

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

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 Green Building and Design Conference 2010 (RMIT - online)
from the 3rd to 4th September 2010*

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

No travel costs required, to be undertaken online via computer in Canberra.

Estimated Cost of Activity \$770.

(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 \$18,747 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

Caroline Le Couteur
Signature

31/18/2010

☒ APPROVED / NOT APPROVED

[Signature]
Speaker

31/17/2010

Ms Potter

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 the Green Building and Design Conference 2010 (RMIT - online)

Places visited and dates of visit: 3rd to 4th September 2010 in Canberra – on-line

Expenses incurred (including any reimbursement received for spouse accompanied travel):
\$770

Organisation(s) and individuals visited: Attended Green Building and Design Conference from Canberra using online technology

Area of responsibility of persons contacted: n/a

Business undertaken: Attended Green Building and Design Conference from Canberra using online technology

Conclusions and/or recommendations: One of the more interesting things about this was attending the conference on-line. It was a session on my computer and I did some of it – the Saturday session at home. We had a chat session with other off site participants and I even got to ask questions – by typing them at the end of sessions.

In terms of the contents of the conference, the most interesting presentation was about plans to refurbish one of the public housing towers in Melbourne. They will end up with 7* rating from currently 1.5* EE rating and a more pleasant environment. There was also (it being a Melbourne based conference) a lot of discussion about the Melbourne City 1200 buildings program which is part of the Council policy – Zero Net emissions by 2020. 53% of there emissions are commercial – largely buildings – so they are putting a lot of energy into this.

Signed:

Caroline Le

Date:

24/11/2010

C. Le Couteur