



**Australian Government**

**Department of Infrastructure, Regional Development and Cities**

**Deputy Secretary  
Pip Spence PSM**

Senator Storer  
Chair  
Senate Select Committee on Electric Vehicles  
Parliament House  
CANBERRA ACT 2600

cc: Ms Ann Palmer, Committee Secretary

Dear Senator Storer

In proceedings of the Senate Committee on Electric Vehicles on 17 August 2018, in answer to Senator Patrick's question 'I presume the ministerial forum produces minutes', Mr Alex Foulds, Executive Director, Surface Transport Policy Division, Department of Infrastructure, Regional Development and Cities, stated: 'No, they don't produce minutes as such'.

A subsequent search for documents in response to Senator Patrick's Freedom of Information (FOI) request of 18 August 2018 identified two documents titled 'draft minutes', from late 2015 and early 2016. The department acknowledges that, for the avoidance of doubt, it should have clarified the record to draw the draft minutes to the Committee's attention.

This was an oversight on behalf of the Department and the Department apologises for this error.

Mr Foulds is presently on annual leave; however, other officers from the department will be happy to clarify any issues that Senator Patrick may have during its appearance at Senate Estimates hearing on Monday 22 October.

Yours sincerely

Pip Spence

22 October 2018