

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**BUDGET ESTIMATES 2012-2013**

**PM&C Portfolio**

**Department/Agency:** National Mental Health Commission  
**Outcome/Program:** National Mental Health Commission  
**Topic:** Educational Expenses

**Senator:** Senator Ryan

**Question reference number:** 100

**Type of question:** Written

**Date set by the committee for the return of answer:** 6 July 2012

**Number of pages:** 1

**Question:**

What are the department/agency's guidelines on study? Please provide details.

For this financial year to date, detail all education expenses (i.e. in house courses and tertiary studies) for each portfolio department and agency. Include what type of course, the total cost, cost per participant, the employment classification of each participant, how many participants and the amount of study leave granted to each participant (provide a breakdown for each employment classification). Also include the reason for the study and how it is beneficial for the department/agency.

**Answer:**

The National Mental Health Commission was established at 1 January 2012. The terms and conditions of employment of staff including on study currently mirror the Department of the Prime Minister and Cabinet's (PM&C) Enterprise Agreement 2011-2014 and associated study guidelines:

"The department is committed to maintaining its reputation as a learning organisation, and actively supports learning and development opportunities for employees. Employee needs will be balanced against organisational requirements and availability of opportunities. It is expected that PM&C employees and their managers will identify learning and development needs and opportunities as part of the Performance Management and Development Scheme".

As at 31 May 2012 the Commission had spent \$190 on a first aid course facilitated by the Red Cross for one EL2 staff member. This course is in accordance with the *Work Health and Safety Act 2011*. First aid is an important component of a healthy and safe workplace.