



PROPOSAL FOR "STUDY TRAVEL" BY NON-EXECUTIVE MEMBER

The Remuneration Tribunal has determined that non-Executive members are entitled to financial assistance with travel for the purposes of undertaking studies or investigations of matters related to his or her duties and responsibilities as a Member (-study/travel).

Chapter 15 of the Members' Guide sets out procedures for members to access this entitlement; that the Standing Committee on Administration and Procedure has endorsed. The process involves:

1. the member completing a "study/travel proposal" and lodging that proposal with the Secretary of the Corporate Services Office; and
2. the Corporate Services Office providing advice to the Speaker on the proposal and on the members' available entitlement.

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

The following information must be provided:

Brief description of the proposed activity (must include the purpose of the journey/activity and/or details of any conferences to be attended or training to be undertaken):

Travel to Adelaide to attend the Australian Greens National Council on 6-8 July 2012

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

Travel to Adelaide Thurs 5 July. Attend conference.
Return to Canberra Sunday 8 July (Conference \$~~244~~ 180)

Estimated Cost of Activity \$ Air fares approx ~~\$600~~ \$600 - Total cost = \$780 + TA
(cost should include fares, travelling allowances, conference fees and other training expenses)

I acknowledge that:

- within eight weeks of completing this activity, I am required to submit a written report detailing: the travel undertaken and the costs incurred (including any reimbursement received for nominee accompanied travel); the 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; and
- details of this proposal and the study travel report will be published on the Assembly's Internet site.

Shane Rafterbury
Member's Name

[Signature]
Signature

20/6/12

APPROVED / NOT APPROVED

Delet as applicable

Speaker

/ /

REPORTS ON MEMBER'S STUDY TRIPS

A study trip report must be submitted within eight weeks of completing any travel made under the Member's study entitlement. The report, together with the original study travel proposal, will be published on the Assembly's website.

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: attend Australian Greens National Conference

Places visited and dates of visit: Adelaide 6-8 July 2012

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

Organisation(s) and individuals visited: Attended a one day policy conference, the two day National Council, and an additional side meeting on justice policy.

Area of responsibility of persons contacted:

I spoke with a range of Senators, State MPs and policy advisers.

Business undertaken: Participated in a broad range of policy discussions including climate change, water, energy, biodiversity and justice.

Conclusions and/or recommendations: I found the opportunity to meet with colleagues very valuable, particularly MPs from other States who work on similar issues.

Signed:



Date:

21/8/12