



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):

Attend Australian Greens National Council for policy discussions and meeting other members of parliament etc.

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

conference will be held in Canberra on 3-4 March 2012.

Estimated Cost of Activity \$ ¹⁰⁰.....

(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

2/3/12

APPROVED

NOT APPROVED

Speaker

Delete as applicable

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: Attend Australian Greens National Council

Places visited and dates of visit: Canberra 3-4th March.

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

Conference fees \$180.

Organisation(s) and individuals visited: See below

Area of responsibility of persons contacted: Met with a range of delegates, as well as attending plenary discussions.

Business undertaken: Discussed a range of topics relevant to my responsibilities, including gender & sexuality policy, animal welfare and commercialisation of native wildlife, climate change, renewable energy and water and the Murray Darling basin.

Conclusions and/or recommendations:

This was a good opportunity to discuss a broad range of topics with Senators, and MPs from other jurisdictions.

Signed:



Date:

13/3/12