# 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.

Authorised by Local Government Victoria   
Department of Jobs, Precincts and Regions  
1 Spring Street Melbourne Victoria 3000  
Telephone (03) 9651 9999

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