

# Higher Administration & IT

## Dunedin

Word Processing (2007)

DUNEDIN  
EDUCATION AND LEISURE SERVICES

### INFORMATION FOR CANDIDATES

You are an Administrative Assistant with Dunedin District Council, working within the Education and Leisure Department.

You report directly to Ken Gibson, General Manager of Dunedin's 4 leisure centres. Ken wants you to finalise some information required for the monthly Council meeting.

These tasks are detailed in the following memo and should be completed today. The e-files required for the tasks can be found in the folder Dunedin.

Familiarise yourself with these files before starting the tasks.

The job reference is:

Dunedin/Council Meeting/May 2007

### THE TASK:

Complete and print the monthly report to the District Council carrying out the following instructions:

- Create a front cover with the Dunedin Education and Leisure Services logo on it and the 2 headings below. Enhance the front page.

DUNEDIN COUNCIL MEETING

MAY 2007 – MONTHLY REPORT

- Insert:
  - estimated percentage increases as bulleted points
  - the summary budget figures
  - the names of candidates for the job vacancy
  - "Prepared by" followed by your own name (on each page)
  - page numbers (the front cover should not be numbered)
  - the following text as the final 2 paragraphs about Zone Cards

### NOTE:

Details of Wage Increases and Budget information are provided in 2 separate files.

Junior Zone Cards have been the most popular of the 3 categories and the extensive promotion carried out in our secondary schools has obviously been a success.

Coaching staff will visit primary schools in June to encourage younger children to buy the Zone Card.

- Create a contents page, as the second page, in double line spacing.