



## 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):

Ammend existing travel arrangements for Presiding Officers and Clerk's Conference to allow for two additional days in Brisbane to attend the Greens National Council on Saturday and Sunday 9th and 10th of July in Brisbane at The Lavalla Centre, 58 Fernberg Rd, Paddington.

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

Trip is an extension of previously arranged travel to attend the Presiding Officers and Clerks Conference in Brisbane from 10 – 14 July. I intend to fly to Brisbane two days earlier, arriving on Friday evening rather than Sunday. This would involve changing existing flight from Canberra to Brisbane and two additional nights' accommodation.

Estimated Cost of Activity \$ conf. \$120 + TA x 2

(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

Signature

Shane Rattenbury  
APPROVED / NOT APPROVED

\*Delete as applicable

Speaker



## 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:

Study trip was an extension of previously arranged travel to attend the Presiding Officers and Clerks Conference in Brisbane from 10 – 14 July in my capacity as Speaker. In order to attend the Greens National Council on Saturday and Sunday 8th and 9th of July, I travelled to Brisbane on Friday and stayed there an additional two days.

#### Places visited and dates of visit:

Saturday 8 and Sunday 9 July - Greens National Council The Lavalla Centre, 58 Fernberg Rd, Paddington.

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

Accommodation for two nights:	Two x travel allowance =	\$740
Meals:	Conference fee =	\$120
Other:		

#### Organisation(s) and individuals visited:

Met with colleagues from State, Territory and National parliaments

Area of responsibility of persons contacted: I met with a range of my Federal and interstate colleagues, covering a range of different portfolios.

Business undertaken: My particular focus was discussing the carbon price package which was released over this weekend. I discussed the details of the package, as well as climate and energy related policy issues.

#### Conclusions and/or recommendations:

The carbon price package has considerable detail in it which needs to be conveyed to the public to help overcome the uncertainty in the community.

Signed:

Date:

19/7/11