



## 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 Secretariat's Corporate Services Office; and
2. the Corporate Services Office providing advice to the Speaker on the proposal and on the member's 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):

Attend "Economics for Sustainability" Workshop in Canberra on 24 + 25 September 2012.

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

Attend conference at Crosbie Morrison building, ANU

Estimated Cost of Activity \$ \$195 conference registration  
(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 Rattenbury

Member's Name

[Signature]

Signature

13/8/12

APPROVED / NOT APPROVED

Delete as applicable

Speaker

Clerk of the LA

## 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 "Economics for Sustainability" Conference

Places visited and dates of visit: Canberra 24-25 September 2012

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

Conference registration only - \$195

Organisation(s) and individuals visited:

Met with delegates from interstate to discuss sustainability issues

Area of responsibility of persons contacted:

Business undertaken:

Attended lectures and workshops on sustainability issues.

Conclusions and/or recommendations:

Signed:



Date:

26/11/12