

BDC PERFORM (Performance Management System) Status Key 2020 – 2024

Applicable to Council and Service Plan Targets

Status		Usage	Who Can Apply
	Not Started	The target has yet to be started but is well within the date for completion.	Target owner and lead officers
	On Track	The target is progressing well against the intended outcomes and intended date.	Target owner and lead officers
	Alert	<ul style="list-style-type: none"> • The target is six months off the intended completion date and the required outcome may not be achieved. • To flag annual indicators within a council plan period that may not be met. • To reflect any indicator that does not meet the expected outturn for the reporting period (quarterly). 	Target owner and lead officers Performance Team
	Achieved	The target has been successfully completed within the target date. Success to be celebrated.	Target owner and lead officers Confirmed by Performance Team
	Extended	The date for completion of this target has been formally extended by a Director and/or Members.	Performance Team
	Achieved (behind target)	The target has been completed but outside the intended target date. Success to be celebrated but reason for late delivery should be acknowledged.	Target owner and lead officers Confirmed by Performance Team
	Overdue	The target has passed its due date for completion. Lead Officers need to give an explanation and seek an extension at the quarterly performance meeting.	Target owner and lead officers Performance Team
	Suspended	The target has been temporarily suspended by a Director and/or Members due to an unforeseen issue. Recommendation needs to be made and discussed at a quarterly performance meeting.	Performance Team
	Withdrawn	The target has been recommended for withdrawal and discussed at a quarterly performance meeting. Council Plan targets require Member approval to withdraw.	Performance Team
	Failed	The target has failed to achieve what it set out to accomplish within the intended target date.	Target owner and lead officers Performance Team

Applicable to Service Indicators

Status		Usage	Who Can Apply
	Positive outturn	The outturn is above target or positive (for some targets a positive outturn requires the result to be below the target set).	Indicator owner and lead officers
	Within target	The outturn is within 10% of the target set.	Indicator owner and lead officers
	Negative outturn	The outturn is below target or negative (for some targets exceeding the target results in a negative outturn).	Indicator owner and lead officers

Applicable to Policies

Status		Usage	Who Can Apply
	Current	Policy is current and up to date	Policy owner / Performance Team
	Due	Policy is within three months of its review date	Policy owner / Performance Team
	Overdue	Policy is now overdue for review	Policy owner / Performance Team

Note: Policy review dates are usually set at three years from approval date

V2 – Updated 02/01/20