



LGPro Local Government REPORT WRITING

About the workshop

Report writing skills are important for anyone proposing a successful career in Local Government. There is a clear link between the planning that goes into a Council report and the ease of implementation of the resulting Council resolution. Good reports contribute higher trust between Councillors, the community and staff. Better decisions can be made more promptly when reports are of a high standard.

This full day, hands-on workshop provides those who write or authorise Council reports with the skills necessary to report effectively. The prospects for a smooth campaign are enhanced and new Councils have a better chance of building and maintaining trust through the critical formation phase of a newly elected Council.

2018 Session details

Dates: Wednesday 21 March and
Tuesday 23 October

Time: 9.15am for 9.30am start- 4.30pm

Location: LGPro Training Room
Level 3/58 Lorimer Street, Docklands

Workshop content

- Developing understanding of context
- Populating reports with information that is relevant and orderly
- Writing reports that are more easily read to enable better decisions and value for the community

Cost

LGPro Individual Member: \$420 incl. of GST
Non-LGPro Individual Member: \$495 incl. of GST

Facilitator

Stephen Cooper, Civic Mind

LGPro Local Government Report Writing

To register online [CLICK HERE](#)

If you do not have a logon or password contact LGPro on (03) 9268 6400 or email completed form to pd@lgpro.com

Attendee details

Council:	Date of session attending:
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	Attendee 1	Attendee 2	Attendee 3	Attendee 4
Name				
Position title				
Email address				
Phone				
Mobile				
LGPro Member?				
Dietary needs				

Tick box if you have any specific needs relating to mobility, communication, access or anything else that will require particular arrangements or assistance to enable you to fully participate.

Please provide us with a description of the arrangements or assistance required: _____

Tick box if you would be happy for an officer from our organisation to contact you to discuss any further needs.

Pricing

\$420 LGPro Individual Member (inclusive of GST) **\$495** Non-LGPro Individual Member (inclusive of GST)

Payment

Total fees payable \$	Debit my: <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa
Card no: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Expiry date: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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EFT details: BSB 083 004 Account No. 6754 33701 Account Name: Local Government Professionals Email: pd@lgpro.com Post: Local Government Professionals Inc. Level 3/58 Lorimer Street, Docklands VIC 3008 ABN 74 723 619 395 This Registration Form is a Tax Invoice for GST when you make payment	

Cancellation Policy: There will be no refunds for cancellations **5 days** before any of the session start dates, however a substitute delegate is welcome. All cancellations and substitutes must be emailed to pd@lgpro.com or call LGPro on (03) 9268 6400