
Report Writing Workshop

Councils are required to act as informed and responsible decision makers in the interests of their communities. In meeting these requirements, councils necessarily rely on reports that are prepared on a daily basis by Administrative staff.

These reports are prepared for different purposes. Some are intended for the consideration of the Elected Member body and contain associated recommendations, some document the progress of certain activities, while others are provided for monitoring or evaluative purposes. While reports can have different objectives and purposes, they are all required to have certain qualities and characteristics to ensure that a council meets its statutory requirements.

In addition, Administrative staff are also required to consider whether the information contained within a report is confidential, and if so, on what basis such a claim can, or should, be made.

It is imperative from both a risk management and governance perspective that staff are aware of the importance of reports, and the characteristics of a good report, as an aid in the transparent and accountable, decision making process.

KelleyJones Lawyers are pleased to offer a Report Writing Workshop for Administrative staff at all levels, incorporating the application of the confidentiality provisions under sections 90 and 91 of the *Local Government Act 1999*

The workshop will run for 3 hours (with a short break) and will incorporate practical exercises regarding report writing and drafting confidentiality orders. The workshop will provide attendees with a clear understanding of the principles of good decision making and the importance of good report writing.

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About KelleyJones Lawyers

KelleyJones is South Australia's first law firm devoted solely to working with local government. **KelleyJones** provides dedicated legal, strategic and business support exclusively to South Australia councils and public authorities.

Pricing

\$1,450 + GST per 3 hour session

This price includes delivery of the session and provision of electronic overheads and scenario materials

Any travel and/or necessary disbursements, as agreed prior, will be additional.

Registration

To register, please email Jane Horlin-Smith at **KelleyJones**;
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(08) 8113 7100
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Regional Councils

Would you like the **KelleyJones** team to deliver this training in your region? We are more than happy to discuss regional sessions and can offer a range of delivery options, including a web-based option.