

NHVR

Strategic Local Government Asset Assessment Project

*Nominating Assets for SLGAAP in the NHVR Portal
Asset Capability tab*

Mandatory Asset Details

- Road Manager name
- Asset name
- Asset type
- Road Manager Asset ID

Optional Asset Details

- Road name
- Primary material*
- Design Standard*
- Construction year
- Overall length
- Overall width
- Have design drawings (yes/no)
- Last inspection date*

Span Details

- Span lengths

Spatial Details

- Asset location*

Attachments

- A valid Level 2 inspection report (see FAQs for more information)

Asset Data Checklist to Nominate for SLGAAP

Asset Details

Primary material*

Please choose closest resemblance to the asset and add comment for any additional materials

Design Standard*

Please choose closest resemblance to the asset and add comment if unknown/additional standards

Last inspection date*







If unknown, please enter current date and add comment that inspection has not been completed

Spatial Details

Asset location*

See step 6 for more information on adding location

The screenshot shows a web interface for managing an asset. At the top, it says 'Assets / Manage asset' and 'Manage asset'. Below this is a horizontal navigation bar with several tabs: 'ASSET DETAILS', 'SPAN DETAILS', 'SPATIAL DETAILS', 'ATTACHMENTS', 'CAPABILITY', 'TEST VEHICLES', 'COMMENTS', and 'REVIEW'. The 'COMMENTS' tab is highlighted with a red box and a mouse cursor. Below the navigation bar is a text input field labeled 'Comments (optional)' with a character count '0/10000' at the bottom right. At the bottom of the form are two buttons: 'SAVE' and 'CANCEL'.

Proposed selection & prioritisation criteria		Description
	Freight & Land Use Connectivity	Linking freight-dependent land uses (e.g. ports, mines, bulk handling facilities, grain receival terminals, industrial estates, rail heads or intermodal, saleyards, feedlots, agricultural, depots or airfields etc.)
	Regional Network Access	Linking towns or cities across Council boundaries or connecting to higher order freight networks including State or National Network corridors
	Heavy Vehicle Demand or Traffic Composition	Carrying moderate traffic volumes or heavy vehicle percentages, and located on identified networks or receiving moderate volumes of permit applications
	Functional Classification or Road Hierarchy	Higher order (primary or secondary) roads with a trunk infrastructure classification (e.g. arterial or sub-arterial, district or regional classification)
	Lifeline Function	Providing a single point of access to communities, lacking reasonably viable alternative routes or roads providing a relief route function during planned or unplanned incidents
	Strategic Alignment	Aligns to broader government or industry strategies for land use planning, asset management or economic development or identified in freight-specific investment programmes

Step-by-step guide

Step 1: Go to the Asset Capability Module in NHVR Portal

The screenshot displays the NHVR Portal interface. At the top left, the logo and text "REGULATOR NHVR Portal" are visible. At the top right, the user's name "National Heavy Vehicle ... Regulator User (general)" and a profile icon are shown. The left sidebar contains a list of navigation items: Home, Access permits, Access management (highlighted), Road management, National map, Access instruments, Pre Approvals, Consultation cases, Update requests, Asset capability (highlighted with a red box), ARAT reference vehicles, Registrations, Customer, Road Manager, Admin, Information Hub, Account, My profile, and Logout. The main content area is divided into two sections. The top section, titled "My notifications", features a table with columns for "Service", "Case No", and "Notification subject". Below this table, a message states "No notifications found" with a bell icon and a "0" badge. The bottom section, titled "Case state", features a table with columns for "Case state" and "Modifie... IF". Below this table, a message states "No cases found" with a briefcase icon and a "0" badge. At the bottom of the page, there is a pagination control showing "ITEMS PER PAGE: 20" and navigation arrows.

Step 2: Check if assets are already loaded within your LGA

➤ Is the asset already loaded within your Local Government Area account?

If yes, go to step 5
If no, go to step 3

Use filters to search for asset if required

The screenshot displays the 'Asset capability' interface. At the top right, there are buttons for 'ADD NEW ASSET' and 'IMPORT ASSETS'. Below these, there are options for 'COLUMNS', 'FILTERS', 'DENSITY', 'EXPORT', and 'RESET'. The 'FILTERS' option is highlighted with a red box and an arrow. A dropdown menu is open, showing a list of asset attributes: Asset Id, Asset Status, Asset Name, Asset Type, RM Asset Id, Road Name, Address, Geopoint, Asset Route, Maximum Vehicle Height, Maximum Vehicle Width, Assessment Status/Type, Primary Material, Articulation, Span Details, Design Standard, Construction Year, Culvert Type, Fill Depth, and Comments. The 'Asset Id' attribute is selected in the dropdown. The table below shows two rows of asset data:

Asset Id	Asset Status	Asset Name	Asset Type	RM Asset Id	Road Name
2915	Archived		Bridge	test	
2905	Archived		Bridge	test1234	

Do you want to bulk upload your asset data?

If **yes**, go to 'Slide 14 – Bulk Upload Assets'

If **no**, go to step 3 below

Step 3: Click add new asset

The screenshot shows the 'Asset capability' dashboard. At the top right, there are two buttons: 'ADD NEW ASSET' and 'IMPORT ASSETS'. The 'ADD NEW ASSET' button is highlighted with a red border. Below the buttons, there is a table with columns: Asset Id, Asset Status, Asset Name, Asset Type, RM Asset Id, Road Name, Address, Geopoint, and Asset Route. A single row is visible with Asset Id '2915', Asset Status 'Archived', Asset Type 'Bridge', and RM Asset Id 'test'.

Step 4: Enter all required data fields within the New Asset Gateway and click create

Required fields to create asset:

- Road manager name
- Asset name
- Asset Type (bridge/culvert)
- RM Asset ID

The screenshot shows the 'Add new asset' form. The form has a title 'Add new asset' and a subtitle 'Road asset information is vital in informing heavy vehicle route planning and access decision making for Road Managers and NHVR Access services. This gateway enables you to provision and maintain road assets (Bridges and Culverts) within your respective jurisdictions/LGAs.' Below the subtitle, there is a section 'Before you begin' with a paragraph of text. The form contains several input fields: 'Road Manager' (a dropdown menu with 'Enter name' below it), 'Asset Name', 'Asset Type' (a dropdown menu), 'RM Asset Id', and 'Road Name (optional)'. The 'CREATE' button is highlighted in red.

Step 5: Tick the 'Express interest in SLGAAP' button

Assets / Manage asset

Manage asset

[ASSET DETAILS](#) [SPAN DETAILS](#) [SPATIAL DETAILS](#) [ATTACHMENTS](#) [CAPABILITY](#) [TEST VEHICLES](#) [COMMENTS](#) [REVIEW](#)

Road Manager

Asset Status
 Draft Active Archived

Express interest in SLGAAP

Asset Name (optional)

Asset Type

RM Asset Id

Road Name (optional)

Primary Material (optional)

Design Standard (optional)

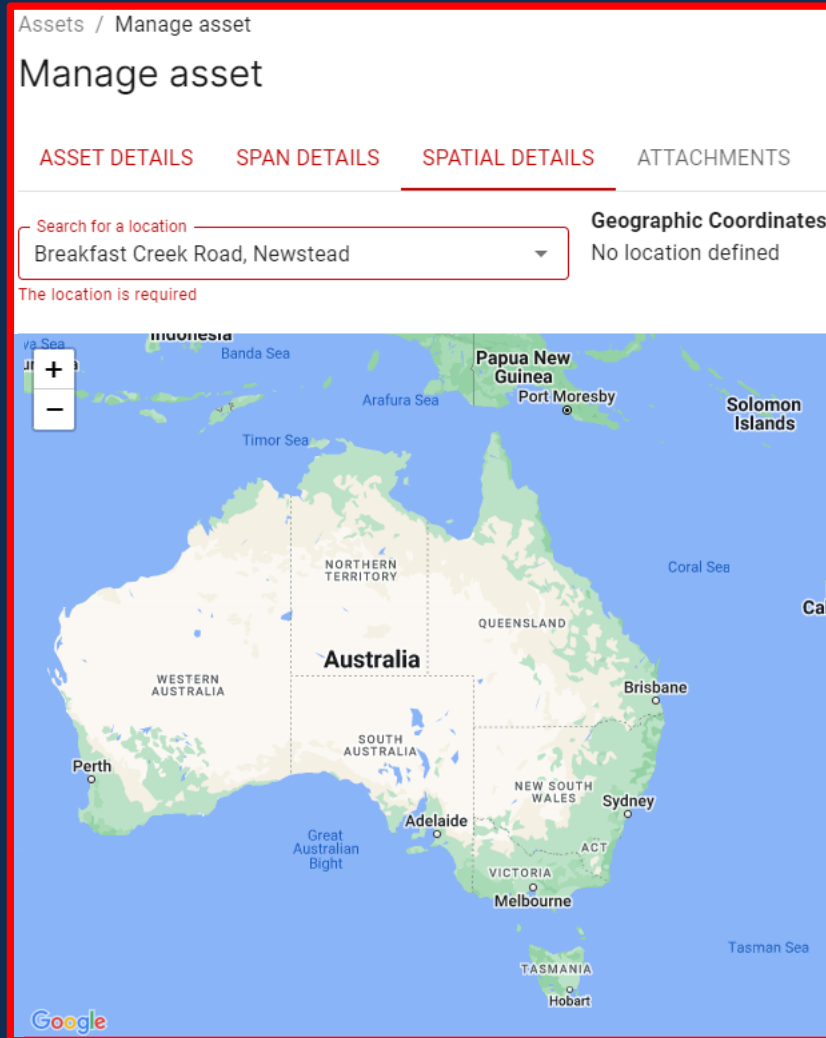
Construction Year (optional)

Overall Length (optional)

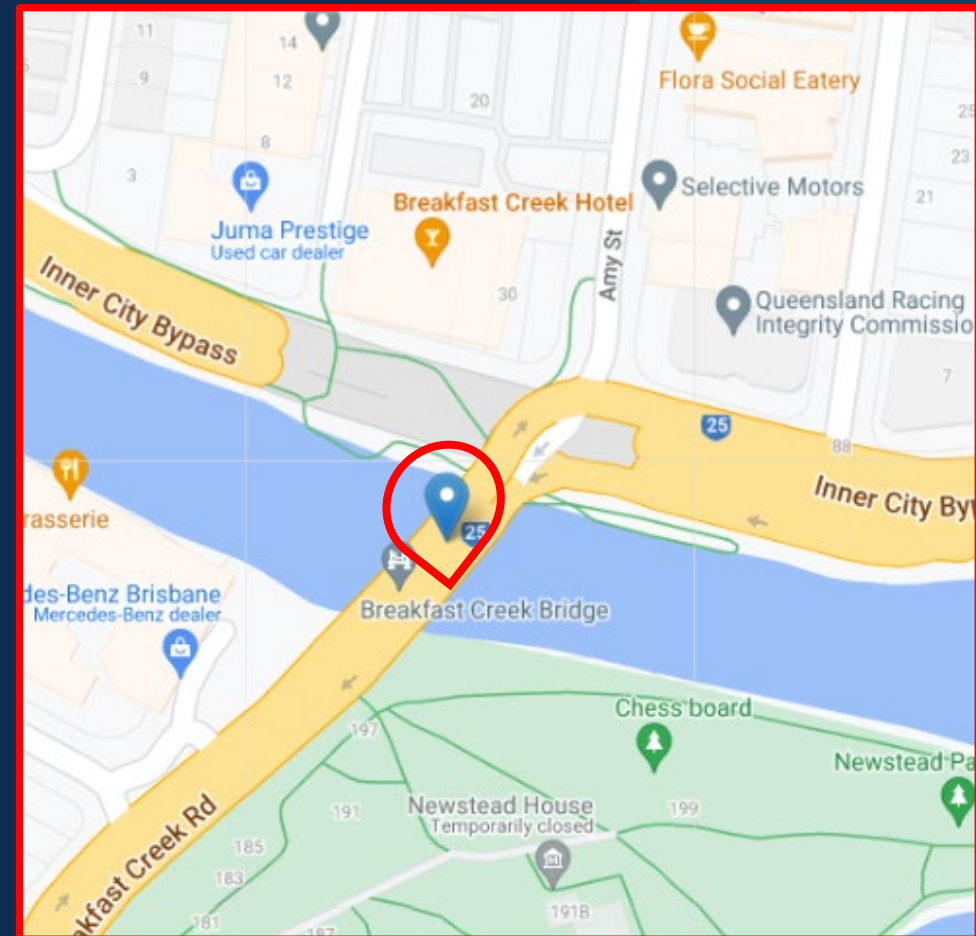
Overall Width (optional)

Step 6: Adding Spatial details - Option 1

1. Enter Road name into 'Search for a location' bar



2. Manoeuvre blue pin drop to asset location

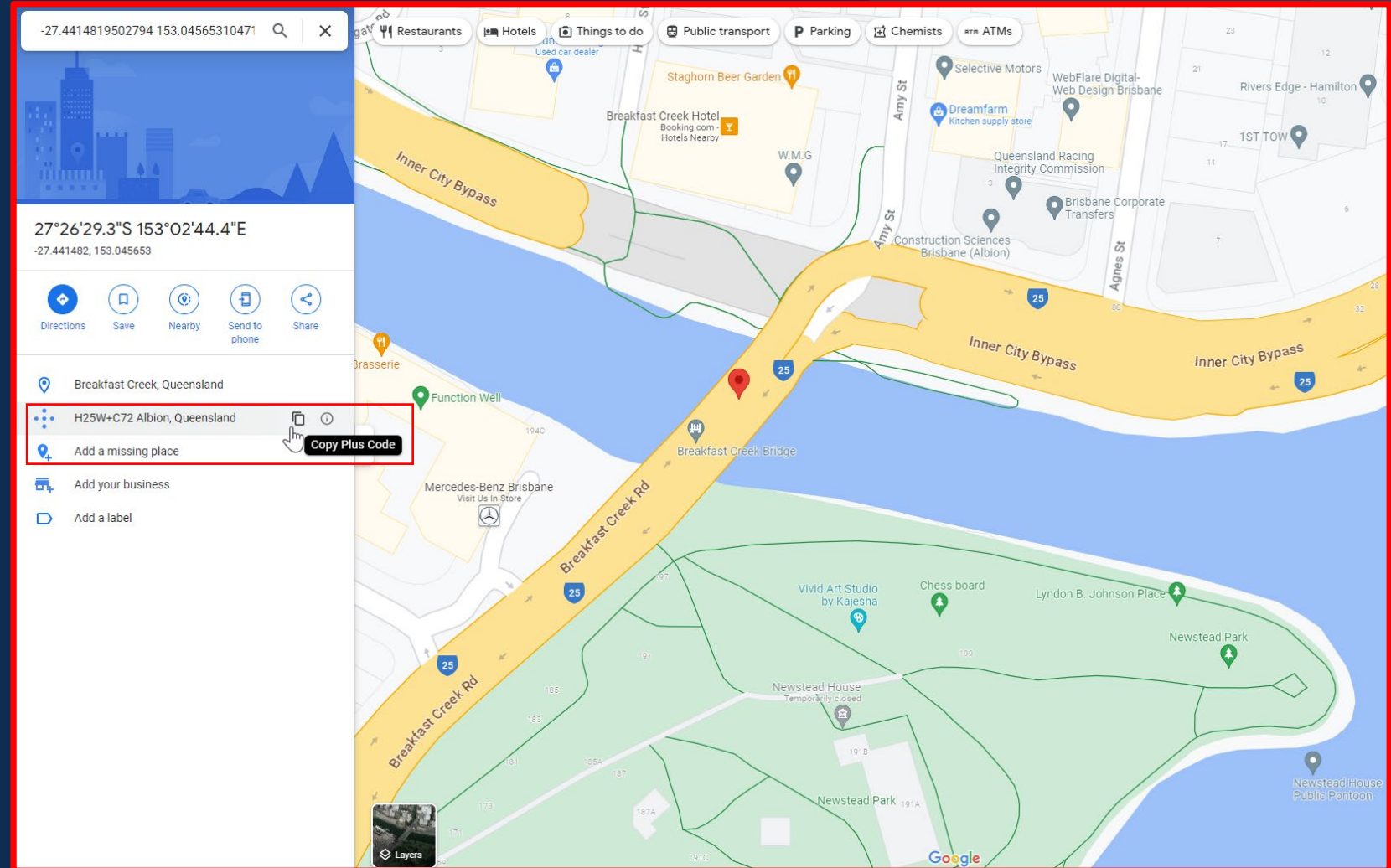


Step 6: Adding Spatial details - Option 2

1. Visit google maps on your browser

2. Paste lat/long coordinates into search bar (eg. -27.441 153.0456)

3. Copy 'Plus Code'



Step 7: Adding Inspection Report Attachments

Add level 2 inspection report to appropriate field via 'click to upload' or drag and drop

NOTE:

Please include other attachments in Miscellaneous documents if available:

- Design/construction drawings
- Asset photos

NHVR Portal

Assets / Manage asset

Manage asset

ASSET DETAILS SPAN DETAILS SPATIAL DETAILS **ATTACHMENTS** CAPABILITY TEST VEHICLES COMMENTS REVIEW

1 Initial Assessment (optional)

Click to upload or drag and drop
Accepted file types: .pdf, .doc, .docx, .xls, .xlsx (Max 60MB)

Filename	Description	Type	Size	
Assessment Report - SLGAAP Pha_ge (over Rocky Water Holes Ck).XLSX	Tier 2 Report - 15/10/2021	XLSX	3.28 MB	Download Edit Delete

0 Inspection Report (required to Nominate for SLGAAP asset assessment)

Click to upload or drag and drop
Accepted file types: .doc, .docx, .pdf (Max 60MB)

0 Miscellaneous documents (optional)

Click to upload or drag and drop
Accepted file types: .jpg, .jpeg, .jpe, .png, .pdf, .doc, .docx (Max 60MB)

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Bulk Upload Assets

Click 'Import Assets' to open data import tool

The screenshot shows a web interface for 'Asset capability'. At the top right, there are two buttons: 'ADD NEW ASSET' and 'IMPORT ASSETS'. The 'IMPORT ASSETS' button is highlighted with a red box, and a red arrow points to it from the text on the left. Below the buttons is a table with columns: Asset Id, Asset Status, Asset Name, Asset Type, RM Asset Id, Road Name, Address, Geopoint, and Asset Route. Two rows of data are visible, both with 'Archived' status. The first row has Asset Id 2915, Asset Type Bridge, and RM Asset Id test. The second row has Asset Id 2905, Asset Type Bridge, and RM Asset Id test1234. At the bottom right, there is a pagination control showing 'Rows per page: 10' and '1-2 of 2'.

Asset Id	Asset Status	Asset Name	Asset Type	RM Asset Id	Road Name	Address	Geopoint	Asset Route
2915	Archived		Bridge	test			43.123, 123.1234	
2905	Archived		Bridge	test1234				

Bulk Upload

1. Download and complete the asset template

2. Upload completed template to data import tool

NOTE:
This section provides data examples/formats to follow

Data import tool

1 Load data 2 Check data 3 Import data

Upload from source file

[Download and use the template](#)

Drag and drop .csv (Max. 20MB) here or [BROWSE FILES](#)

Click here and paste data

Paste copied data from your clipboard into the field below.

Paste data here

Example

The fields available to import and example values are provided below.

Asset Name	Asset Type	RM Asset Id	Road Name	Latitude	Longitude	Maximum Vehicle Height	Maximum Vehicle Width	Assessment Status/Type	Primary Material	Articulation	Span Details	Design Standard	Construction Year	Culvert Type	Fill Depth	Comments
Bridge name	Bridge	BR01	Road name	-36.894723	49.909707	4.6	3.2	Not conducted	Concrete	Simple		UDL	1999	Pipe - Single	1.2	My ass

[CHECK DATA](#) [CLEAR DATA](#) [CLOSE](#)

Bulk Upload

3. Click 'Check Data' to show any validation errors in red

4. Fix any data errors

NOTE:
This section shows any data validation errors in red

Data import tool

Progress: 1. Load data (checked), 2. Check data, 3. Import data

Check complete

#	Asset Name	Asset Type	RM Asset Id	Road Name	Latitude	Longitude	Maximum Vehicle Height	Maximum Vehicle Width	Assess	Check
1	test	Bridge	<div style="border: 1px solid red; padding: 2px;">RM Asset Id is required</div>				m	m		Invalid

Total records: 1 | Valid records: 0 | Invalid records: 1

CHECK DATA CLEAR DATA CLOSE

Bulk Upload

5. Once data errors are fixed, green 'valid' box will display on right side

6. Click 'Import Data'

Data import tool

Progress: 1. Load data (checked), 2. Check data, 3. Import data

Check complete

#	Asset Name	Asset Type	RM Asset Id	Road Name	Latitude	Longitude	Maximum Vehicle Height	Maximum Vehicle Width	Assess	Check
1	test	Bridge	test				m	m	<input type="checkbox"/>	Valid

Total records: 1 | Valid records: 1 | Invalid records: 0

IMPORT DATA PREVIOUS CLOSE

Bulk Upload

NOTE:
Any duplicate assets
will be
skipped.

7. Close the tool.

Data import tool

Load data ✓ Check data ✓ Import data ✓

Import complete

#	Asset Name	Asset Type	RM Asset Id	Road Name	Latitude	Longitude	Maximum Ve...	Maximum Ve...	Assessment ...	Primary Mate...	Articulation	Span Details	Design Stand...	Constructi	Status
1	test	bridge													Duplicate

Total records: 1 | Imported: 0 | Errors: 0 | Duplicate (skipped): 1

[CLOSE](#)

Bulk Upload

If you are happy with the bulk upload, click on each uploaded asset ID to open and express interest in SLGAAP (Step 5)

Asset capability

ADD NEW ASSET IMPORT ASSETS

Default view MANAGE VIEWS SAVE VIEW COLUMNS FILTERS DENSITY EXPORT RESET

Asset Id	Asset Status	Asset Name	Asset Type	RM Asset Id	Road Name	Address	Geopoint	Asset Route
2915	Archived		Bridge	test			43.123, 123.1234	
2905	Archived		Bridge	test1234				

Rows per page: 10 1-2 of 2

FAQs

What is a valid inspection report?

A valid inspection to any of the state asset inspection manuals.

These types of inspections are detailed inspections where every element is inspected and systematically given a condition rating (1-4) and all major defects are systematically logged and described using a supplied template/format.

A Level 2 inspection is preferred, however, please upload a Level 1 if that is all that is available.

In terms of currency, an inspection needs to have been undertaken within the current inspection cycle for a structure. The recommended intervals between inspections are documented in state manuals and can vary from jurisdiction to jurisdiction and often based on the condition that the structure was in during the previous inspection.

As a guide:

- Concrete: No more than 5 years since last inspection
- Steel: No more than 3 years since last inspection
- Timber: No more than 2-3 years since the last inspection

Where to find state asset information manuals?

QLD:

<https://www.tmr.qld.gov.au/business-industry/Technical-standards-publications/Structures-Inspection-Manual>

NSW:

<https://roads-waterways.transport.nsw.gov.au/business-industry/partners-suppliers/disciplines/asset-management.html>

VIC:

<https://www.vicroads.vic.gov.au/business-and-industry/technical-publications/bridges-and-structures>

SA:

https://dit.sa.gov.au/documents/road_structures_inspection_manual

WA:

<https://www.mainroads.wa.gov.au/globalassets/technical-commercial/technical-library/structures-engineering/asset-management/inspection-inventory-guidelines/detailed-visual-bridge-inspection-guidelines-for-concrete-and-steel-bridges-level-2-inspections.pdf>

Key Terms – Types of assessments

Types	Asset Assessment Detail
Tier 1	<p>Tier 1 bridge assessments are performed using the reference vehicle technique, comparing the worst load effects of an application vehicle on a given structure compared to a reference vehicle which would be considered suitable to travel over the structure. Key inputs to the assessment are:</p> <ul style="list-style-type: none"> - Span Length, - Span continuity, - Level 2 Structure condition (includes design drawings fully defining all geometry and reinforcing, any material specifications used that define required material performance and as-built records - whether as-built drawings if available).
Tier 1/2D	<p>Using either an in-lane design vehicle or a known historic in lane vehicle, determine the equivalent rating for straddling lane vehicles using a grillage analysis based on measured section properties. Used in situations where the internal design details are not known and an accurate straddling lane reference vehicle is needed to be produced from existing in lane design/known vehicles.</p>
Tier 2	<p>A Tier 2 bridge assessment focuses on using structural engineering principles to identify the theoretical maximum load effects the structure can withstand as governed by the material and configuration (capacity assessment). Two-dimensional analysis techniques such as a grillage analysis or a line model analysis using girder distribution factors are typically used to determine the theoretical loads from the application vehicle load case. The results of the loading analysis are then compared to a theoretical estimate of the structural capacity of each member of the bridge. Key inputs to the assessment are:</p> <ul style="list-style-type: none"> - As-Built Drawings (if available), - Component Geometries and Material Properties to construct analytical models, - Site Measurements (if necessary), - Assessment Vehicles, and - Level 2 Structure Condition.
Tier 3	<p>Assessment or testing activities that employ methodologies other than typically accommodated in the Australian Standards, including potential benefits over and above a Tier 2 asset assessment.</p>
Asset Improvement Report (AIR)	<p>Where assets do not have the capacity to support the desired heavy vehicle movements on the network an Asset Improvement Report will outline the actions required to improve the asset capacity; repair or renewal.</p>

Key Terms – Types of asset/bridge inspection reports

Level 1	Routine Maintenance Inspection (Level 1) - a visual inspection to check the overall serviceability of the structure and identify maintenance issues.
Level 2	Detailed component Condition Inspection (Level 2) - consists of a detailed report outlining the condition state of every structural component.
Level 3	Detailed Structural Engineering and Material Inspection (Level 3) - analytical analysis of a structure with suitable defect identification and investigation.

If you require any support in completing the nominations:

Contact the Help Centre: 13 NHVR (13 64 87)

Email the SLGAAP Team: roadassetproject@nhvr.gov.au