

All-time favourite

# Council Report Writing Workshop

One of the toughest challenges faced by Council staff members is the preparation of meaningful officer reports for Council and senior management consideration.

Terry Bramham and Georgie Ward are conducting this highly relevant workshop designed to assist Council staff of all levels in the preparation of officer reports. This workshop is guaranteed to provide officers with a practical understanding of what is required in order to prepare meaningful reports.

In addition to considering relevant examples of reports (both good and bad) the workshop will explore the following topics –

- Report Content;
- Report Style;
- Defamatory and Inflammatory Comments;
- Third Party Considerations;
- Objectivity and Officer Professionalism;
- Conflicts of Interest;
- Relevant and Irrelevant Inclusions; and
- Political Awareness.

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## WORKSHOP DETAILS:

**DATE:** Wed, 14 Nov 2018

**VENUE:** Manningham Function Centre

699 Doncaster Road  
Doncaster

**TIME:** 10.00am – 1.00pm (followed by a light lunch)

**COST:** \$385.00 (incl. GST) *All course materials & refreshments will be provided including lunch.*

## To register for this workshop -

Email your booking and contact details, register online or complete the registration form and return to our office by email or fax

**Booking Contact:** \_\_\_\_\_

**Council:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**email:** \_\_\_\_\_

*Complete registrant details if different from above:*

**Registrant Name:** \_\_\_\_\_

**Registrant Name:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**email:** \_\_\_\_\_

**email:** \_\_\_\_\_

**Registrant Name:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**email:** \_\_\_\_\_



Number of registrants

Purchase Order # (if required)