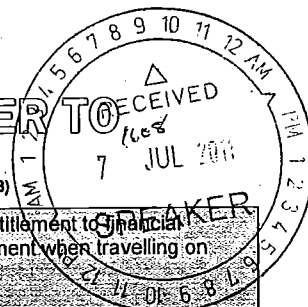


PROPOSAL FOR NON-EXECUTIVE MEMBER TO UNDERTAKE "STUDY TRAVEL"

(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):

Travel to Melbourne to meet with my Senior Adviser to discuss issues relating to transport, roads, public housing and homelessness. Given my Adviser has taken the lead in research and policy development for these subject areas, the meetings would be more productive if my Adviser was also present and able to interact with the experts we are meeting with.

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

Visit to Melbourne:

Dates:

11 July 2011 – 13 July 2011

Subjects to be studied:

Public transport, roads, housing and homelessness

Meetings arranged:

Office of Minister for Transport.....	Time TBC
Office of Deputy Premier	Time TBC
RACV	Time TBC
Brotherhood of St Laurence	Time TBC
City of Melbourne, Transport.....	Time TBC

Estimated costings:

Air fares and travel allowance for two people (two nights)..... \$2,000

I have confirmed with the Secretariat's Corporate Services Office that I have approximately \$14,000 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.

ALISMAR COE

Member's Name

[Signature]
Signature

617 111

APPROVED/NOT APPROVED

[Signature]
Speaker

817111

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 discuss issues relating to transport, roads, public housing and homelessness with relevant stakeholders.

Places visited and dates of visit:

11 July: Depart Canberra, Arrive Melbourne

12 July: Melbourne

13 July: Depart Melbourne, Arrive Canberra

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

Travel Allowance (Coe) \$660.00

Expenses (Davis) \$537.00

Flights (Coe) \$317.70

Flights (Davis) \$317.70

Total \$1831.70

Organisation(s) and individuals visited:

RACV - Manager Roads & Traffic

City of Melbourne – Branch Manager Parking & Traffic

Strategic Community Consultant

Minister for Transport – Senior Adviser to Minister

Brotherhood of St Laurence – CEO and General Manager Public Affairs

Area of responsibility of persons contacted:

Transport (policy development, traffic camera systems and technology, road safety strategies)

Urban services (policy development, parking operations, traffic management)

Housing (policy development, homelessness initiatives)

Business undertaken:

Meetings at:

-Melbourne City Council

-Victorian Government (Ministers office)

-Brotherhood of St Laurence

Tour of parking and traffic operations – Melbourne City Council

Conclusions and/or recommendations:

This study trip assisted in gaining a greater understanding of:

- implementation of new parking and traffic technologies and the rationale behind them,
- homelessness strategies and programs
- Victorian State Government policy development and implementation

Signed:



Date:

13.2.12