

## ESTIMATES COMMITTEE A

## Ministerial Adviser Details form

**This form MUST be completed in full by each adviser appearing before the committee.**At least one day prior to the hearing, please send the completed form to laestimates@parliament.wa.gov.au

**Full Name**:

**Preferred designation**: Mr Mrs Ms Miss Dr Prof

**Position Title:**

**Email Address** (This section must be completed):

**Agency/Department Name (Portfolio/Division Number) and Relevant Minister/Parl Sec:**

**Date and time block/s you will be appearing before the committee** (*if you will be appearing multiple times please list each appearance*):

**Business Address:**

**NOTES: After the hearing, a proof copy of the transcript of the proceedings will be forwarded to you at the email address provided here.**

*Please check the report of your remarks for accuracy and return the transcript electronically via return email to:*hansard@parliament.wa.gov.au*with your corrections marked using tracked changes.*

 *Corrections should be confined to errors or omissions. The addition of new material is not permitted.*



## ESTIMATES COMMITTEE A

## INFORMATION FOR MINISTERIAL ADVISERS

### *HANSARD* REPORTING OF PROCEEDINGS

Estimates Committees are reported by *Hansard*. The daily draft *Hansard* is available on the day following the hearing at:

<http://www.parliament.wa.gov.au/hansard/hansard.nsf/DailyTranscripts>

Transcripts will also be emailed to advisers for corrections on the day of the hearings. The email address that you provide on your *Ministerial Adviser Details* form (form attached here) is the email to which the transcript will be sent.

Corrections must be clearly marked electronically on the transcript document using track changes. The cut-off date for corrections will be indicated on the transcript – corrections received after that date may not be included in the final document. Send corrections to hansard@parliament.wa.gov.au

### SUPPLEMENTARY INFORMATION

Supplementary information is written information the Minister has agreed to provide during the Estimates Committee, which will be due within a week of the conclusion of Estimates.
The Minister will be asked to clearly indicate what supplementary information they agreed to provide. *Hansard* records this information and a reference number will be allocated and highlighted in *Hansard* in the following style [*Supplementary Information No. XX*].

**All supplementary information must be provided in the following format** (an example from a previous year is also provided following).

|  |
| --- |
| LEGISLATIVE ASSEMBLY ESTIMATES COMMITTEE ADate of Hearing:Daily *Hansard* page No. (if available):**Division No.: Name of the agency*****[Supplementary Information No. XX.]****Question:**(Please see Hansard transcript – Question in italics)**Answer:* (Relevant division to provide answer – text Times New Roman 12) |



## ESTIMATES COMMITTEE A

## SUPPLEMENTARY INFORMATION REQUIREMENTS

Supplementary information is required by the Estimates Committee by no later than **12 noon** on **Friday, 31 May 2019**. If further assistance is required, please contact Rachel Wells, Clerk to Estimates Committee A, on 9222 7365.

All supplementary information must be provided in hard and soft copy. This includes lists and charts.

All hard copy answers provided **must be signed by the relevant Minister/or Minister representing.**

All soft copy supplementary information must be supplied electronically in **MS Word** format. **No other format will be accepted**. Electronic tables or products such as MS Excel must not be used for the presentation of lists and table data.

Please forward **hard copies** of supplementary information to –

Ms Rachel Wells

Clerk to the Estimates Committee A

Legislative Assembly

Parliament House

4 Harvest Terrace

WEST PERTH WA 6005

Please forward the **electronic copies** of supplementary information to –

laestimates@parliament.wa.gov.au

*Please identify in the subject line whether the supplementary information is for Committee A or B.*

**EXAMPLE OF SUPPLEMENTARY INFORMATION**

LEGISLATIVE ASSEMBLY ESTIMATES COMMITTEE A

Date of Hearing: 20 August 2013

Daily *Hansard* page: E189

**Division 42: Department of Water**

***[Supplementary Information No. A5]***

*Question: Mr D.J. Kelly asked if the Minister could provide the FTE figures for 2008–09, 2009–10, 2010–11 and 2011–12 using the new methodology referred to in footnote (b) of page 525?*

*Answer*: The reference to calculation methodology cited in footnote (b) does not signify a new method of calculating FTE. It is a standard footnote common to all budget papers and explains the reason for variances between published forecast and actual FTE usage in the agency across financial years. For Budget Papers, FTE reporting comprises:

* the actual FTE figure in any year – known only at the conclusion of the financial year;
* the estimated actual figure – a forecast of the actual figure for the year based on adjustments in the budget for FTE’s after the previous budget paper was finalised; and
* the Budget Estimate in any year - the FTE level in the budget papers current at the time.

The following table reflects the Department of Water’s FTE count for the period 2008-09 to 2013-14 reflecting all the above methodologies.

|  |  |  |
| --- | --- | --- |
| YEAR | BUDGET PAPER CATEGORY | NUMBER OF FTEs REPORTED |
| 2008-09 FTEs | 2008-09 Budget Estimate FTE as per 2008-09 Budget Papers | 668 |
|   | 2008-09 Estimated Actual as per 2009-10 Budget Papers | 604 |
|   | 2008-09 Actual as per the 2010-11 Budget Papers | 592 |
| 2009-10 FTEs | 2009-10 Budget Estimate FTE as per 2009-10 Budget Papers | 600 |
|   | 2009-10 Estimated Actual as per 2010-11 Budget Papers | 600 |
|   | 2009-10 Actual as per the 2011-12 Budget Papers | 561 |
| 2010-11 FTEs | 2010-11 Budget Estimate FTE as per 2010-11 Budget Papers | 585 |
|   | 2010-11 Estimated Actual as per 2011-12 Budget Papers | 580 |
|   | 2010-11 Actual as per the 2012-13 Budget Papers | 537 |
| 2011-12 FTEs | 2011-12 Budget Estimate FTE as per 2011-12 Budget Papers | 580 |
|   | 2011-12 Estimated Actual as per 2012-13 Budget Papers | 501 |
|   | 2011-12 Actual as per the 2013-14 Budget Papers | 475 |