

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 HIA Financing Urban Infrastructure – Australia's Housing Future Summit (further information on the Summit is enclosed).

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

The Summit will take place on Tuesday, 10 August 2010 at the Sofitel Sydney.

Estimated Cost of Activity

(cost should include fares, travelling allowances, conference fees and other training expenses)

I will be driving to Sydney on the evening of Monday 9 August 2010 and returning to Canberra on the evening of Tuesday, 10 August 2010.

I will be claiming the cost of Cab Charge and travel allowance for one night.

There will be no cost for the conference as I have been invited as a guest.

I have confirmed with the Secretariat's Corporate Services Office that I have \$18,212.43 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.

Zed Seselja

Member's Name

[Signature]

Signature

2/8/10

APPROVED/NOT APPROVED

Speaker



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: Zed Seselja

Purpose of Visit:

To attend the HIA Financing Urban Infrastructure – Australia's Housing Future Summit on Tuesday 10 August in Sydney at the Sofitel.

Places visited and dates of visit:

9-10 August 2010 in Sydney

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

Zed Seselja (LA 0646):

Fares:	-
TA:	\$440.00
Other:	\$20.82 (Taxis)
Total:	\$460.82

As per calculations from Corporate Services attached.

Organisation(s) and individuals visited:

As detailed above

Business undertaken:

Attendance at the HIA conference which addressed issues around the funding of urban infrastructure in new developments. The conference included presentations from the construction industry, overseas academics, HIA, and the NSW Minister for Planning.

Signed:



Date: 30.7.10