ICML
INSTITUTE FOR COMMUNICATION MANAGEMENT AND LEADERSHIP



COUNCIL WRITING

Writing Effective Council Reports

Write clear, well-structured reports that support good decisions by council.

WHO IT'S FOR

Council officers who write formal reports to council meetings.

DURATION

1 day, or tailored to your needs

FORMAT

On-site: we come to you, virtual or hybrid.

PARTICIPANTS WILL DEVELOP THE SKILLS TO

- Plan a report around the decision council must make
- Write a clear recommendation supported by the analysis
- Address governance, legislation, risk and community impact
- Present options and financial implications concisely
- Use the council report template well
- Review and edit reports before they go to the agenda

ABOUT THIS PROGRAM

Our council report writing training deals with the reports that slow a meeting: a recommendation that does not match the analysis, governance and legal issues buried at the end, community impact left out, a template filled in without a clear argument. Participants learn to plan a report around the decision councillors must make, address governance, legislation, risk and community impact, write a clear recommendation and use the council's template well. They draft real report sections, so confident decisions follow.

Tailored to your organisation

We work with your report template, governance framework and de-identified past reports, and the program suits councils in any state or territory.

Talk to us about this program

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Enquire online