

COMMUNICATING WITH POLITICIANS AND GOVERNMENT ASSIGNMENT

- **Type of government report:** Review
- **Reference:** Review of cardiovascular disease programs, Australian Department of Health and Ageing, viewed 11 September 2011 from [http://www.health.gov.au/internet/main/publishing.nsf/Content/CEEA3E8782405C91CA257801007CCC31/\\$File/review.pdf](http://www.health.gov.au/internet/main/publishing.nsf/Content/CEEA3E8782405C91CA257801007CCC31/$File/review.pdf)

Cover Page

This page requires only a few details: title, date of publication, the author/s and the department of government that the report is affiliated with.

Contents

This page lists out all sections and, where relevant, subsections of the report, along with the page numbers from where each section begins. The list is chronologically ordered which allows readers to navigate through the report with ease.

Abbreviations

Provides a list of abbreviations used within the report.

Qualifications and Assumptions

Informs a reader of where the information and data has been sourced (in this case the Australian Department of Health and Ageing). It also provides a statement that the authors' expressions of opinion have not been voiced to ensure that the reader is aware of the unbiased nature of the report.

Executive Summary

This section contains relevant background information, explains the purpose of writing the review and discusses options for improvement and implications for the future. It appears that this section is written in a style similar to a scientific abstract, where the reader can grasp the intentions and conclusions of the review by reading this section alone.

Recommendations

Puts forth a number of methods and programs relevant to seeing improvement in the topic. The recommendations are communicated in detail before summarizing in tabulated form.

The Current Environment

Outlines the factors that may influence the recommended programs, which may include but are not limited to environmental, medical and economical factors. Any relevant statistics are provided and where relevant, projection data is also given.

Framework for Improvement

Outlines the framework for which programs can be improved. The framework is intended to highlight and assist in the effective development of programs.

Current Programs

Details the programs that are currently available. The titles, aims, accessibility and results of each program are listed, where valid.

Stakeholder Consultation

Includes a list of key stakeholders and methods used to contact these institutions, ie. telephone, meetings, workshops. Specific dates of meetings are also mentioned.

Framework for recommendations

Recommendations stated in the earlier section are prioritized according to the responses of the stakeholders. A framework is then developed and this section discusses strategies of getting the recommendations implemented into society.

Summary recommendations

Summarises the recommendations and strategies for implementation in tabulated form. Presentation is clear and concise.

Conclusion

The key objectives and outcomes of the report are summarized. No new or detailed information is mentioned.

Appendices

Any additional information/data that support or further explain sections of the report are in this section. All appendices are referred to in the relevant sections of the report.