

Table of Key Changes and Comments to the Fixed Asset Accounting Guidelines

No	Page	Item	Change/Comment
1		Global updates	Grammatical and language changes updated throughout the document to support full review (including re-titling to Non-Current Asset Accounting Operating Guidelines)
2	1-2	Internal Publications	Added the following related internal publications: <ul style="list-style-type: none"> Fixed Asset Accounting Policy Acquisition & Disposal of Land and Assets Policy Asset Management Policy Asset Management Plans
3	2	External Publications	Removal of "2019" from Model Financial Statements Removal of PWC article – Accounting for Cloud Based Software
4	2	Scope	Updated "Furniture and Fittings" to "Equipment, Furniture and Fittings" (note: global changes made throughout document where applicable)
5	11	Assets Held for Sale	Amended "Financial Accountant" to "Financial and Capital Accountant"
6	12	Budgeting Process	Removed " <i>Capital budgets shall be reviewed and updated on a quarterly basis to ensure capital and expense components continue to accurately reflect expectations</i> "
7	14	Classification of Assets	Deleted asset componentry from table
8	20	6.2.1 Timing of Revaluations	Updated revaluation schedule TRIM reference to the current version - ACC2021/107336
9	22	7. Stocktakes	Amended " <i>Office Furniture and Equipment</i> " to " <i>Equipment, Furniture and Fittings</i> " and " <i>TechOne</i> " to " <i>Assetic</i> ". Updated account codes to review portable and attractive items to: <ul style="list-style-type: none"> 61001 – Minor Purchases – under \$5,000 61002 – Minor Equipment / Furniture – under \$5,000
10	35	11.2 – WIP Review	Removed " <i>Quarterly</i> " from the title as this is completed at the weekly Asset Renewal Governance (ARG) and Change Triage Group (CTG) meetings
11	35	11.2 – WIP Review	Amended " <i>Each quarter, a review of WIP shall be performed to ensure:</i> " <ul style="list-style-type: none"> <i>All projects that have reached practical completion have been financially capitalised through TechOne</i> <i>Projects that are identified as non-capital have been expensed.</i>" to " <i>A review of WIP shall be performed weekly at the Asset Renewal Governance (ARG) and Change Triage Group (CTG) meetings to ensure all projects that have reached practical completion have been financially capitalised through to TechOne.</i> "

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12	35	11.2 – WIP Review	Amended <i>"The Performance and Systems team from Infrastructure"</i> to <i>"The Project Management Office (PMO) team"</i>
13	35	11.2 – WIP Review	Amended <i>"To identify non-capital expenditure within WIP, staff will consider:</i> <ul style="list-style-type: none"> <i>Design projects that have not eventuated into a capital project (five years or greater) and</i> <i>Projects that typically have operating expenditure (e.g. IM projects that contain SaaS or condition audits)."</i> To <i>"An annual review of WIP shall be performed to identify non-capital expenditure within WIP. Points to consider include:</i> <ul style="list-style-type: none"> <i>Design projects that have not eventuated into a capital project (five years or greater) and</i> <i>Projects that typically have operating expenditure (e.g. IM projects that contain SaaS or condition audits)."</i>
14	35	11.2 – WIP Review	Deletion of <i>"As detailed under section 2.2, the budgeted WIP write off shall be reviewed and updated on a quarterly basis to ensure capital and expense components reported to Council continue to accurately reflect expectations"</i> . The reason for the deletion is we don't budget for WIP write off, rather at project inception we identify whether the project should be funded from the capital program or through operating.
15	36	11.3 Year End WIP Review	Deletion of <i>"Projects that are practically complete but are not formally handed over shall be manually capitalised at the end of financial year"</i>
16	37	Appendix A – Project Wide Versus Operating Costs	Amended <i>"Director Services, Infrastructure and Operations"</i> to <i>"Director City Infrastructure"</i>
17	39	Appendix B	Amended title <i>"Capital versus Operating Expenditure"</i> to <i>"Classification of Operating, Maintenance, Renewal and New/Upgrade Expenditure "</i> Added <i>"This is to provide guidance but judgement may be required to determine the most appropriate treatment."</i>
18	39-40	B.1 - Buildings	Operating - Added the following <ul style="list-style-type: none"> <i>Items that are immaterial to the building should be purchased through facilities maintenance and on-charged to the relevant business unit</i> <i>Structural inspections</i> Maintenance – Replaced <ul style="list-style-type: none"> <i>Planned or reactive maintenance activities (e.g. decorative painting, fencing, guttering, repairing oven</i> <i>Replacement of items within building component <\$5000 (e.g. walls, floors, roof, ceiling and windows)</i> With <ul style="list-style-type: none"> <i>Preventive – Planned maintenance that is scheduled based on legislative requirements and obligations under the NCC (National Construction Code)</i> <ul style="list-style-type: none"> <i>Fire Maintenance (ESP / Form 3)</i> <i>Electrical Maintenance</i>

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			<ul style="list-style-type: none"> ○ HVAC Maintenance ○ Vertical Transport ○ Pest Control ○ Cleaning <p><i>Reactive – Break fix tasks that enable a component or building element to achieve its original designed life.</i></p> <ul style="list-style-type: none"> ○ Leaking Tap ○ Adjust Doors ○ Fixing broken air conditioner ○ Removal of pests <p>Renewal – Removed “≥\$5,000”</p> <p>New/Upgrade - Added</p> <ul style="list-style-type: none"> • Commercial improvements that are discretionary in nature • Increasing the footprint of a building
19	40	B.2. Land (Crown and Other)	<p>Amended “Land includes Crown land (being the Park Lands surrounding the city and squares and gardens within the City) and other land.” to</p> <p>“Crown Land (being the Park Lands surrounding the city and squares and gardens within the City) is measured at cost. No capital works adjust the value of Crown Land. Refer to SCAN2006/23991 for previous assessment of accounting treatment.</p> <p>Other land represents all other land assets held by the City of Adelaide.”</p>
20	41	B.3. Infrastructure - Bridges	<p>Operating – Added</p> <ul style="list-style-type: none"> • Structural inspections independent of any preliminary design work <p>Maintenance – Added</p> <ul style="list-style-type: none"> • Extensive cleaning of location to allow for full and extensive inspection to develop designs for renewal/new and upgrade project. • Structural repairs to the bridge where the service life of the asset isn't extended <p>Renewals – Added</p> <ul style="list-style-type: none"> • Increasing bridge height to achieve 10% Annual Exceedance Probability (AEP) • Strengthening to restore – renewal • Structural repairs to the bridge where the service life of the asset is extended <p>New/Upgrade – Amended</p> <ul style="list-style-type: none"> • Amended “New bridge structures” to “New bridge structures and components (e.g. hand railing)” • Amended “Upgrade: Strengthening or widening bridge” to “Upgrade: Strengthening to new design code or widening bridge (supported by renewal funding)” • Deleted “Upgrade: Increasing handrail height”

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21	42	B.3. Infrastructure – Footpaths and Bikeways	<p>Renewals – Added</p> <ul style="list-style-type: none"> Widening of an existing footpath to meet level of service objective for the specific existing footpath hierarchy (e.g. existing 2.5m shared use path to 3.5m design standard shared use path) Increasing width of footpath but reducing road size to meet minimum footpath width service level objectives for specific hierarchy <p>New / Upgrade</p> <p>Amended</p> <ul style="list-style-type: none"> Upgrade: Widening of footpath – to Upgrade: Widening of existing footpath to elevate the hierarchy and service level objectives in accordance with the Integrated Transport Strategy (e.g. existing 1.5m pedestrian path to 3.5m design standard shared use path) <p>Amended</p> <ul style="list-style-type: none"> Upgrade: Replacement of footpath component to higher standard (e.g. to bluestone or a superior material – to Upgrade: Replacement of footpath component to higher standard (e.g. to bluestone or a superior material, or asphalt to in-situ concrete). Superior materials are considered those with a unit rate > 20% to alternative materials
22	43	B.3. Infrastructure – Kerb & Water Table	<p>Renewals – Added</p> <ul style="list-style-type: none"> Increasing length of kerb (e.g. to provide small protuberances for DDA compliant kerb ramps) resulting in an increase in footpath area and reduction in road pavement area. <p>New / Upgrade – Added "(e.g. bluestone)"</p>
23	44	B.3. Infrastructure – Lighting and Electrical	<p>Deletion of</p> <ul style="list-style-type: none"> CCTV (camera and server equipment) Smart technology (electric vehicle charging station, people movement sensors, smart parking) <p>Operating – Added:</p> <ul style="list-style-type: none"> Undergrounding of power lines, as the related infrastructure belongs to SAPN <p>Renewals:</p> <ul style="list-style-type: none"> Included example "e.g. changing light fittings to LED" Deleted "≥ \$5,000" Added "Installing additional lighting columns and luminaires to ensure existing infrastructure is renewed to meet service level objectives and lighting standards of the specific hierarchy (e.g. existing 30 post top lights supplemented by an additional 15 post top lights along the existing lighting provision)" <p>New/Upgrade</p> <ul style="list-style-type: none"> Added the example – "(e.g. no existing provisions)" Added "New assets to supplement the replacement of SAPN lighting through undergrounding works" Added "New assets: fill lighting to supplement SAPN lighting" Deleted "Upgrade: Changing light fittings to LED"
24	45	B.3. Infrastructure - Public Art, Statues and Monuments	<p>Transferred the activities "cleaning" and "graffiti removal" from maintenance to operating.</p> <p>Deleted "Art pod" from operating activities.</p> <p>Deleted "For further information around how asset data for public art</p>

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			assets are captured in the project asset register and Assetic, particularly around functional artwork and integrated artwork, refer to APPENDIX G – ASSETIC TREATMENT OF PUBLIC ART ASSETS ."
25	47	B.3. Infrastructure – Roads (Sealed and Unsealed)	<p>Renewals:</p> <ul style="list-style-type: none"> Added "Replacing brick paved road segment with asphalt and street print / stencil to replicate service levels with a more maintenance friendly and cheaper solution" Added "Slightly widening the width of asphalt surface to include the rubble shoulders of the road" Added "Increasing width of footpath but reducing road size to meet minimum footpath width service level objectives for specific hierarchy" <p>New / Upgrade:</p> <ul style="list-style-type: none"> Added "Upgrade: Road realignment costs beyond adjusting the kerb line"
26	47	B.3. Infrastructure – Roads (Sealed and Unsealed)	<p>Included the following new procedure for major maintenance:</p> <p>Major Maintenance:</p> <p>Where works are classified maintenance but are large in dollar value (e.g. works on < 10% of a segment of a Category 1 road), the following process shall be undertaken:</p> <ol style="list-style-type: none"> 1. Finance Business Partner will first work with the business unit to determine if the costs can be absorbed 2. Finance will flag a potential budget increase – but will place it on hold until needed 3. Once it is deemed the cost cannot be absorbed, it will be moved from potential increase to quarterly forecast (QF) request 4. At the next quarterly forecast the increase will be prioritised for funding. This does not guarantee the funding, as it will be dependent on available savings and other competing priorities for funding
27	48	B.3. Infrastructure – Traffic Signals	<p>Renewals:</p> <ul style="list-style-type: none"> Added "Replacement of assets with modern equivalent to meet the desired functionality outcomes (e.g. 3 aspect lantern to 6 aspect lantern, standard pole to outreach or mast arm, increased fibre capacity to reach desired level of service)" <p>New/Upgrade</p> <ul style="list-style-type: none"> Amended "New traffic signal asset ≥\$5,000" to "New traffic signal infrastructure (e.g. new signalized intersection site)" Deleted "Replacement of asset components to a superior standard"
28	49	B.3. Infrastructure – Urban Elements	<p>Deleted category "Recreational areas (e.g. sports fields, playgrounds and playground equipment"</p> <p>Added category "Smart parking sensors"</p> <p>Operating:</p> <ul style="list-style-type: none"> Deleted "Strategic health management audits (sports fields)" <p>Maintenance</p> <ul style="list-style-type: none"> Deleted "<\$5,000" <p>Renewals</p>

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			<ul style="list-style-type: none"> Amended "Individual assets or grouped assets with value \geq \$5,000 with the modern equivalent" to "Replacement of individual or grouped assets with modern equivalent" New / Upgrade <ul style="list-style-type: none"> Deleted "\geq \$5,000"
29	50	B.3. Infrastructure – Water Infrastructure	<p>Added category "WSUD Gardens"</p> Renewals - Added <ul style="list-style-type: none"> "Increasing pipe size to address capacity deficiencies (1 in 20 ARI)" "WSUD – replacement of filter media in conjunction with replanting vegetation" "Installing new infrastructure whilst abandoning old infrastructure in the ground" New / Upgrade <ul style="list-style-type: none"> Provided example "(additional stormwater pipes to support current pipe)" Deleted "Enhancements (e.g. increasing the diameter of pipes)"
30	51	B.4. Park Land and Open Space Assets – Irrigation System	Renewals: <ul style="list-style-type: none"> Amended "Renewal of irrigation system as defined in Assetic \geq20%" to "Partial renewal of irrigation system as defined in Assetic \geq20%, or replacement of whole system" New / Upgrade <ul style="list-style-type: none"> Removed "Replacement of whole irrigation asset system \geq \$5,000" Amended "Upgrade or extension of current irrigation system or components \geq\$5,000" to "Upgrade: Extension of current irrigation system or components by 20% over and above the current area" Added "Upgrade: Providing an additional supply point or source" <p>Removed:</p> <p>"Project wide cost specific to irrigation:</p> <ul style="list-style-type: none"> Where turf or garden beds have been reinstated as part of the installation of irrigation the associated costs may be recognized as a project wide cost"
31	52	B.4. Park Land and Open Space Assets – Open Space Assets	<p>Deleted table</p> <p>Categories in Appendix to align with asset subclasses in Assetic</p>
32	52	B.4. Park Land and Open Space Assets – Playgrounds and Playground Equipment	<p>Added new table with the following points</p> Operating: <ul style="list-style-type: none"> Cleaning Condition audits Inspections Maintenance <ul style="list-style-type: none"> Replacement of consumable components of equipment (e.g. chains, turn buckles, swing seats) Partial replacement of equipment system components where failure affects <20% of the element (e.g. panels, planks) Top up of wood chips and sand Renewals <ul style="list-style-type: none"> Refurbishment of play spaces to equivalent quality standard and footprint Replacement or renewal of existing play equipment to modern equivalent, within the same category of playground Soft fall modification up to 30% over and above whole area to

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			<p><i>accommodate renewed equipment</i></p> <p>New / Upgrade</p> <ul style="list-style-type: none"> <i>New assets (e.g. installation of new shade sails) as additional equipment</i> <i>Upgrade: Increasing the footprint of the playground</i> <i>Upgrade: Updating a playground to a higher service standard compared to the current service category (note partially renewal funded)</i> <i>Upgrade: modification of soft fall attenuation material (e.g. bark chips to rubberised soft fall)</i>
33	52	B.4. Park Land and Open Space Assets – Sports Fields and Active Areas	<p>Added new table with the following points</p> <p>Operating:</p> <ul style="list-style-type: none"> <i>Strategic health management audits</i> <i>Utility costs</i> <p>Maintenance</p> <ul style="list-style-type: none"> <i>Mowing</i> <i>Turf replacement and improvements</i> <p>Renewals</p> <ul style="list-style-type: none"> <i>Replacing an asphalt surface with a painted asphalt</i> <i>Alteration of supported activity to similar surface treatment and size/area (e.g. modify tennis court to basketball court)</i> <p>New / Upgrade</p> <ul style="list-style-type: none"> <i>Upgrade: Expansion of sport field, including modification to supported activity</i> <i>Upgrade: Change surface to a higher standard (e.g. asphalt to acrylic)</i>
34	53	B.4. Park Land and Open Space Assets – Water Features	<p>Maintenance</p> <ul style="list-style-type: none"> <i>Amended point 1 to include “..including replacement of parts”</i> <p>New / Upgrade</p> <ul style="list-style-type: none"> <i>Removed “≥\$5,000” from point 1</i> <i>Added “Upgrade: Expanding footprint greater than 20%”</i>
35	54	B.5. Other Assets – Office, Furniture and Equipment	<p>Updated title to “<i>Equipment, Furniture and Fittings</i>”</p> <p>Updated commentary to:</p> <p><i>“Equipment, furniture and fittings comprises assets from the commercial businesses or programs within the City of Adelaide, such as:</i></p> <ul style="list-style-type: none"> <i>Adelaide Town Hall</i> <i>Commercial Off-Street Parking</i> <i>Events</i> <i>Information, Communication and Technology</i> <i>North Adelaide Golf Course”</i> <p>Operating:</p> <ul style="list-style-type: none"> <i>Added “Installing and dismantling decorations”</i> <p>Maintenance:</p> <ul style="list-style-type: none"> <i>Added “Repainting decorations”</i> <p>Renewals:</p>

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			<ul style="list-style-type: none"> Deleted "≥\$5,000, or assets that can be easily grouped" and replaced with "for current FTE requirements" Added "Replacement of decoration based on location (e.g. if a Park Land Square holds a large Christmas box decoration, and this is replaced with a Christmas Tree" <p>New / Upgrade:</p> <ul style="list-style-type: none"> Deleted "≥\$5,000, or assets that can be easily grouped" and replaced with "that expand the asset base of Council (e.g. new Christmas decorations that expand the asset base, additional laptops due to an increase in FTE" Replaced "≥\$5,000" with "(e.g. spatial systems team replacing a standard laptop with a high efficiency laptop) NOTE: There will be a renewal component with difference funded from new/upgrade."
36	55	B.5. Other Assets – Plant and Equipment	<p>Operating - Added</p> <ul style="list-style-type: none"> "Accessories that can be removed from the vehicle" Modifications to the vehicle after the vehicle has been purchased <p>Renewals:</p> <ul style="list-style-type: none"> Removed "≥\$5,000" and added "including permanent modifications made at the time of purchase" <p>New/Upgrade:</p> <ul style="list-style-type: none"> Removed "≥\$5,000"
37	56	B.5. Other Assets – Civic Collection	<p>Renewals:</p> <ul style="list-style-type: none"> Added "Conservation and rehabilitation works to current collection"
38	58	Appendix C – Depreciation	Useful lives updated in table to align with most recent financial statements
39	69	Appendix G – Assetic Treatment of Public Art Assets	Deleted – approach is not used