

Information Requirements

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INTRODUCTION

This section covers the requirements for projects, and contracts undertaking asset renewal or improvement works, to supply the required asset information as set out in this section.

The expectation is that this process will be fully digital to improve accuracy and completeness of the data being provided.

AWM

DoWH uses the AWM suite of software, supplied by ThinkProject, as their assets management system.

The Contractor shall use AWM for all data relating to inspections, dispatches, programming, work performed, asset inventory and monthly claims. All data supplied and entered into the RAMM will be owned by Council.

With these activities completed through AWM, then the Engineer can, on a daily basis, interrogate AWM to obtain data in relation to all operational aspects of this contract including, inspection schedules, asset data maintenance, maintenance needs identification, work programming and completion and measuring performance at any given time. It is therefore in the Contractor's interest that this data is accurate and usable.

The Contractor shall allow for all costs for the setup and operation of the software including upgrades as they become available throughout the contract period. The Contractor shall allow for all training in the use of the AWM suite of software and hardware such as AWM Mobile tablets.

Protection of Principal's Information Systems

The Contractor shall:

- Take all reasonable care in utilising the Principal's systems including all hardware, software and applications if supplied
- Only access the Principal's systems including all hardware, software and applications for the purposes of providing the services under this Contract
- Not interfere with, disrupt or cause any damage to the Principal's systems
- Ensure that the Principal's systems are protected from unauthorised access or use, misuse, damage or destruction by any person
- Not introduce any virus or malware into the Principal's systems, including by way of any interface with the Contractor's systems
- The Contractor shall comply with all network access terms and protocols put in place by the Principal from time to time and provided to the Contractor.

ASSET INFORMATION UPDATING

The Contractor is responsible for the supply and / or updating of RAMM data as part of the contract works scoped within this contract. This includes for the:

- Addition of assets created by works completed as part of the contract
- Addition of assets not on the database that have been found

- Modification of assets when a change has occurred or an asset attribute is incorrect
- Deleting assets that no longer exist or end dating the asset record when this is available
- Validation of data as identified through the different types of inspections

The Contractor plays a significant role in helping to ensure that the RAMM database accurately reflects the assets in the field.

Asset Validation and Updates

When undertaking work on assets, the Contractor shall assist with validating and keeping asset records up to date. Validations will mostly be undertaken as part of the Inspection Activities and updates often happen after new assets have been created or existing assets have been modified or removed.

The Contractor will be responsible for the quality of the asset data for any discrete asset that a dispatch has been associated with (Asset ID recorded in the dispatch). It is expected that this asset data validation should only be required during the first round of inspections. Council will work with the Contractor to inform them of known data quality issues so that this asset validation can be done as efficiently as possible.

This table sets out the method (permissions), by asset class, that the Contractor shall use for updating different assets.

Asset Class	Update / Delete in RAMM	Add to RAMM if Missing	Advise Engineer if incorrect
Pavements			✓
Surfacing			✓
Unsealed Pavements			✓
Paths			✓
Signs	✓	✓	
Bridges			✓
Retaining Walls		✓	✓
Drainage Point Assets	✓	✓	
Drainage Length Assets		✓	✓
Traffic Facilities	✓	✓	
Litter Bins (UDT)	✓	✓	
Street Furniture (UDT)	✓	✓	
Carparks (UDT)			✓

In some situations it won't be possible for the Contractor to be able to complete all of the information requirements for an asset record. In these situations the Contractor shall complete as much as they can and then advise the Council's Roadway Asset Manager, or nominated person, of which records will need completing.

Information Requirements

The following provides the information requirements and specification for asset data managed in RAMM.

1. Location shall be spatially accurate to within 2m and be located relative to other surrounding database objects. This shall be supported by the use of GPS either in the field device or connected to get an accurate spatial location as well as the route position and any offsets.

2. All mandatory data shall be populated as set by RAMM and as nominated by the Engineer as an updated data standard
3. All non-mandatory data shall be populated when appropriate for the type of activity and dispatch
4. All data shall conform with any industry (including the upcoming Asset Management Data Standard (AMDS)) or Council adopted data standards
5. The asset record shall be an accurate digital representation of the physical asset (including a photo where practicable)
6. The asset data shall conform with any instructions or guides provided by the Engineer

Supply of As Built Records

If the Contractor is required to undertake project works or major renewals under this contract, then they shall provide full As Builts and RAMM Sheets (supplied by the Engineer) for the completed works in accordance with the expectations of the Council's Engineer Standards and any additional instructions provided by the Engineer.
