

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 RMIT Centre for Design's 7th Green Building and Design conference in Melbourne, which will take place on Wednesday 9th and Thursday 10th September 2009. The course topics are

Topics include

Regulatory developments , Proposed emissions trading and its effect on building materials in Australia , Voluntary and mandatory environmental guidelines , Building materials and liability , Strategies for economic gain , Life Cycle Assessment , Third Party Certification and Alternative building materials.

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

Melbourne 9 Wednesday, 10 Thursday, 11 Friday, 12 Saturday September returning to Canberra early 13 September. I will be at the course on Wednesday and Thursday. I plan to undertake additional site visits of sustainable buildings and bike lanes in Melbourne on Friday 11.

Estimated Cost of Activity \$1045.00 course plus air fares of 83.00 and \$114.00. I imagine there will be in the order of \$150 of incidental expenses (parking, taxis, buses, etc) So total cost of \$1392.00 (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 \$ 22,529.00 _____ 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

Caroline Le Couteur
Signature 31/8/09

APPROVED/ NOT APPROVED

Speaker

11.9.09