

PROPOSAL FOR NON-EXECUTIVE MEMBER TO UNDERTAKE "STUDY TRAVEL"

(Updated May 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 Green Cities in Melbourne on Monday 28 February and Tuesday 1 March 2011. For more information see <http://www.greencities.org.au/>. I will in particular be attending the 'government representatives only' sessions on public policy to increase the greenness of our cities and buildings.

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

Depart Canberra Monday at 6:25 am arrive 7:30 am

Attend Green Cities Conference in Melbourne

Depart Melbourne 1 March at 9:15 pm arrive 10:20 pm

Estimated Cost of Activity \$2195.00 Conference Fee

\$400 airfares

Total \$2595

(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 \$16,277..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
23 12/2011

APPROVED/ NOT APPROVED

Speaker

29/2/11

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 Green Cities Conference in Melbourne

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

Alto hotel \$214

Green Cities Conference Registration \$2195

Skybus 28 Feb \$16

Skybus 1 March \$16

Tram fare \$6:80

Airfare Canberra Melbourne Monday 28 February 124.00

Melbourne Canberra Tuesday 1 March 69.00

Organisation(s) and individuals visited:

Attend Green Cities Conference in Melbourne

Area of responsibility of persons contacted:

Various planners, architects, developers etc

Business undertaken:

Attend Green Cities Conference in Melbourne

Conclusions and/or recommendations:

This was a very interesting conference. Two highlights – I attended the government stream and there was a lot of discussion about community consultation. My conclusion is that every jurisdiction seems to have the same problems as we do. The second was a presentation about building 20 – 30 storey buildings made out of wood.

Signed:

Caroline Le Couteur

Date:

3 June 2011