

POLICY REGISTER

COUNCIL INSPECTION, EVALUATION AND MAINTENANCE OF PAVED FOOTPATHS AND CYCLEWAYS PROCEDURE/POLICY

Policy adopted: 25th March 2010 Minute No. 79.3.10

Reviewed: 24th July 2025 Minute No. 246.7.25

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DOCUMENT CONTROL

Issue	Prepared/Revised By and Date	Action/Amendment Description	Approved By and Date
1.0		First Edition	Council Minute No. 79.3.10 (25th March 2010)
2.0	Sylvester Otieno, 24 th July 2025	Second Edition	Council Minute No. 246.7.25 (24th July 2025)

Introduction

The aim of this procedure 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.

The procedures aim to:

- Identify hazards by conducting regular formal assessments or identification through Council's Complaint Management System.
- Evaluate the types of hazard and their severity.
- Develop control techniques to manage the hazards.
- Determine appropriate frequencies of inspections.
- Determine an appropriate response time to undertake the necessary inspections and repairs for each category of hazard.
- Minimise the recurrence of failures using effective maintenance and construction strategies.
- Develop a system to record and follow the condition of a failed footpath or cycleway system from hazard identification to restoration.

Identification

The inspection programme identifies all the known risks associated with the footpaths and cycleways and generally takes one of the following forms:

- **Proactive inspections.** Inspections of all footpaths and cycleways are conducted at programmed frequencies determined by Council.
- **Reactive inspections.** Complaints, requests and reports received via the Complaint Management System. (See example – Footpath/Cycleway Inspection Sheet – Appendix 3)

Evaluation of Hazards

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/Cycleway Risk Rating. (See example – Appendix 4)

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

Control of Risk Exposure

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. They are the type of control measure that should be adopted and the time in which to respond.

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

- Make the area safe by the erection of temporary barriers or barricades;
- Effect temporary repairs of the damaged area; and
- Effect replacement of the damaged area.

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.

Table 1 – Footpath Risk Action Response

Priority	Control Mechanism	Response Time
Low	Consideration should be given as to whether action needs to be taken.	As resources permit.
Medium	Programme into maintenance works.	30 working days.
High	Make safe immediately. Effect repair or replacement.	8 hours. 10 working days.

Records Management

It is important that records are maintained for both the Asset System and the management of customer complaints.

This is particularly relevant to establish Council's response has been reasonable and in accordance with its Duty of Care to the users of its footpaths/cycleways.

References

1. Australian Standard AS/NZ 4360:1995 Risk Management.
2. NAASRA Guides to Traffic Engineering Practice Part 13.
3. Statewide Mutual Best Practice Manual – Footpaths, Nature Strips and Medians.

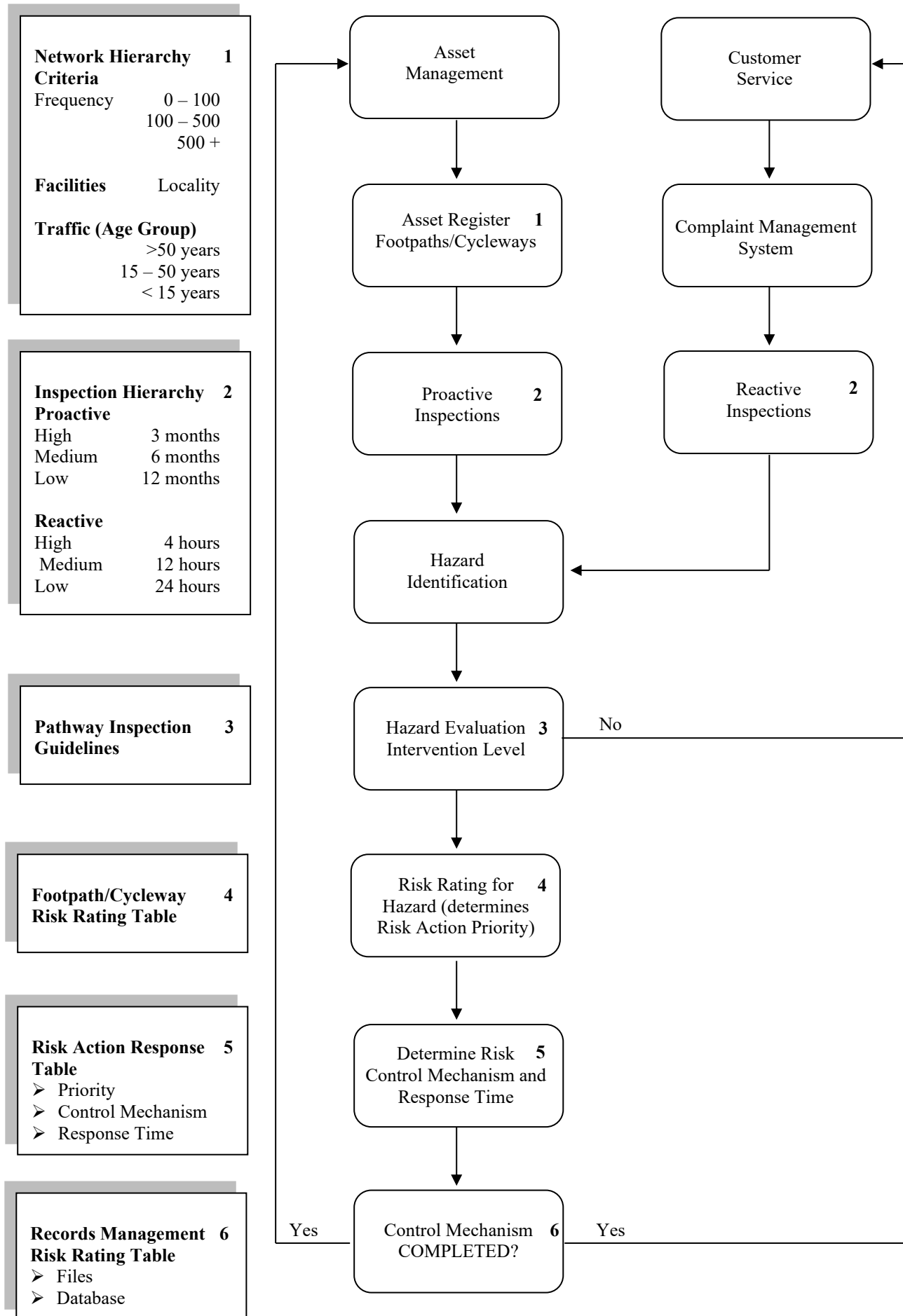
Policy Review

This Procedure/Policy should be reviewed every 4 years or within 12 months following an election of Council. The Policy may be reviewed and amended at any time at Council's discretion (or if legislative changes occur).

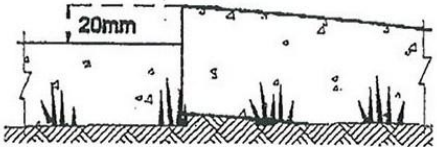
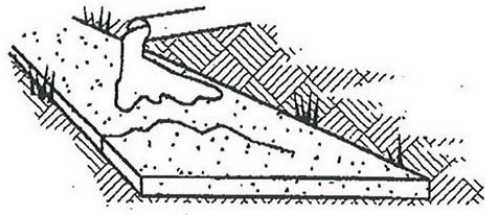
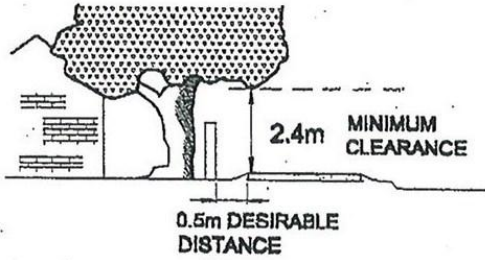
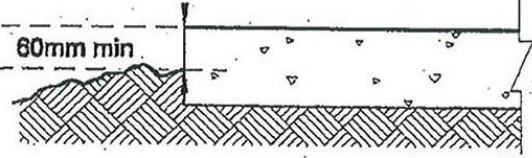
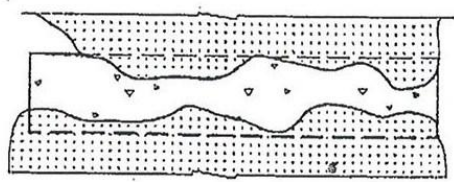
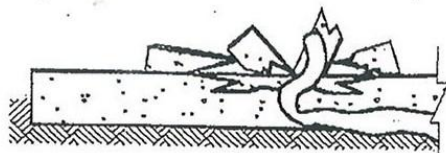
Appendix

1. Flowchart – Procedures
2. Pathway Inspection Guidelines
3. Footpath/Cycleway Inspection Sheet
4. Guide – Assessing Footpath Risk Rating
5. Complaint Management System

Flowchart – Procedures



Pathway Inspection Guidelines

TRIP ==	WHERE THE PATHWAY IS RAISED MORE THAN 20mm.	
SLIP ==	WHERE SURFACE OF PATHWAY IS UNSAFE OR DAMAGED.	
CLEAR ==	WHERE TREES OVERHANG PATHWAY WITH LESS THAN 2.4m CLEARANCE.	
DROP ==	WHERE SURROUNDING GROUND LEVEL DROPS MORE THAN 60mm.	
BUILD UP ==	WHERE GRASS, SAND OR DEBRIS COVERS PATHWAY 40% OR MORE.	
ROOTS ==	WHERE TREE ROOTS DAMAGE OR INTERFERE WITH PATHWAY.	

Footpath/Cycleway Inspection Sheet**LOCATION / ZONE** **ROAD NO** **REF ORIGIN**

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ROAD / STREET

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DATE / /**INSPECTOR**

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1. What is the cause and size of the trip hazard?Settlement / Erosion ☐Vehicle ☐Repairing ☐Water ☐Wear & Tear ☐Tree Root Intrusion ☐Lighting ☐Other ☐Inadequate ☐ / ☐No Artificial ☐ / ☐**5. Are there shadows on the footpath?****Day Night**None ☐ / ☐Little ☐ / ☐Some ☐ / ☐Medium ☐ / ☐Heavy ☐ / ☐**2. Is the surface uneven and to what degree**Slight ☐Uneven ☐Very ☐Extreme ☐**6. Is the footpath frequently used?****High** – CBD, shopping centres ☐**Medium** – leisure facilities, ☐

schools, aged homes

Low – residential and rural ☐**3. Is the surface slippery and to what degree**Slight ☐Uneven ☐Very ☐Extreme ☐**7. Joint Displacement**< 20 mm ☐20 to 30 mm ☐> 30 mm ☐**4. What is the lighting like?****Day Night**Excellent ☐ / ☐Good ☐ / ☐Adequate ☐ / ☐**8. Comments / repair method**

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Signature

Date

ASSESSING FOOTPATH RISK RATING		Lighting	Lighting excellent	Lighting good	Lighting adequate	Lighting inadequate	No artificial lighting
		Shadows	No shadows	Little shadow	Some shadow	Medium shadow	Heavy shadow
Trip Size (mm)	Unevenness	Slipperiness	If the rating is in the shaded area, you must consider the volume of traffic and the location of the footpath. High volumes go to the next level up, Medium volumes move to the next level right, Low volumes stay in the level.				
>30	Extreme	Extreme	VH	VH	VH	VH	VH
20 to 30	Very	Very	H	H	H	VH	VH
10 to 20	Uneven	Uneven	H	H	H	H	VH
5 to 10	Slight	Slight	M	M	M	H	H
<5			L	L	L	L	L