

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):

To visit Wangarratta to meet with the Federal Shadow Minister for Youth to discuss issues affecting young people and different policy approaches for Federal, State and Territory governments.

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

Drive to Wangaratta 24 September 2009
Meet with the Federal Shadow Minister for Youth 24 & 25 September 2009
Drive back to Canberra 25 September 2009

Estimated Cost of Activity **\$200 (Travel Allowance for a place other than a capital city)**
(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 \$ 18359.50 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.

AZISTAIR COE
Member's Name

[Signature] 21/9/09
Signature

APPROVED/ NOT APPROVED

[Signature]
Speaker

Attachment B

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

Purpose of Visit:

Meet with the Federal Shadow Minister for Youth

Places visited and dates of visit:

Wangaratta, 24-25 September 2009

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

\$200. (Travel Allowance for one night)

Organisation(s) and individuals visited:

Sophie Mirabella MP

Area of responsibility of persons contacted:

Federal Shadow Minister for Youth

Business undertaken:

Discussed issues affecting young people including:

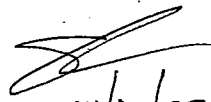
- Youth Allowance
- Rent Assistance and other Centrelink Payments
- Home ownership
- Employment and Unemployment
- Volunteerism
- Homelessness
- Apprenticeships
- Issues impacting tertiary student including compulsory student fees

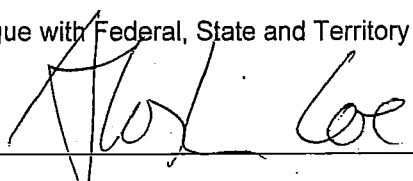
Conclusions and/or recommendations:

Continue dialogue with Federal, State and Territory colleagues regarding the development of youth initiatives and policies.

Signed:

Date:

Clock,
Please table

14/10/09



12/10/09