



GLEN INNES SEVERN COUNCIL

Footpath Maintenance and Inspection Policy

RESOLUTION NUMBER: 27.12/20 33.02/16	MEETING: 17 December 2020 25 February 2016
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INTRODUCTION

Glen Innes Severn Council is committed to providing a safe and accessible footpath network for the community. Council recognises that a significant percentage of public liability claims received by Councils in NSW have been the result of footpath related incidents. In order to reduce potential liability exposure, Council has developed guidelines for managing the footpath network using a risk management approach.

AIMS OF POLICY

The aims of the Glen Innes Severn Council Footpath Maintenance and Inspection Policy are:

- To provide pedestrians with a safe and accessible footpath network;
- To adopt a footpath management system for maintenance and inspections that is efficient and sustainable within Council's current (and predicted) funding regime;
- To manage footpath hazards through identification, assessment, prioritisation and control actions.

POLICY STATEMENT

This policy is derived from the Statewide Mutual Best Practice Manual and provides guidelines for the management of Council's footpath assets. Council maintains a footpath network with a total length of approximately 17.2km which is comprised of the following:

Footpath Material	Length
Concrete (Standard)	14,531 m
Bitumen	91 m
Concrete (CBD Style)	1,410 m
Gravel	1,175 m

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Related Documents: NSW Civil Liability Act 2002, Roads Act 1993, AS ISO 31000:2018, GIS Risk Management Policy, Statewide Mutual Best Practice Manual - Footpaths			

Inspections

Identification of defects and hazards in the footpath network is achieved through the following methods:

- **Formal inspection program** – detailed footpath inspections are scheduled by Council's Technical Services section where defects and hazards are recorded, and an overall condition rating is assigned to each footpath segment. The inspection results are recorded in a database;
- **Reactive inspections** – footpath inspections are undertaken following a request from a member of the public or staff member and the information is recorded;
- **Authorised openings** – Council has a formal application process for road openings and road occupancies as part of the *NSW Roads Act 1993*. Such applications provide an opportunity for Council to inspect the footpath area prior to, during and after the activity, ensuring the footpath is left in a safe condition.

Council's entire maintained footpath network is inspected for defects annually. High pedestrian areas are inspected more frequently on an informal basis.

Evaluations

Defects and hazards are assessed in relation to the level of risk they present to pedestrians. The main criteria for evaluations are the severity of the defect and the frequency of footpath use. Risk scores are calculated for all defects, and used for prioritising maintenance works.

The defect type and severity is determined using the following table:

Defect Type	Defect Sub-Type
Differential height of path (trip hazard) due to uplift, settlement or rotation (longitudinal direction)	<5mm height
	5 to 10mm height
	10 to 20mm height
	20 to 30mm height
	> 30mm height
Edge-drop off / scouring (transverse direction)	Isolated, depth 0 to 20mm
	Isolated, depth > 20mm
	Length 1 to 6m and depth 0 – 20mm
	Length 1 to 6m and depth > 20mm
	Length > 6m and depth 0 to 20mm
	Length > 6m and depth > 20mm
Major crack (can be repaired)	< 5mm thick

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Defect Type	Defect Sub-Type
	5 to 10mm thick
	> 10mm thick
Depression / ponding on footpath	Minor < 1m length
	Length 1 to 2m
	Length > 2m
Obstruction / loose material	Tree limb
	Sign/pole
	Grass/vegetation
	Loose material
	Other: refer comment
Aesthetic	Chewing gum
	Graffiti
	Other: refer comment
Other: refer comment	Minor hazard
	Fair hazard
	Major hazard

The frequency of use categories are based on pedestrian usage and areas which are deemed to have high pedestrian activity. Consideration is also given to the type of user. The three (3) frequency categories are:

Category A	High pedestrian usage: CBD, medical/health facilities, transport facilities
Category B	Medium pedestrian usage: schools, nursing homes and aged care facilities
Category C	Low pedestrian usage: all other areas, including residential areas

Controls

Following the identification and evaluation of a footpath defect, a control mechanism is established. The control mechanism adopted will depend on the resources and expertise available. The primary considerations for determining the control measure for a hazard are the type of control mechanism and the time in which to respond.

Control mechanisms follow the generally accepted hierarchy of hazard control, including in priority order hazard elimination, substitution, engineering controls, and administrative controls. The basic control mechanisms utilised by Council for footpaths include:

- Make the area safe by marking the hazard, erecting barricades, or lighting; or
- Repair the defect or hazard; or

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- Schedule the immediate or future replacement of the defective asset; or
- Refer defects which are not the Council's responsibility to the asset owner; or
- Take no action.

Response Times

Response times are determined according to the risk rating of the defect or hazard. They are also dependent on Council's resources and ability to respond. A summary of the response times is shown in the table below.

Risk Rating	Response
Very High	Inspect and mark/make safe within 48 hours, arrange repairs or replacement in next fortnightly work schedule.
High	Inspect and mark/make safe within 48 hours, program into annual maintenance program as resources permit.
Medium	As resources permit.
Low	As resources permit.

RELATED LEGISLATION AND REFERENCES

- *NSW Civil Liability Act 2002*;
- Australian and International Standard – AS/ISO 31000:2018 – Risk management – principle and guidelines;
- Glen Innes Severn Council Policy – Risk Management;
- *Roads Act 1993*.

APPLICABILITY

This policy is applicable to footpaths within the Glen Innes Severn Local Government Area that are maintained by Glen Innes Severn Council, as recorded in Council's footpath asset register.

This policy is not applicable to unformed or turf footpaths, walkways or walking trails.

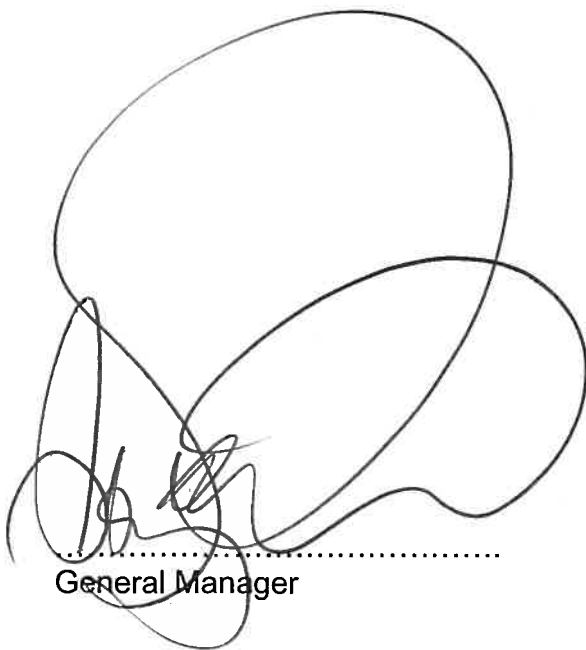
IMPLEMENTATION / COMMUNICATION

This Policy will be communicated to all new employees that are affected by it as part of their induction. Revised versions of the Policy that only contain minor changes will be distributed to the Managers by the Personal Assistant for the Director of Infrastructure Services' for highlighting at a team meeting.

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VARIATION AND REVIEW

This policy shall be reviewed every three (3) years, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of this policy does not expire on the review date, but shall continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council



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General Manager

4/1/21
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Date

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