

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: *Solar2010 Conference organized by the Australian Solar Energy Society*

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. It is at ANU 1 -3 December.*

Estimated Cost of Activity \$830

(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 \$17,677.00 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

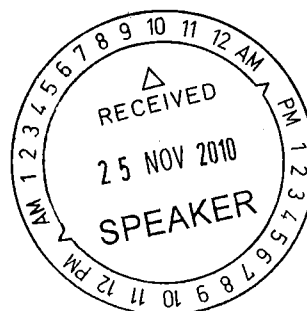
Carole Le
Couteur
Signature

28/11/2010

APPROVED/ NOT APPROVED

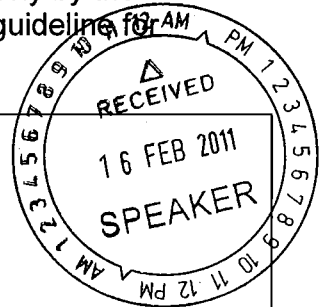
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Speaker

26/11/2010



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 Solar 2010 Conference ANU Canberra

Places visited and dates of visit: Conference was at ANU Canberra from 1 December – 3 December 2010

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

Conference attendance fee of \$830

Organisation(s) and individuals visited: attended Solar 2010 conference at ANU

Area of responsibility of persons contacted: Climate change, energy efficiency, renewable energy policy etc

Business undertaken: Attend conference – where I listened to a range of inspirational speakers and talked to many in the solar industry.

Conclusions and/or recommendations: It was inspirational to hear speakers like David Mills say that a renewable energy future is possible. It was great to see all the money that is now in the renewable energy industry but disappointing that the main focus seemed to be on high tech solutions and not enough on simple ones. We should have spent more time of solar hot water for example and why it is not everywhere. Another message of the conference was that solar passive housing is close to mainstream these days.

Signed:

Caroline Le Couteur

Date:

15/2/2011