

# PROPOSAL FOR NON-EXECUTIVE MEMBER TO UNDERTAKE "STUDY TRAVEL" (Updated Nov 08)

The relevant Remuneration Tribunal Determination (copied overleaf) provides non-Executive Members with an entitlement to financial assistance for the purposes of studies and investigations (study travel) as well as an accompanied travel entitlement when travelling on Assembly Business.

Consistent with the requirements of the Determination and the Assembly's Guidelines for non-Executive Members' Travel, a non-Executive Member proposing to utilise this entitlement is required to submit certain details of their proposal to the Speaker for approval. Non-Executive Members should complete the following details to address these requirements.

Members should note that approval to utilise this entitlement cannot be sought retrospectively.

## Clerk

I am proposing to utilise my "study travel" entitlement and seek your approval accordingly. To enable you to consider my proposal, the following details are provided:

Brief Description of the Proposed Activity (including the purpose of the journey/activity and details of any conferences to be attended or training to be undertaken):

Attend the ANZSES in Townsville from 30 September to 2 October. The conference program is attached. Note that I have received a late invitation to speak at this Conference, which is not reflected in the draft program. I will be speaking on "Renewable energy in the ACT - Feed in tariff's, solar power and more..."

Detailed itinerary (including dates and times) of the places to be visited/activity to be undertaken:

Travel from Canberra to Townsville on Tuesday 29 September, attend the conference from 30 September until 2 October, return to Canberra on Saturday 3 October. Exact times available once the flights have been booked.

Estimated Cost of Activity \$ Airfare \$800, Accommodation \$450, Conference Fee \$780  
(cost should include fares, travelling allowances, conference fees and other training expenses)

I have confirmed with the Secretariat's Corporate Services Office that I have \$ \_\_\_\_\_ available/remaining of my "study travel" entitlement.

I understand that, if the proposal is approved, I will submit to you, within eight weeks of completing the activity, a written report detailing the travel undertaken and expenses incurred (including any reimbursement received for nominee accompanied travel), names and area of responsibility of persons contacted, a summary of business undertaken, and, in relation to any approved training undertaken, a report on that training.

Shane Rotherbury  
Member's Name

[Signature] 17/9/09  
Signature

APPROVED/NOT APPROVED

Speaker

Clerk

Extract from the relevant Remuneration Tribunal Determination

**Travel for Studies and Investigations Entitlement/Accompanied Travel – Non-Executive Members**

4.1 A non-Executive Member of the Legislative Assembly is entitled to financial assistance up to a maximum of \$24,000 to cover the four-year term of an Assembly for the following purposes:

(a) travel by the non-Executive Member for the purpose of undertaking studies or investigations of matters relating to his or her duties and responsibilities as a Member, or to attend conferences or training courses, provided the travel allowance component of any financial assistance provided is in accordance with Part D, sub-clauses 1.1 and 1.2 of this Determination; and

(b) travel by a person nominated by the non-Executive Member to accompany him or her while travelling outside Canberra on official or Assembly business, provided:

(i) the non-Executive Member's nominee travels in the company of the non-Executive Member for all or part of the travel;

(ii) a non-Executive Member shall not be entitled to receive a per diem travelling allowance in respect of any travel by the nominee; and

(iii) where the Presiding Office approves travel at non-Executive expense for a nominee of a non-Executive Member, this does not diminish the entitlement under this part. The entitlement continues to be available to the non-Executive Member who may nominate an additional person to accompany him or her.

4.2 This entitlement is not cumulative and is to be paid on a pro-rata basis where a non-Executive Member only serves part of the term.

4.3 The entitlement is available for use on more than one occasion during the term of an Assembly.

4.4 Financial assistance may be by way of reimbursement where the non-Executive Member has met the costs associated with that travel or, provision of an advance that the non-Executive Member shall acquit with evidence of expenditure.

(Sample report attached)

## Attachment B

# REPORTS ON MEMBER'S STUDY TRIPS (Version 2.2- December 02)

A study trip report must be submitted within eight weeks of completing any travel made under the Member's study entitlement. The report will be presented in the Assembly by the Speaker. The following format may be used by Members or may act as a guideline for Members in preparing reports.

### STUDY TRIP REPORT

**Name:** Shane Rattenbury

**Purpose of Visit:** To attend Solar 09, the 47<sup>th</sup> Annual Conference of the Australia and New Zealand Solar Energy Society

**Places visited and dates of visit:** Townsville from 29 September to 3 October 2009

**Expenses incurred (including any reimbursement received for spouse accompanied travel):**

Air Fares:	\$482.23
Conference Fees:	\$709.09
Travell Allowance:	\$900.00
Transfers (Taxi):	\$ 49.00
Total Expenses:	\$2,140.32 (excluding GST)

**Organisation(s) and individuals visited:** A copy of the full program is attached.

**Area of responsibility of persons contacted:** See above

**Business undertaken:** During this visit, the bulk of my time was taken up with attending the formal sessions of the conference. As the attached program indicates, there was a wide range of sessions offered during the conference, ranging from higher level policy presentations through to some quite detailed sessions on technological developments. I focused on the more policy oriented sessions, which were more relevant to gathering ideas for the ACT, such as the presentation on the Victorian Government's Zero Emissions Neighbourhood program.

I was also invited to present a session during the conference. My presentation was *Solar Canberra – How does it Happen?* My presentation considered a range of policy settings and barriers in the ACT, as well as the political context, and I talked about the opportunities for

the renewable energy industry to invest in the ACT. My presentation resulted in quite a number of people approaching me for further discussions afterwards.

I also participated in the field trip to Magnetic Island, to examine the implementation of the *Solar Cities* program. This was particularly interesting because we were taken through many of the practical measures that are being used to engage the community in this campaign, as well as presenting a chance to talk to representatives from Ergon Energy as to why their company was involved in the project, and to particularly understand the economic incentives motivating their interest.

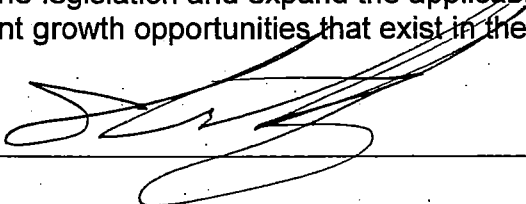
Aside from the formal elements of the conference, I had the opportunity to talk to a range of stakeholders in the renewable energy industry. I was able to gather information about the latest technologies and policy ideas from Departmental officials, industry representatives, and academics.

#### **Conclusions and/or recommendations:**

It is clear that the renewable energy industry is highly dynamic, with the emergence of new and cheaper technologies driving rapid expansion. Many of the earlier problems associated with renewables are being overcome, such as the ability to store energy generated during daylight hours in the case of solar.

It is also clear that the industry is changing from one of being somewhat on the margins to one where major investors are getting involved. These investors are constantly seeking new opportunities for expansion, and the ACT must position itself to take advantage of this. In particular, there is real interest in the ACT's feed in tariff laws, with many larger players adopting a wait and see approach with regard to current Government policy to cap access to the scheme at 10kw systems. My recommendation is that the government move quickly to amend the legislation and expand the applicability of the scheme in order to capitalize on the significant growth opportunities that exist in the renewable energy sector.

Signed:



Date:

22/1/10

Note: One or more attachments have been removed from this internet published version of the travel report. It is Secretariat policy not to scan images of certain documents that are incidental to the travel and the travel report (e.g. conference programs, promotional brochures) that Members attached to their study travel reports. Individuals wanting copies of these papers should contact the Assembly Secretariat via e-mail at [secretariat@parliament.act.gov.au](mailto:secretariat@parliament.act.gov.au)