

FOOTPATH INSPECTION AND MAINTENANCE POLICY

TS350



NARRANDERA SHIRE COUNCIL POLICY

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FOOTPATH INSPECTION AND MAINTENANCE POLICY



Policy No: TS350
Policy Title: FOOTPATH INSPECTION & MAINTENANCE POLICY
Section Responsible: Technical Services
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1 Introduction

- 1.1 Councils have a duty of care and responsibility to maintain all footpaths, shared paths, nature strips and medians under the care and control of Council. It is therefore incumbent on Council to be aware of all issues relating to the condition of these infrastructures.
- 1.2 Council has recognized that slips, trips and falls associated with the footpath network form a significant percentage of public liability claims received by Council's within NSW.
- 1.3 A systematic approach that incorporates identification, inspection and prioritisation/monitoring processes is essential in the mitigation and reduction of claims, and will also be an effective tool for improving the overall maintenance programme and the quality of these assets.
- 1.4 A duty of care is also owed by Council where problems are caused by other structures (i.e. trees and their roots, benches, signs etc). Such occurrences can also lead to the question as to whether Council should have reasonably known about such situations.
- 1.5 This policy is to be read in conjunction with Council's **Footpaths Inspection & Maintenance Procedure**

2 Objective

- 2.1 The objective of this policy 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 and cycleways as identified in the Asset Register.
- 2.2 The document also aims to specifically address the process of determining the types of hazards that require consideration for repair and the recommended timeframes in which repairs should be implemented.
- 2.3 The policy aims to:
 - 2.3.1 provide safe access for the community with minimal risk;
 - 2.3.2 identify hazards by conducting regular formal assessments of all footpath systems;
 - 2.3.3 identify the types of hazard and their severity;

- 2.3.4 determine an appropriate response time to undertake the necessary inspections and repairs for each category of hazard;
- 2.3.5 determine appropriate frequencies of inspections;
- 2.3.6 minimise the recurrence of failures using effective maintenance strategies;
- 2.3.7 set construction and material standards for paved footpaths and other paved constructions occupying the road footpath reserve such as driveways; and
- 2.3.8 develop a system to record and follow the condition of a failed footpath system from hazard identification to restoration.

3 Scope

- 3.1 This policy applies to footpaths surfaced with concrete, asphaltic concrete, bitumen seal or pavers.
- 3.2 The policy does not apply to turfed, gravel surfaced or unformed footpaths, boardwalks, walkways or walking trails.

4 Policy Statement

- 4.1 Narrandera Shire Council (NSC) shall provide so far as is practicable, a managed network of footpaths and cycleways for pedestrians and cyclists to utilise.
- 4.2 Council shall endeavour to extend the life of its footpath and cycleway assets by timely maintenance and rehabilitation.
- 4.3 Council will within its budgetary constraints endeavour to provide a level of funding each year to meet the expansion, maintenance and restitution requirements of its footpaths and cycleways network.

5 Definitions

- 5.1 **Artificial Light** – Man made source of light
- 5.2 **Environment** – The elements of a streetscape that have the potential to influence works or be influenced by works.
- 5.3 **Evaluation** – A systematic determination of a merit, worth and significance, using criteria governed by a set of standards
- 5.4 **Footpath** – Constructed paved paths that form part of the town's footpath network, generally within the road reserve or in council parks and gardens
- 5.5 **Footpath Risk Rating** – The rating determined through the analysis of physical description of the footpath and the environmental conditions that are used to allocate priority for the treatment of defects.
- 5.6 **Frequency** – A measure of likelihood expressed as the number of occurrences of an event in a given time.
- 5.7 **Inspection** – The investigation of an asset or activity that may involve the measurement, test, and gauges applied to certain characteristics.

- 5.8 **Maintenance** – An activity to manage a defect that does not extend the life of the asset, does not improve the assets service or revenue earning potential and does not add attributes that were not previously part of the asset.
- 5.9 **Make Safe** – Action taken in accordance with current practice that adequately protects the public.
- 5.10 **Median** – A narrow area of land separating the opposing traffic lanes of a road.
- 5.11 **Natural Light** – Day light.
- 5.12 **Nature Strip** – The portion of the road reserve, street or other public place set aside for services, turf and street trees and usually forms part of the footway.
- 5.13 **Pavement** – The surface material used in the construction of footpath or roadway.
- 5.14 **Physical Damage** – Any damage to an asset.
- 5.15 **Renewal** – An activity that will extend the life of the asset, increase its service potential and/or earning capacity, but does not add any attributes to the asset.
- 5.16 **Risk** – The potential that a chosen action or activity (including the choice of inaction) will lead to a loss (an undesirable outcome).
- 5.17 **Risk Control** – The implementation of provision of policies, standards and procedures to eliminate, avoid or minimise adverse risks.
- 5.18 **Risk Identification** – The process of determining what can happen, why and how.
- 5.19 **Risk Management** – The identification, assessment, and prioritisation of risks (defined in AS/NZS ISO 31000:2009 as *the effect of uncertainty on objectives*, whether positive or negative) followed by coordinated and economical application of resources to minimize, monitor, and control the probability and/or impact of unfortunate events or to maximize the realization of opportunities.
- 5.20 **Severity** – The outcome of an event or situation expressed qualitatively or quantitatively, being a loss, injury, disadvantage or gain.
- 5.21 **Shared Footway** – A path on which pedestrians and bicyclists mix and where bicyclists must give way to pedestrians.

1 Identification

- 1.1 NSC has developed an inspection program that identifies all the known risks. The inspection program identified all the known risks associated with footpaths and cycleways generally takes one of the following forms:
- Proactive scheduled inspections
 - Reactive inspections
- 1.2 Proactive scheduled inspections of all footpaths are conducted at programmed frequencies determined in the footpath inspection hierarchy. 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. The table below shows the Inspection Hierarchy for proactive inspections.
- 1.3 Reactive inspections are undertaken based on complaints, requests and reports received via Council's Customer Request system.

2 Evaluations

2.1 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. (Refer to the policy)

3 Controls

3.1 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:

- The type of control measure that should be adopted
- The time in which to respond

3.2 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.

4 Response Times

4.1 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.

RISK	RESPONSE TIMES	REMEDIAL RESPONSE
VERY HIGH	4 hours 24 hours	Isolate the affected area immediately to exclude access to the site by the erection of temporary barriers or barricades. Repair or replace the failed area as soon as possible
HIGH	24 hours 3 days	Isolate the affected area immediately to exclude access to the site by the erection of temporary barriers or barricades. Repair or replace the failed area as soon as possible
MEDIUM	15 days	Make the area safe if possible and then place the hazard into the maintenance program
LOW	As resource permits	Action is to be taken when resources are available

5 Roles and Responsibilities

5.1 Deputy General Manager Infrastructure

5.1.1 The Deputy General Manager Infrastructure (DGMI) has the overall responsibility for the management of the footpath network at Narrandera Shire Council. The DGMI is required to authorise the inspection frequency, defect and intervention models to be adopted by staff. The DGMI is also responsible for authorising the annual works program.

5.2 Manager Assets

5.2.1 The Manager Assets is responsible for maintaining the asset schedule. The incumbent is also responsible for developing, implementing, and reviewing inspection schedules, footpath classifications, hazard types and their severity and response times and for providing reports to responsible officers.

5.3 Manager Works

5.3.1 The Manager Works is responsible for the preparation and implementation of the annual works program. The Manager Works is responsible for the scheduling of work and the allocation of resources to the activity and is also responsible for instructing staff on the method of work to be undertaken.

5.4 Operational Staff

5.4.1 After receiving a works instruction from the Manager Works, operational staff are to carry out rectification work to the standards set out in the maintenance activity guidelines.

5.5 Inspectors

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

5.6 Work Health Safety Officer

5.6.1 The Work Health Safety Officer (WHSO) is responsible for conducting specific inspections and reporting following an incident.

6 **Variation**

6.1 Council reserves the right to review, vary or revoke this policy in accordance with award, legislation and regulation changes.

7 **Related Documentation**

- Australian Standard AS/NZS ISO 31000:2009 Risk Management Principles and Guidelines
- Statewide Mutual Best Practice Manual – Footpaths, Nature Strips and Medians.
- NSC Footpaths Inspection and Maintenance Procedure
- NSC Disability Inclusion Action

Policy History

Adopted 19 July 2017

Reviewed

Amended

Signed:



Interim General Manager

Date: 24 July 2017