

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 3rd International Urban Design Conference in Canberra (Convention Centre)
from the 30th August to 1st 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 in Canberra.*

Estimated Cost of Activity \$910

(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 \$ 19,574.49 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

23/8/2010

APPROVED/ NOT APPROVED

[Signature]
Speaker

24/8/10

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: 3rd International Urban Design Conference

Places visited and dates of visit: 30 August to 1 September 2010 Canberra Convention Centre

Expenses incurred (including any reimbursement received for spouse accompanied travel): \$910

Organisation(s) and individuals visited: 3rd International Urban Design Conference

Area of responsibility of persons contacted: 3rd International Urban Design Conference

Business undertaken: Attended 3rd International Urban Design Conference

Conclusions and/or recommendations: This was really interesting. The first speaker was a former Mayor of Hawaii and an engineer. He spoke about the challenges they had faced because they only have a little bit of buildable land and the sea is rising. The second speaker described humans as a 'plague species'. One of the main messages coming from the conference was that every city is suffering from the sort of planning headaches that we are. One – very depressing – speaker spoke about population growth in the rest of the world and how most people on the earth could not hope to get anywhere near to the living standard of developed countries.

Signed:

Caroline Le Couteur

Date:

29/11/2010