

# REPORT WRITING FOR COUNCIL

## In-Council Training

*LGMA's extensive experience working directly with councils across Queensland uniquely equips LGMA to develop and tailor specialist workshops and training programmes, specific to the needs of individuals and teams within council.*

## Overview

This workshop aims to improve writing productivity and effectiveness and ensure that officers understand their obligations to keep Councillors informed and assist them in effective decision-making.

## Discover how to

- ✓ Critically analyse council reports from a Councillor's perspective
- ✓ Write decisive, meaningful recommendations with clear 'action' statements
- ✓ Produce a report using council's own template, guidelines, style and language
- ✓ Determine approvals for a report
- ✓ Improve written communication for a range of different audiences and the ability to adapt writing
- ✓ Ensure report content is in accordance with legislative responsibilities (confidentiality etc.)

## Content

- 1 What makes an effective report
- 2 How to make your reports 'reader-friendly'
- 3 Why planning is so important to producing a clear report
- 4 How to ensure your recommendation is appropriately considered
- 5 How to make the purpose of your report clear to your reader
- 6 Editing and proofing

### Testimonial

*'Great session! Easy to follow and felt like I learnt a lot.'*

*'Some wonderful considerations were delivered when tackling planning and report writing.'*

**- Fraser Coast Regional Council**

*'Thankyou. The training was perfect for the team's needs, accommodating, new and inexperienced authors.'*

**- Toowoomba Regional Council**

## Key Details

Course duration: Half day or full day options  
Delivery mode: Group training in your council  
No. Participants: up to 25 people  
Enquiries: [support@lgmaqlld.org.au](mailto:support@lgmaqlld.org.au)