

# PROPOSAL FOR NON-EXECUTIVE MEMBER TO UNDERTAKE "STUDY TRAVEL"

(Updated Nov 06)

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

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):

I will be attending the Green National Council in Melbourne on Friday 4 March 2011 to Sunday 6 March.

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

Depart Canberra Friday 4 March at 6:25 am arrive 7:30 am

Attend Green National Council in Melbourne

Depart Melbourne 6 March at 3 pm arrive 4 pm.....

Estimated Cost of Activity \$\$140 Conference Fee

\$400 airfares

Total \$540 .....

(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 \$16,277..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.

Caroline Le Couteur

Member's Name

Signature

*Caroline Le Couteur*

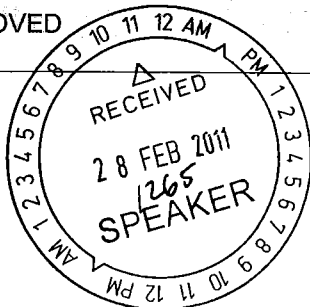
27/2/2011

APPROVED/ NOT APPROVED

Speaker

*[Signature]*

13/1/11



## 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: Caroline Le Couteur

Purpose of Visit:

Attend Greens National Council meeting in Melbourne, plus meeting of Green State MPs

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

Registration \$140

Skybus \$19

Parking at CANBERRA airport \$36

Taxi \$41:70

Airfare Canberra to Melbourne 4 March Qantas \$406.00

Airfare Virgin Melbourne to Canberra \$299

Total \$941.70

Organisation(s) and individuals visited:

Victorian Green MLC's plus WA Greens on Friday at Greg Barbour's electorate office

Australian greens national Conference with many green members including elected representatives at state, local and federal level. I unfortunately had to change my flight and leave on Saturday as my father got a lot sicker.

Area of responsibility of persons contacted:

Local, State and Federal Green elected representatives from all states and Territories.

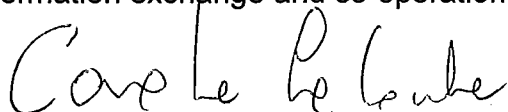
Business undertaken:

Attend Green Council; consider how we can best work together for the good of our constituents and indeed all Australian's and citizens of the world.

Conclusions and/or recommendations:

There are a lot of common issues at the state and council level and there should be more information exchange and co-operation between states and also parties.

Signed:



Date:

3 June 2011