

SLGAAP PHASE 2
**Nomination
Guide**

May 2022



SLGAAP PHASE 2

Nomination Checklist - Mandatory Asset Data

The following asset data is mandatory to 'Activate' the asset record and to submit a SLGAAP nomination:

Asset details

- Asset name
- Asset type
- RM Asset ID
- Road Name
- Primary Material
- Design Standard
- Construction Year
- Overall Length
- Overall Width
- Have design drawings? (Yes/No)
- Last inspection date

Span Details

- Span Length/s

Spatial Details

- Asset location
- Enter a valid Route ID –
 - a. **Please create a new Route ID in the NHVR Route Planner Tool**
<https://www.service.nhvr.gov.au/#page=informationHub/routePlannerTool>; or
 - b. **Use a previously known Route ID**

Attachments

- A valid inspection report is required to nominate asset for assessment. Please upload via the Attachments tab.

SLGAAP PHASE 2

Asset selection criteria

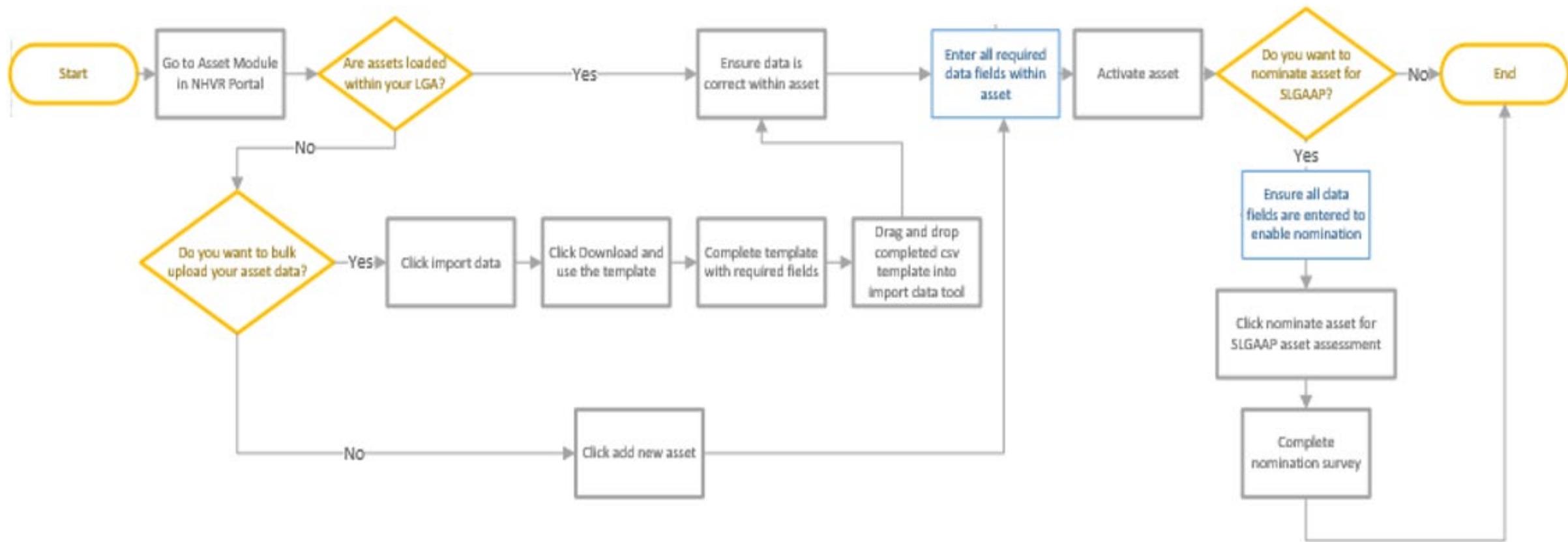
Selection & prioritisation criteria	Description
 Freight & Land Use Connectivity	Linking freight-dependent land uses (e.g. ports, mines, bulk handling facilities, grain receival terminals, industrial estates, rail heads or intermodal, saleyards, feedlots, agricultural, depots or airfields etc.)
 Regional 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

NHVR PORTAL

Adding Assets : A step-by-step guide

Process Map

Asset Nomination Process for Road Managers



1. Go to the Asset Module in the NHVR Portal

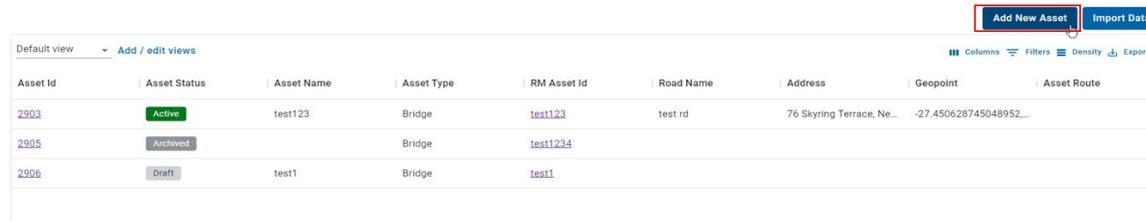
The screenshot shows the NHVR Portal interface. The left sidebar has a red box around the 'Assets' menu item. The main content area displays a table of assets. The table has the following columns: Asset Status, Asset Name, Asset Type, RM Asset Id, Road Name, Address, Geopoint, and Asset Route. The table contains 10 rows of draft assets.

Asset Status	Asset Name	Asset Type	RM Asset Id	Road Name	Address	Geopoint	Asset Route
Draft	Challicum Rd Bridge	Bridge	7676	Challicum Road		-37.408178, 143.138964	
Draft	Double Bridge No.2	Bridge	7756	Buangor-Ben Nevis Road		-37.286469, 143.1594	
Draft	(00695100) Bridge 03 ...	Bridge	25222	River Street (MR 695)		-28.515316, 153.325018	
Draft	(10170180) Bridge 35 ...	Bridge	24967	Houghlahans Creek Ro...		-28.454446, 153.263484	
Draft	(10168010) Bridge 49 ...	Bridge	24882	Back Channel Road (10...		-28.571109, 153.272913	
Draft	(007734070) Bridge 30...	Bridge	25112	Tintenbar Road (MR 77...		-28.482963, 153.292919	
Draft	Edgarley Bridge	Bridge	7705	Delacombe Way		-37.543694, 142.800553	
Draft	Lonesome Creek Bridge	Bridge	RD-483_011-BR	Theodore Moura Road	Theodore Moura Road, ...	-24.861066876733304,...	
Draft	Banana Creek Crossing	Bridge	RD-349_2601-BR	Moura Baralaba Road		-24.308688, 149.898418	
Draft	(00545110) Bridge 62 ...	Bridge	25211	Angels Beach Drive (M...		-28.504857, 153.344682	
Draft	Castle Creek Crossing	Bridge	RD-126_020-BR	Defence Road		-24.887604, 150.198456	

Is the asset you want to nominate already loaded within your Local Government Area account?
If **yes**, go to step 4
If **no**, go to step 2

2. Click add new asset

Assets



The screenshot shows a table of assets with columns: Asset Id, Asset Status, Asset Name, Asset Type, RM Asset Id, Road Name, Address, Geopoint, and Asset Route. The 'Add New Asset' button is highlighted with a red box. The table contains three rows of data:

Asset Id	Asset Status	Asset Name	Asset Type	RM Asset Id	Road Name	Address	Geopoint	Asset Route
2903	Active	test123	Bridge	test123	test rd	76 Skyring Terrace, Ne...	-27.450628745048952...	
2905	Archived		Bridge	test1234				
2906	Draft	test1	Bridge	test1				

Do you want to bulk upload your asset data?

- If yes, go to Bulk Upload Asset Data
- If no, go to step 3

3. Enter all required data fields within the New Asset Gateway and click Create

New Asset Gateway

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.

Before you begin

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 screenshot shows the 'New Asset Gateway' form with the following fields:

- Asset Name: test
- Asset Type: Bridge
- RM Asset Id: test
- Road Name (optional): skyring terrace

The 'Create' button is highlighted with a red box.

4. Enter all required data fields

Manage Asset

[Asset Details](#) [Span Details](#) [Spatial Details](#) [Attachments](#) [Comments](#) [Review](#)

Asset Details

Asset Status
 Draft Active Archived

Asset Funding Nomination
Set Asset Status to Active, enter all [required details](#), and save to enable nomination.

Asset Name: test Asset Type: Bridge

RIM Asset Id: test Road Name: skyring terrace

Primary Material: [red box] Design Standard: [red box]
Primary Material is required Design Standard is required

Construction Year: [red box] Articulation (optional): [red box]
Construction Year is required

Overall Length: [red box] m Overall Width: [red box] m
Overall Length is required Overall Width is required

Maximum Vehicle Height (optional): [red box] m Maximum Vehicle Width (optional): [red box] m

Bridge Load Limit - Single Axle (optional): [red box] t Bridge Load Limit - Tandem Axle (optional): [red box] t

Bridge Load Limit - Tri Axle (optional): [red box] t Bridge Load Limit - Quad Axle (optional): [red box] t

Posted Load Limit (GVM) (optional): [red box] t Have Design Drawings?: [red box]
Have Design Drawings? is required

Inspection

Last Inspection Date: [red box] Inspected by (optional): [red box]
Last Inspection Date is required

Inspection Condition (optional): [red box] Inspection Type (optional): [red box]

Activate asset and the required fields will display in red. Enter all required data fields within the asset

See Nomination Checklist - Mandatory Asset Data for full list of data requirements

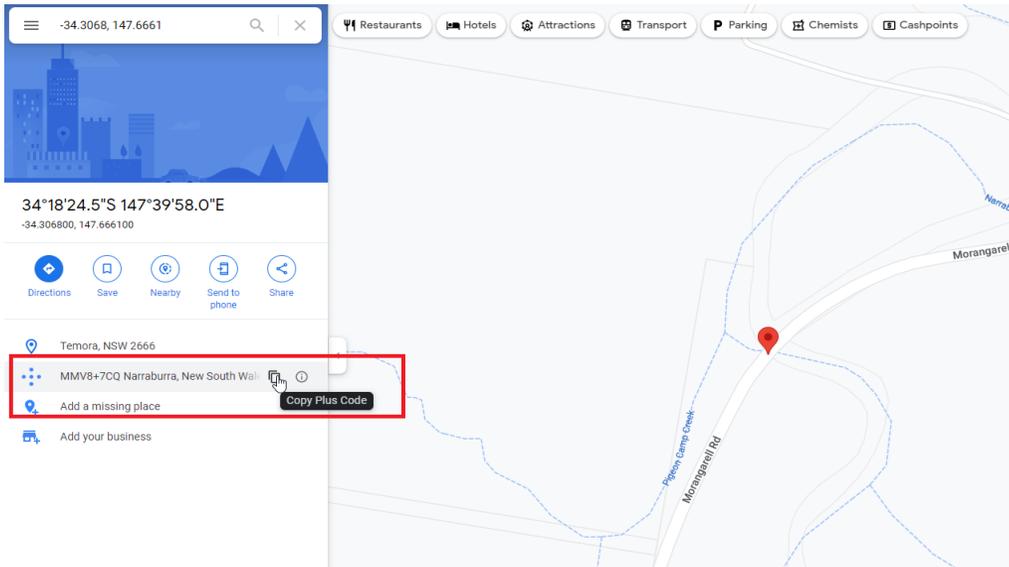
If the asset is already in the Asset Module, it must be changed to 'Active' to nominate.

FAQs

What should I do if the asset's Design Standard is unknown?

Please enter the closest assumed design standard from the drop-down list, or 'UDL' and enter in the comments field 'unknown design standard, please refer to construction year'.

5. Adding Spatial Details



Easy way to add exact asset spatial details:

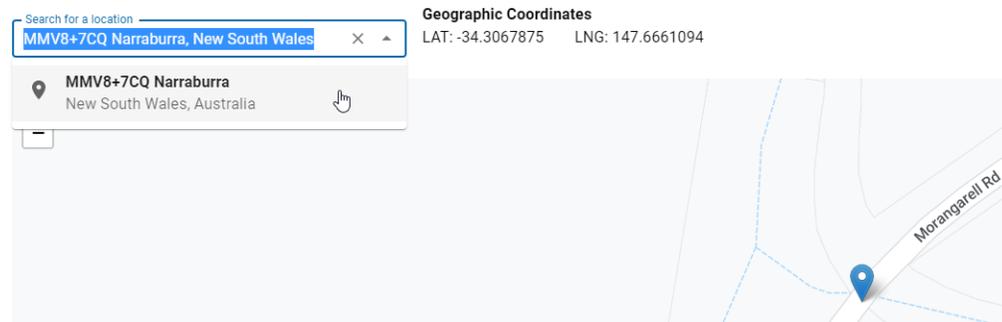
1. Visit <https://www.google.com/maps>
2. Type in your coordinates
e.g. -34.3068, 147.6661
3. Results will bring up a 'Plus Code'. Hover over button (as per screenshot), and click 'Copy Plus Code'.
4. Navigate to Assets Module, Spatial Details.
5. Paste information into 'Search for a location', and click on the first result that pops up.
6. This will plot the exact location of your asset.

Assets > Manage Asset

Manage Asset

Asset Details Span Details **Spatial Details** Attachments Comments Review

Spatial Details



6. Activate asset fields completed

Manage Asset

Asset Details **Span Details** Spatial Details Attachments Comments Review

Asset Details

Asset Status

Draft Active Archived

Asset Funding Nomination

Set Asset Status to Active, enter all [required details](#), and save to enable nomination.

Asset Name test	Asset Type Bridge
RM Asset Id test	Road Name skyring terrace
Primary Material Concrete	Design Standard MS18
Construction Year 2022	Articulation (optional)
Overall Length 20 m	Overall Width 5 m
Maximum Vehicle Height (optional) m	Maximum Vehicle Width (optional) m
Bridge Load Limit - Single Axle (optional) t	Bridge Load Limit - Tandem Axle (optional) t
Bridge Load Limit - Tri Axle (optional) t	Bridge Load Limit - Quad Axle (optional) t
Posted Load Limit (GVM) (optional) t	Have Design Drawings? Yes/No
Inspection	
Last Inspection Date 27/04/2022	Inspected by (optional)
Inspection Condition (optional)	Inspection Type (optional)

7. Enter additional required fields to enable nomination

When all required fields are completed, two additional steps before you can nominate:

1. Add Route ID
2. Upload Inspection Report in Attachments

See Nomination Checklist - Mandatory Asset Data for full list of data requirements.

Manage Asset

Asset Details Span Details Spatial Details Attachments Comments Review

Asset Details

Asset Status

Draft Active Archived

Asset Nomination

Set Asset Status to Active, enter all [required details](#), and save to enable nomination.

Asset Name test	Asset Type Bridge
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At least one Route ID (under Spatial Details) and inspection report attachment

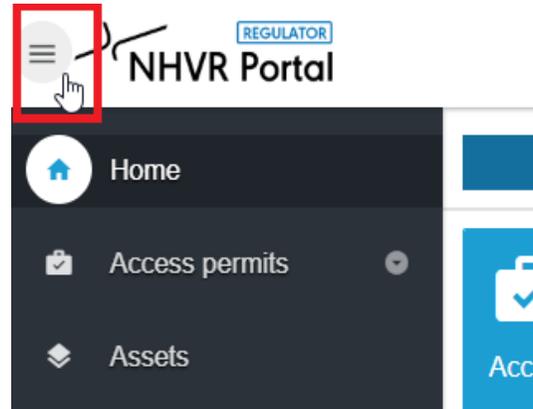
8. Adding Route ID

Add new or existing Route IDs (from Permit Applications) that show a high-use route (which includes the asset being nominated).

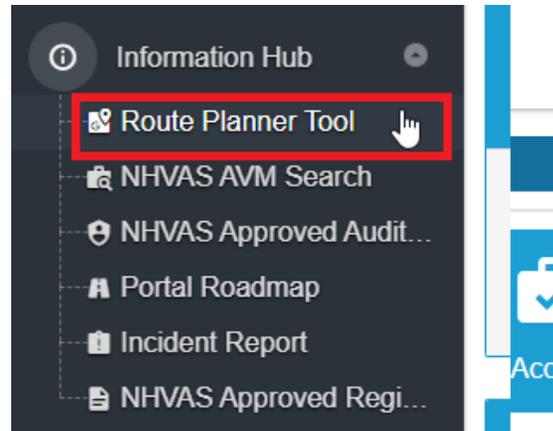
It is mandatory to provide one RouteID and you can add up to three against the asset.

9. Creating a new Route ID

1. In the NHVR Portal, toggle the Menu open.



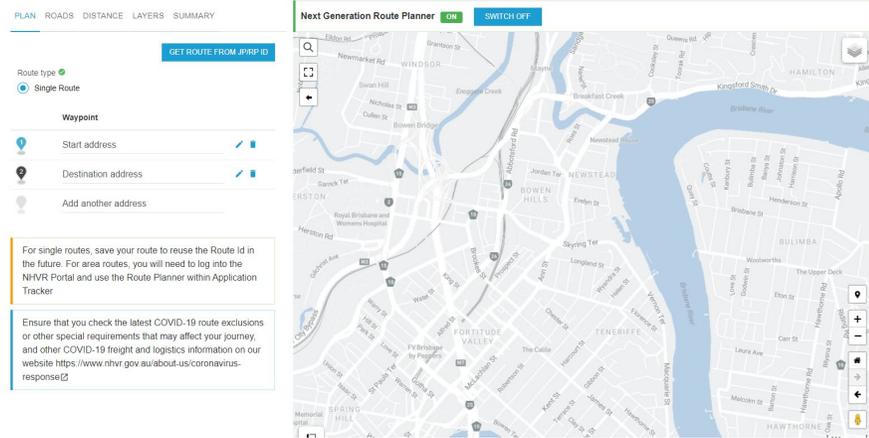
2. Navigate to 'Information Hub' drop down menu, then select 'Route Planner Tool'.



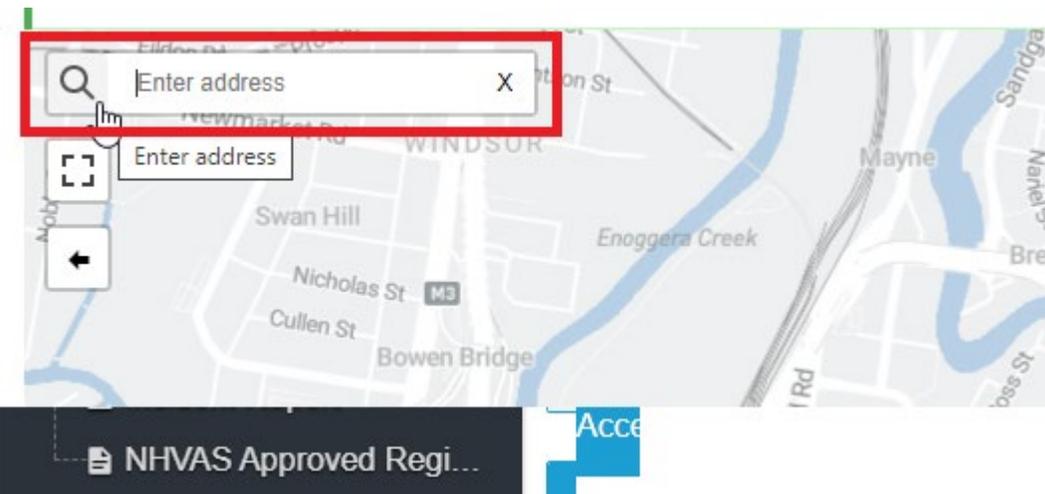
9. Creating a new Route ID cont...

3. 'Route planner tool' webpage will open

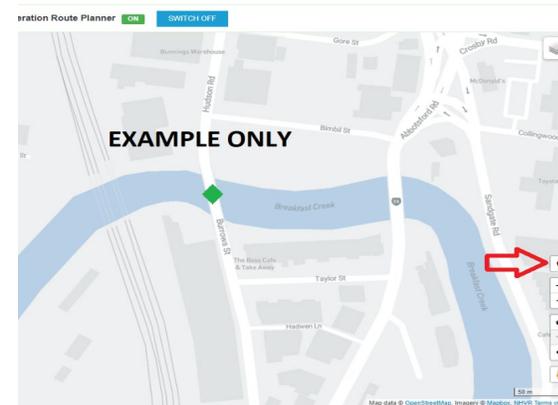
Route planner tool



4. Navigate to the respective asset within the mapping tool. You can use the search bar in the top-left corner of the map.

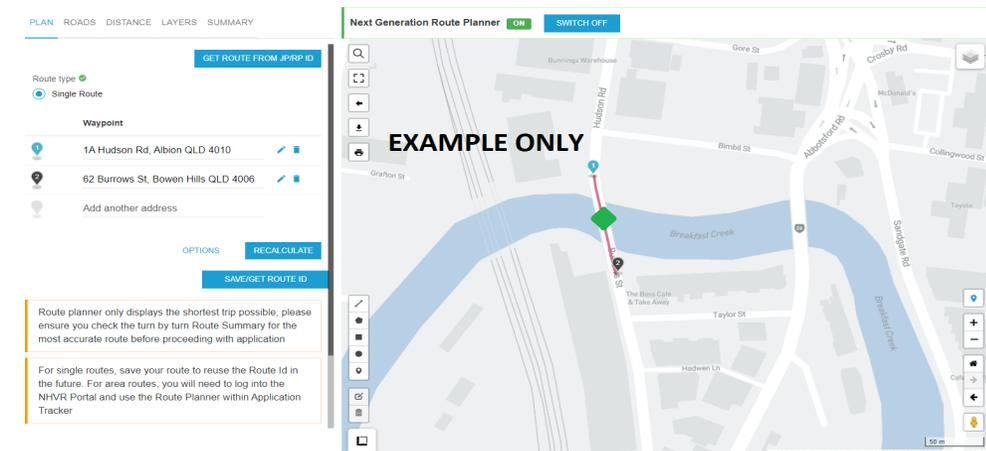


5. Click the 'Waypoint' button on the bottom-right hand corner of the map to start plotting the route.



6. To plot your route, click at the start and end of your asset structure, to drop waypoints onto the map.

Route planner tool



9. Creating a new Route ID cont...

7. The waypoints can be adjusted by clicking-holding-and-dragging the waypoint to your preferred location. After you are happy with your route, select 'SAVE/GET ROUTE ID' button.

Route planner tool

The screenshot shows the 'Route planner tool' interface. At the top, there are tabs for 'PLAN', 'ROADS', 'DISTANCE', 'LAYERS', and 'SUMMARY'. Below the tabs, there is a 'GET ROUTE FROM JP/RP ID' button. Underneath, the 'Route type' is set to 'Single Route' with a green checkmark. To the right, the 'Route Id' is displayed as '17KD1-4 v1'. Below this, there is a 'Waypoint' section with two entries: '1A Hudson Rd, Albion QLD 4010' and '62 Burrows St, Bowen Hills QLD 4006'. At the bottom, there are 'OPTIONS' and 'RECALCULATE' buttons. The 'SAVE/GET ROUTE ID' button is highlighted with a red box, and a mouse cursor is pointing at it.

8. Your new Route Id will appear above. Copy this code.

Route planner tool

The screenshot shows the 'Route planner tool' interface. At the top, there are tabs for 'PLAN', 'ROADS', 'DISTANCE', 'LAYERS', and 'SUMMARY'. Below the tabs, there is a 'GET ROUTE FROM JP/RP ID' button. Underneath, the 'Route type' is set to 'Single Route' with a green checkmark. To the right, the 'Route Id' is displayed as '17KD1-4 v1' and is highlighted with a red box. Below this, there is a 'Waypoint' section with two entries: '1A Hudson Rd, Albion QLD 4010' and '62 Burrows St, Bowen Hills QLD 4006'. At the bottom, there are 'OPTIONS' and 'RECALCULATE' buttons. The 'SAVE/GET ROUTE ID' button is highlighted with a red box, and a mouse cursor is pointing at it.

9. Creating a new Route ID cont...

9. Navigate back to the Asset entry > 'Spatial Details' tab. Scroll down and click the 'Add Route' button. 10. Paste Route Id into the field that appears.

Routes that include this asset (required to Nominate for SLGAAP asset assessment)

Please add routes (max 3) that are significant to this asset. Enter a valid Route Planner route ID, then select version from the list provided.



Save Cancel

Routes that include this asset (required to Nominate for SLGAAP asset assessment)

Please add routes (max 3) that are significant to this asset. Enter a valid Route Planner route ID, then select version from the list provided.

Route Id
17KD1-4 v1

A red arrow pointing to the right, highlighting the dropdown menu of the "Route Id" field.

Add Route

N

9. Adding Inspection Report

What is a valid Inspection Report?

An 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

10. Comments Tab

If completing the comments tab and you are experiencing a 'saving error', please upload comments as a word document.

11. Nominate for SLGAAP asset assessment

Manage Asset

[Asset Details](#) [Span Details](#) [Spatial Details](#) [Attachments](#) [Comments](#) [Review](#)

Asset Details

Asset Status

Draft Active Archived

Asset Nomination

[Nominate for SLGAAP asset assessment](#)

The 'Nominate for SLGAAP asset assessment' button will not display until all mandatory data fields are complete.

11. Start survey and complete questions regarding your asset nomination (5 questions)

1.

Thank you for your interest in the Strategic Asset Assessment Project (SLGAAP). Please complete the following questions about your asset to finalise your nomination.

START

2.

A dependency is any asset on the same route that may impact heavy vehicles using the asset being nominated.

Is there a dependency with any other asset/s you are nominating for assessment in SLGAAP?

Yes

No

3.

Is the asset on an approved network? (Select all that apply)

No, not on an approved network

Oversize and/or Overmass (OSOM)

Special Purpose Vehicle (SPV)

B-Double

Road Train

Higher Mass Limit (HML)

Performance Based Standards (PBS)

Other

NEXT

4.

List the current/ potential vehicles that would use this asset. View classes of vehicles here. (Select all that apply).

	No restriction - currently using the asset	Restricted - by dimension/ envelope	Restricted - by mass	Restricted - poor condition	Future usage requirements (eg. higher productivity vehicles)
Class 1 - Oversize/ Overmass (OSOM)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Class 1 - Special Purpose Vehicles (SPV)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Class 1 - Agricultural (AG)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Class 2 - B-double	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Class 2 - B-double Higher Mass Limits (HML)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Class 2 - Road Train	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Class 2 - Road Train Higher Mass Limits (HML)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Class 2 - Prime and semi-trailer Higher Mass Limits (HML)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Class 2 - Controlled Access Bus (CAB)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Performance Based Standards (PBS)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Class 3 (Miscellaneous)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

NEXT

5.

Thank you for providing additional information to support your asset nomination. Please close this screen to return to the related asset page.

12. End Nomination Process

[Assets](#) > Manage Asset

Manage Asset

[Asset Details](#) [Span Details](#) [Spatial Details](#) [Attachments](#) [Comments](#) [Review](#)

Asset Details

Road Manager Enter name	Asset Status <input type="radio"/> Draft <input checked="" type="radio"/> Active <input type="radio"/> Archived	Nominate for SLGAAP asset assessment Asset nominated. Nominate again
Asset Name Test	Asset Type Bridge	
RM Asset Id Test	Road Name Skyring Tce	

The asset nomination can be resubmitted until the 8 June 2022 when nominations close.

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