

- MINUTES -

The inaugural meeting of the Parliamentary Public Accounts Committee was held in Room A17, Parliament House on Thursday 24 November 1988 at 8.30 am

Members present: Messrs Alison, Booth, Campbell, Fraser, Hayward, Stephan and White, Ms.L.A.  
In attendance at Secretary - The Clerk of the Parliament, Mr A. Woodward.

Election of Chairman: Pursuant to Section 9(1) of the Act, the Clerk called for nominations for Chairman.  
Mr Stephan nominated Mr Alison to be the Chairman of the Committee. There being no further nominations, Mr Alison was unanimously declared as Chairman of the Committee and took the Chair.

Election of Deputy Chairman: Pursuant to the Act, the Chairman called for nominations for the position of Deputy Chairman of the Committee.  
Mr Hayward nominated Mr Campbell to be Deputy Chairman of the Committee. There being no other nominations, Mr Campbell was unanimously declared as Deputy Chairman of the Committee.

- Business:
1. Resolved: That the Secretary prepare and circulate (via facsimile if necessary) draft details of qualifications/duties for the positions of  
(a) Senior Research Officer  
(b) Research Officer  
(c) Secretary  
and that the Secretary confer as needed with John Walsh.
  2. Resolved: That all positions be advertised simultaneously at the earliest opportunity.
  3. Resolved: That future meetings be held in the Committee Rooms on level 6 of the Parliamentary Annexe.
  4. Resolved: (a) That the next meeting be held on Friday 2 December 1988, at 2 pm;  
(b) That an invitation be extended to Mr V. Doyle, Auditor-General, and one of his senior officers to join the Committee for afternoon tea that afternoon.
  5. Resolved: That the Chairman contact Mr John Horder, Clerk of the PAC Committee, New South Wales and invite him to meet with the Committee on 9th December, 1988 at 10 am, to be followed by lunch.

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(of this book)

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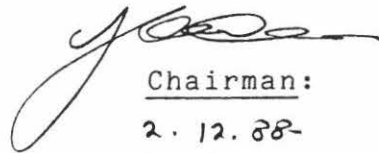
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(Continued)

Business (Cont.):

6. Resolved: That the Committee consider a list of projects with a view to early attention by the Committee.

Confirmed this second day of December, 1988

  
Chairman:  
2. 12. 88-

- M I N U T E S -

A meeting of the Parliamentary Public Accounts Committee was held in the Committees Rooms, level 6 of the Parliamentary Annexe, on Friday 2nd December, 1988 at 2.00 pm

Members present: Messrs Alison, Booth, Campbell, Fraser, Hayward, Stephan and White.

In attendance as Secretary - The Clerk of the Parliament, Mr A. Woodward.

Presence of the Media: The Chairman opened the meeting by reading a statement on the role of the Public Accounts Committee to the media present.

The meeting was adjourned from 2.08 pm to 2.30 pm

Minutes of Previous Meeting:

The Committee, meeting in private, considered the minutes of the meeting of 24 November, 1988, and these were confirmed on the motion of Mr Stephan, seconded by Mr Fraser.

Matters arising therefrom:

(1) Draft duties for the staff positions

Drafts had been faxed to Committee members for

- (a) Secretary/Research Officer
- (b) Research Officer and
- (c) Secretary.

(2) The drafts were discussed and amended as follows:-

(a) Position to be - Secretary/Principal Research Officer

(Salary range - Classification I-12 to I-15)  
Para. 6 of the duty statement amended.

Agreed to: (Moved - Mr Campbell; Seconded Mr Stephan).

(b) Position to be Research Officer  
(Classification I-9 to I-11)

Agreed to: (Moved - Mr Fraser; Seconded Mr Hayward)

(c) Position to be Administrative Assistant Grade I  
(Classification AMI range - age 21 and above)

Agreed to: (Moved - Mr Booth; Seconded Mr Campbell).

(d) Resolved further - That there be three positions for the present time - to be reviewed as required.

(e) Resolved further - That it be recommended to the Parliamentary Service Commission that the positions be approved and advertised for four weeks, closing at 5 pm on Wednesday 4 January, 1989, in accordance with the draft advertisement (paragraphs 2 and 3 on page 2 deleted)

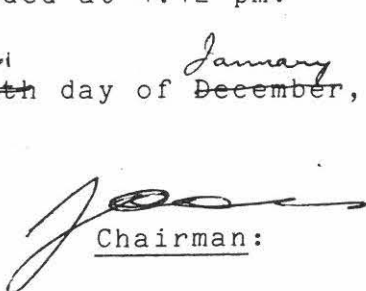
(f) Selection process: Resolved - That the Chairman and the Clerk select the best qualified candidates for each position, for consideration by the Committee, with all applications being made available for perusal by Committee members. It was hoped interviews be held during the period 16th to 20th January, 1989.

Other Business:

- (3) The Chairman advised that he would arrange for the Under Treasurer or his officers to brief the Committee on various Treasury papers and documents.
- (4) The Chairman suggested members visit New South Wales to attend public hearings.
- (5) Equipment: The Committee asked the Clerk to report on (i) suitable word processors and (ii) photo-copiers with collation features.
- (6) The Committee asked the Clerk to prepare a draft budget for the balance of the year based on the amount granted (\$200,000) by the government.
- (7) The Committee asked the Clerk to investigate what allowances should be paid to the Committee pursuant to S.39 of the Public Accounts Committee Act 1988.
- (8) A general discussion ensued on matters which could become items for investigation by the Public Accounts Committee including Treasurers Advance Account; format of Budget/Accounts; Programme Budgeting; Auditing; internal operational audit; Overtime payments; medical staffing in hospitals; Wolffdene Dam; matters which may be suggested by the Auditor-General in his Reports.
- (9) A draft letterhead (similar to South Australia) was to be prepared for printing on ivory paper, maroon printing.
- (10) There being no further business, the Committee stood adjourned until Friday 9th December, 1988 at 10 am. Such meeting to be attended by Mr V. Doyle (Auditor-General) at 10 am; Mr J. Horder at 11 am followed by lunch at 12 noon.

The meeting concluded at 4.12 pm.

Confirmed this <sup>23<sup>rd</sup></sup> ~~ninth~~ day of <sup>January</sup> ~~December~~, 1988. <sup>9.</sup>

  
Chairman: