## Summary of Changes:

## Local Government Better Practice Guide 2019-20: Performance Reporting Framework Indicator Workbook and Local Government Performance Reporting Template 2019-20

**Indicator Workbook**

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

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| Section | Overview of changes |
| 1. Approach to performance reporting
 | Updated with:* Refreshed graphics;
* Additional clarification on the framework and detail on Operational Performance Reporting and Strategic Performance Reporting;
* Measuring service improvements through targets on input and output measures;
* Additional sections on Developing LGPRF indicators, data presentation on Know Your Council and background to VAGO Annual audits.
 |
| 1. Performance Indicators
 | Updated with:* New format and layout; including:
	+ Data classifications;
	+ Relationship to other indicators;
	+ Expanded data use;
	+ Suitability for target setting;
	+ Case Studies and notes.
* Advice on new indicators introduced in July 2019.
 |
| 1. Governance and Management Checklist
 | Updated with:* New format and layout.
 |
| 1. Optional Indicators
 | Updated with* New format and layout.
 |
| 1. Performance Reporting Template
 | Updated with changes to the template.  |
| 1. Appendix A: Indicators to Classifications
 | Inclusion of table of all current indicators to classification |
| 1. Appendix B: Expected range per indicator
 | Inclusion of table for the expected range per indicator.  |

**Reporting Template**

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| Section | Overview of changes |
| 1. Note tab
 | Updated with:* Quick guide with grouping and links to tab
 |
| 1. Data Input 1 – Operational Control
 | Updated to reflect changes to the indicator sets.  |
| 1. Data Input 2 – Service Performance
 | Updated with:* Refreshed format and layout;
* Inclusion of 2019-20 new indicators;
* Automated template guidance;
* Guidance reference to Indicator Workbook.
 |
| 1. Data Input 3 – Financial Performance
 | Updated with* Refreshed format and layout to match standards;
* Automated template guidance;
* Guidance reference to Indicator Workbook.
 |
| 1. Data Input 4 - Comments
 | Updated with* Refreshed format and layout;
* Option to conduct spelling check on comments;
* Guidance reference to Indicator Workbook;
* Removal of optional indicators.
 |
| 1. Data Input 5 – Governance and Management checklist
 | Updated with* Refreshed format and layout;
* Automated template guidance;
* Guidance reference to Indicator Workbook.
 |
| 1. Data Input 6 – Workforce Data
 | Updated with* Refreshed format and layout;
* Guidance reference to Indicator Workbook.
 |
| 1. Export 1 – Performance Indicators
 | Updated with* New indicators;
* Moving export function to top of page;
* File location.
 |
| 1. Export 2 – Gov ad Mgt Checklist
 | Updated with* Moving export function to top of page;
* File location.
 |
| 1. Export 3 – Staff FTE and Fin Stat
 | Updated with* Moving export function to top of page;
* File location;
* Summary of Financial statement.
 |
| 1. Output 1 – Report of Operations
 | Updated with* New indicators.
 |
| 1. Output 2 – Performance Statement
 | Updated with* New indicators;
* Removal of Optional Indicators.
 |
| 1. Optional Select
 | New selection tab for Optional data indicators. |
| 1. Optional Input
 | New data input tab for Optional data indicators. |
| 1. Optional Output
 | New data output tab for Optional data indicators.  |