



SENATE SELECT COMMITTEE ON ELECTRIC VEHICLES

Further Questions on Notice Department of Infrastructure, Regional Development and Cities

Ministerial Forum on Vehicle Emissions

1. Mr Foulds' letter of clarification, dated 13 September 2018, sets out the dates on which the Ministerial Forum on Vehicle Emissions (Ministerial Forum) had met, and Mr Foulds' subsequent correspondence, dated 22 November, provides draft minutes and notes for seven of the meetings of the Ministerial Forum. Can the Department confirm that no minutes or notes exist for the following meetings of the Ministerial Forum?
 - 17 August 2016;
 - 4 July 2017;
 - 24 October 2017;
 - 29 May 2018; and
 - 18 June 2018.

2. Mr Foulds' correspondence of 22 November states:
Minutes (draft or final) or notes for the other meetings of the Ministerial Forum were not provided as there were either no officials from the Department present or no notes were taken.
For each of the meetings of the Ministerial Forum for which no minutes or notes were provided, can the Department tell the committee:
 - Which meetings that officers of the Department attended?
 - Why no notes or minutes were taken at meetings that officers of the Department attended?
 - Under what circumstances would meetings occur where officers of the Department would not attend?

3. The committee understands that the Department provides secretariat support to the Ministerial Forum. For those meeting(s) which were not attended by officers of the Department, what arrangements were made for the taking of notes and production of minutes for the meeting(s)?
 - If no arrangements were made by the Department, please explain why not.

- If arrangements were made, did those arrangements include provision for the Department (as secretariat to the Forum) to have access to those notes/minutes which were produced?
4. Has the Department met all of its records management obligations in relation to the Ministerial Forum, including any legal obligations?
 5. What training, guidance, support or advice was provided to officials attending the Ministerial Forum on their roles and duties in relation to attending those meetings?
 6. Did officers of the Department receive other general training, guidance, support or advice which would assist them in performing their roles and duties in supporting meetings of the Ministerial Forum?
 7. Does the Department have any procedures or guidelines in place regarding responsibilities of officers who attend meetings with Ministers, particularly in relation to the keeping of notes and production of minutes?
 8. Given there are a number of meetings of the Ministerial Forum which appear not to be minuted, and that the Department was responsible for providing secretariat support for the Ministerial Forum, is the Department satisfied that its officers have complied with the APS Code of Conduct and the APS Values with respect to supporting the Ministerial Forum?

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- Why no notes or minutes were taken at meetings that officers of the Department attended?
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- If no arrangements were made by the Department, please explain why not.
- If arrangements were made, did those arrangements include provision for the Department (as secretariat to the Forum) to have access to those notes/minutes which were produced?

4. Has the Department met all of its records management obligations in relation to the Ministerial Forum, including any legal obligations?

5. What training, guidance, support or advice was provided to officials attending the Ministerial Forum on their roles and duties in relation to attending those meetings?

6. Did officers of the Department receive other general training, guidance, support or advice which would assist them in performing their roles and duties in supporting meetings of the Ministerial Forum?

7. Does the Department have any procedures or guidelines in place regarding responsibilities of officers who attend meetings with Ministers, particularly in relation to the keeping of notes and production of minutes?

8. Given there are a number of meetings of the Ministerial Forum which appear not to be minuted, and that the Department was responsible for providing secretariat support for the Ministerial Forum, is the Department satisfied that its officers have complied with the APS Code of Conduct and the APS Values with respect to supporting the Ministerial Forum

Answer:

1. Yes.
2. No officials from the Department attended the meetings of the Ministerial Forum on 17 August 2016, 4 July 2017, 24 October 2017, 29 May 2018 and 18 June 2018. Officials from the Department will only attend meetings of the Ministerial Forum at the invitation of the Ministers.
3. The Department did not make arrangements for the taking of notes and production of minutes for any meetings of the Ministerial Forum where officials from the Department were not invited to attend as they were not required.
4. Yes.
5. Officials from the Department do not receive specific training, guidance, support or advice in respect of their attendance of meetings of the Ministerial Forum.
6. Officials from the Department receive general training, guidance, support and advice which would assist them when dealing with or supporting Ministers.
7. The Department has procedures or guidelines in place regarding the responsibilities of officials when dealing with or supporting Ministers. This includes their obligations under the APS Code of Conduct and the APS Values.
8. Yes.