



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):

To attend "ACT Population Symposium" at National Press Club, Barton on 18 Feb 2011 to gain understanding of population policy issues.

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

See program attached. Symposium is in Canberra, no travel costs involved

Estimated Cost of Activity \$ 170 (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.

SUANE RATTENBURY

Signature

10/2/11

APPROVED / NOT APPROVED

*Delete as applicable

Clerk

Speaker

11/2/11



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 "The ACT Population Symposium – and what this means for your future" with presentations and debate from demographers, economists, planners and others. Organized by the Property Council of Australia. An opportunity to learn more about and participate in the public debate about population issues facing the ACT.

Places visited and dates of visit:

A one day seminar conducted at the National Press Club in Canberra on 18 February 2011.

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

Conference registration fee: \$170

Organisation(s) and individuals visited: N/A

Area of responsibility of persons contacted: N/A

Business undertaken: N/A

Conclusions and/or recommendations:

A very useful and interesting symposium.

Signed:

A handwritten signature in black ink, appearing to be "Shane Rattenbury", written over a horizontal line.

Date:

15/7/11