

The background image shows a wide river with a bridge in the distance. The bridge has a large metal structure with a central tower. The water is calm, reflecting the sky and the bridge. There are trees on both banks, some with yellow leaves, suggesting autumn. A large tree with a thick trunk is in the foreground on the right side.

NHVR

Strategic Local Government Asset Assessment Project

*Guide to Expressing Interest for SLGAAP via NHVR
Portal*

Asset Details

- Asset Name
- Asset Type (bridge or culvert)
- Road Manager Asset ID

Step-by-step guide

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

The screenshot displays the NHVR Portal interface. The top header includes the NHVR logo, the text "REGULATOR NHVR Portal", and the user information "National Heavy Vehicle ... Regulator User (general)". The left sidebar navigation menu lists various modules, with "Asset capability" highlighted in a red box. The main content area is divided into two sections: "No cases found" and "No notifications found".

Navigation Menu:

- Home
- Access permits
- Access management**
 - Road management
 - National map
 - Access instruments
 - Pre Approvals
 - Consultation cases
 - Update requests
 - Asset capability**
 - ARAT reference vehicles
- Registrations
- Customer
- Road Manager
- Admin
- Information Hub
- Account
- My profile
- Logout

Main Content Area:

WORKSPACE | **DASHBOARD**

My notifications

Service	Case No	Notification subject

No cases found

No notifications found

ITEMS PER PAGE: 20 | << < > >>

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

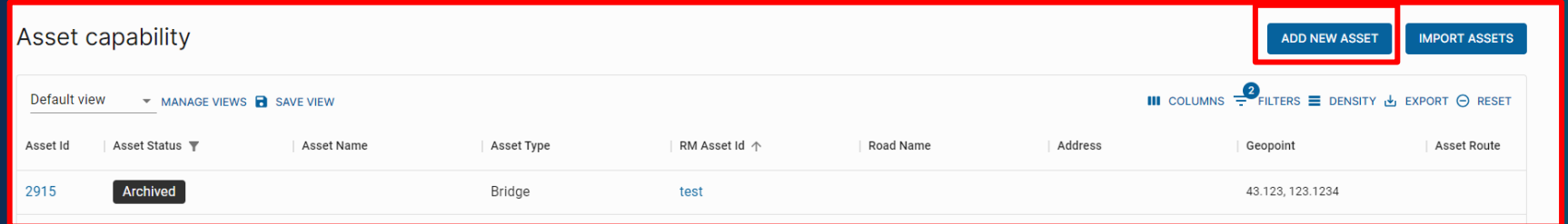
The screenshot displays the 'Asset capability' interface. At the top right, there are buttons for 'ADD NEW ASSET' and 'IMPORT ASSETS'. Below these, there are navigation options: 'Default view', 'MANAGE VIEWS', and 'SAVE VIEW'. The main area contains a table with columns: 'Asset Id', 'Asset Status', 'Asset Name', 'Asset Type', 'RM Asset Id', and 'Road Name'. Two rows are visible, both with 'Archived' status. A 'FILTERS' dropdown menu is open, showing a list of fields: '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' field is selected in the dropdown. The filter configuration shows 'Asset Id' with an equals sign operator and a 'Filter value' input field. Other filters are visible for 'Asset Status' (set to 'Archived') and 'RM Asset Id' (set to 'MS18').

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 8 – Bulk Upload'
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 box. 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 the following data: Asset Id: 2915, Asset Status: Archived, Asset Name: (empty), Asset Type: Bridge, RM Asset Id: test, Road Name: (empty), Address: (empty), Geopoint: 43.123, 123.1234, Asset Route: (empty).

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

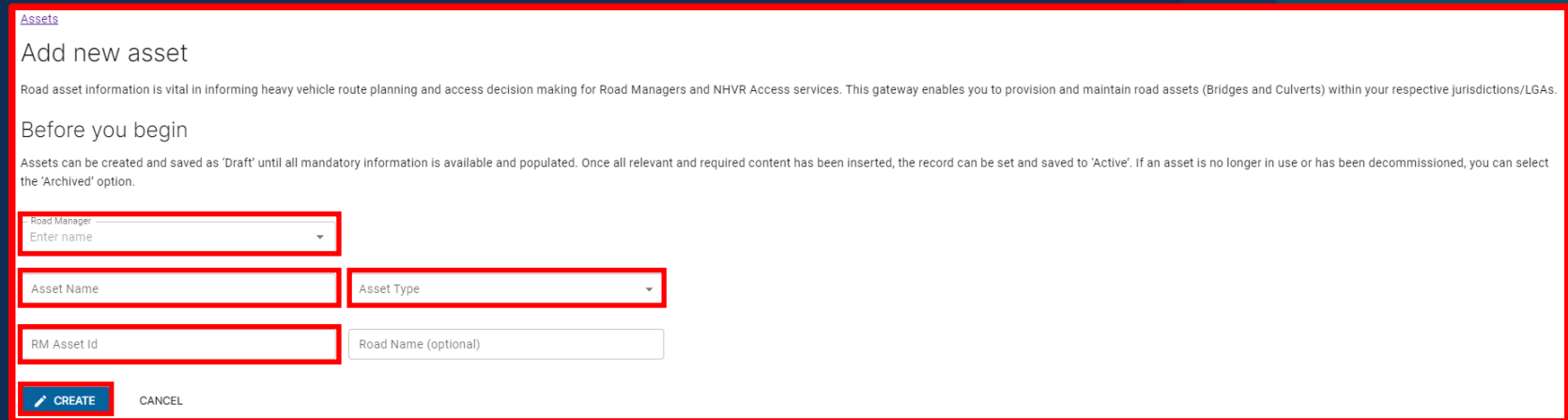
➤ Required fields to create asset:

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: 'Assets can be created and saved as 'Draft' until all mandatory information is available and populated. Once all relevant and required content has been inserted, the record can be set and saved to 'Active'. If an asset is no longer in use or has been decommissioned, you can select the 'Archived' option.' The form contains several input fields: 'Road Manager' (a dropdown menu with 'Enter name' below it), 'Asset Name' (a text input field), 'Asset Type' (a dropdown menu), 'RM Asset Id' (a text input field), and 'Road Name (optional)' (a text input field). At the bottom left, there are two buttons: 'CREATE' and 'CANCEL'.

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)

Bulk Upload

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