# Summary of changes

**Local Government Better Practice Guide 2021-22 & 2022-23: Performance Reporting Indicator Guide and Local Government Performance Reporting Template 2021-22**

**Indicator Guide**

Due to changes to the Indicator Workbook/Guide, councils are encouraged to review the document and refresh their understanding. An overview of changes is provided below:

| **Section** | **Page** | **Original text** | **Revised text** |
| --- | --- | --- | --- |
| **Approach to Performance Reporting** |
| Aims of the LGPRF | 4 | “…Council’s Annual Report and the Local Government Sector Performance Reporting Framework (Know Your Council),…” | “…Council’s Annual Report and the Local Government Sector Performance Reporting (Know Your Council),…” |
| Distinguishing inputs, outputs and outcomes | 8 | Examples of commentary to explain the link between indictors to community outcomes | Examples were updated for 2021 |
| Mandatory target setting | 13 | N/A | Added new section regarding requirements for mandatory target setting. |
| Legislative framework | 14 | “The objectives of the Act are…” | Content removed to streamline the document.  |
| Transitional provisions | 14 | “Part 4 of the Act…” | Content removed as no longer relevant. |
| Reporting checklist | 17 | Checklist related to Local Government Act 1989 and 2014 Regulations | Updated with requirements from the Local Government Act 2020 and Local Government (Planning and Reporting) Regulations 2020 |
| Development of indicators | 20 | N/A | Content acknowledging the latest technical working groups. “…Technical Working Groups were last held in 2021.” |
| Presentation of data on Know Your Council | 22 | “With an average of 12,596 visitors a week…”  | “With an average of 11,061 visitors a week…” |
|  | 22 | Examples of commentary to reframe ‘no material variations’ for the public | Examples were updated for 2021 |
| Structure of the reporting guide | 24 | N/A | New text added: “Please note this reporting guide applies specifically to the 2021-22 and 2022-23 financial years….” |
| Measures | - | Catalogue 3218.0 | Removed reference to retired ABS catalogue name across relevant measures.  |
|  | - | Reference to the Local Government Act 1989 and the Local Government (Planning and Reporting) Regulations 2014 | Updated references to the Local Government Act 2020 and the Local Government (Planning and Reporting) Regulations 2020 |
|  | - | Local Government Practice Note 2 – Conduct of Community Satisfaction | Updated to new version of practice note: Local Government Practice Note 14 – Conduct of Community Satisfaction |
| AF2 | 25 | Reference to Department of Health and Human Services | Updated references to the Department of Health based on the change to the department. |
| AM2 | 32 | Notes on feral animals | Updated to include explanation of distinction between registered & owned, unregistered & owned and unregistered & unowned (feral).  |
| AM5 | 33 | Notes on feral animals | Updated to include explanation of distinction between registered & owned, unregistered & owned and unregistered & unowned (feral).  |
| AM7 | 37 | N/A | Added new note: “Where no matters were prosecuted” |
| FS1 | 39 | Calculation of number of days between receipt and first response | Includes note that “…For calculation purposes the numerator must be equal to or greater than the denominator.” |
| G1 | 46 | Definition, numerator, denominator and key terms for Ordinary meeting, Special meeting and Special committee. | Updated definition, numerator, denominator, and key terms to reflect Local Government Act 2020 provisions.  |
| G3 | 49 | Definition, numerator, denominator and key terms for Ordinary meeting, Special meeting and Special committee. | Updated definition, numerator, denominator, and key terms to reflect Local Government Act 2020 provisions.  |
|  |  | “…in the case of maternity leave)…” | “…in the case of parental leave)…” |
| SP4 | 82 | N/A | Added new note: “Where no matters were referred to VCAT” |
| L1 | 94 | N/A | Added new note: “Changes to unearned income / revenue” in line with changes to Accounting Standards. |
| L2 | 95 | N/A | Added new note: “Changes to unearned income / revenue” in line with changes to Accounting Standards. |
| C7 | 111 | Notes on FTE | Added new sentence: “For this measure, only Permanent staff should count towards the FTE.”  |
| **Governance and management checklist** |
|  | - | Reference to the Local Government Act 1989 and the Local Government (Planning and Reporting) Regulations 2014 | Updated references to the Local Government Act 2020 and the Local Government (Planning and Reporting) Regulations 2020 |
|  | 112 | Notes under Municipal emergency management plan. | Added new sentence: “This would include any similar provisions under the Emergency Management Act 2013.” |
| **Section 3 – Performance reporting template** |
|  |  | Removed | Content being included in new Better Practice Guide on Loading performance data |
| **Appendix B: Expected Range per Indicator** |
| Animal Management | 148 | Animal management prosecutions 50% to 200% | Animal management prosecutions 0% to 200% |
| Statutory Planning | 149 | Council planning decisions upheld at VCAT 30% to 100% | Council planning decisions upheld at VCAT 0% to 100% |

## Editorial changes

In addition to the above changes, minor layout and presentation changes were made to the document.

**Reporting Template**

|  |  |
| --- | --- |
| Section | Overview of changes |
| Note tab | * Version details
 |
| Data Input 1 – Operational Control | Nil.  |
| Data Input 2 – Service Performance | Updated with:* Refresh of data entry warning messages;
* Guidance reference to Indicator Workbook.
* Updated details for G1 and G3 to align with 2020 Regulations.
 |
| Data Input 3 – Financial Performance | Under **Expenses** added new line items: **Total other comprehensive income** and **TOTAL Comprehensive result** based on changes to the Model Accounts.Under **Current liabilities** added new line item: **Unearned income / revenue**Updated with guidance reference to Indicator Guide. |
| Data Input 4 - Comments | Updated with guidance reference to Indicator Guide; |
| Data Input 5 – Governance and Management checklist  | Updated:* To reflect Local Government Act 2020 requirements;
* With guidance reference to Indicator Guide.
 |
| Data Input 6 – Workforce Data | Nil.  |
| Export 1 – Performance Indicators | Nil. |
| Export 2 – Gov ad Mgt Checklist | Updated as per changes to Input 5. |
| Export 3 – Staff FTE and Fin Stat | Nil. |
| Output 1 – Report of Operations | * Refreshed layout.
 |
| Output 2 – Performance Statement | * Refreshed layout.
 |
| Optional Select | Nil. |
| Optional Input | Updated references to Indicator guide |
| Optional Output | Nil.  |

## Editorial changes

Other features of the template have been updated to reflect the current financial year, previous years and forecast years, and to facilitate the performance of the template.

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