

SUPREME COURT

OF THE AUSTRALIAN CAPITAL TERRITORY

GUIDELINES FOR THE USE OF THE ROBING ROOM IN THE ACT LAW COURTS BUILDING

GENERAL USE OF THE ROBING ROOM

1. The robing room is a facility provided by the Supreme Court (the Court) for the convenience of the local and visiting legal profession.
2. The use of the robing room (including the lockers within the robing room) is at the discretion of the Court. At any time, the Court may withdraw permission for any individual or agency to use the robing room (or any locker within the robing room) for any reason that the Court considers appropriate.
3. The use of the robing room (including the lockers within the robing room) is administered by the Sheriff on behalf of the Court.
4. Barristers and solicitors appearing as counsel in the Court may use the robing room to change and to speak with instructors.
5. The robing room must not be used for legal conferences; other spaces are available for this purpose. Clients are not permitted in the robing room.
6. Any complaint concerning use of the robing room (or any locker within the robing room) should be directed to the Sheriff.
7. The robing room is accessed by using a code. Legal practitioners must keep the code confidential.
8. The Court and the ACT Courts and Tribunal take no responsibility for items left in the robing room; its use is at the risk of the user.

ALLOCATION AND USE OF LOCKERS GENERALLY

6. The robing room contains 20 lockers suitable for the storage of robes, male and female bathrooms, a small kitchenette area and some general (but insecure) hanging space (coat stands etc).
7. The use of lockers is free of charge, but a replacement fee is payable if a locker key is misplaced.
8. A locker is indefinitely allocated to each of the following agencies:
 - a. ACT DPP
 - b. CTH DPP
 - c. ACT Legal Aid Office
 - d. ACT GSO
 - e. CTH AGS
9. Three (3) lockers are designated "visiting counsel lockers" and are for temporary use by any legal practitioner appearing as counsel in the Court, including a legal practitioner who does not hold an unrestricted Barristers Practising Certificate.
10. A request to use a visiting counsel locker is to be made to the Sheriff.
11. The remaining 12 lockers may be allocated for use as private lockers by persons holding unrestricted Barristers Practising Certificates.

ALLOCATION AND USE OF PRIVATE LOCKERS

12. The twelve private lockers may be allocated to individual barristers, groups of barristers or sets of chambers for a period of up to 12 months.
13. The Court will allocate private lockers in consultation with the ACT Bar Association and having regard to the Bar Association's recommendations.
14. The recipient of an allocated private locker may permit another barrister or barristers to use their locker on an occasional basis but, if the recipient does so, the recipient remains responsible for the locker and the key/s to the locker.
15. A maximum of two (2) keys will be issued for any locker.
16. If a locker key is misplaced, a replacement fee is payable.
17. Each December, the ACT Bar Association will seek expressions of interest from members or sets of chambers that wish to be allocated a locker and will submit recommendations to the Sheriff concerning the allocation of private lockers.
18. In formulating its recommendations, for the purpose of ensuring that all interested persons have access to a locker, the Bar Association may consider whether lockers should be shared by individual barristers or allocated to sets of chambers.
19. In recommending the manner in which private lockers should be allocated, the Bar Association will consider:
 - a. seniority at the Bar;
 - b. anticipated frequency of locker use; and
 - c. such other matters as the Bar Association considers appropriate.
20. In allocating the private lockers, the Court will have regard to the Bar Association's recommendations.

Issued by the Hon Helen Murrell, Chief Justice

23 January 2020