

**POLICY TITLE      FOOTPATHS: INTERVENTION STANDARDS,  
MAINTENANCE STRATEGY, REPAIR PROCESS  
AND STANDARD CONTROL.**

**VERSION I:**            Adopted 3 May 2007

**Last reviewed:**        -

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## **OBJECTIVES**

To provide for the improvement and maintenance of paved or concrete footpaths to grant safe pedestrian walkways and reduce potential risk hazards to the public in their use.

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 networks.

The intervention into footpaths relates to the risk management processes. The two main criteria for evaluation are the severity of damage and the frequency of use. Councils aim is to provide a standard of footpath intervention that ensures that work is completed in accordance to priority.

Council shall provide an annual budget for the provision of the maintenance and replacement of footpaths. The allocation of these funds to specific projects will be determined based on physical inspection of all footpaths in the region, and may not necessarily be adequate to undertake all works.

## **POLICY STATEMENT**

This policy applies to footpaths surfaced with concrete, asphaltic concrete, bitumen seal or pavers. Council will, within its budgetary constraints, endeavour to provide a level of funding each year to meet the necessary maintenance as required by this policy.

### **Intervention Standards and Maintenance Strategy**

#### **Usage Patterns**

Dungog Shire Council has assessed its footpaths on usage patterns. Areas have been classified as high, medium and low usage based on the Statewide Mutual recommendations. The inspection frequency of Council owned footpaths is determined by usage patterns:-

- High Use Areas – Monthly Inspections;

- Medium Use Areas – Quarterly Inspections; and
- Low Use Areas – Yearly inspections.

A separate asset register records all Council owned footpath locations and associated usage patterns. This will allow usage patterns to be reviewed when necessary.

### **Maintenance, Repairs and Replacement**

Defects in footpaths will be identified by three sources:-

1. Regular risk inspections in accordance with usage patterns;
2. Informal inspections by works staff; and
3. Reports from general public

On identification of a defect a *Footpath Risk Inspection* will be conducted by Councils trained staff. Evaluations are made in relation to the criteria presented in Table 1, including lighting, shadow, displacement and size in millimetres of the trip hazard.

These evaluations help determine whether the hazard is a high, moderate or low risk to the public and indicate the timeframe in which the works should be undertaken.

**Table 1. Risk Inspection Criteria**

FIELD GUIDE TO ASSESSING FOOTPATH RISK	LIGHTING		Lighting Excellent (1)	Lighting Good (2)	Lighting Adequate (3)	Lighting Inadequate (4)	No artificial lighting (5)
	SHADOWS		No Shadows	Little Shadow	Some Shadow	Medium Shadow	Heavy Shadow
Trip (Size – mm)	Unevenness	Slipperiness	If rating is in the shaded area, you must consider the volume of traffic and the location of the footpath. If they are important, go to the next level up.				
>25 (3)	Extreme (3)	Extreme (3)	H	H	H	H	H
15-25 (2)	Moderate (2)	Moderate (2)	M	M	M	H	H
8-15 (3)	Slight (1)	Slight (1)	L	L	L	M	M

<b>RISK</b>	<b>HIGH</b> probability of incident affecting consumers  (high use areas – malls etc)	<b>MODERATE</b> probability of incident affecting consumers  (moderate use areas – side streets etc)	<b>LOW</b> probability of incident affecting consumers  (low use areas – back streets etc)
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## Repair Process

### 1. Evaluation:

Defects are assessed and repaired in accordance with urgency.

- High Risk – immediate barricade – repair within 14 days.
- Moderate Risk – works programmed and undertaken when budget allows.
- Low Risk – No action. Location noted and reinspected on next programmed inspection.

### 2. Control:

- Work order is issued.
  - i. During work Council ensures the area is safe by the erection of temporary barriers or barricades. Temporary repairs may also be put into place to secure the area while awaiting further work.
- On work completion the site is inspected. If work does not satisfy specification a work order is reissued.
- Once satisfied the job is signed off.

### 3. Monitoring:

- Work will be reinspected as part of the regular inspection program at the pre-determined intervals. Council records this information to ensure that the standard of maintenance, repair or replacement complies with its standards.
- If the work does not satisfy specification a work order is reissued.

All works are completed under supervision to ensure that the Councils standards are upheld.

The appropriate Council Manager responsible for the function shall seek an annual budget allocation from Council for the urgent repair of high priority footpath hazards that cannot be repaired under the normal maintenance budget.

<b>Date Policy Adopted</b>	<b>Minute No</b>	<b>Authority</b>
3 May 2007	33381	Council Resolution

Appendix.1 An Outline of Dungog Shire Councils Footpath Repair Process

Identification

**ORIGINATORS**

**Written Requests**

Letters

Memos

Internal Complaints

**Verbal Requests**

Telephone

Person

**INSPECTIONS**

Weekly

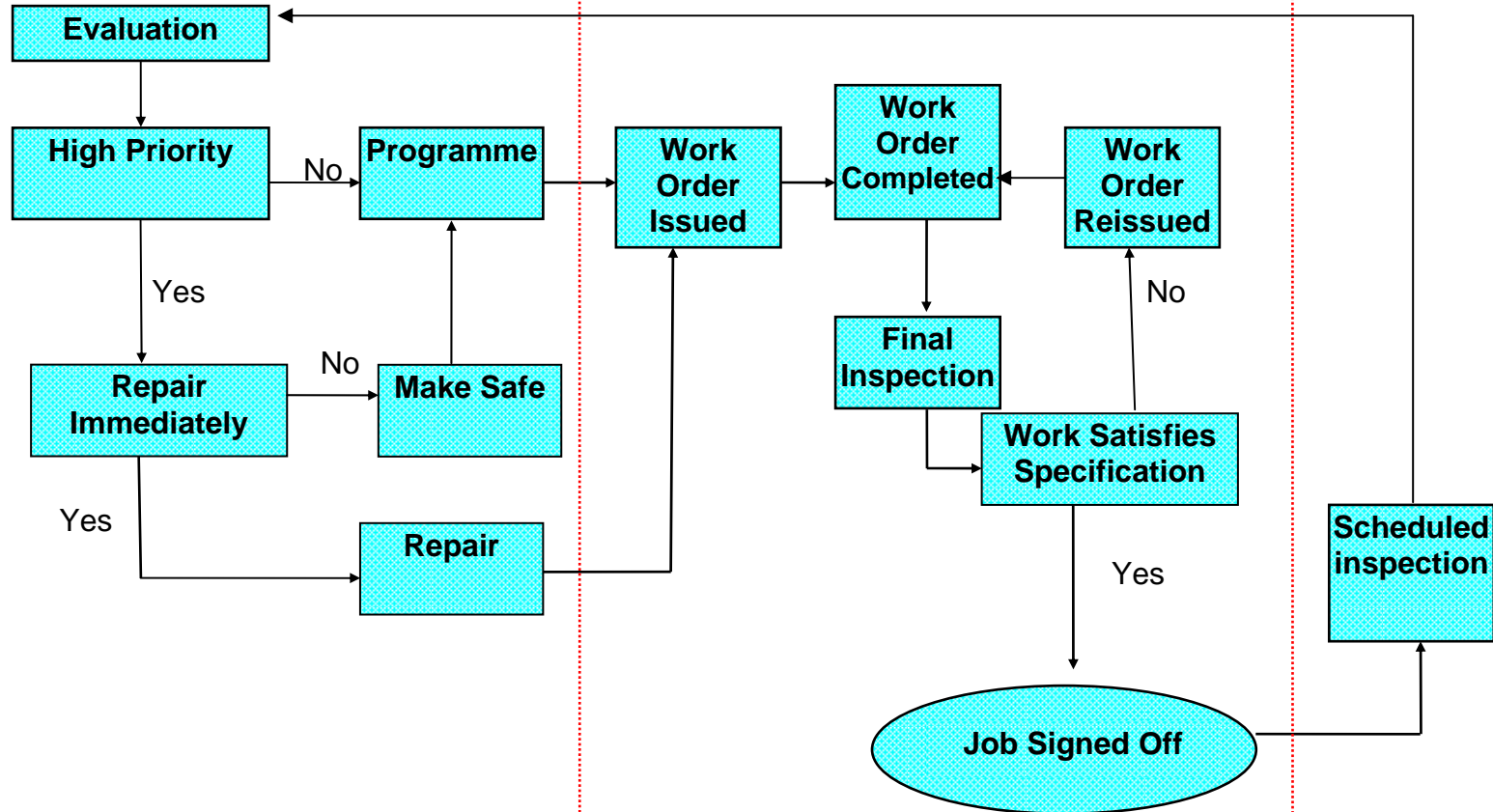
Monthly

Yearly

Evaluation

Control

Monitoring



Reference: Statewide Footpath Guideline

## **FOOTPATH OPENING STRATEGY**

### **OBJECTIVES**

To provide direction for the implementation of Council's statutory responsibilities and infrastructure asset protection obligations with regard to footpath openings and footpath reinstatements.

### **IMPLEMENTATION**

- Council must be notified of all proposals for footpath openings whether to be undertaken by service authorities, other persons or entities or their subcontractors.
- All Footpath openings must be reinstated to a standard commensurate with Council's asset maintenance standards.
- A bond will be obtained by council prior to the commencement of work. This bond will vary according to the dimensions of the work proposed. A quote for the bond will be established by managerial staff upon application for authority.
- In determining whether to grant a permit the Council will have regard to:
  - the nature and duration of the works;
  - the likely hazard that the works may constitute;
  - the impact of the works on the amenity of the adjoining area;and
  - any other matter relevant to the circumstances of the application.
- Council will require all service authorities (except in emergency circumstance) to provide written notice of any intention to undertake a footpath opening.
- Council will require all service authorities to reinstate the footpath opening within ten working days of undertaking the road opening to a condition satisfactory to Council.
- After inspection by a Council officer, where Council is not satisfied with the condition of a footpath opening reinstatement undertaken by a service authority, it may request the service authority to undertake further restitution works to achieve a required reinstatement standard. Where further restitution works are still unsatisfactory Council will undertake the reinstatement works itself and seek full cost of the rectification works from the permit holder by the retention of any applicable bond and/or by debt recovery.
- After inspection by a Council Officer, where Council is not satisfied with the condition of a footpath opening reinstatement undertaken by a private road opening permit holder, it will service a 'Notice to Comply' demanding adherence to the permit conditions.
- A final inspection will be undertaken by a Council Officer three (3) months after the footpath is reinstated. If the condition of the footpath meets Council standards the full bond amount will be refunded.

# FOOTPATH LOCATIONS AND USAGE PATTERNS



## Clarence Town

footpath network by usage pattern

- High
- Medium
- Low

## FOOTPATH USAGE PATTERNS



## DUNGOG

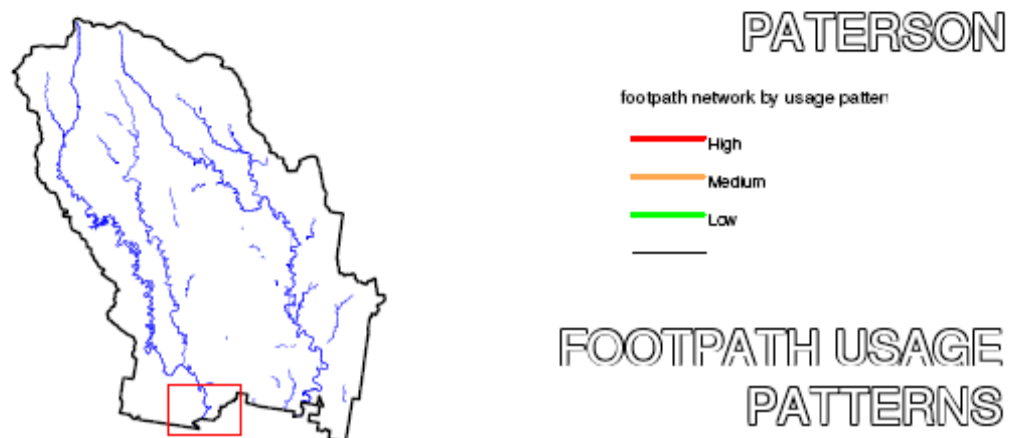
footpath network by usage pattern

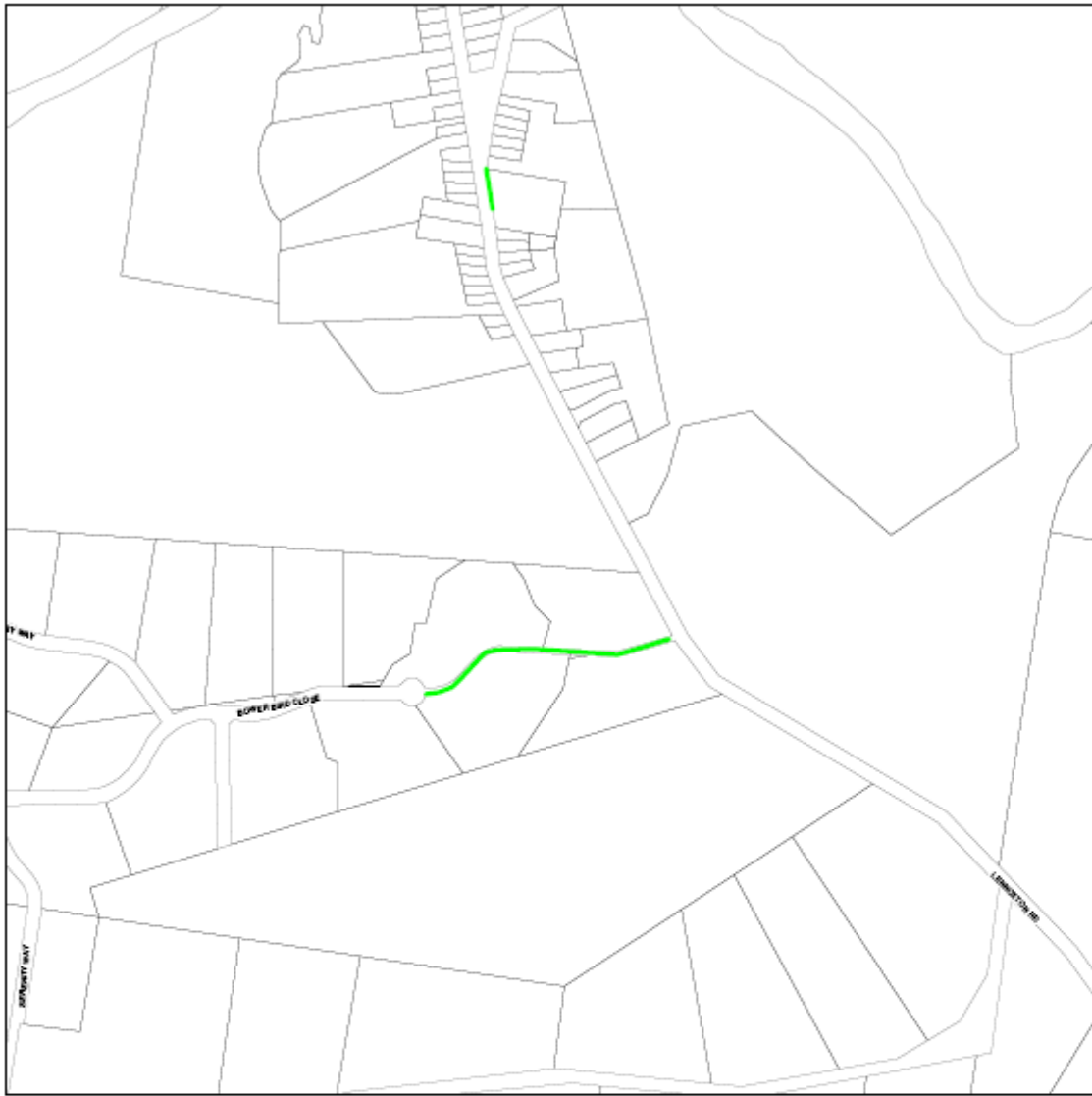
- High
- Medium
- Low
- 

## FOOTPATH USAGE PATTERNS



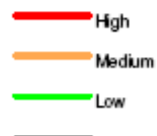






VACY

footpath network by usage pattern



FOOTPATH USAGE  
PATTERNS