

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):

Attendance at a meeting of Shadow Ministers for Disability hosted by the SA Shadow Minister for Disability in Adelaide, also a meeting with Simon O'Brien MLC, Minister for Disability in WA to discuss issues that mutually affect our electorates.

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

The meeting of Shadow Ministers will be held in Adelaide on 4 June 2010 from 8:30am to approximately 3:00pm. There is also a dinner of Shadow Ministers on 3 June 2010 at 7:00.

Estimated Cost of Activity: **\$450 (airfare), \$270 (accommodation), \$120 (on-ground transport)**
(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 **\$ 23,283** 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.

STEVE DOSSETT M.L.A.
Member's Name

[Signature] 3/05/2010
Signature

APPROVED / NOT APPROVED

[Signature]
Speaker

4/5/10

Note: The study travel report associated with this travel has not been lodged by the member