

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 15 OCTOBER 2012**

**PM&C Portfolio**

**Department/Agency:** National Mental Health Commission  
**Outcome/Program:** National Mental Health Commission  
**Topic:** Travel Costs

**Senator:** Senator Ryan

**Question reference number:** 114

**Type of question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of pages:** 2

**Question:**

For the financial year to date, please detail all travel for Departmental officers that accompanied the Minister and/or Parliamentary Secretary on their travel. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).

For the financial year to date, please detail all travel for Departmental officers. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).

Are the Government's Lowest Practical Fare travel policy for Domestic Air Travel (Finance Circular No. 2009/10) and Best Fare of the Day for International Air Travel (Finance Circular No. 2009/11) guidelines being followed? How is the department/agency following the advice? How is this monitored? If the guidelines are not being followed, please explain why.

Are lounge memberships provided to any employees? If yes, what lounge memberships, to how many employees and their classification, the reason for the provision of lounge membership and the total costs of the lounge memberships.

When SES employees travel, do any support or administrative staff (such as an Executive Assistant) travel with them? If yes, provide details of why such a staff member is needed and the costs of the support staff travel.

**Answer:**

National Mental Health Commission staff do not accompany the Minister or Parliamentary Secretary on their travel.

Commission staff travel costs for this financial year to 31 October 2012 are \$16,459.58 (ex GST). This includes:

- \$13,069.96 on flights; and

- \$3,389.62 on accommodation, meals and incidentals.

The Commission does not record travel data in a way that would readily allow answers to be provided to the second part of this question. To attempt to provide this level of detail would involve an unreasonable diversion of resources.

The Commission follows Government travel policy and guidelines in respect of travel for Commission staff.

No lounge memberships have been provided to non-SES staff. The CEO and Deputy CEO (SES Band2) have lounge memberships.

Support or administrative staff do not travel with SES employees for the purpose of supporting those SES employees. Where secretariat, support and/or administrative staff travel with SES staff it is for legitimate business reasons.