NSW GOVERNMENT

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PN 192

Standard

Transfer of Asset Management Functions between Transport for NSW and other Road Authorities

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Document information

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Preface

This standard is a first issue as TS00051 and supersedes PN 192 *Transfer of assets and asset management functions between the RTA and other roads authorities* version 1.0. PN 192 was part of *Infrastructure Management* system referred to as *IM-POL-105.*

This standard details the information exchange and co-ordinations procedures to be implemented following the decision that there is to be a transfer of management responsibility for road assets, or transfer of ownership of road assets, between other roads authorities and Transport for NSW (TfNSW) under the provisions of the *Roads Act 1993* No 33 (the Act).

The intended outcomes of this document is to outline the appropriate functions of the transfer of assets and asset management functions between TfNSW and other road authorities to facilitate road safety and effective road asset management by establishing procedures to aid the orderly, efficient and effective transfer of road asset management, through the co-operative and pro-active exchange of key information and co-ordination by and between TfNSW and other roads authorities.

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1 Scope

This document establishes the requirements for road asset management transfers between TfNSW and other roads authorities.

The co-operative and effective management of the transfer process is a joint responsibility of the divesting and receiving roads authority.

Road assets refer broadly to the road pavements, carriageways, related structures, bridges, culverts, embankments, cuttings, other drainage installations, roadside reserve, traffic facilities, roadside rest areas, stockpile sites, and other road and traffic related facilities.

This standard has been developed to support the implementation of key tenets of the *Roads Act 1993* (Roads Act), road safety, and the concept that the legal liability for the care, control, and management of a road primarily rests with the relevant road authority for that road.

Transferred road assets will generally be in service and, whilst fit for purpose to operate adequately for their intended function, at the time of transfer they may not necessarily be defect free. As such, the transfer arrangements between TfNSW and other road authorities should seek to identify existing defects, so both parties understand the maintenance and operational requirements of the asset.

The methodology has been kept relatively flexible to cater for a variety of circumstances.

2 Application

This document applies to:

- all divisions, modes, and branches in the Transport cluster that operate and maintain transport assets
- local government
- other public authorities.

The objective of this document is to ensure that the receiving roads authority is sufficiently informed as to the nature of the assets for which it is taking responsibility and that the divesting roads authority takes all reasonable steps to provide all available relevant information to the receiving roads authority.

This document is intended to be used by competent personnel engaged in the provision of services relating to the transfer of asset infrastructure.

3 Referenced documents

The following documents are cited in the text. For dated references, only the cited edition applies. For undated references, the latest edition of the referenced document applies.

Transport for NSW standards

ILC-MI-TP4-101-C01 *Handover of Documentation to Asset Management Checklist* (This document is not publicly available. External users can request access by emailing standards@transport.nsw.gov.au.)

ILC-MI-TP4-101-F03 *Handover Report Template Checklist* (This document is not publicly available. External users can request access by emailing standards@transport.nsw.gov.au.)

NSW Legislation

Roads Act 1993 (NSW)

> Note: specifically Part 5 Classification of roads, Division 3 Distribution of certain functions between TfNSW and other roads authorities, Section 62 Roads agreements between TfNSW and roads authorities.

Other referenced documents

Roads and Traffic Authority 2008, *NSW Road Management Arrangements*, TfNSW

4 Terms, definitions and abbreviations

The following terms, definitions and abbreviations apply in this document.

AADT annual average daily traffic; annual average daily traffic is the total yearly traffic volume in both directions at a road location, divided by the number of days in the year. In NSW, AADT is measured as either the number of vehicles or the number of axle pair passes during a 24 hour period averaged over a year

AMB Asset Management Branch

asset an item, thing, or entity that has potential or actual value to an organisation

asset custodian the TfNSW Division accountable for the end-to-end lifecycle management and performance of assets (including asset condition, risk and reporting) on behalf of the asset owner to achieve agreed customer and community outcomes

asset maintenance includes any activity performed on an existing asset with an intention of enabling the asset to perform to the required level of service for the design life of the asset; this includes routine and cyclic maintenance and any renewal or upgrading that is required because of asset condition or obsolescence

BIS bridge information system, data recording application of bridges and bridge sized culverts controlled by TfNSW

bridge a structure carrying road, path, railway, across a river, road, or other obstacle

classified road means a road classified pursuant to Part 5 Division 1 of the *Roads Act* as one of the following: a main road, a highway, a freeway, a controlled access road, a secondary road, a tourist road, a tollway, a transitway, a State work

council means the council of a local government area

Crown road means a public road that is declared to be a Crown road for the purposes of the Act

divesting authority means the organisation disposing of the asset

EIS environmental impact statement

freeway means a road that is declared to be a freeway by an order in force under the *Roads Act* section 48

GIS geographic information systems; a system to capture, store, manipulate, analyse, manage, and present all types of geographical data

local road are fully managed and funded by councils as the roads authority

RAMS Road Asset Management System; data recording application for managing TfNSW road network

RDG means road design guide

receiving authority means the organisation that received the asset

REF review of environmental factors; prepared to meet Transport's statutory obligation to consider the impact of its activities on the environment to the fullest extent reasonably practicable for projects considered under Part 5, Division 5.1 of the EP&A Act

regional road are important connector roads fully managed by council as the roads authority. Due to these roads' importance in the overall network, TfNSW contributes to the funding of maintenance.

road the airspace above the surface of the road, the soil beneath the surface of the road, any bridge, tunnel, causeway, road-ferry, ford or other work or structure forming part of the road (Source: *Roads Act 1993*)

roads authority means a person or body that is, by or under the Act, declared to be a roads authority and, in relation to a particular public road, means the roads authority for that road (Source: *Roads Act 1993*)

Schedule of Roads are the Schedule of Classified Roads and Unclassified Regional roads, published on the Transport for NSW website

SD means sight distance

shall indicates that a statement is mandatory (Source: Standards Australia, *SG-006: Rules for the structure and drafting of Australian Standards*, 3.4.2)

state road are managed by TfNSW under Part 5, Division 3 of the *Roads Act*. Apart from freeways (where TfNSW becomes the roads authority), councils remain the roads authority for state roads, retaining responsibility for all functions of the roads authority which have not been assumed by TfNSW

TfNSW Transport for NSW constituted under the *Transport Administration Act 1988*

Transport cluster all organisations who work with and around the transport infrastructure space, who are represented by the Minister for Transport and Minister for Metropolitan Roads and the Minister for Regional Transport and Roads

WoL whole of life

working party a group of subject matter experts from both the divesting and receiving parties who have appropriate knowledge and delegation to effect the transfer. May also be known as working group, project team. Facilitates the transfer of management functions and associated tasks.

w/p working party

5 Background

Road asset management transfers may occur for several reasons, including (but not limited to):

- a change in the function of an existing road leading to its re-classification due to changes in land use and economic factors
- a general review of road classifications and administrative categorisation across a region or the State
- the construction of deviations leading to a change in function of the bypassed section of road
- the construction of new road links leading to a change in function and classification of other roads in the vicinity
- transfer of managerial responsibility or ownership for a class of asset
- the transfer of a private road to TfNSW.

6 Overview

The *Roads Act* establishes the legal framework under which roads are classified, constructed, and managed by road authorities.

Under this Act:

- Local councils are the roads authority for all public roads within their area except for freeways or Crown roads.
- TfNSW is the roads authority for freeways and any other roads or parts of roads for which it is declared to be the roads authority by regulation.
- TfNSW is exercising part of the function of the road authority using provision under Part 5, Division 3 of the *Roads Act* and/or by other Orders or Clauses within the *Roads Act* or other Acts.

The intended outcomes of this document are that:

- the receiving authority is sufficiently informed to effectively take over management functions for the assets from the agreed date of transfer
- appropriate consultation occurs and a documented process is followed with a clear set of guidelines, leading to acceptable outcomes for all parties
- the asset management, risk, maintenance, operational and financial implications are fully considered and dealt with by relevant parties
- all relevant financial, design, asset, and maintenance responsibility documentation or other records are transferred to the receiving authority.

Other road authorities include the Minister for Lands and Water and Property NSW. Other agencies such as National Parks and Wildlife Service, Forestry Corporation, Sydney Trains, and private irrigation companies that own or control roads and bridges used by the public.

Where a road for which a local council is the road authority becomes a classified road under the *Roads Act*, council's status as the roads authority for that road does not change.

However, TfNSW may, under Part 5, Division 3 of the *Roads Act* exercise some or all the roads authority functions over a classified road. Where TfNSW exercises this power, the council remains the road authority for the road concerned, with TfNSW having the responsibility for and management of those roads and associated assets to the extent needed for the safe and efficient movement of through traffic along that road as defined in the Act.

Within this legal framework, NSW Government and local government have agreed that accountability for management of the NSW road network is broadly defined in terms of three administrative categories of road. These categories have no effect on the legal status of a road or who is exercising roads authority functions but are a means of simplifying management arrangements between TfNSW and councils.

7 Responsibilities

The transfer of responsibility for exercising some or all roads authority functions between TfNSW and council pursuant to the *Roads Act* also includes the transfer of associated roads assets for the respective roads. This will result in the change of the administrative categorisation of the respective roads. See *NSW Road Management Arrangements* for full details of the administrative categorisations and management arrangements and the Schedule of Classified Roads for a register of road categorisations and classifications.

The processes involved in the transfer of the assets are the joint responsibility of the divesting and receiving authorities. A partnering approach is required between both parties, primarily achieved through the establishment and support of a joint working party to oversee the transfer.

Table 1 provides a schedule of responsibility for key TfNSW actions associated with management of the transfer arrangements. The nominated person responsible can delegate their responsibilities to another representative.

Table 1 – TfNSW responsibilities for management transfer

Role / action	Person responsible	Division
Nomination of working party delegates	Director Road Asset Management Director Regional Assets	Greater Sydney Regional & Outer Metropolitan
Approval to formal transfer arrangements	Director Network and Asset Management Executive Director Network & Assets	Greater Sydney Regional & Outer Metropolitan

8 Steps

Appendix A provides the steps to be followed in the transfer of asset management responsibility between TfNSW and other road authorities. These have been kept relatively flexible to cater for a variety of asset transfer arrangements.

9 Evaluation

The effectiveness of this document shall be evaluated by way of audit. The evaluation shall include measuring the effectiveness of this document and its associated procedures and guidelines.

10 Quality Records

All records, reports, condition of the road asset and its components and any other relevant documentation relating to individual asset transfers shall be retained on files created specifically for that transfer and stored on the document management system.

Appendix A Activities for the transfer of asset management

These activities and associated checklists provide a relatively flexible process to cater for a variety of circumstances that may be applicable. Additional procedures may be required depending on the type and complexity of the asset being transferred. This would depend on several factors such as age of the asset, condition, importance to the network, safety aspects, maintenance history, acceptable standards, financial matters, environmental factors, and the risks involved.

Activities that shall be done by the divesting and receiving authorities are covered in Section A.1 to Section A.9.2.

A.1 Acknowledgement and planning for transfer of the asset

The following activities shall be done:

- acknowledgement in writing by relevant parties that management of a road asset (and where applicable the ownership of the asset) is to be transferred
- establishment and initial meeting of an ‘Asset Management Transfer’ working party consisting of key members from both organisations
- agreement and necessary documentation between the parties on the scope of the asset management shall be transferred by way of description, survey, available plans, photographs, or combination of these or other acceptable methods

  Appendix D provides a checklist that may be used for the various asset components.
- preparation of an Asset Management Transfer Plan including timeline, actions, and responsibilities.

A.2 Identification of information required by the receiving authority

The following activities shall be done:

- The Asset Management Transfer working party oversees the preparation of the list of data or information required for the transfer.
- The divesting authority shall use its best endeavours to provide all the relevant data and information it has available on the asset and history of its service life to the receiving authority within an agreed time frame.

- If the asset has been operational for a long period of time, detailed plans, records, and other data associated with the road may not be available. In this case, the working party will have to use any information which is reasonably available or can be gathered within an agreed period or by an agreed process.
- Examples of the data required include Works-As-Executed plans, survey information, Environmental Impact Statements or Review of Environmental Factors, design or other plans, property information, asset register information, maintenance records including necessary repeatable maintenance cycles, and critical infrastructure items.
- In the case of assets or asset management being transferred to TfNSW, the Director Road Asset Management (Greater Sydney division), Director Regional Assets (Regional Outer Metropolitan division) or Director Regional Assets (South, North or West) shall define the information necessary to populate the TfNSW databases and to facilitate asset valuation. The divesting party shall source the information from existing records and/or through the inspection process.
- Other information could include service life expectancy and any significant deficiencies of the asset. If it is a road or bridge, it could include the accident or crash history, major repairs previously carried out, safety issues, design matters, structural issues, and environmental matters. For more details see Appendix D, which should be used as a start point, as there may be other assets or data that needs to be considered.

A.3 Inspection and acceptance of the existing condition of the asset

The following activities shall be done:

- Review all records and information available and commence preparation of the Transferred Assets Report, recording the current condition and any special requirements of the asset.
- Arrange a schedule of inspections including a review of possible maintenance and operational issues from any previous report, the divesting authority's records, other source, or inspection. Some aspects could require multiple inspections.
- Review asset/road safety matters, check for environmental or heritage status that may be applicable, and ensure all property matters are resolved.
- Assess the history, the maintenance requirements, and any defects or special items to assist the receiving authority.
- Prepare an inspection and condition report including referencing all items identified during the inspections, and review for possible maintenance and operational issues.
- Obtain acknowledgement on the current condition of the asset components, and the receiving authority acknowledging responsibility for ongoing inspections and rectification.

A.4 Identification and management of defects

The following activities shall be done:

- It is not intended that an existing asset, which has been in use for a period, will be transferred in an “as new” or “pristine” condition, but will be transferred in a condition that is “fit for purpose”.
- Any defects identified during the inspections, and the agreed actions, shall be listed in the Transferred Asset Report.
- Actions may include restoration to an agreed condition or an ongoing monitoring program.
- In most instances the asset shall be transferred in its current condition as agreed during the inspection and reporting process. The divesting authority is to undertake normal routine maintenance works up until the formal transfer of the asset.
- Any defects that present an immediate safety risk shall be repaired by the divesting authority prior to transfer. If this is not feasible, then divesting authority may provide funds to the receiving authority to carry out the work as a matter of priority upon transfer.

A.5 Special maintenance, asset items, or operations required by the receiving authority

The following activities shall be done:

- The operational and maintenance issues are key areas that the working party shall address to ensure that adequate measures are in place to provide full continuity of knowledge and service during and after the transfer of assets.
- Some assets can also have technology or equipment associated with them that will require special maintenance, staff training, or the employment of suitably qualified contractors who can continue the operations. Such assets shall be identified by the divesting authority and require special attention to ensure that the receiving authority has sufficient understanding and time to prepare and provide for the continuity of normal operations.
- These special maintenance, asset items, or operations shall be fully documented in the Transferred Assets Report.

A.6 Preparation of Transferred Assets Report

The following activities shall be done by the divesting and receiving authorities:

- advise internal and external stakeholders of the pending change in management, such as police, emergency services, utility authorities, and Heritage NSW

- consult with Legal branch for advice on any road name changes which may result from the proposed transfer
- compile a Transferred Assets Report which contains details of the scope of the transfer and lists any outstanding matters, how they will be resolved, by whom, and when
- gain endorsement of the Transferred Assets Report from both receiving and divesting party
- for the handover of any new work, refer to the current processes through Appendix B
- exchange a formal acknowledgement, signed and agreed by both parties, to the transfer of asset management

  This may be a simple exchange of letters and reference to the Transferred Assets Report. For more complex transfers, a formal agreement and referencing to detailed asset handover information, condition data, and other documents may be required.
- retention of the formal acknowledgement instrument (agreement, letter, and so on) in appropriate recordkeeping systems is essential and should be held by the appropriate asset custodian within TfNSW such as Network & Assets
- the project manager leading the transfer within TfNSW is to facilitate the execution of the relevant instrument of transfer (either letter or the Transferred Assets Report by authorised representatives of both the divesting and receiving authority)
- the project manager leading the transfer within TfNSW is to notify Asset Accounting (Director Asset Accounting, and Senior Manager Asset Accounting – Roads) immediately after TfNSW has vested/received the asset.

A.7 Road classification, gazettal, and transfer

The following activities shall be done:

- A road may be subject to asset management transfer because of classification or re-classification under the *Roads Act*.
- Where necessary, classification and gazettal procedures should take place as early as practicable, and ideally after transfer arrangements have been agreed.
- Note that the date of transfer shall coincide with the publication date of the Ministerial Orders in the Government Gazette.

A.8 Asset management phase

The following activities should be done by the working party:

- The project manager leading within TfNSW is to facilitate the execution of the relevant instrument of transfer either letter or the Transferred Assets Report, by authorised representative of both the divesting and receiving authority.
- The receiving authority acknowledges that it shall be fully responsible for the asset or road after the appointed transfer date.
- This includes responsibility for all asset management and operational matters associated with the transferred asset. This would include routine pavement maintenance, heavy patching, corridor maintenance, major items such as rehabilitation or reconstruction, and emergency response, to the extent that responsibility is being transferred.
- If TfNSW is the receiving authority of the asset, TfNSW shall arrange the update of the asset inventory, that is, RAMS, BIS, or similar asset inventory depository.

A.9 Dispute resolution procedure

The following activities shall be done:

- Under this standard, each authority shall will use its best endeavours to ensure that there is satisfactory agreement under any negotiations held.
- In the event of a dispute between authorities on transfer of assets and asset management responsibilities, the procedures in Section A.9.1 and Section A.9.2 shall be adopted.

A.9.1 Transfer of assets – TfNSW and councils

The following activities shall be done:

- In situations whereby TfNSW and Council members of the Asset Transfer Working Party fail to reach agreement, the Director Road Asset Management, Director Regional Assets or Director Regional Assets and Council's General Manager / Chief Executive shall jointly consider and determine the issue. When that approach is unsuccessful, the matter shall be escalated to the Secretary, Transport for NSW.

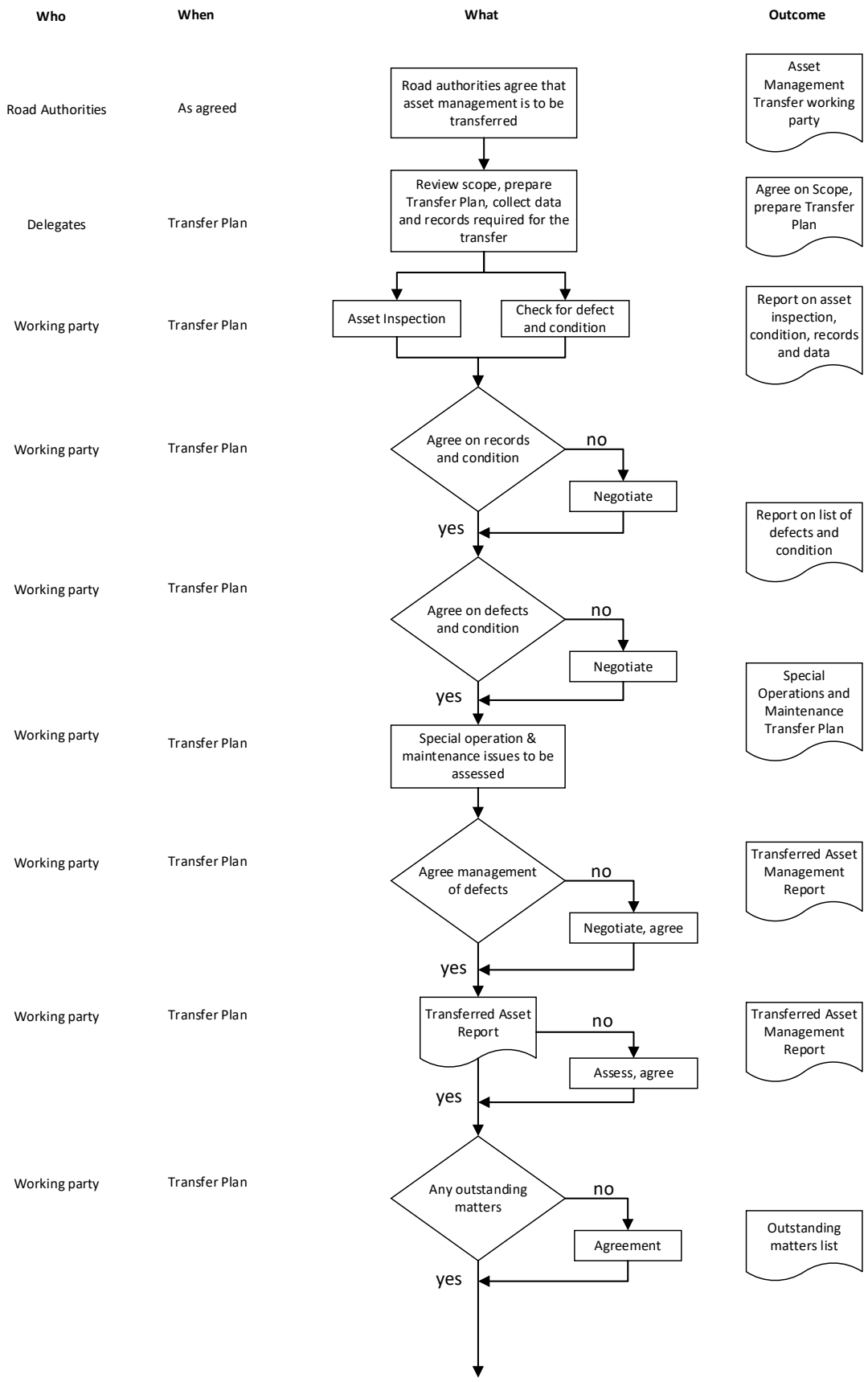
  Note: when a road is de-classified and becomes a local road, it is automatically subject to management transfer and will revert to the care, control, and responsibility of the relevant council as roads authority.

A.9.2 Transfer of assets – TfNSW and other road authorities

The following activities shall be done:

- If there is non-agreement and a dispute, the relevant chief executives of both authorities shall negotiate an agreed settlement.
- In the event of failure of the above procedure, the final decision will be made by the Ministers who are responsible for each of the relevant authorities in accordance with section 261 of the *Roads Act*.
- Adoption of this procedure will also be subject to any other relevant statutory requirements that may apply at the time.

Appendix B Transfer of Asset Management Chart



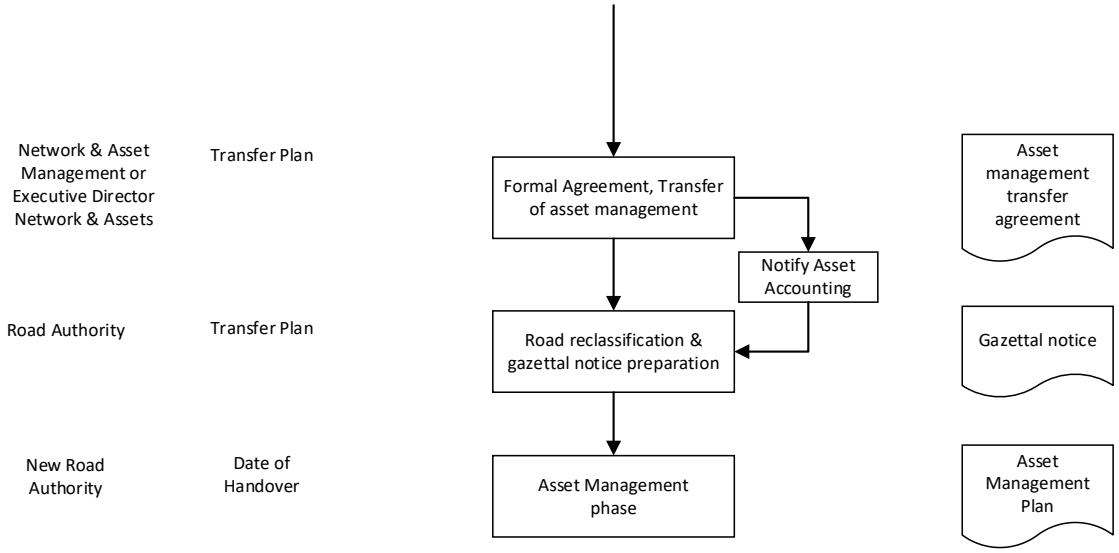


Figure 1 – Process of Asset Management

Appendix C Process checklist for transfer of asset management

This checklist has been prepared as part of the transfer process and should be used in conjunction with the other Transfer Guideline documents. The purpose is to provide a summary of the main steps that should be followed during the transfer of assets and act as a reminder when actions are required.

Item no	Item	Required Y/N	Date required	Relevant step in Appendix A
1	**Acknowledgement and planning for transfer of the asset**			
	.1 Arrange meeting between authorities			A1
	.2 Form an "Asset Management Transfer" working party (w/p)			A1
	.3 W/P prepare/agree on scope of transfer			A1
	.4 Prepare a Schedule for the asset management transfer project			A1
2	**Identification of records, data and information needed**			
	.1 List of information required. Additional guidance available at ILC-MI-TP4-101-C01, "Handover of Documentation to Asset Management Checklist"			A2
	.2 Transferring authority use best endeavours to provide data and information required			
3	**Review, inspection, acceptance of asset condition, costs**			
	.1 W/P reviews all documentation and prepares list of assets			A3
	.2 Undertake joint inspection, consider any possible additional maintenance and operational items or issues			A3
	.3 Asset condition recorded, add items not previously listed from any other source			A3
	.4 Consider any environmental aspects and compliance in transfer			A3
	.5 Check for any heritage or other similar items that may be involved			A3
	.6 Review and assess road and general safety matters including impact on the user, safety barrier systems, signage, delineation, markings, and so on			A3

Item no	Item	Required Y/N	Date required	Relevant step in Appendix A
	.7 Authorities review, agree on asset components condition, prepare condition report			A3
	.8 Review outstanding property matters if any, resolve prior to transfer			A3
	.9 Assess likely maintenance requirements and costs, WoL, and so on			A3
	.10 Prepare Asset Inspection Report, Pre-handover. Additional guidance available at ILC-MI-TP4-101-F03 Handover Report Template			A3
4	**Identification and management of defects**			
	.1 Not intended that existing asset used for a period of time will be transferred “as new” or a “pristine” condition			A4
	.2 It would be reasonable to assume that the asset has been maintained to a condition commensurate with its function and traffic loading.			A4
	.3 In most instances the transfer of assets will occur using the existing operational and maintenance conditions agreed during the joint inspection			A4
	.4 Record any defects identified in the Transferred Asset Report			A4
	.5 Negotiate and reach agreement on defects and actions required			A4
	.6 Some defects may need monitoring if item is structural, safety, and so on			A4
	.7 The divesting authority to undertake normal routine maintenance up until formal transfer of the asset			A4
	.8 Any defects that present a potential safety risk shall be repaired by the divesting authority prior to transfer			
5	**Special maintenance, asset items or operations required by the receiving authority**			
	.1 Ensure continuity of operational and maintenance services during transition, particularly if there are specialised maintenance or servicing items involved			A5
	.2 Assess longer term implications, risks, arrange training or special equipment as required			A5
	.3 Consider use of contractors or other solutions			A5
	.4 Review cost for efficiency and any WoL implications			A5

Item no	Item	Required Y/N	Date required	Relevant step in Appendix A
6	**Transferred asset or project completion report**			
	.1 Composite report prepared using all previous gathered data and information			A6
	.2 W/P consider report, agree on details, any outstanding matters, further actions required			A6
	.3 For new work or a project also refer to current processes in Asset Maintenance or Major Infrastructure, Handover procedures			A6
7	**Final report, outstanding issues or matters arising from transfer**			A6
	.1 List outstanding/unresolved matters, actions, and possible resolution			A6
	.2 W/P to consider report including financial implications			A6
	.3 Agreement between parties and final acceptance of transfer			A6
8	**Exchange of formal agreement and transfer of asset management**			
	.1 To take place after all outstanding issues resolved and agreement reached			A6
	.2 Formal agreement prepared, signed, and exchanged			A6
9	**Road classification and gazettal**			
	.1 As required asset or road transferred as result of classification			A7
	.2 Gazettal to be done at earliest opportunity, or as required			A7
10	**Asset management phase**			
	.1 Commences after formal agreement concluded (or as otherwise decided)			A8
	.2 Receiving authority becomes responsible for management of the transferred asset			A8
	.3 This includes all future maintenance and operational matters associated with the asset			A8
	.4 TfNSW to update asset data in inventory information system			A9

Appendix D Documentation, condition data, and maintenance history checklist

Working party to determine the level of detail required to be collected, as appropriate to the specific transfer.

Item no	Asset name or description	Asset data or component	Avail. y/n	Details and condition data	Avail. y/n	Maintenance history	Avail. y/n	Comments	Insp. y/n
1	Road, name	Region Council area Electorate Year built Location Rural/urban Topography Pavement type AADT (year)		Year or date GIS, Roadloc Zoning Flat, undulating, steep Bitumen, concrete, other Number					

Item no	Asset name or description	Asset data or component	Avail. y/n	Details and condition data	Avail. y/n	Maintenance history	Avail. y/n	Comments	Insp. y/n
2	Road design, geometry and construction compliance	Design report Design plans GIS graphics Contract Documents WAE Plans Asset data and Roadloc Handover reports Meets RDG standard Curve radii Cross section Formation Seal Lanes Overtaking Nonstandard radii Design compliance Classification		Speed Metre (range) Width Width Width No and width Number Parking Roundabouts Bus stops and laybys Lighting Pedestrian crossings Disabled access Traffic control and calming devices Emergency vehicle crossings and access					

Item no	Asset name or description	Asset data or component	Avail. y/n	Details and condition data	Avail. y/n	Maintenance history	Avail. y/n	Comments	Insp. y/n
3	Pavement components and type	Sub grade Sub base Base Maintenance schedule Surface Special reports, y/n		Geology and soil type Flexible, rigid Flexible, rigid Bound, unbound AC, bitumen seal, concrete Geotech reports Age since last rehab. Drainage Moisture presence and spongy Condition, good, satisfactory, poor Action needed, y/n					
4	Pavement wearing surface	Condition		Age since last surfacing Shape Roughness Cracking Rutting Skid resistance Deflection Moisture presence or spongy, y/n					

Item no	Asset name or description	Asset data or component	Avail. y/n	Details and condition data	Avail. y/n	Maintenance history	Avail. y/n	Comments	Insp. y/n
5	Pavement condition	Estimated life % Distress		Years Minor < 5% 10% 20% Action needed, y/n					
6	Surface drainage, formed	Table drains Mitre drains Back drains		Location Condition Length Clear of debris, y/n					
7	Surface Drainage, Lined	Type Material, concrete, bitumen, and so on		Location Condition Length Clear of debris, y/n					
8	Sub surface drainage	Longitudinal Transverse Herringbone		Location Condition Length Inlets clear, y/n Outlets clear, y/n Locations marked					
9	Culverts, concrete	Size: < 600 mm 600 mm to 1200 mm > 1200 mm		Location Condition: good, satisfactory, poor Length Clear of debris, y/n					

Item no	Asset name or description	Asset data or component	Avail. y/n	Details and condition data	Avail. y/n	Maintenance history	Avail. y/n	Comments	Insp. y/n
10	Culverts, steel, other or arch	Size: < 1200 mm >1200 mm		Location Condition: good, satisfactory, poor Length Clear of debris, y/n					
11	Culverts, bridge size (>6 m)	Span or size		Location Condition: good, satisfactory, poor Length Clear of debris, y/n					
12	Stormwater drainage	Type, size		Location Condition Length Inlet/outlets clear Clear of debris, y/n					
13	Shoulders, sealed	Width Type		Complies, y/n Condition Drainage Length %					
14	Shoulders, unsealed	Width		Complies, y/n Length % Condition					

Item no	Asset name or description	Asset data or component	Avail. y/n	Details and condition data	Avail. y/n	Maintenance history	Avail. y/n	Comments	Insp. y/n
15	Verge	Formed for use and meets RDG standard		Stable Trafficable, y/n Complies, y/n					
16	Embankments	<1.0m, y/n >1.0m, y/n		Length % Length % Trafficable, y/n Stable Scoured, y/n Drains, type					
17	Sight benching	Existing, y/n		Number Clear SD Interrupted SD Vegetation, y/n Complies, y/n					
18	Protection barriers	Guardrail Wire Concrete Other		Length Length % Age Condition Complies, y/n					
19	Guideposts	Existing, y/n Timber, conc, metal, other		Length % Complies, y/n Condition					

Item no	Asset name or description	Asset data or component	Avail. y/n	Details and condition data	Avail. y/n	Maintenance history	Avail. y/n	Comments	Insp. y/n
20	Reflectors	Existing, y/n		Length % Complies, y/n Condition					
21	Line marking	Existing, y/n		Complies, y/n Condition, good, satisfactory, poor					
22	Signposting, regulatory	Existing, y/n		Complies. y/n Condition, good, satisfactory, poor					
23	Signposting, warning	Existing, y/n		Complies, y/n Condition, good, satisfactory, poor					
24	Signposting, directional	Existing, y/n		Complies, y/n Condition, good, satisfactory, poor					
25	Intersections	Type		Location Number Lighting Complies, y/n Condition					

Item no	Asset name or description	Asset data or component	Avail. y/n	Details and condition data	Avail. y/n	Maintenance history	Avail. y/n	Comments	Insp. y/n
26	Median strip	Type		Width Length % Condition Materials Lighting Trees, vegetation Drainage					
27	Footpath	Existing, y/n Formed or constructed Materials		Type Width Length % Condition Contains services Trees, vegetation Urban outdoor footpath dining areas, y/n Drainage Power or service poles and distance from roadside (safety)					

Item no	Asset name or description	Asset data or component	Avail. y/n	Details and condition data	Avail. y/n	Maintenance history	Avail. y/n	Comments	Insp. y/n
28	Roadside furniture and pedestrian areas	Existing, y/n Type		Lighting, y/n Bus stops Seating Landscaping Advertising facilities Pedestrian crossings Pedestrian desire line restriction fencing Protected					
29	Street or intersection lighting	Existing, y/n Type		Spacing Offset distance Protected, y/n Condition Complies, y/n					
30	Clear zone	To RDG standard, y/n		Width Drains trafficable Vegetation Trees, size Other fixed objects, protected, y/n					
31	Vehicular run off area to clear zone	Available, y/n		% of road length Max. grade Complies Trafficable, y/n					

Item no	Asset name or description	Asset data or component	Avail. y/n	Details and condition data	Avail. y/n	Maintenance history	Avail. y/n	Comments	Insp. y/n
32	Road reserve or travelling stock reserves	Type		Width Cleared Vegetation Drainage					
33	Property access	Available y/n		Rural/fringe/urban Number/km Location Condition, good/poor Complies safety, y/n					
34	Fencing	Available y/n		Type Length Complies Condition, good/poor					
35	Rest areas	Available y/n		Number Location Condition Toilets, y/n Cars Trucks Sealed Landscaped Access, good/poor Lighting Complies, y/n					

Item no	Asset name or description	Asset data or component	Avail. y/n	Details and condition data	Avail. y/n	Maintenance history	Avail. y/n	Comments	Insp. y/n
36	Rest area toilets	Available y/n		Number Condition, good/poor Type Working, y/n Complies, y/n Lighting Replace, y/n					
37	Slopes	Class, 1 to 3		Number Location Condition Complies Work required, y/n					
38	Slope protection works	Existing, y/n		Number Location Type Age Class Condition					
39	Electricity/lighting	Available, y/n		Distance from road Under/over Depth Spacing Complies safety, y/n Complies, lighting					

Item no	Asset name or description	Asset data or component	Avail. y/n	Details and condition data	Avail. y/n	Maintenance history	Avail. y/n	Comments	Insp. y/n
40	Telecommunications	Available, y/n		Distance from road Under/over spacing Complies safety, y/n					
41	Watermain	Present, y/n		Age Size Distance from road Depth Complies, y/n					
42	Sewage Pipes	Present, y/n		Age Size Distance from road Depth Complies, y/n					

43	Bridges	Type Age Description Condition Bridge design Bridge plans BIS details		Number: road Pedestrian Location Span (m) Concrete Steel Composite Suspension Opening Timber Abutments Piers Girders Deck Handrails Lighting Stream scour and condition Approaches Complies, y/n Condition good/poor Inspection records Routine maintenance program Maintenance records Operating systems Opening br. systems Traffic control systems					
44	Traffic signals	Design plans, y/n Components systems		Number Location Condition					

Item no	Asset name or description	Asset data or component	Avail. y/n	Details and condition data	Avail. y/n	Maintenance history	Avail. y/n	Comments	Insp. y/n
				Complies, y/n					
45	Traffic structures and systems	Electronic, intelligent systems Truck monitoring		Type Location Operational type Age Working and used, y/n Complies, y/n					
46	Noise walls	Details and design		Type Length Average height Construction type Decibel count Manufacturer or spare stock Complies, y/n					

Item no	Asset name or description	Asset data or component	Avail. y/n	Details and condition data	Avail. y/n	Maintenance history	Avail. y/n	Comments	Insp. y/n
47	Environmental items	EIS or REF reports restrictions and requirements Licences Certificate of compliance		Report or determination Noise Pollution Archaeological Aboriginal items Endangered species, flora and fauna Noise walls Spillage controls Emergency planning Complies, y/n					
48	Accident history	Records as at date of transfer		Historical records Location plans Report details or possible treatment Black spot site					
49	Tunnels	Details and design plans		Location Lighting Pumps Traffic control Computer systems Air controls and systems Emergency access Signage and driver advice Complies, y/n					