

**Senate Standing Committee on Economics**  
**ANSWERS TO QUESTIONS ON NOTICE**  
Innovation, Industry, Science and Research Portfolio  
Additional Estimates Hearing 2010-11  
23 February 2011

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**AGENCY/DEPARTMENT:** INNOVATION, INDUSTRY, SCIENCE AND RESEARCH

**TOPIC:** Recording of meetings

**REFERENCE:** Question on Notice (Hansard, 23 February 2011, E66)

**QUESTION No.:** AI-25

**Senator RYAN**—When you have had these meetings that you have referred to with unions and other stakeholders, are any minutes of these meetings compiled by your staff or by departmental officials? Is there a record of these meetings for official purposes other than a diary entry?

**Senator Sherry**—I will check. In terms of my period in small business, I do not believe there are minutes or records other than by the department.

**Senator RYAN**—Or your office?

**Senator Sherry**—On occasions my staff would take notes of any meeting, obviously for follow-up purposes,. It would vary from meeting to meeting.

**Senator RYAN**—I appreciate that. That is entirely reasonable. So you will take on notice whether, since you have been minister—I accept that—there are any officials from the department taking minutes or somehow otherwise recording the content of a meeting that is more than a diary entry?

**Senator Sherry**—There is one that I can recall and that is the small business forum that I conducted in Hobart a couple of weeks ago. There were departmental officials there and there were notes taken of the issues raised there.

**ANSWER**

Minister Sherry is required to undertake numerous meetings each week and of these departmental officers are only required to attend a minority.

On the occasions where Departmental officers are required to attend meetings between a Minister and stakeholders, the Department may provide a record of discussions and outcomes from those meetings as appropriate.

As is the case for the majority of the Ministers meetings, the Department was not required to attend any meeting between Senator the Hon. Nick Sherry and trade unions and as such the department does not hold any record of a meeting of this kind.