

WS025: FINANCIAL EXPENDITURE AND WORKS PROGRESS REPORTING

Proponent : City of Albany
Attachments : Works and Services Capital Works Progress Report
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 November 30, 2013 is attached.

RECOMMENDATION

**WS025: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY**

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

WS025: COMMITTEE RECOMMENDATION

MOVED: MAYOR WELLINGTON
SECONDED: COUNCILLOR DOWLING

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

CARRIED 5-0

WS025: RESPONSIBLE OFFICER RECOMMENDATION

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.

Consulted References	:	Not applicable
File Number (Name of Ward)	:	Not applicable
Previous Reference	:	Not applicable