

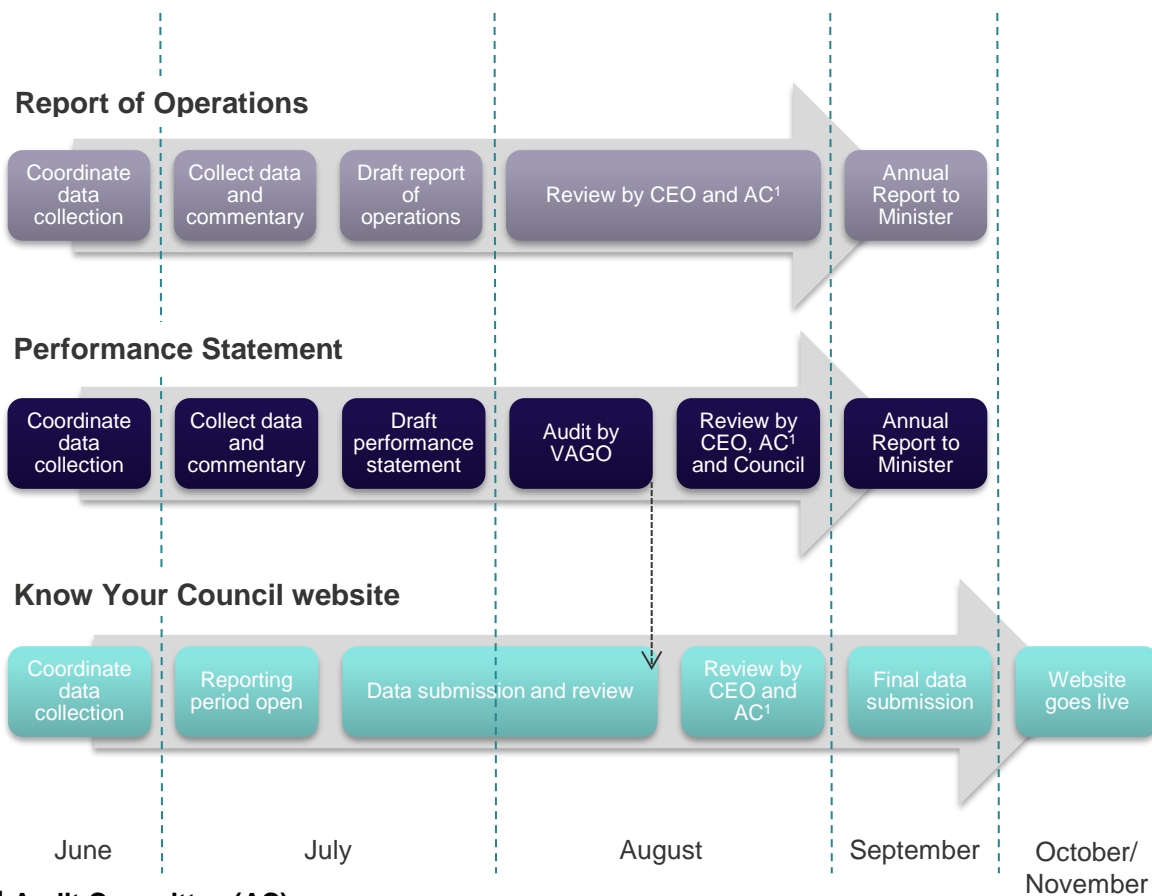
Preamble

This practice note provides key information and timing in relation to submission of data to Local Government Victoria (LGV) via the *Know Your Council* website.

The Local Government Performance Reporting Framework (LGPRF) requires councils to report against prescribed indicators and measures as part of their Annual Report. The timing of submission and review was changed for the 2015-16 reporting period to better align the *Know Your Council* data submission with the preparation of the Report of Operations and Performance Statement. Following the success of this alignment in 2015-16, the timing has been maintained for 2016-17.

Timeline

Figure 1 – Timeline



¹ Audit Committee (AC)

Key Dates

The following table details the requirements and key dates for data submission to the *Know Your Council* website.

	# Requirement	Status	Date
Guidance	1. LGV issues final performance reporting template and updated guidance Councils collecting data		April - May
	2. <i>Know Your Council</i> reporting period opens		3 July
Data review	3. On the <i>Know Your Council</i> website, councils: <ul style="list-style-type: none"> • Create a new data submission • When satisfied with the initial submission, <u>Send to LGV</u> for review 	New → Draft → In Review	3 July → 22 September (dependant on council audit date)
	4. LGV reviews and provides feedback on initial data submissions <ul style="list-style-type: none"> • Feedback will be emailed to councils • Submission will be unlocked and sent back to councils for editing 	In Review → Reviewed	
	5. Councils review feedback and if necessary, <u>Update Data</u>		
	6. Councils audited by VAGO		
	7. LGV reviews and provides feedback on any changes	In Review → Reviewed	
Data approval	8. Councils make final changes to data and <u>Send for Approval</u>	Pending Approval	22 September
	9. Council approves <u>Approve</u> data submissions	Approved	30 September
Annual Report	10. Annual report due to Minister for Local Government		30 September
	11. Last day for councils to consider annual report		31 October
Data access	12. Councils receive embargoed access to full data set		23 October
	13. Data to go live	Live	November (date TBC)

Note: Underlined terms correspond to actions councils need to take in the council portal

Data submission workflow

Figure 2 provides a high level overview of the submission workflow with respect to the council, the system and LGV. LGV will review all three years of data before auditing and council approval to ensure consistency in reporting of performance across councils.

Figure 2 – Know Your Council Portal Submission Workflow



Council's performance data is to be uploaded via the provided CSV files that are created by the excel template that was supplied earlier this year. The files are to be uploaded to the *Know Your Council* website via the Council Portal. For access to the council portal please see your council's primary user.

Resources

A number of resources including the better practice guides are available on the council portal (<https://knowyourcouncil.vic.gov.au/members/resources>) on how to upload data, including:

- [Council portal full user guide](#)
- [Webinar 1](#)
- [Webinar 2](#)
- [A data upload 5 step guide](#)
- [Practice Note 4](#)
- [Practice Note 5](#)
- [Practice Note 6](#)

Further Information

Please refer all enquiries in relation to this practice note to:

Clara Reed - 03 9948 8532
Project Manager, Sector Performance & Development
Local Government Victoria
clara.reed@delwp.vic.gov.au

Julia Heagerty - 03 9027 5801
Policy and Data Analyst, Sector Performance & Development
Local Government Victoria
julia.heagerty@delwp.vic.gov.au

Dean Pacholli - 03 9948 8534
Reporting and Data Analyst, Sector Performance & Development
Local Government Victoria
dean.pacholli@delwp.vic.gov.au