## 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. |