



WEDDIN SHIRE COUNCIL

POLICY NUMBER: 11.6.1

**POLICY FOR INSPECTION, EVALUATION AND
MAINTENANCE OF FOOTPATHS**

Adopted: 21 June 2018

POLICY

1. **Title:** POLICY FOR INSPECTION, EVALUATION AND MAINTENANCE OF FOOTPATHS
2. **Number:** 11.6.1
3. **Background**
 - In order to minimise the potential for 'slip, trip and fall' injuries to occur, Council has developed a risk management approach to Council's footpath.
 - Council has recognised that 'slips, trips and falls' associated with footpath network form a significant percentage of public liability claims received by Councils within NSW.
 - The procedures developed for this purpose are derived from industry best practice as documented in the "Statewide Mutual Best Practice Manual - Footpaths".
 - This policy applies to footpaths surfaced with concrete, asphaltic concrete, bitumen seal or pavers.
 - This policy does not apply to turfed, gravel surfaced or unformed footpaths, boardwalks, walkways or walking trails.
4. **Objective**
 - To support procedures for the inspection, evaluation and maintenance of footpaths.
5. **Principles**
 - To provide a managed level of public safety for users of the footpath network.
 - To extend the life of the footpath assets by timely maintenance and rehabilitation.
6. **Associated legislation and Other References**
 - Civil Liability Act 2002
 - Local Government Act 1993
 - Statewide Mutual, Best Practice Manual - Footpaths: Version 4: September 2010
7. **Definitions**
 - Public Liability - Covering injury, illness, loss or damage suffered by a member of the public resulting from Council negligence, commission or omission.
 - Public Indemnity - Covering injury, illness, loss or damage suffered by a member of the public resulting from Council negligence, commission or omission in technical advice or professional design or service delivery.
8. **Policy**
 - 8.1 **Management of the Council's Footpath Policy**

The General Manager or nominated delegate is responsible for the management of the Policy.
 - 8.2 **Policy Statement**
 - Council Aims to provide a managed network of footpaths for pedestrians to utilise.
 - The policy, together with the procedures, provides the guidelines for managing the footpaths.
 - Council will within its budgetary constraints, endeavour to provide a level of funding each year to meet the maintenance requirements documented in the procedures.
9. **Responsibilities**
 - 9.1 **General Manager**
 - Ensures that Council complies with the requirements of Civil Liability Act 2002 and the standards and requirements issued under the Act
 - Ensures that Council complies with other legislation relating to footpath policy.

9.2 Director Engineering

- Ensures that the Footpath inspection and maintenance/replacement programme are adequately resourced.
- Represents Footpath Policy interests on the Executive.
- Has ownership of the Footpath Policy.

10.3 All Employees

- Comply with Footpath Policy.

11. Review and Amendment

- This policy shall be reviewed every two years or as required to ensure it meets all statutory requirements and the needs of Council.
- This policy may be amended or cancelled by Council at any time without prior notice or obligation to any employee.

12. Adoption

- This policy commences as from the date of adoption by Council, being 21/06/2018.

PROCEDURES**PROCEDURES FOR THE INSPECTION, EVALUATION AND MAINTENANCE OF FOOTPATHS****INTRODUCTION**

The aim of this procedure is to reduce the risk of injury to the public, and reduce Council's exposure to the possibility of a claim should an injury occur. This shall be achieved by developing and maintaining a systematic approach to inspection, evaluation, maintenance and repair of all footpaths as identified in the Asset Register.

The procedures aim to:

- Identify hazards by conducting regular formal assessments or identification through Council's Complaint Management System (Service Requests and Complaints).
- Evaluate the types of hazard and their severity.
- Develop control techniques to manage the hazards.
- Determine appropriate frequencies of inspections.

The inspection timeframes are set out below:

Three Monthly Inspections

Main Street (Short Street to Grafton Street)
Camp Street (Warraderry Street to West Street)
Short Street (Warraderry Street to Melyra Street)
Forbes Street (Camp Street to Melyra Street)
Weddin Street between Camp Street and Dagmar Street

Annual Inspections

All other footpaths in Grenfell, Quandialla, Greenthorpe and Caragabal.

- Determine an appropriate response time to undertake the necessary inspections and repairs for each category of hazard.
- Minimise the recurrence of failures using effective maintenance and construction strategies.
- Develop a system to record and follow the condition of a failed footpath or cycleway system from hazard identification to restoration.

IDENTIFICATION

The inspection programme identifies all the known risks associated with the footpaths and generally takes one of the following forms:

- Proactive inspections. Inspections of all footpaths are conducted at programmed frequencies determined by Council.

- Reactive inspections. Complaints, requests and reports received via the Complaint Management System. (See example – Footpath Inspection Sheet – Appendix 3)

EVALUATION OF HAZARDS

The identified hazard is evaluated for the severity of the hazard and the risk. The evaluation of the risk is rated in accordance with Council's Footpath/Cycleway Risk Rating. (See example - Appendix 4) [Reference Guide "Easy Guide to Footpath Risk Rating" contained in the Statewide Best Practice Manual.]

CONTROL OF RISK EXPOSURE

The control of the risk exposure is a very specific issue. The type and style of control technique adopted will depend on the resources, facilities and expertise available to Council. There are two considerations to be taken into account when deciding on the control measures to be adopted. They are the type of control measure that should be adopted and the time in which to respond.

There are three basic control measures that are generally implemented by Council:

- Make the area safe by the erection of temporary barriers or barricades,
- Effect temporary repairs of the damaged area, and
- Effect replacement of the damaged area.

Risk Action Response Times are determined on the basis of priority and Council's ability to respond.

The following table sets out the basic set of response criteria.

Table 1 - Footpath Risk Action Response

Priority	Control Mechanism	Response Time
Low	Consideration should be given as to whether action needs to be taken	As resources permit Monitor risk
Medium	Programme into maintenance works	30 Days
High	Make Safer Effect repairs (either temporary or permanent)	24 Hours 3 Days
Very High	Make safe Effect immediate repair or replacement	Within 4 hours 24 hours

RECORDS MANAGEMENT

It is important that records are maintained for both the Asset System and the management of customer service requests and complaints.

This is particularly relevant to establish Council's response has been reasonable and in accordance with its Duty of Care to the users of its footpaths.

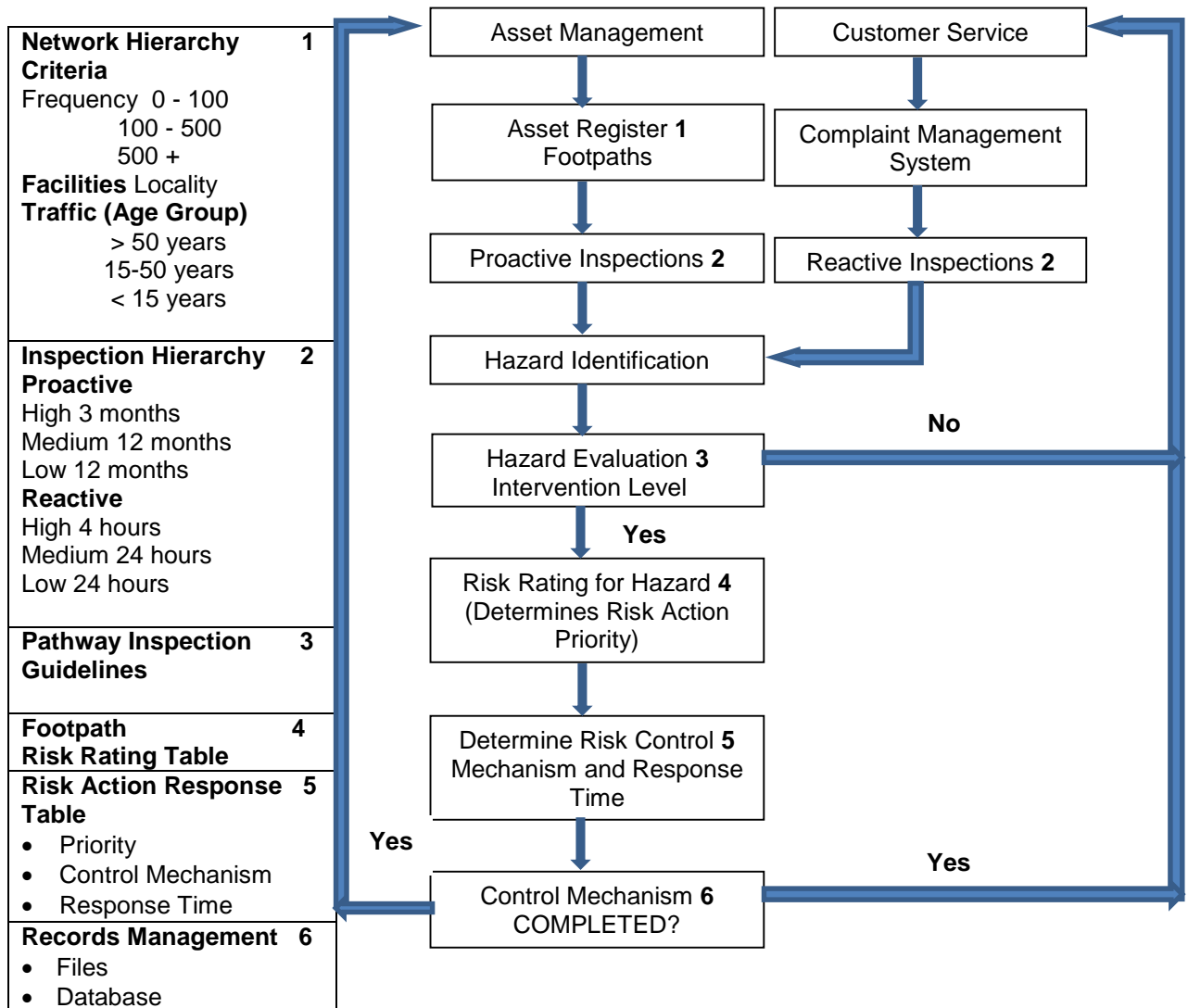
REFERENCES

1. Australian Standard AS/NZ 4360:1995 Risk Management.
2. NAASRA Guides to Traffic Engineering Practice Part 13.
3. Statewide Mutual Best Practice Manual - Footpaths.

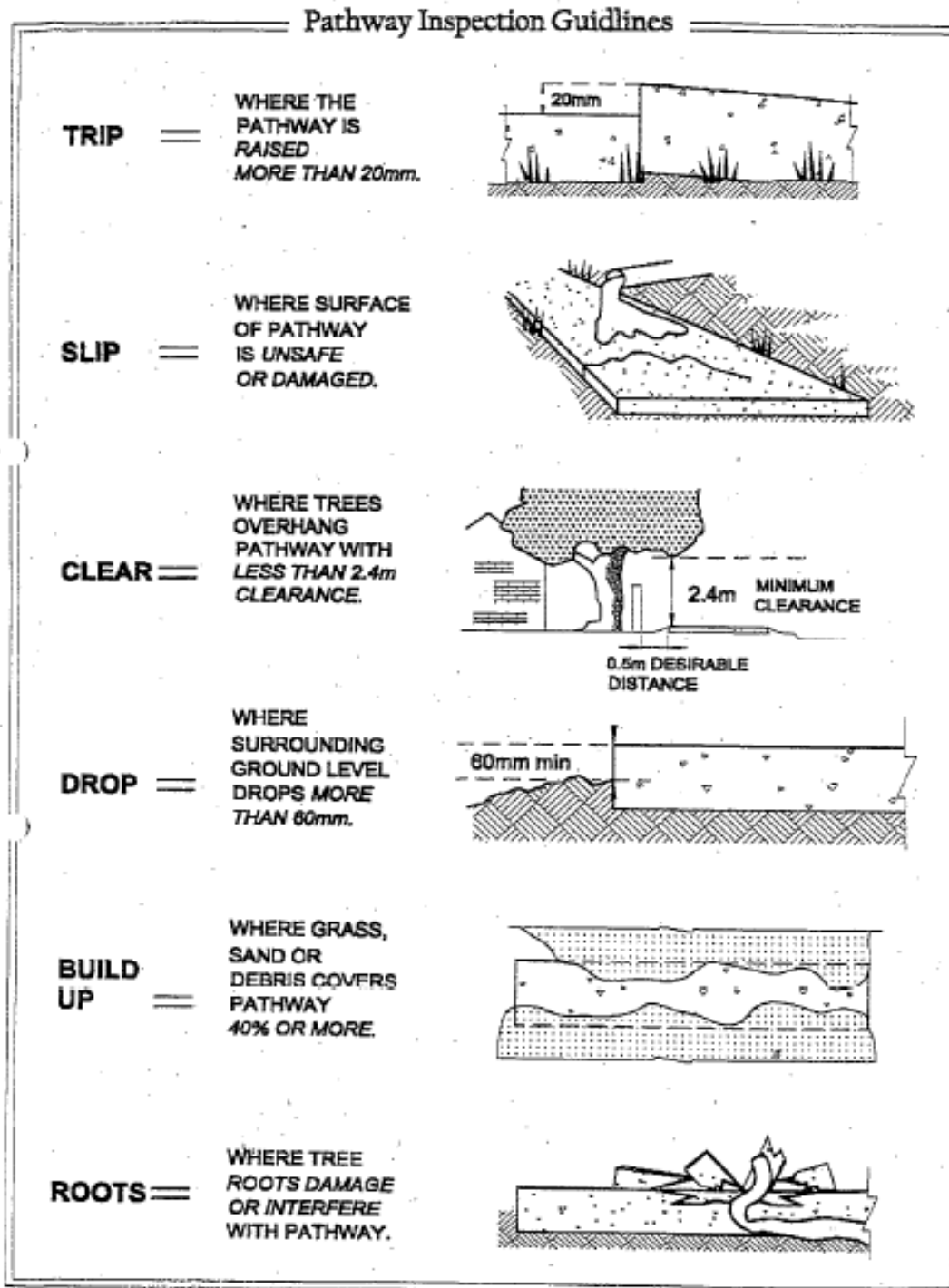
APPENDIX

1. Flowchart - Procedures
2. Pathway Inspection Guidelines
3. Footpath Inspection Sheet
4. Guide - Assessing Footpath Risk Rating

APPENDIX 1: FLOWCHART - PROCEDURES



APPENDIX 2: PATHWAY INSPECTION GUIDELINES



APPENDIX 3: FOOTPATH INSPECTION SHEET

LOCATION / ZONE.....ROAD NO.....Ref ORIGIN:.....

ROAD/STREET.....

DATE...../...../..... INSPECTOR.....

1 What is the cause and size of the trip hazard

- Settlement / Erosion
- Vehicle
- Repairing
- Water
- Wear & Tear
- Tree Root Intrusion
- Lighting
- Other

4 What is the lighting like

- | | | |
|---------------|--------------------------|--------------------------|
| Excellent | Day | Night |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| Good | <input type="checkbox"/> | <input type="checkbox"/> |
| Adequate | <input type="checkbox"/> | <input type="checkbox"/> |
| Inadequate | <input type="checkbox"/> | <input type="checkbox"/> |
| No Artificial | <input type="checkbox"/> | <input type="checkbox"/> |

2 Is the surface uneven and to what degree

- Slight
- Uneven
- Very
- Extreme

5 Are there shadows on the footpath

- | | | |
|--------|--------------------------|--------------------------|
| | Day | Night |
| None | <input type="checkbox"/> | <input type="checkbox"/> |
| Little | <input type="checkbox"/> | <input type="checkbox"/> |
| Some | <input type="checkbox"/> | <input type="checkbox"/> |
| Medium | <input type="checkbox"/> | <input type="checkbox"/> |
| Heavy | <input type="checkbox"/> | <input type="checkbox"/> |

3 Is the surface slippery and to what degree

- Slight
- Uneven
- Very
- Extreme

6 Is the footpath frequently used

- High** – CBD, shopping centres
- Medium** – leisure facilities, schools, aged homes
- Low** – residential and rural

7 Joint Displacement

- < 20 mm
- 20 to 30mm
- >30mm

8 Comments / repair method.....

Signature _____

Date _____

APPENDIX 4: ASSESSING FOOTPATH RISK RATING

ASSESSING FOOTPATH RISK RATING		LIGHTING	Lighting excellent	Lighting good	Lighting adequate	Lighting inadequate	No artificial lighting
		SHADOWS	No shadows	Little shadow	Some shadow	Medium shadow	Heavy shadow
TRIP SIZE (mm)	UNEVENNESS	SLIPPERINESS	If the rating is in the shaded area, you must consider the volume of traffic and the location of the footpath. High volumes go to the next level up, Medium volumes move to the next level right, Low volumes stay in the level.				
> 30	Extreme	Extreme	VH	VH	VH	VH	VH
20 to 30	Very	Very	H	H	H	VH	VH
10 to 20	Uneven	Uneven	H	H	H	H	VH
5 to 10	Slight	Slight	M	M	M	H	H
< 5			L	L	L	L	L