

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 intend to attend the Green Institute: Greening government 2
18-19 November 2011, Melbourne. This conference is run by the Green Institute and it is designed to educate on how to make social media work for parliamentarians.

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

Depart Canberra morning 6:30 am 18 November 2011

Friday 18 November

1--5.30 pm, Purple Room, Multicultural Hub, 506 Elizabeth St (opposite the Queen Victoria Market)

Saturday 19 November

9 am -- 5 pm, CERES Environment Park, East Brunswick Victoria

Depart Melbourne 7am 21 November 2011

Estimated Cost of Activity \$350 airfares

Conference Fees \$395

Travell Allowance -- stay in non commercial accomadation

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

I estimate that I have \$9,891..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

APPROVED/ NOT APPROVED

Speaker

17/11/11

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 the Green Institute: Greening government 2
18-19 November 2011, Melbourne. This conference is run by the Green Institute and it is designed to educate on how to make social media work for parliamentarians. It will cover better ways of contacting constituents and communicating in ways they understand.

Expenses incurred -

Airfares – \$158 Canberra – Melbourne 18 November
Airfares – \$227 Melbourne – Canberra 21 November
Conference fees - \$395
Taxi Melbourne - \$55
Parking Canberra Airport \$75.00
Travel Allowance \$290
Total \$1154

I stayed in private accommodation

Organisation(s) and individuals visited:

I attended a conference is run by the Green Institute. The presenters were two scots who were both by training teachers but who had started a social media company. The other participants were various parliamentarians and staffers and other people interested in using social media in a political context.

Area of responsibility of persons contacted:

Parliamentarians from all over Australia, parliamentary staff and other people interested in using social media in a political context.

Business undertaken:

Attend conference

Conclusions and/or recommendations:

It was a really interesting conference because the presenters were not really involved in politics. They took a first principles approach to communication. I think the most useful idea was to look at a problem and then think of the stupidest way to solve it and then look at that idea. They also were big fans of post it notes and had a whole glass wall covered in it.

Signed:

Caroline Le Couteur

Date:

23/2/2012