

# 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: Hon Anthony Carbines MP \_\_\_\_\_

Ministerial portfolio(s): Police, Crime Prevention, Racing \_\_\_\_\_

**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: 09/01/24

**PUBLICATION OF MINISTERIAL DIARIES - DECEMBER 2023**

Minister: **Hon Anthony Carbines MP**

Portfolios: **Police, Crime Prevention, Racing**

<b>Subject</b>	<b>Start Date</b>	<b>Description</b>
Mayor Tom Melican, CEO Allison Beckwith - Banyule City Council	20/12/2023	<b>Attendees:</b> Electorate Officer Cr Tom Melican, Mayor, Banyule City Council Allison Beckwith, CEO, Banyule City Council  <b>Purpose of meeting</b> Stakeholder matters – meeting to discuss Crime Prevention matters. Electorate matters.
Melbourne Metropolitan Racing Clubs	19/12/2023	<b>Attendees:</b> Neil Wilson, Chair, Victorian Racing Club Matt Cain, Chair, Melbourne Racing Club Adam Lennen, Chair, Moonee Valley Racing Club  <b>Purpose of meeting</b> Stakeholder matters – meeting to discuss racing portfolio matters.