

# 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 Duncan

I am proposing to use some of my study travel entitlement to attend a one-day media training course. The course will involve skills development and presentation advice, followed by practice interviews.

The course, Mastering 21<sup>st</sup> Century Media, will be conducted from 9.00am – 5.00pm on Friday 5 July 2013 at 68 York Street, Sydney (the premises of Reputation Australia).

I will be driving to Sydney on Thursday 4 July 2013 after the conclusion of the Presiding Officers and Clerk's Conference and will be taking personal leave at the conclusion of the course.

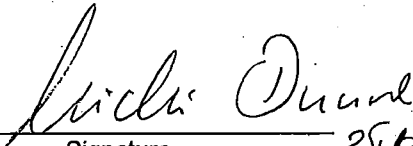
The maximum cost of the course and accommodation is expected to be \$1500.

I understand that I have \$24,000 of my study travel entitlement available.

I understand that, if the proposal is approved, I will submit, 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

  
Signature 25/6/13

APPROVED / NOT APPROVED

  
Speaker 1.7.13

CLCK

## 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: **Vicki Dunne MLA**

Purpose of Visit: **To undertake media training with Canberra Liberals Colleagues**

Places visited and dates of visit: **Training with Reputation Australia on Friday 5 July**

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

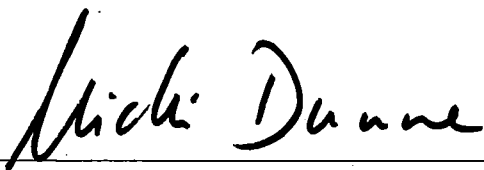
As per MR#LA0814 (attached)

TA:	\$475.00
Training fees:	\$903.37
Total	\$1378.37

Organisation(s) and individuals visited: **Training with Reputation Australia**

Business undertaken: **Media Training**

Signed:



Date: 7/8/13