

# PROPOSAL FOR NON-EXECUTIVE MEMBER TO UNDERTAKE "STUDY TRAVEL"

(Version 2.2- December 02)

LA 0781

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").

Consistent with the requirements of the Determination, a non-Executive Member proposing to utilise this entitlement is required to submit certain details of their proposal to the Speaker for approval. The Speaker has agreed that non-Executive Members should complete the following details to address the requirements of the Determination.

**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):

**Media training for six Canberra Liberals Members and two communications staff in Sydney on Friday 10 February 2012. Communications staff are the first point of contact for media outlets and provide advice and feedback to Members on media interviews. It is therefore imperative that these staff attend to enhance the Member's training outcome. It will also ensure that both Members and communication staff have access to the same advice.**

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

**The media training will be held between 9am and 5pm on Friday 10 February. Members and communications staff will drive to Sydney in Member's vehicles on Thursday 9 February. Members and staff will return to Canberra on Saturday 11 February.**

### Estimated Cost of Activity

(cost should include fares, travelling allowances, conference fees and other training expenses)

**The cost of training is \$5,000 (excluding GST) and the estimated staff travel and accommodation cost is \$1300. It is proposed that I personally contribute \$657 and the balance of my study travel entitlement (\$178.50) towards the training cost.**

**I will not be utilising Assembly related frequent flyer points.**

**I have confirmed with the Secretariat's Corporate Services Office that I have approximately \$179 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.

Vicki Dunne  
Member's Name

*Vicki Dunne*  
Signature

30/1/12

APPROVED/NOT APPROVED

*[Signature]*  
Speaker

3/2/12



## 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: **Vicki Dunne MLA**

Purpose of Visit:

**To undertake media training with other Canberra Liberals Members.**

Places visited and dates of visit:

**The media training was held by Reputation Australia on Friday 10 February at 53 Walker Street North Sydney.**

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

**Vicki Dunne (LA0732)**

**Conference fees: \$178.50**

**Total (ex GST): \$178.50**

As per calculations from Corporate Services attached.

Organisation(s) and individuals visited:

**As detailed above.**

Business undertaken:

**I undertook media training with Canberra Liberals Members.**

Signed:

*Vicki Dunne*

Date:

*16/3/12.*

