Document Name	Document Version Number	Review Date
Footpath Inspection and Maintenance Policy	1.0.0	August 2016
Date Adopted	Minute Number	Status
20 August 2014	3864	New Policy

Purpose

The objective of this document is to develop a Council policy that supports procedures for the repair and maintenance of Council's concrete footpaths.

Council has recognised that slips, trips and falls associated with footpaths networks form a significant percentage of public liability claims received by councils within NSW.

Council must be aware of their legal responsibility in regard to maintaining and repairing the footpath network. Clearly, Council must have in place a system to Inspect, Schedule, Action and Report footpath hazards and defects. In order to achieve this there needs to be commitment, resources and discipline from Council and its employees.

Scope

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.

Definitions

Risk Management is the systematic application of management policies, procedures and practices to the tasks of identifying, analysing, assessing, treating and monitoring risks.

Footpaths For the purpose of this policy "footpaths" shall include footpaths, cycleways and shared use paths.

Policy Content

Council aims to provide a managed network of footpaths for pedestrian use.

This policy, together with procedures will provide the guidelines for the management of footpath in our Shire.

Council will within its budgetary constraints, endeavour to provide a level of funding each year to meet the maintenance requirements documented in the procedures.

Inspections

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

- Proactive Scheduled Inspections
- Reactive Inspections

Proactive scheduled inspections of all footpaths are conducted at programmed frequencies determined in the Footpath Inspection Hierarchy as outlined in the WHS and Insured Risk Management System. The program frequency for each particular section of footpath is determined based on the importance of the location and frequency of traffic for that area.

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**Footpath Inspection
and Maintenance Policy**

Priority	Frequency of Use	Inspection Hierarchy
Low	Residential and Rural	12 months
Medium	Leisure Facilities, Schools, Aged Care facilities	6 months
High	CBD's and Shopping Areas	3 months

Reactive inspections are undertaken based on complaints, requests and reports received via Council's Customer Action Request system.

Evaluations
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 Risk Rating Matrix. [Reference Guide "Easy Guide to Footpath Risk Rating" contained in the Statewide Best Practice Manual.]

Controls
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 being a) the type of control measure that should be adopted and b) the time in which to respond.

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

- To make the area safe by the erection of temporary barriers or barricades,
- To effect temporary repairs of the damaged area, and
- To effect replacement of the damaged area.

Response Times
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.

Footpath Risk Action Response		
Priority	**Control Mechanism**	**Response Time**
L (Low)	Consideration should be given as to whether action needs to be taken	As resources permit
M (Medium)	Program into maintenance works	15 Days
H (High)	Make safe	24 Hours
	Effect repairs (either temporary or permanent)	3 Days
VH (Very High)	Make Safe	4 hours
	Effect Immediate Repair	24 hours

Links to Policy
Nil

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Links to Procedure
- Reflect Inspection Procedures

Links to Forms
- Footpath Inspection Form

References
- WHS and Insured Risk Management System.
- Statewide Mutual Best Practice Manual – Footpaths

Responsibility
Director Engineering
The Director of Engineering Services has the overall responsibility for the management of the footpath network at Greater Hume Shire Council. He is required to authorise the inspection frequency, defect and intervention models to be adopted by his staff. He is also responsible for authorising the annual works program.

Manager Assets
The Manager Assets is responsible for maintaining the Asset Schedule. They are also responsible for developing, implementing and reviewing inspection schedules, footpath classifications, hazard types and their severity and response times. They are also responsible for providing reports to responsible officers.

Manager Works
The Works Manager is responsible for the preparation and implementation of the annual works program. They are also required to provide the necessary resources to enable the Manager Works to undertake works. The Manager is responsible for the scheduling of work and the allocation of resources to the activity. They are responsible for instructing staff on the method of work to be undertaken.

Operational Staff
After receiving a works instruction from the Manager Works the operational staff is to carry out rectification work to the standards set out in the Maintenance Activity Guidelines.

Inspectors
The inspector is to carry out planned inspections as per the inspection calendar. They are also to conduct specific inspections following complaints or instruction from managers. The inspector shall be responsible for seeing that all inspections and defects identified on Reflect.

Risk Officer
They are responsible for conducting specific inspections and reporting following an incident.

Document Author
Director Engineering

Relevant Legislation
- Footpaths Act 1993
- Risk Management ISO 31000:2009
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Associated Records
Nil

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