



Member for Brindabella
Canberra Liberals

Nicole Lawder MLA

Mrs Vicki Dunne
Speaker
ACT Legislative Assembly
GPO Box 1020
CANBERRA ACT 2601

*Mr Duncan
for advice please*

*Vicki Dunne
2 April 2014*

Dear Madame Speaker

Please find enclosed a proposal for Study Travel to the United Kingdom and Tanzania.

Should you have any queries, or require any further information, please do not hesitate to contact me.

Yours sincerely,

Nicole Lawder MLA
2 April 2014

PROPOSAL FOR "STUDY TRAVEL" BY NON-EXECUTIVE MEMBER

The Remuneration Tribunal has determined that non-Executive members are entitled to financial assistance with travel for the purposes of undertaking studies or investigations of matters related to his or her duties and responsibilities as a Member ("study travel").

Chapter 15 of the Members' Guide sets out procedures for members to access this entitlement that the Standing Committee on Administration and Procedure has endorsed. The process involves:

1. the member completing a "study travel proposal" and lodging that proposal with the Secretariat's Corporate Services Office; and
2. the Corporate Services Office providing advice to the Speaker on the proposal and on the member's available entitlement.

Members should note that approval to utilise this entitlement cannot be sought retrospectively.

The following information must be provided:

Brief description of the proposed activity (must include the purpose of the journey/activity and/or details of any conferences to be attended or training to be undertaken):

Please see attached

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

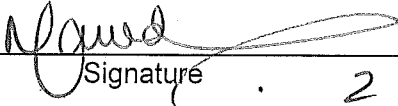
Please see attached

Estimated Cost of Activity \$ 16,900
(cost should include fares, travelling allowances, conference fees and other training expenses)

I acknowledge that:

- within **eight weeks** of completing this activity, I am required to submit a written report detailing: the travel undertaken and the costs incurred (including any reimbursement received for nominee accompanied travel); the 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; and
- details of this proposal and the study travel report will be published on the Assembly's internet site.

NICOLE LAWDER
Member's Name


Signature . 21413

*APPROVED / NOT APPROVED _____

*Delete as applicable Speaker / /

Study Travel Proposal

This Study Travel Proposal is made up of two parts:

Part 1 – Social, Community and Affordable Housing in the United Kingdom

Part 2 – Commonwealth Parliamentary Seminar, Dar es Salaam, Tanzania

Part 1 – Social, Community and Affordable Housing - UK

In my capacity as Shadow Minister for Housing, I propose travel to London to meet with stakeholders across government, community, corporate and academic sectors regarding Social, Community and Affordable Housing in the United Kingdom.

As meetings cannot be confirmed until the Study Proposal is approved, a detailed Itinerary is not yet available, however upon conditional approval I will take steps required to have this itinerary finalised. Across the 5 days I intend to spend in London, meetings are planned to include the following:

Last Name	First Name	Organisation
Cowans	David	Places for People
Hopkins MP	Kris	Minister for Housing
Orr	David	The National Housing Federation
Rose	Andy	Homes and Communities Agency
McGoldrick	Eamon	National Federation of ALMO's
Leach	Matt	Housing Associations Charitable Trust
Smart	Gavin	Chartered Institute of Housing
Hinch	Mike	Newlon Housing Trust
Williams	Peter	Thames Valley Housing
Sweeney	Mick	One Housing Group UK
Dow	Simon	Guinness Partnership - Affordable Housing
Scanlon	Kathleen	London School of Economics - Research Fellow
Whitehead	Christine	London School of Economics - Professor of Housing
Ripley	Jim	Phoenix Community Housing
Cahill	Rod	Catalyst Housing

It is my intention for my Senior Adviser, Angela McGuinness, to travel with me for Part 1 of the Study Travel. It is vital that, as my Senior Adviser, Ms McGuinness is across all the outcomes of the meetings I am attending and has the opportunity to be involved in the discussions which take place given her involvement in the review and development of policy in this area. Ms McGuinness will be working during her time with me in coordinating, minuting and participating in the discussions which take place. Ms McGuinness will travel back to Canberra when I travel to Tanzania.

Part 2 – Commonwealth Parliamentary Seminar

I nominated, and was selected, to attend the 25th Commonwealth Parliamentary Seminar in Dar es Salaam, Tanzania. During my stay in Tanzania my accommodation, meals and transfers will be covered and are therefore not included in my request to utilise by Study Travel Allowance. For

Part 2 of this Study Tour Proposal I request that the airfares only be covered by my Study allowance.

Draft Itinerary:

			Nicole	Angela
United Kingdom	Friday	16/05/2014	Travel	Travel
	Saturday	17/05/2014	Travel	Travel
	Sunday	18/05/2014	Rest	Rest
	Monday	19/05/2014	Meetings	Meetings
	Tuesday	20/05/2014	Meetings	Meetings
	Wednesday	21/05/2014	Meetings	Meetings
	Thursday	22/05/2014	Meetings	Meetings
	Friday	23/05/2014	Meetings	Meetings
	Saturday	24/05/2014	Travel	Rest
	Sunday	25/05/2014	CPA Conference	Rest
Tanzania	Monday	26/05/2014	CPA Conference	Travel
	Tuesday	27/05/2014	CPA Conference	
	Wednesday	28/05/2014	CPA Conference	
	Thursday	29/05/2014	CPA Conference	
	Friday	30/05/2014	CPA Conference	
	Saturday	31/05/2014	CPA Conference	
	Sunday	01/06/2014	Travel	
	Monday	02/06/2014	Travel	
	Tuesday	03/06/2014	Sitting Day	

I acknowledge that:

Within **eight weeks** of completing this activity, I am required to submit a written report detailing:

- the travel undertaken and the costs incurred (including any reimbursement received for nominee accompanied travel);
- the names and area of responsibility of persons contacted; and
- a summary of business undertaken.

I understand that details of this proposal and the study travel report will be published on the Assembly's internet site.

I believe the estimated cost of this activity will be: \$16,900

This covers flights, accommodation, travelling allowances, transfers etc.



Nicole Lawder MLA
2 April 2014