

# Report Writing for Local Government

Scheduled dates for 2025:

**11–12 March**

Reg close 25 Feb 2025

**14–15 May**

Reg close 30 Apr 2025

**8.45 am for 9.00 am start  
to 4.30 pm**

LG Professionals WA  
Suite 8b, Level 1  
180 Scarborough Beach Road  
Mount Hawthorn WA 6016

Member	LGWA Member	Non-Member
\$1040	\$1235	\$1300
Local Government Subscriber*		
Gold	Silver	Bronze
\$1040	\$1100	\$1170

\* Please email  
events@lgprofessionalswa.org.au  
for your Local Government  
Subscriber discount code.

**Please note:**  
Registrations are only open for  
local government officers and  
corporate partners.

## Gain the knowledge and skills required to become an excellent report writer with the Report Writing for Local Government workshop.

Local governments have a constant flow of information that must be communicated in the most efficient and clear way. This workshop will provide participants with an enhanced understanding of key report writing concepts and an improved knowledge of grammar and punctuation essentials.

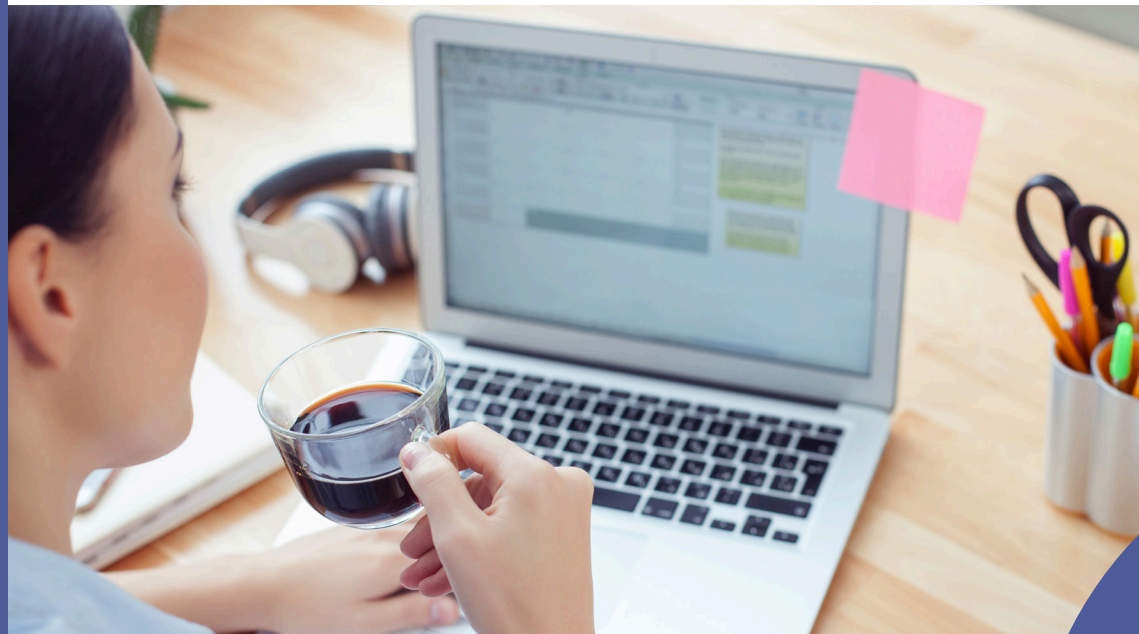
Participants will leave the workshop with several practical take aways that can be instantly applied in their local government role, one of the most important being an improved ability to produce easy to read reports that are clear and to the point.

**Key learnings  
and workshop  
outcomes will  
include:**

- how to make your writing work effectively by using three key strategies
- how to write simply yet effectively using: clarity, precision, concision, impact and influence
- demonstrated techniques to simplify and present complex information
- how to focus on your readers
- understanding the persuasive nature of words and phrases in order to mount better, more influential arguments
- how to gather and organise information effectively
- how to structure information for ease of understanding
- strategies for targeting a specific readership
- making recommendations supported by the reports
- an enhanced understanding of the basic rules of grammar and the common mistakes made by writers
- an enhanced understanding of the use and misuse of all punctuation marks.

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AUSTRALIA

**IPA**  
WESTERN AUSTRALIA



Register online: <https://www.lgprofessionalswa.org.au/reportwriting>

**“I thoroughly enjoyed this training—I found it both challenging but understandable. Was definitely worth my time. Great course!”**

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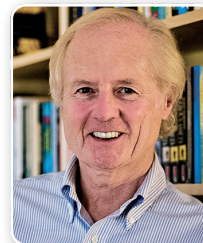
## John Harman—Workshop Facilitator

**John Harman is an ex-Fleet Street journalist; he has also written scripts for many popular UK television series.**

John is now a novelist, with several international crime thrillers as well as more than twenty non-fiction books.

John has lectured extensively in the UK, USA and in Australia. He is an adjunct senior lecturer at the school of Communications and Contemporary Arts at ECU.

He specialises in conducting workshops for companies and for State and Local Government on simple and effective writing skills; presentation skills; the use of creativity and visioning in leadership.



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**"I enjoyed the course and found it very useful. 10/10 for John."**

Corporate Partners of Local Government Professionals Australia WA

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### Terms and Conditions apply

please visit <https://www.lgprofessionalswa.org.au/eventterms> for more information.

### Accommodation

Accommodation costs are the responsibility of the attendee. Recommendations for accommodation near the LGPA office can be found on the LGPA website.

### Contact LG Professionals WA

08 9271 1136 | [events@lgprofessionalswa.org.au](mailto:events@lgprofessionalswa.org.au)  
[www.lgprofessionalswa.org.au](http://www.lgprofessionalswa.org.au)

**"By far the best training I've been on in years. I'm actually excited to re-read my old reports. Who'd have thought?"**

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