

LGPRF Data Submission 2021-22

Practice Note 17

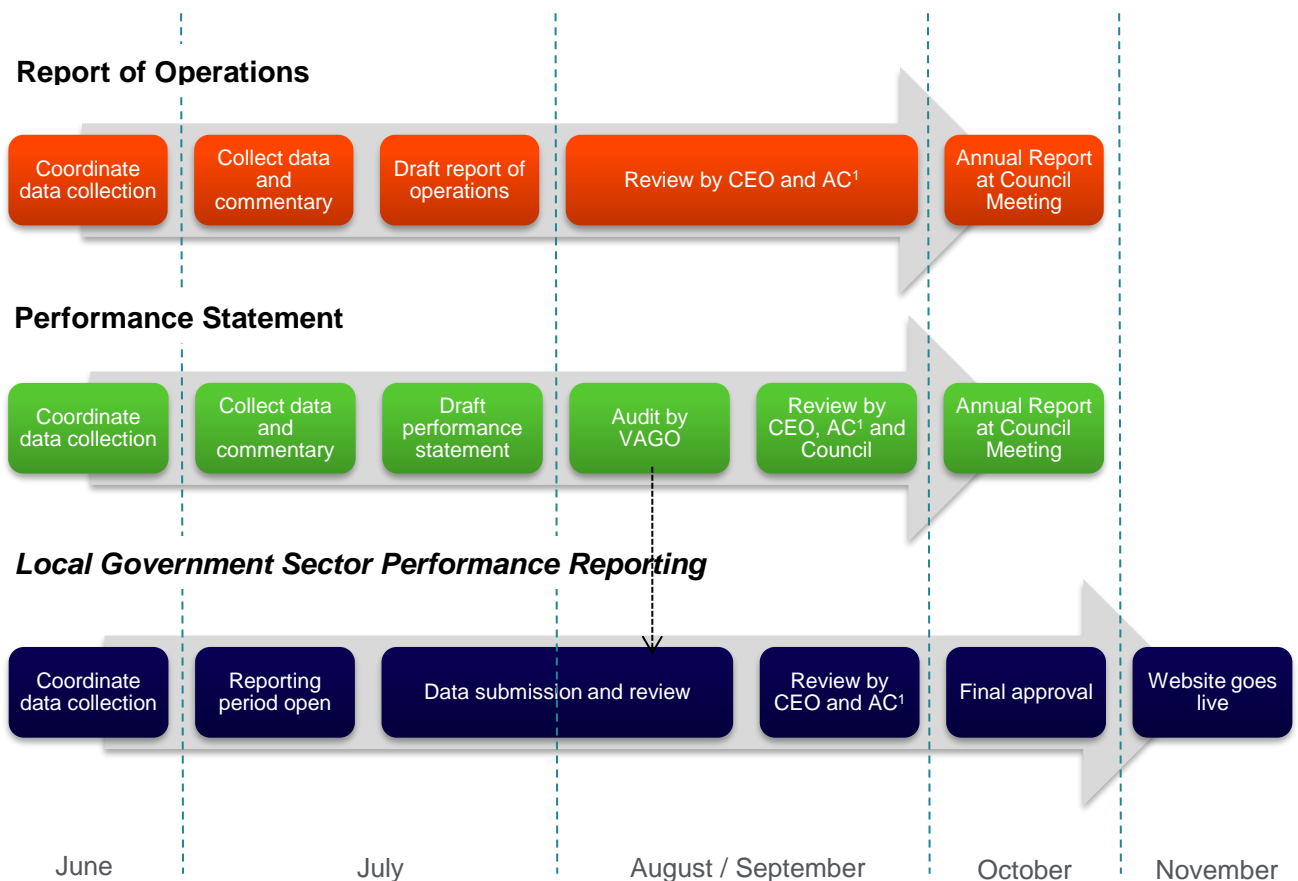
This practice note provides key information and timing in relation to submission of data to Local Government Victoria (LGV) via the Know Your Council website for the 2021-22 Local Government Sector Performance Reporting. The reporting cycle is due to be conducted between July to November 2022.

Reporting Timeline

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

Please note as per the Local Government Act 2020, Councils are **not** required to submit their Annual Report to the Minister, however, the Annual Report **must** be presented to a Council meeting (open to the public) before 31 October 2022¹.

Figure 1 – Reporting Timeline Overview



¹ **Audit Committee (AC)**

¹ Section 100(1) and (2b) of the Local Government Act 2020

Know Your Council Reporting workflow

Figure 2 outlines the workflow for this year's reporting period. The workflow summarises the important stages each council must complete to successfully upload and publish its performance data to *Know Your Council*.

Figure 2 – Know Your Council Reporting Workflow



Summary of stages:

Confirm audit date

Council will provide their VAGO audit dates to LGV.

Confirm review date

LGV will provide a date for the submission of your data which is the due date for all complete council data. Councils are requested to confirm the suitability of this date.

Prepare and submit data

Council's performance data is to be uploaded via the provided CSV files created by the excel Reporting template that was supplied in February. The files are to be uploaded to the *Know Your Council* website via the Council Portal. For access to the council portal please see your council's primary user.

Under review

LGV will review your data and 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.


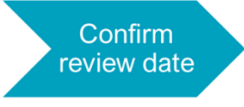
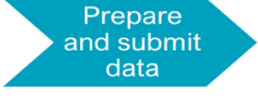





Prepare for release

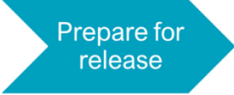
Councils are encouraged to consider briefing councillors, Executive Management team or prepare media releases ahead of the public release of their data.

All guidance and information available on the 'Resources' tab. More information on each stage will be provided as the council progresses through the process.

Key Dates

The following table details the key actions and milestone dates for the 2022 data submission to *Know Your Council (KYC)*.

		Your VAGO Audit date must be confirmed with LGV by Friday 27 May 2022	
	LGV will issue review date for the submission of your data.	Please confirm the suitability of your review date by Friday 10 June 2022	
Reporting Period opens Friday 1 July 2022			
		Councils will: <ul style="list-style-type: none"> ▪ Complete the Reporting template ▪ Export .csv files ▪ Upload data to KYC and <u>'Send to LGV'</u> by the confirmed review date 	
	LGV will review data and provide feedback to Council. Data reviews for <u>all councils</u> to be completed by Friday 30 September 2022	Council reviews feedback and if necessary, updates data by selecting <u>'Update Data'</u> and <u>'Send to LGV'</u> .	
		Council makes any final changes to the data by <u>'Update Data'</u> and sends to the Council approver by selecting <u>'Send to Approver'</u> . Approval must be obtained by Monday 17 October 2022	

	<p>LGV to release embargoed state-wide data by Friday 21 October 2022*</p>	<p>Council to prepare for public release of data.</p>	
		<p>Annual Report presented at Council Meeting (open to the public) before Monday 31 October 2022</p>	
<p>Data released to the public via <i>Know Your Council</i> in November 2022* (Date to be confirmed)</p>			

***Subject to data being received and approved from all councils by 17 October 2022.**

Resources

A number of resources including the better practice guides are available on the council portal (<https://knowyourcouncil.vic.gov.au/members/resources>) on how to upload data:

- [A data upload 5 step guide](#)
- [Local Government Better Practice Guide – Know Your Council Loading Guide](#)

Further Information

For more information on this practice note and the *Know Your Council* reporting process, please contact:

Performance Reporting, Analysis and Support Team



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