

Asset Management

Title	Produced by	Location	Cost	Comments
Section 2: Asset Management (Resources primarily related to Section 2 standards)				
Good Practice Guide 11 – Responsive Repairs and Maintenance	New South Wales Federation of Housing Associations Suite 301, 64-76 Kippax Street, Surry Hills NSW 2010 Phone: (02) 9281 7144 Fax: (02) 9281 7603 Email: nswfha@communityhousing.org.au	http://www.communityhousing.org.au and select Publications . Click on the link Publications produced by the NSW Federation of Housing Associations . Under the Publications List , select Resources for Housing Management . Find Good Practice Guides (1998-2004) and click on more info to access an order form.	Members \$11 inc GST Others \$15 inc GST Full set of 12 Guides is \$88 for members or \$108 for non members	Considers why organisations need policies for responsive repairs and maintenance, how these policies work in practice, and how to assess the impact of good practice in this area. Checklists, sample forms, formats and model policies and procedures are provided on disk.
Property Management versus Asset Management: How Are They Different?	Excerpt from The Role of the Asset Management Committee: Managing the Manager, written by the Consortium for Housing and Asset Management (CHAM). Contact: The Enterprise Foundation. 10227 Wincopin Circle Suite 500 Columbia, MD 21044 Email: mail@enterprisefoundation.org	http://www.enterprisefoundation.org . Go to Practitioner Resources , then Enterprise Resource Database (ERD) . Click on Housing , then Property & Asset Management . Scroll down until you find the document (documents are listed alphabetically) and click View This Resource .	Free	Provides a brief overview of the characteristics of property management and asset management.
Asset Maintenance Strategic Planning	New South Wales Government Asset Management Committee (GAMC) Level 25, Governor Macquarie Tower, 1 Farrer Place, Sydney NSW 2000 Phone: (02) 9228 4451 Fax: (02) 9228 4642 Email: gamc.secretariat@dpws.nsw.gov.au	http://www.gamc.nsw.gov.au , then select TAM Manual , then Asset Maintenance . Scroll down to Publications to download the manual in PDF format.	Free	Involves a seven stage maintenance planning process. Includes a planning checklist, ideas for measuring performance, and an abbreviated example of the development of a Maintenance Plan.

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Developing an Asset Management Plan	<p>Laura Junglas and Meg Slifcak for the Consortium of Housing Asset Management Conference 2002.</p> <p>Contact: c/o 10227 Wincopin Circle, Suite 500, Columbia, MD 21044</p>	<p>http://www.cham.org and select Resources, then click on Developing an Asset Management Plan to download the document.</p>	Free	<p>Useful section on risk management with a helpful check list. Outlines the importance of having appropriate and sufficient insurance and a disposal/exit strategy for properties.</p>
Asset Management 2001	<p>Australian Procurement and Construction Council Inc. (APCC) PO Box 106 Deakin West ACT 2600 AUSTRALIA</p> <p>Phone: (02) 6285 2255</p> <p>Fax: (02) 6282 3787</p> <p>info@apcc.gov.au</p>	<p>http://www.apcc.gov.au, then select Publications. Under subject heading Construction, select Asset Management to download the document or order a hard copy by completing the online order form.</p>	Free	<p>Aims to integrate asset planning into broader planning framework. Sections on Principles of Asset Management, Benefits of a Strategic Approach and Asset management.</p> <p>Framework may be most useful to, or adaptable by, larger housing providers.</p>
<p>Stock Condition Surveys For Registered Social Landlords - 2nd Edition (Sept 2002)</p> <p>ISBN: 0 86297 477 1</p>	<p>The National Housing Federation, Lion Court, 25 Procter Street London, WC1V 6NY</p> <p>E-mail: info@housing.org.uk</p>	<p>http://www.housing.org.uk then go to Products and Services, then Asset Management and Maintenance, and then select the above resource from the page.</p>	Approx \$130 inc international postage and handling	<p>Designed to assist smaller registered social landlords in the United Kingdom with planning and managing the repair and maintenance of their housing stock. Takes a step-by-step approach to carrying out a stock condition survey and provides appropriate tools.</p>
<p>A National Framework for the design, construction and maintenance of Indigenous Housing. (Sept. 1999)</p> <p>ISBN: 0642 39979 4</p>	<p>Commonwealth Department of Family and Community Services for the Commonwealth, State and Territory Housing Ministers' Working Group on Indigenous Housing (September 1999)</p> <p>Contact: The Director, Indigenous Policy Unit, Dept. of Family and Community Services, PO Box 7788 CANBERRA MAIL CENTRE ACT 2610</p> <p>Phone: (02) 6244 7788</p>	<p>http://www.atsic.gov.au and select Publications, then Online Publications. An alphabetical list of publications will appear. Select 'N' and then click on the title of this resource to download a copy.</p> <p>Alternatively contact The Director, Indigenous Policy Unit, Canberra on (02) 6244 7788.</p>	Free	<p>Focuses on four key housing issues: safety, health, quality control, and sustainability which form the principles for the national framework. Should be read in conjunction with the National Indigenous Housing Guide.</p>

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National Indigenous Housing Guide: Improving the living environment for safety, health and sustainability, Sept 1999	Indigenous Policy Unit, Department of Family and Community Services PO Box 7788 CANBERRA MAIL CENTRE ACT 2610 Phone: (02) 6244 7788	http://www.atsic.gov.au and select Publications , then Online Publications . An alphabetical list of publications will appear. Select ' N ' and then click on National Indigenous Housing Guide . Scroll down the page to where the publication can be downloaded chapter by chapter.	Free	Aimed at providers of Indigenous housing but relevant to all housing providers.
Buildings - Guide to Access Requirements	Disability Services Commission, Western Australia PO Box 441, West Perth WA 6872 General enquiries: (08) 9426 9200 Country callers: Freecall 1800 998 214 Main fax: (08) 9226 2306 Email: dsc@dsc.wa.gov.au	http://www.dsc.wa.gov.au and select Publications & Links . From the Categories list, select Access . Click on the publication to download in PDF format.	Free	Covers design implications for access for people with physical, sensory and communication disabilities, legislative requirements relating to access, planning for access and provides a Buildings and Facilities Access Checklist.
Asset Strategy	New South Wales Government Asset Management Committee (GAMC) Level 25, Governor Macquarie Tower, 1 Farrer Place, Sydney NSW 2000 Phone: (02) 9228 4451 Fax: (02) 9228 4642 Email: gamc.secretariat@dpws.nsw.gov.au	http://www.gamc.nsw.gov.au , then select TAM Manual . Under the heading TAM Overview select Asset Strategy to download this section of the manual in PDF format.	Free	"The <i>Asset Strategy</i> enables agencies to establish the asset portfolio that most appropriately, effectively and efficiently meets their service delivery requirements" (p2). Provides a planning process for the development of an Asset Strategy.
Should We Accept That Property?	Bill Batko, Mickey Diggs, Bill Duncan and Moustafa Mourad for the Consortium for Housing and Asset Management (CHAM) Contact: The Enterprise Foundation. 10227 Wincopin Circle Suite 500 Columbia, MD 21044 Email: mail@enterprisefoundation.org	http://www.enterprisefoundation.org and select Practitioner Resources then Enterprise Resource Database (ERD) . Select Housing then Property & Asset Management . Scroll down until you find this document (listed alphabetically) and then click View This Resource .	Free	Covers developing a Property Acceptance Plan, Evaluating Organisational Capacity, Income, Expenses and Capital, Physical Conditions and Neighbourhood Conditions. Also contains pro-forma tools.

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Understanding Our Assets: A Self-Assessment Framework for Boards of Housing Associations	The Bank of Good Practice for Continuous Improvement, Housing Corporation, 149 Tottenham Court Road London W1T 7BN, UK E-mail: bgp@housingcorp.gsx.gov.uk	http://www.bankofgoodpractice.org and select Good Practice , then Decent Homes . Options available for this resource are View Summary, View Full Version (PDF) or View Text Only .	Free	Series of high-level questions that may be useful to some housing providers in developing their asset management strategy, or for evaluating the effectiveness of an existing strategy. Links to the Assessing Procurement framework (see below).
Assessing Procurement: Ensuring probity and value for money in property development, regeneration and maintenance procurement. A Self Assessment Framework for Boards of Housing Associations.	The Bank of Good Practice for Continuous Improvement, Housing Corporation, 149 Tottenham Court Road London W1T 7BN, UK E-mail: bgp@housingcorp.gsx.gov.uk	http://www.bankofgoodpractice.org and select Good Practice , then Probity . Options available for this resource are View Summary, View Full Version (PDF) or View Text Only .	Free	Links to Understanding Our Assets . Aims to "provide the tools board members need to challenge and review procurement systems, ...to seek out and promote best practice..., to build defences against impropriety and to make informed choices about property related procurement" (p2).
Managing the Assets: An introductory guide to asset management for housing associations	Karen Tait Published by: National Housing Federation Lion Court 25 Procter Street London WC1V 6NY Email: info@housing.org.uk	To order on line go to http://www.housing.org.uk , then go to Products & Services , then select Asset Management and Maintenance , select publication from list. This will give you an outline of the publication and allow you to order it online. Alternatively, send an email to publications@housing.org.uk stating that you wish to purchase this publication.	Approx \$135 inc P&H	Very comprehensive resource but will require adaptation to Queensland context. Covers all aspects of developing an asset management strategy. Recognises tenants as assets to be invested in and involved in the process. Explains the links between an asset management strategy, risk management and business planning.

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Put Your House in Order: Securing Your Supportive Housing Program's Future through Effective Asset Management.	Aids Housing of Washington 2014 East Madison, Suite 200 Seattle, WA 98122-2965 Email: info@aidshousing.org	http://www.aidshousing.org and select Resources , then select Resource Library and click on Best Practices . Resources are listed alphabetically so scroll down until you come to this publication. Click on the title to see an outline of the resource then click download .	Free	The resource contains a number of tools including exercises, questions, and examples to assist organisations in developing an asset management plan.
Total Asset Management Manual – TAM 2000, Revised 2003	New South Wales Government Asset Management Committee (GAMC) Level 25, Governor Macquarie Tower, 1 Farrer Place, Sydney NSW 2000 Phone: (02) 9228 4451 Fax: (02) 9228 4642 Email: gamc.secretariat@dpws.nsw.gov.au	http://www.gamc.nsw.gov.au , then select TAM Manual . Under Publications , download the manual in PDF format.	Free	Explains the five asset plans which comprise a Total Asset Management Strategy: Asset Strategy, Office Accommodation Strategy, Capital Investment Strategy, Asset Maintenance Strategic Plan, and Asset Disposal Strategy.