

Policy Owner: Director Corporate Services

Direction: 5. Our Civic Leadership

1. STATEMENT OF INTENT

1.1 To sets the Policy for accounting and capitalisation (recognition) of assets for North Sydney Council.

2. ELIGIBILITY

2.1 This Policy applies to all physical assets of Council. This Policy does not apply to cash, inventory or land.

3. **DEFINITIONS**

3.1 Asset - is a resource controlled by the entity as a result of past events and from which future economic benefits are expected to flow to the entity. Assets include physical assets which provide future economic benefits for more than 12 months. Any item which has a life of less than 12 months is expensed under a maintenance or operational budget and cannot be classed as an Asset.

Property, Plant and Equipment Assets are tangible items that are held for the production of goods or services, for rental to others, or for administrative purposes and are expected to be used during more than one period.

An asset is recognised in the balance sheet when it is probable that the future economic benefits will flow to the entity and the asset has a cost or value that can be measured reliably.

- 3.2 Operating Expenditure is expenditure, which is continuously required such as power, fuel, staff, plant equipment, on-costs and overheads, excluding maintenance and depreciation.
- 3.3 Maintenance Expenditure is expenditure on the asset, which is periodically or regularly required as part of the anticipated schedule of works, required to ensure that the asset achieves its useful life. It is expenditure, which was anticipated in determining the asset's useful life. Maintenance expenditure includes reactive maintenance and repair (pothole patching, painting etc.), planned maintenance (maintenance and repair to predetermined schedules)

and replacement of parts of assets. It is generally recurrent expenditure but may also be non recurrent.

- 3.4 Capital Expenditure is relatively large (material) expenditure, which has benefits, expected to last for more than 12 months. Capital expenditure includes renewal/replacement, upgrade and expansion.
- 3.5 Capital Renewal/Replacement is expenditure on an existing asset, which returns the service potential or the life of the asset up to that which it had originally or replaces the asset with a modern equivalent asset. It is periodically required expenditure, relatively large (material) in value compared with the value of the components or sub-components of the asset being renewed. As it reinstates existing service potential, it has no impact on revenue, but may reduce future operating and maintenance expenditure if completed at the optimum time e.g. resurfacing or re-sheeting part of a road network, replacing a section of a drainage network with pipes of the same capacity, resurfacing an oval.
- 3.6 Capital Upgrade is expenditure, which enhances an existing asset to provide a higher level of service or will increase the life of the asset beyond that which it had originally. Upgrade expenditure is discretional and often does not result in additional revenue unless direct user charges apply. It will increase operating and maintenance expenditure in the future because of the increase in the council's asset base e.g. widening the sealed area of an existing road, replacing drainage pipes with pipes of a greater capacity, enlarging a grandstand at a sporting facility.
- 3.7 Capital Expansion is expenditure that extends an existing asset, to the same standard to a new group of users. It is discretional expenditure, which increases future operating, and maintenance costs, because it increases council's asset base, but may be associated with additional revenue from the new user group e.g. the provision of a new swimming pool complex.

4. PROVISIONS

- 4.1 Asset Revaluation at the end of each annual reporting period Council assesses whether the current carrying value of assets is materially different from their fair value. When this is the case then the asset class will be revalued for that reporting period. It is anticipated that for most assets classes a revaluation will be required every three to five years.
- 4.2 Useful Lives asset useful lives are reviewed annually. Useful lives are determined based on the policy of recognising all renewal expenditure at the whole of an asset level.

- 4.3 Minor Assets (excluding infrastructure) are those items acquired for a cost less than \$5,000. The materiality of a minor asset can be examined against capitalisation thresholds in isolation or the asset can be treated as being part of a homogenous group. The manner in which the materiality of minor assets of a particular kind is assessed is dependent on:
 - a) if a significant proportion of these assets are replaced each year;
 - b) if these assets become obsolete or are superseded in a relatively short space of time; and
 - c) if the aggregate value of these minor assets is insignificant when compared to the total value of the category to which they belong.

The presence of one or more of these conditions would usually indicate that the cost of minor assets of a particular kind should be fully expensed in the year in which they are incurred. In this case minor assets will be examined against capitalisation thresholds individually.

Minor assets that are not capitalised will generally be recorded in an attractive items register maintained by the asset controller for that class of asset.

- 4.4 Capital Expenditure Thresholds Council's capital expenditure thresholds for assets are shown in Tables 1 18 in Appendix A.
- 4.5 Recognition of Capital Costs Activities associated with the renewal of existing assets and the acquisition/creation of new assets are detailed in the following table:

Operating Expenditure	Capital Expenditure
All activities prior to decision made to proceed with investment including: • Strategic planning reports • Project scoping and investigation, valuation reports, planning approvals	All activities following decision made to proceed with investment until the resulting asset is in place and ready for use including: Borrowing costs Survey and design Professional fees Site preparation Construction Contract payments Council direct costs, wages, salaries, plant hire, materials, on-costs Overheads Transport, installation, assembly and testing Project Management Future dismantling and removing item and site restoration (where applicable)

5. RESPONSIBILITY/ACCOUNTABILITY

- 5.1 Council's Finance Services Manager has the responsibility for ensuring that acquisition and capitalisation of all assets is in accordance with legislation, accounting standards and Council Policies.
- 5.2 All Directors and Managers are responsible for implementing this Policy.
- 5.3 Council Officers with financial delegation and delegation to authorise work activity are responsible for ensuring that purchase, acquisition, creation, renewal of non-current assets complies with this Policy.
- 5.4 Council's Asset and Taxation Accountant is responsible for maintaining the fixed asset register, including uploading of capitalisation information supplied from capital works programs.

6. RELATED POLICIES/DOCUMENTS/LEGISLATION

The Policy should be read in conjunction with the following Council policies and documents:

- Asset Management Plan
- Asset Management Policy
- Asset Management Strategy
- Financial Management Policy
- Long Term Financial Plan

The Policy should be read in conjunction with the following documents/legislation:

- Australian Infrastructure Financial Management Guidelines, IPWEA 2009
- AASB 116 Property, Plant and Equipment
- NSW OLG Local Government Code of Accounting Practice and Financial Reporting

Version	Date Approved	Approved by	Resolution No.	Review Date
1	30 May 2011	Council	326	2012/13
2	18 February 2013	Council	61	2016/17
3	25 June 2018	Council	214	2020/21

APPENDIX A: CAPITAL EXPENDITURE THRESHOLDS

Table 1: Buildings

Asset Capitalisation Threshold - Buildings

Buildings assets are recognised at the following component level:

- Whole building
- Major system/component

Work Activity				
Operations	Maintenance and Repair	Capital Renewal	Capital New	
 Service delivery and property management including condition assessment, defect inspection and facility management systems operations Utility service costs Cleaning 	 Reactive maintenance and repair Programmed maintenance (painting, fencing, guttering, drains etc.) System/component replacement (floor coverings, air/conditioning plant, etc.) < \$20,000. 	 Replacement of building asset with same standard System/component replacement > \$20,000. 	New assetUpgrade asset	

- Building reconstruction (demolition and replacement of entire building) is recognised as a new asset and the carrying value of the old asset is written off/disposed.
- Building system/component renewal (of whole system/component) is recognised as a new asset and the carrying value of the old asset is written off/disposed.
- Partial building and system/component renewal is recognised by adding the renewal cost to the existing asset carrying value and reviewing the remaining/useful life of the renewed asset to recognise the restored economic benefits to the entity.

Table 2: Roads

Asset Capitalisation Threshold - Roads

Road assets are recognised at the following component level (Pavement Management System segment):

- Wearing course
- Pavement structure

Earthworks and format	Earthworks and formation			
Work Activity				
Operations	Maintenance and Repair	Capital Renewal	Capital New	
Service delivery management including condition assessment, defect inspection and PMS operations Pavement markings and signs Landscaping	Reactive maintenance and repair to road assets, pothole repair, signs repair and replacement, (heavy patching one area < 25m2)	 Pavement replacement/ renewal of asset with same standard Resurfacing Sealed pavement partial renewal/ rehabilitation (heavy patching one area > 	 New assets Pavement upgrade - renewal with higher standard (> same standard) Resurfacing upgrade with higher standard (> same standard) Land acquired for 	

Asset Capitalisation Threshold - Roads			
maintenance (including mowing, slashing, shrub clearing, etc.) Culvert and table drain clearing	25m2)	road works	

- Resurfacings of whole segment is recognised as a new asset and the carrying value of the old asset is written off/disposed.
- Pavement/reconstruction of whole segment is recognised as a new asset and the carrying value of the old asset is written off/disposed.
- Partial resurfacing and partial pavement reconstruction is recognised by adding the renewal cost to the existing asset carrying value and reviewing the remaining/useful life of the renewed asset to recognise the restored economic benefits to the entity.
- The value of road signs and line marking have been assessed as not material in comparison with the total value of road assets.
- From 01 July 2008 land acquired for roadworks is recognised as a new asset.

Table 3: Road and Reserve Furniture

	Asset Capitalisation Threshol	d - Road and Reserve Furnitu	re
Road and reserve assets are recognised at the following asset level (each item): Furniture item			
	Work	Activity	
Operations	Maintenance and Repair	Capital Renewal	Capital New
Service delivery management including condition assessment, defect inspection and management system Cleaning Utility costs	 Reactive maintenance Programmed maintenance (painting, etc.) Replacement of furniture items < \$2,000 	Replacement of furniture items > \$2,000	New asset > \$2,000

Table 4: Bridges

Asset Capitalisation Threshold - Bridges				
Bridge assets are recognised at the following asset level: • Bridge				
Work Activity				
Operations	Operations Maintenance and Repair Capital Renewal Capital New			
Service delivery management including condition assessment, defect	 Reactive maintenance to bridges Programmed 	 Replacement of bridge with same standard Replacement of 	 New assets Upgrade asset (strengthening, widening, etc.) 	

Asset Capitalisation Threshold - Bridges			
inspection and management syst. Cleaning and bridg related vegetation control Utility costs	5 ·	components (deck, beams, guard rails, with same standard, etc.) > \$10,000	

- Bridge renewal (complete bridge) is recognised as a new asset and the carrying value of the old asset is written off/disposed.
- Bridge component renewal is recognised by adding the component replacement cost to the existing asset carrying value and reviewing the remaining/useful life of the renewed asset to recognise the restored economic benefits to the entity.
- North Sydney Council does not currently own or control any road bridges.

Table 5: Footpaths

	Asset Capitalisation	Threshold - Footpaths	
Footpath assets are recogni Paved surfaces	sed at the following asset lev	el:	
	Work	Activity	
Operations	Maintenance and Repair	Capital Renewal	Capital New
 Service delivery management including condition assessment, defect inspection and management system Footpath markings Landscaping maintenance (including mowing, slashing, shrub clearing, etc.) Footpath cleaning, sweeping 	 Reactive maintenance and repair to footpath assets (joint grinding, segmental paving resetting, footpath structure repair) Programmed maintenance (paved footpath resurfacing preparation/patching Paved footpath partial renewal/replacement one area < 15m2 Temporary repairs to street trip hazards 	 Resurfacing of whole segment with same standard Replacement of paved footpath at same standard one area > 15m2 	 New asset one area > 15m2 Footpath upgrade - renewal with higher standard (> same standard) Resurfacing upgrade with higher standard (> same standard)

- Renewal of whole footpath segment is recognised as a new asset and the carrying value of the old asset is written off/disposed.
- Partial renewal is recognised by adding the renewal cost to the existing asset carrying value and reviewing the remaining/useful life of the renewed asset to recognise the restored economic benefits to the entity.

Table 6: Kerb and Gutter

Asset Capitalisation Threshold - Kerb and Gutter
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.,	Asset Capitalisation Threshold - Kerb and Gutter				
• Ker	Kerb and gutter assets are recognised at the following asset level (segment length, each side of street):Kerb and gutter				
	Work Activity				
	Operations	Maintenance and Repair	Capital Renewal	Capital New	
•	Service delivery management including condition assessment, defect inspection and management system	 Reactive maintenance to kerb and gutter assets (repair, replacement of small lengths) Programmed maintenance Kerb and gutter partial renewal/replacement one length < 15m 	Replacement of kerb and gutter at same standard one length > 15m	 New asset one length >15m Upgrade asset 	

- Renewal of whole kerb and gutter segment is recognised as a new asset and the carrying value of the old asset is written off/disposed.
- Partial renewal is recognised by adding the renewal cost to the existing asset carrying value and reviewing the remaining/useful life of the renewed asset to recognise the restored economic benefits to the entity.

Table 7: Carparks

Asset Capitalisation Threshold - Carparks

Carpark assets are recognised at the following component level (for each carpark):

- Wearing course
- Pavement structure
- Earthworks and formation
- Furniture items
- Road, footpath, kerb and gutter, and drainage assets are recognised under their respective asset class

Work Activity			
Operations	Maintenance and Repair	Capital Renewal	Capital New
Service delivery management including revenue collection, condition assessment, defect inspections and management systems Pavement markings Landscaping maintenance (including mowing, slashing, shrub clearing, etc.) Utility costs	 Reactive maintenance to carpark assets (pothole repair, signs repair and replacement, carpark structure and facility repair) Programmed maintenance (pavement resurfacing preparation/patching) Sealed pavement renewal/ rehabilitation (heavy 	 Pavement replacement/renewal with same standard one area > 25m2 Resurfacing with same standard one area > 25m2 Replacement of furniture items 	 New assets one area > 25m2 Upgrade asset one area > 25m2 Resurfacing upgrade with higher standard (> same standard) New furniture item > \$2,000

patching one area < 25m2)	

- Resurfacings of whole carpark is recognised as a new asset and the carrying value of the old asset is written off/disposed.
- Pavement /reconstruction of whole carpark is recognised as a new asset and the carrying value of the old asset is written off/disposed.
- Partial resurfacing and partial pavement reconstruction is recognised by adding the renewal cost to the existing asset carrying value and reviewing the remaining/useful life of the renewed asset to recognised the restored economic benefits to the entity.
- Replacement of furniture items > \$2,000 is recognised as a new asset and the carrying value of the old asset is written off/disposed.

Table 8: Stormwater Drainage and Open Drains

Asset Capitalisation Threshold - Stormwater Drainage and Open Drain

Stormwater drainage assets are recognised at the following asset level:

- Pipe length (pipe reach between pits/access points)
- Pit
- Lined and unlined open drains
- Dams/retention basins
- Pumps/bores
- Facilities and other structures

	Work A	activity	
Operations	Maintenance and Repair	Capital Renewal	Capital New
 Service delivery management (including condition assessment, defect inspection and drainage management system) Cleaning drains and pits Street (kerb and gutter) sweeping Utility costs 	 Reactive maintenance to drainage assets (pipe repair, pit repair and pit component replacement, drainage structure repair) Replacement of partial pipe length < \$10,000 Partial renewal/replacement of lined and open drains < \$10,000 Partial renewal of other drainage asset < \$10,000 Desilting dams 	 Replacement of asset length of drainage pipeline at same standard Renewal/relining of asset length of drainage pipeline at same standard Replacement of complete pit/structure/ pump Replacement of partial pipe length > \$10,000 Partial renewal/replacement of lined and open drain > \$10,000 	 New asset > \$10,000 Upgrade asset

- Renewal of complete drainage pipeline is recognised as a new asset and the carrying value of the old asset is written off/disposed.
- Renewal of complete drainage pit/access point/structure is recognised as a new asset and the carrying value of the old asset is written off/disposed.
- Partial renewal is recognised by adding the renewal cost to the existing asset carrying value and reviewing the remaining/useful life of the renewed asset to recognise the restored economic benefits to the entity.

Table 9: Retaining Walls

Asset Capitalisation Threshold - Retaining Walls					
Retaining wall assets are recognised at the following asset level (each item): • Retaining wall					
Work Activity					
Operations	Maintenance and Repair	Capital Renewal	Capital New		
Service delivery management including condition assessment, defect inspection and	Reactive maintenance to retaining wall assets Partial replacement < \$10,000	Replacement or partial replacement of retaining wall asset with same standard > \$10,000	New asset > \$10,000Upgrade asset		

Asset Capitalisation Threshold - Retaining Walls				
management systems	•	Rockface stabilisation and rock bolting		

- Retaining wall renewal (complete wall) is recognised as a new asset and the carrying value of the old asset is written off/disposed.
- Partial renewal is recognised by adding the renewal cost to the existing asset value carrying value and reviewing the remaining/useful life of the renewed asset to recognise the restored economic benefits to the entity.

Table 10: Seawalls and Marine Structures

Asset Capitalisation Threshold - Seawalls and Marine Structures

Seawall and marine structure assets are recognised at the following asset level (each item):

- Seawall
- Marine structure

	Work Activity			
	Operations	Maintenance and Repair	Capital Renewal	Capital New
•	Service delivery management including condition assessment, defect inspection and management systems	 Reactive maintenance to seawalls and marine structures Programmed maintenance (painting, etc.) Partial replacement < \$10,000 	 Replacement or partial replacement of seawall asset length with same standard > \$10,000 Replacement or partial replacement of marine structure asset with same standard > \$10,000 	New asset > \$10,000Upgrade asset

- Seawall and marine structure renewal (complete structure) is recognised as a new asset and the carrying value of the old asset is written off/disposed.
- Partial renewal is recognised by adding the renewal cost to the existing asset value carrying value and reviewing the remaining/useful life of the renewed asset to recognise the restored economic benefits to the entity.

Table 11: Fences

	Asset Capitalisation Threshold - Fences					
Fei	Fencing assets are recognised at the following asset level (each item): • Fence					
	Work Activity					
	Operations	Maintenance and Repair	Capital Renewal	Capital New		
•	Service delivery management including condition assessment, defect inspection and management systems	 Reactive maintenance to fencing assets (fence repair, gate repair) Programmed maintenance (painting, etc.) Partial replacement < \$5,000 	Replacement or partial replacement of fence asset length with same standard > \$5,000	New asset > \$5,000Upgrade asset		
•	Fencing renewal (comp	lete fence) is recognised as a	new asset and the carrying val	ue of the old asset is written		

off/disposed.

Partial renewal is recognised by adding the renewal cost to the existing asset value carrying value and reviewing
the remaining/useful life of the renewed asset to recognise the restored economic benefits to the entity.

Table 12: Lighting and Other Infrastructure not included elsewhere

Asset Capitalisation Threshold - Lighting and Other Infrastructure not included elsewhere

Lighting and other infrastructure assets not included elsewhere are recognised at the following asset level (area or item):

- Lighting
- Other

	Work Activity				
Operations	Maintenance and Repair	Capital Renewal	Capital New		
Service delivery management including condition assessment, defect inspection and management systems Lighting utility costs	 Reactive maintenance to lighting and other infrastructure Programmed maintenance (painting, etc.) Partial replacement < \$10,000 	 Replacement or partial replacement of lighting or other infrastructure asset with same standard > \$20,000 Replacement or partial replacement of lighting or other infrastructure asset with same standard > \$10,000 	New asset > \$10,000Upgrade asset		

- Lighting and other infrastructure renewal (complete item) is recognised as a new asset and the carrying value of the old asset is written off/disposed.
- Partial renewal is recognised by adding the renewal cost to the existing asset value carrying value and reviewing the remaining/useful life of the renewed asset to recognise the restored economic benefits to the entity.

Table 13: Parks and Recreation Assets, Playgrounds and Sports Facilities not included elsewhere

Asset Capitalisation Threshold - Parks and Recreation Assets, Playgrounds and Sports Facilities not included elsewhere

Parks and recreation assets are recognised at the following asset level:

- · Sports facility item
- Park furniture item
- Road, footpath, kerb and gutter and drainage assets are recognised under their respective asset class.

Work Activity				
Operations	Maintenance and Repair	Capital Renewal	Capital New	
 Service delivery management including condition assessment, defect inspection and management systems Park mowing, cleaning, tree/shrub trimming, gardening, 	 Reactive maintenance to parks and recreation assets (repairs to facilities and structures) Programmed maintenance (replanting garden beds, painting 	 Replacement of existing playground with modern equivalent Partial replacement of playground > \$10,000 Replacement of sports facility item > 	 New playground > \$10,000 New sports facility item > \$5,000 New park furniture item > \$2,000 Upgrade asset 	

Asset Capitalisation Threshold - Parks and Recreation Assets, Playgrounds and Sports Facilities not included elsewhere				
weed control, litter control, leaf control, etc. • Utility costs	facilities and structures) Partial replacement playgrounds < \$10,000 Replacement of sports facility item < \$5,000 Replacement of park furniture item < \$2,000	\$5,000 • Replacement of park furniture item > \$2,000		

- Playground renewal (whole playground) is recognised as a new asset and the carrying value of the old asset is written off/disposed.
- Partial playground renewal is recognised by adding the renewal cost to the existing asset carrying value and reviewing the remaining/useful life of the renewed asset to recognise the restored economic benefits to the entity.
- All new park furniture assets are recognised as new assets.
- Replacement of park furniture assets is recognised as a new asset and the carrying value of the old asset is written off/disposed.
- All new sports facility assets are recognised as new assets.
- Replacement of sports facility assets is recognised as a new asset and the carrying value of the old asset is written off/disposed.

Table 14: Landscaping

	Asset Capitalisation Threshold - Landscaping			
Landscaping assets are recognised at the following asset level (for each area): • Landscaped area/garden				
	Work	Activity		
Operations	Maintenance and Repair	Capital Renewal	Capital New	
Service delivery management including condition assessment, defect inspection and management systems Park mowing, cleaning, tree/shrub trimming, gardening, weed control, litter control, leaf control, etc. Utility costs	Programmed maintenance (replanting garden beds)	Sports field levelling	 New assets Upgrade asset 	

Table 15: Irrigation

Asset Capitalisation Threshold - Irrigation
Irrigation assets are recognised at the following asset level (for each park/irrigated area):

	Asset Capitalisation Threshold - Irrigation			
•	Irrigation system			
		Work /	Activity	
	Operations	Maintenance and Repair	Capital Renewal	Capital New
•	Service delivery management including condition assessment, defect inspection and management systems Utility costs	 Reactive maintenance to irrigation systems Programmed servicing of irrigation systems Replacement of components (sprinklers, controllers, power supply, pumps, electrical equipment, etc.) Partial replacement of irrigation systems < \$10,000 	Replacement or partial replacement of irrigation system asset with same standard > \$10,000	 New asset > \$10,000 Upgrade asset

- Replacement of complete irrigation system is recognised as a new asset and the carrying value of the old asset is written off/disposed.
- Partial irrigation system renewal is recognised by adding the renewal cost to the existing asset carrying value and
 reviewing the remaining/useful life of the renewed asset to recognise the restored economic benefits to the
 entity.

Table 16: Plant and Equipment, Office Equipment and Furniture and Fittings

Asset Capitalisation Threshold - Plant and equipment, office equipment and furniture and fittings assets

Plant and equipment, office equipment and furniture and fittings assets are recognised at the following asset levels (individually or as part of a homogenous group):

- Earthmoving plant item
- Motor vehicles
- Minor plant
- Office equipment
- Furniture and fittings

	Work Activity							
	Operations	Maintenance and Repair	Capital Renewal Capital New					
•	Service delivery management including condition assessment and management systems Fuel and operator costs	 Reactive maintenance to plant and equipment assets Programmed servicing of plant and equipment Replacement of major components (engine, transmission, etc.) Upgrade asset (adding air 	 Replacement of plant and equipment item with same standard > \$5,000 Replacement of office equipment items with same standard > \$5,000 Replacement of furniture and fittings items with same standard > \$5,000 					

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- Replacement of plant and equipment is recognised as a new asset and the carrying value of the old asset is written off/disposed.
- Partial plant and equipment renewal is recognised by adding the renewal cost to the existing asset carrying value and reviewing the remaining/useful life of the renewed asset to recognise the restored economic benefits to the entity.
- Replacement of office equipment is recognised as a new asset and the carrying value of the old asset is written off/disposed.
- Replacement of furniture and fittings is recognised as a new asset and the carrying value of the old asset is written off/disposed.

Table 17: Other Structures and Works of Art

Other Structures and Works of Art

Other assets are recognised at the following asset level (individually or as part of a homogenous group):

- Works of Art item
- Other Structures

Work Activity								
Operations	Maintenance and Repair	Capital Renewal	Capital New					
 Service delivery management including condition assessment and management systems Operating costs 	 Reactive maintenance Replacement of major components Purchase and replacement of items < \$10,000 	Replacement with same standard > \$10,000	New asset > \$10,000Upgrade asset					

[•] Renewal is recognised by adding the renewal cost to the existing asset value carrying value and reviewing the remaining/useful life of the renewed asset to recognise the restored economic benefits to the entity.

Re-Adopted by Council 25 June 2018