

### **What is the purpose of Stakeholder Roundtables?**

The roundtables are specifically set up to look at possible solutions or recommendations that the Review may make, in response to the four broad terms of reference:

- preventing sexual harassment
- improving reporting and support to those who experience sexual harassment
- raising awareness
- ensuring accountability

The Review is endeavouring to form a holistic view of how Victoria's court system works to prevent and respond to sexual harassment. By attending a roundtable, you will have an opportunity to share your suggestions and experiences with the Review. This information will then help the Review understand and identify systemic issues within the Court system with a view to shaping recommendations.

### **What does participation involve?**

We are hosting up to 20 roundtables with a range of people connected with the Courts and VCAT as a workplace. To ensure there is meaningful contributions by participants we are capping the numbers of the roundtables at 15.

There are a limited number of places available for the roundtable therefore participation in the roundtable cannot be guaranteed. You can also share your views and make contributions to the Review in other ways. People who have experienced or witnessed sexual harassment in Victorian courts or VCAT can share their personal experience confidentially by calling the VEOHRC Harassment hotline on 1300 395 726, open 10am-4pm, Monday to Friday. You can also make an individual submission [here](#).

### **How will my information be used?**

All de-identified information will be considered by the Review team with a view to considering past performance to improve future practice in the courts. Participants will receive information regarding the roundtables as well as information regarding consent for their de-identified information to be used in the report of the Review prior to the roundtable.

Individuals can also elect to have their de-identified story or quotes included in the Review report. This will not occur unless you agreed and provide your informed consent.

### **Do I have to take part?**

No. Participation is entirely voluntary. You do not have to share any information you do not wish to. If you decide to participate and then change your mind, you just need to let the Review team know by emailing. You can withdraw consent any time prior to publication.

### **How will the interview be conducted?**

The roundtables will be semi-structured and conducted in a way that is informal and conversational. They are designed to allow the Review to identify key themes and systemic issues, and to inform the development of recommendations.

### **How will my privacy be managed?**

Only authorised staff will have access to your name and contact details. We will use this information only to communicate with you during the Review, for example, to book you into the roundtables and receive your consent form, clarify a response or to seek further approvals, and to update you on the Courts Review. We will keep your contact details in a secure electronic file in compliance with the privacy principles contained in the *Privacy and Data Protection Act 2014* (Vic).

We will record the roundtables and create transcripts from the recordings. The transcripts will then be redacted to ensure that they are de-identified. The interview transcripts will be kept for 12 months following the completion of the Review and then destroyed in accordance with the information privacy principles contained in the *Privacy and Data Protection Act 2014* (Vic).

**What support will be provided to me?**

To find out more about what support services are available and to receive assistance in accessing those services, please call the VEOHRC Hotline on 1300 395 726.

**Can I also make a formal complaint?**

VEOHRC can provide you with information about your options for making a formal complaint. This may include lodging a formal complaint with VEOHRC or another external body. To find out more about what how to make a formal complaint and what options are available to you, please call our Hotline on 1300 395 726

**Who can I contact if I have further questions or concerns about the interview?**

Information regarding the roundtables and the consent procedures will be shared with the participants prior to the roundtable. If you have any queries please don't hesitate to contact Alex Shehadie, Review Program Manager at [alex.shehadie@courts.vic.gov.au](mailto:alex.shehadie@courts.vic.gov.au) or 0421 611 986.