

**m SCOA REGULATIONS**  
**NATIONAL TREASURY ASSET WORKGROUP MEETINGS**

No.	Presented Agenda Item	Description of Comments/ Questions	Potential Impact	Contributor Name	Contributor Organisation	Date Received	Date Closed	Action Owner	Progress Status	Notes
1	Plan Asset Projects Slide: 17	In the asset planning, I don't see the maintenance and disposal management. I am not sure if those steps should be included in there but they are very critical in the procurement plan.	Noted	Riaan Albert	Swart Land Municipality	27-May-24	01-Dec-24	Kashnee Sewnarain	Completed	The modules will be integrated, and the budget will be allocated through the Draft IDP via the Project and Budget Management Module.
2	Plan Asset Projects Slide: 17/18	I don't think we can start this project after the budget is approved and finalised	Noted	Hennie Le Roux	Mossel Bay Municipality	27-May-24	01-Dec-24	Kashnee Sewnarain	Completed	The modules will be integrated, and the budget will be allocated through the Draft IDP via the Project and Budget Management Module.
3	Plan Asset Projects Slide: 17/18	if we going to plan for an asset it is important to plan for the operational cost of the asset. That is the issue with many municipalities where for example you buy an asset and do not budget for the maintenance then when that needs to be done it puts the municipality in financial strains.	Noted	Riaan Albert	Swart Land Municipality	27-May-24	01-Dec-24	Kashnee Sewnarain	Completed	The modules will be integrated, and the budget will be allocated through the Draft IDP via the Project and Budget Management Module.
4	Plan Asset Projects Slide: 17/18	I think it's a little bit late to do this after the budget is approved, we can not keep on ignoring the maintenance of assets. The MFMA Section 19 says we cannot consider the implementation of an asset if we haven't taken into consideration all the operational costs related to it.	Noted	Karen Fourie	City of Cape Town	27-May-24	01-Dec-24	Kashnee Sewnarain	Completed	The modules will be integrated, and the budget will be allocated through the Draft IDP via the Project and Budget Management Module.
5	Plan Asset Projects Slide: 17/18	I think that this is from the IDP, Budget - However my suggestion is to start this is with an input from another process. which may be IDP/Budget/SCM	Noted	Bronwyn Govender	KZN PT	27-May-24	01-Dec-24	Kashnee Sewnarain	Completed	The modules will be integrated, and the budget will be allocated through the Draft IDP via the Project and Budget Management Module.
6	Plan Asset Projects Slide: 17/18	The spatial development framework is the highest level planning.. I think	Noted	Halalisani Nxumalo	Ilembe Municipality	27-May-24	01-Dec-24	Kashnee Sewnarain	Completed	The modules will be integrated, and the budget will be allocated through the Draft IDP via the Project and Budget Management Module.
7	Plan Asset Projects Slide: 17/18	we need to start with these the assets we have and how many of those need to be improved or maintained before adding new assets	Noted	Ben Peter	Not in Attendance Register	27-May-24	01-Dec-24	Kashnee Sewnarain	Completed	The modules will be integrated, and the budget will be allocated through the Draft IDP via the Project and Budget Management Module.
8	Plan Asset Projects Slide: 17/18	We are missing one key here, the IDP focuses on what needs to be done (continuity). The system can provide what needs to be maintained. We must not only look at it from the IDP point of view but also from the short-term and long-term in accordance to the system	Noted	UnKnown Speaker	Not in Attendance Register	27-May-24	01-Dec-24	Kashnee Sewnarain	Completed	The modules will be integrated, and the budget will be allocated through the Draft IDP via the Project and Budget Management Module.
9	Plan Asset Projects Slide: 17/18	Good morning agree really think when a Municipality get to the asset management stage, the planning, accessing of available funds, etc has been completed otherwise you miss the plot. Think this should more be within IDP, Budget and then Project accounting, then Asset Management cycle	Noted - Municipalities should ensure all Resources are available before triggering projects	Hennie Le Roux	Mossel Bay Municipality	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	This is a sanity check to confirm whether cashflow and other resources were considered in the budget process. It is operational action taken at the start of the project to prevent the project from running out of time, money, and people.
10	Plan Asset Projects Slide: 17/18	As part of a PMU unit I would like to see the budget adjusted/revised after this process to accommodate all these steps	Additional sub-	Schoeman Hendrick	Mossel Bay Municipality	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	Adjusted Budget Added
11	Plan Asset Projects Slide: 17/18	At approval Budget stage, funding should be secured already, otherwise implementation of budget and projects will be delayed. Only implementable projects must be on an approved budget.	Noted	Roets Sybrand	Saldanha Bay Municipality	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	This is a sanity check to confirm whether cashflow and other resources were considered in the budget process. It is operational action taken at the start of the project to prevent the project from running out of time, money, and people.
12	Build and Procure Assets Slide 20	When you talk about the asset register are you talking about a financial asset register or a physical asset register or are they the same.	Technical Asset Registers and Financial Asset Registers need to align	Chris Pluddeman	City of Cape Town	27-May-24		Kashnee Sewnarain	Consultation with Technical Asset Team at NT, and ASB	The technical asset register must comply with the financial asset register by ensuring accurate and consistent data synchronisation between both registers. This alignment facilitates proper asset valuation, depreciation calculations, and financial reporting, supporting regulatory compliance and effective asset management.
13	Build and Procure Assets Slide 20	For technical managers, it is important to know the technicality of each asset and its details, whereas the financial asset register doesn't have to have certain details and will still comply with GRAP.	Noted	Korasie, Zindzi	Saldanha Bay Municipality	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	The technical asset register must comply with the financial asset register by ensuring accurate and consistent data synchronisation between both registers. This alignment facilitates proper asset valuation, depreciation calculations, and financial reporting, supporting regulatory compliance and effective asset management.

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14	Build and Procure Assets Slide 20	When using the term "assets" throughout the module, do we need to componentize it? Consider deploying assets and unbundling assets (noting that management doesn't always prefer unbundling).	Noted	Patrick Lekay	City of Cape Town	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	In this component, we left that decision open to your discretion. Depending on your accounting policy or asset strategies, you can unbundle it to a level that sufficiently addresses your audit concerns and processes.
15	Build and Procure Assets Slide 20	To clarify on the slide there is the part of the asset manager, I assume the role also includes the projects manager as well. In terms of the entire unbundling process will be difficult, practically how will we do this.	Noted	Warren Beauzick	Plettenberg Bay Municipality	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	The unbundling of assets is per GRAP standards and Council policy.
16	Build and Procure Assets Slide 20	I know that we are dealing with the business process now and not the system requirements and since Andre is stressing that both the technical and financial asset register is the same can we note that systematically is going to be challenging.	Noted	Naiemah Ishmail (CCT)	City of Cape Town	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	The Slide to be updated to illustrate the 2 registers. Importantly both registers will need to be updated as they must be in balance.
17	Build and Procure Assets Slide 20	Andre the WIP stage is the start of the processes of the asset management as MBM views it, because then things like delayed projects, adjustment budgets, roll over budgets and multi-year shifting influences the start date of depreciation and impairment assessment etc.	Noted	Hennie Le Roux	Mossel Bay Municipality	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	Noted
18	Build and Procure Assets Slide 20	The importance of Contract Management needs to be highlighted in the SCM and PMU phases. The importance of project documentation management from procurement to completion do not get enough attention and causes unnecessary audit queries.	Noted	Alta Coetzee	Inzalo EMS	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	Will be presented in the SCM & Projects Work Group sessions. Assets Work Group need to note the hand off and receipt back processes.
19	Build and Procure Assets Slide 20	I agree with Naiemah that having the same register (Technical and Financial) will force a change in the asset register that is already GRAP acceptable. We can have one that is comparable without it being the same.	Slide update re	Korasie, Zindzi	Saldanha Bay Municipality	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	The Slide to be updated to illustrate the 2 registers. Importantly both registers will need to be updated as they must be in balance.
20	Build and Procure Assets Slide 20	We already have an asset management that is GRAP compliant... we must be very careful of what we are doing because the two registers have two sets of rules and it might mess up with what is already compliant.	Noted	Patrick Lekay	City of Cape Town	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	The Slide to be updated to illustrate the 2 registers. Importantly both registers will need to be updated as they must be in balance.
21	Build and Procure Assets Slide 20	I fully agree with you guys, as ilembe have tried to do with the technical department is that they have taken the financial Asset register to build their own but there are certain components that they can not componentize. Some things can be done but some are difficult to do.	Noted	Halalisan Nxmalo	Ilembe Municipality	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	The Slide to be updated to illustrate the 2 registers. Importantly both registers will need to be updated as they must be in balance.
22	Build and Procure Assets Slide 20	It looks like we have to agree the asset hierarchy (CIDMS) must be regulated to combine the financial and technical asset registers	Noted	Allan Yaxley	BE & Vesta	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	To streamline the process, I will split "maintain asset register annually" into two parts. The final solution needs to address both the financial asset register and the technical team's requirements for further unbundling based on specific needs.
23	Build and Procure Assets Slide 20	Fully agree, there must be one source of the truth	Noted	Roets Sybrand	Saldanha Bay Municipality	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	Noted
24	Build and Procure Assets Slide 20	Not 100% Allen because it is entity specific. The fact that the two must be one, I agree 100% otherwise it lead to audit queries. Few years back that was an audit query at Mossel Bay the AG took masterplans and test it against the asset register. MBM had to revisit the component level and correct as result of that. A lot of assets were identified as not in the finance asset register mostly constructed by private developers and handed over to the Municipality in terms of control.	Audit Impact	Hennie Le Roux	Mossel Bay Municipality	27-May-24		Kashnee Sewnarain	Consultation with Technical Asset Team at NT, and ASB	Noted
25	Managing the asset life cycle Slide	Should refurbishment of assets considered on slide 23?	Noted	Chris Pluddeman	City of Cape Town	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	Will bring in the Refurbishment Component
26	Assign Custodian Slide 24	Take cognisant of the fact that this is not only done by the asset official?	Noted	Hennie Le Roux	Mossel Bay Municipality	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	Noted
27	Assign Custodian Slide 24	Why can't the custodian be assigned to the cost centre?	Noted	Patrick Lekay	City of Cape Town	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	Will reaffirm Custodian when we engage NT and ASB
28	Assign Useful Live Slide 25	Changes to useful life not yearly, only if indicator of changes. Changes also pro-spectively and not retro-spectively.	Noted	Jannie de Ridder (CoCT)	City of Cape Town	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	Noted

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29	Assign Useful Live Slide 25	Just want to check, on Grap 17. we normally use engineers to check the conditions of the assets to asses the useful life. How can we ensure we get these information	Noted	Halalisani Nxumalo	Ilembe Municipality	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	The engineers role to evaluate and assign conditional ratings will remain, and supported by your accounting policy should enable you.
30	Assign Custodian Slide 24	The reason why I suggested the cost center manager it is because the MFMA mentions that the accounting officer is responsible for such.	Non Compliance with Regulation, Guidelines and GRAP	Patrick Lekay	City of Cape Town	27-May-24	01-Dec-24	Kashnee Sewnarain	Completed	Updated Custodian accordingly
31	Assign Custodian Slide 24	The cost Center is vague	Noted	Hilton Renald	City of Umlatuze	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	Will reaffirm Custodian when we engage NT and ASB
32	Assign Custodian Slide 24	I want to agree with Patrick, at the end of the day as a cost center manager I do have assets that I am responsible for. If maybe...	Noted	Naiemah Ishmail (CCT)	City of Cape Town	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	Will reaffirm Custodian when we engage NT and ASB
33	Assign Custodian Slide 24	Maintainers are not custodian of the asset however those operating the assets are the custodians	Noted	Zama	Not in Attendance Register	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	Will reaffirm Custodian when we engage NT and ASB
34	Assign Custodian Slide 24	Great comment and support that we need to have distinction when it comes to "Custodian"	Noted	Pule Moloi	City of Cape Town	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	Will reaffirm Custodian when we engage NT and ASB
35	Assign Custodian Slide 24	Ultimately you need to have someone who knows where the asset is and the cost center can not be responsible for such.	Noted	Danie du Plessis	Vesta	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	Will reaffirm Custodian when we engage NT and ASB
36	Assign Custodian Slide 24	AGree Kashnee and agree with standardised wording. Just be cautious not to enforce something that does not cover everyone or that would require a very big business change in a municipality that is not required	Noted	Naiemah Ishmail (CCT)	City of Cape Town	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	Will reaffirm Custodian when we engage NT and ASB
37	Assign Custodian Slide 24	In a big municipality, it is difficult to track certain assets e.g Trucks, they can not be assigned to a person which is why the cost center needs to be responsible for those assets	Noted	Patrick Lekay	City of Cape Town	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	Will reaffirm Custodian when we engage NT and ASB
38	Assign Custodian Slide 24	and to add that the City do have policies in place to cover responsibilities on both moveable and immovable assets	Noted	Naiemah Ishmail (CCT)	City of Cape Town	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	Will reaffirm Custodian when we engage NT and ASB
39	Depreciate Asset Slide 26	in our space we look at an element of a asset refurbishment to increase life useful life. How will the depreciation be calculated pr dealt with	Noted	Pule Moloi	City of Cape Town	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	An asset during the refurbishment would require condition assessment and that assessment will include updating of remaining useful live.
40	Depreciate Asset Slide 26	Should the depreciation run not be automated that it runs every night? Then this workflow process will not be valid for an automated depreciation run.	Noted	Elize Arendse	Solvem	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	While Depreciation runs should and could be automated a approval is still required to confirm that all is well and correct.
41	Depreciate Asset Slide 25	Depreciation and estimated useful life. When the asset catastrophically and suddenly lowers or ends its useful life, how do you then change the initial useful life, does this process cater for that	Noted	Chris Pluddeman	City of Cape Town	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	Condition Assessment Manages this process.
42	Depreciate Asset Slide 26	is that not impairment?	Noted	Meekaeel Benjamin (Gues	City of Cape Town	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	Impairment is managed under impair and or adjust.
43	Depreciate Asset Slide 26	comment around slide 26 in terms of depreciation, we normally assign depreciation at the asset creation stage by the time you do the asset run automatically your ledger is updated based on the settings done at asset creation stage	Noted	Siyabonga Khumalo	Not in Attendance Register	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	Add a component for an asset or adapting an acquisition, it is essential to decide on a depreciation method.
44	Depreciate Asset Slide 26	I agree with Siyabonga	Noted	Elize Arendse	Solvem	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	Add a component for an asset or adapting an acquisition, it is essential to decide on a depreciation method.
45	Depreciate Asset Slide 26	When will depreciation be calculated monthly if we look at this process?	Noted	Elize Arendse	Solvem	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	The seselction of the depreciation method in line with your policy will determine your frequency.
46	Depreciate Asset Slide 26	to add to Elize question - please clarify who is regarded as the asset official and who is the asset manager?	Noted	Naiemah Ishmail (CCT)	City of Cape Town	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	Roles to be reviewed.

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47	Depreciate Asset Slide 26	We believe there must be a segregation of duty in this instance. We can not allow the asset manager to run depreciation	Noted	Patrick Lekay	City of Cape Town	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	Roles to be reviewed.
48	Depreciate Asset Slide 26	We should look at some other slides, we need to re-look at the official responsibility and clarify. Also please clarify whether we are doing this monthly or daily. If this is done daily it will be challenging for our Municipality.	Noted	Warren Beauzick	Plettenberg Bay Municipality	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	Roles to be reviewed.
49	Depreciate Asset Slide 26	That is the reason why we suggest an automated depreciation run, that it is not assigned to the asset department.	Noted	Elize Arendse	Solvem	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	The seselction of the depreciation method in line with your policy will determine your frequency.
50	Condition assessment Slide 30	Can you change the term verification to assessment so that it does not get confused with physical asset verification (Sile 30)	Noted	Allan Yaxley	BE & Vesta	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	Assessment is Physical and or experts used. EG engineering assets. Both requiure physical.
51	Condition assessment Slide 30	Is there a value in broken assessment, does it have a value since if an asset is broken it can not be used	Noted	Chris Pluddeman	City of Cape Town	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	Conditions to be aligned with CIDMS
52	Condition assessment Slide 30	To check, on the Municipality side we use the provincial treasury guidelines which don't have broken. We only scrap.	Noted	Halalisani Nxumalo	Ilembe Municipality	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	Conditions to be aligned with CIDMS
53	Condition assessment Slide 30	CIDMS, what are the different ratings according to the CIDMS	Noted	Chris Pluddeman	City of Cape Town	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	Conditions to be aligned with CIDMS
54	Condition assessment Slide 30	Impairment issue, in instances where there's still a loan for the asset. I don't see it here	Noted	Karen Fourie	City of Cape Town	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	Will update the process with the loan consideration.
55	Condition assessment Slide 30	Is the condition assessment a standalone step on the process or there needs to be aa trigger e.g a high risk asset	Additional Triggers to be added	Pule Moloi	City of Cape Town	27-May-24	01-Dec-24	Kashnee Sewnarain	Completed	In addition to the policy frequency, additional triggers will be added to ensure event-driven, criticality-rated, increased R&M, etc.
56	Condition assessment Slide 30	Can these ratings be aligned with the CIDMS?	Conditions to be aligned with CIDMS	Robert Laubscher	City of Cape Town	27-May-24	01-Dec-24	Kashnee Sewnarain	Completed	Conditions to be aligned with CIDMS
57	Condition assessment Slide 30	Broken is seen as still repairable.	Noted	Hansie	Not in Attendance Register	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	Conditions to be aligned with CIDMS
58	Condition assessment Slide 30	could be termed as uneconomical to repair based on the condition assessment	Noted	Yusra Ebrahim	City of Cape Town	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	Conditions to be aligned with CIDMS
59	Condition assessment Slide 30	With regards to Poor Assets. Its agreed that poor assets should be replaced, however in view of limited budgets, in many instances assets regarded as poor are still used.	Noted	Dhinesh Bhajun	Not in Attendance Register	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	Conditions to be aligned with CIDMS
60	Condition assessment Slide 30	my concern currently is that unless these processes are automated, in our case certain processes are manual which means it will be difficult to attain certain information	Noted	Warren Beauzick	Plettenberg Bay Municipality	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	Assessment is Physical and or experts used. EG engineering assets. Both requiure physical.
61	Condition assessment Slide 30	What will trigger the Condition Assessment process?	Noted	Elize Arendse	Solvem	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	In addition to the policy frequency, additional triggers will be added to ensure event-driven, criticality-rated, increased R&M, etc.
62	Condition assessment Slide 30	I think we are not doing it correctly if we just want to judge asset condition without looking at the Budget as well.	Noted	Halalisani Nxumalo	Ilembe Municipality	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	Put in Budget to the assessment
63	Condition assessment Slide 30	I think the first task should be to ensure there's a trigger...	Noted	Allan Yaxley	BE & Vesta	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	In addition to the policy frequency, additional triggers will be added to ensure event-driven, criticality-rated, increased R&M, etc.
64	Condition assessment Slide 30	See CIDMS Module 3 page 3.40, Table 3.10 (B): Condition Rating Scale.	Noted	Chris Pluddeman	City of Cape Town	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	Conditions to be aligned with CIDMS
65	Condition assessment Slide 30	Unless it's legislated that way maybe we don't need to say that the assessment should be done annually	Noted	Chris Pluddeman	City of Cape Town	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	In addition to the policy frequency, additional triggers will be added to ensure event-driven, criticality-rated, increased R&M, etc.

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66	Condition assessment Slide 30	I assess it according to other disclosures e.g if there is an increase in expenses its an indication that the asset is under pressure.	Noted	Patrick Lekay	City of Cape Town	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	In addition to the policy frequency, additional triggers will be added to ensure event-driven, criticality-rated, increased R&M, etc.
67	Condition assessment Slide 30	This is the triggers that MBM applies for Condition assessments and RUL. We have provided training to our user departments	Noted	Hennie Le Roux	Mossel Bay Municipality	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	Take it into decision block with concept approval
68	Impair or Adjust Slide 31	it will be beneficial if you elaborate more on this	Noted	Pule Moloi	City of Cape Town	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	Noted
69	Impair or Adjust Slide 31	Impairment or adjustment sounds different therefore block 2 should be a decision block to show different routes	Noted	Themba Mnguni	City of Cape Town	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	Take it into decision block
70	Impair or Adjust Slide 31	Wanted us to consider if the process needs to include individual and/or units of asset (Cash/Non-cash)	Noted	Yandisa Maqalekane	Not in Attendance Register	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	Will separate impairment to Cash and Non Cash.
71	Impair or Adjust Slide 31	Question, where an impairment is identified - are these anticipated as manual journals or a mix between manual and automated journals.	Noted	Bronwyn Govender	KZN PT	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	Probably a mix will elaborate on process flow when cash and non cash are seperated.
72	Impair or Adjust Slide 31	Cash generating units , where impairment to one asset in the asset unit/group affects others.	Noted	Yandisa Maqalekane	Not in Attendance Register	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	It may be if the operation of the others is impeded by either the severity or OHS aspects of the cause of the impairment.
73	Disposal or Scapping Slide 32	This is also definite trigger for a condition assessment as part of this process according to GRAP	Noted	Hennie Le Roux	Mossel Bay Municipality	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	Noted
74	Disposal or Scapping Slide 32	Just a thought at either disposal or scapping, You might want to recover some part of the parts of the asset for reuse.	Noted	Chris Pluddeman	City of Cape Town	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	Will add it to the flow.
75	Disposal or Scapping Slide 32	Let's take note of the new circular for the waste electrical and electronic equipment	Noted	Halalisan Nxumalo	Ilembe Municipality	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	Will be added to the flow and decision on disposal method.
76	Disposal or Scapping Slide 32	the fourth block at the top (execute disposal) but on the bottom there's a repair, renew ect.block. Can we maybe change the terminology from execute disposal to take out-of-use	Noted	Chris Pluddeman	City of Cape Town	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	Will move the decision to an earlier phase as criticality rating bloks disposal decision and require a new process of counli and public participation for diposal.
77	Disposal or Scapping Slide 32	On the process shouldn't we include the taking the matter to council as it is part of the process, one cant dispose without the approval from council	Noted	Siyabonga Khumalo	Not in Attendance Register	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	We will add the council approval flow.
78	Disposal or Scapping Slide 32	we need to be able to distinguish the meaning of a write-off and a disposal. My question is where would we account for the write-off	Noted	Warren Beauzick	Plettenberg Bay Municipality	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	I write-off will still end in a disposal and this normally go through a gain or loss on disposal decision tree.
79	Disposal or Scapping Slide 32	We do have instance with office furniture and computers for example to donate to department of education. Can Donation be covered in workflow	Accounting treatment of donations to other organs of state	Dhinesh Bhajun	Not in Attendance Register	27-May-24	01-Dec-24	Kashnee Sewnarain	Completed	Donations also have to follow disposal path and will need to be removed from registers and recognition of loss if any. Alternatively will need to be handled as allocations in kind.
80	Disposal or Scapping Slide 32	should the FAR not be updated with disposal? missing it in the slides (know this is logical but just for clarity)	Additional Process flow required	Wessels, Willemien	Moore	27-May-24	01-Dec-24	Kashnee Sewnarain	Completed	Will update the slide to include the register updating.
81	Disposal or Scapping Slide 32	Where in the process are you diactivating the asset from the asset register?	Noted	Themba Mnguni	City of Cape Town	27-May-24	14-Jun-24	Kashnee Sewnarain	Completed	Will update the slide to include the register updating.
82	Disposal or Scapping Slide 32	As suggestion:Something that really needs a specific business process is the Consolidation and subdivision of land.	Additional Process flow required	Hennie Le Roux	Mossel Bay Municipality	27-May-24	01-Dec-24	Kashnee Sewnarain	Completed	Will add a specific process for Consolidation and Sub devisions
83	Disposal or Scapping Slide 32	Does this consider the value of the asset? Anything above R200K need to be approved by council ..... those items follow a different route to the general auction	Council Approval to be added	Jean Jonker	City of Cape Town	27-May-24	01-Dec-24	Kashnee Sewnarain	Completed	We will add the council approval flow.
84	Disposal or Scapping Slide 32	The process is called "Re-capitalisation" of asset that has reached its useful life. This does not need prior written off of an asset.	Noted	Muzi Khumalo	Not in Attendance Register	27-May-24	01-Dec-24	Kashnee Sewnarain	Completed	This is part of the condition assessment work flow
85	Disposal or Scapping Slide 32	The deactivation should happen once the council has approved	Noted	Halalisan Nxumalo	Ilembe Municipality	27-May-24	01-Dec-24	Kashnee Sewnarain	Completed	Derecognition can only occur on disposal except when an asset is lost.
86	Budget Maintenance Plan Slide 34	Custodianship	Noted	Pule Moloi	City of Cape Town	27-May-24	01-Dec-24	Kashnee Sewnarain	Completed	Will reaffirm Custodian when we engage NT and ASB
87	Budget Maintenance Plan Slide 34	Also include remove of insurance register	Noted	Wessels, Willemien	Moore	27-May-24	01-Dec-24	Kashnee Sewnarain	Completed	Will update the slide to include the Insurance register updating.
88	Budget Maintenance Plan Slide 34	the budget lies wth the operator of the asset, we then need to come up with a decision on whether the budget is done in the initiation stage or during the operation of the asset	Noted	Pule Moloi	City of Cape Town	27-May-24	01-Dec-24	Kashnee Sewnarain	Completed	Always with the planning phase, This will include historical information as well as OEM requirments.

m SCOA REGULATIONS  
NATIONAL TREASURY ASSET WORKGROUP MEETINGS

No.	Presented Agenda Item	Description of Comments/ Questions	Potential Impact	Contributor Name	Contributor Organisation	Date Received	Date Closed	Action Owner	Progress Status	Notes
89	Budget Maintenance Plan Slide 34	Is both 34 and 35 on Planned maintenance	Noted	Chris Pluddeman	City of Cape Town	27-May-24	01-Dec-24	Kashnee Sewnarain	Completed	It is for both planned and unplanned. Unplanned will be based on historical trends and when budget run out virements and adjusted budgets will be required. Will add the deferentiations.
90	Budget Maintenance Plan Slide 34	Please define the maintenance budget as well as capital budget?	Noted	Juzhel Colyn	Thee Waters Kloof Municipality	27-May-24	01-Dec-24	Kashnee Sewnarain	Completed	The modules will be integrated, and the budget will be allocated through the Draft IDP via the Project and Budget Management Module.
91	Implementation of maintenance plan Slide 35	when we refer to the budget official, the maintenance budget gets approved as the entire department budget, so who is the budget official referred to	Noted	Edward Jacobs	City of Cape Town	27-May-24	01-Dec-24	Kashnee Sewnarain	Completed	Roles to be reviewed.
92	Implementation of maintenance plan Slide 35	this business process is one of the important business processes especially the maintenance of asset. I think we need some kind of trigger to force the municipality to put this into action	Noted	Hilton Renald	City of Umlatuze	27-May-24	01-Dec-24	Kashnee Sewnarain	Completed	It is common cause that maintenace implementation is problematic and the 8% guidance do not ensure a well functioning Local Government. mSCOA attempted to ensure projects are budgeted for this in addition looks at regulating the execution
93	Implementation of maintenance plan Slide 35	I just want to know if the maintenance plan is applicable to all assets or assets classes.	Noted	Edward Jacobs	City of Cape Town	27-May-24	01-Dec-24	Kashnee Sewnarain	Completed	See above
94	Implementation of maintenance plan Slide 35	will this now be on the municipality side to decide which assets on the maintenance plan to maintain	Noted	Edward Jacobs	City of Cape Town	27-May-24	01-Dec-24	Kashnee Sewnarain	Completed	See above
95	Implementation of maintenance plan Slide 35	Block no1, should be done as early as when the asset is commisioned	Noted	Themba Mnguni	City of Cape Town	27-May-24	01-Dec-24	Kashnee Sewnarain	Completed	See above
96	Implementation of maintenance plan Slide 35	question: Isnt a KPI that says I must have 8%? So we shouldn't struggle with maintenance plan or to budget for a maintenance plan	Noted	Patrick Lekay	City of Cape Town	27-May-24	01-Dec-24	Kashnee Sewnarain	Completed	See above
97	Implementation of maintenance plan Slide 35	8% Is there but the assets are still badly maintained. That's why I asked the question earlier, where is the enforcement of this all because there is a budget but not enforced.	Noted	Hilton Renald	City of Umlatuze	27-May-24	01-Dec-24	Kashnee Sewnarain	Completed	See above
98	Implementation of maintenance plan Slide 35	Can you please provide examples of places of excellence regarding maintenance plans (Planning implementation and monitoring) as prescribed in slides 34 of 35.I see clean audits out of the window and would rather have a look at where it is currently working	Noted	Hennie Le Roux	Mossel Bay Municipality	27-May-24	01-Dec-24	Kashnee Sewnarain	Completed	See above
99	Implementation of maintenance plan Slide 35	I think it also boils down to how you structure your policies, some replacements should be taken into consideration not just the operational maintenance	Noted	Warren Beazick	Plettenberg Bay Municipality	27-May-24	01-Dec-24	Kashnee Sewnarain	Completed	See above
100	Execute Maintenance Plan	Is the project manager involved on the maintenance, aint they responsible for the project/asset creation rather than maintenance of project	Noted	Chris Pluddeman	City of Cape Town	27-May-24	02-Dec-24	Kashnee Sewnarain	Completed	Updated to refer to delegated maintainance/ asset official
101	Execute Maintenance Plan	In terms of mSCOA, even though it is a routine maintenance it still needs to be project managed	Noted	Naiemah Ishmail (CCT)	City of Cape Town	27-May-24	02-Dec-24	Kashnee Sewnarain	Completed	Agreed
102	Next Session Requests	Will Fleet be part of the 2nd meeting?	Next Session Requests	Naiemah Ishmail (CCT)	City of Cape Town	27-May-24	01-Dec-24	Kashnee Sewnarain	Completed	Presented on 25 June 2024
103	Next Session Requests	Will insurance and warranties be discussed at another session?	Next Session Requests	Warren Beazick	Plettenberg Bay Municipality	27-May-24	01-Dec-24	Kashnee Sewnarain	Completed	Presented on 25 June 2024
104	Next Session Requests	Asset Insurance? Is this under another process?	Next Session Requests	Bronwyn Govender	KZN PT	27-May-24	01-Dec-24	Kashnee Sewnarain	Completed	Presented on 25 June 2024
105	Asset Management and Maintenance: Planning of Projects and Requirements	Consider adding a step to check for ongoing preventative maintenance programs.	Noted	Rob Childs	IMQS	29-Jul-24	01-Dec-24	Kashnee Sewnarain	Completed	This will be driven from the maintenance plan linked to each asset "refer to assign and monitor planned maintenance"
106	Asset Management and Maintenance: Planning of Projects and Requirements	Queried the integration of maintenance plans with condition assessment.	Noted	Halalisani Nxumalo	Ilembe Municipality	29-Jul-24	30-Sep-24	Kashnee Sewnarain	Completed	Kashnee clarified that the process focuses on budgeting for depreciation and impairment, not maintenance. Maintenance budgeting is addressed as a separate process where maintenance planning drives the budget process
107	Determine the Budget for Depreciation and Impairment of Assets	Consider the importance of considering asset performance and functionality in addition to condition	Noted	Rob Childs	IMQS	29-Jul-24	30-Sep-24	Kashnee Sewnarain	Completed	Kashnee clarified that the process focuses on budgeting for depreciation and impairment, not maintenance. Maintenance budgeting is addressed as a separate process where maintenance planning drives the budget process

**m SCOA REGULATIONS**  
**NATIONAL TREASURY ASSET WORKGROUP MEETINGS**

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108	Determine the Budget for Depreciation and Impairment of Assets	Highlighted the interconnectedness of condition assessment, maintenance, and impairment	Noted	Halalisani Nxumalo	Ilembe Municipality	29-Jul-24	30 Sep 2024	Kashnee Sewnarain	Completed	No impact on process - already considered
109	Determine the Budget for Disposal of Assets	Consider the existence of insurance asset registers in Cape Town	Noted	Christian	City of Cape Town	29-Jul-24	30-Sep-24	Kashnee Sewnarain	Completed	Andre acknowledged the need for insurance and indicated plans to address it under Risk and Insurance Management Processes
110	Recognize the Asset in the System	Consider concerns about practical completion certificates being issued for assets not yet available for use due to vandalism or incomplete work.	Noted	Halalisani Nxumalo	Ilembe Municipality	29-Jul-24		Kashnee Sewnarain	In progress	Kashnee acknowledged the concern and suggested seeking further guidance from the Asset Management Unit, ASB, and OAG's office
111	Recognize the Asset in the System	Emphasised the importance of ensuring assets are both completed and functional before capitalisation.	Updated Modelling	Rob Childs	IMQS	29-Jul-24	30-Sep-24	Kashnee Sewnarain	Completed	Updated model
112	Recognize the Asset in the System	Suggested splitting the processes for movable and immovable assets to avoid confusion	Noted	Hennie Le Roux	Mossel Bay Municipality	29-Jul-24	01-Dec-24	Kashnee Sewnarain	Completed	Due to the overlap in procedures and tasks, it was decided it is best not to split these.
113	Recognize the Asset in the System	Recommended assigning useful life after the unbundling process for greater accuracy	Noted	Retha Singh		29-Jul-24	01-Dec-24	Kashnee Sewnarain	Completed	Agreed to adjust the process flow to incorporate this suggestion
114	Componentize Completed Work in Progress	Suggested conducting the verification after unbundling, as unbundling is often a desktop exercise	Noted	Alfred Mothapo	Polokwane	29-Jul-24	30 Sep 2024	Kashnee Sewnarain	Completed	Kashnee clarified that the process focuses on normal practice and that exceptional circumstances should be addressed internally
115	Componentize Completed Work in Progress	Emphasised the importance of physical verification for accurate componentisation	Noted	Halalisani Nxumalo	Ilembe Municipality	29-Jul-24	30-Sep-24	Kashnee Sewnarain	Completed	Andre explained that the process allows for flexibility based on the municipality's methodology and that inspection should occur before unbundling.
116	Assign a Custodian	Enquired about the minimum requirements for asset creation and whether municipalities could capture additional details	Noted	Brian Sibiya	Etekwini Metro	29-Jul-24	30-Sep-24	Kashnee Sewnarain	Completed	Andre confirmed that the listed requirements are minimum requirements and encouraged municipalities to share their practices
117	Assign a Custodian	Suggested adding a step to assign maintenance components to the custodian	Noted	Brian Sibiya	Etekwini Metro	29-Jul-24		Kashnee Sewnarain	In progress	Andre agreed to consider adding this step to the process flow
118	Schedule Planned Maintenance	Enquired about how maintenance activities are reflected in the fixed asset register (FAR).	Noted	Halalisani Nxumalo	Ilembe Municipality	29-Jul-24		Kashnee Sewnarain	In progress	Andre explained that each maintenance execution should be tracked through a works order or award, and the completion should be confirmed manually.  Kashnee suggested adding a step to update the asset management system with maintenance data.  Andre agreed to incorporate this suggestion
119	Perform Unplanned Maintenance	Consider that not all unplanned maintenance is done through an SEM process	Noted	Taufeeq Khan		29-Jul-24		Kashnee Sewnarain	In progress	To bring in the planned maintenance below scheduled planned maintenance
120	Perform Unplanned Maintenance	Consider consolidating planned and unplanned maintenance into a single flow.	Noted	Taufeeq Khan		29-Jul-24		Kashnee Sewnarain	In progress	Kashnee agreed with Tafika's suggestion
121	Assess Useful Life	Enquired about the timing of the useful life assessment and impairment processes.	Noted	Alfred Mothapo	Polokwane	29-Jul-24	30-Sep-24	Kashnee Sewnarain	Completed	Andre explained that these processes are triggered by maintenance activities and do not necessarily coincide with verification  Kashnee emphasised the importance of using impairment as a management tool and considering various indicators beyond condition assessment.
122	Assess Useful Life	Highlighted the challenges in aligning impairment assessments with AG expectations.	Noted	Halalisani Nxumalo	Ilembe Municipality	29-Jul-24	30-Sep-24	Kashnee Sewnarain	Completed	This has no impact on process - municipality must develop asset impairment methodology / policy
123	Determine Impairment of Assets	Suggested adding a provision for impairment reversal	Noted	Retha Singh		29-Jul-24		Kashnee Sewnarain	In progress	Kashnee agreed and proposed linking the reversal to the completion of maintenance activities
124	Determine Impairment of Assets	Emphasized the need to align impairment assessments with service delivery objectives and address AG concerns	Noted	Halalisani Nxumalo	Ilembe Municipality	29-Jul-24	01-Dec-24	Kashnee Sewnarain	Completed	This does not change the process modelling, but rather an internal control process that needs to be addressed
125	Prepare a Verification Plan	Shared Ilembe's experience using the Timestamp app for verification	Noted	Halalisani Nxumalo	Ilembe Municipality	29-Jul-24	30-Sep-24	Kashnee Sewnarain	Completed	Noted - no impact on process required
126	Prepare a Verification Plan	Questioned whether all assets, including maintained assets, need to be verified.	Noted	Chris Plüddemann	City of CapeTown	29-Jul-24	30-Sep-24	Kashnee Sewnarain	Completed	Andre confirmed that verification is required for all assets, regardless of maintenance status, however the verification plan will drive the period of verification

m SCOA REGULATIONS  
NATIONAL TREASURY ASSET WORKGROUP MEETINGS

No.	Presented Agenda Item	Description of Comments/ Questions	Potential Impact	Contributor Name	Contributor Organisation	Date Received	Date Closed	Action Owner	Progress Status	Notes
127	Prepare a Verification Plan	Highlighted the distinction between on-the-go verification and planned cycle interventions	Noted			29-Jul-24	30-Sep-24	Kashnee Sewnarain	Completed	Andre explained that the process accommodates both types of verification
128	Prepare a Close-Out Report	Questioned the definition of "significantly deteriorated" and suggested establishing thresholds based on criticality and minimum condition or performance	Noted	Rob Childs	IMQS	29-Jul-24	30-Sep-24	Kashnee Sewnarain	Completed	Kashnee explained that the municipality's asset management policy should define "significantly deteriorated" and that NT does not prescribe specific criteria
129	Prepare a Close-Out Report	Expressed concerns about the cost and complexity of conducting comprehensive verifications and the potential impact on audit outcomes	Noted	Hennie Le Roux	Mossel Bay Municipality	29-Jul-24	30-Sep-24	Kashnee Sewnarain	Completed	Kashnee clarified that verification is an accounting standard requirement and that municipalities should plan verifications over a cycle, prioritising assets based on risk and indicators.  Carl agreed with Kashnee's explanation and emphasised the importance of using verification data for decision-making.
130	Prepare a Close-Out Report	Expressed concern about the potential unintended consequences of the proposed reforms on smaller municipalities with limited capacity.  He urged National Treasury to ensure a balanced approach that considers the varying capacities of different municipality categories	Noted	Carl Stroud	City of CapeTown	29-Jul-24	30-Sep-24	Kashnee Sewnarain	Completed	Una acknowledged Carl's concerns, assuring him that the extensive and lengthy consultation process aimed to gather diverse perspectives and avoid a one-size-fits-all approach.  She highlighted the opportunities for providing feedback, including written comments, an ICF in December, and a review of draft documents before finalisation.  Una encouraged attendees to reach out directly if they felt their concerns were not being addressed.
131	Asset Management 29 July 2024	Confirmation required that the following will be considered with regard to Insurance which was not covered in this Working group.  Recommended that there should be a step/linkage to show that when insurances are checked, there should also be a step to check if there are active DLP/Latent DLP/warranty/guarantees to ensure that no spending occur on assets covered by these, or call on insurance when not necessary.	Noted	Taufeeq Khan	City of CapeTown	29-Jul-24		Kashnee Sewnarain	Referred to Insurance Management	It was indicated that the insurance would be, dealt with under a different process. This will be revisited when Insurance process is completed and the link to assets determined
132	Asset Management 29 July 2024 Slide 25	During the Scheduled Maintenance discussion: the flow chart showed scheduled/planned maintenance activities and then in the same flow had emergency/corrective maintenance. According to the process it therefore showed the scheduled maintenance as a pre-requisite for a corrective maintenance project, which is not correct. It was recommended that the corrective be separated and shown as a separate process, with linkages to show that there will be checks against the scheduled maintenance to ensure the corrective works hadn't already been planned.	Noted	Taufeeq Khan	City of CapeTown	29-Jul-24	30-Sep-24	Kashnee Sewnarain	Completed	BPMN Model Updated - Corrective Maintenance has an additional decision point.
133	Asset Management 27 May 2024 Slide 14	Consider to include SANS 61968 as an additional reference on Slide 14 – Regulatory and Best Practise Requirements. As with ISO 55000, SANS 61968 is a standard of international best practice which should be encouraged since the processes implemented form part of the broader systems that need to be implemented to support these processes. Including this standard as a reference will support future work to link these processes to the relevant business functions, business objects, roles and applications.	Noted	Gerhard Brown	City of CapeTown	29-Jul-24	30-Sep-24	Kashnee Sewnarain	Completed	Added to Legislative requirements

m SCOA REGULATIONS  
NATIONAL TREASURY ASSET WORKGROUP MEETINGS

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134	Review and Monitor Planned Maintenance	Confortable with the presentation, the way it presented it so easy to implement, They are also trying to impliment this in the municipality. Wish if the presentation could include some points which will show how to link the assets, in terms of what going to happen in future for those assets	Input	Halalisani Nxumalo	Ilembe Municipality	01-Oct-24	30-Nov-24	Kashnee Sewnarain	Completed	The linkage of maintenance is to the individual assets, and therefore has been defined in the process
135	Perform Unplanned Maintenance	Approval Maintenance plan are they approve in house or by council?	Clarity	Zukiswa		01-Oct-24	02-Dec-24	Kashnee Sewnarain	Completed	Consider municipal delegations framework
136	Perform Unplanned Maintenance	Page 123 Should exclude emergency repair from SCM process, because even if it an emergency it still goes via SCM process. If it an emergency it will follow a different business process within the SCM.	Input	Hennie Le Roux	Mossel Bay Municipality	01-Oct-24		Kashnee Sewnarain	Completed	Emergency maintenance is linked to the SCM process, as the SCM policy needs to define the deviations process.
137	Perform Unplanned Maintenance	Want to check interms of maintenance plan and unplanned maintenance, section19 in the MFMA state that in operational we are forced to have maintenance plan based on our assets, that is been legislated by MFMA. However it not approved by council bit it there on MFMA	Clarity	Halalisani Nxumalo	Ilembe Municipality	01-Oct-24	02-Dec-24	Kashnee Sewnarain	Completed	Consider municipal delegations framework
138	Re-assessment of useful life Sub-	Regarding, re-assessment of remaining useful life of a asset, if we we know that a certain maintenance need to happen in particular time, once you had an emegeceny that you need to repair, do we also have to change the remaining useful life, is that a requirement that we need to do?	Input	Hennie Le Roux	Mossel Bay Municipality	01-Oct-24	02-Dec-24	Kashnee Sewnarain	Completed	GRAP 17.56 An entity shall assess at each reporting date whether there is any indication that the entity's expectations about the residual value and the useful life of an asset have changed since the preceding reporting date. It further requirements assessment of chnage in useful fe where d) Planned repairs and maintenance on, or refurbishments of, the asset and/or its significant components either being undertaken or delayed.
139	Re-assessment of useful life Sub-	Based on maintenance plan, we need consider assets life span in terms of book value, to see what exactly happened because sometimes you find that the maintatnce that was done is higher then the book value on FAR	Clarity	Halalisani Nxumalo	Ilembe Municipality	01-Oct-24	02-Dec-24	Kashnee Sewnarain	Completed	Noted
140	Determine impairment of assets	Take consideration the impliment of water inventory, that the depreciation charges of the system leading to verification was also included in water verification cost, therefore they is a reconciling item between balance sheet and expenditure account	Clarity	Hennie Le Roux	Mossel Bay Municipality	01-Oct-24	02-Dec-24	Kashnee Sewnarain	Completed	Noted
141	Conducting Assets Verification	GRAP standard does'nt say which qualification you need to have to be able to do physical verification of an asset, but it says you need to hav e an expert, so how would you deal with that? Because most of the time to use consultant to do verification, when can we say that now this person is an expert to do the verification?	Clarity	Halalisani Nxumalo	Ilembe Municipality	01-Oct-24	02-Dec-24	Kashnee Sewnarain	Completed	GRAP 17 indicates that an <u>appraisal of the value of the asset</u> may be undertaken by a member of the valuation profession, who holds a recognised and relevant professional qualification, or by another expert with the requisite competence to undertake such appraisals in accordance with the requirements of the applicable Standards of GRAP. The valuer or other expert may be employed by the entity. This refer to appraisals and not physical verification
142	Comments register 27 May 2024	Further to the comments register of 27th May 2024. With regard to comment 89, please confirm that the slide has been updated. Comment 100 indicates that it has been completed. Can you please provide the how this was addressed.	Clarity	Naiemah Ishmail	City of Cape Town	20-Aug-24	02-Dec-24	Kashnee Sewnarain	Completed	Comment 100 - Updated to refer to delegated maintainance/ asset official Comment 89 - Schedule planned miantenance anf Perform unplaned maiintenance was considered

m SCOA REGULATIONS  
NATIONAL TREASURY ASSET WORKGROUP MEETINGS

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143	4.4. Sub-Process Descriptionsance	Page 9 - Determine planned disposal of assets Determine planned disposal of assets - "However, all assets identified for disposal must pass the criticality rating and can only be disposed of if it would not impact service delivery or where such assets have been replaced." - What are you meaning to convey by requiring assets identified for disposal to "pass the criticality rating"?	Clarity	Christof Pluddemann	City of Cape Town	31-Oct-24	02-Dec-24	Kashnee Sewnarain	Completed	Assets designated for disposal in a municipality or any asset management program should undergo a criticality rating process as part of the decision-making framework. This ensures that the disposal process is aligned with the overall goals of the organization, including minimizing risks, optimizing resources, and maintaining the continued operation of essential services. It assists in evaluating whether the asset is critical to essential municipal functions. This could include assets like emergency response vehicles, infrastructure that supports water/sewer systems, or communication systems. If the asset is rated as high criticality, its disposal might be deferred, replaced, or carefully planned.
144	4.7.3. Sub-Process Model	Page 22 - Consider replacing "Conduct Condition Assessment" with "Conduct or Review Condition Assessment" as there may already be a current condition rating. Instead of the word "Review" one could also use the word "Check" or the word "Validate".	Updated Modelling	Christof Pluddemann	City of Cape Town	31-Oct-24	02-Dec-24	Kashnee Sewnarain	Completed	Updated to consider condition assessment
145	4.7.4. Sub-Process Detail	Page 25 - Prepare Asset For Disposal - "2. Gather Documentation: Collect all relevant records for the asset, including purchase documents , maintenance logs, and any previous assessments." - Where available? Is it practical to require this for old assets with long lives where this legacy documentation may no longer be available?	Updated Modelling	Christof Pluddemann	City of Cape Town	31-Oct-24	02-Dec-24	Kashnee Sewnarain	Completed	Agreed, this model has been updated and amended procedures included
146	4.8.4. Sub-Process Detail	Page 30 - Assess Resource Availability - " 1. " - No text for item 1?	Updated Document	Christof Pluddemann	City of Cape Town	31-Oct-24		Kashnee Sewnarain	In progress	Corrected
147	5.8.4. Sub-Process Detail	Page 55 - Retrieve Asset Data - "1. Access Asset Registry: Log in to the asset registry or management system using authorised credentials to gain access to the database of asset information. 2. Identify Asset Identifier: Identify the unique identifier or code assigned to the asset you intend to retrieve data for, such as asset ID, serial number, or barcode. 3. Enter Asset Details: Enter the asset identifier into the search or query field of the asset management system to initiate the retrieval process. 4. Retrieve Asset Record: Retrieve the corresponding asset record from the database by executing the search query, filtering results based on the provided identifier. 5. Review Asset Information: Review the asset information displayed in the retrieved record, including asset description, specifications, acquisition details, location, and current status. 6. Verify Data Accuracy: Verify the accuracy and completeness of the retrieved asset data by comparing it against physical asset records, documentation, or historical information. 7. Update Data (if necessary): Update asset data in the management system if discrepancies or inaccuracies are identified during the review process, ensuring data integrity and reliability. 8. Export Data (optional): Optionally, export the retrieved asset data to external files or formats for further analysis, reporting, or integration with other systems or applications. 9. Document Retrieval: Document the retrieval process, including the asset identifier, date and time of retrieval, user responsible, and any relevant notes or observations. " - Is specifying to this level of detail not being too specific around how it must be done as opposed to what outcome/output is needed?	Updated Document	Christof Pluddemann	City of Cape Town	31-Oct-24		Kashnee Sewnarain	In progress	Agreed, procedures to be streamlined

m SCOA REGULATIONS  
NATIONAL TREASURY ASSET WORKGROUP MEETINGS

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148	5.8.4. Sub-Process Detail	Slide 58 -Update Depreciation Records - " 1. Access Accounting System: Log in to the accounting system or asset management software using authorised credentials to gain access to the depreciation records. 2. Navigate to Depreciation Module: Navigate to the depreciation module or section within the accounting system where depreciation records are managed and updated. 3. Retrieve Asset Data: Retrieve the relevant asset data for which depreciation records need to be updated, including asset IDs, descriptions, and current carrying values. 4. Enter Depreciation Expense: Enter the depreciation expense for the current accounting period into the depreciation records for each applicable asset, based on the calculated depreciation amount. 5. Specify Accounting Period: Specify the accounting period for which the depreciation expense is being recorded, ensuring alignment with the organisation's reporting requirements. 6. Record Adjustments (if necessary): Record any adjustments or modifications to the depreciation expense due to changes in asset conditions, useful life, or accounting treatment during the period. 7. Verify Accuracy: Verify the accuracy of the updated depreciation records by cross-referencing them with supporting documentation, such as depreciation schedules or financial statements. 8. Review Audit Trail: Review the audit trail or history of depreciation entries to track changes made to depreciation records over time and ensure transparency and accountability. 9. Update Financial Statements: Update the financial statements, including the income statement and balance sheet, with the revised depreciation expenses to reflect the impact on the organisation's financial position. 10. Save Changes: Save the changes made to the depreciation records in the accounting system or asset management software to preserve the updated information for future reference and reporting.	Updated Document	Christof Pluddemann	City of Cape Town	31-Oct-24		Kashnee Sewnarain	In progress	Agreed, procedures to be streamlined
149	5.9.4. Sub-Process Detail	Page 68 - Update Asset Records - Under RACI column "•Asset Manager (R) " - Might responsibility for some of these activities reside with different people/roles?	Updated	Christof Pluddemann	City of Cape Town	31-Oct-24	02-Dec-24	Kashnee Sewnarain	Completed	Changed to delegated asset management official
150	5.9.4. Sub-Process Detail	Page 71 - "Generate Disposal Report" - If the process is executed in a system, can't the system be the system of record and avoid the additional work of creating a report that duplicates the information already in the system?	Updated	Christof Pluddemann	City of Cape Town	31-Oct-24		Kashnee Sewnarain	In progress	Agreed, procedures to be updated for system generated report.
151	6.5.3. Sub-Process Model	Page 75 - Suggest not prescribing use of "barcode" as there may be other identification methods that are excluded by being so specific.	Updated	Christof Pluddemann	City of Cape Town	31-Oct-24		Kashnee Sewnarain	In progress	Will update to identification code
152	6.5.4. Sub-Process Detail	Page 77 - Validate assets delivered - "5. Conduct Functionality Tests: Test the assets to confirm they operate as intended, following any provided guidelines or procedures. " - This may not be possible in all cases for example assets received into a store can't always be functionally tested. Another example might be an asset delivered to a project location to be installed/assembled. It can only be functionally tested once energized for commissioning, which might be some time after being delivered.	Updated	Christof Pluddemann	City of Cape Town	31-Oct-24		Kashnee Sewnarain	In progress	Will update procedures
153	6.5.4. Sub-Process Detail	Page 78 - System update to asset register assets have been received - " * Purchase cost " - Financial asset register or physical asset register?	Clarity	Christof Pluddemann	City of Cape Town	31-Oct-24	02-Dec-24	Kashnee Sewnarain	Completed	The is no distinction between financial and system asset register, it is one asset register that contains different levels of detail
154	6.5.4. Sub-Process Detail	Page 78 - System update to asset register assets have been received - " 4. Update Status: In the system, mark the status of the assets as "Active" or "In Use." - Recommend not prescribing specific words for asset status as systems may use other terminology with the same intent.	Updated	Christof Pluddemann	City of Cape Town	31-Oct-24		Kashnee Sewnarain	In progress	This is not being prescribed. Will update to indicate it is an example, municipalities can amend this

m SCOA REGULATIONS  
NATIONAL TREASURY ASSET WORKGROUP MEETINGS

No.	Presented Agenda Item	Description of Comments/ Questions	Potential Impact	Contributor Name	Contributor Organisation	Date Received	Date Closed	Action Owner	Progress Status	Notes
155	6.5.4. Sub-Process Detail	Page 78 - "Validate asset attributes (location, verification, barcode )" - See comment re prescribing barcode earlier	Updated	Christof Pluddemann	City of Cape Town	31-Oct-24		Kashnee Sewnarain	In progress	Noted. To update
156	6.5.4. Sub-Process Detail	Page 78 - "Validate asset attributes (location, verification, barcode )" - Validating asset attributes involves confirming the accuracy of key details for each asset, such as location, verification status, and barcode information ." - Is this intended to mean relevant asset attributes/characteristics?	Clarity	Christof Pluddemann	City of Cape Town	31-Oct-24	02-Dec-24	Kashnee Sewnarain	Completed	Yes, that is correct
157	6.5.4. Sub-Process Detail	Page 78 - Validate asset attributes (location, verification, barcode ) - " 3. Scan Barcodes: Use a barcode scanner to verify the barcode on each asset, ensuring it matches the barcode information recorded in the system." - Recommend not being so prescriptive on using barcodes. Other solutions may exist or come in future. Another current example might be QR codes.	Updated	Christof Pluddemann	City of Cape Town	31-Oct-24		Kashnee Sewnarain	In progress	Will update to identification code
158	6.5.4. Sub-Process Detail	Page 79 - Validate supporting documentation - " 1. Gather Documentation: Collect all relevant supporting documents for the assets, such as purchase orders, invoices, warranty information, maintenance records, and compliance certificates. " - Such documents/information may already be in an ERP system and not require specific collection together, but rather remain where they are and be accessed when required.	Updated	Christof Pluddemann	City of Cape Town	31-Oct-24		Kashnee Sewnarain	In progress	Agreed. The ability to access via the asset management system per asset identifier is under consideration. To update
159	6.5.4. Sub-Process Detail	Page 79 - Validate supporting documentation - 10. File Documentation Properly: Organise and file all validated documentation to facilitate future access and retrieval." - Relevant data might be in relevant data objects and tables in an ERP system and not together in one paper file per asset, or even one electronic file of electronic files per asset.	Updated	Christof Pluddemann	City of Cape Town	31-Oct-24		Kashnee Sewnarain	In progress	Link to records management system to be embedded in the process
160	6.5.4. Sub-Process Detail	Page 79 - Validate supporting documentation - 11. Obtain Sign-off: Have relevant team members review and sign off on the validated documents for accountability. " - Does completing an appropriate assigned workflow step in a workflow in the IT system constitute sign off as asked for here? Recommend not restricting to ink on paper.	Updated	Christof Pluddemann	City of Cape Town	31-Oct-24		Kashnee Sewnarain	In progress	Agreed, to update to electronic workflow
161	6.5.4. Sub-Process Detail	Page 79 - "Unbundle Assets in accordance with methodology" - Are you meaning unbundling or componentization? i.e. creating relevant asset objects in an asset hierarchy in your ERP system to represent the assets(s)?	Updated	Christof Pluddemann	City of Cape Town	31-Oct-24		Kashnee Sewnarain	In progress	Componentistaion. Will update wording
162	6.5.4. Sub-Process Detail	Page 81 - Update and assign useful life in asset register - " 4. Verify Accuracy: Double-check the entries for accuracy, ensuring that all updates are correctly" - Is it necessary to explicitly state this as a discrete step?	Clarity	Christof Pluddemann	City of Cape Town	31-Oct-24	02-Dec-24	Kashnee Sewnarain	Completed	It is a review procedure embedded for consideration by municipalities
163	6.6.4. Sub-Process Detail	Page 84 - Conduct Risk Assessment - "** Regulatory Risks: Consider compliance with local, state, and federal regulations, including: * Safety codes " - American terminology	Updated	Christof Pluddemann	City of Cape Town	31-Oct-24		Kashnee Sewnarain	In progress	Will update
164	6.6.4. Sub-Process Detail	Page 85 - Determine Criticality Rating - "1. Based on the policy allocated by the municipality, allocate the criticality rating in this regard." - ?	Clarity	Christof Pluddemann	City of Cape Town	31-Oct-24		Kashnee Sewnarain	In progress	Not sure of the question, please send written update and clarify this
165	6.7. Componentise completed work in progress Sub-Process	Page 87 - - Terms componentisation and unbundling – are they the same thing? Seem to be used interchangeably.	Updated	Christof Pluddemann	City of Cape Town	31-Oct-24		Kashnee Sewnarain	In progress	Yes, that is correct. Will correct wording
166	6.7.4. Sub-Process Detail	Page 89 - 7. Check Maintenance and Service History: Review maintenance logs, service history, and repair records to assess the asset's operational status, reliability, and lifecycle management. Ensure that maintenance activities are documented and conducted according to schedule. - An asset surely won't have a maintenance history with repair records etc. at hand over?	Updated	Christof Pluddemann	City of Cape Town	31-Oct-24		Kashnee Sewnarain	In progress	Agreed. Wording is supposed to refer to maintainance requirements from supplier / manufacturer. Will correct
167	6.7.4. Sub-Process Detail	Page 90 - Obtain Missing Documentation - " 4. Data Entry and Logging: Enter the details of the received documentation into appropriate records management systems, databases, or filing systems. Ensure accurate data entry and maintain documentation integrity." - The "documentation" may already be in a database and not need to be manually entered from paper.	Updated	Christof Pluddemann	City of Cape Town	31-Oct-24		Kashnee Sewnarain	In progress	Agreed. Will update

m SCOA REGULATIONS  
NATIONAL TREASURY ASSET WORKGROUP MEETINGS

No.	Presented Agenda Item	Description of Comments/ Questions	Potential Impact	Contributor Name	Contributor Organisation	Date Received	Date Closed	Action Owner	Progress Status	Notes
168	6.7.4. Sub-Process Detail	Page 90 - Obtain Missing Documentation - "5. Notification and Acknowledgment: Notify the requesting party or relevant stakeholders of the successful receipt of the missing documentation" - What is the intention of specifying this step as a requirement?	Updated	Christof Pluddemann	City of Cape Town	31-Oct-24		Kashnee Sewnarain	In progress	This step was intended to confirm receipt of the missing documentation requested. We will remove this, as it is not a significant step.
169	6.7.4. Sub-Process Detail	Page 90 - Obtain Missing Documentation - "6. Coordinate Internal Distribution: Distribute the received documentation to relevant departments, personnel, or stakeholders involved in regulatory compliance, project management, or operational decision-making." - Explicit distribution may not be necessary if the data is available in a system to relevant stakeholders.	Updated	Christof Pluddemann	City of Cape Town	31-Oct-24		Kashnee Sewnarain	In progress	Agreed. Will update
170	6.7.4. Sub-Process Detail	Page 90 - "Inspect Asset" - Is this commissioning and hand over?	Updated	Christof Pluddemann	City of Cape Town	31-Oct-24		Kashnee Sewnarain	In progress	It will include both commissioning and handover. Will update wording
171	6.7.4. Sub-Process Detail	Page 90 - Inspect Asset -1. Preparation and Planning: Prepare for the asset inspection by reviewing documentation, and maintenance records, and scheduling the inspection based on regulatory requirements or operational priorities." - For an asset that has just reached practical completion?	Updated	Christof Pluddemann	City of Cape Town	Updated		Kashnee Sewnarain	In progress	Will update wording to determining maintenance requirements
172	6.7.4. Sub-Process Detail	Page 91 - Inspect Asset - "4. Physical Examination: Perform a physical examination of the asset to assess its overall condition, functionality, and operational performance. Check for signs of wear, damage, or deterioration." - Just after recent practical completion?	Updated	Christof Pluddemann	City of Cape Town	31-Oct-24		Kashnee Sewnarain	In progress	This was considered due to assets taking a long time to be constructed and reaching practical completion. Will update wording to be more clear regarding this.
173	6.7.4. Sub-Process Detail	Page 91 - Inspect Asset - " 5. Functional Testing: Conduct functional testing or operational checks to verify that the asset operates as intended and meets performance requirements. Test key functionalities and components." - Has commissioning and hand over been done or is this it?	Clarity	Christof Pluddemann	City of Cape Town	31-Oct-24	02-Dec-24	Kashnee Sewnarain	Completed	This was intended to be commissioning and handover
174	6.7.4. Sub-Process Detail	Page 91 - Inspect Asset - "6. Documentation Review: Review documentation associated with the asset, including maintenance logs, service history , warranties, and compliance certificates. Verify that documentation is up-to-date and complete." - Just after recent practical completion?	Updated	Christof Pluddemann	City of Cape Town	31-Oct-24		Kashnee Sewnarain	In progress	This is confirm maintenance requirements and link to maintenance plan. To update
175	6.7.4. Sub-Process Detail	Page 91 - Inspect Asset - "8. Reporting and Analysis: Prepare inspection reports summarising findings, observations, and recommendations for corrective actions or maintenance interventions . Analyse data to identify trends or recurring issues ." - Just after recent practical completion?	Updated	Christof Pluddemann	City of Cape Town	31-Oct-24		Kashnee Sewnarain	In progress	Agreed, not relevant. Will update
176	6.7.4. Sub-Process Detail	Page 91 - Inspect Asset - "9. Maintenance Recommendations: Based on inspection findings, recommend maintenance activities, repairs, or upgrades . Prioritise actions to address critical issues affecting asset performance or safety." - Just after recent practical completion?	Updated	Christof Pluddemann	City of Cape Town	31-Oct-24		Kashnee Sewnarain	In progress	Agreed, not relevant. Will update
177	6.7.4. Sub-Process Detail	Page 92 - Report Damage/Discrepancy - "7. Assessment of Causes: Investigate root causes contributing to the damage or discrepancy. Consider factors such as wear and tear , environmental conditions, vandalism, or operational failures." - Just after recent practical completion?	Updated	Christof Pluddemann	City of Cape Town	31-Oct-24		Kashnee Sewnarain	In progress	May be relevant where the asset has been standing for a long time. Will update wording.

m SCOA REGULATIONS  
 NATIONAL TREASURY ASSET WORKGROUP MEETINGS

No.	Presented Agenda Item	Description of Comments/ Questions	Potential Impact	Contributor Name	Contributor Organisation	Date Received	Date Closed	Action Owner	Progress Status	Notes
178	6.7.4. Sub-Process Detail	<p>Page 92 - "Unbundle Assets in accordance with methodology - "Unbundling assets involves disaggregating or separating assets into individual components or units. This may also be necessary when decommissioning assets. Unbundling allows for the proper maintenance, Depreciation, sale, or transfer of assets as needed.</p> <ol style="list-style-type: none"> <li>1. Review Asset Portfolio: Review the organisation's asset portfolio to identify unbundled assets. Consider factors such as asset utilisation, strategic priorities, and operational requirements.</li> <li>2. Define Unbundling Objectives: Clearly define the objectives and reasons for unbundling assets. Determine whether the goal is to divest non-core assets, optimise resource allocation, streamline operations, or facilitate asset transfer or sale.</li> <li>3. Identify Assets for Unbundling: Based on the defined objectives and strategic considerations, identify the specific assets or asset categories that will be unbundled. Determine which assets can be separated or disaggregated effectively.</li> <li>4. Assess Asset Interdependencies: Evaluate the interdependencies between assets to understand how unbundling will impact operations, workflows, and system integration. Consider how the unbundling process will affect asset performance, functionality, and overall operational efficiency.</li> <li>5. Develop an Unbundling Plan: Develop a comprehensive plan outlining the steps, timelines, and resources required to unbundle assets effectively. Specify roles, responsibilities, and communication protocols to ensure coordination and alignment.</li> <li>6. Determine Unbundling Method: Based on their nature, complexity, and operational context, choose the appropriate method for unbundling assets. Options may include physical separation, legal restructuring, financial restructuring, or operational restructuring.</li> <li>7. Separate Assets: Begin the unbundling process by physically separating or disaggregating assets into individual components,</li> </ol>	Updated	Christof Pluddemann	City of Cape Town	31-Oct-24		Kashnee Sewnarain	In progress	Yes, this would be after practical completion. Will streamline procedures

m SCOA REGULATIONS  
NATIONAL TREASURY ASSET WORKGROUP MEETINGS

No.	Presented Agenda Item	Description of Comments/ Questions	Potential Impact	Contributor Name	Contributor Organisation	Date Received	Date Closed	Action Owner	Progress Status	Notes
179	6.7.4. Sub-Process Detail	<p>Page 94 - Categorise Components - " 1. Inventory Identification: Identify and categorize components or parts used within the local government, including infrastructure components, equipment parts, spare parts, materials, and consumables.</p> <p>2. Create Cataloging System: Establish a structured cataloging system or database to systematically organize and categorize components. Use standardized naming conventions, part numbers, or codes to facilitate easy identification and retrieval.</p> <p>3. Document Component Details: Document detailed information for each component, including descriptions, specifications, dimensions, manufacturer details, technical specifications, and compatibility information as relevant.</p> <p>4. Capture Inventory Levels: Record inventory levels for each cataloged component to track quantities on hand, reorder points, and stock availability. Implement inventory control measures to ensure adequate stock levels for operational needs.</p> <p>5. Update Records Regularly: Regularly update catalog records to reflect changes in inventory levels, additions of new components, or removal of obsolete items. Maintain accuracy and completeness of information for effective inventory management.</p> <p>6. Utilize Coding and Tagging: Assign unique codes or identifiers to each cataloged component for easy identification and tracking. Use barcode labels, RFID tags, or other tagging methods to streamline inventory management processes.</p> <p>7. Integrate with Asset Management: Integrate cataloged component data with existing asset management systems or databases used by the local government. Ensure seamless integration for comprehensive asset tracking and lifecycle management.</p> <p>8. Accessibility and Retrieval: Ensure cataloged components are easily accessible for authorized personnel responsible for procurement, maintenance, repairs, and project planning. Facilitate quick retrieval of information to support timely decision-making.</p>	Updated	Christof Pluddemann	City of Cape Town	31-Oct-24		Kashnee Sewnarain	In progress	Noted. To update
180	6.7.4. Sub-Process Detail	Page 95 - "Store componentisation documents" - Does this description relate to the 10 procedure items listed alongside prescribing how to manage materials store?	Updated	Christof Pluddemann	City of Cape Town	31-Oct-24		Kashnee Sewnarain	In progress	Will update wording
181	6.7.4. Sub-Process Detail	Page 95 - "6. Implement Inventory Control Procedures: Implement inventory control procedures to monitor incoming and outgoing components. Use barcode scanning, RFID technology, or manual logging to track inventory movements accurately." - Might there be other valid options/ways?	Updated	Christof Pluddemann	City of Cape Town	31-Oct-24		Kashnee Sewnarain	In progress	These are examples for consideration. Will upate wording

m SCOA REGULATIONS  
NATIONAL TREASURY ASSET WORKGROUP MEETINGS

No.	Presented Agenda Item	Description of Comments/ Questions	Potential Impact	Contributor Name	Contributor Organisation	Date Received	Date Closed	Action Owner	Progress Status	Notes
182	6.7.4. Sub-Process Detail	<p>Page 95 - Update Asset Management System - "1. Gather the allocated budget information for plan projects within the full asset life cycle management framework, including budget amounts allocated to specific assets and project components.</p> <p>2. Access the organisation's asset management system, ensuring connectivity and permissions to update asset-related information.</p> <p>3. Enter the allocated budget information into the asset management system, associating each allocation with the corresponding asset or project identifier.</p> <p>4. Update asset records in the system to reflect any changes or modifications resulting from the project planning phase, including maintenance schedules, upgrade plans, and replacement timelines.</p> <p>5. Document any additional details or notes related to the allocated budget, project scope, or asset management activities within the asset management system for future reference.</p> <p>6. Verify the accuracy and completeness of the updated asset management system data, cross-referencing budget allocations with project plans and asset information to ensure consistency.</p> <p>7. Conduct a system-wide review to identify any discrepancies, errors, or inconsistencies in the updated asset management data, resolving issues promptly to maintain data integrity.</p> <p>8. Communicate updates to relevant stakeholders, including asset managers, project teams, and finance departments, to ensure awareness and alignment with the updated asset management information.</p> <p>9. Establish procedures and protocols for ongoing maintenance and updates to the asset management system, ensuring that it remains up-to-date and reflective of the organisation's asset-related activities and financial resources. " - Is this all for recently installed/added assets just after their practical completion?</p>	Updated	Christof Pluddemann	City of Cape Town	31-Oct-24		Kashnee Sewnarain	In progress	Will streamline wording
183	6.8.2. Sub-Process Triggers and Outputs	<p>Page 97 - "Triggers: •Automated reminder of monthly submission due " - Wouldn't custodian assignment be part of asset hand-over/acceptance/take-on?</p>	Updated	Christof Pluddemann	City of Cape Town	31-Oct-24		Kashnee Sewnarain	In progress	Will update
184	6.8.4. Sub-Process Detail	Page 100 - Evaluate custodians in terms of delegations / policy - Recruitment process?	Updated	Christof Pluddemann	City of Cape Town	31-Oct-24		Kashnee Sewnarain	In progress	Agreed, this shall be amended to remove detail procedures that is recruitment aligned
185	6.8.4. Sub-Process Detail	Page 101 - "Select Custodian" - Recruitment process?		Christof Pluddemann	City of Cape Town	31-Oct-24		Kashnee Sewnarain	In progress	This is not recruitment. Will look at a streamlined procedure
186	6.8.4. Sub-Process Detail	Page 101 - "Notify Custodian" - Recruitment process?		Christof Pluddemann	City of Cape Town	31-Oct-24		Kashnee Sewnarain	In progress	This is not recruitment. Will look at a streamlined procedure

m SCOA REGULATIONS  
NATIONAL TREASURY ASSET WORKGROUP MEETINGS

No.	Presented Agenda Item	Description of Comments/ Questions	Potential Impact	Contributor Name	Contributor Organisation	Date Received	Date Closed	Action Owner	Progress Status	Notes
187	6.8.4. Sub-Process Detail	<p>Page 102 - Provide necessary training and documentation - "To ensure custodians are equipped to fulfil their responsibilities effectively, local governments provide essential training and documentation. This process involves assessing their specific needs, developing a tailored training plan covering asset management policies, safety procedures, and regulatory compliance, and providing comprehensive resources and hands-on support. By fostering understanding and proficiency through structured learning, custodians are empowered to safeguard and manage local government assets responsibly.</p> <ol style="list-style-type: none"> <li>1. Assess the specific training needs of the custodian based on their assigned responsibilities, regulatory requirements, and operational procedures.</li> <li>2. Develop a comprehensive training plan that includes sessions on asset management policies, safety protocols, maintenance procedures, and compliance regulations.</li> <li>3. Customise training materials to align with the custodian's role and incorporate practical examples relevant to local government assets and operations.</li> <li>4. Schedule training sessions at convenient times for the custodian, ensuring they have adequate opportunities to learn and ask questions.</li> <li>5. Provide access to online resources, manuals, and procedural documents that supplement the training sessions and serve as reference materials.</li> <li>6. Conduct hands-on demonstrations or simulations to familiarise the custodian with equipment operation, maintenance tasks, and emergency procedures.</li> <li>7. Assign a mentor or experienced colleague to guide the custodian through initial tasks and offer ongoing support and feedback.</li> <li>8. Administer assessments or quizzes to evaluate the custodian's</li> </ol>	Updated	Christof Pluddemann	City of Cape Town	31-Oct-24	02-Dec-24	Kashnee Sewnarain	Completed	It is describing the task of providing necessary training and documentation
188	6.8.4. Sub-Process Detail	Page 104 - Update Asset System - "Update system with custodian assignments.	Updated Modelling	Christof Pluddemann	City of Cape Town	31-Oct-24	02-Dec-24	Kashnee Sewnarain	Completed	Updated and removed unnecessary detail