



An **asset register** is a list of all the assets, each with its own unique number, grouped in types.

Without an **asset register**, the provincial or municipal government has no idea which assets they are responsible for on behalf of the community.

### HOW DO I COMPILE AN ASSET REGISTER?

1. Make a list of all the community assets.  
(See fact sheet **DWAF/WA5a**).
2. Sort the assets into different types.  
(See fact sheet **DWAF/WA5a**).
3. Give each asset a unique identification number for easy storage of information on the asset. Attach lots of information with as much detail as possible to each identifier.  
(See fact sheet **DWAF/WA5b**).
4. Create an asset register that can be added to.  
(See fact sheet **DWAF/WA5c**).
5. Register assets immediately  
(See fact sheet **DWAF/WA5c**).
6. Make sure that each asset has at least some general, basic information.  
(See fact sheet **DWAF/WA5c**).

#### Reference:

Hope, D. & Rimmington, G. (2005). Community asset management. Brisbane City Enterprises, Australia, pp.14 and 15.

