

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 Speaker *Clark*

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):

Attend the 'Switch to Green' Conference in Canberra. The program is attached.....

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

Detailed program for the conference is attached. The conference is at the National Convention Centre, so there is no travel, accommodation or travel allowance issues arising.

Estimated Cost of Activity \$375.....

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

I have confirmed with the Secretariat's Corporate Services Office that I have \$ _____ 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.

Shane Rattenbury
Member's Name

[Signature]
Signature 7/9/09

APPROVED/NOT APPROVED

Speaker

[Signature] 19/9/09

Attachment B

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: Shane Rattenbury

Purpose of Visit: To attend the Switch to Green conference

Places visited and dates of visit: Conference held at Royal Theatre in Canberra from 10-12 September 2009

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

Conference Fee: \$340.91

Total Expense: \$ 340.91 (exclusive of GST)

Organisation(s) and individuals visited:

Attached is the program for the conference which provides an overview of the speakers and workshops on offer during the conference.

Area of responsibility of persons contacted:

See above

Business undertaken:

In addition to the formal program, I also took the opportunity to discuss issues with various other participants at the conference who included academics, departmental officials, and NGO representatives. There was also an expo held in conjunction with the conference with exhibitors ranging from NGOs and community groups through to commercial entities selling renewable energy products, insulation and other environmentally friendly products and services. This broad range of exhibitors provided an opportunity to discuss ideas, learn about programs already underway, and get a better sense of the cost of some of the solutions that are available in the market.

Conclusions and/or recommendations:

This conference provided useful insights to the current state of play through to potential solutions for the problems. The focus was from the very local through to the international, providing a good range of perspectives. Assuming it goes ahead in 2010, I would consider attending again, as this was a valuable couple of days right on our doorstep where I was able to gather new ideas, and meet important industry, academic and NGO representatives

Signed:



Date:

19/1/10

Note: One or more attachments have been removed from this internet published version of the travel report. It is Secretariat policy not to scan images of certain documents that are incidental to the travel and the travel report (e.g. conference programs, promotional brochures) that Members attached to their study travel reports. Individuals wanting copies of these papers should contact the Assembly Secretariat via e-mail at secretariat@parliament.act.gov.au