


Hay Shire Council Procedure



Title of Procedure	Constructed Footpath Risk Management Procedure		
This applies to	All Council Staff		
Author	David Webb	Date Approved:	27 th July 2021
Position of Author	General Manager	Authorised by:	Council
Legislation, Australian Standards, Code of Practice.	Statewide Best Practice Manual Footpaths Version 6 August 2019 Statewide Guidance Notes Shared Paths, Version 3, July 2021 Statewide Best Practice Manual – Signs as Remote Supervision		
Related Policies/Procedures	Constructed Footpath Policy Signs as Remote Supervision Policy.		
Attachments	Nil		
Aim	To provide Council staff with clear and concise guidelines in relation to a footpath inspection regime		
Version	Details	Date	
5	Review	28 September 2017	
6	Review	27th July 2021	
Superseded Procedure			
The Procedure			

1. Introduction

Councils has a responsibility to maintain footpaths, therefore must be aware of all issues relating to the condition of footpaths. Council has considered a number of variables in determining the following risk management procedures, in an effort to reduce Council's liability claims exposure.

These procedures consist of periodic identification and monitoring which if done properly will be an effective tool for improving the overall footpath maintenance program and the quality of the footpath. These procedures and standards have been produced recognising the 2019 Statewide "Best Practice Manual".

2. Scope

This *Constructed Footpath Risk Management Procedure* forms part of the corporate Risk Management Policy. The development of a risk management procedure for footpath assets is a specific requirement of the corporate Policy.

For the purpose of this Procedure, "constructed footpath" shall be defined as the total width of concrete, gavel and paved footpath zones in urban streets, and includes concrete pedestrian ramps.

3. Purpose

To demonstrate Council's systematic and documented approach for reducing risks associated with maintaining and repairing footpaths. This, in turn, should reduce Council's exposure to footpath related public liability claims.

Trim Number:		Hay Shire Council Page 1 of 18
Date Printed:		
File Path:		

4. Objectives

The objectives of the Procedure are:

- To apply the risk management principles of identification, evaluation, and treatment of risks to constructed footpaths.
- To implement a formal system of constructed footpath inspections that record identified risks including defined hazards.
- To develop and maintain a risk register for constructed footpaths through inspections and incorporate reports of constructed footpath hazards received from the public and/or employees.
- To implement a method of prioritising the risks identified by the various sources.
- To establish reasonably practicable response times in which to affect repairs or provide temporary warnings, for the risks identified based on resources available.
- To establish a system of documenting all important steps of the Procedure to allow ongoing review and to provide evidence to defend footpath related claims against Council.

5. Inspections - Footpath Risk Identification

1. Identification of Risk

The first step in reducing footpath risk is to **identify** the risk associated with the condition of the footpath. Hazards can be identified by Council in a number of ways:-

- **Formal Inspections**
- **Customer Service Requests**
- **Employee Service Requests**

Formal Inspections

The purpose of the Formal Footpath Inspections is to ensure that any potential risks are identified and referred to the Infrastructure & Planning directorate for further investigation. Formal inspections of all Hay Shire Council's constructed footpaths will be conducted in accordance with the following regime:

Quarterly in March, July and November or when resources permit

- *Lachlan Street (W)* - Belmore to Leonard (paved area) including Memorial Hall & Library frontage
- *Lachlan Street (E)* - Solling to Leonard (paved area)
- *Pine Street* - Cadell to Morgan adjacent to high school
- *Lachlan & Leonard* - Adjacent to Public School
- *Moppett Street* - Lachlan Street to Information Centre (paved area)
- *Pine & Moppett Street* - Adjacent to St Mary's School
- *Murray Street* - Adjacent to Hospital & Medical Centre
- *Murray, Piper, Macauley & Coke Sts* - Surrounding Haydays
- *Pine Street* - Adjacent to Anglican Church
- *Orson Street* - Adjacent to Catholic Church
- *Bank Street* - Adjacent to Presbyterian Church
- *Lachlan & Church St* - Adjacent to Medical Centre
- *Church Street* - Adjacent to Childcare & Preschool centres

Annually in March:

Trim Number:		Hay Shire Council Page 2 of 18
Date Printed:		
File Path:		

- *The remainder of the system*

Risk ratings for the Annual Inspection are determined using a total defect regime where identifiable sections of the footpath are categorized according to the condition ie:

0-1%	cracking & hazard	-1
1-10%	cracking & hazard	-2
10-40%	cracking & hazard	-3
40-70%	cracking & hazard	-4
> 70%	cracking & hazard	-5
Paved Areas		-6

This system is used to determine the annual footpath replacement programme. The percentage of total areas and changes (resulting from reconstruction and/or maintenance) is recorded in the Footpath Asset Record.

Any additional footpath risks confirmed as a result of the quarterly inspection regime shall be recorded using the *Footpath Risk Assessment Form – Appendix E* and be included (subject to funds being available in routine footpath maintenance and footpath risk reduction budgets) in the Works Programme for rectification.

This inspection program will ensure that no areas of inspection are missed and exposure to public liability claims are greatly reduced using this system.

Inspections will be conducted according to the *Instructions for Conducting Footpath Inspections – Appendix C*, by appropriately trained and skilled personnel who have an understanding of footpath related hazards and defects.

These may be works supervisors, engineers, gangers, technicians, asset officers or anyone deemed suitable by the Director of Infrastructure & Planning.

Customer Service Requests

- Service requests from footpath users provide a valuable insight into the problems that exist within the footpath network. Service requests are received and registered using Council's complaints handling procedure and then assigned to Infrastructure & Planning staff member who will then investigate the complaint.

A *Footpath Service Request Flowchart* (see *Appendix A*) has been attached to explain the procedure of processing requests by footpath users. In the case of a footpath related incident that may involve a public liability claim, a *Footpath Incident Form* (*Appendix G*) has been prepared to ensure appropriate gathering of information.

Employee Service Requests

Service requests from employees are a valuable and often under-rated source of information. The *Fault Report Sheet* (*Appendix H*) is an internal document used by employees for reporting any type of hazard to Council whether footpath, road, workplace etc. Employees should be encouraged to utilise this system to assist Council in creating a safer network.

2. *Assessment of the Risk*

Trim Number:		Hay Shire Council Page 3 of 18
Date Printed:		
File Path:		

Once a footpath hazard has been identified, the footpath condition must be assessed by the Manager of Operations or other staff as directed, to determine its risk and potential for causing injury to a footpath user. Such an assessment will allow Council to prioritise the repair work needed, i.e. the greater the risk the higher its priority. The assessment process takes into account the severity of the damage and the frequency of use. The *Footpath Risk Assessment Form* (see *Appendix E*) is used to record all relevant information.

The Footpath Risk Assessment (*See Appendix E*)

The Footpath Risk Assessment form seeks detail on two major categories of risks namely physical risks and environmental risks. The **physical risks** are those directly related to the hazards. These include the trip size, whether the surface of the footpath is uneven and how slippery the footpath is. The **environmental risks** are those associated with the conditions surrounding the footpath. They include the lighting available and the degree of shadow covering the footpath.

The Footpath Risk Assessment form has been designed to help record hazards associated with a particular footpath, assist in its assessment and ensure appropriate action is taken to eliminate the risk.

Control of Risk

Risk assessment has determined the specific factors that may cause harm and has indicated their relative importance. This assists in deciding what needs to be done to control the risk and will then focus on reducing risk.

There are three basic control measures used by Council:-

- Make the area safe through the erection of temporary barriers or barricades. (Do this in a way which does not create another risk and defeat the purpose of the initial action).
- Effect temporary repairs of the damaged area; and
- Effect replacement of the damaged area

The reaction time of response is perhaps the most critical single variable when assessing the risk. The response time for Council is based upon the severity of risk, and has been determined to reflect resources available and workload at the time of notification. The response time is clearly detailed in the **Footpath Inspection Procedure Flowchart** (see *Appendix B*). It is important that these standards be achieved by Council. Failure to meet such standards will be monitored on an annual basis.

The Footpath Service Request Flowchart outlines the flow of action to be undertaken when a footpath service request is received. The ultimate outcome aimed for by a Council is the removal of such hazards.

Opening of Footpaths by Contractors and Others

To properly manage its footpath network, Council needs to be aware of any openings cut into its network by all contractors and others. Application is to be made to Council on the

Trim Number:		Hay Shire Council Page 4 of 18
Date Printed:		
File Path:		

Application for Footpath Opening form (Appendix F) for permission to open a Council owned footpath.

Reinstatement of the footpath shall conform to Council specification as outlined on the Application Form. An inspection of the opening will be carried out prior to and following reinstatement to ensure quality control.

Standards for Repairs and Maintenance

All repairs and maintenance activities are to be carried out to the following standard, i.e. the work must blend in with existing undamaged sections and not present any hazard to the user or adjacent traffic.

Concrete Class	25mPa
Footpaths	100mm thick
Driveways	150mm thick
Laybacks	150mm thick
Reinforcing mesh	SL62

New concrete to be doveled into existing path using a minimum of 3 x N12 x 300mm at a maximum spacing of 400mm dowels on lateral joins and 3 x N12 x 400mm at a maximum spacing of 400mm on longitudinal joins. Expansion joints are to be constructed every third panel and at a joint to existing footpaths. *(Refer Appendix I & J Construction Drawings)*

The site shall be reinstated to its original condition as existed prior to the works commencing.

All excavated spoil and rubble must be removed from site and adjacent soil or grass restored and levelled.

A supervisor is to inspect the site prior to the removal of barriers or opening to pedestrian traffic.

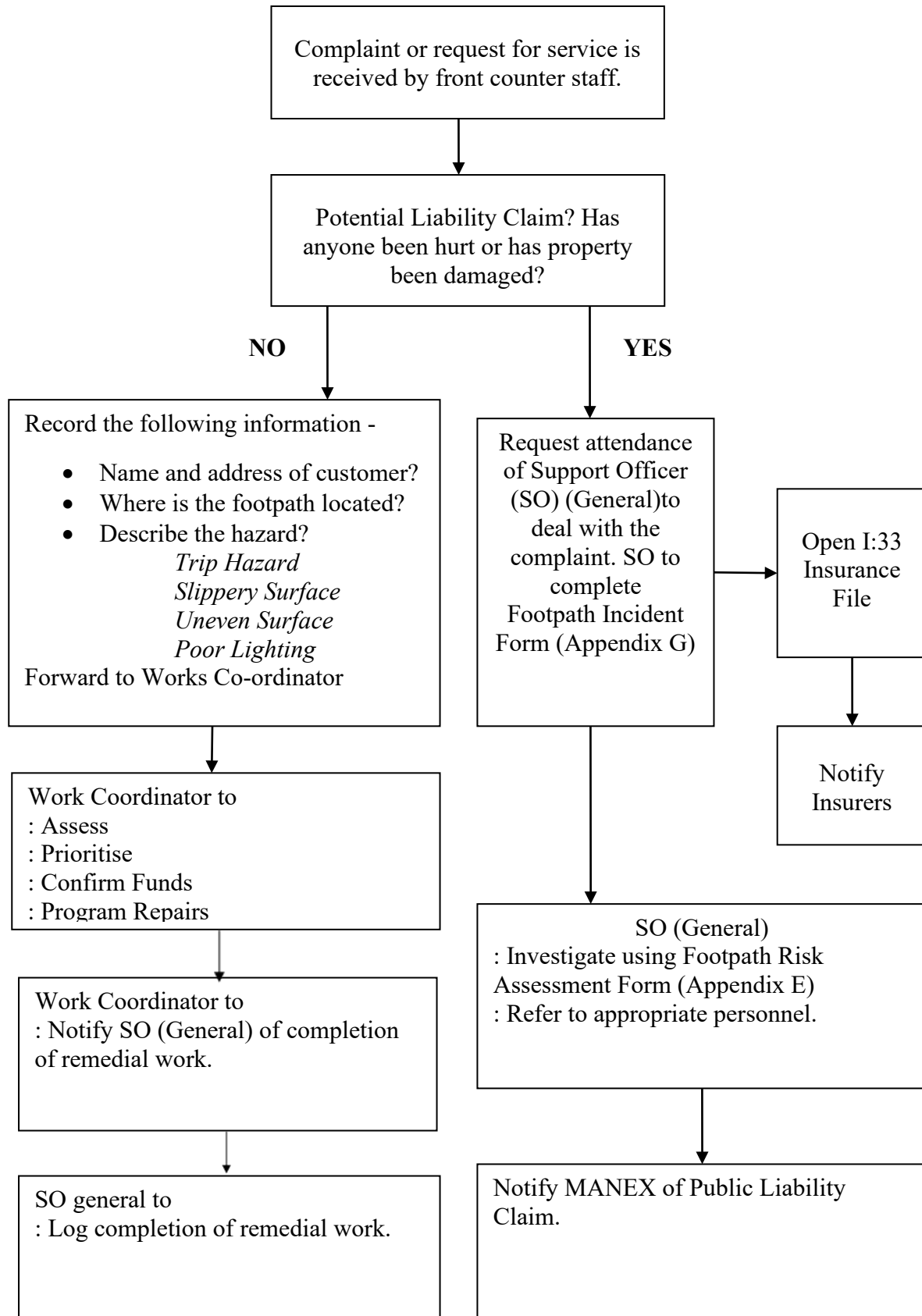
Trim Number:		Hay Shire Council Page 5 of 18
Date Printed:		
File Path:		

APPENDICES.

Appendix	A-	Footpath Service Request Flowchart
	B-	Footpath Inspection Procedure Flowchart
	C-	Instructions for Conducting Footpath Inspections.
	D-	Annual Footpath Inspections Form-Hay
	E-	Footpath Risk Assessment Form
	F-	Application for Footpath Opening
	G-	Hay Shire Council – Footpath Incident Form
	H-	Fault Report Sheet
	I-	Expansion Joint Detail.
	J-	Dowel Detail.
	K-	Glossary of Terms

Appendix A

FOOTPATH SERVICE REQUEST FLOWCHART

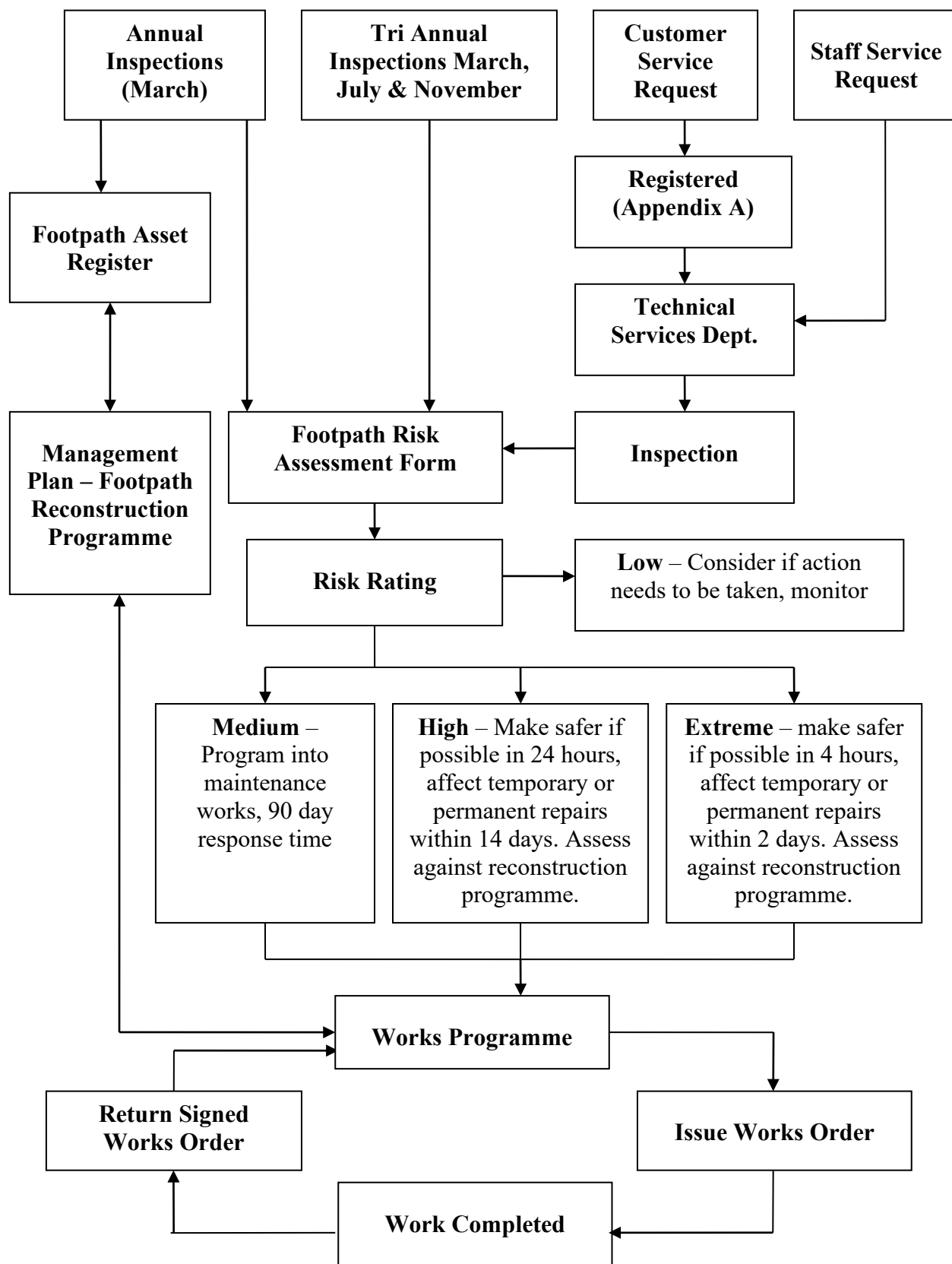


Appendix B

Trim Number:		Hay Shire Council Page 7 of 18
Date Printed:		
File Path:		

FOOTPATH INSPECTION PROCEDURE FLOWCHART

Appendix C



INSTRUCTIONS FOR CONDUCTING FOOTPATH INSPECTIONS

Trim Number:		Hay Shire Council Page 8 of 18
Date Printed:		
File Path:		

Items Required to Conduct Inspections

- Tablet with Annual Footpath Inspection Program
- Town Map to correspond with Annual Footpath Inspection Form
- Tape measure and ruler
- Comfortable and appropriate footwear
- Water bottle/hat/sunscreen
- Measuring wheel

What is the purpose of these footpath inspections?

To identify hazards which pose a potential risk of causing injury to footpath users. Hazards are broken up into two groups – physical and environmental.

Physical Risks

- Uneven footpaths
- Trip hazards
- Slippery surfaces
- Cracks

Environmental Risks

- Insufficient lighting
- Shadows – ie caused by trees/lights
- Branches from shrubs/trees obstructing footpath

Important – Please Read

- Also ask yourself if you come across a hazard:-
- Which group of people is most likely to use this footpath? ie is it elderly, school children, tourists, locals etc.
- Is the footpath used frequently? ie always, moderately or never
- In the event you identify any physical/environmental hazards please record a brief description of it next to the relevant footpath location under the “Comments” column on the Annual Footpath Inspection Form.
- Should you wish to make a comment on the nature of a particular risk you have identified please do so at the bottom of the Inspection Form.
- Lastly please sign and date the form and give to the Manager Operations for follow – up.

Trim Number:		Hay Shire Council Page 9 of 18
Date Printed:		
File Path:		

Appendix D

Annual Footpath Inspection Form - Hay

Name:

Date:

Example:

Location	Comments	Class.	Action
Pine St (W) Murray to Macauley	Leaves from Gum Trees 10% cracked broken/raised	2	Sweep as needed. Grind to eliminate raised sections. Cracks not a hazard.
Lachlan (W) Bank/Moppett	Pavers can be slippery when wet. Leaves from Jacaranda in Autumn cause slippery surface.	6	Nothing about wet. Sweep as need to remove leaves.
Macauley St Lachlan to Pine	Near Pine overhanging branch from private property. 0-1%	1	Request owner to trim NAR

Trim Number:		Hay Shire Council Page 10 of 18
Date Printed:		
File Path:		

FIELD INFORMATION

Inspected By _____

Date _____

Request Number _____

1. Location of footpath (be specific) _____

2. Is the footpath used frequently? ☐ Not Often ☐ Moderately ☐ Always

3. Which group of people most use the footpath?

☐ Elderly ☐ Children ☐ Visitors ☐ Locals ☐ Others (please specify)

4. Size of Trip Hazard N/A

☐ <10mm (low)☐ 10mm to 20mm (medium)☐ 20mm to 30mm (high)☐ >30mm (extreme)

5. Uneven Surface N/A

☐ Slight (low)☐ Uneven (medium)☐ Very (high)☐ Extreme

6. Slippery Surface N/A

☐ Slight (low)☐ Uneven (medium)☐ Very (high)☐ Extreme7. Insufficient Lighting ☐ No (low) ☐ Yes (High)8. Shadows on the footpath ☐ No (low) ☐ Yes (Medium)9. Photograph of Hazard ☐ Yes (Reference _____)

10. Other (please comment below)

Trim Number:		Hay Shire Council Page 11 of 18
Date Printed:		
File Path:		

TECHNICAL SERVICES INFORMATION

11. Footpath Risk Rating (circle highest risk rating recorded)

☐ Low

☐ Medium

☐ High

☐ Extreme

Action To Be Taken:

[illegible]

Date to be Completed _____/_____/_____

Date Actually Completed _____/_____/_____

Signature of Authorizing Officer:

_____ Date: ____ / ____ / ____

Trim Number:		<p style="text-align: right;">Hay Shire Council Page 12 of 18</p>
Date Printed:		
File Path:		

Appendix F**APPLICATION FOR FOOTPATH OPENING – S138 Road Opening Permit**

Date:	
Applicant:	
Address of Applicant:	
Location of Opening	
Reason for Opening	
DA No. (if applicable)	
Signature of Applicant:	

REINSTATEMENT OF FOOTPATH

All footpaths are to be reinstated to their pre-existing condition, to the satisfaction of the Director of Infrastructure and Planning. All concrete used shall be 25MPa minimum strength. Applications are to ensure that all works are carried out without risk to pedestrian traffic. Measures are to be taken to divert pedestrian traffic safely around the worksite while work is undertaken until the footpath has been reinstated. Reinstatement is to be completed within seven days of opening. Failure to reinstate the footpath to Council specifications will render the applicant liable to all costs incurred by Council to rectify the footpath.

APPROVAL	Granted / Rejected
Date:	
Signature:	
Position	
DA Deposit held Y/N	

<u>INSPECTIONS</u>	
Pre-Opening	Date: By:
Pre-reinstatement	Date: By:
Post-reinstatement	Date: By:

DIAGRAM OF SITE

Trim Number:		Hay Shire Council Page 13 of 18
Date Printed:		
File Path:		

Appendix G

HAY SHIRE COUNCIL – FOOTPATH INCIDENT FORM

Name of Victim _____

Address _____

Reported By _____

Time/Date _____

Incident Type Trip Fall Slip Other _____

Time/Date of Incident _____

Prevailing Weather Conditions Fine & Dry Raining/Wet Windy Frosty

Location (Sketch over) _____

Footpath Type Concrete Slab Pavers Pram Ramp

Witnesses _____

Description of Incident _____

Injuries Sustained _____

Medical Assistance Received _____

Inspection Conducted By _____

Recorder Signature _____

File No. _____

Trim Number:		Hay Shire Council Page 14 of 18
Date Printed:		
File Path:		

FAULT REPORT SHEET

For the attention of: _____

From: _____ Date: _____

The fault or problem described below is brought to your attention.

Location: _____

Problem: _____

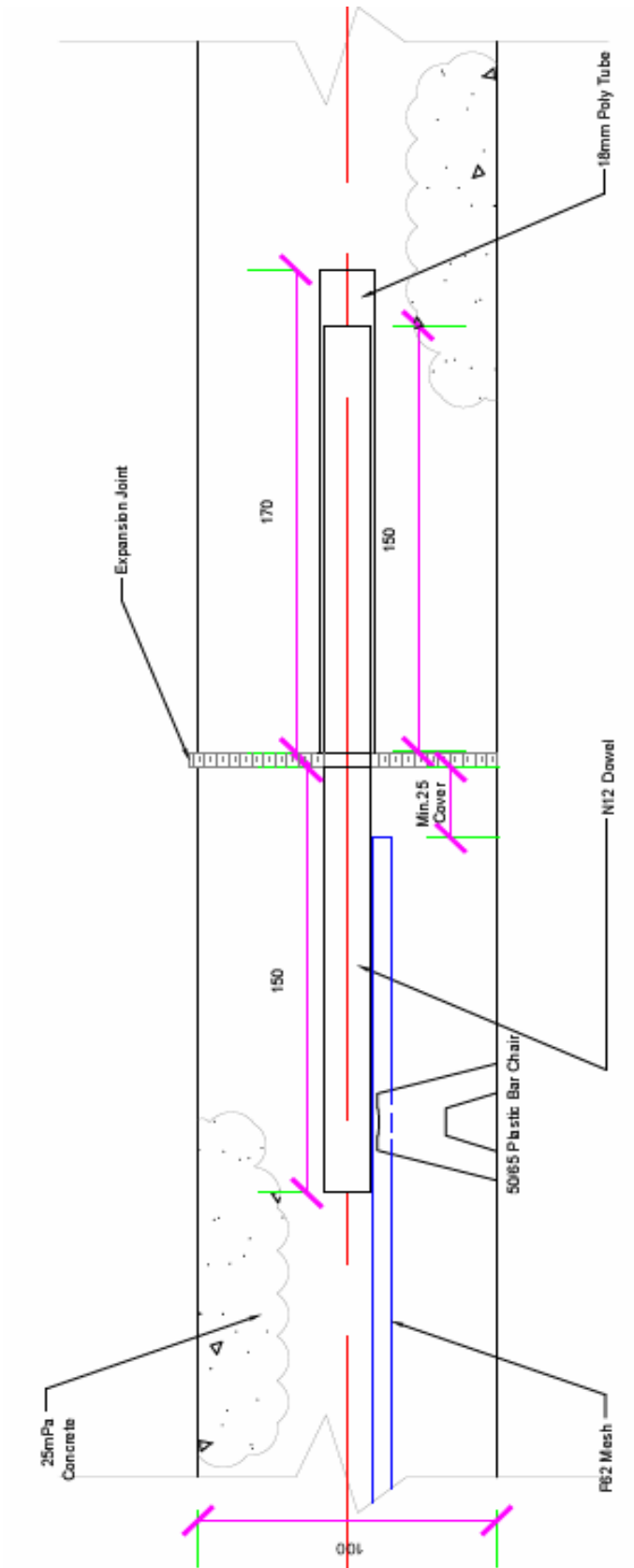
Issue: _____
(Public Risk, Public Relations, Health)

Comments: _____

Response: _____

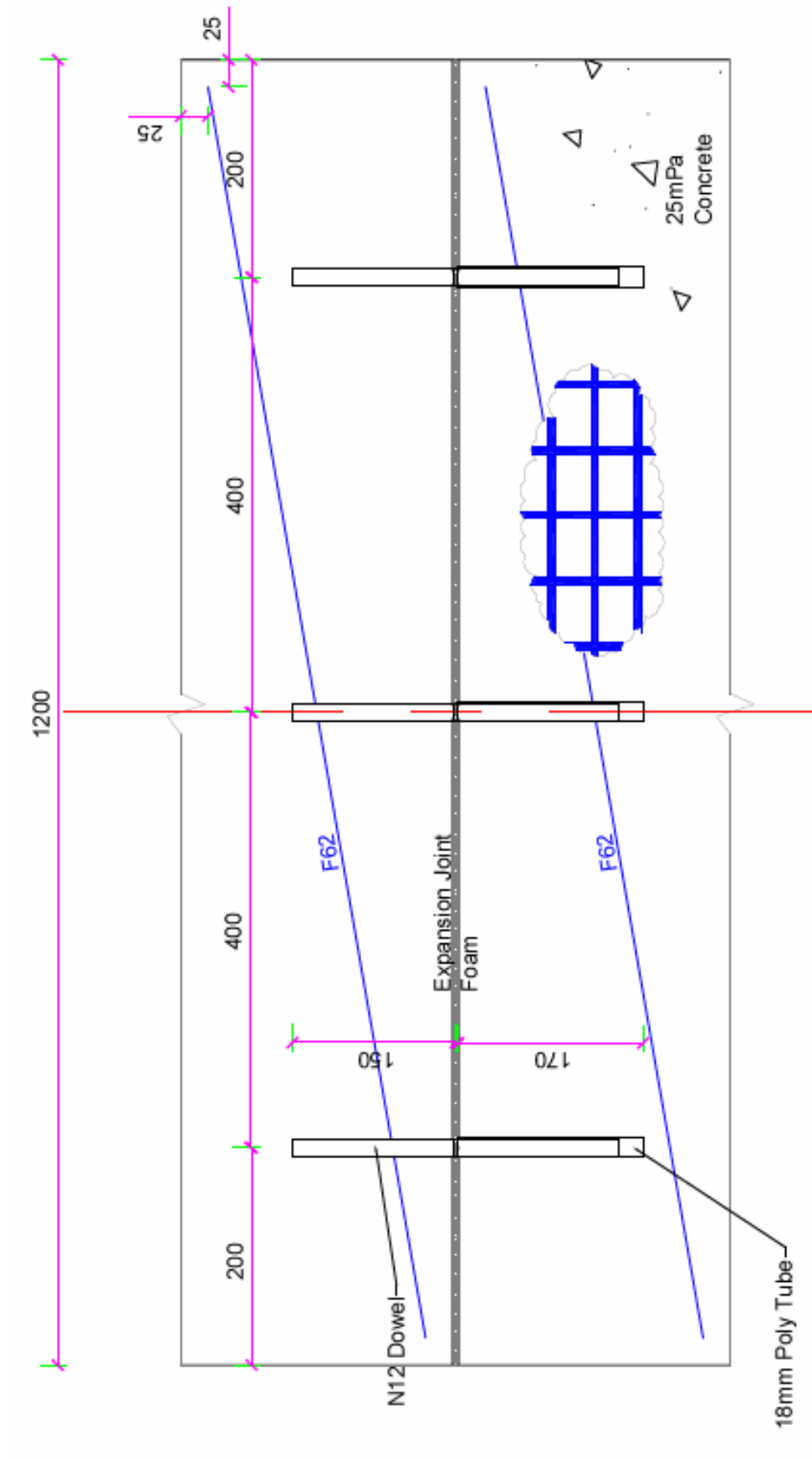
APPENDIX I.

EXPANSION JOINT DETAIL.



APPENDIX J

Trim Number:		Hay Shire Council Page 16 of 18
Date Printed:		
File Path:		



APPENDIX K.

Trim Number:		Hay Shire Council Page 17 of 18
Date Printed:		
File Path:		

GLOSSARY OF TERMS

Inspection	A formalized assessment of the activity being undertaken. Usually performed by an independent person using a pro-forma set of observations to be completed.
Maintenance	A group of activities which, due to their extent, timing and means of execution, are not amenable to detailed forward planning.
Member Council	A council which has signed a Deed of Establishment and contributes financially to the Statewide Mutual Liability Scheme.
Natural Light	Daylight.
Pavement	The material used in the construction of a footpath or roadway.
Rectification	The risk control practice that is put into place.
Repair	Removal of damaged section of asset and repairing with the same treatment.
Risk	The chance of something happening that will have an impact upon objectives. It is measured in terms of consequence and likelihood.
Risk Identification	The process of determining what can happen, why and to whom.
Hazard Report	A method of allowing Council Employees to request action to repair, replace or renew assets.
Severity	The outcome of an event or situation expressed qualitatively, being a loss, injury, disadvantage or gain.
Standard	The Policy and procedures document endorsed by Council, expressing benchmarks and levels of performance agreed to be adopted by Council.
Statewide Mutual	A Mutual Liability Scheme run by its members with the purpose of mutually self insuring public liability and professional indemnity exposures of participating members.
Unplanned Activity	An activity which is neither scheduled nor anticipated in the normal course of events.

References:

1. Australian Standard AS/NZ 4360:1995
NAASRA Guides to Traffic Engineering Practice, Pt 3

Trim Number:		Hay Shire Council Page 18 of 18
Date Printed:		
File Path:		