

# LGPRF Data Submission 2023-24

## Practice Note 20

Released 23 February 2024

This practice note provides key information and timing in relation to submission of data to Local Government Victoria (LGV) for the 2023-24 Local Government Sector Performance Reporting. The reporting cycle is conducted between July to November 2024 and takes the 2024 caretaker conventions and council elections into consideration. It is essential for councils to recognise that the obligations below include legislative requirements as per the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2021*.

*A Council's annual report is a key document that demonstrates the ongoing financial and governance performance of the council and must be prepared each year as per section 98(1) of the Local Government Act 2020. Section 100(2)(a) of the Act requires that during an election year, the Mayor must present this annual report at a Council meeting open to the public no later than the day before the election day. In addition, section 257(1)(b) of the Local Government Act 2020 requires that a general election of Councillors for all Councils must be held on the fourth Saturday in October in the fourth year after the last general election was held.*

*Councils should consider these mandated timeframes when planning the annual reporting process for the 2023-24 financial year. The caretaker period prior to the election does not affect the obligations of councils to complete and present their annual report in the specified timeframes.*

# Reporting Timeline

Annually, Councils are required to complete and provide the Report of Operations, Performance Statement and the Local Government Sector Performance Report (LGPRF reporting). **Figure 1** displays the respective timelines for these reports.

As an election year, the Annual Report **must** be presented to a Council meeting (open to the public) on a **date not later than the day before the election day**.

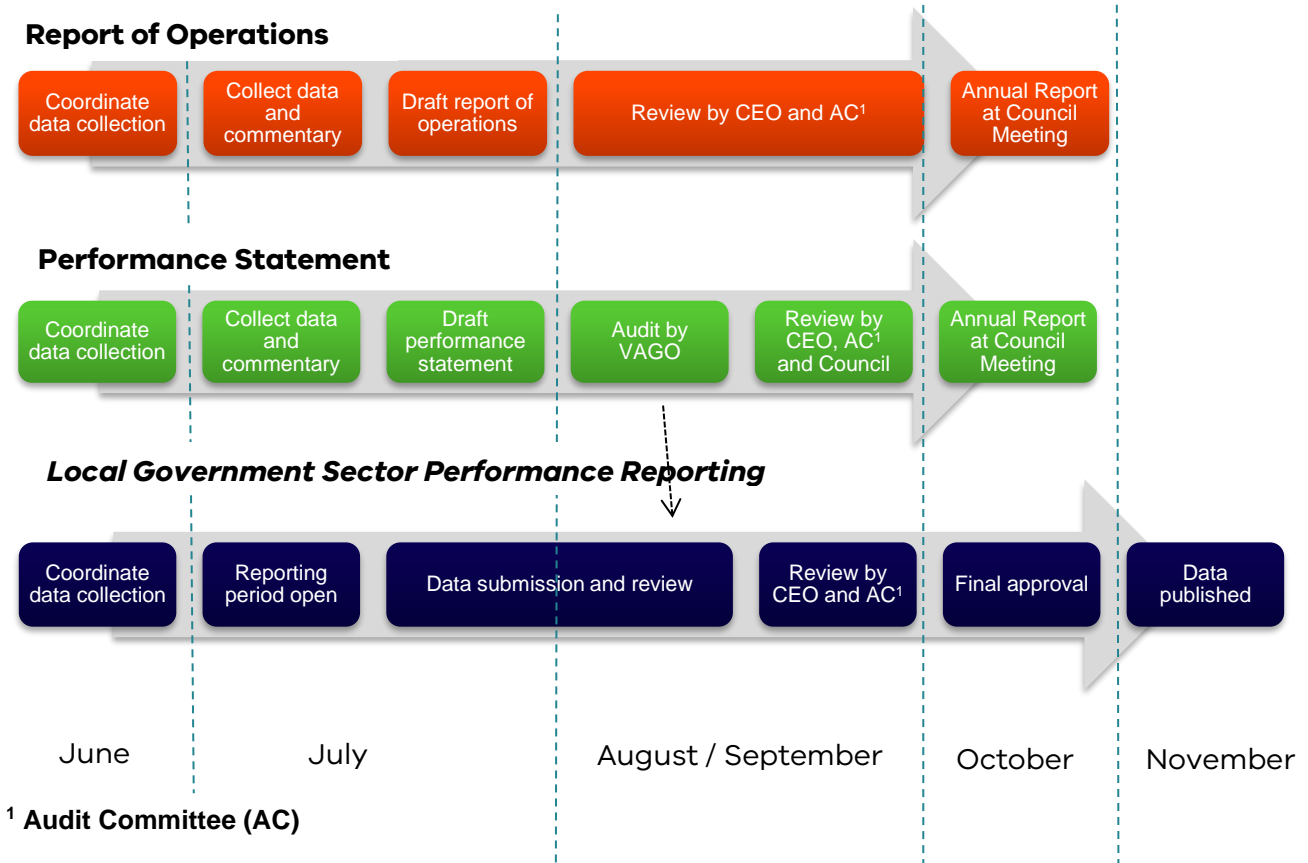


Figure 1 – Reporting Timeline Overview

# Local Government Sector Performance Reporting

**Figure 2** outlines the workflow for this year’s reporting period. The workflow summarises the important stages each council should complete to successfully upload and publish its performance data via Local Government Victoria.



Figure 2 - LGPRF Reporting workflow

## Summary of stages:

### **Select review date**

LGV will invite councils to book a review date for their data submission. Councils may select an appropriate date for their review. LGV will confirm the review date based on availability.

### **Prepare and submit data**

Council's performance data is to be completed in the excel Reporting template (**Local Government Model Sector Performance Report**) and emailed to LGV via the email address: [performance@ecodev.vic.gov.au](mailto:performance@ecodev.vic.gov.au).

For more information on the data submission process, please refer to the **Local Government Better Practice Guide – Performance Data Submission 2023-24**.

### **Data review**

LGV will acknowledge receipt of your template and review your data. Once the review is complete, LGV will advise of any recommended changes or acknowledge completion of your review.

### **Approve release**

Once the review is complete, the data will need to have final approval before being released to the public.

### **Final data submission**





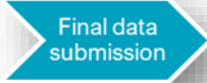

Once data is approved, Council will need to update Input 7 of the template with the approval and email the template to LGV via the email address: [performance@ecodev.vic.gov.au](mailto:performance@ecodev.vic.gov.au).

### **Prepare for release**

Councils are encouraged to consider any briefings required or prepare media releases ahead of the public release of their data.

## Key Dates

The following table details the key actions and milestone dates for the 2024 data submission for the LGPRF.

Stage	LGV Action	Council Action
	LGV will invite councils to select a review date from <b>early June</b> .  LGV will confirm review date.	Select a date when your data will be available for a review (either before or after your audit).  Confirm your review date with LGV before <b>5 July 2024</b>
Reporting period opens <b>Monday 1 July 2024</b>		
		Councils will: <ul style="list-style-type: none"> <li>▪ Complete the Reporting template</li> <li>▪ Email the template to LGV by the <b>confirmed review date</b></li> </ul>
	LGV will review data and provide feedback to Council.  LGV Data reviews will close on <b>Thursday 26 September 2024</b>	Council reviews feedback and if necessary, updates data
		Council makes any final changes to the data and obtains CEO approval to release the data.
		Councils will: <ul style="list-style-type: none"> <li>▪ Complete Input 7 on the Reporting template</li> <li>▪ Email the template to LGV</li> </ul> by <b>Friday 11 October 2024</b>
	LGV to release embargoed state-wide data by <b>Monday 21 October 2024*</b>	Council to review data and make any final amendments

		if required by <b>Friday 1 November 2024</b> .
		Annual Report presented at Council Meeting (open to the public) on <b>a date not later than the day before the election*</b> .
Data released to the public by Local Government Victoria in <b>November 2024**</b> (Date to be confirmed)		

*\*For more information on the election date, please refer to the Victorian Electoral Commission website (<https://www.vec.vic.gov.au/voting/types-of-elections/local-council-elections>)*

*\*\*Subject to data being received and approved from all councils by 11 October 2024.*

### Further Information

Councils are encouraged to familiarise themselves with the requirements for preparing and submitting an Annual Report, including the roles and responsibilities and timeframes in the **Local Government Better Practice – Preparing a Council Annual Report 2023-24**.

For more information on this practice note and the LGPRF reporting process, please contact:

#### LGV Sector Performance Reporting team



[performance@ecodev.vic.gov.au](mailto:performance@ecodev.vic.gov.au)