

## Summary of changes

### Local Government Better Practice Guide 2020-21: Performance Reporting Framework Indicator Workbook and Local Government Performance Reporting Template 2020-21

#### Indicator Workbook

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

Section	Overview of change
Approach to performance reporting	<p>Updated with:</p> <ul style="list-style-type: none"><li>• [1.1] New figure 1 to show relationship between LGPRF, the Annual Report and Know Your Council. Please note, this results in the renumbering of all figures in this section;</li><li>• [1.6] New examples of council commentary to explain link between indicators to community outcomes;</li><li>• [1.10] Broadening the explanation of the Governance and Management Checklist;</li><li>• [1.11] Legislative framework updated to reflect Local Government Act 2020 and the Integrated Strategic Planning and Reporting Framework replacing the Planning and Accountability Framework;</li><li>• [1.16] Updated with new Know Your Council user data and examples of council commentary to reframe 'no material variations' for the public.</li></ul>
Performance Indicators	<p>Updated with:</p> <ul style="list-style-type: none"><li>• COVID-19 notes (from supplementary guide) added to:<ul style="list-style-type: none"><li>○ AF7</li><li>○ AM1</li></ul></li></ul>

Section	Overview of change
	<ul style="list-style-type: none"> <li>○ AM6</li> <li>○ FS3</li> <li>○ LB5</li> <li>○ MC3</li> <li>○ SP3</li> <li>○ WC3</li> <li>○ WC4</li> </ul> <ul style="list-style-type: none"> <li>● AM1 – included clarification in the calculation to highlight the relationship between the numerator and the denominator;</li> <li>● AM7 – inclusion of good behaviour bonds and court diversions in the ‘Successful animal management prosecutions’ key terms;</li> <li>● Data entry notes for rounding of numbers for: <ul style="list-style-type: none"> <li>○ G2;</li> <li>○ G5; and,</li> <li>○ R5.</li> </ul> </li> <li>● WC3 &amp; WC4 – clarification of direct cost key terms, highlighting services include ‘waste disposal services’.</li> <li>● E4 – clarification of total rate revenue key terms, highlighting the inclusion of ‘supplementary rates’.</li> </ul>
Governance and Management Checklist	<p>Updated with:</p> <ul style="list-style-type: none"> <li>● Community Engagement and Planning updated to reflect the Local Government Act 2020.</li> <li>● Monitoring (with the exception of the Performance Reporting Framework) updated to reflect the Local Government Act 2020.</li> <li>● Reporting updated with notes explaining the regulations and enforcement of Local Government Act 1989 requirements for the 2020-21 reporting year</li> <li>● Decision making updated to reflect the Local Government Act 2020.</li> </ul>

Section	Overview of change
Performance Reporting Template	Updated with: Description of Optional Input and Optional Output sheets.
Appendix B: Expected Range per Indicator	Expected range for 'Animals rehomed' has been updated to '20% to 80%'

## Editorial changes

In addition to the above changes, minor layout and presentation changes were made to the document in line with the departmental requirements for the transition from the Department of Environment, Water, Land and Planning to the Department of Jobs, Precincts and Regions..

## Reporting Template

Section	Overview of changes
<b>Note tab</b>	<ul style="list-style-type: none"> <li>Version details</li> </ul>
<b>Data Input 1 – Operational Control</b>	Nil.
<b>Data Input 2 – Service Performance</b>	Updated with: <ul style="list-style-type: none"> <li>Refresh of data entry warning messages;</li> <li>Guidance reference to Indicator Workbook.</li> </ul>
<b>Data Input 3 – Financial Performance</b>	Updated with guidance reference to Indicator Workbook.

<b>Data Input 4 - Comments</b>	Updated with guidance reference to Indicator Workbook;
<b>Data Input 5 – Governance and Management checklist</b>	Updated: <ul style="list-style-type: none"> <li>• To reflect mix of Local Government Act 1989 and Local Government Act 2020 requirements;</li> <li>• With guidance reference to Indicator Workbook.</li> </ul>
<b>Data Input 6 – Workforce Data</b>	<ul style="list-style-type: none"> <li>• Updated to reflect gender as W – Women, M – Men, and X – Self-described gender;</li> <li>• Guidance reference to Indicator Workbook.</li> </ul>
<b>Export 1 – Performance Indicators</b>	Nil.
<b>Export 2 – Gov ad Mgt Checklist</b>	Updated as per changes to Input 5.
<b>Export 3 – Staff FTE and Fin Stat</b>	Updated as changes to Input 6.
<b>Output 1 – Report of Operations</b>	Updated with <ul style="list-style-type: none"> <li>• Reference to retired indicators.</li> </ul>
<b>Output 2 – Performance Statement</b>	Updated with <ul style="list-style-type: none"> <li>• Reference to retired indicators.</li> </ul>
<b>Optional Select</b>	Nil.

<b>Optional Input</b>	Nil.
<b>Optional Output</b>	Nil.

---

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

© Copyright State of Victoria,  
Department of Jobs, Precincts and Regions 2021

Except for any logos, emblems, trademarks, artwork and photography this document is made available under the terms of the Creative Commons Attribution 3.0 Australia license.

This document is also available in an accessible format at [djpr.vic.gov.au](http://djpr.vic.gov.au)