

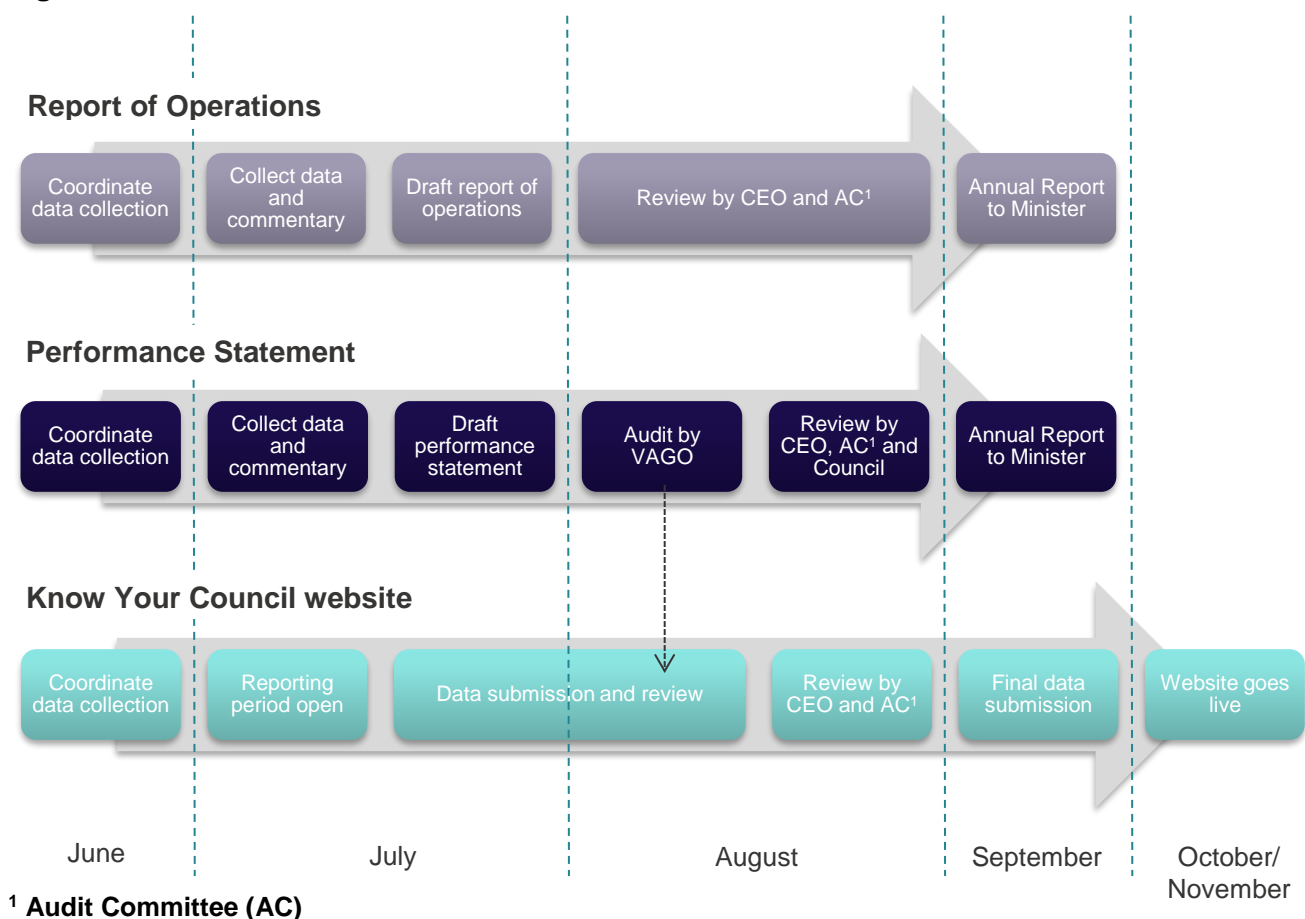
Preamble

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.

The Local Government Performance Reporting Framework (LGPRF) requires councils to report against prescribed indicators and measures as part of their Annual Report. Below is the timeline for the preparation of the Report of Operations, Performance Statement and submission of data to the Know Your Council website.

Timeline

Figure 1 – Timeline



Key Dates

The following table details the requirements and key dates for data submission to the *Know Your Council* website. In the 2017-18 financial year, the focus of LGV's reviews will be on the quality of the data. Only one review per council will be conducted, with a second review undertaken on an exceptions basis only. This review will ideally occur before each council is audited.

| | # Requirement | Status | Date |
|---------------|--|----------------------------|--|
| Guidance | 1. LGV issues final performance reporting template and updated guidance Councils collecting data | | May - June |
| | 2. <i>Know Your Council</i> reporting period opens | | 2 July |
| Data review | 3. On the <i>Know Your Council</i> website, councils: <ul style="list-style-type: none"> • Create a new data submission • When satisfied with the submission, <u>Send to LGV</u> for review | New → Draft → In Review | 2 July → 21 September (dependant on council audit date) |
| | 4. LGV reviews and provides feedback on data submissions <ul style="list-style-type: none"> • Feedback will be emailed to councils • Submission will be unlocked and sent back to councils for editing | In Review → Reviewed | |
| | 5. Councils review feedback and if necessary, <u>Update Data</u> | | |
| | 6. Councils audited by VAGO | | |
| | 7. Councils review feedback and if necessary, <u>Update Data</u> | | |
| Data approval | 8. Councils make final changes to data and <u>Send for Approval</u> | Pending Approval | 21 September |
| | 9. Council approves <u>Approve</u> data submissions | Approved | 30 September |
| Annual Report | 10. Annual report due to Minister for Local Government (as per Local Government Act) | | 30 September |
| | 11. Last day for councils to consider annual report (as per Local Government Act) | | 31 October |
| Data access | 12. Councils receive embargoed access to full data set | | 1 week prior to release |
| | 13. Data to go live | Live | November (date TBC) |

Note: Underlined terms correspond to actions councils need to take in the council portal

Data submission workflow

Figure 2 provides a high level overview of the submission workflow with respect to the council, the system and LGV. LGV will review all four years of data before auditing and council approval to ensure consistency in reporting of performance across councils.

Figure 2 – Know Your Council Portal Submission Workflow



Council's performance data is to be uploaded via the provided CSV files that are created by the excel template that was supplied earlier this year. 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.

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, including:

- [Council portal full user guide](#)
- [Webinar 1](#)
- [Webinar 2](#)
- [A data upload 5 step guide](#)
- [Practice Note 4](#)
- [Practice Note 5](#)
- [Practice Note 6](#)
- [Practice Note 7](#)

Further Information

Please refer all enquiries in relation to this practice note to:

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