a project, shall be provided to facilitate way-finding and general enquiry service and may in some circumstances be incorporated into the planning and design of the court registry.

C. Announcements

Within the foyer there should be electronic display of the trials and hearings for the day and the courtrooms and mediation rooms in which they will

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occur. The location of the display(s) should be easy to find, able to be seen by a number of people, and located where its use does not interrupt the flows of people moving in and out.

D. Waiting and Meeting

A regular pattern of use will be that people involved in the same matter will agree to meet at the Courthouse. The foyer area is one place where this will occur. The location of this arrivals/orientation area shall be after the Primary Security Checkpoint. The layout of the area should be such that there are places in which people can wait, be seen by others, but not interrupt the flow of people moving directly to and from their destinations. Many find it easier to wait and greet outside the entrance, this is particularly so for indigenous people.

E. Media

- i. Requirements for the media shall be restricted to secure storage for camera gear.
- ii. The tradition of “courthouse steps” interviews will certainly continue and the design of the Courthouse entry needs to be such that a group of journalists and camera crews cannot block the main entry to the Courthouse.

F. Public Amenities

- i. Public support facilities include cold water drinking fountains, toilets, parenting room, play space for children and access to the outdoors, possibly in a number of places, or if in a single place, in a way that it is seen as readily available from all parts of the public realm.
- ii. Toilets shall be provided for the public having regard to peak demand prior to and at the conclusion of court sittings, and shall be located such that they are reasonably accessible to the public in terms of travel distances.

G. Parenting / First Aid Room

- i. The parenting / first aid room should be located within the Courthouse foyer and be accessible for ambulance staff with a stretcher. It is to service staff, jurors and public and shall also be co-located with an accessible toilet facility which shall include baby change facilities.
- ii. The room itself is to accommodate a sink and two lounge chairs.
- iii. Separate Parenting and First Aid rooms may be required, refer to courthouse specific Accommodation Schedule.

H. Children’s Area

- i. The children’s area is for Court Users who have young children. It is designed for short-stay duration and as such, facilities are simple. Supervision will be by parents.
- ii. This area could be best located as a discrete area with casual observation off the main public waiting area outside the courtrooms. A parenting room and a set of public toilets should be located nearby.

I. Outdoor Areas

- i. If included in the Accommodation Schedule specific to a project, an outdoor area shall be provided for building users with fixed seating.
- ii. This area would be best located adjacent to the main entry with good supervision.

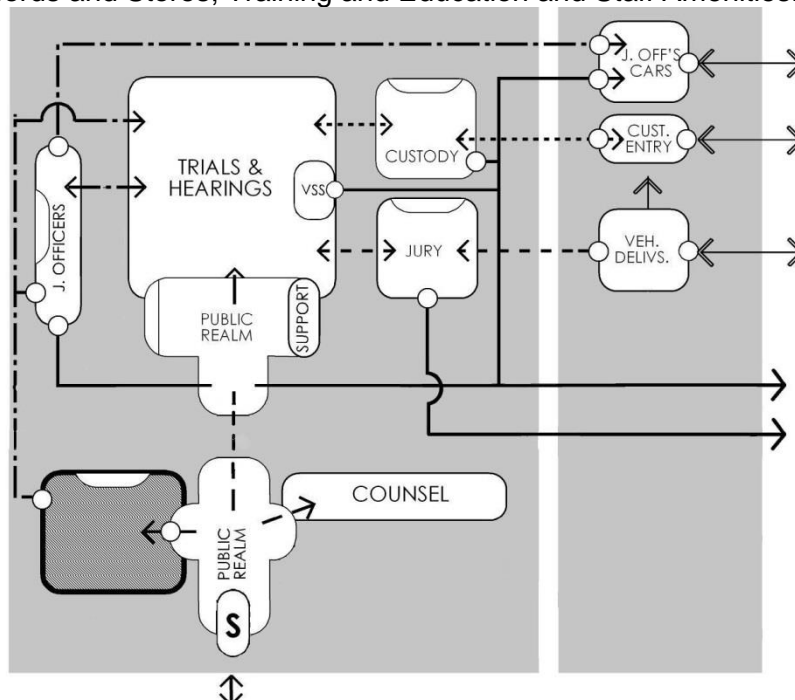
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- iii. The area should preferably incorporate some natural landscaping and be large enough to cater for a high volume of building users.
- iv. The design must allow for seasonal change so as to be inviting all year round. A degree of sun, rain and wind shelter will be required.
- v. In addition access to the outdoors shall be provided within the Restricted Zone to satisfy the need for participants in the court process to experience natural ventilation and have access and the opportunity to relieve stress. Any use of a balcony or terrace, to satisfy the requirements for access to the outdoors is to ensure that all users are safe, and that contraband and unauthorised persons cannot enter the building via this space.
- vi. An outdoor area for staff and judiciary shall also be provided in such a location as to afford privacy and security with direct access to the area from an immediately adjacent internal amenity area.

3.0 Administration

3.1 Functional Group

The functional groups include Registries and Courts; Jury Management; Courts Recording Service; Records and Stores; Training and Education and Staff Amenities.



AFFINITY MODEL - ADMINISTRATION

Administration (read in conjunction with the AFFINITY MODEL OF THE O/A COURTS BUILDING)

3.2 Registries and Courts Administration

A. Overview

- The court registry has traditionally been the main point of contact between the court and the community, the legal profession and persons directly and indirectly involved in matters before the court.
- The Clerk of the Court and court officers manage and coordinate the non-judicial functions of the court, and provides administrative and secretarial support to the judiciary.
- The responsibilities of court officers include the administration and management of human resources, financial services, accommodation, information technology, court recording, security and safety, the registries and support for all participants involved in matters before the court. The Clerk of the Court also manages the work of other Government agencies and assists volunteer groups providing services in the Courthouse, and manages work and performance of contractors.
- The court provides internet based, hard copy and telephone enquiry information and advisory services, through kiosk facilities. The number of facilities will be dependent upon the size of the Courthouse and generally are located in the court registry.

Functional Description

- The registry will provide administrative support to the Magistrates Court and circuiting courts (e.g. District and Supreme Court) where the building

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provides for Higher Court facilities. The administrative support to the Courts includes provision of information, documentation preparation and lodgement, storage and retrieval of materials before the Courts, scheduling of cases into mediation rooms and courtrooms, preparation of case files, storage of records and exhibits and collection of fees and charges.

- b. The registry will continue to be the place of most frequent contact by the community, and therefore function as a major information centre and be a guide to the use of the Courthouse.
- c. The registry will be based primarily around Magistrates Court operations but needs to incorporate where necessary the additional support functions associated with the Higher Courts (e.g. jury management).
- d. Larger Magistrates Court registries are organised into two service components these being customer services and listings and judicial support. Court administration and business administration related functions are primarily performed by the Clerk of the Court and/or the Registry Manager depending upon the staffing structure. These service components administer civil and criminal registry and listings functions, liquor licensing court functions and administrative/corporate support. Some locations will also provide jury services, coroners court services and other Government agency services.
- e. Generally, growth in staff numbers is not directly proportional to case load increases. However, provision for growth over time is essential to ensure the longevity of the facility and provide flexibility for potential changes in use. Allow 15% for growth in workstations.

B. Design Criteria (Operational & Planning Principles)

- i. Generally
 - a. Spatial qualities and views out are to produce a relaxing environment in the waiting, counter and work areas for staff and customers. This amenity shall be consistently provided in all office environments throughout the Courthouse.
 - b. Staff amenities such as toilets and tearooms within staff work areas shall be provided to a level that satisfies the local population demand.
 - c. Administration, including court management, staff training (possible reciprocal use of jury empanelling area) and amenities, and the central core of registry to be on the one level.
 - d. The registry location is to allow access by court staff in the evenings and on weekends as and when required to meet work demands and extended court sittings.
 - e. As a place where some customers will be uncertain, anxious and at times shocked and even angry, the ambience and atmosphere should be friendly, business-like, but not oppressive, nor restrictive.
- ii. Registry Hall
 - a. The registry will be accessed from the Courthouse's public foyer and able to be separately secured. The registry will comprise a public counter area with customer services staff work areas behind, contiguous or in proximity with other staff and functions of the court registry, including records and storage spaces.
 - b. Growth space in all aspects of administration is best located with the functional area.

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- c. The registry will include the interview and support spaces for the interface between the community and the courts, as well as waiting and file/material preparation counters.
 - d. A queuing system is to be installed for larger courthouses.
 - e. The court registry must be identified as a distinct space with public counters. Back office work areas shall be screened from the counter area. The counters should be readily accessible from the waiting area, and have their own queuing lines at busy times.
 - f. The waiting area to the counters and required adjacent interview room is to be generous, with more than standing room in a queue. There should be self-help electronic information kiosks, pamphlet racks and display boards, as well as counter/table space for completing forms and other materials as well as places for e-lodgement and touch screen inquiries.
 - g. The counter area shall include ergonomic workstations at the counter planned for all interface functions, including payment of money.
 - h. All workstations shall be stand-up type for customers with the exception of a disabled access position. Workstations from the public side shall be wide enough for more than one person, and for people with children.
 - i. At the counter is to be provision for the temporary holding of lodged materials pending moving to the work areas for filing, and for the storage of supplies and handout materials.
 - j. Staff safety shall be ensured by a variety of means, but principally by the design of counters, the provision of duress alarms and strict control of who is allowed to enter the work areas, beyond waiting areas and the reception counter. The design shall incorporate the Department's current standard applicable to counter security screening (detailed separately).
 - k. There shall be controlled access between the public and staff areas of the court registry.
 - l. A resource alcove within the registry waiting area providing computer based access to court documents, court process information, internet, document production/word processing, predominantly used by self-represented-litigants but available to the general public and counsel. Within the resource alcove users shall also have the ability to listen to and read court transcripts and access photocopy services. An aspect from this space to the registry counter is required for supervision by counter staff.
 - m. Interview Room: An Interview Room shall be provided adjacent to the registry counter with secure access from the public waiting area. This space shall be multipurpose fulfilling also the requirement for document inspection albeit its primary function is for confidential interviews. Accordingly surveillance into this area will be required at times dictating the need for discrete observation by court staff from the Administration area.
- iii. Staff Office Work Areas
- a. While the function of exhibit management will be undertaken in the general work area of registries, the actual storage of exhibits need not be. (see Storage below).
 - b. Court management is a function that can expect to change in its processes and workload patterns over time. Therefore, the spaces allocated to administration and registries should be capable of ready re-configuration and expansion or contraction.

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- c. The general staff work area is to ensure adequate provisions for paper waste management; storage of stationary and filing materials; preparation of case files for trials and hearings including photocopying/printing and collation; trolleys and push carts for moving files to judicial and courtroom areas, and, space for the annual file-culling processes.
 - d. The open planned area must be appropriately laid out and furnished to provide a pleasant atmosphere and must permit frequent and therefore direct movement of staff between desk and counter positions.
 - e. The Courts' staff work areas within the registry shall consist of clusters of workstations in an open plan environment, clearly visible and accessible to the relevant manager's office (Clerk of Courts).
 - f. In larger courthouses, a private room may be required adjacent to the work area in the registry to allow for telephone calls to be made or interviews to be conducted with staff in private.
- iv. Storage
- a. Courts are required by statute to keep court documentation for lengthy periods of time. Every day business of the courts requires access to a considerable number of forms and notices for which suitable storage must be provided.
 - b. The registry will be a major generator of hard copy material needed to be stored.
 - c. To maximise the use of space for storing current records in offices and to eliminate the need for large short-term storage areas compactus units shall be supplied and installed to fit the nominated areas specified in the Schedule of Accommodation.
 - d. Cash and monetary forms resulting from fines, fees or bail processing, require appropriate security, in addition to data generated by administration staff on caseloads, scheduling information, budgeting, accounting and statistical analysis. Storage of these items should all be contained within a secure environment. Storage for cash and monetary forms shall be provided by way of a safe located within a larger secure storage/strong room the remainder of which may be used for storing the other items mentioned.
 - e. The registry has overall responsibility for the safe custody of exhibits and subpoenaed documents from trial or hearing until disposal. The accommodation for exhibits storage need not be planned as part of the registry space. It must however have controlled access and contain a safe in addition to shelving and lockable cupboards.

C. Accommodation Requirements (Provisions, Location & Relationships)

Refer to the Schedule of Accommodation in C 11 to be used for accommodation planning purposes. The figures do not include any security presence that may be provided by way of contracted services. This needs to be considered in light of the circumstances that are likely to vary between locations.

- i. Provisions
Registry Hall:
 - a. A common registry hall catering for the court registry (incorporating other functions such as jury enquiries, interface with the public and legal profession).

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- b. These places are to be equally accessible for the disabled and those with young children and perambulators/strollers.
- ii. Registry/Office Areas
 - a. Enclosed office – Clerk of the Court.
 - b. Open planned offices – Staff work stations.
 - c. Public counter – Permanent workstation/positions that provide an ergonomic workplace using standard office furniture. A raised floor is required to achieve the best outcome for staff customer relations and ergonomics. Counter detail shall be as per Section on Furniture.
 - d. Utility room – To accommodate networked printers, facsimile, photocopier, stationery storage, recycling bins and shredders.
 - e. Strong room and safe storage – Used to secure valuables and daily cash takings shall be located directly adjacent to registry counters but visually discrete from the public area. Safe storage for cash and lockable cupboard storage for accountable forms shall be provided in this location.
- iii. Location
 - a. The Court registry should be easily identifiable and accessible from both inside and outside the Restricted Zone.
 - b. The Court's administration should be readily accessible to and from the judicial and courtroom areas, by the restricted Judicial Officer's circulation system. Access into this system is to be controlled and limited to authorised persons.
- iv. Potential for Change

The activities contained within the administrative component are likely to change substantially in the future. It is important, therefore, that the design of the administrative facilities provide a high degree of adaptability to change.

3.3 Jury Management

A. Overview

- i. The administrative functions of jury management are incorporated into the general registry functions in regional Court locations where Higher Courts circuit to conduct jury trials. Such functions include jury summons management, preparation and planning, responding to local juror enquiries including claims for reimbursement of loss of wages and excusal from jury service.

B. Design Criteria (Operational & Planning Principles)

- i. Generally
 - a. If included in the project specific Accommodation Schedule, the jury management function is principally an office and administrative environment that supports the jury process and requires public interface for dealing with public that have been summoned to attend for jury duty.

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- b. There is a requirement for access between the court registry and the area that is designated for the purpose of jury assembly. Where practicable, this entire area is to be co-located with or adjacent to the Court registry in order to share common requirements relating to storage, office support, amenities, meeting rooms, video conference and training facilities should that be achievable.

- ii. Registry

The public interface for jury management will occur at the entry point to the jury assembly area and/or the court registry, depending upon the reason for attending the court (enquiry or actual jury service). The Schedule of Accommodation assumes a Magistrates Court officer, located in the registry, performs the jury enquiry function. A casual jury officer is employed as required to directly manage the jury and shall work out of the court registry when not in court.

- iii. Storage

Storage of jury related documentation will be stored with the Court records and general stores.

- iv. Accommodation Requirements (Provisions, Location & Relationships)

Refer to C.11 Schedule of Accommodation for provisions and related comments.

- v. Potential for Change

Provision will need to be made within the initial space allocation or adjacent space reconfigured to accommodate growth in the number of judges or courts predicted for future incorporation within the proposed courthouse.

3.4 Court Recording Service Areas

A. Overview

The recording and transcription of all trials and hearings held within the courthouse is necessary, including those court proceedings that are conducted in mediation/conference rooms where these are provided. Also provide for remote monitoring to allow for running transcript.

B. Accommodation Requirements (Provisions, Location & Relationships)

- i. Provision of accommodation within the Courthouse is necessary to house all systems/equipment to record and provide access to the court to all court recordings.
- ii. As for other IT networks shall be in rooms, large enough so that the normal and regular maintenance, operating and repair work can be conducted inside. The rooms shall be secured from unauthorised entry.

3.5 Records and Stores (Including Exhibits)

A. Overview

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- i. The court registry is a major generator of case records and files, is a major consumer of stationery, a large user of technology, and, a major producer of hard copy files. In addition, the registry receives payments for fines and is responsible for the holding of exhibits and in some cases they are held for lengthy periods of time.
- ii. The case files and records making and keeping generate three types of needs. The primary or current files and records need to be on the floor associated with the office staff. The secondary files and records, are in effect semi-active, and need to be readily retrievable but can be somewhat remote from the registry. Tertiary files and records are those retained for the statutory holding period and are occasionally retrieved and therefore located off site. Tertiary storage is therefore excluded from this Design Brief. It is preferable that Secondary Storage and the Clerk of the Court are located close to the Registry. However, where floor space in Registry is not available, storage areas can be located on an adjacent floor.
- iii. Where primary and secondary storage is physically separated (vertically or horizontally) there shall be minimal travel distance between the two. The movement of files by trolley must be possible and vertical transportation systems shall ensure minimum loading and unloading of trolleys between locations. Use of stairs to facilitate file movement is not acceptable.
- iv. Hard copy records and case files will continue to be a pattern of work practice in the Courts. Old records, not electronically stored, will be part of case files. Therefore, the judiciary will continue to need hard copy files. These can be considerable in number and may need trolleys to move them between chambers and courtrooms.
- v. Exhibits for trials and hearings are the responsibility of respective counsel until entered into the trial or hearing and then they become the responsibility of the Court. Additionally exhibits may be subpoenaed directly by the court prior to trial. During the trial the responsibility for their safekeeping is with the associate or judicial support officer, and after the trial pending lodgement of an appeal, and if lodged until the appeal process is complete, they remain the responsibility of the registry. If an appeal is not lodged they are returned to counsel or the relevant party.

B. Design Criteria (Operational Planning & Principles)

- i. Security of records and documents is to be provided on a localised, as needs basis for physically held materials.
- ii. Separate storage is required for financial records, exhibits, stationery, forms and records.
- iii. The primary and secondary files areas will be divided into criminal and civil to match the criminal/civil split in registry and listing functions as well as court processes.
- iv. All case files and records space needs are in addition to the registry office space planning needs briefed within this section.
- v. All court documents are extremely valuable and need to be held secure from unauthorised access and tampering and protected from damage, while in use, in transit within the Courthouse, and while stored.

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- vi. Storage needs of the courtrooms need to be given special attention e.g. the number of magistrate/judge chairs needed for a tribunal panel (usually three) or justice of the peace (usually two) sittings. Extra demands arising from multiple accused persons (including dock guards), as well as the accommodation for counsel (prosecution and defence), media etc.
- vii. Storage for parties involved in civil cases should be available within the courtroom areas for the duration of the trial and generally is greater than the need within criminal courtrooms. For extent refer to Furniture provisions Section B 2.3.
- viii. On each court level of the building, there shall be a storage area for equipment and furniture, such as additional chairs for magistrates/judges, translators and security officers. It is to be readily accessible by court staff when needed.

C. Accommodation Requirements

- i. Provisions - Records
The full extent of the floor area of the registry staff work area is to be capable of accommodating compactus file cabinets to allow for re-configuration of layouts.

In addition to the area for records and files, and adjacent to them, there is to be space for working on and maintaining the files, including during culling periods, and space for holding files trolleys. The work space shall be an alcove, or permanent bench or pull out workstation surface with the shelving system.

There is to be a reproduction centre for preparing case files for trials, and to answer customer requests for hardcopy. Reproduction will be done by photocopying, printing from e-files, and involve collating and binding. Allow for recycling bins. This reproduction centre could provide the photocopying needed for primary storage and shall be collocated within the utility area.

The reproduction centre should be in the primary files area and be equally accessible from both the counter and staff open office areas. Stationery and equipment stores could be with either the primary or secondary records file areas.

The records and files storage areas connected to the registry shall be accessible to the judicial officers support staff and to the courtrooms using the judicial officers secure circulation.

- ii. Provisions - Exhibits
 - a. There will be no provisions for counsel to store exhibits before entering them into a trial (except by prior arrangement in exceptional circumstances, in which case the Court's secure storage room would be utilised). On the trial day they can be stored in the respective counsel's day space (allocated interview room).
 - b. After entry into the trial the exhibits shall be stored in either the courtroom, within special storage cupboards in the judicial circulation system, or in a shared special storage area in the judiciary's chambers areas.
 - c. A central secure storage area will hold exhibits associated with hearings and trials. Exhibits will also be held during the time

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involved in lodging an appeal as well as items too large to be held in the other places during a trial.

- d. The exhibits are to be protected from deterioration & damage while being stored.
- e. The central exhibit storage area is to be fitted out with a range of storage modes.
- f. Within the exhibits storage area there needs to be a place for staff to assemble exhibits whilst storing them or retrieving them from storage. The area should also include space for trolleys used to move the items to and from courtrooms.

iii. Potential for Change

Growth in files and records will be accommodated in a number of ways including increased electronic file storage and progressive introduction of compactus and conversion of existing space.

3.6 Training and Education

A. Overview

- i. Staff training is a growing and continuing aspect of providing improved justice services to the State of Western Australia. The reform agendas will require new skills and awareness and court support services (not accommodated within) will increase its offerings to consumers and the general public in justice matters. These offerings are likely to include regular sessions for self represented accused and litigants, counselling and advisory programs for victims and their families, briefing sessions with community agencies and generally adding a pro-active stance to the delivery of justice services.
- ii. Training programs will be offered to all DoJ staff, including people from other associated agencies. New technologies and information systems will require up-skilling, new programs and services will need to be integrated into day to day practice and new Judicial Officers and staff will need to be introduced to systems and operations.

B. Design Criteria (Operational Planning & Principles)

- i. Videoconference equipment connections shall be provided as detailed elsewhere in this Design Brief.
- ii. Generally, all 'meeting type spaces', including courtrooms and jury accommodation, are to be available for use for training and education offerings, when available and if compatible with the primary use of the subject space and its immediate surroundings.
- iii. The jury assembly area needs extended hours accessibility in the event of after hour access for training and education purposes.
- iv. All areas nominated for and equipped for training and education shall have adjoining access to toilets and beverage points.

3.7 Staff Amenities

A. Overview

- i. When court staff or contracted service staff are required to be in secure or separate zones, (e.g. with a sequestered jury or during meal times) they will have the opportunity to have the same meals as their charges, and/or managed access to the kitchenette/meals area (lunchroom), and toilets.
- ii. All staff shall have access to unisex shower and change facilities.

SECTION C

- iii. A staff amenity centre or lunch room/lounge is to be part of the court staff area, and to have access to the outdoors, via a safe and secure balcony or courtyard.
- iv. Bicycle “end-of-trip” storage shall be provided within the building within a secure enclosure at ground level and have a capacity to store the appropriate number of bicycles for the number of occupants.
- v. The provision of staff amenities does not reduce the need for tea points in work areas and in support of meeting and conference rooms, and for volunteer groups providing participant support services (refer Schedule of Accommodation).

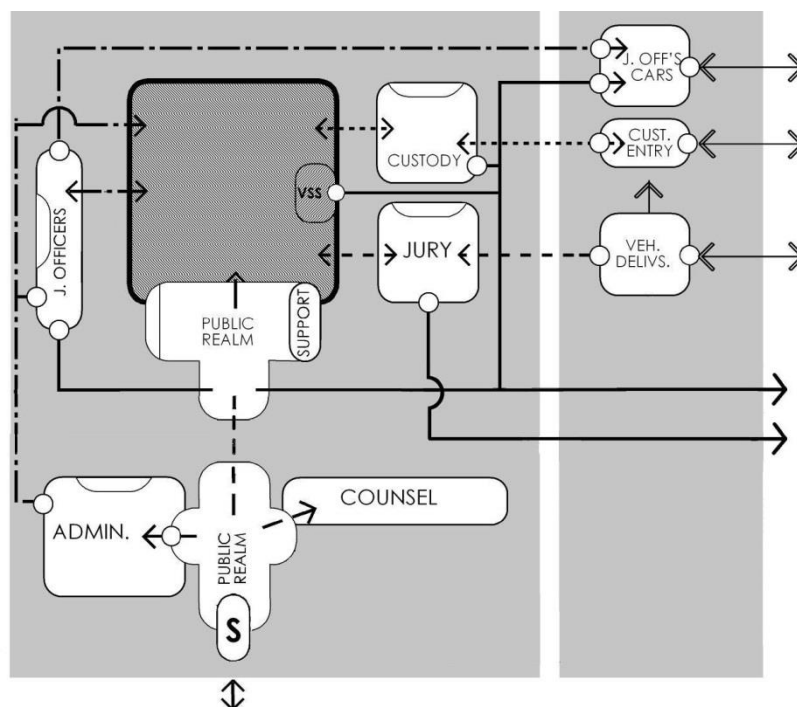
B. Design Criteria (Operational Planning & Principles)

- i. The lunchroom shall have basic kitchen facilities to heat and refrigerate food, sink and dishwasher and bench tops and cupboards to prepare lunches and store supplies, respectively.
- ii. Adequate space and capacity is needed for honour-based systems of storage of personal supplies.

C. Accommodation Requirements (Provisions, Location & Relationships)

- i. Provisions
 - a. Ablutions
 - 1. Judicial Areas
 - Refer C.6
 - 2. Court Staff
 - Toilet provisions shall be separate to public amenities and be co-located with staff amenities and work areas. Numbers of facilities shall be calculated in accordance to the BCA, relative to population numbers.
 - A unisex shower and change space shall be co-located with the staff toilets and where possible the bicycle storage area and provision shall be one unisex shower. Provide half height lockers, clothes hooks and wall bench seating within change space. Numbers of lockers are as identified in Schedule of Accommodation.
- ii. Lunch Room
 - a. Judicial areas
 - Judicial officers use a common kitchenette provided in the chambers area.
 - Associates, secretaries and ushers use staff area provided for court staff generally.
 - b. Other Areas
 - Shared accommodation for jury management and court staff.
 - c. Custody Centre
 - Separate facilities within the Restricted Zone.
 - d. Jury assembly area
 - Use provisions for jury pool in the assembly area.
 - Empanelled jurors have lunch in the jury deliberation room(s).
 - e. Jury Officers
 - Use shared court staff facilities.

4. Trials



AFFINITY MODEL - TRIALS AND HEARINGS

(read in conjunction with the AFFINITY MODEL OF THE O/A COURTS BUILDING)

4.1 Overview

- A. The scope of trial work and hearings to be accommodated in the courtrooms is primarily designed to suit the requirements of:
 - District Court criminal and civil proceedings
 - Magistrates Court criminal and civil proceedings (including children's, coroners and wardens)
 - Supreme Court criminal trials
 - Family Court proceedings
 - State Administrative Tribunal
- B. Courtrooms may also be used by the State for special purposes such as royal commissions.
- C. Higher Courtrooms are required to be fitted out for criminal trial work with Juries. Civil trial work can be conducted in both Higher Courts or Magistrates Courts. Higher Courts can be utilised for Magistrate Court proceedings. Pre-trial matters will be dealt with in pre-trial conference and meeting room accommodation.
- D. A high risk courtroom suite shall be available to all courts, including the Supreme Court of Appeal (Criminal).

4.2 Design Criteria (Operational & Planning Principles)

- A. Courtrooms
 - i. Principles of Courtroom Layouts
 - a. Not all courtrooms need to be laid out the same way; at a minimum satisfy the following criteria/ principles. Magistrates Courts have no requirement however for Jury facilities which apply only to the Higher Court layout.

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- Courtroom layouts shall reflect the appropriate level of respect for the law and courts representatives, the dignity of all participants and processes, and the degree of architectural formality appropriate to the formality of the proceedings (including courtroom crests, fixtures and fittings).
- The courtrooms shall be planned to allow for clear lines of sight for all court participants, between each other, and screens and display boards.
- The judge/magistrate should have good sightlines to all courtroom participants. Preferably within the 60° cone of vision from the centre, with the ability to observe the demeanour of the witness and person in the dock.
- The sightlines should allow primary participants to overview the proceedings within a 60° cone of vision from centre. If a public seating gallery is provided, the upper seating needs to see the bench, the jury, the witness, the accused and the prosecutors.
- The eye levels of all participants, including the standing, are to be below those of the seated judiciary.
- Participants should be adequately separated, physically and psychologically while still allowing for visual and audible connections.
- The jury box is to one side of the courtroom with good sightlines to the witness and custody dock. The jury must see both the witness and PIC's face even when counsel is standing to address the court.
- The proximity of the jury box to the public gallery must minimise 'silent intimidation.'
- Separation of jury box from counsel bar tables to ensure discrete conversations between defence and prosecution counsel is not overheard, nor notes be read.
- The custody dock can be opposite the jury box or at the rear of counsel, but must be in front of the public gallery.
- The prosecuting counsel sit on the jury side of the court and the defence counsel on the custody dock side.
- The proximity of the dock to the defence counsel should allow low whisper communication and the discrete passing of notes.
- The witness box is to be between the judicial bench and jury box. It cannot be on the same side of the court as the custody dock.
- The path to the witness box must not pass the custody dock, nor across the front of the counsel table.
- Both Jury and accused to have a clear view of the witness.
- It is preferable that the witness enters the courtroom in front of the public gallery.
- The associate and usher may sit at the same bench in front of a judge. The judicial support officer will generally be the only court officer to sit in front of the magistrate
- The counsel tables will retain WA practice of all counsel facing the bench. The counsel support table may be divided into two.
- Papers held by counsel and jurors should not be visible by others, including the press and public.
- An area should be allowed adjacent to or behind counsel tables for trolley storage.
- For Press seating, provide tablet arms on chairs.
- For high risk, higher court trials, courtrooms should be capable of completely separate waiting locations to separate the parties associated with the different sides of the matter before the court.

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- Technologies and equipment required in courtrooms shall be visually integrated and not obstruct sightlines.
- The above principles can be manifested in a variety of courtroom models. Note that circular or 'in-the-round' courtrooms are not acceptable in Higher Courts.
- 3D Computer Generated Modelling** is required using *lastpixel* or similar, refer example http://clients.lastpixel.com.au/Supreme_Court/ This will ensure that all courtroom participants have good sightlines to all other participants whether seated or standing and that no sightlines are blocked by technology e.g. by computer screens.

ii. Additional Functional Requirements

- For jury courtrooms, secure, fire rated storage for the judiciary and court staff is required for exhibits and materials being used in a trial or hearing. The system is to include provision in each courtroom and in the judicial circulation, near to courtrooms.
- Access to and from, and movement within the courtroom needs to meet the intent of anti-discrimination laws, in that, ready access shall be provided for people with disabilities. Mobile ramps can be used for access to the witness box and custody dock one step above the litigation floor.
- In jury courtrooms public galleries should be capable of holding the jury panels as per Table 1 below.
- In at least one jury courtroom it shall be possible to isolate physically, some or all accused persons in the dock while still allowing visual and audible connections. This ability is not to interrupt the normal workings of the courtroom at all other times and shall be achieved with readily fitted screens or similar.
- The furniture for all participants in courtrooms should be ergonomically designed and of a quality that appropriately reflects the dignity of the court. It shall provide a high level of comfort and functionality as participants may be involved in protracted proceedings.

4.3 Accommodation Requirements (Provision, Location & Relationship)

A. Provisions

Table 1 - Courtroom Numbers and Types

| Courtroom | No. | Bench | Jury | Counsel | P.I.C | Public (min) | Press | Comments |
|------------------------------------|-----|-------|----------|---------|-------|--------------|-------|---------------------------|
| CRIMINAL | | | | | | | | |
| Higher Courtroom | | 3 | Up to 18 | 10 | 4 | 55** | 4 | **paired pool + 12 public |
| Magistrates Large Courtroom | | 1 | | 6 | 4 | 38 | 4 | |

Notes: 1. Custody docks to include 2 nos. seating positions for guard, and 2 nos. for interpreters extra over numbers specified above. Include also Jury Supervisor in Jury dock.

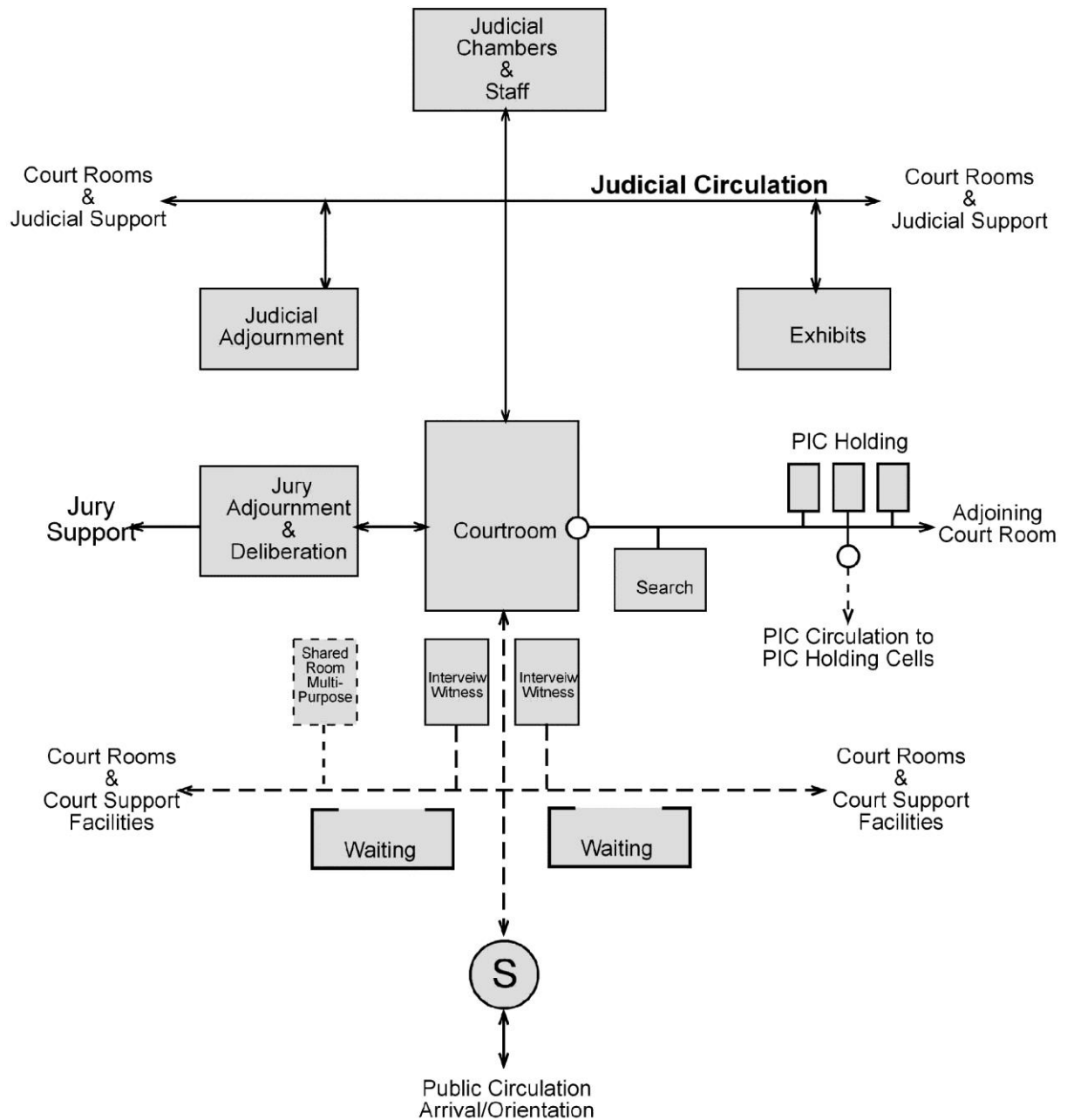
B. Location

- i. All courtrooms are to be located beyond the Primary Security Checkpoint and be capable of having a temporary secondary security check carried out prior to entering the courtroom.
- ii. The critical mass of courtrooms shall be on the ground floor of the building connected to the entrance foyer by stairs as well as lifts. Circulation systems and routes shall be designed to meet peak demand in the early morning and around lunch adjournments.
- iii. Consideration shall be given to ease of accessibility to public waiting, interview rooms and public amenities when a court is at peak demand or access is restricted due to security and/or safety precautions.
- iv. Access to an outdoor area within the secure area may be required, depending on the project. This area shall be located to enable easy access from most courtrooms and not allow the security regime within the building to be compromised (e.g. avoids the possibility of weapons transfer from street or non-secure area).

C. Relationships

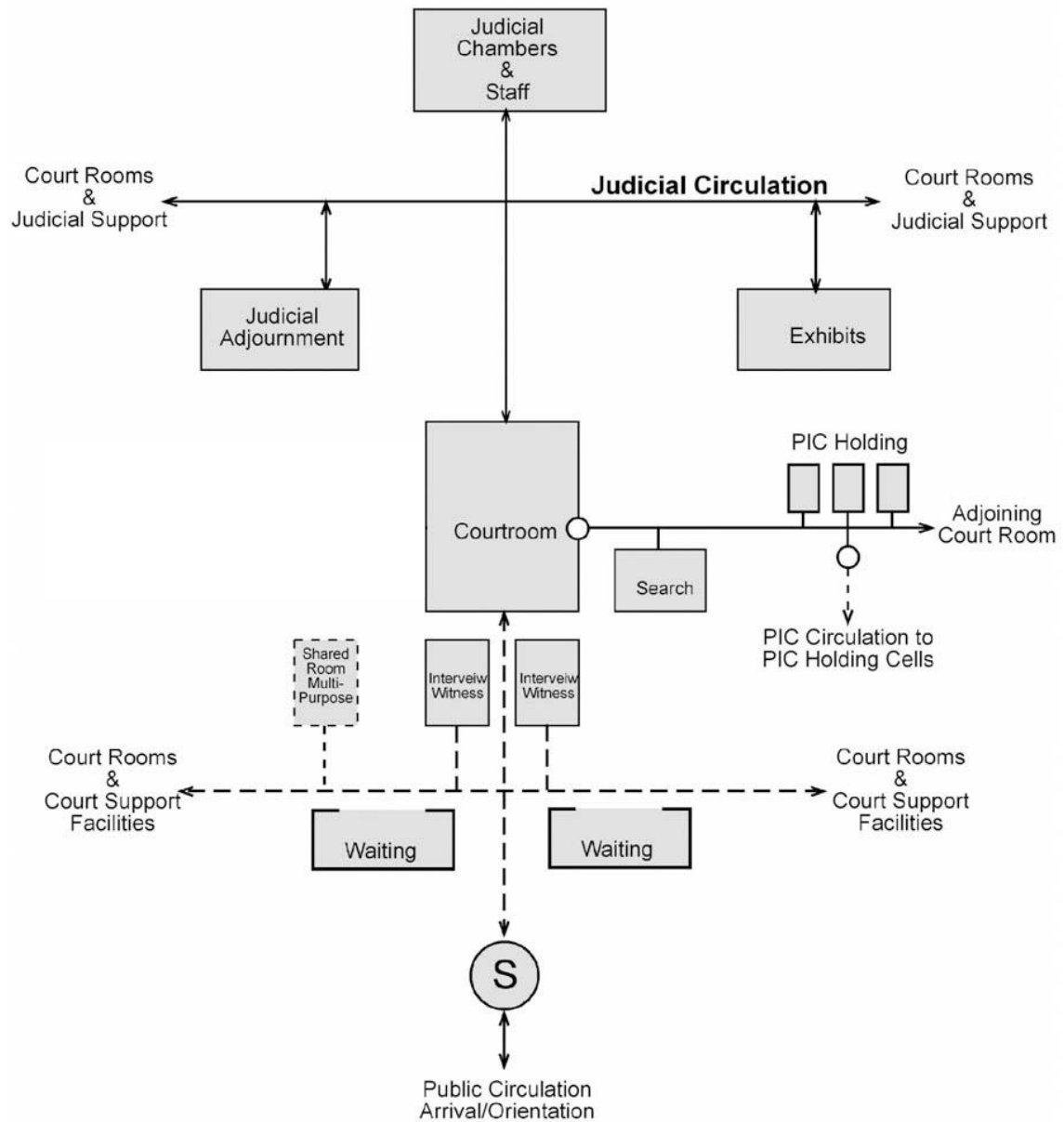
The following courtroom relationship diagrams indicate support functions and facilities that directly influence planning issues.

Figure 1 Typical Higher Court Courtroom
Functional and Relationship Diagram



note: court recording will be monitored from a central location.

Figure 2 Typical Magistrates Courtroom
Functional and Relationship Diagram



note: court recording will be monitored from a central location.

D. Potential for Change

- i. Layouts, fittings and furnishings within courtrooms are to facilitate easy upgrading and change in technology. Such upgrading is to be achieved with the minimum amount of lost courtroom time.
- ii. The effecting of any internal courtroom changes will need to be done with no interruptions, acoustically and operationally to adjacent courtrooms and their support functions.

4.4 Specific Courtroom Elements

The design of joinery elements in the courtroom must achieve the appropriate ambience and functional requirements necessary for the administration of justice as well as reflect the equality of all participants.

A. Judges/Magistrates Bench

- i. The judge/magistrate is the community's symbol of the justice system. The position must therefore impart an appropriate sense of dignity and symbolism of the State and its people.
- ii. The judge/magistrate position is the focal point of the courtroom and its design should reflect the status of the judicial role.
- iii. The judge/magistrate bench shall have a solid front face to court participants, and screening of papers and materials on the bench.
- iv. The judge/magistrate bench shall be designed to provide a set of drawers for stationery, forms, files etc. The bench is to allow for the temporary storage and layout of reference books, documents etc. The bench layout should allow for a case file and records trolley(ies) to be positioned to one side of the judge/magistrate. *Note: For tribunal hearings each member may have papers and references that need to be accommodated.*
- v. Each judge/magistrate will use a computer and its location and screen should not interfere with their view of the courtroom proceedings, nor of fellow tribunal members on a hearing bench. The placement and integration of other technology shall also meet this criterion.

B. Associates/Judicial Support Officers Bench

- i. Traditionally in Western Australian courts, only the associate or judicial support officer sits at the bench in front of the judge or magistrate respectively, with the usher or court orderly located at the bench with the associate but near the witness stand.
- ii. Associates/judicial support officers ensure that all court and hearing proceedings run smoothly and efficiently. In addition, they pass and receive documents from the judicial officer for reference and / or issue to the court usher/court orderly.
- iii. Court ushers/court orderlies assist both the judges and the associates in the day-to-day operations of a courtroom. They are not responsible for the integrity of exhibits, the associates or judicial support officers are.
- iv. Storage for religious texts such as the Bible, Koran, etc. must be culturally appropriate.

The associate is to be elevated above the litigation floor to enable the easy transfer of documents to and from the judicial officer.

The associate/judicial support officer or usher/orderly will be responsible for monitoring lighting levels, acoustic levels, (not

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recording levels) and security issues. The associate/judicial support officer bench should have a solid front and vertically extended face to obscure papers etc on the desktop.

The associate/judicial support officer should have full sightline coverage of the court participants, in addition to the judicial officer.

The associates/judicial support officer and ushers bench needs to be large enough for all technology requirements, papers and files, a printer, telephone and any associated equipment specified.

The usher should have adequate bench space for laying down exhibits during court proceedings.

C. The Jury Box

- i. Jurors should be extended the comfort and courtesies appropriate to people who must concentrate and remain alert for what can in some cases be for extended periods of time.
- ii. The front row of seating in the box shall be provided with a modesty panel.
- iii. The primary entrance to the jury box is to be away from the public seating area and the custody dock however a secondary entrance at the public entrance to facilitate access for larger jury panels is desirable.
- iv. Provide writing tablets for jurors' chairs for note books and pens, etc.
- v. In the event that there is a juror in a wheelchair, the last chair in the first row is to be removable for access and mobility.
- vi. Seating provision for the Jury Officer shall be provided adjacent to the jury box and positioned to allow convenient viewing of jury members and also the public gallery in order to respond to potential interference of the jury by members of the public. A chair with a small desk approx. 600mm wide x 400mm deep shall be provided.

D. Accused Dock

- i. The entry/exit location to the courtroom holding cell(s) should be located away from the public seating area thus reducing the risk of public intimidation or communication with accused during the trial.
- ii. The dock area is to accommodate a disabled person in a wheel chair, and security attendants, and interpreters.
- iii. Seating shall be ergonomic, of a robust design and fixed securely, and allow PIC to be handcuffed to the seating, if required. Provide writing tablets for each seated position, should the accused be defending themselves.
- iv. The dock design should include a modesty panel, but also allow observation of the demeanour (body language) of the accused.
- v. The dock and the seating arrangements shall be located to ensure that all of the accused can see and hear all participants.
- vi. The dock and its surrounds shall be designed and located to minimise possibility of PIC escaping and/or attacking other court participants.

E. Witness Box

- i. Access to the witness box is to be via the litigation floor or from the rear of the witness stand for distressed / protected witnesses.
- ii. The witness area is to be designed to facilitate easy access, including for people with a disability and for language interpreters.

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- iii. The witness stand must be secure and include a bench of sufficient depth to allow for placement and examination of exhibits, files etc. and water glass.
- iv. The bench area is to be capable of accommodating IT equipment such as computer screens, VDU's etc without compromising the witnesses or other court participant's sightlines.
- v. The witness stand design should include a modesty panel, but also allow the observation of witness demeanour.
- vi. The height of the shroud to the witness stand should allow a witness to stand or sit (in an ergonomic chair or wheelchair).
- vii. A multi-purpose display panel shall be provided adjacent to the witness box to allow the display of hard copy maps/plans/diagrams referred to during evidence. The display panel shall consist of a magnetic whiteboard and hanging space positioned to allow maximum observation by jury members, the judge and counsel. It shall be capable of being hidden when not in use.

F. Counsel Table(s)

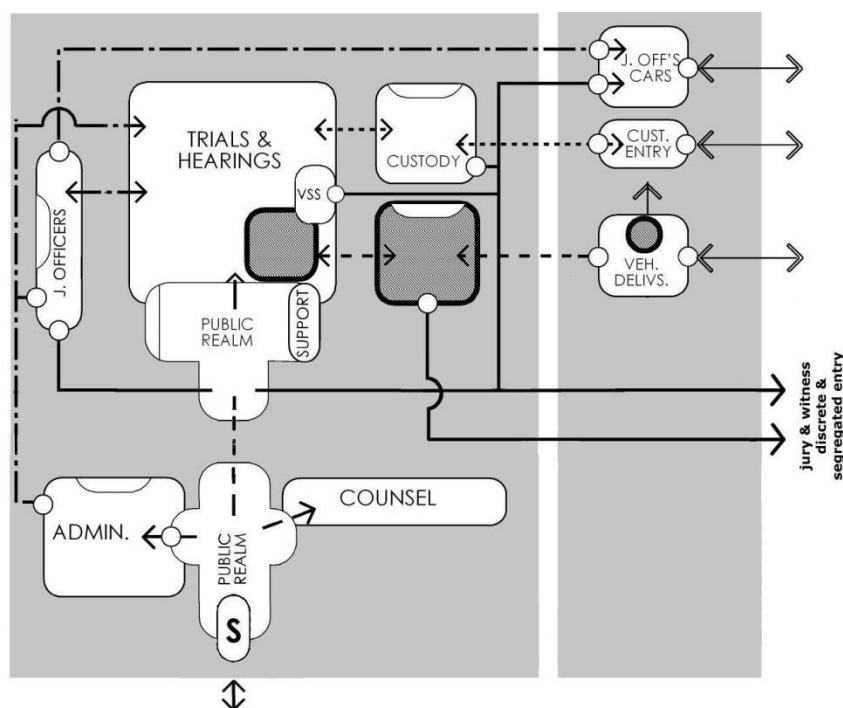
- i. The capacity of counsel tables varies depending on court size and is detailed in Table 1. A minimum width of 3.5 metres shall be provided for counsel tables in higher courtrooms. In all larger courtrooms a minimum of 900 millimetres width per counsel shall be provided.
- ii. The front table of each courtroom shall be provided with two movable clear Perspex lecterns at the outer extremities of the table.
- iii. The counsel table shall be of a depth to accommodate extensive files and trial material and be a minimum of 800 millimetres.
- iv. Provide full height modesty screens to bar tables and shelves for files between the bar and the public seating.
- v. The design of counsel tables should include the provision for connection of laptop computers.
- vi. All courtrooms shall be provided with at least two (2) bar tables for use by legal counsel, with the table layout enabling senior counsel (prosecution and defence) to be accommodated at the front table and junior counsel or support staff at the rear table.

G. Miscellaneous Joinery

- i. An exhibit table shall be provided adjacent to the court usher's location. It may be mobile or integrated by way of extension to a bench.
- ii. Lockable and fire-rated storage for exhibits is required. If located in the courtroom, this may be a fire-rated safe within joinery.
- iii. Book shelving and/or storage for trolleys adjacent to the counsel table are desirable.
- iv. Equipment racks for Court Technology are to be accommodated in the Communications Room.

Note: 3D Computer Generated Modelling is required using *lastpixel* or similar, refer example http://clients.lastpixel.com.au/Supreme_Court/ This will ensure that all courtroom participants have good sightlines to all other participants whether seated or standing and that no sightlines are blocked by technology e.g. by computer screens or by standing participants. It is a fundamental requirement that all courtroom participants must be able to see and hear each other.

5. Jury



AFFINITY MODEL - JURY

(read in conjunction with the AFFINITY MODEL OF THE O/A COURTS BUILDING)

5.1 Overview

- A. This component deals with jury activities outside of the courtroom. Jury activities inside of the courtroom will be dealt with under the preceding Section C.4. – Trials.
- B. The jury functions of the courts are the responsibility of the Summoning Officer appointed at the court when not under the direction of the judge. There are three main functions:
 - a. Jury Pool Assembly, induction and balloting
 - b. Jury empanelling
 - c. Jury adjournments and deliberations.
- C. These functions result in two sets of facilities: a jury assembly area including access to the outside and deliberation rooms. Jury management and Jury Officers' facilities shall be integrated within Court Administration under Section C.3. Administration.
- D. The number of potential jurors needed on a peak day has been forecasted at a maximum of 70 persons for a court complex with two Higher Courts and 55 persons for a single Higher Court complex. In the event that there is demand that exceeds this number it is proposed that the court will change its management procedures for jury pool selection. This will avoid future increases in space requirements.
- E. The size of the jury pool at 55 reflects the following conditions:
 - i. Continued use of "pairing" of two jury pools as normal procedure
- F. An activity flow diagram and a detailed explanation of the functionality/process within the jury area is included under Section C12.1. 'Section C.5 - Jury'.

5.2 Design Criteria (Operational & Planning Principles)**A. Generally**

- i. The design cannot put at risk the integrity of the jury through contamination from improper contacts once the jury has been selected.
- ii. Jury pools will move to the courtrooms via public circulation, but jury panels will move by a dedicated jury circulation system.
- iii. There is the possibility of the occasional high risk trial using anonymous jurors. The high risk courtroom, and its jury box, needs to be designed to allow this to happen, in one or more ways. These ways may include:
 - a. Provision of CCTV; plus
 - b. The use of one-way glass screening to restrict accused or public gallery views into the jury box area (or around the jury box area) as a temporary fit-out.

B. Jury Assembly Area

- i. The jury assembly area is to be located and planned so that after normal first day of circuit morning peaks, some of the area could be used by others, without violating the integrity of the jury system, nor compromising the overall effectiveness of courts operations.
- ii. Possible other uses include:
 - a. Briefing of school and other tour groups
 - b. Counselling and advisory services for self litigants, victims, and other groups being provided with support and advice
 - c. Staff training
 - d. Courts services management meetings
 - e. Community purposes
 - f. Staff functions.
- iii. The jury assembly area should have direct access to the outdoors wherever practicable. The outdoor area should be safe and secured from oversighting and penetration of contraband. The outdoor area should include smoking area where practicable. The seating arrangement within the jury assembly area shall enable presentation to the entire jury pool from a singular point.
- iv. Supervision of assembly area will not involve technology, so the layouts should facilitate easy supervision from the reception area and by roving staff.

C. Deliberation Rooms

- i. Deliberation rooms shall be attached to each courtroom.
- ii. The deliberation rooms are to allow for more than sitting at a table. The setting is to be conducive to reducing the stress and anxieties that jury duty can generate. There needs also to be a sense of spaciousness, and some informal seating.
- iii. Light meals will be provided only to those juries deliberating over a mealtime, or sequestered. The State will provide the meals, which will mostly be lunches, but on rare occasions could also be dinner. Jurors will eat in the deliberation room during deliberation.

D. Adjournment Spaces

- i. The ability to “stretch the legs” during short adjournments is to be encouraged.
- ii. Access to the outdoors from adjournment spaces for stress relief and smoking (if permitted by legislation), should not be into areas where contraband and items of intimidation can be lodged.

5.3 Accommodation Requirements (Provisions, Location and Relationships)

A. Provisions

i. Jury Assembly Area

- a. Entrance, reception and cloak/personal effects hanging provision (lockers are not envisaged).
- b. A sub-dividable jury assembly area with row seating for 55 persons in Courthouses with one Higher Court and 70 persons where two Higher Courts are provided.
- c. The area shall include capability for jurors or potential jurors to make phone calls and to operate laptops using their (jurors') own internet. Court technology is to be provided as per stated in the Court Technology chapter of this Brief.
- d. Separate toilet and amenities shall be available for use by staff within the administration area and jury pool members within the assembly area. Toilet provisions shall meet the requirements of peak demand.
- e. A kitchenette with storage, refrigeration (including storage for jury members lunches) and re-heating facilities.
- f. Accessible safe and secure outdoor area to enable jurors to gain temporary stress relief shall be provided adjacent to both deliberation and assembly areas.
- g. Consider if required storage areas for furniture and equipment, supplies and janitorial supplies.
- h. Amenities for Jury Officers are included in courts administration.

ii. Deliberation Rooms

- a. Jury deliberation rooms shall accommodate a range of jury panels from 14 to 18 persons in accordance with the schedule in *Section C.4 – Trials*.
- b. Each deliberation room shall be provided with two toilets without windows, with airlocks from the deliberation room, a beverage making counter unit with refrigerator, sink and hot and cold water, and court technology for replay of recordings. Toilet accommodation shall be one unisex WC and one unisex accessible WC. Provide vanities in each cubicle.
- c. Opportunities for external views are to be optimised but views into the room are not permitted.

B. Location

i. Jury Assembly

- a. The jury assembly area should be readily accessible from the foyer/lobby and it must be contiguous with the public circulation system for jury pools going to court for empanelling, and to the dedicated jury circulation system.
- b. The assembly area may be used by tour groups and the community. It needs to be close to the Courthouse entrance and after the Primary Security Checkpoint.
- c. It is preferred that the jury assembly area be adjacent or in close proximity to one or more trial courts for empanelling of juries for large trials.

ii. Deliberation Rooms

Location contiguous with courtrooms.

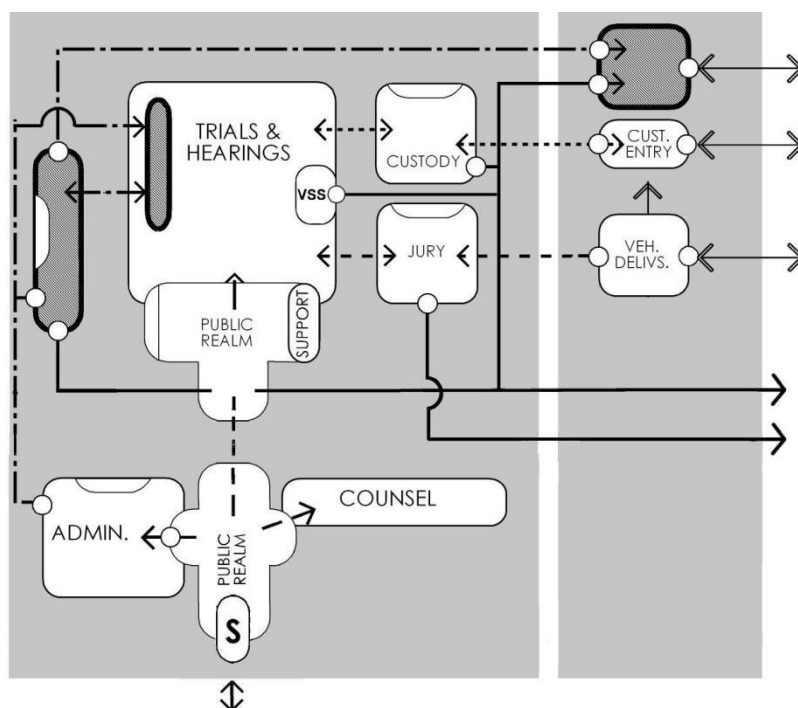
C. Relationships

- i. Within the jury assembly, the way to lifts, toilets, and the kitchenette should be clear by the design and layouts. The area should feel light and airy, and have good views out so that the sense of enclosure and confinement is negated.
- ii. The jury pools will be moved to the courtrooms for empanelling through the public domain, using the public lifts and the front door of the courtrooms. Once empanelled, all juries will circulate to courtrooms via a stair and a lift within the jury circulation system.
- iii. There needs to be the ability to occasionally move juries discretely in and out of the Courthouse in vehicles from a point close to or part of the jury circulation system.
- iv. There needs to be the ability for jurors, who have finished a controversial case, to leave the Courthouse in a discreet way.

D. Technology

- i. The jury assembly area is to have TV “entertainment” for pool members waiting for duty, CCTV/video monitors for information and announcements and IT data connections.
- ii. Deliberation rooms need a call light and buzzer connected to the courtroom to seek the assistance of the Jury Officer during deliberation for a variety of reasons (e.g. to review evidence and other information presented during the trial).
- iii. The viewing of evidence via electronic means from a network shall be provided in all deliberation rooms.

6. Judiciary



AFFINITY MODEL - JUDICIARY

(read in conjunction with the AFFINITY MODEL OF THE O/A COURTS BUILDING)

6.1 Overview

- A. This component covers the accommodation for the judicial officers which may vary according to intended use from judges, primarily on a visiting basis to magistrates on a permanent basis.
- B. The judiciary component shall be considered as an overall judicial suite with common support facilities.
- C. It is in the judicial suite that judicial officers will prepare, research, discuss, reflect and resolve cases before them.
- D. For the Higher Courts there is need for circuiting judges on criminal trial assignment and for tribunal matters heard by the State Administrative Tribunal on occasions.
- E. The Magistrates Court will be a resident court and may circuit to outer suburbs or country locations. The registrar(s) involved in mediation and pre-trial hearings usually do not circuit.
- F. Courtrooms may be used by other jurisdictions subject to its availability.
- G. Activity flow diagrams and detailed explanation demonstrating the functionality and process within the judicial area are included in Section C.12 Activity Flow Diagrams.

6.2 Design Criteria (Operational & Planning Principles)

A. Generally

- i. The atmosphere and surroundings in the judicial suite must accord judicial officers the dignity of their office.
- ii. Judicial officers will normally arrive at the Courthouse through a controlled entry to the secure car park and from there, access directly into the restricted and secure judicial circulation system.
- iii. Dedicated secure parking will not be provided for court staff however site parking may be made available to staff when not in use for other higher priority circumstances.
- iv. Other than the Judicial Officers the only other users of the judicial circulation system will be judge's personal staff, court staff and court security staff as required.
- v. Invitees will access the judicial suite via the public circulation system to a reception point.
- vi. Within the judicial suite, the staff of the court will escort visitors.
- vii. Emergency egress for judicial officers and their staff should be dedicated and away from other court users circulation (with the exception of jurors should design solutions necessitate shared egress).
- viii. One dedicated and discreet entry / egress point shall be provided for use by judicial officers on the ground floor. The egress point shall be secure, located away from entry / egress points for other court users and directly off the secure judicial circulation system.

B. Chambers

- i. Chambers share areas which include beverage making, office equipment, storage, recycling bins, storage of case file trolleys and file carry boxes, and secure storage of exhibits.
- ii. The chambers require a high level of privacy and security.
- iii. Acoustic privacy is a requirement of each separate chamber.
- iv. The judge's associate and usher are to be located adjacent to the judges they serve whilst on circuit. Provision should be made for secretaries/reception subject to the size of the facility. Where provided these provisions shall be located together and positioned

such that they can perform a reception role for visitors to the chambers area.

C. Judicial Adjournment Areas

- i. Associated with the restricted judicial circulation system there may be a requirement to include places where the judiciary can wait for short periods before, during and after a trial. A number of courtrooms can, normally, share these adjournment areas.
- ii. The size/number of adjournment areas should be determined by the number of judiciary that could be involved in matters in the courts served by the area.
- iii. The adjournment areas can be alcoves off the judicial circulation, and are to provide a telephone with minimal comfortable seating. A full-length mirror for judges to check their appearance shall be provided in this space if readily accessible to all courtrooms or alternatively adjacent to the entry of each courtroom.
- iv. All waiting and adjournment spaces are available for all courtrooms and not dedicated to anyone, except for times when there is a need for it to be isolated to provide enhanced levels of security and safety.

6.3 Accommodation Requirements (Provisions, Location & Relationships)

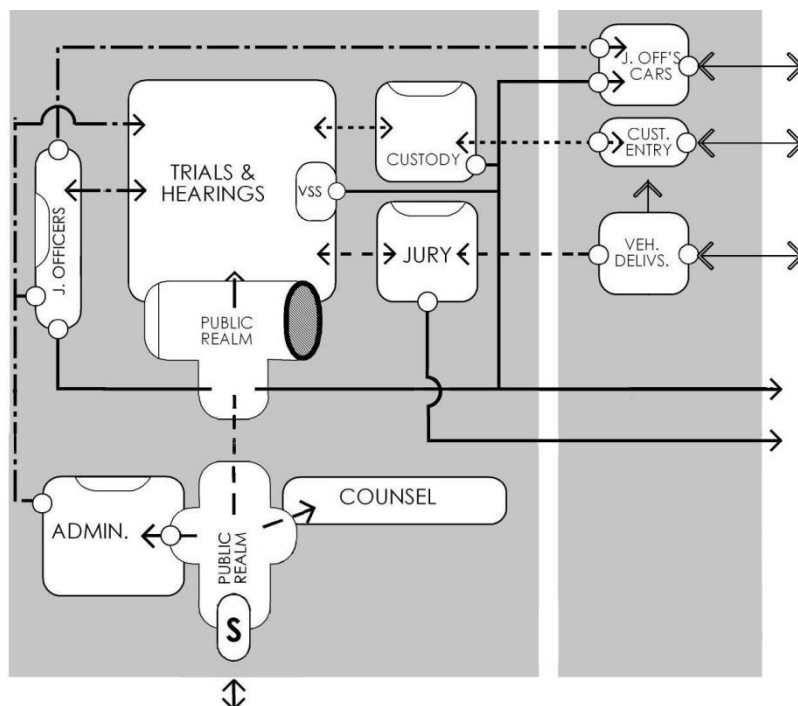
A. Provisions

- i. In the judicial accommodation there is to be on-floor storage for equipment and material needed for circuiting to other courts, and files for active cases. Also, there is to be adequate secure storage for evidence not held in a courtroom or the judicial adjournment areas.
- ii. Passage ways shall be sufficient to allow for easy movement of case file trolleys including the passing of people and other trolleys in the same passage way.
- iii. Office space for support staff including associates will be open planned.
- iv. Shared but gender separate toilet facilities (including shower) are to be provided for judicial officers with all other staff having access to shared but gender separate toilet facilities.
- v. Judicial support spaces to include:
 - Judicial chambers with open planned associates and ushers workstations subject to requirement.
 - Judicial library (including 20 bays shelving at 2100h x 900w, 1 x reading table, 1 x research work station).
 - Judicial kitchenette.
 - Central utility area.
 - Storage and file areas.
 - Male and female toilets and a shower.

B. Judicial Adjournment Provisions

- i. Depending on the size of the courthouse, it may be necessary to provide access to an adjournment area, a workbench and robe hooks.

7. Trials and Hearings Support Including Witness Services



AFFINITY MODEL - TRIALS AND HEARINGS SUPPORT
(read in conjunction with the AFFINITY MODEL OF THE O/A COURTS BUILDING)

7.1 Overview

- A. It is required that all the provisions for participants, support groups and storage spaces are adequately provided and well distributed amongst the courtrooms to minimise delays and maintain the ability to achieve the high rates of courtroom usage.
- B. The required provisions to support trial and hearing processes are:
 - i. Waiting and adjournment spaces for witnesses, counsel, support groups/persons, and public attending the trial/hearing;
 - ii. Secure storage of exhibits and other storage. (Refer C3.5 Records and Stores);
 - iii. Participant support services, including remote witnesses;
 - iv. Community justice services;
 - v. Support space made available to counsel (Refer C.10 Legal and Support Agencies – External).
- C. The support given to participants, excluding the legal profession, but including the self represented litigant, victims, witnesses, those on bail, those from non-English speaking cultural groups and Aboriginals, is from both DoJ and community groups and individuals.
- D. The support can be as part of the sentence, or on an organised basis beginning with counselling and advice during the lead-up to the trial and continue well after the trial is finished, such as in VSS. It can also be ad-hoc and immediate when grieving, trauma or distress takes over during a trial or at its completion.
- E. The current areas of support programs are:
 - i. Victim and Child Witness Service (incorporating Victim Support Service, Child Witness Service and Family Violence Service.)
 - ii. Court welfare association (predominantly for accused in Magistrates Courts – access to interview rooms is required.);

- iii. Volunteer support groups (eg. Salvation Army) - access to interview rooms is required.);
- iv. Legal service providers;
- v. Self represented litigants.
- vi. Victim mediation service – access to interview rooms is required.
- F. An activity flow diagram demonstrating the functionality and process for vulnerable witnesses is included in Section C.12 Activity Flow Diagrams.

7.2 Design Criteria (Operational & Planning Principles)

- A. On trial days participants in support programs should be able to find their own way to the location of the support programs through good Courthouse layout planning and clear way-finding.
- B. All the activities involved in the functions of participant support services can involve people who are quite anxious and stressed and many can be waiting for some time. The interiors of all spaces need to be restful. All interview rooms and waiting areas are to be provided with either natural daylight or borrowed daylight. They are to have views out, and these are preferably direct to the outside.
- C. The support services facilities should be located away from the normal Court Users' movement and waiting patterns, and have meaningful views out. A preferred location would be close to courtrooms and on the same floor providing easy access for briefing the witnesses on the processes ahead, and what is involved in giving evidence.
- D. All support programs are to have access to interview/waiting rooms on the courtroom floors.
- E. If the trial judge allows, victims, vulnerable witnesses, and their supporters, will be able to follow the events of a trial from outside the courtroom through CCTV in the company of a VSS staff member/volunteer, within the provisions of remote CCTV rooms.
- F. A discreet exit / entry from the VSS facilities to an external dedicated exit from the Courthouse is required.

Waiting and Adjournments

- A. Protected Witnesses
 - i. There is to be provision for accommodation at the Higher Courtroom / courtrooms, for protected witness, to be held outside the courtroom. The protected witnesses will need to arrive and leave the courtroom discreetly, access through public circulation routes shall be minimised.
 - ii. There also needs to be the ability for protected witnesses to give evidence remote from the courtroom by CCTV, but discretely located within the Courthouse.
 - iii. Protected witnesses can include both people who are in and not in custody.
 - iv. Generally protected witnesses shall be assured of anonymity and safety by time and people separation management.
- B. Witnesses and Observers
 - i. Each courtroom requires use of witness waiting rooms and seating areas located off the public circulation area, within the public realm,

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with ready access into the adjacent court. Allocation of rooms for this purpose has been factored into the allowance for interview rooms generally at court floors.

- ii. Open public waiting areas shall seat 30% of the public gallery within the courtrooms and provide for 20% of the public gallery via standing room. The seating in the open waiting areas shall be provided for in a variety of configurations and types. Generous passageways / circulation paths are needed between the open waiting areas so that at peak times, large numbers of waiting people do not block access to the courtrooms.

Participant Support Service

A. Victims Support Services (VSS)

- i. VSS are not limited to just the victim, it extends to the family and support networks of the victim and assists adult vulnerable witnesses.
- ii. VSS workers assist victims with any aspect of being a direct or indirect victim of a crime, including counselling, providing information, referral to other support agencies, support at court, witness preparation, and assistance with filing statements and complaints.
- iii. VSS is available before and after the trial and appeals as well as during the trial.

B. Child Witness Service (CWS)

- i. The service is provided to meet the need of child victim/witnesses who give evidence in court.
- ii. The service is to reduce to the lowest levels possible the trauma and distress associated with being involved in a trial. Facility planning and design should support this role of the service through provision of ample daylight and external views. Colours need to be bright, welcoming and calming.
- iii. Parents and siblings, with approval, are able to stay with the witness in the facilities.
- iv. It should be possible for CWS and VSS staff to discretely escort witnesses and victims into, out of the Courthouse, and at least one Higher Courtroom.

It is important to note that as this is being adopted as a model for all courts that the VSS, CWS and FVS will be integrated with remote witness facilities and other victim witness support facilities having common utilisation.

C. Family Violence Service (FVS)

- i. FVS is not limited to just the victim, it extends to the family and support networks of the victim.
- ii. FVS provides assistance and support to family violence victims who are applying for a restraining order and/or involved in a Family Violence List matter.
- iii. FVS workers assist family violence victims including providing information, counselling, referral to other support agencies, support at court court preparation, assistance with filing statements and complaints, undertaking a safety risk assessment and preparing/submitting reports for family violence list matters.

D. Family Court Counselling and Consultancy Service (FCCCS)

- i. FCCCS workers undertake assessments and provide recommendations for parenting cases. This includes being involved in Child Related Proceedings and for those cases where FCCCS involvement is required, undertaking case assessment conferences, family reports, child inclusive conferences and child dispute conferences.

- ii. FCCCS workers work directly with Family Court clients through either one on one or group sessions.

E. Court Welfare Services and Volunteer Support Groups

- i. At all times there should be the capability to accommodate volunteer groups who add value to the overall justice service available to the community within the courthouse.

7.3 Accommodation Requirements (Provisions, Location & Relationships)

A. Provisions

i. Waiting and Adjournments

a. Protected Witnesses

The Higher Courtroom shall have contiguous with it, a small sitting room including a unisex toilet for a witness and accompanying protection officer(s).

b. Witnesses and Observers

1. Open waiting areas shall be adequately separated from each other so that the following activities can take place concurrently:
 - discreet conversation between parties to a matter with adequate separation from other users;
 - enable the viewing of television without disruption to others; and
 - enable quiet reflection/meditation by individuals.
2. Open waiting areas shall accommodate 50% of the public gallery capacity (30% seated, 20% standing) within the courtrooms and be arranged in two seating groups. Generous passageways/ circulation paths are needed between the open waiting areas so that at peak times, large numbers of waiting people do not block access to the courtrooms.
3. A refrigerated drinking water unit shall be provided for each courtroom floor.
4. Toilets, general use and disabled use, are to be sized for peak demand periods usually at starting and recessing times.

ii. Participant Support Services

a. Remote Witness Facilities

1. A minimum of two remote witness facilities **including waiting areas** are to be provided and capable of being used by adult and child witnesses in circumstances where it is appropriate that their evidence is taken by the court without them appearing in the courtroom in-person. Facilities shall be located to ensure that child and adult vulnerable witnesses can be separated when matters are being heard simultaneously.
2. Proximity of the Remote Witness rooms to the courtrooms is essential due to a requirement for physical evidence being transferred readily from the courtroom to the witness within the Remote rooms via the public circulation system.

b. All Services for Witness/Victims

1. Dedicated accessible toilet shall be provided. Adult and child witnesses can share these toilet facilities.
2. In addition to the above, a suite of accommodation shall be provided to include the following:

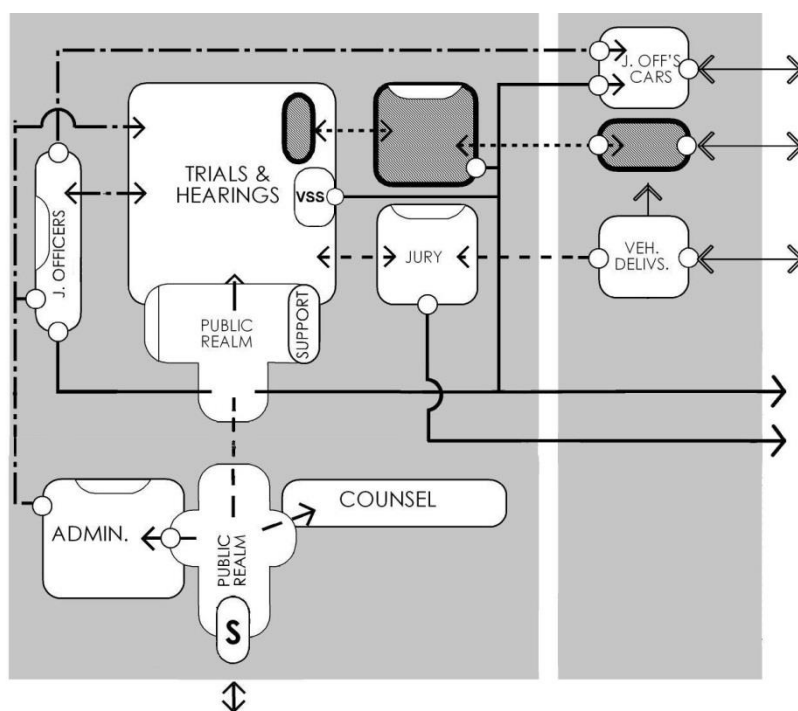
SECTION C

- Access and security into the accommodation controlled by staff.
- Waiting area to accommodate separate groups of children and adults.
- Separate individual offices for child witness preparation officers/victim support workers/family violence officers are required with desk and table capable of accommodating up to 6 persons around a table. Floor space to work with children and toy storage shall be provided in child witness preparation offices.
- Tea/coffee/drinks facilities.
- Hot desk office space for volunteers

B. Technology

- In all parts of the public domain, including witness waiting rooms and lounges, it should be possible to use mobile phones and laptop computers. Power is to be available for laptop computers in each waiting room and at places in the public domain.
- TV monitors for free to air and cable TV programs are required in waiting areas to courtrooms and to mediation/hearing room suites. The location of these and the seating arrangements related thereto should ensure that sound does not impact adjacent areas.
- Clocks are to be located in all public areas and accommodation for support groups, so that users can easily monitor time.

8. Custody



AFFINITY MODEL - CUSTODY

(read in conjunction with the AFFINITY MODEL OF THE O/A COURTS BUILDING)

8.1 Overview

SECTION C

- A. This component covers the accommodation requirements for the accused, whether on bail or in custody, and witnesses who are in custody who are received and processed through to the Court. It also covers the needs for those witnesses (in custody) who are vulnerable witnesses or in a witness protection program.
- B. The purpose of this component of the Design Brief is to provide the minimum requirements to enable the development of the optimum custodial areas. These areas must incorporate the necessary accommodation, plant, equipment, security and technology required to provide the Custodial Services efficiently, safely, economically and in accordance with State's requirements. Reference is made to the Aboriginal Cultural Brief and the specific requirements therein that relate to the design of custodial areas for indigenous people, particularly in relation to the need for exercise areas (custody areas shared with police), natural light and ventilation.
- C. Custody accommodation will be located in either the courthouse or co-located Police lock-up.
 - i. The custody related accommodation facilities include the sally port, a Custody Centre for persons in custody, Bail Holding Facilities, circulation to and from courtrooms and if necessary, holding areas at courtrooms. There is also to be a central control room to control movement and supervise all custodial areas including outdoor area for PIC and holding cells. A search room, decontamination facilities and non-contact interview facilities are also required.
 - ii. The planning, design, operation and management of the custodial areas and the service are to meet the design capacities stipulated in section C.8.3 Accommodation Requirements (Provisions, Locations & Relationships).
- D. Activity flow diagrams and detailed explanation demonstrating the functionality and process within the Custodial Area are included in Section C.12 Activity Flow Diagrams.

8.2 Design Criteria (Operational & Planning Principles)

A. Generally

- i. The consultant is advised to review the report in Appendix 1 that relates to custody.
- ii. Design and construction of the custodial centre will be subject to assessment and commissioning tests at designated stages. Commissioning tests will include 'actual' performance testing by the State of any materials, fixtures, fittings and construction methods including simulated attempts by the State to escape from the Custodial Areas to ensure fitness for purpose.

B. Principles

- i. The design of the Custody Centre will need to respond to the following:
 - a. Segregation for the various PIC categories to minimise risk and maximise safety.
 - b. The accommodation should be flexible to meet varying degrees of security risk. Notwithstanding this, an emphasis shall be placed on innovative accommodation solutions that support

SECTION C

active management strategies in dealing with PIC risk status and behaviour.

- c. The cell designs shall:
 - 1. Comply with WA Police Building Code (Version 3.0) with amendments identified in this document.
 - 2. Make provision for high risk PIC.
 - 3. Have electronic surveillance (CCTV) and where possible direct line of sight from operations desk into the cells.
 - 4. In cell CCTV should not provide a full view of any person using the in cell toilet. This is to be achieved through placement of the camera in the opposite corner of the cell to the toilet or through pixel algorithm changes.
 - 5. Provide excellent visibility in and out of the cells using clear front cells, viewing panels or similar.
 - 6. Have AV screen for viewing proceedings of the Court from at least one cell.
 - 7. Have drinking water facilities.
 - 8. Have a toilet pan with privacy screening.
 - 9. Have television provided with capacity to play pre-recorded videotapes to all cells from a central unit.
 - 10. Where necessary, secure temporary holding areas are to be provided from the sally port for the effective loading/unloading and management of PIC from the transport vehicles.
- d. The custodial control room accommodating the operations console shall be separately secure from but have direct access to all cells and holding areas within the Custody Centre.
Windows of custody centre control rooms to be treated to prevent PIC observation of seated custody officers, CCTV monitors and other equipment and processes, while allowing officers to look out. Tinting to be such that light levels in custody centre areas conform to code.
- e. Design provisions and physical security systems must allow effective operational responses to duress alarms, emergencies or incidents in all parts of the Custody Centre. The Custody Centre shall be designed to provide maximum delay to any break-out or break-in attempt through physical layering/zoning of custodial holding, circulation and related adjacent areas.
- f. Fire isolation provisions and a safe and secure means of holding and evacuating PIC during an emergency. A secure fire isolated refuge zone shall be identified. From the refuge, there should be safe exits from which PIC can be loaded into vehicles and moved off site. Fire exit doors shall be designed and operated in such a manner that they do not compromise the perimeter security of Custodial Areas. Fire doors should fail secure.
- g. The public entry for the legal profession and authorised visitors must be physically separated for security purposes, requiring separated access and movement zones at all times. The entry point must be CCTV monitored with video intercom, have a physical security system and a personalised identification process.
- h. Natural light, access to ventilation (fresh air) and circulation/exercise space is desirable in the Custody Centre. Provide visual relief from within the Custody Centre and natural light into cells and holding areas.

SECTION C

- i. Custody facilities are to be free from risk of contraband incursion.
- j. All areas occupied by PIC are to be vandal proof.
- k. Provisions for PIC with disabilities.
- l. Provision of short-term food handling and storage.
- m. Acoustic isolation shall be provided to segregate the Custody Centre from all surrounding activities of the Courts locations, adjoining neighbours and Court Users.
- n. Have access hatches in the cell doors to enable passing of articles between the cell and the adjacent circulation space and to allow the fitting of restraints to PIC prior to releasing into adjacent spaces when necessary.

8.3 Accommodation Requirements (Provisions, Locations & Relationships)

A. Custody Centre Capacity

- i. Provide a custody facility that can manage the receipt, holding, welfare and movement of PIC/Bailees and custodial staff securely and safely.
- ii. Planning flexibility within the cells and Bail Holding room will allow for a future increase in PIC holding numbers.

B. Accommodation Specification

- i. The accommodation shall be designed to include:
 - a. Secure vehicle entrance (sallyport);
 - b. An arrival / assembly area;
 - c. Areas for PICs to be searched (including strip searching). In particular;
 - 1. The search area/room is not to be fitted with seating.
 - 2. The area used to strip search is not to be fitted with a hand basin.
 - d. Areas for PICs to be processed into and out of the custody centre;
 - e. Areas (separate from the cells) for PICs to be held until required to appear before a court;
 - f. An area to undertake decontamination procedures may be required depending on the project;
 - 1. The decontamination area/room is not to be fitted with seating.
 - 2. Taps servicing the decontamination area/room are to be fitted externally to the area/room.
 - 3. The door is to open out only, be lockable only from outside the area/room, and be fitted with a covered viewing hole.
 - g. Separate facilities for male, female and juvenile PIC allowing each category to be held and managed separately from one another. In addition there is a requirement for separate accommodation for segregated PIC. Similarly, separate facilities are to be provided for juveniles appearing as witnesses, protected witnesses, PIC from secure mental health hospitals, and defendants on bail having surrendered to the Court;
 - h. A minimum of five (5) cells is required;
 - i. Separate accommodation for legal counsel and authorised visitors to enter, be received and then interview the PIC. Non-contact interview facilities are to be provided; and

SECTION C

- j. Self contained staff facilities to negate the need to move out of secure custody area eg toilets, tea preparation.

C. Security Precautions in Custody Centre

- i. Maximum security is to be afforded to the Custody Centre perimeter and internal or external breaches of the perimeter are not permitted. Built facilities shall be designed and layered so that a single failure shall not result in an escape.
- ii. Surveillance capability (visual, and/or CCTV) shall be available to all custody circulation areas.
- iii. Physical security and circulation control systems should enhance the movement, containment and separation of PIC groups and allow for ease of supervision. Custodial circulation systems should not mix or cross over with other court user circulation systems.
- iv. The entry design of the sally port and Custody Centre should provide search and short-term holding capability.
 - a. The Custody Centre holding cells should be designed as maximum security cells with high surveillance.
 - b. Observation – There must be at least one (1) cell with high supervision to prevent any self harm. The Control Room should have direct observation to at least one (1) cell.
 - c. Bailee holding – Minimum Security Bail Holding room with appropriate furniture.
- v. The design should recognise the need for the flexible management of the various PIC classifications.
- vi. The design of the PIC holding areas should provide physical security complimented with electronic surveillance and management systems, to allow effective operational supervision.
- vii. Cell furniture to be secure and comfortable. It must be robust with vandal proof padding.
- viii. A separately secured centralised operations centre is preferred to maximise sight lines.
- ix. Secure staff amenities area.

D. Electronic Security

- i. Electronic security requirements are listed throughout this section.
- ii. Refer to Section D.1.4 Electronic Security within this volume for technical requirements.

E. Bailee Accommodation

- i. There is to be a place for security searches of bailees proceeding to courtrooms via custody.

F. Holding Cells

- i. **Courtrooms**
 - a. To avoid any delays in the operation of the courts and maximise the management of PIC, holding cells should be provided at each court. These holding cells are to provide minimum safety, security and welfare amenity:
 - 1. Allow holding of PIC:
 - Before and during trials, during short trial adjournments;
 - Where the PIC has been disruptive in court;
 - 2. Allow segregation of PIC and facilitate efficient transfer from holding cell to court/ Custody Centre.

G. Interview / Visit Facilities

- i. To facilitate confidential discussions during interviews/visits with PIC from legal representatives, welfare and other authorised visitors non-contact visit facilities are to be provided. Legal representatives and others are not to enter the custody side of the custody centre in order to conduct non-contact visits.
- ii. The rooms should have CCTV monitoring, duress alarm on the legal representative side of the interview room, and fixed furniture.
- iii. There must be provision to pass documents through a monitored lockable hatch controlled by the Custody Staff, with the hatch located in a position adjacent to the interview room but not in the room.

H. Sally Port and PIC Loading Area

- i. The function of the sally port is to provide an area to check PIC and escort vehicles entering and leaving the custody building.
- ii. The loading area is to allow safe and secure loading and unloading of PIC.
- iii. The sally port and PIC loading area shall be of sufficient size to accommodate the current and future vehicle types. The following dimensions and requirements are to be checked for currency prior to finalising the Accommodation Schedule and starting any design work.

Table 2 – Vehicle Access to Custodial Facilities

| Table 2 – Vehicle Access to Custodial Facilities | | | | | |
|--|-------|--------|-----------------------|------------------------------|----------------|
| Vehicle | Width | Length | Actual Vehicle Height | Recommended Clearance Height | Turning circle |
| (Dimensions in metres) | | | | | |
| | | | | | |
| To be determined at time of planning specific facility | | | | | |
| | | | | | |
| Future | | | | | |
| Rigid Truck | 2.50 | 12.50 | 4.30 | 4.40 | 17.00 |
| Omni bus | 2.50 | 14.50 | 4.30 | 4.40 | |
| Width dimensions do not include any clearances for mirrors. Heights include antennas and air-conditioning units & roof mounted fittings. Lengths make no provision for a property trailer to the vehicles. | | | | | |

- iv. The PIC loading area shall:
 - a. Allow for the unloading of PIC from both sides and from the back of the vehicles. A minimum of 2.5 metres must be allowed on each side of the vehicle such that there is sufficient space for the easy loading, unloading and checking of PICs prior to them entering the Custody Centre.
 - b. Be fitted with interlocking doors (all doors) to custody that must not be capable of being opened whilst the vehicle entry/exit roller doors/gates are open.
 - c. Supervision and control from the Custody Centre, and full CCTV monitoring.
 - d. Be secure from intruders, public and press.
 - e. Be impossible for any person or camera outside of the Custody Centre to observe into the PIC loading area.
 - f. Be on the same level as the Custody Centre.

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- v. The sally port shall be provided to:
 - a. Allow a space for the checking of the vehicles, including undercarriage and roof.
 - b. Allow for the unloading and storage of firearms.
- vi. The sally port shall incorporate electronic interlocking doors and electronic surveillance.

I. Security and Monitoring Control Room

- i. A control room shall be provided inside the Custody Centre within a secure perimeter that allows:
 - a. Optimum visual surveillance within the Custody Centre.
 - b. Capacity for storage of security related equipment and other items.
 - c. Flexibility to accommodate future IT requirements.

J. Staff Amenity Provisions

Provide secure staff amenities that include lunch area, change rooms, toilets and showers appropriate for the number of staff.

K. People with Disabilities

Facilities for people with disabilities in the Custody Centre that will cater for their safety, security and special needs are required.

L. Food Services

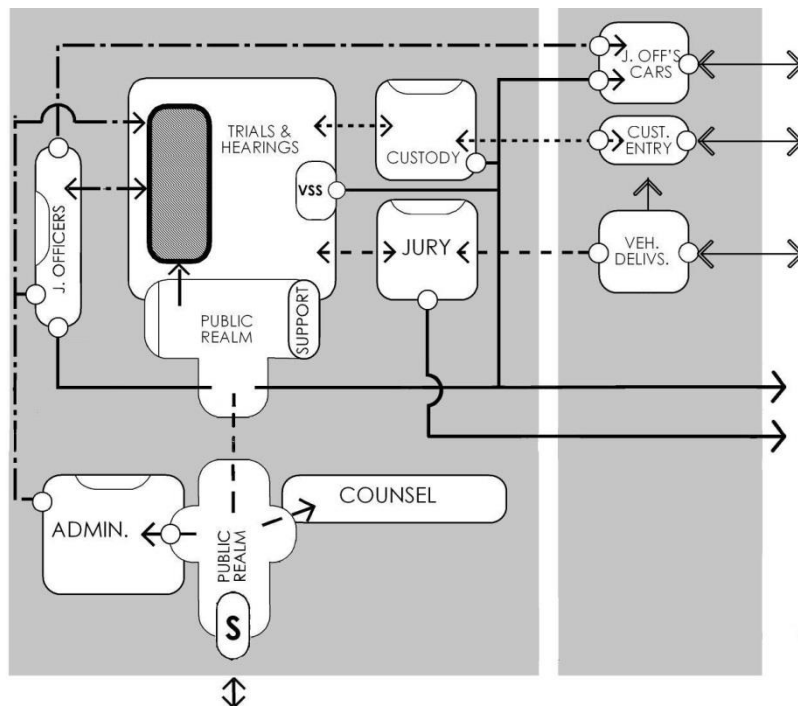
The necessary facilities for the handling and distribution of food for PIC in compliance with the relevant food and hygiene regulations are required.

M. Cleaning and Hygiene

PIC must have access to:-

- a. Water in all cells
- b. Minimum of one shower facility within the Custody Centre
- c. Toilet and wash basin facilities in all cells
- d. Sanitary disposal units

9. Mediation and Pre-Trial Conferences



AFFINITY MODEL - MEDIATION

(read in conjunction with the AFFINITY MODEL OF THE O/A COURTS BUILDING)

9.1 Overview

In Western Australia there is a highly developed program of mediation and pre-trial conferences and in the District Court this results in less than 10% of civil matters going forward to trial. Most of this mediation work is in personal injury claims but there is also commercial mediation.

Mediation, hearings and pre-trial conferences take place in conference type settings.

Mediation hearings usually start with all parties together and if required they will adjourn to separate conferring (meeting) rooms to consider positions and then reconvene with the mediator. Sometimes the mediator will move between mediation rooms. They therefore need access to suites made up of mediation rooms with access to meeting rooms.

In 'personal injury' mediation the matters tend to follow standard patterns with a small group of counsel and solicitors handling the bulk of the work for both the plaintiffs and the accused. Frequently the aim of the mediation is to establish a fair resolution and to gain its acceptance by the plaintiff who is frequently under significant stress. While this form of mediation is termed a pre-trial conference it has a very high success rate and usually avoids a trial. Frequently the benefit of the mediation is achieved simply by bringing the parties together and relatively little active mediation is required.

In addition to the set mediation program there are numerous forms of hearings and conferences that are associated with matters before a Court, before and after the trial. There will be more in the future. These hearings include alternative dispute resolution, preliminary hearings on evidence and negotiation of numbers of witnesses and length of submissions, pre-trial conferences including the signing of orders, taxing of costs, presiding over procedural matters pre-hearing and case management determinations. These various hearings and pre-trial conferences will need access to the same rooms

SECTION C

described above. The civil courtrooms shall be used for those matters that require more formal settings.

Any mediation, hearing or conference involving a PIC will be conducted in a courtroom.

Participants in mediation and hearings usually will be the registrar and sometimes an “associate” (clerical officer) plus the parties to the matter. In case management hearings the participants will be a registrar and a case management clerk, plus the parties to the matter. Sometimes a judge will sit in place of the registrar.

Personal injury mediation can involve physically disabled people. Provisions should allow the occurrence of a number of disabled persons and their carers within the Facilities at the same time. Access to and within space provision shall therefore allow for ease of negotiation of wheelchairs.

Activity flow diagrams and detailed explanation demonstrating the functionality and process within the pre-trial conference area in respect to the movement/ activity of Judicial Officers and counsel and litigants are included in Section C.12 Activity Flow Diagrams.

9.1 Design Criteria (Operational & Planning Principles)

The judiciary, other Judicial Officers and administrators are to have access to videoconference facilities in mediation rooms.

The videoconference capability within mediation rooms is to be available for scheduled use and may on occasions be booked for the use of other functions of the Court.

On arrival for mediation, parties and counsel will report to a courts administration counter and be assigned to a meeting room. They will then go to the appropriate waiting area, where they should be able to sit and talk with other counsel, read, work and make phone calls. From the waiting area, access must be available to toilets.

Mediation and meeting rooms are to have views out. Some can have borrowed views into passageways or across other spaces, as long as the activities of neither are compromised.

Acoustic isolation of all the meeting and mediation rooms is of paramount importance (refer to Acoustic & Sound Reinforcement Specification under Section F).

9.3 Accommodation Requirements (Provisions, Location and Relationships)

Refer to section C.11 Schedule of Accommodation for the facility provision within the mediation and pre trial conference suite.

B. Provisions

- Waiting area at courts registry counter.
- Waiting area outside meeting and mediation rooms.
- Mediation rooms with video-conference capability.
- Meeting rooms.
- Access to public toilets.
- Mediation room layout shall provide for the accommodation requirements of 3 to 4 document trolleys.

C. Location

- Readily accessed from the Courthouse entrance lobby and registry.

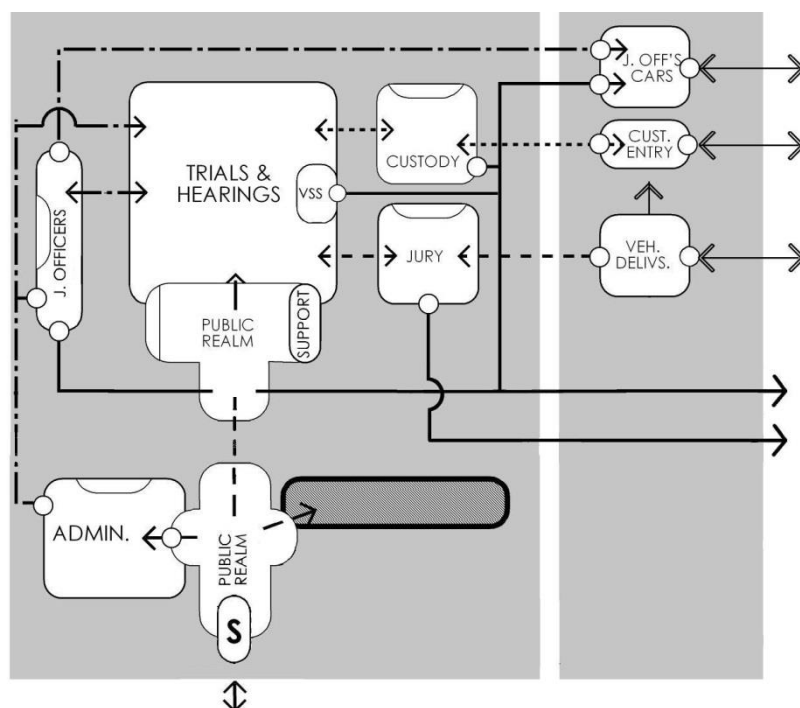
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- To be accessible off the public realm for meeting and mediation rooms.
- Registrars are to have the ability to leave mediation rooms by immediate access to a private staff circulation system, connecting via the Judicial Officers' circulation system to their chambers.

D. Technology

- Technology could increase in diversity and usefulness in both recording and viewing, including participation by CCTV.
- Concealed duress alarms shall be provided in all meeting and mediation rooms for the use of the Judicial Officer if he or she is under threat.

10. Legal and Support Agencies (External)



AFFINITY MODEL - COUNSEL

(read in conjunction with the AFFINITY MODEL OF THE O/A COURTS BUILDING)

10.1 Overview

This section includes:

- Legal counsel
- Legal Aid WA
- Aboriginal Legal Service (ALS)
- DPP
- Self- represented litigants

Accused persons appearing in the Magistrates, District and Supreme Courts are largely represented by lawyers. All lawyers require access to interviewing rooms adjacent to courtrooms as well as access to the non-contact interview rooms.

Legal Aid is funded jointly by the Federal and State governments and will continue to have its operations off site. Legal Aid provides services to accused in all criminal jurisdictions. Presently some 80% of defence legal representation in trials in the District Court is funded by Legal Aid.

The ALS is funded by the Federal government and will continue to have its operations off site. The ALS provides services to Aboriginal and Torres Strait Islander accused in all criminal jurisdictions.

The role of the DPP prosecutor is to represent State in criminal matters. At present the DPP initiate and conduct trials in the Superior Criminal Courts.

Self represented litigation is a growing phenomenon and the State is committed to providing appropriate support as part of its commitment to making justice more accessible to the community.

Activity flow diagrams and detailed explanation demonstrating the functionality and process relating to legal counsel are included in Section C.12 Activity Flow Diagrams.

10.2 Design Criteria (Operational & Planning Principles)

A. Counsel

The interview rooms should be easily accessible in the public realm and readily identifiable for public needing to make contact with their counsel.

Interview rooms are to be made available at the courtrooms, hearing rooms, and mediation rooms and at the Custody Centre.

Cabling to provide for the connection of telephone, facsimile, modem and other office facilities shall be provided to all counsel work areas and activated as required on a “pay as use” basis.

B. Self Represented Litigants

Self represented litigants will have equal rights to members of the legal profession and book interview rooms.

10.3 Accommodation Requirements (Provisions, Location & Relationships)

A. Provisions

Shared interview rooms shall be distributed on courtroom floors. Provide two interview rooms per courtroom.

Although all interview rooms are shared, there needs to be one interview room that is designed specifically for Legal Aid and one for the DPP. These two rooms for Legal Aid and the DPP are to include a desk, task chair, two visitors' chairs, a 900 high lockable cupboard behind the desk for printer and three full length lockers.

The location of the lockers needs to take into account the future possibility of robes being dispensed with and hence the space shall be capable of being re-used.

All other interview rooms are to be furnished with a round table and four visitors chairs. These rooms will be used by ALS, self represented litigants, Community Justice Services, Police Prosecutions and social workers. All interview rooms are available for the above on a booking basis through Courts Administration.

Locks, telephone and data points are to be provided for all rooms.

B. Technology

Generally, work areas for counsel are short duration office space necessitating use of lap top computers via telephone / data line. Access to videoconference capability if required shall be booked through the court administration.

11. Schedule of Accommodation**11.1 Space Planning Criteria and Standards****A. Schedule of Area**

- i. The following Schedule describes and groups the Facilities accommodation spaces.
- ii. The m² unit area is not to be viewed as being restrictive or absolute but is to be used as a guide only to the expected size and/ or standard of required accommodation.
- iii. Areas scheduled are nett areas or functional floor area. Functional floor areas do not include any allowance for:
 - Circulation and standard facilities provided for the common use of occupiers and/ or the public such as corridors, passages, lobbies, foyers, etc.;
 - Areas set aside for building plant such as mechanical plant, electrical equipment rooms, telecommunication switch rooms etc.;
 - Non-habitable building space such as that occupied by internal columns and other structural supports, internal and permanent partitions, lift shafts, service ducts etc.;
- iv. In open office spaces (e.g. general office) the functional floor area does not include any allowance for circulation space.
- v. A toilet amenity - The schedule of accommodation designates toilet provisions in specific areas but does not schedule the requirements for public use. Consultants are to calculate their own requirements in this regard and distribute provisions throughout the Courthouse in accordance with population demand.

Table 3 – Schedule of Accommodation

| Functional Space | No. Of Items | Floor Area | Total Nett Area | Comments |
|--|--------------|------------|-----------------|---|
| <u>Trials</u> | | | | |
| Higher Courtroom | X | 160 | | Area is for 18 Jurors. |
| Magistrates Large Courtroom | X | 120 | | |
| Magistrates Standard Courtroom | X | 100 | | Also for Children's Court hearings. |
| Family Law Courtroom | X | 120 | | |
| Subtotals | | | | |
| <u>Mediation & Pre-Trial Conf Rooms</u> | | | | |
| Mediation / Pre Trial Conference Room | 1 | 35 | 35 | To include AV equipment. |
| Meeting Room | 2 | 9 | 18 | As breakout space adjacent to pre-trial conference room. |
| Subtotals | | | | |
| <u>Trials and Hearings Support</u> | | | | Discrete access must be provided for Witnesses entering and leaving this zone. |
| Witness Services | | | | |
| Waiting area/lounge | 1 | 15 | 15 | Shall be segregated into two areas, 1 for adults & 1 for children. |
| Remote Witness Rooms | 2 | 8 | 16 | Located within suite of accommodation for witnesses. |
| Volunteers Office / Protected Witness waiting | 1 | 9 | 9 | Co-located with adult waiting area. |
| Witness Preparation / Office | X | 12 | | Number of rooms required is to be determined and are to be used by VSS, CWS, FVS. |
| Unisex Disabled Toilet | 1 | 6 | 6 | Dedicated within child and adult witness area. |
| Tea Prep | 1 | 2 | 2 | Locate in alcove. |
| Courtroom Support | | | | |
| Waiting areas at each courtroom | X | | | Waiting areas must have access to toilets. To accommodate 50% of public gallery of each courtroom with 30% seated and 20% standing. |

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| Functional Space | No. Of Items | Floor Area | Total Nett Area | Comments |
|----------------------------------|--------------|------------|-----------------|--|
| Interview rooms at Courtrooms | X | 8 | | 2 interview rooms per courtroom plus 1 additional for allocation as day space for support agencies e.g. Family Violence. |
| Public Toilets | 2 | 20 | 40 | Male and Female |
| Public Toilet Accessible | 1 | 6 | 6 | Unisex |
| Judicial Support | | | | |
| Exhibit Storage | X | 0.75 | | Located in Judicial circulation area. |
| Subtotals | | | | Does not include VSS & CWS |
| <u>Jury</u> | | | | |
| Reception/Enquiry Workstation | 1 | 5 | 5 | 2 staff positions. |
| Jury Pool Assembly Area | 1 | 65 | 65 | 1 sqm per person plus presentation space (55 jury panel). |
| Jury Deliberation Room | 1 | 50 | 50 | Includes juror personal effects storage lockers 12 off (stacked 4 high), tea prep and Unisex Disabled WC and Unisex WC. |
| Subtotals | | | | |
| <u>Judicial Officers</u> | | | | |
| Chambers | X | 24 | | |
| Judicial Officers Toilets | 2 | 6 | 6 | Unisex / disabled WC with shower and basin plus 1 unisex WC and basin. |
| Associates | X | 11 | | Includes small desk for usher. |
| Library/Research | 1 | 24 | 24 | Includes workstation for Research/Personal Staff. |
| Tea Prep | 1 | 4 | 4 | Shared by Judicial Officers and support staff. |
| Utility Alcove | 1 | 4 | 4 | Adjacent to library. |
| Storage | 1 | 5 | 5 | Associates trolley and file storage. |
| Subtotals | | | | |
| <u>Custody Provisions</u> | | | | |
| Holding Cells at the Courtrooms | 1 | 6 | 6 | Number assumes pairs of Court rooms with combined holding cells. All cells to include WC & Basin. |

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| Functional Space | No. Of Items | Floor Area | Total Nett Area | Comments |
|---|--------------|------------|-----------------|---|
| Custody Centre | | | | |
| Custody Admission /Reception | 1 | 12 | 12 | Provide counter with support workspace adjacent. |
| Custody Control Room | 1 | 24 | 24 | To accommodate 3 staff. |
| Duty Office | 1 | 12 | 12 | |
| Property Alcove | 1 | 4 | 4 | |
| Search Room | 1 | 6 | 6 | |
| Non Contact Interview Rooms | 2 | 2 | 4 | |
| Bail Holding Room | 1 | 8 | 8 | |
| Multiple Cells Medium (2 to 3 PICS) | 3 | 10 | 30 | Includes allowance for WC and basin. 1 cell to include CCTV. |
| Multiple Cells Large (5 to 6 PICS) | 2 | 12.5 | 25 | Includes allowance for WC and basin. |
| PIC Meals Preparation | 1 | 7 | 7 | |
| Staff Shower and WC | 1 | 6 | 6 | Unisex. |
| Detainee Shower | 1 | 3 | 3 | |
| Vehicle loading/unloading facilities | | | | |
| Sally Port | 1 | 150 | 150 | To accommodate maximum vehicle size of 14.5m length and 2.5m width plus minimum clearances of 2.5m all round. |
| Exercise Yard | 1 | 12 | 12 | Configuration to suit ultimate design layout. |
| Subtotals | | | | |
| <u>Administration</u> | | | | |
| Registries | | | | |
| Registry Counter / Waiting (Public side) | 1 | 50 | 50 | To include Counters/ Carrels for document preparation, waiting & brochure displays. Seating capacity for 4 minimum. Include disabled access to counter. |
| Interview Room | 1 | 9 | 9 | Adjacent to counter. Use for document inspection and confidential discussion. |
| Service Counters / Registry | 1 | 25 | 25 | Includes 4 counter positions including 1 for disabled. |
| Strong Room | | | | Included within Exhibit Store. |

SECTION C

| Functional Space | No. Of Items | Floor Area | Total Nett Area | Comments |
|---|--------------|------------|-----------------|---|
| Clerk of Courts | 1 | 11 | 11 | |
| Supervising Courts Officer | 1 | 9 | 9 | Large open plan workstation. |
| Open plan work stations (General Office) | x | 8 | | X staff in total including 4 permanent counter positions. |
| Utility Room | 1 | 12 | 12 | Accessed from Counter Positions and Staff/ Admin area. To include space for fax / photocopier / shredder / printers / recycling bins and paper storage. |
| Subtotals | | | | |
| <u>Staff Amenities</u> | | | | |
| Lunchroom | 1 | 25 | 25 | Shall include facilities to heat & refrigerate food, sink & dishwasher, bench tops, cupboards and store supplies. Include TV. |
| Shower/change space | 1 | 6 | 6 | Associated with bicycle storage. Include 1 unisex shower. |
| Staff Toilets | 2 | 5 | 10 | 1 male WC urinal and hand basin. 1 female WC and hand basin. |
| Staff Disabled Toilet | 1 | 4 | 4 | Unisex. |
| Subtotals | | | | |
| <u>Courts Records & Stores</u> | | | | Fire suppressant systems are needed. |
| Primary Storage – File Storage | 1 | 24 | 24 | To be located adjacent to the Registry Counters. Include stationary storage |
| Secondary Storage – Archival Storage | 1 | 12 | 12 | Allow for compactus. |
| Exhibits Storage | 1 | 9 | 9 | Include safe. |
| Subtotals | | | | |
| <u>Public Foyer spaces</u> | | | | |
| Public Foyer | 1 | 50 | 50 | Includes entry orientation information and listing screens. Space allocation to be separate from Court waiting area. |
| Security Control | 1 | 50 | 50 | To include airport style security, search room and armoury. |
| Court Security Office | 1 | 15 | 15 | Located near entry off |

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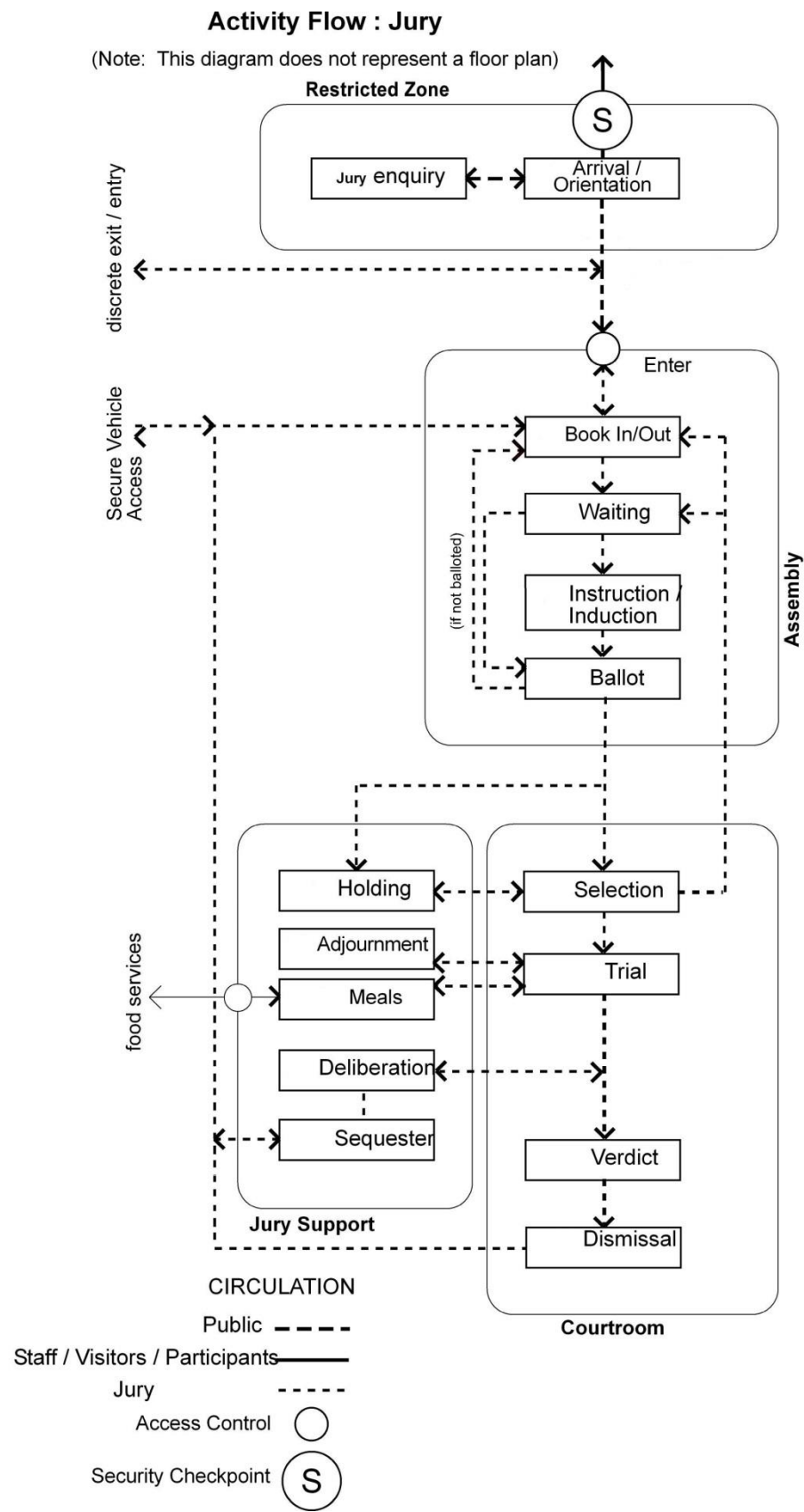
| Functional Space | No. Of Items | Floor Area | Total Nett Area | Comments |
|---|--------------|------------|-----------------|--|
| | | | | public zone |
| Reception/ Information | 1 | 6 | 6 | Counter space for 1 person and under bench storage for media cameras etc. |
| Children's Area | 1 | 10 | 10 | To be located off either public foyer space or public waiting area outside courtrooms. |
| Subtotals | | | | |
| <u>Building Services</u> | | | | |
| Cleaners Storage | 1 | 3 | 3 | |
| Electrical & Mechanical Plant Rooms | | | | |
| Switch room | X | | | On merit. |
| Main Substation | X | | | To be negotiated with Western Power if applicable. |
| Mechanical Plant Rooms | X | | | On merit. |
| Communications | | | | |
| Telecommunications Equipment Room (third Party Equipment) | X | | | |
| State's Main Communications Room | X | | | |
| Courts IT Room | X | | | |
| AV Central Equipment Room | X | | | |
| Court AV Equipment | | | | Incorporated within each court as min of 2 19" racks. |
| Building Generally | | | | |
| Audio Visual Support (Control Room) | 1 | 5 | 5 | For guidance - every 1-4 courtrooms allow space for 1 Technician (5sqm). |
| Equipment Store | 1 | 20 | 20 | |
| Parenting/First Aid | 1 | 5 | 5 | |
| Vehicles | | | | |
| X parking bays at 28sqm per bay | X | 28 | | Undercover and secure parking for all Judicial Officers including 1 disabled, 1 for Clerk of Courts, and 1 spare for authorised use. |
| Bicycle Storage | 1 | 10 | 10 | Undercover secure storage for up to 5 bikes. |
| Subtotals | | | | |
| Total Nett Usable Area | | | | |

The following areas are taken from courthouses completed from 2001 to 2015.

| COURTROOM AREAS | | | | |
|------------------------|---------------------------|---------------|--------------|----------------|
| COURTHOUSE | Courtroom | Length | Width | Area m2 |
| KUNUNNARA | | | | |
| | Jury | 16 000 | 10 000 | 160m2 |
| | Magistrate | 13 500 | 9 000 | 122m2 |
| | Pre-trial Conference | 7 500 | 5 500 | 41m2 |
| CARNARVON | | | | |
| | Jury | 13 000 | 11 500 | 150m2 |
| | Magistrate | 13 000 | 9 800 | 127m2 |
| | Pre-trial Conference | 6 000 | 4 500 | 27m2 |
| KALGOORLIE | | | | |
| | Jury | 18 000 | 10 000 | 180m2 |
| | Magistrate (large) | 14 000 | 9 100 | 127m2 |
| | Magistrate (medium) | 10 000 | 9 100 | 91m2 |
| | Pre-trial Conference | 6 500 | 4 000 | 26m2 |
| ALBANY | | | | |
| | Jury | 14 300 | 10 800 | 154m2 |
| | Magistrate | 12 000 | 9 300 | 112m2 |
| | Pre-trial Conference | 6 800 | 4 600 | 31m2 |
| FREMANTLE | | | | |
| | Jury | 13 500 | 11 400 | 154m2 |
| | Magistrate (large) | 13 500 | 11 400 | 154m2 |
| | Magistrate (medium) | 11 000 | 9 000 | 99m2 |
| | Pre-trial Conference | 6 500 | 3 800 | 25m2 |
| HARVEY | | | | |
| | Magistrate (police court) | 9 500 | 7 800 | 75m2 |

12. Activity Flow Diagrams

12.1 Section C.5 – Jury



A. Activity Description For Activity Flow – Jury

i. Arrival/Orientation

Those summonsed for jury duty (jury pool members) arrive at the general entry to the courts complex, well in advance of court proceedings – from 8:00 am, and they should be allowed to enter the Courthouse for shelter.

They may arrive in large numbers and will need clear directions to the jury assembly area, without clogging the public information desk or kiosk. Alternatively they may be directed in advance to enter the Courthouse via a dedicated Jury entry point.

ii. Security Check

They will have passed through a Primary Security Checkpoint prior to entering the Courthouse.

iii. Enter Jury assembly area

This will occur through a dedicated entrance at which jury reception will manage, check and control movement in and out.

iv. Book In/Out

Jury pool members are checked in on production of their summons and are electronically scanned via a networked computer.

On leaving the assembly suite, all jury persons will book out, and may receive documentation for jury duty payment if no longer required at the end of the trial. Alternatively this may be managed electronically directly into personal accounts.

v. Waiting

Jury members will be encouraged to settle into the assembly area where they should be able to sit, relax, read, watch television, work and make phone calls. The assembly area should therefore be arranged in a formal seating configuration and have access to tea / coffee facilities.

The assembly area must be self-contained and have access to toilets, refreshment facilities and secure outdoor space. Adequate toilets must be provided to cater for peak times.

Access to an outdoor area is desirable. This space must have dedicated connection to the assembly area and should not be overlooked by other court areas.

vi. Instruction / Induction

Instruction is given on courtroom protocol and then jury panels are selected by ballot.

vii. Ballot

A digitised ballot system will be used to select groups of pool members, now called a jury panel, to be taken to a courtroom for the selection of the jury.

viii. Holding (at the courtroom)

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There can be need to hold a jury panel before entering the courtroom if legal discussion is taking place in the courtroom. On occasions, it will be required to exclude the jury panel from the courtroom for the same reasons. Under these circumstances there is the need for temporary holding of the jury panel.

Jury recess/deliberation must accommodate all jurors including reserves leading up to the deliberation phase. Lengthy adjournments could see jury free to go to a more comfortable waiting area. Shorter adjournments/interruptions would require all the jury to stay close by.

On day two onwards there is a need for empanelled juries to gather and wait prior to recommencement of the trial.

A discreet entry to the jury zone and particularly for empanelled juries from the public realm needs to be provided away from general public view.

Jurors, whether empanelled or otherwise, would be required to report at reception in the assembly room to be registered for the day's proceedings.

ix. Jury Selection

The jury panel is seated in the public gallery from where they are challenged by both counsel and the accused. An empanelled jury is thus formed including alternates (reserve jurors) for lengthy trials, which could take the number of the jury to 18.

The balance of the jury panel relocates to another courtroom and is again challenged to form a jury. The movement of this group to the next courtroom should be through public circulation.

For trials involving multiple accused, the jury panel may be too large to be accommodated in a particular courtroom. In this case the selection of the jury can be conducted in any available courtroom, and then relocate to the listed courtroom after selection. Alternatively a large courtroom could be located close to the jury assembly room fitted with CCTV. This would enable the excess jury panel to sit in the assembly room and maintain contact with the proceedings. It would also enable jury persons to move efficiently to the courtroom.

A Jury Officer is allocated to each empanelled jury and manages them to the end of the trial.

The balance of the jury panel returns to the assembly room to wait for a new ballot or dismissal for the day.

x. Adjournments

Adjournment will occur for tea breaks, meals or short periods of exclusion from the proceedings of the trial.

Minimum delay is required for the return of the jury to the proceedings.

The deliberation rooms will need to be located adjacent to the courtrooms.

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There can be between 14 and 18 persons on the jury at this stage. It is only on deliberation that a maximum of 12 jurors occupies the jury deliberation room (i.e. at the conclusion of a trial).

xi. Meals

Generally, empanelled jurors will not be provided with meals. They will be able to eat outside of the Courthouse, in the jury assembly area, or bring their own food to the adjournment space or deliberation room. These arrangements would be subject to order by the Judge.

Facilities for jury persons to store personal food (small fridge) will need to be provided in the dedicated deliberation rooms, as well as storage of eating utensils and provision of a small sink.

Jury persons whilst undergoing deliberation will be provided with quality meals, which will be brought in from outside caterers. When the jury is deliberating and if allowed by the summoning officer, Jury Officers will be served meals separate from the jury at a shared Jury Officers station adjacent to the courtrooms within the jury circulation area.

Jury Officers will deliver meals, beverages and snacks to deliberation rooms.

It must also be possible to provide food service into the assembly room to cater for other courts activities, when jury activities are not in session, or juries deliberating in this area.

xii. Deliberation

Only a jury of 12 retires to consider their verdict in the deliberation room. At this stage remaining empanelled jurors will be dismissed and escorted to the assembly room to book out.

Deliberation can be a stressful experience. For this reason a comfortable environment is needed and space for dining provided. Each deliberation suite must include two toilets, one designed for use by the disabled.

An external view to outdoor space is highly desirable. It would also be desirable to have access into an outdoor space (and for use by smokers) supervised by the Jury Officer. This space must be out of view from surrounding buildings and from the public.

xiii. Sequestering

The jury remain together until a verdict is reached.

At the end of the day the judge monitors the likelihood of the need to continue deliberation into the next day. If so, the jury and Jury Officer can be sequestered at a hotel, for overnight accommodation.

Access to the hotel will be through a secure vehicle access zone, where taxi's can enter by special arrangement or, jurors can be transported by a court arranged bus.

xiv. Verdict

Once the jury has “reached agreement”, they return to the courtroom, and announce their verdict.

xv. Dismissal

The jury is dismissed by the judge in the courtroom. The Jury Officer escorts the jury to the jury deliberation room where they book out and exit discretely.

xvi. Special Requirements

Movement of Jury Persons

In all cases, the jury panels, and in particular sequestered and empanelled jurors are kept separate from all other trial participants. There will be times when an empanelled jury will need to return to the jury room directly via the discrete entrance without movement to the assembly room especially when the assembly room is being used to facilitate a new jury panel for court. There may also be times when an empanelled jury will be asked to wait in the assembly room whilst a new panel is being selected. For this reason, jurors must be able to move into and out of the facilities via the following alternate routes;

- a. Via a readily accessible access between the jury assembly room and the general entry area to the Facilities; or
- b. Direct access between the jury assembly room, the jury deliberation room and the discrete exit door via a dedicated circulation area without having to circulate through the public space.

All jury persons must be able to return to the assembly room to book out, and / or receive documentation for payment, and also to retrieve personal items before leaving the Courthouse.

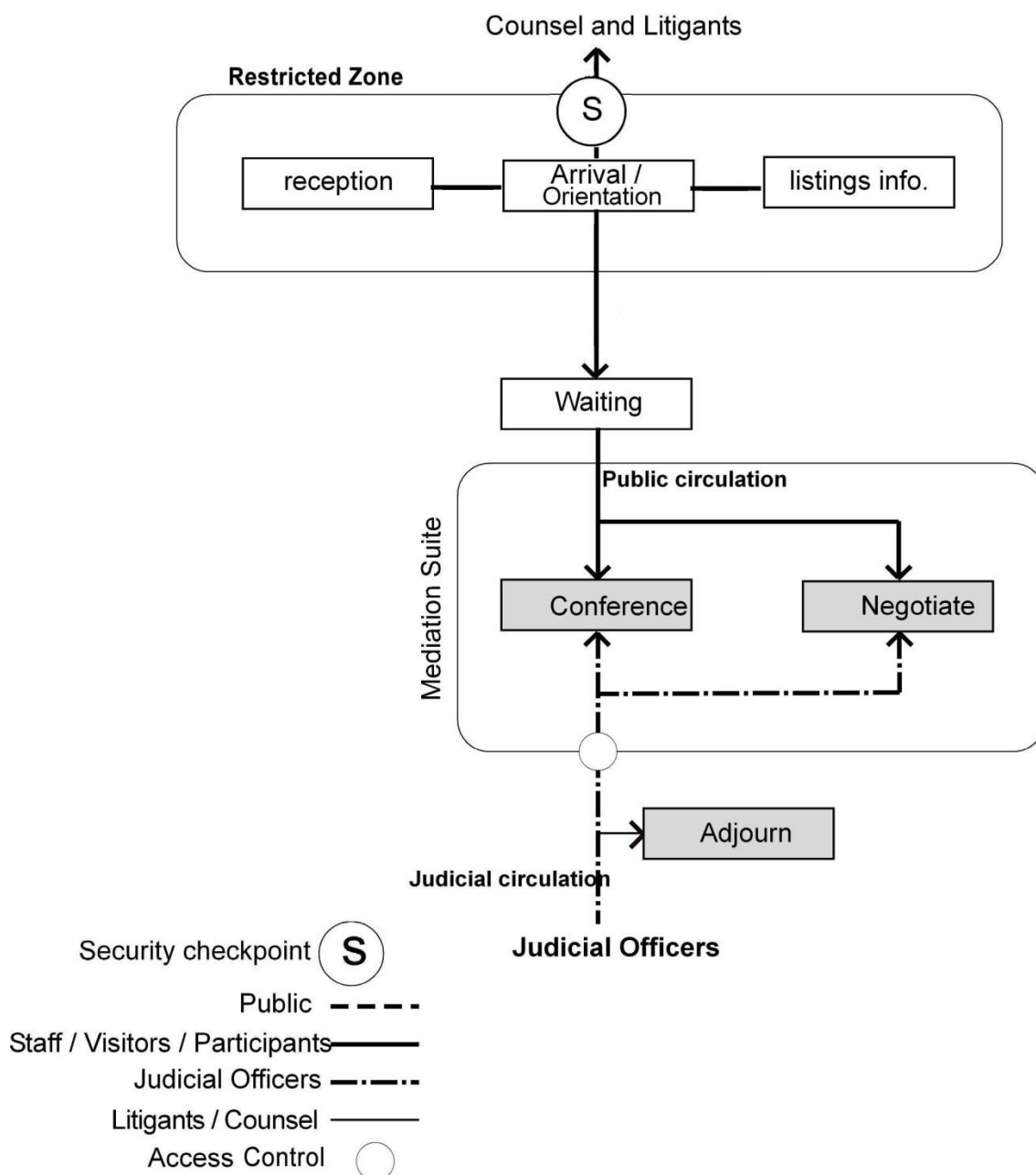
Lockers for Empanelled Jurors

They will be given access to individual secure lockers to store personal items if needed in the jury deliberation room. A space for storing personal items such as umbrellas needs to be provided.

12.2 Mediation and Pre-Trial Conferences

Activity Flow: Mediation and Pre-Trial Conferences – Judicial Officers

(Note: This diagram does not represent a floor plan)



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A. Activity Description For Activity Flow – Mediation and Pre-Trial Conferences

i. Enter the Conference Room

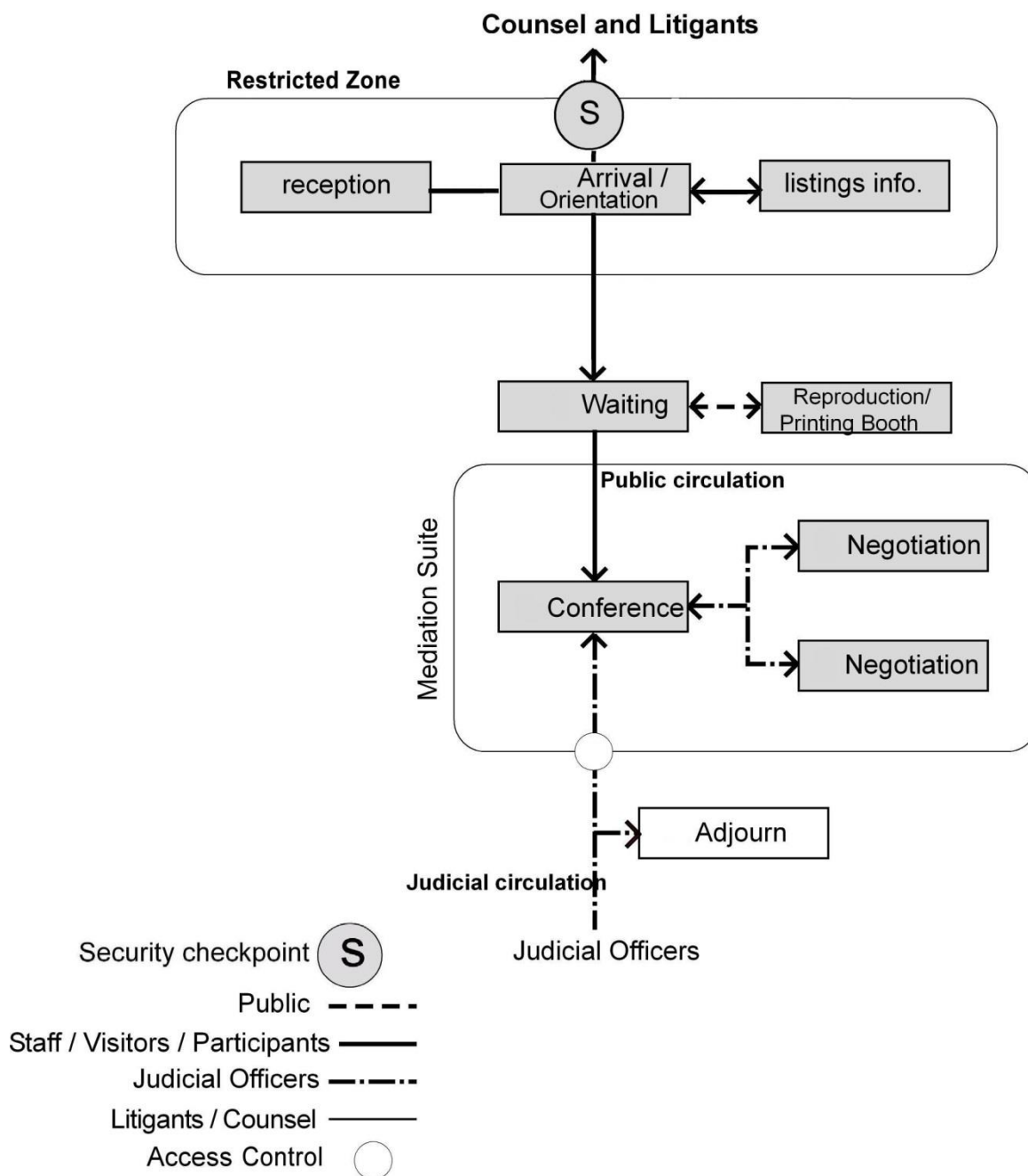
The Judicial Officer enters the conference room through a separate security controlled door from the judicial restricted circulation system or court administration area and summons the litigants from the waiting area into either Pre-Trial conference room or adjacent meeting room.

ii. Liaise with Litigants

The Judicial Officer moves between the parties in either room to help the discussions reach a resolution.

B. Activity Flow: Mediation and Pre-Trial Conferences – Counsel and Litigants

(Note: This diagram does not represent a floor plan)



C. Activity Description For Activity Flow - Mediations

i. **Arrival/Orientation**

Litigants and counsel arrive at the general entry to the courts complex, in advance of proceedings. They may need reference to Listings information on their appointment. They may also need clear direction to the conference room area, or attend to the matters at court registry.

ii. **Security Check**

They have passed through the public Primary Security Checkpoint at the entrance prior to moving to any other part of the Courthouse.

iii. **Waiting**

Litigants and counsel arrive at the conference room and settle into a small waiting area, where they should be able to sit and talk with counsel, read, work and make phone calls. From the waiting area, access must be available to toilets and refreshment facilities. Parties should also have access to a user pay photocopy facility within the Registry.

The waiting area must be arranged to afford litigants and their counsel some ability for private discussion and an ability to be seated away from the opposing party or parties.

iv. **Conference**

All parties are called into the conference room to attend the mediation. Discussion can be heated and stressful, and can continue for lengthy periods. A view to the outside is highly desirable but if unachievable a minimum provision is the ability to achieve borrowed light to help relieve any tension.

Parties may retire back into the waiting area for tea breaks and make use of other facilities.

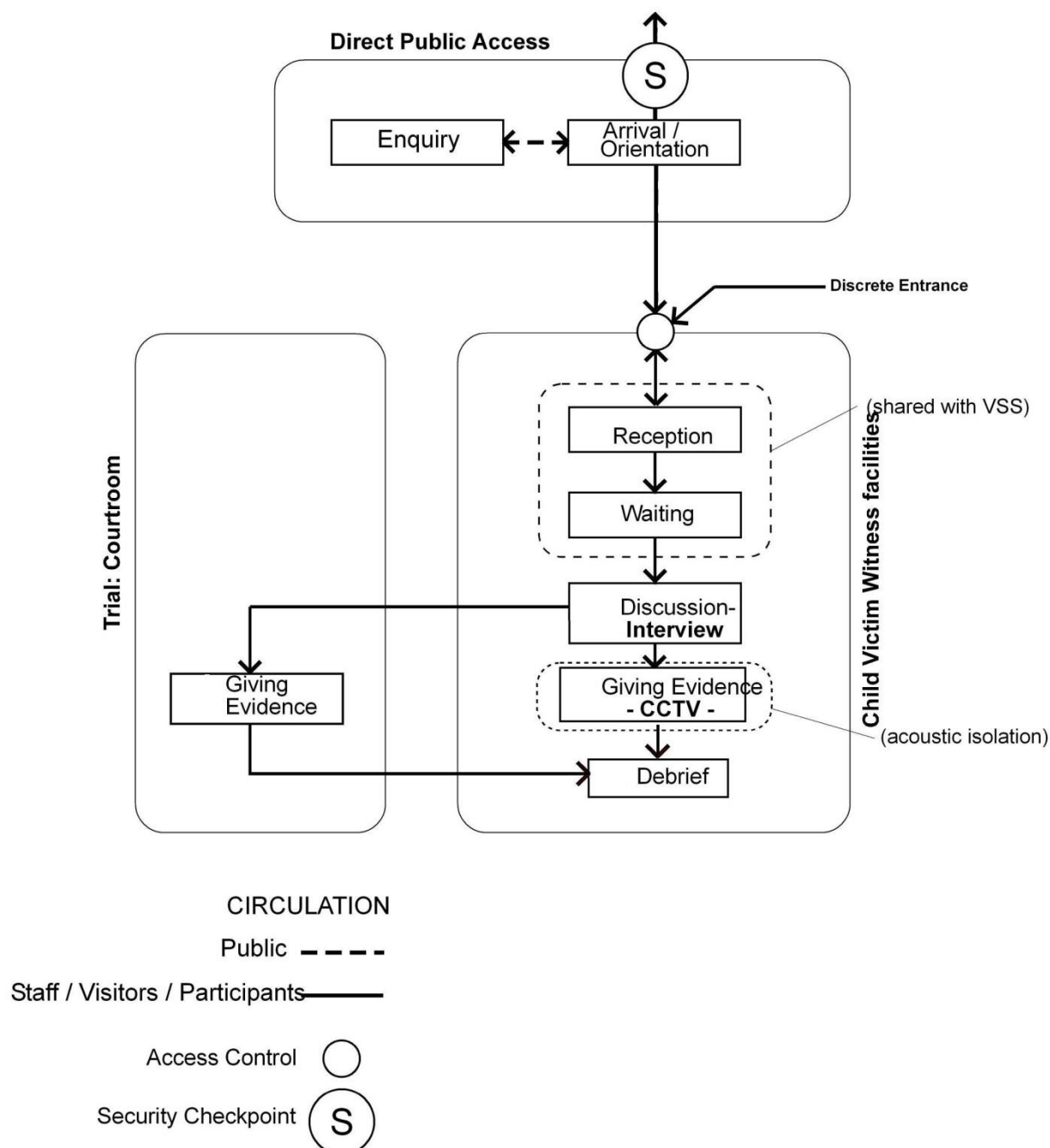
v. **Negotiate**

If required, the parties will separate, with one party moving to the adjacent meeting room for discussion amongst themselves. The parties eventually return to the pre-trial conference room for finalisation of the matter and then leave as they arrived. During negotiation the parties may retire back into the general public waiting area for tea breaks and make use of the facilities.

12.3 Trials and Hearings Support

Activity Flow: Trials and Hearings Support

(Note: The diagram represents a generic circulation for Child and Adult Vulnerable Witnesses).



A. Activity Description for Activity Flow – Trials and Hearing Support

i. Reception

Staff within area are responsible for the security of the area and control access through the door. CWS clients are not to wait outside the secured CWS area and are to be provided with tea / coffee or

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cold drinks by the attending staff within the service not outside of the area.

(The tea prep area within CWS needs to be arranged to ensure no access is possible by young children).

A security intercom and CCTV system should be provided to allow CWS administration staff to see and talk to people wishing to enter the facility, and to unlock the door.

ii. **Waiting**

The general waiting area is organised into two small areas that can accommodate adults and children separately.

It is critical to the success of this service that children feel welcome to use the space; ample sunlight, a view out, possibly a secured outdoor area, bright colours and a fun atmosphere will contribute greatly.

It is important that the two (2) co-located CCTV rooms are acoustically isolated from adjacent waiting area, so that any noise generated by those waiting cannot transfer into a courtroom via audio visual links whilst evidence is being given.

iii. **Discussion**

This is the primary task of the service, where children are prepared to give evidence in court. This involves discussions between the child, a parent or friend, and the CWPO as well as one on one preparation between the CWPO and the child. The offices of the preparation staff must be large enough for the children to play on the floor and to accommodate family members when information is to be discussed. The room should afford the children total privacy.

The process of discussion occurs at several sessions of increasing frequency leading up to the trial. The purpose of this consultation is to explain the courts processes and to familiarise the child with the court and CCTV rooms so that the best evidence can be given. Furniture layout in these spaces is critical - with nothing to be between the child, the staff member and the CCTV rooms.

The CWPO's offices require seating for six around a table, floor space to work with the children, and usually office furniture and equipment, including toy storage. CWPO's see all clients in their usual office not in a separate "discussion room".

iv. **Giving Evidence**

Evidence is given in two ways, either in court, with a screen separating the child-witness from other participants in the trial, or via a closed circuit television (CCTV) system with a CCTV room as a part of the CWS. (Note: evidence in open court is rare).

Evidence given in court is covered elsewhere in this document under section C - Trials and Hearings, assumes access into the open public zone and through the security check to the courtroom.

The CCTV facilities are acoustically attenuated rooms with two television monitors and a video camera that allows live communication between the child witness and other trial participants

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in the courtroom. When the child is giving evidence, there is a “support person” (a relative or friend) and a CWS officer. There should be only one entry into each CCTV room.

When, or after giving evidence in the CCTV room it is desirable that the child be debriefed by the CWS officer. This takes place by the child and worker returning to the CWS office, which will be located near to the CCTV rooms. These facilities need to be located close to one another.

v. Debriefing

This takes place after the witness has given evidence and occurs in the staff offices as does stage 3 - discussion. The same design principles apply, it is not an additional provision.

12.4 Legal and Support Agencies

A. Activity Description for Activity Flow - Legal and Support Agencies (External)

i. Arrival/Orientation/Reception

Lawyers and general public arrive at the general entry to the Facilities with public being directed by way of clear signage.

ii. Waiting

Clients who have arranged to meet lawyers will be expected to wait outside of the respective courtrooms. The lawyers handling the case will interview their client within interview rooms accessible from the public waiting areas before making their way to courtrooms.

The interview room will be nominated by Courts Administration and be lockable, with counsel provided with appropriate keyed access on the day / days of the trial. Interview rooms will be used for robing and workspace.

iii. Interview

Clients having passed through the Primary Security Checkpoint shall have access to the interview rooms associated with courtrooms. Clients or witnesses called by lawyers will be interviewed in these rooms.

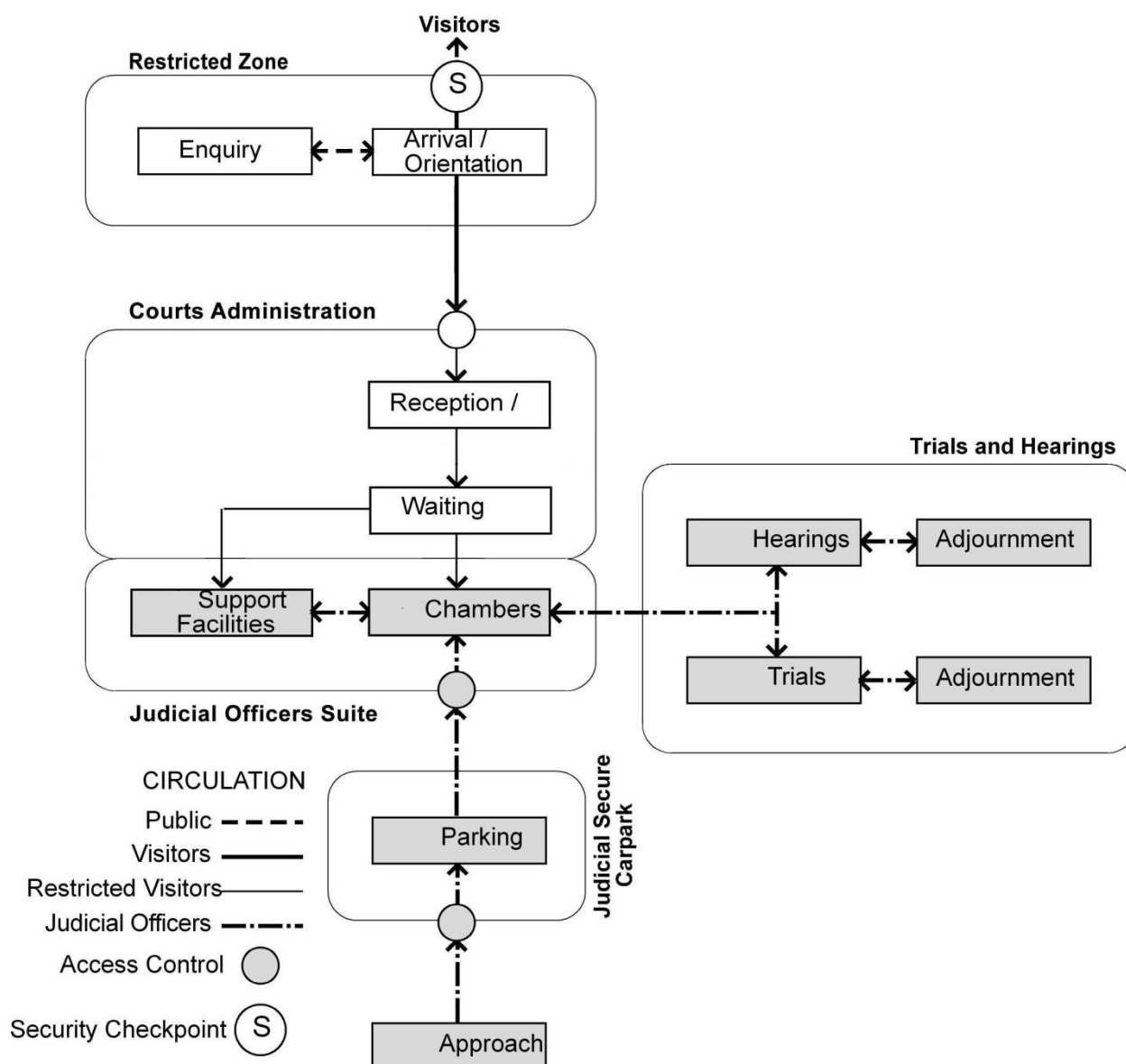
iv. Lawyers Entry Point

Lawyers shall access the Courthouse via the public entry through security control.

12.5 Judiciary

Activity Flow : Judiciary

(Note: This diagram does not represent a floor plan)

**A. Activity Description For Activity Flow - Judiciary****i. Approach by vehicle**

The judicial officers will arrive by vehicle and enter the site through a secure entry. The space through which the vehicle has to move, on site and wait for entry, must be discrete and remote from public gathering spaces.

ii. Parking

The Judicial Officer enters through a controlled access point into the Judicial Secure Parking Area.

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iii. **Chambers**

The Judicial Officer then moves through the secure circulation to his or her chambers.

iv. **Support Facilities**

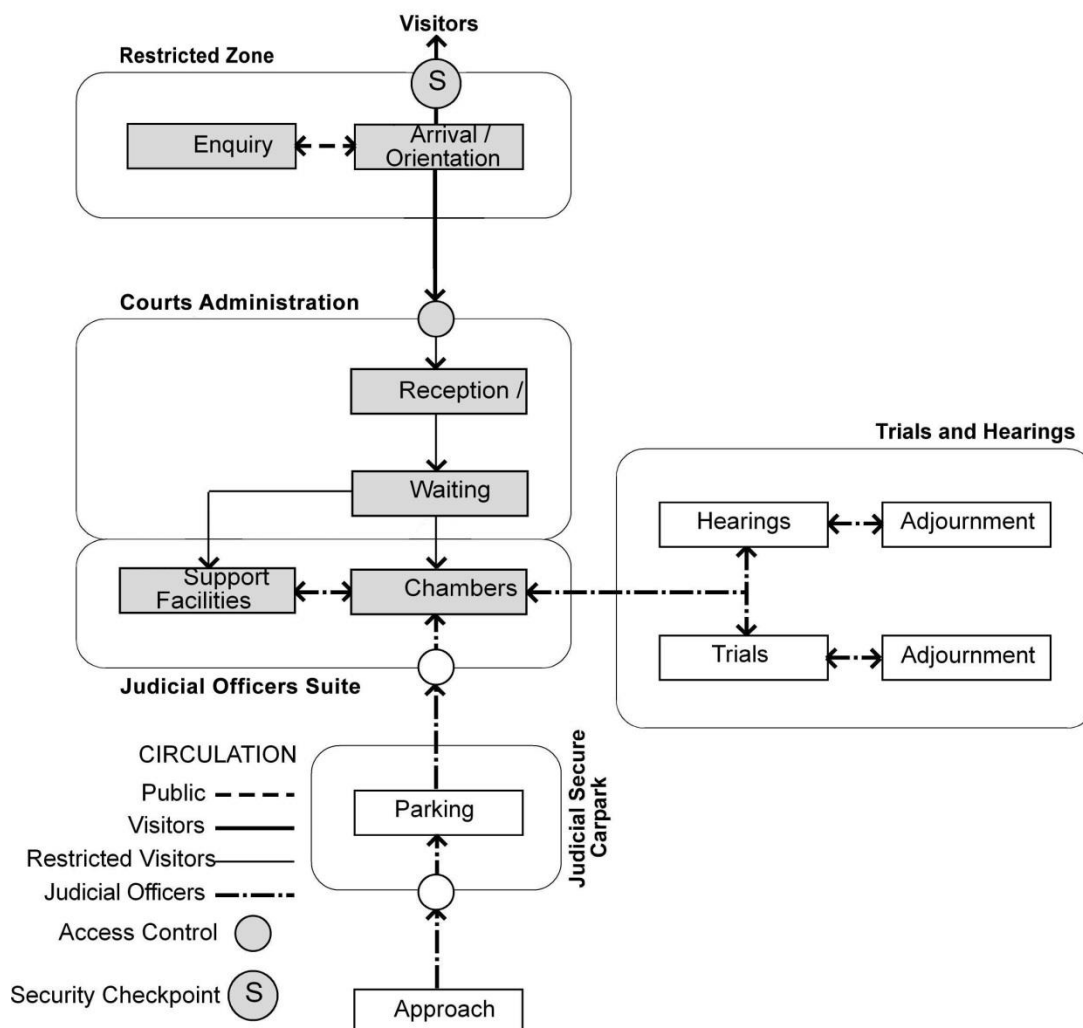
In the course of a day, Judicial Officers will move between chambers, the courtroom suite, library within chambers and meeting or conference rooms, within the restricted zone.

v. **Trials and Hearings**

From the chambers zone, the Judicial Officers will move to and from the courtrooms and Hearings, including their adjournment spaces through the secure judicial circulatory system. The associate and usher will assist in moving file trolleys and exhibits.

Activity Flow : Visitors to Judiciary

(Note: This diagram does not represent a floor plan)

**A. Activity Description For Activity Flow – Judicial Visitors****i. Arrival/Orientation**

Visitors arrive at the general entry to the Facilities.

ii. Enquiry and waiting

Visitors will be directed to chambers after they have registered at the reception desk (within public foyer) or the Registry.

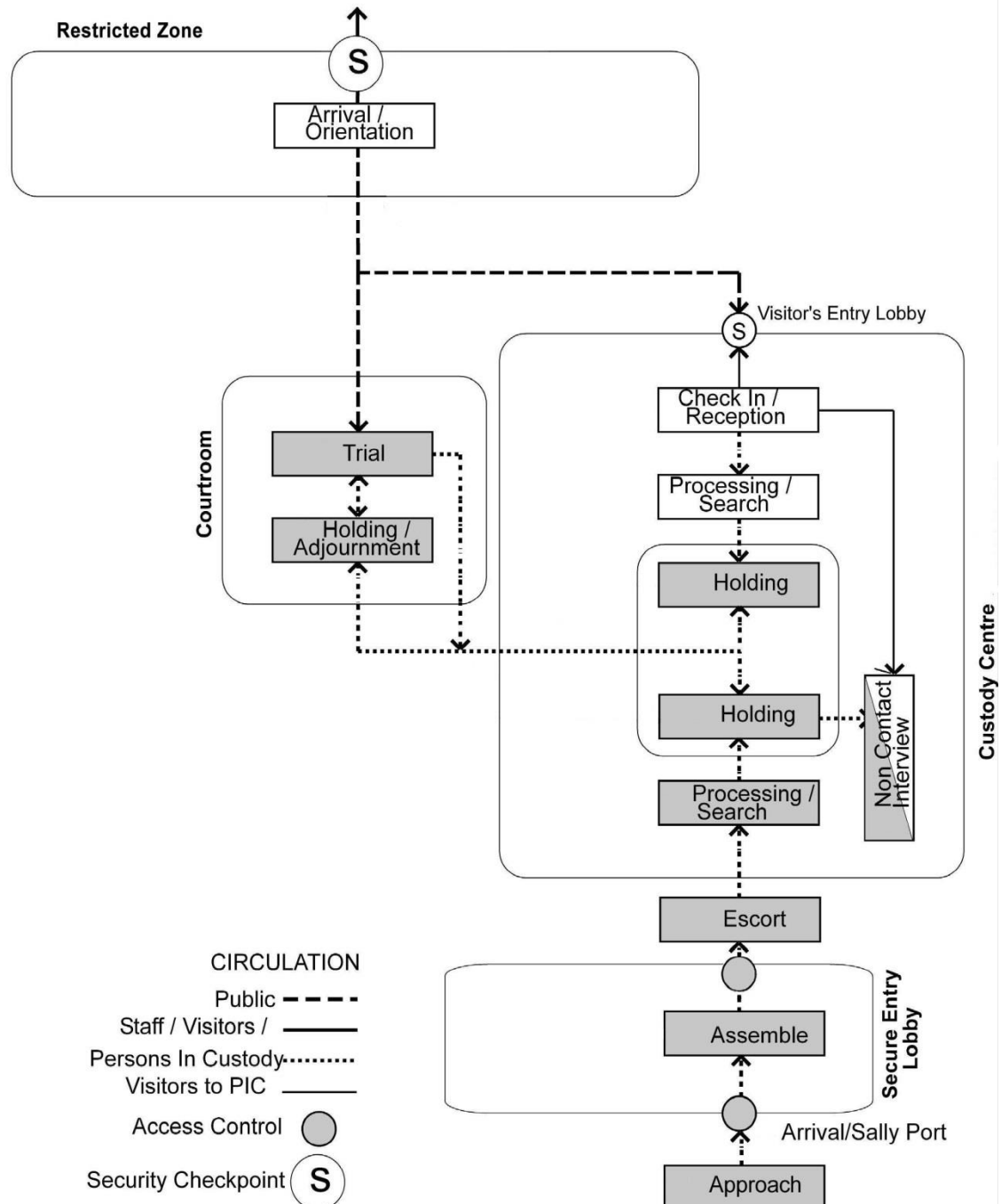
iii. Chambers

The visitor will be escorted to chambers by Courts Administration staff. Visitors then leave as they arrived, escorted or directed to the reception area, where they will check out.

12.6 Custody

Activity Flow : Persons held in custody

(Note: This diagram does not represent a floor plan)



B. Activity Description For Activity Flow – Persons in Custody

i. Approach and Vehicle Access

The vehicle must be able to select its route of egress from the site, irrespective of its route of arrival. The vehicle must enter and leave the site in a forward direction. The space through which the vehicle has to move, must be exclusive use and not accessible to or overlooked by the public.

ii. **Arrival**

On being positively identified by the courts security staff, the vehicle enters the vehicle sally port directly.

In the event that the transport is provided by Police or Corrections officer and they need to proceed further into the Custody Centre, they must place their firearms in a secure firearms locker to be provided within the vehicle sally port.

During the PIC management process, a number of actions occur and are recorded in court systems. These are:

- log PIC in and record, search, property, legal and interview requirements;
- record movements, record events (medication issue, meals, searches, phone calls, visitors, incidents etc.) and location;
- record theme of court results and record receipt of correct paperwork ex court;
- facilitate bail or release and discharge from custody including log out.

iii. **Assemble**

The PIC are managed out of the vehicle. During this process the driving officer remains in the vehicle or the vehicle keys are secured outside the sally port.

The PIC are stood in line and subjected to a search. A handover then occurs to court custody with relevant identification and documentation.

iv. **Processing/Search**

Prior to moving into the Custody Centre there may be a requirement for a more intensive search which is conducted in a search room. Occasionally, there may be a need for a PIC to shower. (A PIC may attempt to soil themselves to sabotage a trial). Showers are conducted in a PIC shower.

Each PIC is recorded as entering the Custody Centre and taken directly to a cell.

v. **Bailee Holding Facility**

Accused on bail who are required to surrender to the Custody Centre will report to the registry counter and then be escorted to the Custody Centre and held in the Bail Holding room before proceeding to court. Depending on current operational policy or direction of the court, accused could proceed to court via the public circulation, rather than attend the Custody Centre.

vi. **PIC Interview/Meetings**

PIC need to receive visits from officials and their lawyers. Visits will take place in non-contact interview cubicles.

Provision must be made to transfer documents between parties during non-contact visits. This must occur through a centralised security lock within which appropriate and efficient screening for contraband can take place. Staff will manage the process and the

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document transfer unit shall be of an open style to allow full visual surveillance of all transactions.

PIC may require controlled / monitored access to a telephone to call a lawyer or contact a person to go surety for bail.

Legal counsel or visitors to accused will communicate with the Custody Centre via intercom at the visitors entry to the Custody Centre located off the public waiting area and then be directed to the relevant non-contact interview room.

vii. Courtroom Holding

It should be possible to move those PIC involved in matters in a high risk courtroom directly between the sally port and the holding cells of that courtroom.

These holding rooms are also used for adjournments and need to be self-contained with access to a toilet and a washbasin. Separate holding for males and females needs to be provided, and for singles and groups.

viii. Trial

Accused PIC activities within the courtroom are dealt with under Section C.4 Trials.

Accused PIC who are found guilty are returned directly to the Custody Centre and are then managed in reverse flow to the above.

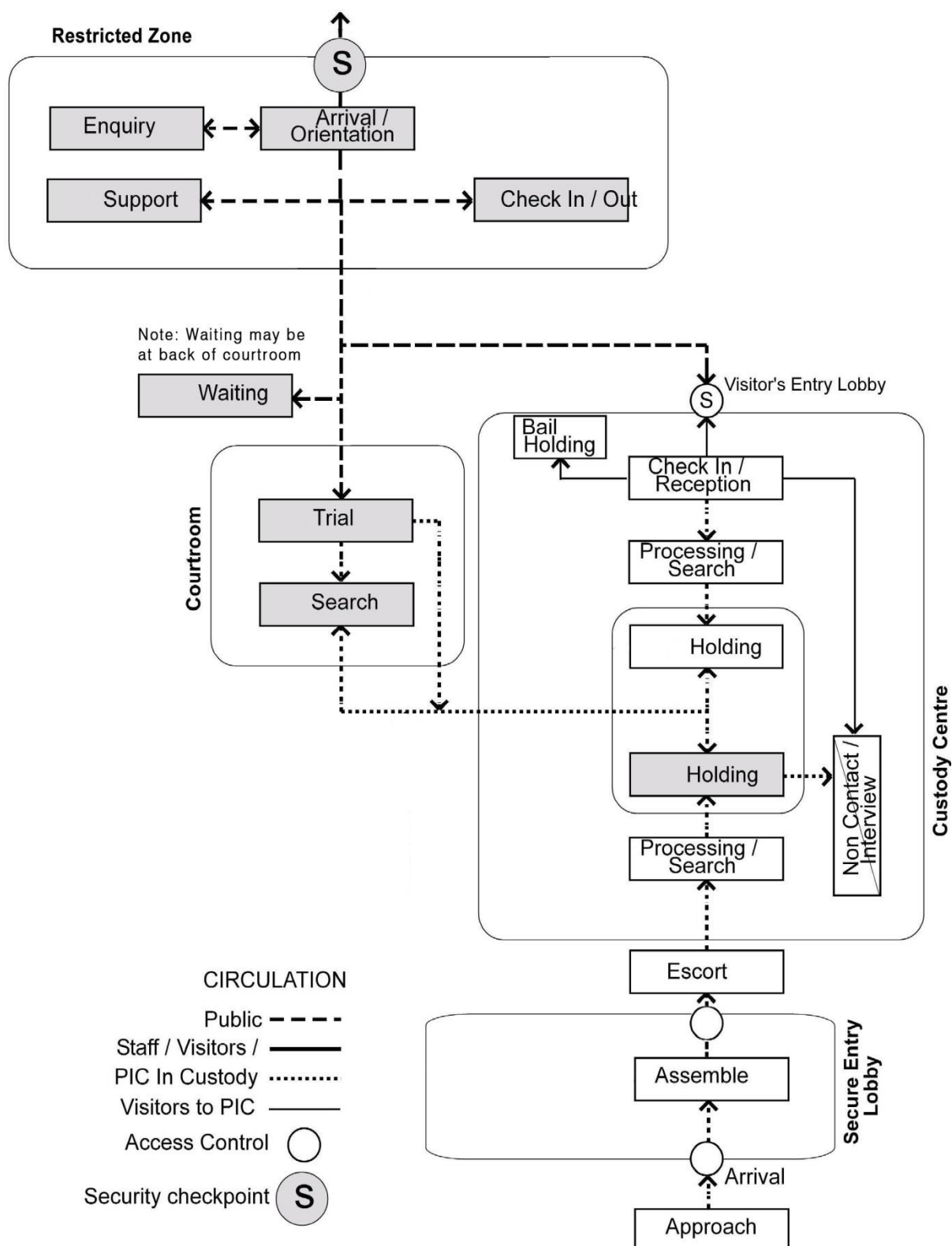
Accused PIC found not guilty (provided that they are not on a "Return to Prison Order" or subject to other charges that they do not have Bail on) need be given the opportunity to walk free from the dock into the courtroom. Currently an officer accompanies them back to the visitor's entry lobby at the Custody Centre area, where they gain access, and collect personal items before being discharged.

However, most will be taken back to the Custody Centre through the secure circulation system, and discharged through the Courthouse entry lobby.

Accused persons from Bail who are found guilty and given an immediate sentence, or remanded into custody to await sentencing will return to the Custody Centre, via PIC circulation.

Activity Flow : Accused on bail surrendering to the Courtroom

(Note: This diagram does not represent a floor plan)

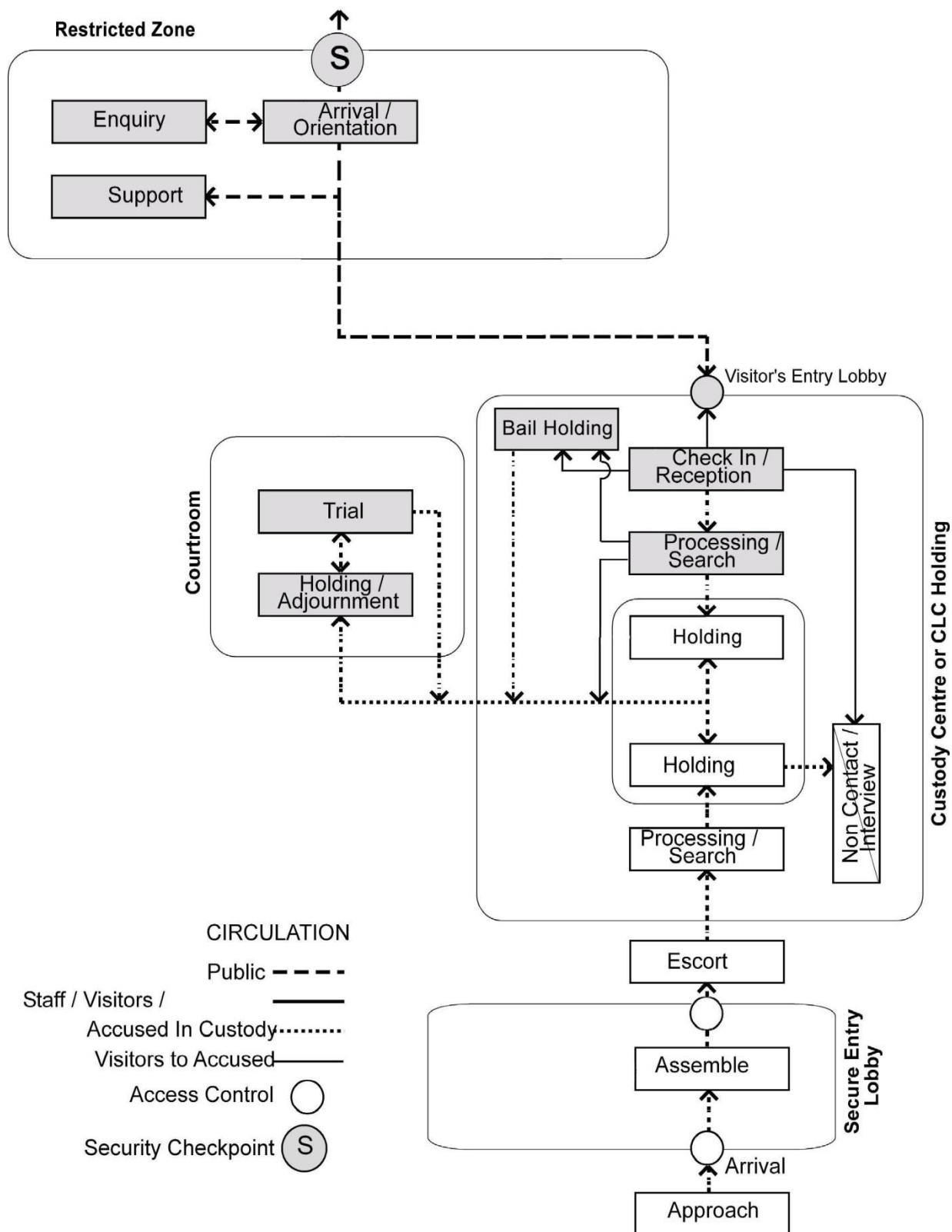
**C. Activity Description For Activity Flow – PIC on Bail Surrendering to the Courtroom**

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- i. **Arrival/Orientation**
Accused may require directions from the courts entry after passing through security check.
- ii. **Support and Check-in**
Accused may report to Legal Aid, a welfare support group, or meet with counsel, prior to checking in at the Registry and then being accompanied or directed to a court room.
- iii. **Waiting**
Accused will wait either in or directly outside the courtroom with their counsel. When called, accused will attend to the front of the Court as directed (either into the dock or at the table with their legal representative).
- iv. **Trial**
If found not guilty, the accused leaves in reverse order to the above.
- v. **Search**
If found guilty and a custodial sentence is imposed, or if bail revoked, the accused is taken from the dock into the secure circulation corridor, where he or she has a pat-down search prior to accessing the Custody Centre.
- vi. **Holding**
As for PIC held in custody.

(Note: This diagram does not represent a floor plan)

Activity Flow : Accused on bail surrendering into Custody for Trial



D. Activity Description For Activity Flow – Surrendering from Bail into Custody Centre

i. Arrival/Orientation

The accused may require directions from the courts entry. The reception point may be after the Security Check point.

ii. Security Check

The accused will then pass through the public Primary Security Checkpoint.

iii. Support

The accused may report to Legal Aid, a Welfare support group, or meet with counsel prior to checking in at the Custody Centre or courtroom.

iv. Check in / Reception at Custody Centre

On being identified, the accused will enter the Custody Centre through the visitor's entry and report at the reception desk. Secure storage needs to be available for the safekeeping of bailee's personal property.

v. Check in at Courtroom

On being identified by the dock guard, the accused will enter the courtroom dock. Subject to the trial Judicial Officer's direction, there may be a requirement for the accused to be searched at the courtroom holding cell prior to the trial commencing. Secure storage needs to be available for the safekeeping of bailee's personal property within the holding cell area.

vi. Processing/Search

If surrendering to the Custody Centre (as per paragraph 4), prior to moving to a courtroom, the accused will be subject to a search.

vii. Interview

The PIC may need to receive visits from officials and their counsel. This will take place in non-contact interview rooms.

viii. Courtroom Holding/Adjournment

(As for activity flow for PIC held in custody)

ix. Trial

(As for activity flow for PIC held in custody)

If found not guilty, the accused leaves in reverse order to the above. If found guilty, the accused is taken from the dock back into the Custody Centre.

12. Police Courts

Police Courts are Magistrates Courts integral with police stations.

Type 2 Court:

A dedicated courthouse within the local Police Complex is provided in regional locations with a moderate court workload, where a Stipendiary Magistrate convenes court at least 12 times annually.

The construction of the Courthouse both internal and external, are funded by DoJ. DoJ are responsible for internal and dedicated system maintenance, operating costs including utilities and cleaning, loose furniture and equipment. The local Clerk of the Court is responsible for managing the use of the facility. WAPOL are responsible for base building maintenance including air conditioning. With agreement the local police Officer in Charge will assist the local Clerk of the Court manage this facility, particularly where it is used for Justice of the Peace court hearings.

The WAPOL will ensure that the courtrooms external building fabric and areas are maintained to a standard consistent with the overall complex.

The following is to be provided:

- Dedicated courtroom minimum size 6.5 metres x 10 metres to cater for up to 24 people.
- Conduits for future AV System.
- Conduits for transcription equipment cabling. Provide audio recording equipment including fixed microphones for the bench, witness stand, accused dock and bar table x 2 together with a telephone line into the courtroom situated on the JSO bench with speakers for the telephone on the bench and bar tables.
- Separate entries to be provided for the police station and for the courtroom.
- Dedicated Magistrates room that is accessible directly from secure parking for the Magistrate's motor vehicle. Room to include:
 - Desk and chairs (allow 2 for Justices of the Peace) with a dedicated dial up line and telephone line.
 - Sufficient power points, telephone and computer port.
 - Secure access between Magistrate's room and the courtroom.
 - Private toilet facilities.
 - Courtroom to have appropriate signage.
 - Provide weather protection for rain and sun for outdoor courts waiting.
 - Using an "air lock" as a covered/protected waiting area in addition to the seating capacity of the courtroom.
- Courtroom to be fitted out with a Magistrate's bench on a dais, two risers high. Two chairs.
 - fixed long table for Counsel to sit up to four chairs, a dock for the accused and the witness, possibly made out of simple MDF balustrade, one riser high.
 - JSO workstation one riser high.
 - Provide seating in the gallery for 24 people approximately.
 - State Crest.
 - Bar top lecterns x 2.
 - Network connections for remote dial up for the JSO and the Magistrate.
 - Sufficient sound-proofing from outside noise.
 - A desk and chair for the orderly.
 - JSO position raised one step for better view as should each the witness stand and the dock.

SECTION C

- JSO position to be of sufficient size to cater for computer equipment (including printer).
- witness stand to have a bench type top given the increasing incidents of witnesses referring to statements and exhibits.
- Provide duress alarm under magistrate's bench and JSO's desk.
- Electrical Engineer to speak to Manager Audio Visual Systems, Courts Technology Group (DoJ) regarding court recording, audio visual requirements. Including the provision of TV and Video/DVD recorder to play records of interview. All new courts are to have basic polycom system installed. Refer to Schedule of Court Technology Equipment overleaf.
- Air lock to front entry of courtroom approx. 4 metres X 6 metres. This may serve as a covered waiting area with say seating for 25 – 40 persons.
- 2 x interview rooms adjacent to courtroom 3 metres x 3 metres with access from the waiting area.
- Accessible toilet accessed from the public waiting area.

| Functional Space | No. of Items | Floor Areas | Total Nett Area | Comments |
|-----------------------------------|--------------|-------------|-----------------|---|
| Magistrates Large Courtroom | 1 | 75 | 75 | 9400mm x 8000mm. |
| Sound Lock to courtroom | 1 | 8 | 8 | |
| Court Waiting Area | 1 | 35 | 35 | Waiting area to have access to interview rooms and public toilets. |
| Public Toilets | 2 | 8 | 16 | Male and Female accessible public toilets |
| Interview rooms | 4 | 8 | 32 | To be used by Community Corrections, ALS, LAWA, JJ and DoJ. One room to allow for future CCTV for remote witness. |
| Chambers | 1 | 17 | 17 | Magistrates chambers to allow Magistrate to meet with 3 other people. Provide desk, task chair, 3 visitors chairs |
| Magistrates Toilet | 1 | 3 | 3 | WC with hand basin |
| Lunchroom, JSO's office work area | 1 | 12 | 12 | allow for tea prep bench, round table with 4 chairs. |
| Cleaners Storage | 1 | 3 | 3 | Size on merit |
| Link to Police Lock up | 1 | 10 | 10 | Link the police lockup to the courtroom. |
| Mechanical Plant Rooms | | | | On merit. |
| Court IT/AV Equipment | | | | On merit. |

BASIC VIDEO CONFERENCE & COURT RECORDING SYSTEM FOR POLICE COURT

Description

Audio Recording Equipment

Digital Court Recorder (or equivalent) & all associated interconnections
AV leader PA322 Gooseneck Microphones for short microphone stand
AV leader PA322 Gooseneck Microphones for tall microphone stand
AV leader PA322 Gooseneck Microphones with tamper proof shock mount
AV leader PA322 Gooseneck Microphone spare

Additional equipment required to facilitate proposed installation:-

Audio Equipment

ClearOne 8x12 Digital Audio Processor
Extension microphone cable to suit boom microphone(5m)
Speaker system for Plasma Display
Custom fabricated wall mounted multiway audio interface module (16-way)
fitted with all necessary connectors and engraving

Video Equipment

Tandberg Video Conference codec with integrated camera system
Band width provision of 384kbps ISDN (H.320) and 1 Mbps IP (H.323),
Natural Presenter
Multi Site Software
- Boundary microphone system (1 no)
- Integrated VC Codec shelf to support codec
- 50" Plasma display monitors c/w loud speaker kit to suit
- Premier roll-about trolley to accommodate system (include cable management)
- Plasma mounting bracket to suit
- DVD/VCR Combo Unit

IT & Network Equipment

Additional item required to facilitate proposed installation:-

- Networks Switch
- Cat6 Patch bay
- Cabling - category 6
- Connectors - data points
- Connectors - ISDN
- Electrical works - AC points

Type 3 Court:

Police Operations Rooms:

In regional localities with a low court workload, court proceedings shall be held in the operations room of the local police station. In some locations the police station has a full courtroom. WAPOL is responsible for the construction, maintenance and operating costs. The local Officer in Charge is responsible for managing the use of the facility.

The police operations' room shall have enough floor area to comfortably conduct a court sitting and will include the following standard government issue loose furniture that can be configured as follows:

- Judicial desk and chairs (allow for 2 visitors chairs)
- Witness table and chair
- Dock table and chair
- Bar table (for at least 4 people)
- Public seating (allow 10 seats)
- Judicial Support desk and chair
- Table and chairs for Prosecutor and Counsel
- Table and chair for Orderly.

The room shall also include:

- Sufficient sound proofing from outside noise
- Conduits for future cabling of video conferencing facilities
- Network connection for remote dial up for Magistrate and Judicial Support Officer.

The DoJ may at its discretion provide the following items:

- State crest
- Collapsible witness stand in lieu of table
- Collapsible dock in lieu of table
- Bar top lecterns (2).

The WAPOL will ensure that the courtrooms are maintained to a standard consistent with the overall complex.

The WAPOL shall provide visiting DoJ staff with access to the police station's amenities room, staff toilets and vehicle parking compound. The Magistrate shall be given access to a room with a desk and telephone.

Visiting Counsel shall have access to interview rooms provided adjacent to the courtroom or interview rooms within the police station.

