

Speaker



Member for
Ginninderra

Legislative Assembly for the Australian Capital Territory

16 December 2013

Mr Tom Duncan
Clerk of the ACT Legislative Assembly

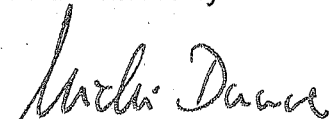
Dear Tom

While I am in Europe for the CPA Executive Committee meeting, I am proposing to extend my time and use some of my study travel entitlement to undertake travel to France, Sweden and the UK to study law reform in the area of prostitution, human trafficking for prostitution and exit programs for people who wish to exit prostitution. While the fine detail such as times and dates of individual meetings has not been finalised a detailed outline of the proposed program is attached.

I plan to undertake this study with Mrs Jones. Also we have discussed inviting non-parliamentary participants to join with us at their own cost. Coincidentally Mr Peter Abetz MP, of the WA Parliament, was organising study to Sweden on the same topic at the same time. We were advised by the Australian Ambassador to Stockholm to combine our programs. Mr Abetz has agreed to join our group for the Sweden leg at least.

We had been planning to undertake this study travel in late April and early May and include South Korea. As you know the CPA Executive Committee meeting has been rescheduled to London from 28 April to 1 May so I have modified the plan to fit around the CPA meeting.

Yours sincerely


Vicki Dunne MLA

Attachment: Proposal for "Study Travel" by Non-Executive Member



LEGISLATIVE ASSEMBLY
FOR THE AUSTRALIAN CAPITAL TERRITORY

OFFICE OF THE LEGISLATIVE ASSEMBLY

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):

Travel to France, Sweden and the UK from 14 April to 5 May 2014 to study law reform in the area of prostitution, human trafficking for prostitution and exit programs for people who wish to exit prostitution. I plan to undertake this study travel around the CPA Executive Committee meeting which is being held in London from 28 April to 1 May.

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

See attached

Estimated Cost of Activity: \$ 9,000. This will cover accommodation, meals, incidentals and internal European flights. The cost of return airfares to London will be covered by the CPA. Mr Lyle Dunne will be accompanying me to the CPA meeting and therefore to France and Sweden. I understand there is a balance of approximately \$18,500 in my study travel account (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.

Member's Name

Lyle Dunne

Signature

16/12/13

*APPROVED / NOT APPROVED

*Delete as applicable

Speaker

[Signature]

16/12/13

CLM

Program outline

14 April 2104 arrive Paris

15 to 17 April 2014 - France

Mr Alexis Rinckenbach of the Directorate-General for Social Cohesion, Ministry of Social Affairs and Health is organizing meetings with:

- Najat Vallaud-Belkacem, Minister for Gender Equality
- Officials from the Ministry for Social Affairs

Covering issues such as:

- The genesis of the law reform which passed the National Assembly in November 2013
- Reform implementation
- Plans for effective implementation.

18 to 21 April 2014 - Easter Holiday

22 to 25 April 2014 - Sweden

The Swedish Institute is organizing meetings with:

- Maria Arnholm, Minister for Gender Equality
- Hans Lundborg, Ambassador at Large on Human Trafficking
- Anna Skarhed who evaluated the law
- Patrik Cederlof, National Coordinator against Prostitution and Trafficking
- Kajsa Wahlberg, National Rapporteur on Trafficking in Human Beings, Swedish National Police Board
- Stockholm City Police Prostitution Group,
- Stockholm Prostitution Unit
- Prosecutors with experience in the area of prostitution
- Project Lila

Covering issues such as:

- The genesis of the law reform
- The impact of the reforms
- Reviews of the legislation
- Programs to advertise the legislative reform
- Public acceptance of the reform
- Programs to assist people who wish to prostitution
- Strategies to address trafficking for prostitution

28 April to 1 May 2014 – London - CPA Executive Committee Meeting

1 and 2 May 2014 - London - Meet with the All-Party Parliamentary Groups on prostitution and the global sex trade; and human trafficking and modern-day slavery as well as anti-prostitution NGOs such as CARE and Beyond the Streets.

3 May 2014 depart London



LEGISLATIVE ASSEMBLY
FOR THE AUSTRALIAN CAPITAL TERRITORY

OFFICE OF THE LEGISLATIVE ASSEMBLY

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MEMORANDUM

To: Clerk
From: Director, Business Support
File No: OLA13/0085
Subject: Study Travel Proposal – Mrs Vicki Dunne MLA

1. PURPOSE

- 1.1. To clarify some aspects of a study travel proposal by Madam Speaker that you approved in accordance with the relevant travel guidelines on 16 December 2013. Madam Speaker's proposal was to utilise her study travel entitlement to travel to France, Sweden and the United Kingdom from 14 April to 5 May 2014 to study law reform in the area of prostitution, human trafficking for prostitution and exit programs for people who wish to exit prostitution.
- 1.2. The proposed travel is to be undertaken prior to and after the CPA Executive Committee meeting which is being held in London from 28 April to 1 May 2014, where Madam Speaker will represent the Assembly Branch.

2. DETAILS OF THE PROPOSAL

- 2.1. The proposal submitted by Madam Speaker in accordance with the Study Travel Guidelines (guidelines) is attached.
- 2.2. Madam Speaker proposes that Mr Dunne accompany her during the CPA business and also during the study travel. You may wish to note that, in accordance with the arrangements outlined in paragraph 15.36-15.40 of the guideline the distinct elements generally need to be managed separately because of the FBT liability that will arise.
- 2.3. The proposal has not included details of any private travel that is being undertaken as part of the intended travel.

3. AVAILABLE ENTITLEMENT

- 3.1. The estimated costs of the proposed activity is \$9,000 and Madam Speaker currently has a study travel entitlement balance of approximately \$22,700.

4. ASSESSMENT OF PROPOSAL AGAINST TRAVEL GUIDELINES

- 4.1. Consistent with good governance and accountability arrangements, where the Speaker proposes to undertake official travel or travel on Assembly business, the proposal shall be notified to the Clerk, who shall, in turn, arrange to notify the Standing Committee on Administration and Procedure: My advice would be that you await the provision of a formal
- 4.2. Under the Guidelines for non-Executive Members' travel, members are required to seek prior approval for any study travel proposal and, in doing so, must submit details of:
- the purpose of the journey or event;
 - the period of the journey or event;
 - a detailed itinerary of the places to be visited; and
 - details of any proposed attendance at conferences or training to be undertaken.
- 4.3. The proposal by Madam Speaker has addressed most of these requirements, except that she has only provided broad details of the meetings and site visits, not a detailed itinerary as required under the guidelines.
- 4.4. However, in practical terms, it can be difficult for members to provide a detailed itinerary of the meetings when they have not yet obtained approval to travel and, therefore, have not confirmed meetings and site visit details. One approach that has balanced these competing requirements in the past is to treat the initial approval as "conditional" approval based on an assessment of the broad information submitted – and then requiring the detailed itinerary to be submitted by the member closer to the travel dates.
- 4.5. The detailed itinerary is an important requirement to have prior to departure of the member as it will underpin the travel allowance entitlements of the member. Importantly, it will also assist in establishing the extent of any private travel, which is to be undertaken and therefore assist in determining whether any fares or expenses that are claimed need to be apportioned accordingly. The guidelines require this information to be provided by members as part of their study travel proposals and, while the guidelines recognise that this must be examined on a case by case basis, they nonetheless intend that the extent of any private travel could alter the proportion of total expenses that are deemed to be associated with official travel.

5. RECOMMENDATIONS

- 5.1. That:
- a) you clarify that your approval granted on 16 December 2013 should be regarded as "conditional" approval for travel; and
 - b) the condition on which the proposal is approved is that Madam Speaker will submit the detailed itinerary as soon as it is finalised (and at least several weeks before her departure); and

- c) that you make arrangements to notify the Standing Committee on Administration and Procedure of the travel.

Ian Duckworth
Director, Business Support

APPROVED NOT APPROVED DISCUSS

Tom Duncan
Clerk



Traveller's Name Vicki Dunne Member Staff MR#: LA 0857

Travel Details						
Where the actual itinerary differs from the official itinerary, ensure that both the actual and notional travel details are provided. If insufficient space, provide separate details.						
Departure			Arrival			Type of Travel
Date	Time	Place	Date	Time	Place	Flight Numbers, other relevant details
13/4/14		Sydney	14/4/14		Paris	
22/4/14		Paris	22/4/14		Sweden	
28/4/14		Sweden	28/4/14		London	
3/4/14		London	3/4/14		Paris	
3/5/14		Paris	4/5/14		Sydney	

Purpose of Travel
Members should include whether the travel is associated with committee membership, a study travel proposal or inter-parliamentary representation.
CPA – Mid year executive meeting in London, and study travel in France and Sweden
Please attach agendas, conference programs and related papers.

Travelling Allowance for Members
Members' travelling allowance entitlements are determined by the Remuneration Tribunal. In respect of domestic travel, a rate per overnight stay for various localities is determined, with a special rate applying if overnight accommodation is in non-commercial or private accommodation. Members should also consult the Guidelines for Non-Executive Members' Travel on Assembly Business.
Are any overnight stays in non-commercial / private accommodation? **No**
If "Yes" please provide brief details: **Yes -**
Members or staff who travel on Assembly business overseas may request an advance to cover anticipated expenses associated with providing reasonable accommodation, meals and incidental expenses. Such advances must be fully acquitted within 28 days of returning to Canberra through the production of receipts or other proof of expenditure.
Amount of advance requested: \$ _____

Traveller to Sign

- I undertake to notify the Office within 7 days of my return if there are any variations to the travel details above;
- I acknowledge that the use, for private purposes, of any frequent flyer points earned in respect of the above travel may constitute a breach of relevant guidelines and other provisions concerning appropriate conduct

Traveller's Signature: *Vicki Dunne* 5/12/14

Funds Approval (the Speaker must endorse all travel proposals involving Members)		
Fares:	\$ 1,500*	Authorising Officer Clerk <i>[Signature]</i> 512114
Fees:	\$	
TA:	\$ 2,000**	
Other:	\$ 5,500**	
TOTAL:	\$ 9,000	

Confirmation/Variations to Itinerary
(retain copy, and complete this section within 7 days of return to Canberra)

a. Travel was undertaken as shown above: Signature _____
OR
b. Variations to travel occurred (details provided) _____

* CPA to reimburse either 1 business or 2 economy class fares.
** CPA expected to provide all accommodation, meals and fares for meeting.

Member of the
Legislative Assembly
and Staff



Travel
Movement
Requisition

Traveller's Name Lyle Dunne Member Staff MR#: LA 0858

Travel Details						
Where the actual itinerary differs from the official itinerary, ensure that both the actual and notional travel details are provided. If insufficient space, provide separate details.						
Departure			Arrival			Type of Travel
Date	Time	Place	Date	Time	Place	Flight Numbers, other relevant details
13/4/14		Sydney	14/4/14		Paris	
22/4/14		Paris	22/4/14		Sweden	
28/4/14		Sweden	28/4/14		London	
3/4/14		London	3/4/14		Paris	
3/5/14		Paris	4/5/14		Sydney	

Purpose of Travel
Members should include whether the travel is associated with committee membership; a study travel proposal or inter-parliamentary representation.
Accompanying Mrs Dunne for CPA and study travel (MR#: LA-0857)

Please attach agendas, conference programs and related papers.

Travelling Allowance for Members
Members' travelling allowance entitlements are determined by the Remuneration Tribunal. In respect of domestic travel, a rate per overnight stay for various localities is determined, with a special rate applying if overnight accommodation is in non-commercial or private accommodation. Members should also consult the Guidelines for Non-Executive Members' Travel on Assembly Business.

Are any overnight stays in non-commercial / private accommodation? **No**
If "Yes" please provide brief details: **Yes**

Members or staff who travel on Assembly business overseas may request an advance to cover anticipated expenses associated with providing reasonable accommodation, meals and incidental expenses. Such advances must be fully acquitted within 28 days of returning to Canberra through the production of receipts or other proof of expenditure.

Amount of advance requested: \$ _____

Traveller to Sign

- I undertake to notify the Office within 7 days of my return if there are any variations to the travel details above;
- I acknowledge that the use, for private purposes, of any frequent flyer points earned in respect of the above travel may constitute a breach of relevant guidelines and other provisions concerning appropriate conduct.

Traveller's Signature: 6/2/14

Funds Approval (the Speaker must endorse all travel proposals involving Members)		
Fares:	\$ 7,700	Authorising Officer
Fees:	\$	Clerk
TA:	\$	
Other:	\$	
TOTAL:	\$ 7,700	

Confirmation/Variations to Itinerary
(retain copy, and complete this section within 7 days of return to Canberra)

a. Travel was undertaken as shown above: Signature

OR

b. Variations to travel occurred (details provided) _____


Duckworth, Ian

From: Duckworth, Ian
Sent: Saturday, 22 March 2014 3:17 PM
To: [REDACTED]
Subject: RE: Travel allowances and other matters [SEC=UNCLASSIFIED]

Madam Speaker

It was easiest to add my response to your questions below

Ian Duckworth
Director, Business Support | Office of the Legislative Assembly
Phone: (02) 6205 0181 | Mobile: 0417 663389 | Fax: (02) 6205 0442
Email: ian.duckworth@parliament.act.gov.au
GPO Box 1020 Canberra ACT 2601 | <http://www.parliament.act.gov.au>

 Please consider our environment before printing this e-mail.

From: [REDACTED]
Sent: Friday, 21 March 2014 8:21 PM
To: Duckworth, Ian
Cc: Dunne, Vicki; [REDACTED]
Subject: Re: Travel allowances and other matters [SEC=UNCLASSIFIED]

Ian

The travel dates are 13 April to 4 May and here are a few issues:

- the allowance is more than I thought. I was expecting it to be \$280 in total

The \$280/day rate is for those with annual salaries between \$108,811 to \$193,520 but, because your annual salary is above that, you receive rates in the top tier

- 13 April and 3/4 May are long haul flights and it would seem silly to claim allowances for those days as I would have no expenses

Yes – the daily rates are payable from arrival and not while *en route* and, similarly, should have been calculated until 2 May. And I've just got new glasses!

- I had not thought that I would get any allowance over the CPA period. Did we do that when I went to the Caymans? If we do pay incidentals I presume that it would not come out of my study travel but some wider assembly travel account.

You are not paid the meal component but we pay incidentals as that is not picked up by the CPA. I will check what happened in the Caymans but my recollection was that we paid that component in the same manner. You are correct that the payments made for the days of the ExCo would be attributed separately – and not to your study travel entitlement – but we would pay them to you as one amount and not separately.

- I think the breakdown would look like this:

Date	City	Meals	Incidentals	Total
------	------	-------	-------------	-------

13-Apr	Depart Sydney	travel			
14-Apr	Arrive Paris	study	285	60	
15-Apr	Paris	study	285	60	
16-Apr	Paris	study	285	60	
17-Apr	Paris	study	285	60	
18-Apr			285	60	
19-Apr			285	60	
20-Apr			285	60	
21-Apr	Stockholm	travel	285	60	
22-Apr	Stockholm	study	285	60	
23-Apr	Stockholm	study	285	60	
24-Apr	Stockholm	study	285	60	
25-Apr	Stockholm	study	285	60	
26-Apr			285	60	
27-Apr			285	60	
28-Apr	London	travel/CPA Exco		60	
29-Apr	London	CPA Exco		60	
30-Apr	London	CPA Exco		60	
1-May	London	CPA Exco		60	
2-May	London	study	285	60	
3-May	Depart London	travel			
4-May	Arrive Sydney				
			4275	1140	5415

- don't transfers come out of incidentals? If not that's good

transfers (cabs, taxis, trams) are treated as transport expenses, whereas incidentals would cover laundry, toiletries, a newspaper, internet / phone charges.

- I have booked but not paid for accommodation in Paris and Stockholm. I booked the accommodation a long time ago on the book now pay when you stay option to lock in reasonable prices. I don't think i can convert it to prepaid. If not, I'll just seek reimbursement on return.

There's no problem at all if you pay on your credit card and claim accommodation in your return.

- I think we'll just absorb meal costs for Lyle.

That is fine – you are not obliged to claim

- We may just absorb the cost of accommodation over Easter.

ditto.

- Just checking, ACTIA only covers me?

That's my understanding – but I will confirm asap

- If this is the agreed amount when will you transfer this to me? The Thursday before?

It would be processed in our Thursday payment run – possibly not reaching your a/c till Friday – it varies depending on the bank your a/c is with.

Also could you do me an indicative study travel balance? That would be based on:

- What i've already spent
- this, what I've already been reimbursed for this trip, what I spent on Sydney last year and what has been committed/spent on accompanied travel (I sent Tom the invoices for the travel to POCC in Samoa during the week) My estimate is that the balance will be down to about \$5000.
- No real hurry for this.

These are the figures I have - but I'd like to get [REDACTED] to double check them so just treat them as a guide:

- Media training in Sydney was \$1,296.42 (Balance \$22,703.58)
- Amounts I can identify so far for this trip are as follows and total \$14,283.64:
 - your 2 Europe fares - \$482.70
 - Lyle's fare from AUS + 2 Europe fares - \$8,226.98
 - Hotel in London - \$398.96
 - Meals/incidentals as summarised above (less 4 X AUD60 for EXCO – costed separately) - \$5,175
- That reduces available study/accompanied entitlement to \$8419.94
- Allow provision for Lyle's fare to Samoa in July of \$2,811.01
- Amount available for remaining Europe study trip expenses should be \$5,608.93

As I said, I'd like to get [REDACTED] to double check these amounts

That's all I can think of. Thanks

Vicki

On 21/03/2014, at 6:17 PM, "Duckworth, Ian" <Ian.Duckworth@parliament.act.gov.au> wrote:

Yes – theirs was a bit more complicated than your own but I have now given Mrs Jones and Danielle a similar summary.

Ian Duckworth

Director, Business Support | Office of the Legislative Assembly

Phone: (02) 6205 0181 | Mobile: 0417 663389 | Fax: (02) 6205 0442

Email: ian.duckworth@parliament.act.gov.au

GPO Box 1020 Canberra ACT 2601 | <http://www.parliament.act.gov.au>



Please consider our environment before printing this e-mail.

From: Dunne, Vicki

Sent: Friday, 21 March 2014 3:21 PM

To: Duckworth, Ian

Cc: [REDACTED]

Subject: RE: Travel allowances and other matters [SEC=UNCLASSIFIED]

Ian

Thanks for this.

I haven't had time to really focus on this today. I will over the weekend.

Can you ensure that Mrs Jones receives advice on this as well please?

Vicki

From: Duckworth, Ian
Sent: Thursday, 20 March 2014 7:48 PM
To: Dunne, Vicki
Cc: [REDACTED]
Subject: Travel allowances and other matters [SEC=UNCLASSIFIED]

Madam Speaker

Because I am going to be busy tomorrow and time is ticking, I had started putting together a spreadsheet in anticipation of the e-mail that you mentioned you were going to send me. I started putting together something that:

- plotted the various locations you were going to be during your forthcoming travel; and
- showed the relevant daily rates that you are entitled to be paid based on the ATO rates.

I thought it was going to need some gaps filled in later because I did not have "at hand" the exact dates you will travel between France and Sweden and then Sweden and the UK (I think [REDACTED] has that – so I will check with her tomorrow) and I assumed the location change could mean a change in the relevant ATO rate. Anyway, it turns out that France, Sweden and UK are all category 5 which means that the change in location has no real bearing on what you can be paid. So, in your case, the ATO daily rates are as follows:

Meals	Incidentals	Total
\$285	\$60	\$345

We discussed the fact that, during the CPA conference, all your meals will be provided so we would not pay \$285/day for the 4 days from 28 April to 1 May 2014. Incidentals would still be paid on those days. So, by my calculations, you would be entitled to be paid \$6,450 (as set out below), in addition to claiming reasonable:

- accommodation expenses – some of which you may already have been reimbursed (again, I'll check with [REDACTED] tomorrow) but which you can be reimbursed now if you have had to pre-pay;
- transfer costs (taxis, trams) for yourself and Lyle; and
- meal costs for Lyle.

Meal and Incidental Estimates - Vicki Dunne

Study Travel 14 April to 5 May 2014 (incorporating CPA Exec Committee Meeting 28 April to 1 May)

Day	Date	Country	Travel Type
Mon	14-Apr-14	France	Study
Tue	15-Apr-14	France	Study
Wed	16-Apr-14	France	Study
Thu	17-Apr-14	France	Study

ATO Rates			
Cost Group	Salary \$193,521 and above		
	Meals	Incidentals	Total
5	\$285	\$60	\$345
	\$285	\$60	
	\$285	\$60	
	\$285	\$60	
	\$285	\$60	

Fri	18-Apr-14			\$285	\$60	
Sat	19-Apr-14			\$285	\$60	
Sun	20-Apr-14			\$285	\$60	
Mon	21-Apr-14			\$285	\$60	
Tue	22-Apr-14	Sweden	Study	\$285	\$60	
Wed	23-Apr-14	Sweden	Study	\$285	\$60	
Thu	24-Apr-14	Sweden	Study	\$285	\$60	
Fri	25-Apr-14	Sweden	Study	\$285	\$60	
Sat	26-Apr-14			\$285	\$60	
Sun	27-Apr-14			\$285	\$60	
Mon	28-Apr-14	UK	Interparliamentary - CPA Exec C'tee		\$60	
Tue	29-Apr-14	UK	Interparliamentary - CPA Exec C'tee		\$60	
Wed	30-Apr-14	UK	Interparliamentary - CPA Exec C'tee		\$60	
Thu	01-May-14	UK	Interparliamentary - CPA Exec C'tee		\$60	
Fri	02-May-14	UK	Study	\$285	\$60	
Sat	03-May-14			\$285	\$60	
Sun	04-May-14			\$285	\$60	
Mon	05-May-14			\$285	\$60	
TOTAL				\$5,130	\$1,320	\$6,450

As discussed, based on your advice that there is no private component, I will arrange for ACTIA travel insurance.

Let me know if there are any other questions – or if there is anything we need to clarify.

Regards

Ian Duckworth

Director, Business Support | Office of the Legislative Assembly
 Phone: (02) 6205 0181 | Mobile: 0417 663389 | Fax: (02) 6205 0442
 Email: ian.duckworth@parliament.act.gov.au
 GPO Box 1020 Canberra ACT 2601 | <http://www.parliament.act.gov.au>

 Please consider our environment before printing this e-mail.

From: Dunne, Vicki
Sent: Monday, 3 March 2014 3:31 PM
To: Duckworth, Ian
Cc: Duncan, Tom
Subject: RE: Insurance [SEC=UNCLASSIFIED]

Thanks Ian

It seems that the issue is private components. The only "private" component of this trip is that on weekends there are no meetings scheduled but in some cases there is travel. Presumably weekends do not invalidate the insurance.

Vicki

From: Duckworth, Ian
Sent: Saturday, 1 March 2014 6:16 PM
To: Dunne, Vicki
Cc: Duncan, Tom
Subject: RE: Insurance [SEC=UNCLASSIFIED]

Madam Speaker

Your recollection of arrangements is pretty close to the mark.

The main issue that seem to have complicated arrangements for MLAs and OLA in the past has been the combination of private travel with travel on Assembly business because the Territory's Insurance cannot cover private travel; and

As you know, CPA and CPA Exco meetings are generally 100% Assembly but, because members have often combined private travel with overseas study travel, and because the basis of the study travel entitlement is for the member to make their travel arrangements and seek reimbursement, our approach for some years has been for the member undertaking study travel to take out travel insurance privately and claim back the portion of that cost that reflects their Assembly business component.

In relation to your forthcoming trip, it is a combination of CPA Exco and study travel (I can't recall if there's a private segment?) The CPA Exco component could definitely be covered by the ACTIA policy but, because of the dual purposes on this particular trip, we can discuss whether there might be an argument to deviate from our normal approach for the study trip element. One key factor would be whether there was any private travel.

I will be out of the office on Monday - but we can discuss later this coming week.


Ian Duckworth

Director, Business Support | Office of the Legislative Assembly

Phone: (02) 6205 0181 | Mobile: 0417 663389 | Fax: (02) 6205 0442

Email: ian.duckworth@parliament.act.gov.au

GPO Box 1020 Canberra ACT 2601 | <http://www.parliament.act.gov.au>

 Please consider our environment before printing this e-mail.

From: Dunne, Vicki

Sent: Friday, 21 February 2014 10:13 PM

To: Duckworth, Ian; Duncan, Tom

Subject: RE: Insurance [SEC=UNCLASSIFIED]

Ian

Can you clarify the rules for when the ACT government travel insurance can be used.

I recall that in the past I have had ACT underwritten travel insurance to go the the Caymans to CPA Exco; to go to the CPA Regional Seminar in Ottawa and on at least one occasion when I undertook study travel. When I went to the USA in 2010 I distinctly remember that I was insured by the ACT Government for all but the last few days of the trip because they were private travel. I recall that I took out separate travel insurance to cover those few days. I don't recall what I did when I went to Ireland and Italy in 2007.

Have the rules changed and if so in what way?

Does this mean that some or all of my travel will not be covered by ACT Government insurance?

Vicki Dunne

From: Duckworth, Ian

Sent: Friday 21 February 2014 17:51

To: Duncan, Tom; Dunne, Vicki

Subject: RE: Insurance [SEC=UNCLASSIFIED]

Madam Speaker/ Tom .

I have now e-mailed Mrs Jones to notify her of the approval and, in doing so, have also clarified the travel insurance issue.

Ian Duckworth

Director, Business Support | Office of the Legislative Assembly
Phone: (02) 6205 0181 | Mobile: 0417 663389 | Fax: (02) 6205 0442
Email: ian.duckworth@parliament.act.gov.au
GPO Box 1020 Canberra ACT 2601 | <http://www.parliament.act.gov.au>



Please consider our environment before printing this e-mail.

From: Duncan, Tom
Sent: Friday, 21 February 2014 4:42 PM
To: Dunne, Vicki
Cc: Duckworth, Ian
Subject: Insurance

Madam Speaker

I have misled you about travel insurance. Ian advises me that the insurance for both Mrs Jones and her advisor comes out of the study trip entitlement.

Sorry for the confusion.

Tom Duncan
Clerk of the Legislative Assembly for the Australian Capital Territory
P 02 62050191
F 02 62053109
M 0419982902
E tom.duncan@parliament.act.gov.au

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LEGISLATIVE ASSEMBLY
FOR THE AUSTRALIAN CAPITAL TERRITORY

OFFICE OF THE LEGISLATIVE ASSEMBLY

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):

Travel to Sweden and South Korea from 21 April to 2 May 2014 to study law reform in the area of prostitution, human trafficking for prostitution and exit programs for people who wish to exit prostitution.

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

See attached

Estimated Cost of Activity \$ 9000. This will cover accommodation, meal, incidentals and internal European flights.
(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.

Giulia Jones

Member's Name

Signature

18 / 12 / 13

***APPROVED** / NOT APPROVED

*Delete as applicable

Speaker

19 / 12 / 13

Program Outline

21 April

Depart Canberra

22 April

Arrive Sweden

22 – 25 April

Sweden

- The Swedish Institute is organizing meetings with:
- Maria Arnholm, Minister for Gender Equity
- Hans Lundborg, Ambassador at Large on Human Trafficking
- Anna Skarhed who evaluated the law
- Patrik Cederlof, National Coordinator against Prostitution and Trafficking
- Kajsa Wahlberg, National Rapporteur on Trafficking in Human Beings, Swedish National Police Board
- Stockholm City Police Prostitution Group
- Stockholm Prostitution Unit
- Prosecutors with experience in the area of prostitution
- Project Lila

April 29

Arrive Korea

April 30 - May 2

Korea Meetings

- Seong-hye Park Women's Human Rights Commission of Korea
- Yunmi Lee, Project Respect
- Kim Na Youn Ewha University women's studies department

Covering Issues such as:

The genesis of the law reform

The impact of the reforms

Review of the legislation

Programs to advertise the legislation reform

Public acceptance of the reform

Programs to assist people who wish to exit prostitution

Strategies to address trafficking for prostitution

May 3

Depart Korea

Arrive Australia



LEGISLATIVE ASSEMBLY
FOR THE AUSTRALIAN CAPITAL TERRITORY

OFFICE OF THE LEGISLATIVE ASSEMBLY

MEMORANDUM

To: Madam Deputy Speaker

Through: Madam Speaker *also 19/12/13*

From: Director, Business Support

Date: 19 December 2013

Subject: Study Travel Proposal – Mrs Giulia Jones MLA

1. PURPOSE

- 1.1. To provide for your consideration, a proposal by Mrs Jones to utilise her study travel entitlement to travel to Sweden and South Korea to study law reform in the area of prostitution, human trafficking for prostitution and exit programs for people who wish to exit prostitution.
- 1.2. Madam Speaker has agreed that you should consider this proposal because, as part of a study travel proposal of her own that has been approved by the Clerk in accordance with the travel guidelines, she will join Mrs Jones for the Sweden segment of the proposed program.

2. DETAILS OF THE PROPOSAL

- 2.1. Attached is the proposal submitted by Mrs Jones providing details of her proposed activities.

3. AVAILABLE ENTITLEMENT

- 3.1. The estimated costs of the proposed study travel is \$9,000. Mrs Jones currently has a Study Travel entitlement balance of approximately \$21,000.

4. ASSESSMENT OF PROPOSAL AGAINST TRAVEL GUIDELINES

- 4.1. Under the Guidelines for non-Executive Members' travel, members are required to seek the Speaker's prior approval for any study travel proposal and, in doing so, must submit details of:
 - the purpose of the journey or event;
 - the period of the journey or event;
 - a detailed itinerary of the places to be visited; and

- details of any proposed attendance at conferences or training to be undertaken.
- 4.2. The proposal by Mrs Jones has addressed most of these requirements, except that she has only provided broad details of the meetings and site visits, not a detailed itinerary as required under the guidelines.
- 4.3. However, in practical terms, it can be difficult for members to provide a detailed itinerary of the meetings when they have not yet obtained approval to travel and, therefore, have not confirmed meetings and site visit details. One approach that has balanced these competing requirements in the past, is for consideration to be given to the granting of "conditional" approval based on an assessment of the broad information submitted – and then requiring the detailed itinerary to be submitted by the member closer to the travel dates.
- 4.4. The detailed itinerary is an important requirement to have prior to departure of the member as it will underpin the travel allowance entitlements of the member. Importantly, it will also assist in establishing the extent of any private travel, which is to be undertaken and therefore assist in determining whether any fares or expenses that are claimed need to be apportioned accordingly. The guidelines require this information to be provided by members as part of their study travel proposals and, while the guidelines recognise that this must be examined on a case by case basis, they nonetheless intend that the extent of any private travel could alter the proportion of total expenses that are deemed to be associated with official travel.

5. RECOMMENDATIONS

- 5.1. That you:
- a) consider the attached proposal and, if you are in agreement, that you grant "conditional" approval for travel;
 - b) the condition on which the proposal is approved is that Mrs Jones will submit the detailed itinerary as soon as it is finalised (and at least several weeks before ^{her D.} your departure); and
 - c) return the proposal to Business Support where further action and notification on your decision shall be forwarded to Mrs Jones.



Ian Duckworth
Director, Business Support

APPROVED NOT APPROVED

see attached.

Mary Porter AM MLA
Deputy Speaker

Duckworth, Ian

From: Jones, Giulia
Sent: Tuesday, 18 February 2014 1:47 PM
To: Dunne, Vicki
Cc: Duckworth, Ian
Subject: Approval of Adviser's travel.

Dear Madam Speaker,

Mr Duckworth has advised me that the appropriate means of approval means of approval of my adviser's travel is by e-mailing the following message directly to you for your advice:

I am proposing to use some of my study travel entitlement for Danielle Young to accompany me to Stockholm, Sweden and Seoul, South Korea as part of my study trip to look at law reform in the area of prostitution, human trafficking for prostitution and exit programs for people who wish to exit prostitution.

The travel details are as follows:

21 April – 2 May 2014

21 April Arrive Stockholm
22 – 25 April Meetings in Stockholm
28 April Depart Stockholm
29 April Arrive Seoul
30 April – 2 May Meetings in Seoul
May 2 Depart Seoul

The estimated cost of the activity is: \$9000
(Include airfares, accommodation and incidentals)

Mrs Young is my senior policy adviser and it is vital to me fulfilling my duties as Shadow Minister for Women, Mental Health and Multicultural Affairs that she is abreast of all the outcomes of the all the meetings I am attending. It is also of great benefit to me to have assistance in coordinating and minuting all of these meetings.

Mrs Young, as the senior adviser in the policy area will have carriage of these issues and it is vital that she hears first hand from the policy makers in this area.

I understand that, I will submit within eight weeks of completing the activity, a written report detailing the travel undertaken and costs incurred (including any reimbursement received for nominee accompanied travel), names and area of responsibility of persons contacted, as summary of business undertaken.

Yours sincerely,

Mrs Giulia Jones MLA
Member for Molonglo
Shadow Minister for Women
Shadow Minister for Multicultural Affairs
Shadow Minister for Mental Health



LEGISLATIVE ASSEMBLY
FOR THE AUSTRALIAN CAPITAL TERRITORY

OFFICE OF THE LEGISLATIVE ASSEMBLY

MEMORANDUM

To: Madam Speaker
From: Clerk of the Assembly
Date: 21 February 2014
File No: OLA13/0449
Subject: Participation of Mrs Jones' Adviser in her overseas study trip

1. PURPOSE

- 1.1. To provide you with advice in relation to Mrs Jones' proposal that her adviser, Ms Danielle Young, be permitted to participate in the study tour that Mrs Jones will undertake in April/ May this year

2. BACKGROUND

- 2.1. You sought advice on whether Mrs Jones' proposal satisfied the requirements of the guidelines and whether you should approve the proposed travel.

3. ISSUES

- 3.1. The non-Executive Members' Travel Guidelines include a specific provision dealing with the conditions under which staff may be permitted to accompany non-Executive MLAs on study trips. This provision was only introduced by Speaker Rattenbury in mid 2011 and, prior to that, while there was no explicit restriction, it been the consistent practice that members' were not permitted to have staff accompany them on study trips. The provision in question states:

"Subject to the following requirements, the Speaker may permit members to have one of their employees participate in a study travel program. It is not the purpose of members' study travel entitlements to provide personal or professional development for members' staff – there is a separate budget allocation for that purpose. Accordingly, in submitting any such proposal, the member must set out the benefits that will accrue to that member by having one

of their employees participate in the study travel program and, where those benefits are not clearly set out, approval to have a staff member participate in a study travel program is likely to be withheld"

- 3.2. I do not think there is any doubt that Mrs Jones has addressed the requirement to set out the benefits that she believes will accrue to her by having her staff member participate in the travel program.
- 3.3. But whether a member should be permitted to have one of their staff participate with them on a study trip does not depend solely on whether the member addresses those requirements. It is clear that members must address the requirements and, if and once they have, it is then open to the Speaker to decide whether or not to permit the request. In other words, it remains open to the Speaker to take into consideration other facts and circumstances before deciding whether to permit the request.
- 3.4. My advice is that the following factors could all be relevant considerations in this matter:

- This is a new frontier – never previously has a staff member been permitted to accompany an MLA overseas at public expense. While this is not, in itself, a reason to not approve the proposal, careful consideration should be given to whether the recent relaxation of the previous restriction were intended to extend to overseas travel that involves significant public expense – Mrs Jones has estimated that the cost of her staff members' travel would be \$9,000;
- Advice obtained from other Australian parliamentary jurisdictions is that no such travel has ever occurred.

- In a number of jurisdictions, it is not even possible for members to undertake overseas study travel, including the Commonwealth who have recently removed this entitlement (senators and members re-elected in 2013 are grandfathered for the current parliament – but, even then, no provision ever existed for them to take staff);- The NT Legislative Assembly current rules would not exclude such a proposal but none have been proposed/approved;

- If approved, the eventual publication of the details under existing public reporting will almost certainly attract scrutiny and, in all likelihood, it will be questioned and criticised by other Assembly members, the media and the public. This criticism is likely to be more acute given the likely costs; In its current issues paper on the review of members remuneration, the Remuneration Tribunal has clearly signalled the possibility of reducing, or even abolishing, this entitlement and, in that context, any decision to broaden or expand the entitlement at this time could also be questioned/ criticised;
- Based on historical data, it seems clear that members have been able to accommodate the meeting and reporting requirements for lengthy overseas study trips without staff assistance:

- So far in the 8th Assembly, 3 non-Executive MLAs have undertaken study trips to overseas destinations averaging 14 days in duration

- In the 7th Assembly, 7 non-Executive MLAs undertook study trips to overseas destinations averaging 23 days in duration;

- In the 6th Assembly 12 non-Executive MLAs undertook study trips to overseas destinations averaging 19 days in duration.

Mrs Jones has estimated that the cost of her staff members' travel would be approximately \$9,000.

Though it is not clear from her proposal, this level of expense might appear to include business class fares. Under the arrangements for travel for members' staff the level of travel is economy class, and this should be clarified before any approval is given.

Presumably an estimate.

Please ensure that Mrs Jones understands this.

4. SUMMARY

- 4.1. In short, my advice is to not permit Mrs Jones's staff member from participating in Mrs Jones' study trip. Members have consistently shown over successive Assemblies that they can undertake study travel abroad and satisfy the associated reporting obligations without the need for staff assistance.

Members are aware of this entitlement costs

in you advise no many of our trip's were accompanied?

The cost associated with this proposal is significant and there will be immense scrutiny and criticism of any such approval from the Government, the media and the public.

Tom Duncan
Clerk of the Legislative Assembly

Also can you advise whether Mrs Young is covered by the ACT's travel insurance? WAD 21/2

Vicki Dunne

21/2/14

Vicki Dunne

Speaker

APPROVED NOT APPROVED NOTED

Tom
Advice noted. As discussed previously I intend to approve this travel. As discussed I have raised the matter with Mrs Porter as she approved Mrs Jones' travel. Mrs Porter agrees with me that it meets the guidelines as you point out in 3.2. Mrs Porter also noted that she thought it beneficial for members to take staff on such overseas trips as they would provide considerable help and value add.

As you point out in 3.2 Mrs Jones clearly "addresses the requirement" and I don't believe I have the discussion to not approve because it is unprecedented, or it doesn't happen elsewhere, or it may be commented upon.

I note the comment about economy class travel. Please ensure that Mrs Jones knows that only economy class travel will be covered and please advise Mrs Jones about what allowances are for accommodation/T.A/incidentals and how these will be paid/reimbursed? WAD 21



Traveller's Name Giulia Jones MLA Member Staff MR#: LA 0865

Departure		Travel Details - Please see Annex A			Arrival	Type of Travel
Date	Time	Place	Date	Time	Place	Flight Numbers, other relevant details
20.4.14		Canberra	20.4.14		Melbourne	Yet to be booked
20.4.14		Melbourne	21.4.14		Doha	
21.4.14		Doha	21.4.14		Stockholm	
28.4.14		Stockholm	28.4.14		Doha	
29.4.14		Doha	29.4.14		Seoul	
3.5.14		Seoul	4.5.14		Sydney	
4.5.14		Sydney	4.5.14		Canberra	Yet to be booked

Purpose of Travel
Members should include whether the travel is associated with committee membership, a study travel proposal or inter-parliamentary representation.

Please see Annex B

Travelling Allowance for Members
Members' travelling allowance entitlements are determined by the Remuneration Tribunal. In respect of domestic travel, a rate per overnight stay for various localities is determined, with a special rate applying if overnight accommodation is in non-commercial or private accommodation. Members should also consult the Guidelines for Non-Executive Members' Travel on Assembly Business.

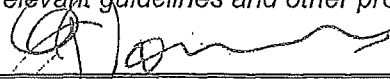
Are any overnight stays in non-commercial / private accommodation? No
If "Yes" please provide brief details: Yes

Members or staff who travel on Assembly business overseas may request an advance to cover anticipated expenses associated with providing reasonable accommodation, meals and incidental expenses. Such advances must be fully acquitted within 28 days of returning to Canberra through the production of receipts or other proof of expenditure.

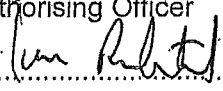
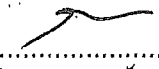
Amount of advance requested: \$ _____

Traveller to Sign

- I undertake to notify the Secretariat within 7 days of my return if there are any variations to the travel details above;
- I acknowledge that the use, for private purposes, of any frequent flyer points earned in respect of the above travel may constitute a breach of relevant guidelines and other provisions concerning appropriate conduct.

Traveller's Signature:  28/ 4 / 14

Funds Approval (the Speaker must endorse all travel proposals involving Members)

Fares: \$ 3500 + 350	Authorising Officer	Clerk
Fees: \$		
TA: \$	28/2/14	28/2/14
Other: \$		
TOTAL: \$ estimate \$9,000		

Confirmation/Variations to Itinerary
(retain copy, and complete this section within 7 days of return to Canberra)

a. Travel was undertaken as shown above: Signature

OR

b. Variations to travel occurred (details provided)



Traveller's Name Danielle Young Member Staff MR#: LA0866

Travel Details - Please see Annex A						
Departure			Arrival			Type of Travel
Date	Time	Place	Date	Time	Place	Flight Numbers, other relevant details
20.4.14		Canberra	20.4.14		Melbourne	Yet to be booked
20.4.14		Melbourne	21.4.14		Doha	
21.4.14		Doha	21.4.14		Stockholm	
28.4.14		Stockholm	28.4.14		Doha	
29.4.14		Doha	29.4.14		Seoul	
3.5.14		Seoul	4.5.14		Sydney	
4.5.14		Sydney	4.5.14		Canberra	Yet to be booked

Purpose of Travel
Members should include whether the travel is associated with committee membership, a study travel proposal or inter-parliamentary representation.

Please see Annex B

Travelling Allowance for Members
Members' travelling allowance entitlements are determined by the Remuneration Tribunal.
In respect of domestic travel, a rate per overnight stay for various localities is determined, with a special rate applying if overnight accommodation is in non-commercial or private accommodation.
Members should also consult the Guidelines for Non-Executive Members' Travel on Assembly Business.

Are any overnight stays in non-commercial / private accommodation? No
If "Yes" please provide brief details: Yes -

Members or staff who travel on Assembly business overseas may request an advance to cover anticipated expenses associated with providing reasonable accommodation, meals and incidental expenses. Such advances must be fully acquitted **within 28 days** of returning to Canberra through the production of receipts or other proof of expenditure.

Amount of advance requested: \$ _____

Traveller to Sign

- I undertake to notify the Secretariat within 7 days of my return if there are any variations to the travel details above;
- I acknowledge that the use, for private purposes, of any frequent flyer points earned in respect of the above travel may constitute a breach of relevant guidelines and other provisions concerning appropriate conduct.

Traveller's Signature: Danielle Young

Funds Approval (the Speaker must endorse all travel proposals involving Members)

Fares:	\$ <u>3500 + 1000</u>	Authorising Officer	Clerk
Fees:	\$ _____	<u>[Signature]</u>	<u>[Signature]</u>
TA:	\$ <u>4500</u>		
Other:	\$ _____		
TOTAL:	\$ <u>9,000</u>	<u>20/2/14</u>	<u>20/2/14</u>

Confirmation/Variations to Itinerary
(retain copy, and complete this section within 7 days of return to Canberra)

a. Travel was undertaken as shown above: Signature _____
OR

b. Variations to travel occurred (details provided) _____

Duckworth, Ian

From: Duckworth, Ian
Sent: Friday, 21 March 2014 6:14 PM
To: Jones, Giulia; Young, Danielle
Cc: Purcell, Rachel
Subject: Travel expenses [SEC=UNCLASSIFIED]

Dear Mrs Jones/ Danielle

I wanted to provide you with some information about travel allowances for the forthcoming study trip.

As you may recall from our recent discussion, travel allowance entitlements and the method of calculation differ for MLAs and for MLAs staff so I wanted to set out the two set out the calculations I have done and to explain what other requirements apply.

In the case of Mrs Jones, under the relevant Remuneration Tribunal Determination, you are entitled to be paid an allowance to cover meals and incidental expenses for each day you are on Assembly business at an overseas locality. The amounts payable are derived from an annual ATO determination and while there are differing rates for different countries, it just happens that the rates for Sweden and Korea are both set at Cost Group 5. Within each cost group, there are also different amounts depending on the individuals salary level but, in your case, you will be paid \$280 per day (from your date of arrival in Sweden on 22 April up to your final day in Korea on 2 May. In addition you are able to claim:

- accommodation expenses –which you can be reimbursed before you depart if you have had to pre-pay or which you can claim on your return; and
- transfer costs (taxis, trams).

If you wish, you could elect to be advanced an amount before you depart that could be used to cover anticipated accommodation and transfer expenses and you would need to acquit that amount on your return through the production of receipts or other proof of expenditure.

In the case of Danielle, the LAMS enterprise agreement provides that you are entitled to have the cost of reasonable transport, accommodation, meals and incidentals expenses met. In practice, this means that the arrangements I outlined above for Mrs Jones for accommodation and transport costs will also apply (including the option of requesting an advance before departure that can be acquitted on return). But, for meals and incidentals, you are not automatically paid the relevant ATO rates so you will need to keep receipts or other proof of expenses and submit them on your return. However, we would propose to use the relevant ATO rates (note that they are lower in your case than the rates for Mrs Jones because you are in a lower salary band) to provide you with a cash advance to meet those anticipated expenses.

So the table below summarises the meal and incidental amounts, with the purple shaded amounts for Mrs Jones representing actual entitlements that will be paid; and the pink shaded amounts for Danielle representing the amount that will be paid prior to the trip but which will need to be acquitted with receipts on return (so which I have described as provisional).

Meal and Incidental Estimates – Giulia Jones and Danielle Young

Study Travel 21 April to 3 May 2014

Cost Group	ATO Rates					
	Mrs Jones - actual			Danielle Young - provis		
	Meals	Incidentals	Total	Meals	Incidentals	

Day	Date	Country	5	\$280	\$50	\$280	\$175	\$40	
Tue	22-Apr-14	Sweden		\$280	\$50	\$280	\$175	\$40	\$
Wed	23-Apr-14	Sweden		\$280	\$50	\$280	\$175	\$40	\$
Thu	24-Apr-14	Sweden		\$280	\$50	\$280	\$175	\$40	\$
Fri	25-Apr-14	Sweden		\$280	\$50	\$280	\$175	\$40	\$
Sat	26-Apr-14	Sweden?		\$280	\$50	\$280	\$175	\$40	\$
Sun	27-Apr-14	Sweden?		\$280	\$50	\$280	\$175	\$40	\$
Mon	28-Apr-14	transit		\$280	\$50	\$280	\$175	\$40	\$
Tue	29-Apr-14	Korea		\$280	\$50	\$280	\$175	\$40	\$
Wed	30-Apr-14	Korea		\$280	\$50	\$280	\$175	\$40	\$
Thu	01-May-14	Korea		\$280	\$50	\$280	\$175	\$40	\$
Fri	02-May-14	Korea		\$280	\$50	\$280	\$175	\$40	\$
TOTAL				\$2,530	\$550	\$3,080	\$1,925	\$440	

I am aware that, in addition to Mrs Dunne and her accompanying spouse being present for some of this travel, there are other individuals who will apparently participate. As such, I am mindful that, in relation to meal and incidental expenses, Mrs Jones is simply paid an entitlement amount but I am conscious that, in the case of Danielle, the prospect of shared or divided meal and other expenses could arise. To avoid any difficulties that might be too late to solve when you return, I would suggest that we meet before your departure to discuss some practical ways that your expenses can be properly recorded and claimed. This is new ground for us but I'm sure we can adopt some workable arrangements.


Finally (well perhaps not – but it's the one issue I can think of for now), I would appreciate some confirmation of whether you have already arranged travel insurance. I recall that our advice to both of you was to arrange that privately and we would reimburse that expense. However, some discussions I have had since then with Madam Speaker have established that, in this case, it would be possible for overseas travel insurance to be arranged through the ACT Insurance Authority. If you could let me know, the state of play, I can take it from there.

I hope this information assists you – and please do not hesitate to contact me with any questions or queries.

Regards,

Ian Duckworth

Director, Business Support | Office of the Legislative Assembly
 Phone: (02) 6205 0181 | Mobile: 0417 663389 | Fax: (02) 6205 0442
 Email: ian.duckworth@parliament.act.gov.au
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