

# 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 Menzies Research Centre's National Productivity Roundtable on 13 and 14 April 2011 in Sydney, as well as meeting with a low cost housing provider on Friday 15 April 2011.**

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

**The roundtable dinner will take place on Wednesday 13 April at NSW Parliament House following the roundtable event on Thursday 14 April at the Radisson Plaza Hotel in Sydney. I will be meeting with a low cost housing provider on Friday 15 April 2011 in Western Sydney.**

Estimated Cost of Activity

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

**I will be driving up to Sydney on Wednesday afternoon.**

**I will be claiming the cost of, Cab Charge, and travel allowance for two nights.**

**The cost of the Roundtable event is \$250.00.**

I have confirmed with the Secretariat's Corporate Services Office that I have \$16,500.00 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.

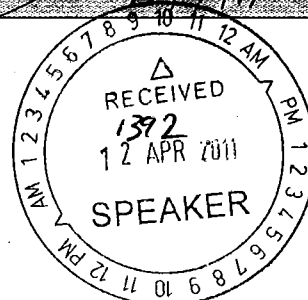
Zed Seselja MLC  
Member's Name

Signature

11/4/11

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 Menzies Research Centre's National Productivity Roundtable on 13 and 14 April 2011 in Sydney at the Radisson Plaza Hotel, as well as to examine affordable housing options in Western Sydney on 15 April 2011.**

Places visited and dates of visit:

**Sydney from 13 to 15 April 2011**

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

**Zed Seselja (LA0679)**

Fares:	-
TA:	\$880.00
Taxis:	-
Conference:	\$250.00
Total:	\$1,130.00

As per calculations from Corporate Services attached.

Organisation(s) and individuals visited:

**As detailed above.**

Business undertaken:

**I attended the Menzies Research Centre's National Productivity Roundtable, and met with a number of NSW Ministers. I have included a copy of the Roundtable program.**

**I also visited an affordable housing provider in Western Sydney to examine their construction methods.**

Signed:



Date:

7.6.11