

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 Sydney to meet with transport stakeholders, NSW State MPs and Executive Members or their staff to discuss issues to do with public transport, roads, road safety and cross-border relations.

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

Visit to Sydney:

Dates:

15 – 16 October 2011

Subjects to be studied:

Low cost housing, land tenure, education & productivity

Meetings arranged:

Attend Gawad Kalinga Global Summit 2011 (information attached)

Estimated costings:

Travel Allowance (1 x \$340) \$340
Conference fee \$130

Estimated Cost of Activity \$470.....
(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 approximately \$12,000 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.

A. COE
Member's Name

[Signature]
Signature

21/10/11

APPROVED / NOT APPROVED

[Signature]
Speaker

21/10/11

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: Alistair Coe MLA

Purpose of Visit: Attendance at Gawad Kalinga Global Summit 2011

Places visited and dates of visit:

15 October..... Depart Canberra, Arrive Sydney (self Drive)
16 October..... Depart Sydney, Arrive Canberra (self Drive)

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

Total \$470.00

Organisation(s) and individuals visited:

Gawad Kalinga Global Summit 2011 – Great Hall, Sydney University

Area of responsibility of persons contacted:

Summit to discuss Low cost housing, land tenure, education & productivity

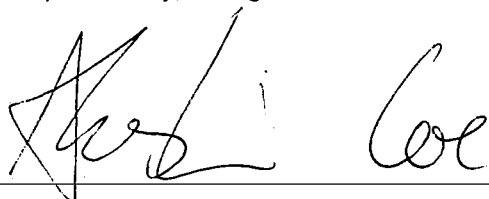
Business undertaken:

Attendance at Summit

Conclusions and/or recommendations:

Gained a better understanding of initiatives that aim to address low cost housing alternatives, land tenure, education and productivity, on a global scale.

Signed:



Date:

14.2.11