

**Senate Finance and Public Administration Legislation Committee  
Budget Estimates 2015-16**

**Question on Notice – No. 3**

**Senator Ludwig:** asked the President of the Senate on 25 May 2015 the following:

Hansard, 25 May 2015, p. 21.

**Senator LUDWIG:** Who does the secretarial support? Who takes the minutes?

**The President:** I think it is the Department of the Prime Minister and Cabinet or the Department of Parliamentary Services. Minutes are produced. It is Attorney-General's, I have been informed, so it is one of the departments.

**Senator WONG:** So an executive agency.

**Senator LUDWIG:** An executive agency takes the minutes.

**The President:** Yes, but the presiding officers have to—

**Senator LUDWIG:** Where do those minutes sit? Are they kept by you or by the Speaker or by—

**The President:** By the Speaker. I do not keep them, but we agree to the minutes at each meeting. I have to be satisfied the minutes are correct and I am satisfied.

**Senator LUDWIG:** Who keeps them? For the purposes of FOI or for the purposes of—

**The President:** I can take it on notice, but—

**Senator LUDWIG:** parliament seeking the minutes, who keeps the minutes?

**The President:** I would assume they are kept by the Attorney-General's Department with a copy in the Speaker's office, but I can ascertain that.

**Mr President, the Hon Stephen Parry** answers:

The Attorney General's Department records the minutes of the Australian Parliament House Security Taskforce meetings.