

# 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.

## Mr Speaker

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):

ATTENDING GREEN INSTITUTE GREEN NEW DEAL  
CONFERENCE IN MELBOURNE

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


Attending Green New Deal conference at University of Melbourne  
in Parkville on 24/25 October (after attending committee conference).  
Travelling from Hobart to Melbourne by air on 23rd October  
& leaving Melbourne to return to Canberra 25th October.  
Details of flights, Accommodation & travel allowance attached.

Estimated Cost of Activity \$1561.59  
(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 \$22438.41 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.

Meredith Hunter  
Member's Name

  
Signature 23/9/09

APPROVED / NOT APPROVED

  
Speaker 25/9/09

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)

## REPORTS ON MEMBER'S STUDY TRIPS

### STUDY TRIP REPORT

**Name:** Meredith Hunter

**Purpose of Visit:** Green New Deal Conference

**Places visited and dates of visit:** Melbourne 23 – 25 October 2009

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

Airfares: \$345.09

Conf Fees: \$186.36

TA: \$650.00

Transfers: \$100.64 (taxi)

Total Exp: \$1,282.09 (exclusive of GST)

**Organisation(s) and individuals visited:** The Green New Deal Conference was organised by the Green Institute and was an opportunity for Greens parliamentarians from the Federal, State and Territory parliaments and New Zealand as well as individuals and delegates from a variety of environmental and progressive organisations to start discussing and shaping an Australian Green New Deal. The keynote speaker was Professor Tim Jackson author of *Prosperity Without Growth*.

Workshop topics included: Jobs, Green Jobs and Work; Safe Climate - Why the Government's CPRS is Not the Answer and What Is; A Green New Deal for Aotearoa/New Zealand and Global population in 2050 – Analysis and Response. The workshops allowed for a presentation and time for discussion and questions.

**Area of responsibility of persons contacted:** The conference was an opportunity to meet with other Greens parliamentarians across Australia and from New Zealand as well as delegates from a range of environmental and community groups.

**Business undertaken:** Attended conference

**Conclusions and/or recommendations:** The conference provided an opportunity to focus on the issue of climate change and its economic, environmental and social impacts. It was an important first step to developing a long term, holistic plan for reshaping the economy to one that meets the challenges of climate change and ensures the establishment of green jobs and industries. Discussions ranged from local to national to international actions that can be taken.

Signed:



Date: 16 December 2009