



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):

I wish to undertake training in social media for the purpose of engaging with constituents on line, especially those who themselves use social media platforms such as Facebook, Twitter, Google +, blogs and YouTube as their main sources of information and communication.

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

Attend a one-day training session at Content Group Office at Level 3, 2 Mort Street, City Walk, Civic ACT on Thursday 3 November.
Phone 6273 0232
No interstate travel is required.

Estimated Cost of Activity \$650 plus GST.....

(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.

Member's Name Chris Bourke

Signature

19/9/11

☒ APPROVED / ☐ NOT APPROVED

*Delete as applicable

Speaker

27/9/11



Dr Chris Bourke MLA

MINISTER FOR EDUCATION AND TRAINING
MINISTER FOR ABORIGINAL AND TORRES STRAIT ISLANDER AFFAIRS
MINISTER FOR INDUSTRIAL RELATIONS
MINISTER FOR CORRECTIONS

MEMBER FOR GINNINDERRA

STUDY TRIP REPORT

Name: Dr Chris Bourke MLA

Purpose of Visit: Social Media Training

Places visited and dates of visit: On Thursday 3 November I attended a one-day training session at the Content Group Office at Level 3, 2 Mort Street, City Walk, Civic ACT.

The training was focused on social media. The course covered such areas as websites and blogs, Facebook, You-Tube, Twitter and Linked-in. There were many practical exercises and examples to assist my use of these different forms of media when engaging with constituents. It also covered the risks and opportunities of using social media and social media etiquette.

As more and more of my constituents are using social media as their primary source of information, it is important for me to be able to use social media effectively to contact them. Newspapers, radio and television news are being replaced by the immediacy of Twitter and this is one of the mediums I am now using to engage with the residents of Ginninderra and keep them informed.

I was accompanied on this training by my media adviser.

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

The cost of the course was \$650 per person.

Conclusions and/or recommendations:

I have found this course to have been of great use to me in my work and would recommend it to others. I understand that other members and staff at the Assembly have since completed the course.

Signed:

Date:

13/3/12

ACT LEGISLATIVE ASSEMBLY