

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):

Media Training with a Tasmanian based consultant, S Gilman, with a focus on TV and Radio presentation

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

Tuesday 25 November 2008 2:30 – 6:30pm

Weds 26 November 2008 9:30am – 12:30pm approx

Estimated Cost of Activity: \$500 fee + \$515.70 fares
(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 \$ 24,000 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 Coutour
Member's Name

Caroline Le Coutour
Signature

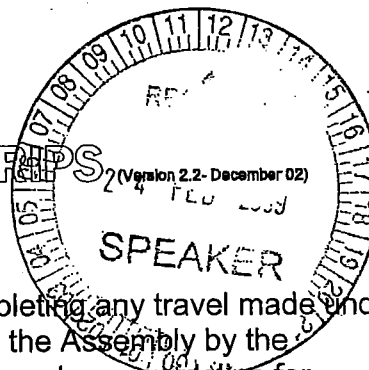
24/11/08

APPROVED / NOT APPROVED

Speaker

24/11/08

REPORTS ON MEMBER'S STUDY TRIPS



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: Media Training by Sarah Gilman

Places visited and dates of visit: Sarah attended the Legislative Assembly to teach me media skills on 25 and 26 November.

Expenses incurred (including any reimbursement received for spouse accompanied travel): 1,033.70 – see previously submitted invoice.

Organisation(s) and individuals visited: Sarah Gilman

Area of responsibility of persons contacted: Media trainer

Business undertaken: Sarah Gilman trained me in media skills. We did some theoretical work plus practice TV and radio interviews.

Conclusions and/or recommendations:

Signed:

Caroline Le Couteur

Date:

23/2/09