

Characteristics of different types of government reports

The following table was generated in a SCIE3001 tutorial by students and describes characteristics of examples of different types of government reports. By analysing the characteristics of high quality reports, you can gain insights about how to structure and write similar reports. This is a great strategy to use in the workplace when you are asked to do a piece of writing : - ask for a good example and deconstruct it to help you identify how to create your own version.

All government reports have specific purposes and audiences in mind, thus the table below is a guide and example only, but does describe the general attributes of the different types of reports.

To find government reports, locate the government departments of interest/relevance to you/your scientific topic at one of the following websites and search under the heading of ‘publications’ or ‘reports’:

- Brisbane Local Gov: <http://www.brisbane.qld.gov.au/>
- Queensland State Gov: <http://www.qgd.qld.gov.au/>
- Aust federal Gov: <http://www.directory.gov.au/> A-Z List of Australian Government Departments and Agencies

	Monitoring Report	Technical Report 1	Technical report 2	Review Report	Informal scientific study report

<p>Audience eg, specific gov agency or specific public groups. State author if not a gov dept.</p>	<p>Australian Institute of Health and Welfare <i>Author: The OzFoodNet Working Group</i></p>	<p>Insect scientists and government departments involved in entomology</p> <p>Also, imaging departments, technological advancements departments</p> <p>Provide great detail on method for other researchers</p>	<p>other scientists</p> <p>author: Department of Environment, Australian Institute of Biology symposium</p>	<p>Government, health department, mental health division.</p>	<p>Commonwealth and Queensland Government agencies, Hinchinbrook Local Management Advisory Committee (LMAC)</p>
<p>Purpose eg, specifics of why the report exists</p>	<p>OzFoodNet aggregates and analyses national information on the incidence of diseases caused by pathogens commonly transmitted by food, as well as foodborne disease outbreaks.</p>	<p>To spread information on new technology, summaries findings and technical detail Advertisement of research team and their project Get more funding</p>	<p>Background on development of program. Give info on how data has been used to assess performance. Info on how assessment procedures are being used as templates for regional and national use.</p>	<p>Review: The Taking Action to Tackle Suicide (TATS) National Suicide Prevention Program (NSPP) Period: 2006-07 to 2012-13</p>	<p>Recommendations for management plans for the Hinchinbrook Region Contribution to scientific literature about the movement and migration of dugongs within the Great Barrier Reef</p>
<p>Content The type of information contained in the report eg, scientific data, opinion, debate, perspectives, financial, lists, etc</p>	<p>Scientific data from National Notifiable Diseases Surveillance System (NNDSS) for comparison to the whole population of Australia</p>	<p>Methodology/ Process overview Pictures of gross bugs Pictures of method Equipment lists Scientific data and theory Some context – showing there is a need for what they are doing</p> <p>More detail than a scientific article</p> <p>Results and discussion</p>	<p>Impacts & context Components of the model Recommendation for application Procedures Scientific review</p>	<p>Project documentation/data submitted to DoHA by funded organisations, as part of DoHA's contract management of the 49 projects evaluated. This includes funding agreements, progress reports, final reports, internal evaluations and external evaluations</p>	<p>Scientific data Recommendations</p>

Language & figures Eg, technical, lay, active or passive voice, 1 st or 3 rd person, colour figures, photos or diagrams only	Passive voice Graphs, Tables	Lots of pictures – a lot of explanatory pictures, colour A lot of unnecessary but interesting bugs Passive voice Flow charts Pictures to visually explain what they said in the body of the text	Technical, passive voice, 3 rd person, Graph	Passive voice, not emotive (considering the subject matter).	Lay Active 3 rd person Black & white text Maps, tables and diagrams
Emotive/Objective Eg, persuasive, positional, biased, outlining all sides of a debate, factual, etc	Factual Outlining all sides	Very factual and objective Not a huge amount of background, quite focused No debate at all	Factual with expert recommendation (positional).	Objective.	Factual
Structure What different sections are contained in the report eg executive summary, background, etc	Introduction, Methods, results, discussions, acknowledgements and references	Abstract Method/Design Results Discussion Supporting Information	10 page report with background, context, components of model and recommendations. Examples of applications. Procedural details. References. Title page. Appendix with figures	<ul style="list-style-type: none"> • Executive Summary • Introduction • Background and Policy Context • Methods • Profile of projects • Snapshot of Project Activity • Findings • Outcome • Summary 	Foreword Contents Summary Acknowledgements Context of Report Background Methods Results Discussion Conclusions Recommendations References Appendix

<p>Other Comment s Eg length, format, any other observations that make it different from a science journal article</p>	<p>A lot of tables and graphs are in almost all of the sections of the report. While the scientific paper had those in the appendices.</p>	<p>Similar to a scientific journal article but more 'interesting'. Pictures make it easier to skim read and help keep attention engaged.</p>	<p>Attached presentation materials to final pdf.</p>	<p>Extremely lengthy compared to journal articles.</p>	<p>Lengthy More applied- results used to create recommendations to government bodies.</p>
<p>Where to find the report upon which these descriptions are based</p>		<p>https://publications.csiro.au/rpr/download?pid=csiro:EP1312942&dsid=DS7</p>	<p>http://www.environment.gov.au/system/files/resources/a58d0b0b-9211-480c-9e6e-9d6fef22a05a/files/ir301.pdf</p>	<p>http://www.health.gov.au/internet/main/publishing.nsf/Content/4FD5C304C536BDE3CA257CAF0017ADE9/\$File/evalsuic.pdf</p>	