

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.



Declaration

Quarterly disclosure period: 1 December 2023 – 31 December 2023

Minister name: Gabrielle Williams

Ministerial portfolio(s): Government Services, Consumer Affairs, Public and Active Transport

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: 12 / 01 / 2023

PUBLICATION OF MINISTERIAL DIARIES - DECEMBER 2023

Minister: Gabrielle Williams MP

Portfolio: Government Services, Consumer Affairs, Public and Active Transport

Subject	Start Date	Description
Minister Williams & Metro	5/12/2023	<p>Attendees: James Waters, Chief of Staff, Office of Minister Williams Raymond O'Flaherty, CEO, Metro Trains Alan Fedda, Chief Public Transport, Department of Transport and Planning</p> <p>Purpose of meeting Portfolio matter - in relation to quarterly performance.</p>
Minister Williams & Commissioner for Residential Tenancies	5/12/2023	<p>Attendees: Senior Adviser, Office of Minister Williams Dr Heather Holst, Commissioner, Commissioner for Residential Tenancies</p> <p>Purpose of meeting Introductory meeting with the Commissioner for Residential Tenancies.</p>
Minister Williams & Victorian Civil & Administration Tribunal	5/12/2023	<p>Attendees: Senior Adviser, Office of Minister Williams Honourable Justice Ted Woodward, President, Victorian Civil & Administration Tribunal (VCAT)</p> <p>Purpose of meeting Introductory meeting with the President of VCAT.</p>
Minister Williams & Financial Counselling Victoria	6/12/2023	<p>Attendees: Senior Adviser, Office of Minister Williams Adviser, Office of Minister Williams Zyl Hovenga-Wauchope, CEO, Financial Counselling Victoria James Hunt, Campaign Lead, Financial Counselling Australia Kay Dilger, Financial Counsellor, South East Community Links</p> <p>Purpose of meeting Introductory meeting with the CEO of Financial Counselling Victoria.</p>
Minister Williams & Tenants Victoria	6/12/2023	<p>Attendees: Senior Adviser, Office of Minister Williams Jennifer Beveridge, CEO, Tenants Victoria</p> <p>Purpose of meeting Introductory meeting with the CEO of Tenants Victoria.</p>

PUBLICATION OF MINISTERIAL DIARIES - DECEMBER 2023

Minister: Gabrielle Williams MP

Portfolio: Government Services, Consumer Affairs, Public and Active Transport

Minister Williams & V/Line

6/12/2023 **Attendees:**

James Waters, Chief of Staff, Office of Minister Williams
Yvette Haikal, Deputy Chief of Staff, Office of Minister Williams
Senior Adviser, Office of Minister Williams
Matt Carrick, CEO, V/Line
Moshe Same, Chief of Staff, V/Line
Alan Fedda, Chief Public Transport, Department of Transport and Planning

Purpose of meeting

Portfolio matter - in relation to quarterly performance.

Minister Williams & Real Estate Institute of Victoria

12/12/2023 **Attendees:**

James Waters, Chief of Staff, Office of Minister Williams
Adviser, Office of Minister Williams
Quentin Kilian, CEO, Real Estate Institute of Victoria
Sarika Bhalla, Marketing & Communications Manager, Real Estate Institute of Victoria (REIV)

Purpose of meeting

Introductory meeting with the CEO of Real Estate Institute of Victoria.

Minister Williams & Transport Workers Union

13/12/2023 **Attendees:**

Yvette Haikal, Deputy Chief of Staff, Office of Minister Williams
Mem Suleyman, Assistant Secretary, Transport Workers Union (TWU)

Purpose of meeting

Introductory meeting with Assistant Secretary of the Transport Workers Union.

Minister Williams & Infrastructure Victoria

13/12/2023 **Attendees:**

James Waters, Chief of Staff, Office of Minister Williams
Yvette Haikal, Deputy Chief of Staff, Office of Minister Williams
Senior Adviser, Office of the Deputy Premier
Adviser, Office of Minister Williams
George Konstantopoulos, Director Bus Network Planning and Reform, Department of Transport and Planning
Jonathan Spear, CEO, Infrastructure Victoria
Allison Stewart, Deputy CEO, Infrastructure Victoria

Purpose of meeting

Portfolio matter – Infrastructure Victoria’s research regarding Melbourne’s bus services.