

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 indicators 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

Section	Page	Original text	Revised text
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			

Section	Page	Original text	Revised text
	-	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	<ul style="list-style-type: none"> Version details
Data Input 1 – Operational Control	Nil.
Data Input 2 – Service Performance	Updated with: <ul style="list-style-type: none"> 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	<p>Under Expenses added new line items: Total other comprehensive income and TOTAL Comprehensive result based on changes to the Model Accounts.</p> <p>Under Current liabilities added new line item: Unearned income / revenue</p> <p>Updated with guidance reference to Indicator Guide.</p>
Data Input 4 - Comments	Updated with guidance reference to Indicator Guide;
Data Input 5 – Governance and Management checklist	<p>Updated:</p> <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Refreshed layout.

Output 2 – Performance Statement	<ul style="list-style-type: none"> 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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