

**WS006: FINANCIAL EXPENDITURE AND WORKS PROGRESS REPORTING**

**Proponent** : City of Albany  
**Attachments** : Works and Services Capital Works Progress Report (2 attachments).  
**Responsible Officer(s):** : Matt Thomson (Executive Director Works & Services)

**Responsible Officer's Signature:**



**STRATEGIC IMPLICATIONS**

1. This item relates to the following elements of the [City of Albany Strategic Community Plan 2023](#) and [Corporate Business Plan 2013-2017](#):
  - a. **Key Theme:** 2. Clean, Green and Sustainable.
  - b. **Strategic Objective:** 2.2. To maintain and renew city assets in a sustainable manner.
  - c. **Strategic Initiative:** 2.2.2. Project Reporting.

**In Brief:**

- Improved Capital Works Project reporting is a strategic initiative committed to by the Works and Services directorate.
- The report as at August 31, 2013 is attached.

**RECOMMENDATION**

**WS006: COMMITTEE RECOMMENDATION**  
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**That the Works and Services Capital Works Progress Report (as at August 31, 2013) be NOTED**

WS006: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR GREGSON  
SECONDED: COUNCILLOR DOWLING

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 5-0

WS006: RESPONSIBLE OFFICER RECOMMENDATION

That the Works and Services Capital Works Progress Report (as at August 31, 2013) be NOTED

## BACKGROUND

2. Previous reporting documentation presented to Council has shown cost variances to planned budget against actual expenditure however actual progress of work was not adequately detailed.
3. The attached report combines the reporting of both actual expenditure and actual progress of work against planned in the same cost-time relationship chart.
4. The reporting format identifies performance/delivery issues against time and budget allowing for early intervention and informed management decisions in advance of problems.
5. The reporting format combines all Capital Works Project into one as if it were a large project with multiple concurrent activities.

## DISCUSSION

6. The reporting system draws information from the annual budget, the Works & Services Infrastructure works schedule and monthly financial reports utilising actual data for the City's current systems.
7. Note that Reserves and Sanitation Projects are not included in the chart however can be seen in the project list attached.

## GOVERNMENT & PUBLIC CONSULTATION

8. Not required – internal reporting requirement only.

## STATUTORY IMPLICATIONS

9. Not applicable

## POLICY IMPLICATIONS

10. Improved project reporting underpins good asset management practices.

## RISK IDENTIFICATION & MITIGATION

11. The risk identification and categorisation relies on the City's [Enterprise Risk Management Framework](#).

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Project cost overruns</i>	<i>Possible</i>	<i>Significant</i>	<i>Medium</i>	<i>Reporting will identify trends toward budget overruns allowing for intervention in advance.</i>
<i>Project time overruns</i>	<i>Possible</i>	<i>Significant</i>	<i>Medium</i>	<i>Reporting will identify overall schedule performance and trends allowing for early interventions and implementation corrective strategies.</i>
<i>Misunderstanding/misinterpretation of reporting documents.</i>	<i>Possible</i>	<i>Moderate</i>	<i>Medium</i>	<i>Officer available to explain reports and how to interpret.</i>
<i>Lack of action following reported expenditure and/or progress.</i>	<i>Unlikely</i>	<i>Extreme</i>	<i>High</i>	<i>Ensure that cost and programme variations are investigated and resolved in a timely manner.</i>

## **FINANCIAL IMPLICATIONS**

12. The reporting method will effectively assist timely decision making in order to minimise budget over runs and/or variations from service delivery commitments. The reporting will highlight budget variances early on resulting in the issue being dealt with in a timely manner.

## **LEGAL IMPLICATIONS**

13. Not applicable

## **ENVIRONMENTAL CONSIDERATIONS**

14. Not applicable

## **ALTERNATE OPTIONS**

15. Not applicable.

## **SUMMARY CONCLUSION**

16. The attached Earned Value reporting documentation reflects the variances of cost and time most effectively and it is to be utilised as an internal management tool for Works and Services and as a reporting mechanism to Council. This will ensure that Council is apprised of the progress of works at all times.

<b>Consulted References</b>	:	Project Management – A Systems Approach to Planning, Scheduling, and Controlling 5 <sup>th</sup> Ed. Harold Kerzner, Ph.D. Cert IV Project Management BSB41507 Learner Guide GSIT Michael Walmsley
<b>File Number (Name of Ward)</b>	:	Synergy File Number
<b>Previous Reference</b>	:	None