

LGPRF Data Submission 2024-25

Practice Note 21

Released 28 February 2025

This practice note provides key information and timing in relation to submission of data to Local Government Victoria (LGV) for the 2024-25 Local Government Sector Performance Reporting.

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.

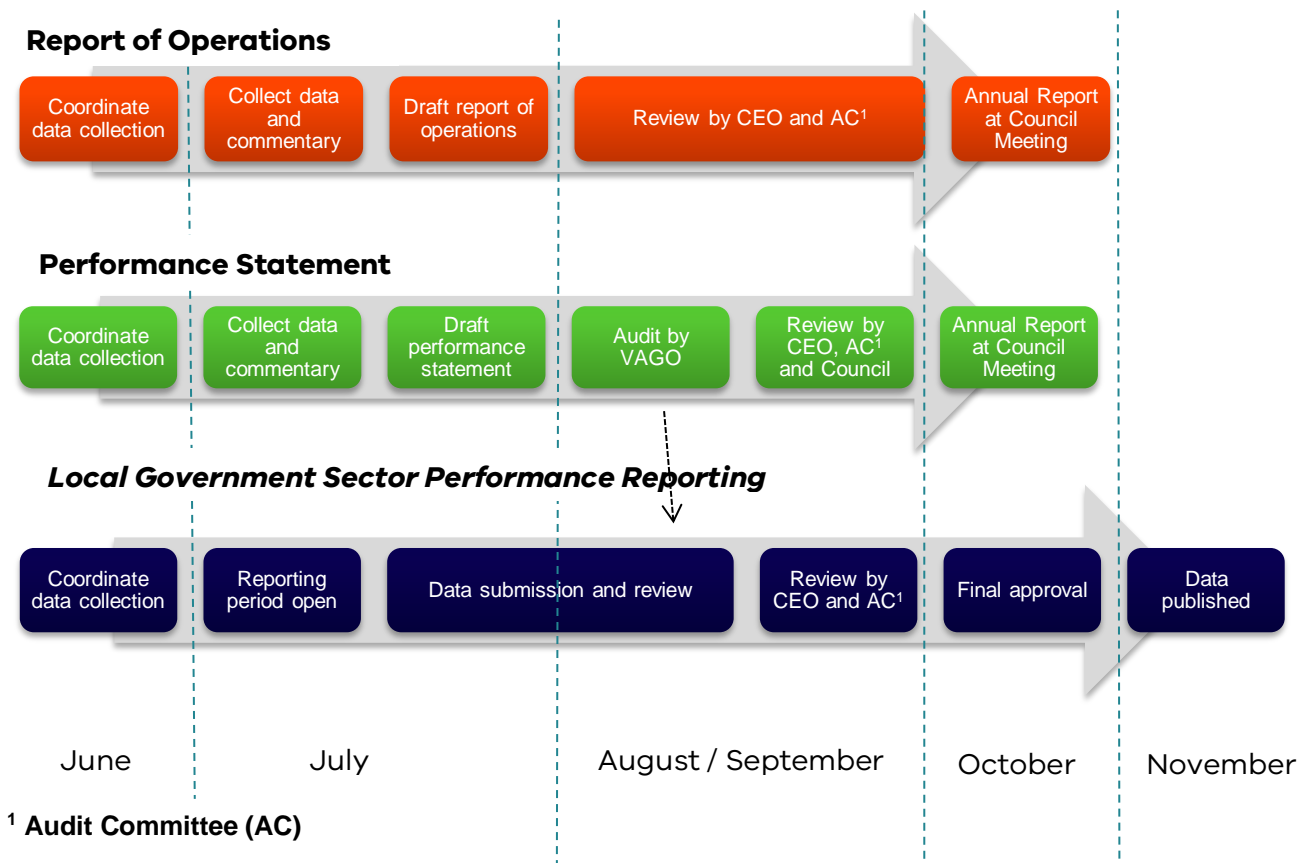


Figure 1 – Reporting Timeline Overview

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.

For more information on the data submission process, please refer to the **Local Government Better Practice Guide – Performance Data Submission 2024-25**.

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





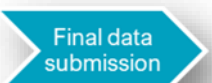

Once data is approved, Council will need to update Input 7 of the template with the approval and email the template to LGV via the email address: performance@ecodev.vic.gov.au.

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 2025 data submission for the LGPRF.

Stage	LGV Action	Council Action
	In early June , LGV will invite councils to select a review date. 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 Friday 4 July 2025
Reporting period opens Tuesday 1 July 2025		
		<ul style="list-style-type: none"> Complete <u>all data</u> in the Reporting template Email the template to LGV by the confirmed review date
	LGV will review data and provide feedback to Council. LGV Data reviews close on Thursday 25 September 2025	Council reviews feedback and if necessary, updates data
		Council makes any final changes to the data and obtains CEO approval to release the data.
		<ul style="list-style-type: none"> Complete Input 7 on the Reporting template Email the template to LGV by Friday 10 October 2025
	LGV to release embargoed state-wide data by Monday 20 October 2025*	Council to review data and make any final amendments if required by Friday 31 October 2025 .
Data released to the public by Local Government Victoria in November 2025* (Date to be confirmed)		

**Subject to data being received and approved from all councils by 10 October 2025.*

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 2024-25**.

All guides and templates are available at:

<https://www.localgovernment.vic.gov.au/strengthening-councils/performance-reporting>

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

LGV Sector Performance Reporting team



performance@ecodev.vic.gov.au