

**WS021: FINANCIAL EXPENDITURE AND WORKS PROGRESS REPORTING**

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

**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 October 31, 2013 is attached.

**RECOMMENDATION**

**WS021: COMMITTEE RECOMMENDATION  
VOTING REQUIREMENT: SIMPLE MAJORITY**

**THAT Council NOTE the Works and Services Capital Works Progress Report.**

WS021: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR GREGSON  
SECONDED: COUNCILLOR BOWLES

THAT Council NOTE the Works and Services Capital Works Progress Report.

CARRIED 5-0

**WS021: RESPONSIBLE OFFICER RECOMMENDATION  
VOTING REQUIREMENT: SIMPLE MAJORITY**

**THAT Council NOTE the Works and Services Capital Works Progress Report.**

## BACKGROUND

- The attached report, combining the reporting of both actual expenditure and actual progress of work against planned in the same cost-time relationship chart is prepared monthly to update elected members.

## DISCUSSION

- The report draws information from the annual budget, the Works & Services Infrastructure works schedule and monthly financial reports utilising actual data.

## GOVERNMENT & PUBLIC CONSULTATION

- Not required – internal reporting requirement only.

## STATUTORY IMPLICATIONS

- Not applicable

## POLICY IMPLICATIONS

- Improved project reporting underpins good asset management practices.

## RISK IDENTIFICATION & MITIGATION

- 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

- The reporting will highlight budget variances early on resulting in issues being dealt with in a timely manner.

## LEGAL IMPLICATIONS

- Not applicable

## ENVIRONMENTAL CONSIDERATIONS

- Not applicable

**ALTERNATE OPTIONS**

11. Not applicable.

**SUMMARY CONCLUSION**

12. The attached Earned Value reporting documentation reflects the variances of cost and time most effectively and will ensure that Council is apprised of the progress of works at all times.

<b>Consulted References</b>	:	Not applicable
<b>File Number (Name of Ward)</b>	:	Not applicable
<b>Previous Reference</b>	:	Not applicable