

# 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):

I will be visiting Hobart where I will attend part of the Tasmanian Green state conference which is having a session on power sharing arrangements.. I will also visit the Tasmanian Parliament to discuss power sharing arrangements with parliamentarians.

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

Depart Canberra morning 24 September

Attend Tasmania Greens State conference in Hobart on 24 September 2011 to attend a forum on power sharing arrangements.

Meet with Tasmanian politicians to discuss power sharing 26 September 2011

Depart Hobart midday 26 September 2011

Estimated Cost of Activity \$1400 airfares

Accommodation etc \$ 500

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

I estimate that I have \$14,108..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*  
17/9/2011

APPROVED/ NOT APPROVED

Speaker

*[Signature]*  
16/9/2011



## 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 Tasmanian Greens Conference and meet with Green MPs to discuss operating as a cross bench and power sharing arrangements.

Expenses incurred -

Taxi – home to airport \$30.60

Taxi – Hobart city to airport \$38:50 (I think – the receipt has faded)

Car hire \$80.87

Airfair - \$701.99

Plus accommodation – but I understand this a daily allowance rather than receipts

Total \$851.76

Organisation(s) and individuals visited:

Tasmanian Greens , Tasmanian green members, Green MPs to discuss operating s a cross bench and power sharing arrangements

Area of responsibility of persons contacted:

Members of the Tasmania parliament with a variety of parliamentary responsibilities.

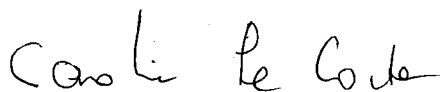
Business undertaken:

Discuss operating as a cross bench and power sharing arrangements.

Conclusions and/or recommendations:

There are a variety of ways that as a cross bench can interact with a more major party. It has changed in Tasmania over time. In particular we discussed different access to cabinet information which was very interesting.

Signed:



Date: 14/4/2011



# 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):

I have previously recieved your approval (MR#: LA 0710) to visit Hobart where I will attend part of the Tasmanian Green state conference which is having a session on power sharing arrangements.. I will also visit the Tasmanian Parliament to discuss power sharing arrangements with parliamentarians.

I would now seek your approval for airfares for my partner, Guy de Vanny to accompany me to be funded from my study travel. He will be travelling from Canberra to Hobart at the same time as me but will return to Melbourne on the morning of Monday 26 September as he will not be meeting with the Tasmanian politicians.

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

Depart Canberra morning 24 September  
Depart Hobart morning 26 September 2011

Estimated Cost of Activity \$600 airfares

Note – this is the additional airfares for my partner – other expenses are covered with my previous study leave request - MR#: LA 0710

I estimate that I have \$12,200..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

Car Le Couteur  
19/19/2011

APPROVED/NOT APPROVED

Speaker



## 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 Sustainable Development Sydney

Expenses incurred

Airfare Canberra Hobart 436.70

Airfare Hobart Melbourne 123.50

All other expenditure was part of my cost for the trip to Hobart – Guy de Vanny was accompanying me.

Total \$ 560.2

Organisation(s) and individuals visited:

Accompanied Caroline Le Couteur to visit Green Members and parliamentarians in Tasmania

Area of responsibility of persons contacted:

n/a

Business undertaken:

Accompanied Caroline Le Couteur to visit Green Members and parliamentarians in Tasmania

Conclusions and/or recommendations:

n/a

Signed:



Date: 14/11/11

