

# LGPRF Data Submission 2022-23

## Practice Note 19

Released 24 February 2023

This practice note provides key information and timing in relation to submission of data to Local Government Victoria (LGV) for the 2022-23 Local Government Sector Performance Reporting. The reporting cycle is conducted between July to November 2023.

## 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.

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 2023.

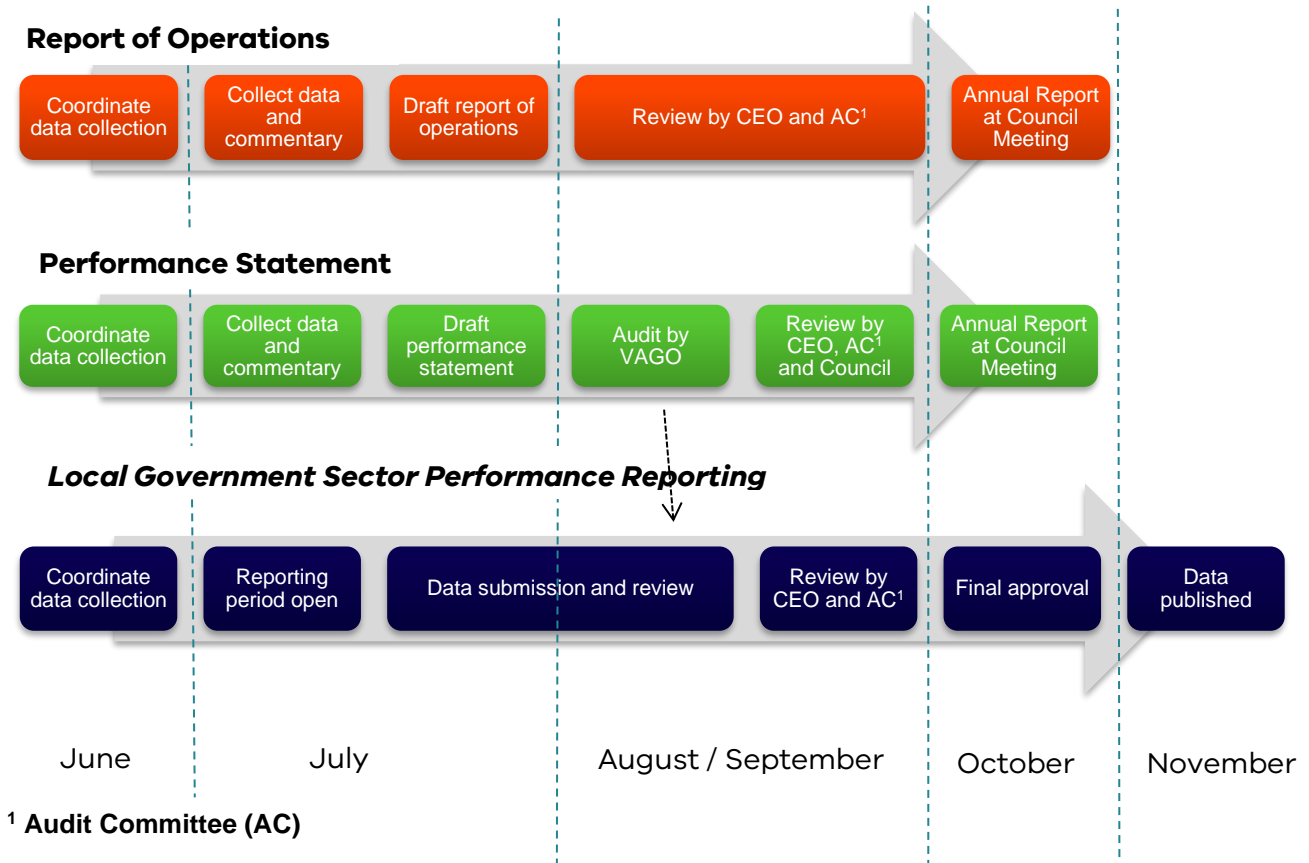


Figure 1 – Reporting Timeline Overview

# 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 2022-23**.

### **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**





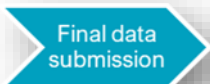
Once data is approved, Council will need to update the template with the approval and email the template to LGV via the email address: [performance@ecodev.vic.gov.au](mailto:performance@ecodev.vic.gov.au).

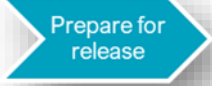
### **Prepare for release**

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 2023 data submission for the *LGPRF*.

Stage	LGV Action	Council Action
	<p>LGV will invite councils to select a review date.</p> <p>LGV will confirm review date.</p>	<p>Select a date when your data will be available for a review (either before or after your audit).</p> <p>Confirm your review date with LGV before <b>7 July 2023</b></p>
<p>Reporting period opens <b>Monday 3 July 2023</b></p>		
		<p>Councils will:</p> <ul style="list-style-type: none"> <li>▪ Complete the Reporting template</li> <li>▪ Email the template to LGV</li> </ul> <p style="text-align: center;">by the <b>confirmed review date</b></p>
	<p>LGV will review data and provide feedback to Council.</p> <p>LGV Data reviews will close on <b>Friday 29 September 2023</b></p>	<p>Council reviews feedback and if necessary, updates data</p>
		<p>Council makes any final changes to the data and obtains approval to release the data.</p>
		<p>Councils will:</p> <ul style="list-style-type: none"> <li>▪ Complete Input 7 on the Reporting template</li> <li>▪ Email the template to LGV</li> </ul> <p>by <b>Monday 16 October 2023</b></p>


	LGV to release embargoed state-wide data by <b>Monday 23 October 2023*</b>	Council to prepare for public release of data.
		Annual Report presented at Council Meeting (open to the public) before <b>Tuesday 31 October 2022</b>
Data released to the public by Local Government Victoria in <b>November 2023*</b> (Date to be confirmed)		

**\*Subject to data being received and approved from all councils by 16 October 2023.**

### Further Information

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)