

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):

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

*I would like to attend the first business day (Monday 25 October 2010) of the **Bus Industry Confederation National Conference** in Sydney. The conference program is attached.*

The Bus Industry Confederation Annual Conference is the key policy forum for bus and coach operators, suppliers, regulators and advocates of public transport in Australia.

The agenda:

- Public transport and sustainability
- Transport infrastructure, policies and planning
- IR changes in the industry
- other key transport challenges

I would travel to Sydney on 24/10 and return to Canberra on 26/10 in time for the Assembly sitting at 10am.

Estimated Cost of Activity

Travel Allowance	\$680
Flights.....	\$260

(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 \$ \$16,400 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.

ALISTAIR COE
Member's Name

Alistair Coe
Signature 13/10/10

APPROVED/ NOT APPROVED

[Signature]
Speaker 20/10/10

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: **Alistair Coe MLA**

Purpose of Visit: **To attend the Bus Industry Confederation National Conference**

Places visited and dates of visit: **Sydney, 24-26 October 2010**

Expenses incurred (including any reimbursement received for spouse accompanied travel):
\$998.27

Organisation(s) and individuals visited:
Bus Industry Confederation, conference presenters and attendees

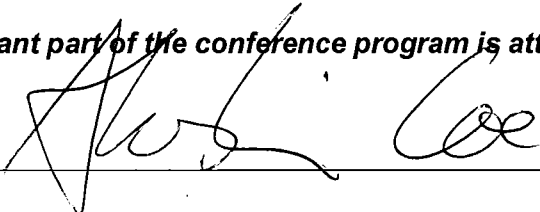
Area of responsibility of persons contacted:
Peak body for bus industry

Business undertaken:
Attended each session of the conference on 25 October 2010

Conclusions and/or recommendations:
The subjects discussed at the conference included:
- Public transport and sustainability
- Transport infrastructure, policies and planning
- IR changes in the industry
- other key transport challenges

The relevant part of the conference program is attached.

Signed:



Date:

15/2/11