



# Asset management

## How to assess use and condition of assets

### VISIT

Visit each asset to establish its existence, to put it on the asset register and to assess the use and the condition of the asset. Regular follow-up visits will be necessary to reassess the use and condition of the asset. Service delivery staff must be responsible for these visits.

### LINK

Link each community asset with the service it provides.

### TALK

Talk with those people most involved. To find out information about the history, use and condition of each community asset, talk to:

- Facility manager.
- The group with a special interest in the facility.
- Traditional authorities and leaders.
- Elected officials, including ward councillors or community representatives and ward committees.

### STANDARD

Establish what standard is expected for the supply of each service. The municipality or province should determine this standard when the budget for the service was approved following community consultation. A service standard is a measure of the expected level of service to be delivered using the asset.

### CONDITION

Assess the condition of each community asset on a five-point scale as follows:

Scale	Asset Condition	Maintenance Need
5	New or nearly new	Nil
4	Good	Minor maintenance
3	Fair	Routine or recurrent maintenance
2	Poor	Major maintenance to return to adequate service provision
1	Failed	Replacement or renewal.

### REASSESS

Reassess the condition of each asset from time to time to ensure that it can keep on meeting service standards and find out whether any maintenance is needed.

Reference:

Hope, D. & Rimmington, G. (2005). *Community asset management guidelines for provincial and municipal staff*. Brisbane City Enterprises, Australia.)

