

MENTAL HEALTH TRIBUNAL ROOM

Standard component

Contents

Purpose	1
Background	1
Legislative frameworks	1
Tribunal hearing room.....	1
Tribunal hearing room specifications	2
Hearing room	2
Furniture.....	3
Video conferencing facilities	3
Administration support	3
Adjacent support spaces	3
Supporting guidelines	4
Appendix	5

Purpose

The purpose of this paper is to provide specifications for tribunal hearing rooms that are safe for all participants, non-threatening for consumers and support the functions of the Mental Health Tribunal (the Tribunal).

Background

Legislative frameworks

Compulsory mental health treatment in Victoria is governed by the *Mental Health Act 2014* and the *Mental Health Regulations 2014* which came into effect on 1 July 2014.

Changes made to the *Mental Health Act 2014* by the *Medical Treatment Planning and Decisions Act 2016* on 12 March 2018 create an alternative pathway to consent to electroconvulsive treatment for adults over 18 who lack decision making capacity and are not compulsory patients under the *Mental Health Act 2014*.

Tribunal hearing room

The purpose of a Tribunal hearing room is to enable the Tribunal to conduct a hearing involving the treating team, the consumer and their support person/s to decide whether to make compulsory treatment orders and/or electroconvulsive treatment orders. A hearing is conducted by a division of three members:

- legal member
- community member
- psychiatrist or a registered medical practitioner member

Tribunal hearings are conducted at various venues across the state including public and private hospitals, community clinics and forensic facilities. Hearings may be conducted in person or by video conference.

Each day, Tribunal divisions sit in as many as 10 locations across the state and conduct up to 8,500 hearings each year. The Tribunal can sit as regularly as three times a week at large and busy venues. Smaller venues sit either fortnightly or as required.

Hearings commonly last for one hour, with an average of five hearings per division per day and as many as seven hearings per day.

People attending a Tribunal hearing could include: consumer (patient), consumer's legal representative, consumer's family and/or support persons, an interpreter for the consumer or family members, a medical treatment decision maker, and members of the treating team including the consultant psychiatrist, registrar, medical officer, case manager, nursing staff, security staff and a student/observer.

All public health services are to have the standard operating system to enable Tribunal hearings to be conducted via video conference at each facility.

Tribunal hearing room specifications

Hearing room

The hearing room must accommodate up to eight people around the hearing table with adequate space for another six people in the room. The room may have flexible uses (does not need to be a dedicated Tribunal hearing room), however, availability of the room for Tribunal hearings should always be a priority.

The room should have two doors to facilitate safe access and egress from the room by the members and the consumer, their support people and the treating team. Access and egress should enable the separate parties to enter or leave the room without crossing paths and must not be blocked by furniture. Access and egress doors should have discreet vision panels.

The door closest to the Tribunal members may have quick release mechanisms that lock to protect evacuating members from being followed (for example, a proximity card system.) Each member of the panel will require a swipe card.

Personal duress alarms are to be provided to Tribunal members. There should also be a duress button fixed to the wall close to where members are seated and the egress door.

The amenity of the hearing room should be designed to create a calm and therapeutic environment. This will promote a positive and therapeutic dialogue between the Tribunal members, the treating team, the consumer and carers. Where possible, the design should maximise natural light with the consideration of window placement in relation to table and seating layout so that no person is blinded by the natural light. The camera associated with the video conferencing capacity will be affected by the window placement. The windows require the capacity to brown out and black out.

Acoustic management is required to minimise transference of noise. It is important the discussions cannot be heard from outside of the room to ensure privacy. The room should also promote acoustics to ensure that conversations can be heard within the room.

The room should include [hearing augmentation technology](http://www.disabilityaccessconsultants.com.au/hearing-augmentation/), refer

<<http://www.disabilityaccessconsultants.com.au/hearing-augmentation/>> and Building Code Australia clause D3.7 and Premises Standards Part D3.7(1).

Furniture

Consideration should be taken regarding the selection of furniture for the room. It is recommended that the selection of chairs for hearing participants take into account issues such as the use of chairs that cannot be easily picked up and thrown or used as a missile, placing another person at risk of harm. For example, bottom heavy bucket chairs without handlebar arm rests.

Standard furniture should be provided for those attending a hearing. For example, there should not be a 'special chair' for the consumer to sit in. This could be considered to be discriminatory.

Consideration should also be provided in relation to the ergonomics of table and chair heights for Tribunal members who will be required to make notes or type notes throughout the hearings.

The hearing room table should be a minimum of 1.5m wide. This is recommended so that no one can lean across the table and reach the members and that personal material in front of the Tribunal members cannot be read by others attending the hearing.

There may be fixed joinery in the room with lockable doors to store support information for the hearings.

A fixed telephone should be provided in the room and a conference telephone. Capacity should be provided to remove the conference telephone and lock in cupboard if not required. Power should be provided in suitable locations for the members to charge laptops or telephones.

Video conferencing facilities

Video conferencing facilities are to be compliant with Tribunal video conferencing recommended standard operating environment requirements that provide a quality of service and environment to allow maximum audio, visual engagement and ease of use. The amenity, lighting, acoustic management, data capability are important to delivering the best possible environment for video conferencing.

The video conferencing screens should be affixed to the wall and/or embedded into a wall cavity. All cabling must be braided, laid in a duct in the floor between the video screen and the speakers or telephone equipment. Standardised camera height and microphone placement for the best possible audio experience must also be provided.

Further information about standard operating environment requirements for video conferencing facilities is available from the Department of Health and Human Services, Customer Support Branch - Health Technology Solutions.

Administration support

Administration support should ideally be located adjacent to the Tribunal room. The administration support space can be an office with a work station with appropriate power and data for a computer and telephone.

It is desirable that Tribunal members have access to kitchen facilities.

Adjacent support spaces

A waiting area should be made available to consumers and their supporters prior to the Tribunal hearing. It is recommended that the waiting room is close to the hearing room. It may be appropriate to have two or more small discreet waiting areas.

It is strongly recommended that a separate and private interview room is made available for a consumer to meet with their legal representative prior to a Tribunal hearing.

Public toilets should also be available for the consumers and conveniently located staff toilets for the Tribunal members should be provided.

Seating may be required directly outside the room for security.

Supporting guidelines

This document should be read in conjunction with the following:

- Drawing 1-01 Plan and 3D View, Members Absent, 23.11.2016
- Drawing 1-02 Elevations, Members Present, 23.11.2016
- Drawing 1-03 Plan and 3D View, Members Absent, 23.11.2016
- Drawing 1-04 Elevations, Members Absent, 23.11.2016
- Room Data Sheet - Tribunal room – MHS, 26.12.2016
- Australasian Health Facility Guidelines.

To receive this publication in an accessible format email [Design Services](mailto:Design.Services@vhhsba.vic.gov.au) at <vhhsba@dhhs.vic.gov.au>

Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.

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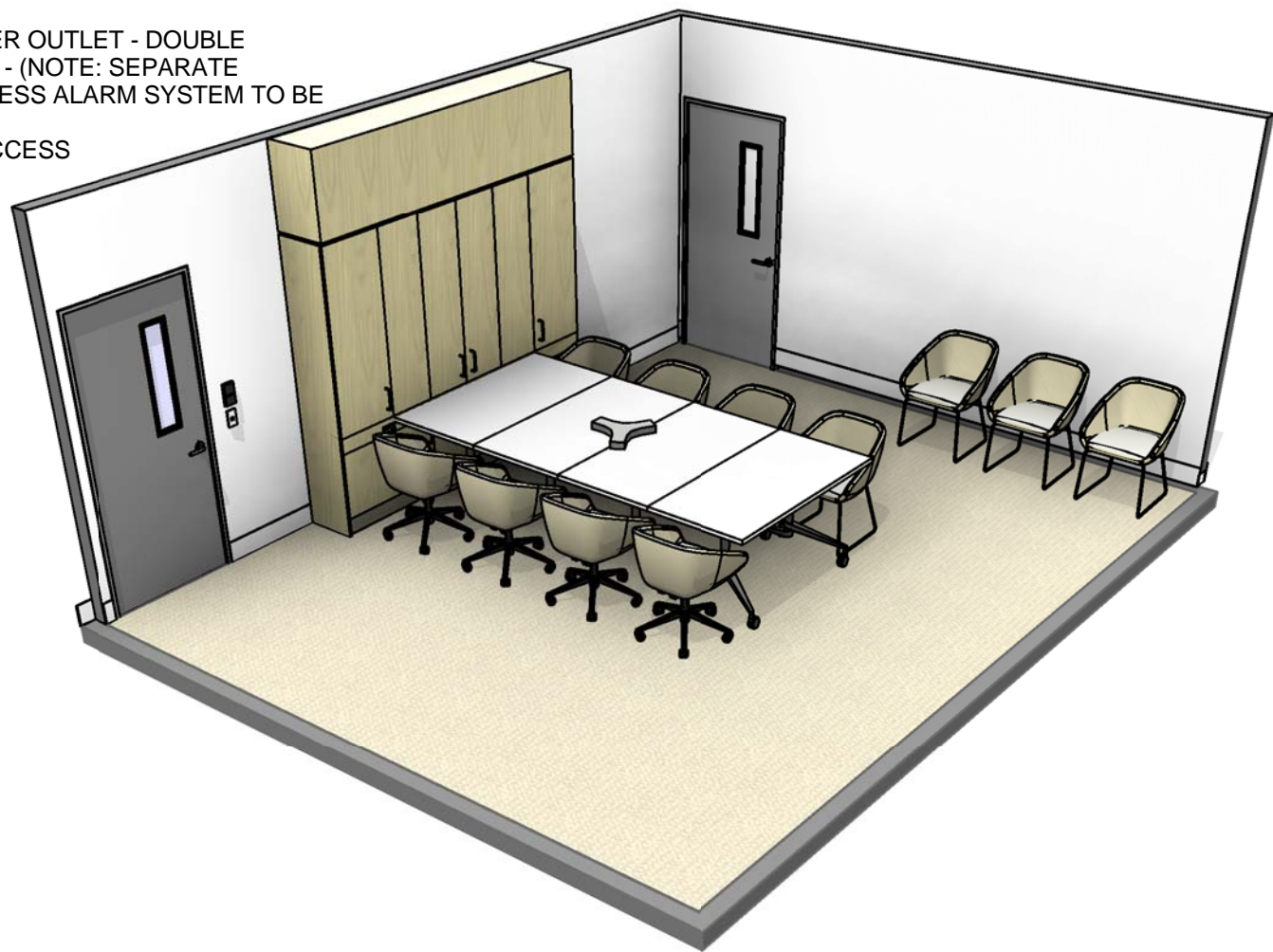
Available on the [Victorian Health and Human Services Building Authority website](http://vhhsba.vic.gov.au/practitioners-page)
<vhhsba.vic.gov.au/practitioners-page>

Appendix

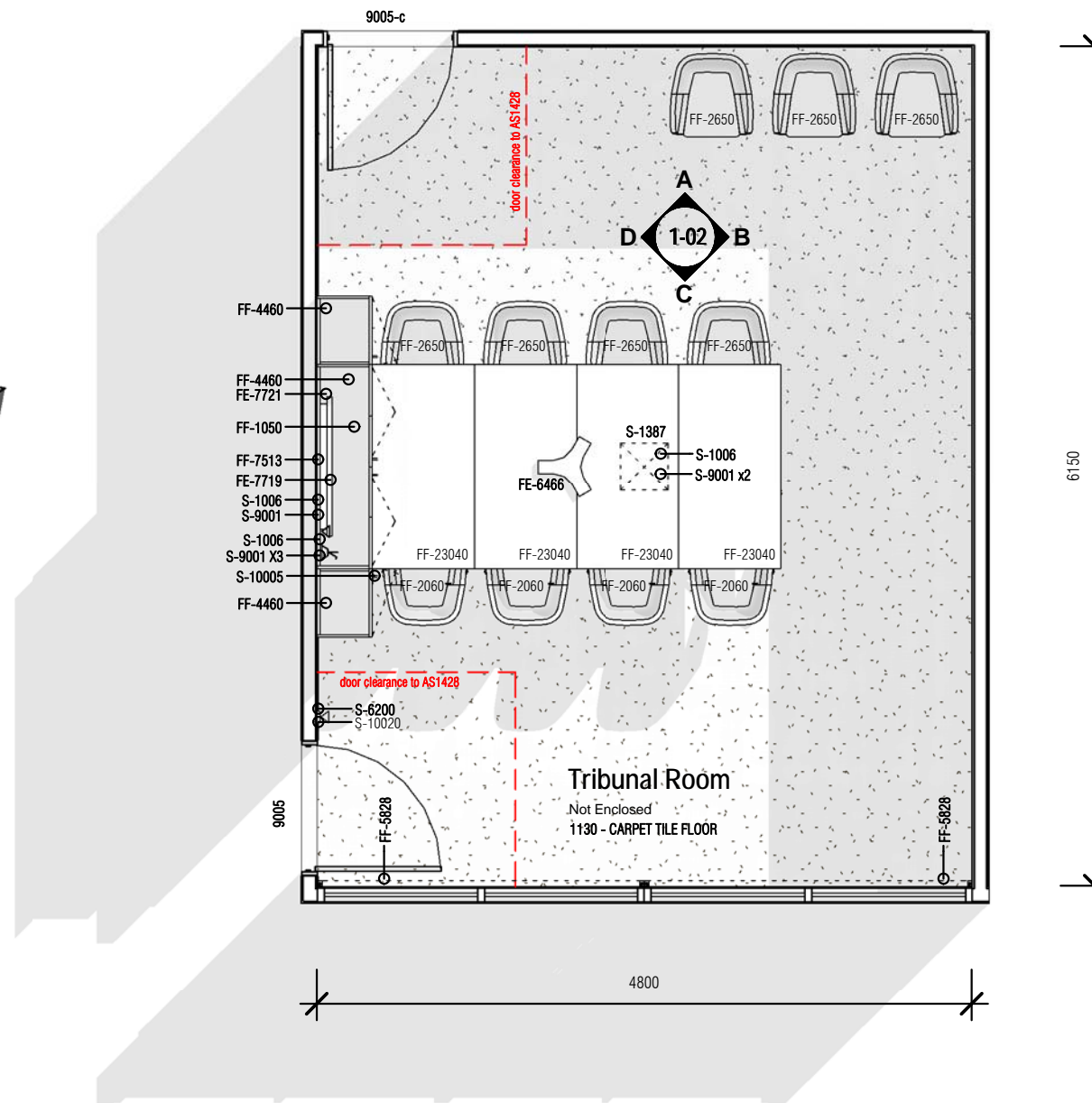
- Mental Health Tribunal Hearing Room – Elevations
- Mental Health Tribunal Hearing Room – Room data sheet

LEGEND

CODE	DESCRIPTION
1130	CARPET TILE FLOOR
2010	SKIRTING VINYL - FEATHERED EDGED, 150mmH
2707	ACOUSTIC PANEL (AP)
3000	PAINT
7001	WINDOW
9005	DOOR
9005-c	DOOR WITH CLOSER
FE-6466	TELEPHONE - TELECONFERENCE - LINKED TO HEARING AUGMENTATION TECHNOLOGY
FE-7721	VIDEO CONFERENCING SYSTEM - LINKED TO HEARING AUGMENTATION TECHNOLOGY
FE-7722	CAMERA - VIDEO-CONFERENCING
FE-7719	MONITOR - LCD 55"
FF-1050	BENCHTOP - LAMINATE
FF-2060	CHAIR - MEETING, ERGONOMIC
FF-2650	CHAIR - VISITOR, PATIENT
FF-4420	CUPBOARD - LOCKABLE - UNDER BENCH
FF-4410	CUPBOARD - LOCKABLE - UNDER BENCH DOUBLE
FF-4460	CUPBOARD - LOCKABLE - OVER BENCH
FF-5828	EXTERNAL WINDOW DRESSING (BLACKOUT)
FF-7513	BRACKET - LCD MONITOR
FF-23040	MEETING TABLE - WITH LOCKABLE WHEELS, 1500mmL x 750mmW X 750mmH
S-1006	VOICE / DATA OUTLET - DOUBLE
S-1387	FLOOR SERVICES BOX (SUBJECT TO SITE)
S-6200	LIGHTSWITCH
S-9001	GENERAL POWER OUTLET - DOUBLE
S-10005	DURESS ALARM - (NOTE: SEPARATE PERSONAL DURESS ALARM SYSTEM TO BE PROVIDED)
S-10020	SSCR - CARD ACCESS



1 3D VIEW - UC Present



2 PLAN - UC Present
1 : 50

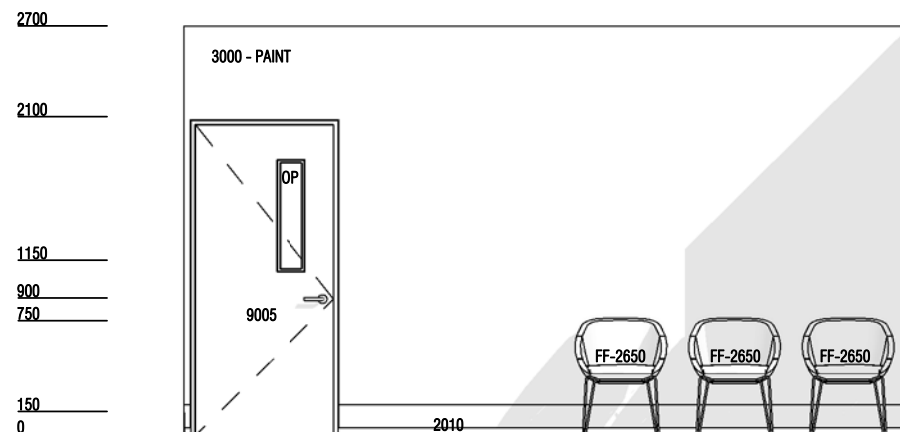
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05.09.2016	01	PRELIMINARY ISSUE
19.10.2016	02	REVISIONS
21.10.2016	03	REVISIONS
23.11.2016	04	REVISIONS

Department of Health & Human Services
FOR GUIDANCE
Mental Health Services - Tribunal Room

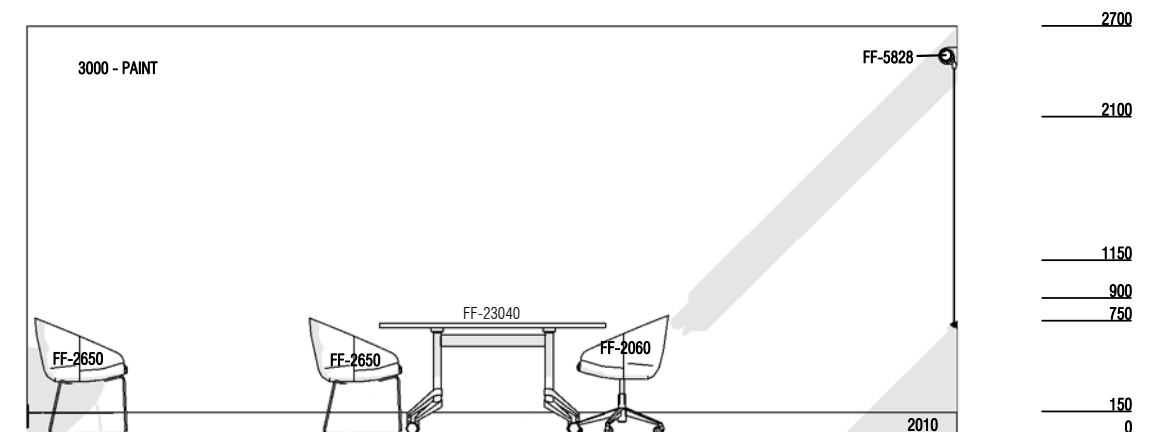
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Date	23.11.2016
Scale	1 : 50 @ A3

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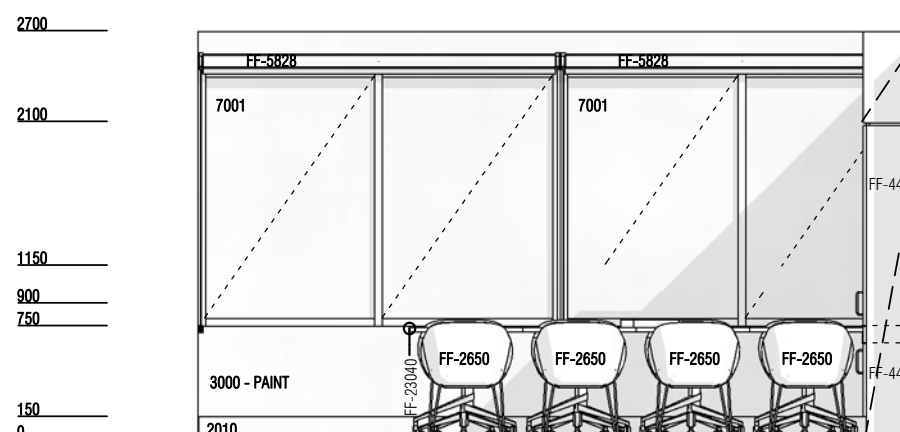
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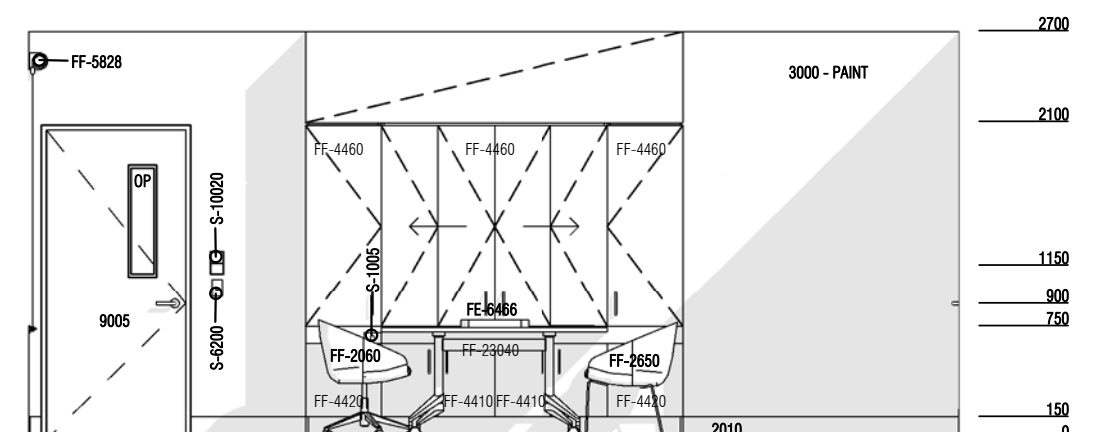
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(B) ELEVATION B
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© ELEVATION C
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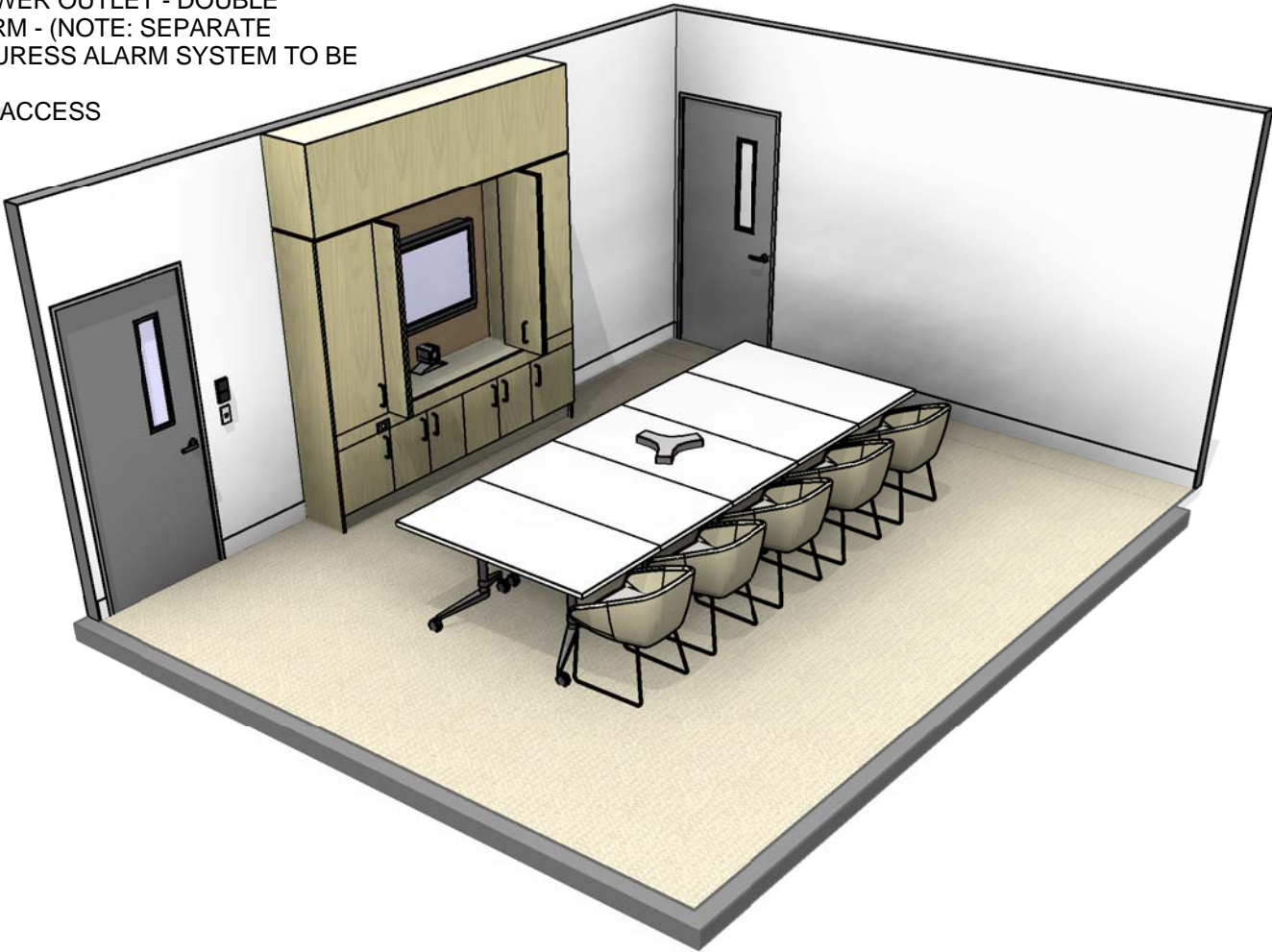


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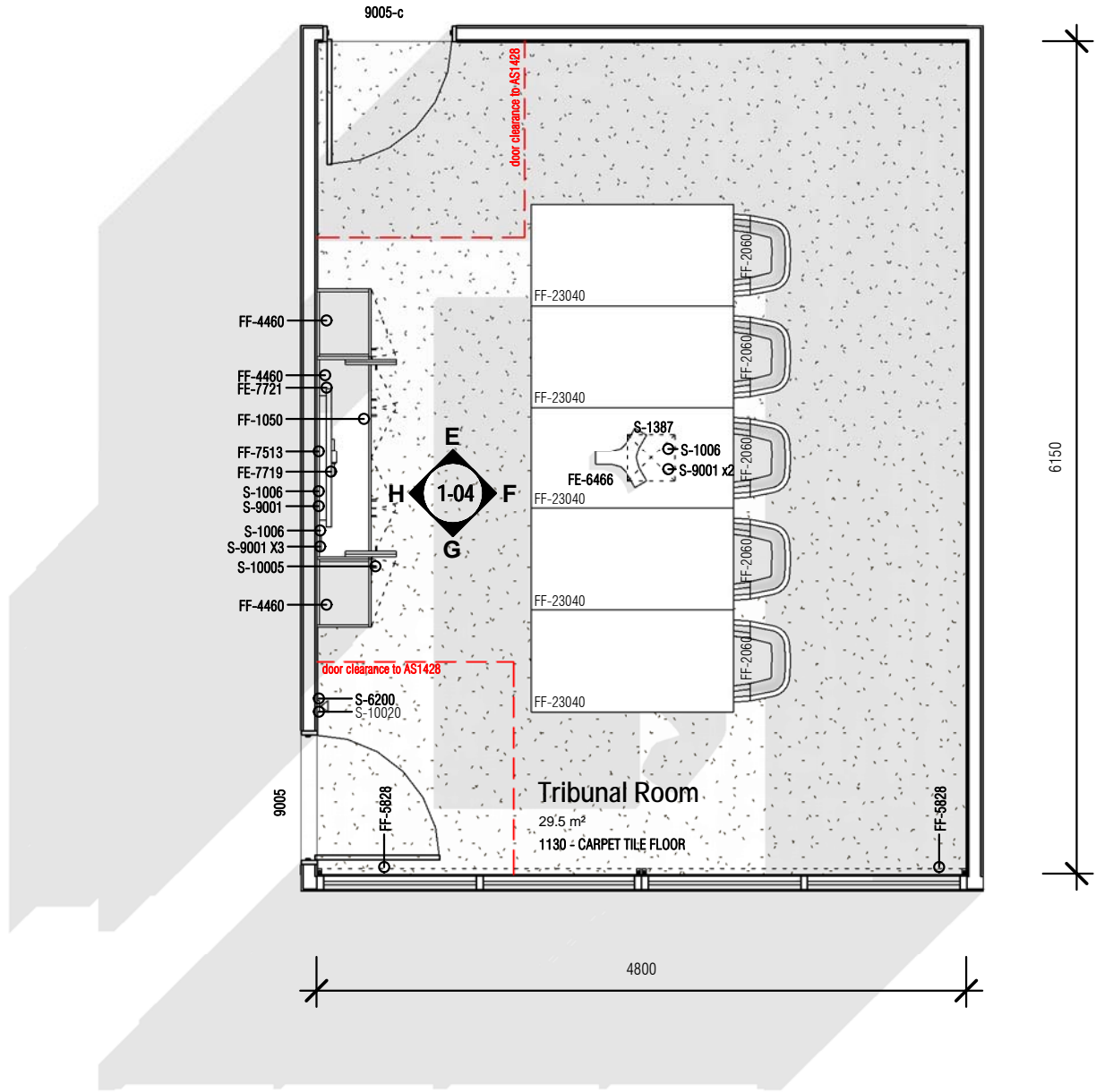
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19.10.2016	02	REVISIONS	
21.10.2016	03	REVISIONS	
23.11.2016	04	REVISIONS	
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			<div> <div>Mental Health Services - Tribunal Room</div> <div>Scale 1 : 50 @ A3</div> <div>Issue 04</div> </div>

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1 3D VIEW - UC Absent



2 PLAN - UC Absent
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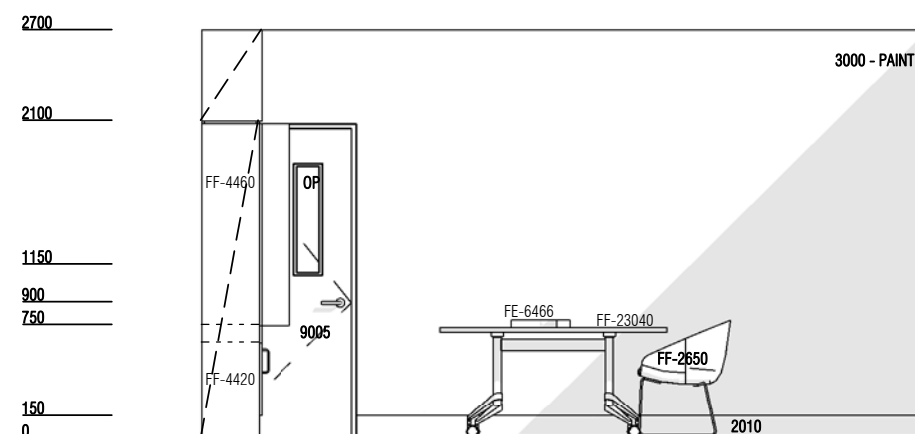
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21.10.2016	02	REVISIONS
23.11.2016	03	REVISIONS

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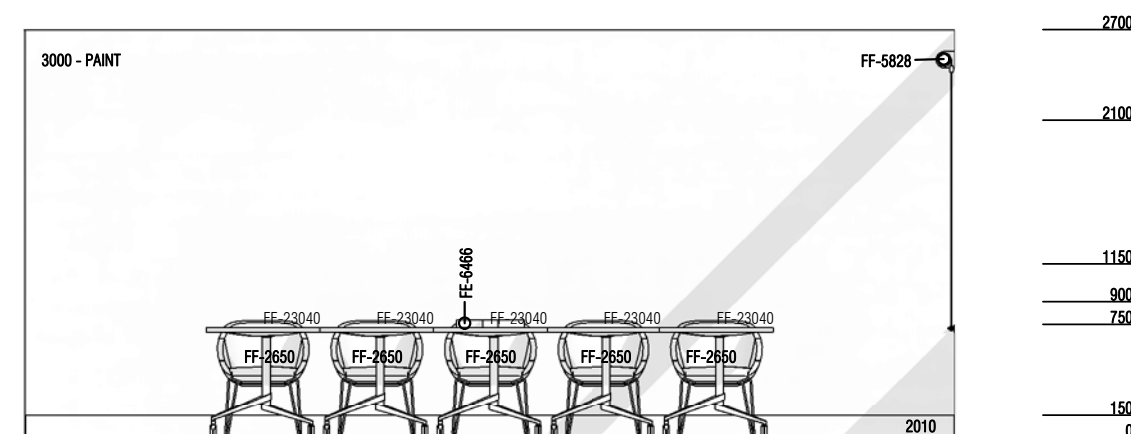
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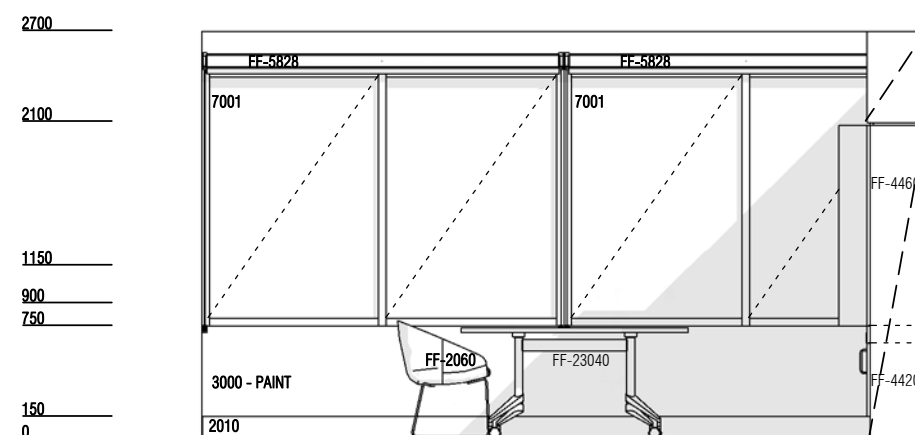
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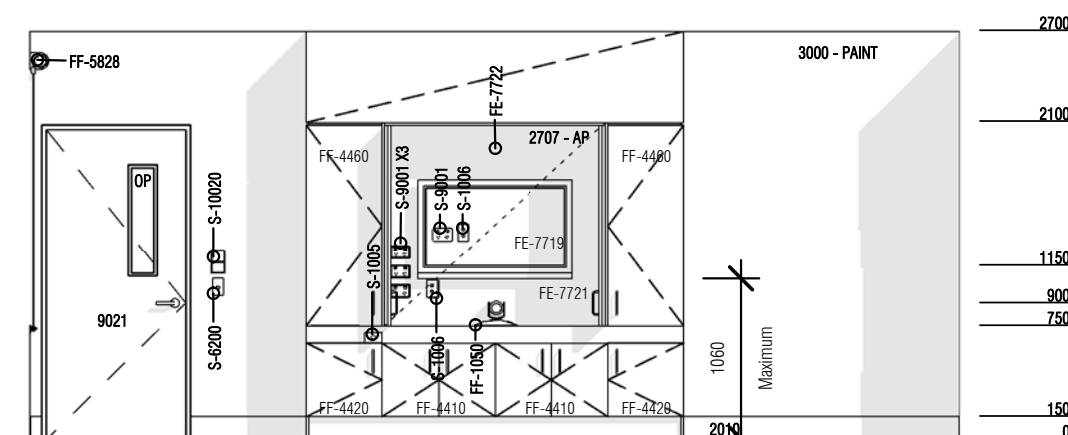
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(F) ELEVATION F
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ELEVATION G
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(H) ELEVATION H
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DATE	ISSUE	DESCRIPTION
19.10.2016	01	UC Absent layout added
21.10.2016	02	REVISIONS
23.11.2016	03	REVISIONS

FOR GUIDANCE

Mental Health Services - Tribunal Room

Scale 1 : 50 @ A3

Standard Components - Room Data Sheet

Room Name	Tribunal Room – MHS	Room Number: TRIB-MHS
Last modified	16/12/2016	
Briefed Area	29.52m ²	
Remarks		
Occupancy	Up to 11 persons	
Hours of Operation	Available 24 Hours	
Acoustics	Sound attenuation level high, Acoustic privacy is required.	
Description / Special Requirements	<p>A Tribunal Room is for tribunal hearings that are safe for all participants, non-threatening for consumers and support the functions of the Mental Health Tribunal. The room is for the Mental Health Tribunal (Tribunal) to conduct hearings, undertake confidential discussion and / or counselling between staff, consumers and / or supporting members and representatives where required. Hearings may be conducted in person, by video conference or by telephone. The design must allow for two types of configurations: 'Present' mode and "Absent" mode. An external outlook is desirable, and the design should maximise natural light, with the consideration of the window placement in relation to table and seating layout so that no person is blinded by the natural light; and in relation to video conferencing equipment functionality. The Tribunal Room will be used by mental health patients, for this purpose an observation window (toughened glass with integral venetians) should be installed. Assumes staff will bring their own laptop / tablet (BYOD); a personal duress alarm, and a swipe card. Acoustics: Sound attenuation level - high; Acoustic privacy required. Additional Design Considerations: A separate staff egress door is required for staff safety and security.</p>	

Room Fabrics

AHFG code	Description	Material	Finish	Specification	Comments
1130	Floor finish	Carpet	90/10 Wool/ Nylon	Carpet tiles	
2010	Skirting	Vinyl	Pre-finished	Feathered edge, 150mmH	
2707	Acoustic Panel	Acoustic	Pre-finished	Acoustic Panel	
3000	Wall finish	Paint	Acrylic, washable		
5060	Ceiling - Acoustic	Acoustic	Pre-finished	Acoustic panel / tile	
7001	Windows				Desirable (external outlook). If provided preferably not on a wall in front of the camera.
9005	Door	Solid core / glass	Paint	Single leaf, observation panel	Egress door, staff use, lock set.
9005-c	Door, with closer	Solid core / glass	Paint	Single leaf, observation panel, with closer	Lock set, with closer.

Fittings and Furniture

AHFG code	Description	Group	Qty	Comments
FF-1050	Bench top - laminate	1	1	Length to suit layout, refer RLS or project specific requirements.
FF-2060	Chair - meeting, ergonomic	1	4	Heavy duty for Review Hearings. May be removed from room, dependant on configuration and room mode. Ergonomic.
FF-2650	Chair - visitor, patient	1	4	Heavy duty. For example, bottom heavy bucket chairs without handlebar arm rests. The chair(s) may be removed from the room, dependant on configuration and room mode.
FF-2650	Chair - visitor, patient	1	3	Heavy duty. For example, bottom heavy bucket chairs without handlebar arm rests. The chair(s) may be removed from the room, dependant on configuration and room mode.
FF-4420	Cupboard - lockable - under bench	2	1	Adjustable shelf, optional. Number to suit layout, refer RLS or project specific requirements. Lockable storage solution to store support information for the hearings and equipment. To meet project specific Infection Control and OHS requirements.
FF-4410	Cupboard - lockable - under bench double	1	2	Adjustable shelf, optional. Number to suit layout, refer RLS or project specific requirements. Lockable storage solution to store support information for the hearings and equipment. To meet project specific Infection Control and OHS requirements.
FF-4460	Cupboard - lockable - over bench	2	1	Adjustable shelf, optional. Number to suit layout, refer RLS or project specific requirements. Lockable storage solution to store support information for the hearings and equipment. To meet project specific Infection Control and OHS requirements.
FF-4460	Cupboard - lockable - over bench	1	1	Refer to RLS or project specific requirements. 'Fold-away' or similar doors to video conferencing equipment. Lockable storage to store equipment. To meet project specific Infection Control and OHS requirements.

Fittings and Furniture – cont.

AHFG code	Description	Group	Qty	Comments
FF-5828	External window dressing	1	2	Number to align with window configuration, if provided. Window dressing type to comply with Infection Control policy. Blackout and brownout required for audiovisual presentations and videoconferencing.
FF-7513	Bracket - LCD monitor			Securely wall mounted.
FF-23040	Meeting table - with lockable wheels	1	4	In 'Present' mode the hearing room table configuration should achieve a minimum of 1.5m distance between tribunal members and consumers. A minimum modular system of 1500mmL x 750mmW X 750mmH is required. The table(s) may be removed from the room, dependant on configuration and room mode.
FF-23040	Meeting table - with lockable wheels	1	5	In 'Absent' mode the hearing room table configuration should allow for a 5 person occupancy. A minimum modular system of 1500mmL x 750mmW X 750mmH is required. The table(s) may be removed from the room, dependant on configuration and room mode.

Fixtures, Equipment and associated Services

AHFG code	Description	Grp	Qty	Ele	Data	CdW	HtW	WmW	Tap	Dns	Gas	Comments
FE-6466	Telephone - teleconference	1	1	✓	✓							Linked to hearing augmentation technology.
FE-7721	Video conferencing system	1	1	✓	✓							Console, integral with camera, monitor, speakers and microphone. Configuration and Mental Health Review Board requirements to be confirmed at project level. Linked to hearing augmentation technology.
FE-7722	Camera - video-conferencing	1	1	✓	✓							Mounted to monitor(s) or wall mounted.
FE-7719	Monitor - LCD	1	1	✓	✓							Securely wall mounted and / or imbedded into a wall cavity. Minimum 55" screen size required.

Service Requirements

AHFG code	Description	Comments
S-5000	Air conditioning	
S-6000	General fluorescent	
S-6110	Down-lights: dimmable	Optional

Services

AHFG code	Description	Group	Qty	Comments
S-1006	Voice / data outlet - double	1	2	On wall for VC unit (min requirement for VC is 1-triple outlet); 1 outlet for IP connectivity for videoconferencing unit; ISDN (Onramp2) connection, ISDN NT box only if required; network terminator boxes (NT1) to be located within the room; equipment to be directly connected, no patch panels; verify location before installation. 1 outlet for telephone.
S-1006	Voice / data outlet - double	1	1	
S-1387	Floor services box: flush mount	1	1	Optional (subject to site)
S-5000	Air conditioning	1	1	
S-6000	General fluorescent	1	1	
S-6110	Down-lights: dimmable	1	1	Optional
S-6200	Light switch	1	1	
S-9001	GPO - double	1	4	
S-9001	GPO - double	1	1	
S-10005	Duress alarm	2	1	A duress alarm must be placed at the staff egress door and preferably also near the staff side of the table in 'Present' mode configuration. Note separate personal duress alarm system to be provided to each staff member.
S-10020	SSCR - card access	1	1	Note swipe card to be provided to each staff member.