



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 from Canberra to Perth to attend the 2011 Australian Greens National Conference, and to meet with state and federal parliamentarians.

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

Fly to Perth in the evening of Thursday 3 November. Attend conference at Freemantle Town Hall from 9 am to 5 pm on Friday, Saturday and Sunday morning. Return to Canberra on the afternoon of Sunday 6th November. (see program attached). Conference fees \$230, flights approx \$900, *plus travel allowance.*
** accommodation.*

Estimated Cost of Activity \$

(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.

Shane Rattenbury
Member's Name

[Signature]
Signature

18/10/11

Endorsed
*APPROVED / NOT APPROVED

*Delete as applicable

[Signature]
Speaker

CLERK

19/10/11

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:

Travel to Perth to attend the 2011 Australian Greens National Conference.

Places visited and dates of visit:

Travelled to Perth in the evening of Thursday 3 November and returned Sunday 6th in the afternoon. Attended conference at Freemantle Town Hall from 9 am to 5 pm on Friday and Saturday, and Sunday morning.

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

Conference fees \$195

Fares \$876.77

TA \$1110

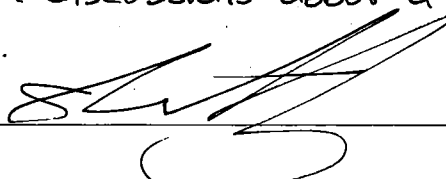
Organisation(s) and individuals visited: *In addition to the Conference, I also met with MP's from various Australian States, local councillors, and Senators.*

Area of responsibility of persons contacted: *A broad range which included Attorney General issues, sport policy, climate change and energy and water.*

Business undertaken: *Discussion on policy issues, legislative initiatives, and sharing of contacts.*

Conclusions and/or recommendations: *This was a valuable opportunity to engage in discussions about a range of topical and emerging issues.*

Signed:



Date:

29/11/11