

# Ministerial Diary Disclosure Form

Ministerial Code of Conduct, s 5.3

Victorian Government

This form is to be used by ministers for quarterly ministerial diary summaries made in accordance with s 5.3 of the Ministerial Code of Code (Ministerial Code), which requires that:

‘Ministers must publish summaries from their diaries on a quarterly basis, detailing scheduled meetings with stakeholders, external organisations, third-party lobbyists, Government Affairs Directors, and external individuals.

Summaries should disclose the meeting date, company or organisation with whom the meeting occurred, meeting attendees, including registered lobbyist details (where applicable), purpose of the meeting and any other additional information required by the Premier.’

Ministerial diary summaries must be **attached** to this form and provided to the Secretary, Department of Premier and Cabinet within 14 business days of the end of each quarter. All diary summaries will be published on the Victorian Government website in accordance with the Ministerial Code.

## Instructions for completing this form

Complete the details below. Further information on the publication of ministerial diaries, including identifying meetings in scope for disclosure, privacy notices to attendees, and preparation of diary summaries can be found in the Publication of Ministerial Diaries Guidance and Ministerial Office Process Guide.

## Privacy

Ministerial diary disclosure forms are held by DPC in accordance with the *Privacy and Data Protection Act 2014*. The personal information collected in these forms is collected for the purposes of publication of meeting details in accordance with the Ministerial Code of Conduct. Please ensure that the Privacy Notice (set out in the **Ministerial Office Process Guide**) is sent as part of the meeting invitation.

For information on how the Department of Premier and Cabinet (DPC) collects and discloses personal information, please refer to DPC’s Privacy Policy. Should individuals wish to gain access to or correct their personal information that DPC holds, please contact: Title: Privacy Officer, DPC, Contact details: [dpc.privacy@dpc.vic.gov.au](mailto:dpc.privacy@dpc.vic.gov.au).

## Declaration

Quarterly disclosure period: December 2023

Minister name: Jaclyn Symes

Ministerial portfolio(s): Attorney-General and Emergency Services

## Declaration:

**I declare that the information provided in the attached summary of my Ministerial diary is true, accurate and complies with my obligations under the Ministerial Code of Conduct at the date of signature.**

Signature of Minister:  Date: 29/01/2024

**PUBLICATION OF MINISTERIAL DIARIES - December 2023**

**MINISTER: Minister Jaclyn Symes**

**PORTFOLIOS: Attorney-General, Minister for Emergency Services**

<b>Subject</b>	<b>Start Date</b>	<b>Description</b>
President VCAT, The Honourable Justice Ted Woodward	5/12/2023	<p><b>Attendees:</b> President VCAT, The Honourable Justice Ted Woodward Lidija Bujanovic - Deputy Chief of Staff Ken Macpherson - Chief of Staff</p> <p><b>Purpose of meeting:</b> Regular meeting with statutory authority.</p>
Sam Hay KC, Georgina Schoff KC	12/12/2023	<p><b>Attendees:</b> Sam Hay KC Georgina Schoff KC Lidija Bujanovic - Deputy Chief of Staff Ken Macpherson - Chief of Staff</p> <p><b>Purpose of meeting:</b> Regular meeting and to introduce the new Vic Bar President, Georgina Schoff KC.</p>
Eamonn Moran, PSM KC, Inspector - Victoria Inspectorate	12/12/2023	<p><b>Attendees:</b> Eamonn Moran, PSM KC, Inspector - Victoria Inspectorate Senior Advisor to the Attorney-General Ken Macpherson, CoS</p> <p><b>Purpose of meeting:</b> Regular meeting with statutory authority.</p>

**PUBLICATION OF MINISTERIAL DIARIES - December 2023**

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**PORTFOLIOS: Attorney-General, Minister for Emergency Services**

Adam Barnett, Volunteer Fire Brigades Victoria	14/12/2023	<b>Attendees:</b> Adam Barnett - Volunteer Fire Brigades Victoria Ken Macpherson - Chief of Staff  <b>Purpose of meeting:</b> Meeting with volunteer representative body.
Palestinian and Islamic community leaders and staff from Whittlesea Legal Service.	14/12/2023	<b>Attendees:</b> Minister Ingrid Stitt Bronwyn Halfpenny MP Mohamed Mohideen Tarek Khodr Moustapha Sarakibi Senior Advisor to the Attorney-General  <b>Purpose of meeting:</b> To discuss matters relating to social cohesion.
Anthony North KC from Victoria Law Reform Commission	19/12/2023	<b>Attendees:</b> Anthony North KC - Chair, Victoria Law Reform Commission Lidija Bujanovic - Deputy Chief of Staff  <b>Purpose of meeting:</b> Regular meeting with statutory authority.
Louise Glanville and Bill Jaboor, Victoria Legal Aid	19/12/2023	<b>Attendees:</b> Louise Glanville - CEO Victoria Legal Aid Bill Jaboor, Victoria Legal Aid  <b>Purpose of meeting:</b> Regular meeting with statutory authority.

**PUBLICATION OF MINISTERIAL DIARIES - December 2023**

**MINISTER: Minister Jaclyn Symes**

**PORTFOLIOS: Attorney-General, Minister for Emergency Services**

Fiona Bennett and Fiona McLeay, Victorian  
Legal Services Board

19/12/2023

**Attendees:**

Fiona Bennett, VLSB

Fiona McLeay, VLSB

**Purpose of meeting:**

Regular meeting with statutory authority.