

# 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: 1 December to 31 December 2023

Minister name: Minister Gayle Tierney

Ministerial portfolio(s): Skills and TAFE/ Regional Development

### 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:** 01/02/2024

**Publication of Ministerial Diaries – December 2023**

Minister: **Hon. Gayle Tierney MP**

Portfolio/s: **Skills and TAFE, Regional Development**

<b>Subject</b>	<b>Start Date</b>	<b>Description</b>
Victorian Skills Authority Advisory Board	4/12/2023	<b>Attendees:</b> Lisa Line, Board, Chair, Victorian Skills Authority Advisory  <b>Purpose of meeting:</b> Portfolio matter in relation to skills and training
Plumbing and Pipe Trades Employees Union	5/12/2023	<b>Attendees:</b> Tim Pallas, Treasurer and Industrial Relations Senior Adviser to Treasurer David Miles, Chief of Staff - Minister Tierney Earl Setches, Secretary, Plumbing and Pipe Trades Employees Union Lill Healy, Deputy Secretary of the Department of Jobs, Skills, Industry and Regions Matt O'Connor, Deputy Secretary, Industrial Relations Victoria  <b>Purpose of meeting:</b> Portfolio matter in relation to training
Aboriginal Community Elders Service	11/12/2023	<b>Attendees:</b> Senior Advisor to Minister Tierney James Atkinson, CEO, Aboriginal Community Elders Service Eliza Finch, Executive Coordinator, Aboriginal Community Elders Service  <b>Purpose of meeting:</b> First Nations adult community education

Humanability

18/12/2023

**Attendees:**

David Miles, Chief of Staff - Minister Tierney

Senior Advisor to Minister Tierney

Emma King, CEO, Humanability

Jennie Courtney, Executive Director Stakeholder Engagement,  
Humanability

Warren Hill, Executive Director Research and Workforce,  
Humanability

**Purpose of meeting:** Discussion on skills shortage and workforce  
in the sector

Warrnambool City Council

19/12/2023

**Attendees:**

Senior Advisor - Minister Tierney

Senior Advisor - Minister Tierney

Cr Ben Blain, Mayor Warrnambool City Council

Andrew Mason, CEO Warrnambool City Council

Brett Ince, Regional Director, Barwon South, Regional  
Development Victoria

**Purpose of Meeting:** Introductory meeting