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## ESTIMATES COMMITTEES A AND B

## 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 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 Word, using the following format**
(an example from a previous year is also provided following).

|  |
| --- |
| LEGISLATIVE ASSEMBLY ESTIMATES COMMITTEE A OR BDate 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 COMMITTEES A & B

## SUPPLEMENTARY INFORMATION REQUIREMENTS

Supplementary information is required by the Estimates Committees by no later than **12.00 noon** on **Friday, 2 June 2023**.

If assistance is required, please contact:

* Rachel Wells, Clerk to Estimates Committee A on 9222 7390; or
* Lachlan Gregory, Clerk to Estimates Committee B on 9222 7365.

SUPPLEMENTARY INFORMATION ANSWER REQUIREMENTS

Each supplementary information answer must be submitted in the following two formats:
**REQUIREMENTS –**

1. Each answer must be **signed** by the relevant Minister/Minister representing or relevant Parliamentary Secretary. This can be provided in **hard copy** **or in a signed PDF**; and
2. Each answer **MUST ALSO** be provided in **Word** format.

*Please note:* ***No other format can be accepted****. Electronic tables or products such as Excel must not be used for the presentation of lists and table data.*

SENDING SUPPLEMENTARY INFORMATION ANSWERS

Please forward the **electronic copies (Word versions & signed PDF’s)** of supplementary information to – laestimates@parliament.wa.gov.au

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

Please provide any **hard copies** of supplementary information to the Legislative Assembly Office located within Parliament House. Alternatively, by post to:

Mr Lachlan Gregory

Clerk to the Estimates Committee B

Legislative Assembly

Parliament House

4 Harvest Terrace

WEST PERTH WA 6005

Ms Rachel Wells

Clerk to the Estimates Committee A

Legislative Assembly

Parliament House

4 Harvest Terrace

WEST PERTH WA 6005

**EXAMPLE OF SUPPLEMENTARY INFORMATION**

LEGISLATIVE ASSEMBLY ESTIMATES COMMITTEE A OR B

Date of Hearing: 20 August 2013

Daily *Hansard* page: E189

**Division 42: Department of Water**

***[Supplementary Information No. B5]***

*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 |