

# 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 attending the sustainable living festival in Melbourne on Saturday 19 February and Sunday 20 February 2011. For more information see <http://festival.slf.org.au/> and I attach a copy of the program which is quite long

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

Depart Canberra 19 February at 6:25 am arrive 7:30 am

Attend Sustainable Living Festival in Melbourne

Depart Melbourne 21 February at 8:30am arrive 9:35 am.....

Estimated Cost of Activity \$300 airfares .....  
(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 \$16,847 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

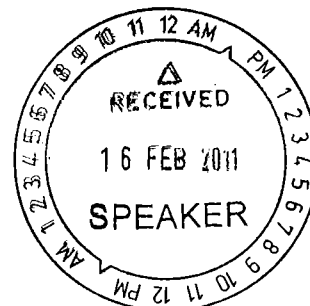
Signature

*Caroline Le Couteur*  
15/2/2011

APPROVED/NOT APPROVED

Speaker

*[Signature]*  
16/2/11



## 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 Sustainable Living Festival in Melbourne

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

\$124 airfare  
\$108 airfare  
\$2:50 Bike hire  
\$71.50 Cab to airport Melbourne  
\$20.90 Cab from airport Canberra  
\$16.0 Skybus  
\$35.50 Cab to airport Canberra  
\$20 Festival Ticket  
\$398.4 Total

Organisation(s) and individuals visited:

Many different Sustainability related business, groups and organizations.

Area of responsibility of persons contacted:

Many different Sustainability related business, groups and organizations with varied responsibilities. It was a festival with over a hundred groups there.

Business undertaken:

Attend sustainable living festival.

Conclusions and/or recommendations:

The best bit probably was checking out the bike share scheme. \$2:50 a day plus \$5 (\$3 refundable) to buy a helmet. Also inspirational speakers re 0 carbon housing and lots of great bikes and gardens.

Signed:

Caroline Le Couteur

Date:

4/4/2011