CHARTERS TOWERS
REGIONAL COUNCIL

STRATEGIC POLICY

NUMBER: STRAT0027 / INFRASTRUCTURE SERVICES

ACT: LOCAL GOVERNMENT ACT 2009

POLICY TITLE: FOOTPATH RISK MANAGEMENT

1. PURPOSE AND SCOPE

1.1 The Footpath Risk Management Policy formalises Council's systematic and documented approach for reducing risks associated with the use and maintenance of footpaths. This, in turn, reduces the public's exposure to risks associated with the use of footpaths. Furthermore, the Policy reduces Council's exposure to liabilities associated with the maintenance and repair of footpaths.

2. COMMENCEMENT OF POLICY

2.1 This Policy will commence from 18 July 2018. It replaces all other policies relating to Footpath Risk Management.

3. APPLICATION OF POLICY

3.1 This Policy applies to all footpaths within the Charters Towers Regional Council area and is in place to:

- apply the risk management principles of identification, evaluation, and treatment of risks to footpath maintenance;
- implement a formal system of footpath inspections which record identified risks including defined hazards;
- implement and maintain a risk database for footpaths through programed inspections and also incorporating reports of footpath hazards received from the public and/or employees;
- implement a method of prioritising the risks identified by the various sources; and
- establish reasonably practical response times, in which to effect repairs, or provide temporary warnings, for the risks identified based on resources available.

4. DEFINITIONS

4.1 "Footpath" means an area open to the public that is designated for, or has as one of its main uses, use by pedestrians whether sealed or unsealed and defined by kerb and channel excluding road verges.

4.2 "Road verge" means the part of the road located immediately outside the road shoulder.

4.3 "Defect" means a fault within the footpath that requires repair and/or maintenance. This is expressed as a parameter reached as identified at inspection.

4.4 "Footpath hierarchy" means the classes of footpaths within the network, developed through function and use of each footpath including analysis of foot traffic and local knowledge.

4.5 "Service intervention level" means the level at which work on an asset is required to be undertaken. This is expressed as a parameter reached as identified at inspection.

4.6 "Primary response" refers to business days (exclude weekends and public holidays) to install warning signs, temporary barriers or advertise via various media outlets to alert footpath users of the potential hazard that exists.

4.7 "Secondary response" refers to business days (exclude weekends and public holidays) to effect repair of the damaged area and/or capital works programing for replacement of sections of the footpath network.

5. POLICY PROVISIONS

5.1 Footpath Hierarchy

The purpose of developing hierarchy categories is to enable works to be prioritised and programmed in a rational manner when undertaking maintenance and defect remedial work. It provides a framework in which data is collected, information reported and decisions made.

Table 1 – Footpath hierarchy

Hierarchy	Description	Asset Function	Design Parameters (Ideal or replacement)
4	Arterial	• Surrounding specific pedestrian generators i.e. schools and points of interest • Key footpaths in high use precincts i.e. CBD	• 1.8 metres concrete or kerb to property line (desirable) • 75mm slab thickness (minimum) • Concrete minimum grade 25 MPa • Heavy broom finish • Control and expansion joints • Grates and covers should be flush with the adjacent path, tolerances should not exceed 5mm • Crossfall 3%
3	Collector	• Links pedestrian generators • Radiates outwards from central arterial footpaths	• 1.8 metres concrete or kerb to property line (desirable) • 75mm slab thickness (minimum) • Concrete minimum grade 25 MPa • Heavy broom finish • Control and expansion joints • Grates and covers should be flush with the adjacent path, tolerances should not exceed 5mm • Crossfall 3%
2	Feeder	• Continues to radiate outwards from collector footpaths	• Unsealed
1	Access	• Final radiate outwards from feeder footpaths • Low usage paths in residential areas • Do not receive additional maintenance other than to address hazards	• Unsealed

5.2 Inspections

Footpath inspections are a formalised assessment of the footpath network, looking for hazards that may require repair and maintenance and to ensure that to the extent of resources,

footpaths are maintained in a sound and safe condition for the safety and wellbeing of the footpath users.

An inspection program has been developed (refer table 2), and the information gathered by this program shall be used as the main method of identifying all the known hazards and risks associated with the footpaths. The frequency of inspections is determined by the function of the footpath. For example, Gill Street in the CBD is an arterial path, and is inspected at a higher frequency than the path along Jane Street, being an access path.

Table 2 – Inspection frequencies

Footpath Type	Inspection Interval
Arterial Footpath	3 monthly
Collector Footpath	Annually
Feeder Footpath	Biennial
Access Footpath	Biennial

Township footpaths have been assessed as feeder footpaths and therefore will be inspected on a biennial basis.

Information from footpath users (including any from Council Employee's) is registered as a customer request and then forwarded to Infrastructure Services to arrange for appropriate staff to investigate the defect. Customer requests will initiate an inspection of reported defects within 10 working days. The inspection data then calculates the appropriate response times (refer 5.4).

The inspections will be undertaken by appropriately trained personnel who have an understanding of road related hazards and defects.

5.3 Service Intervention Levels

5.3.1 Defect Parameters

Inspections identify defects and impacted area. These factors are then scored in addition to hierarchy and defect location within the roadway. Defects are scored as:

Table 2 – 6 Defect parameter scores

Crack/ Joint Displacement	
Width	*Length*
25-50mm = 2	Full width = 1
>50mm = 3	Over centre line = 1
	Property line = 0
	Kerb line = 0

Holes/ Edge Drops	
Depth	*Diameter*
<50mm = 0.5	<150mm = 0.5
50-100mm = 1	150-300mm = 1
>100mm = 1.5	>300mm = 1.5

Protrusions (incorporating joint displacement, tree root obstruction, displaced pavers, utility boxes, lips, Telstra box)
<15mm = 0
15-25mm = 1
25-50mm = 2
>50mm = 3

Obstructions (incorporating vegetation, signage rocks, garden beds, street furniture
Low vegetation = 3
Other = 1

Surface Condition
Slippery = 3
Uneven = 3
Loose material = 3
Signs of wear = 1

5.3.2 Location within Footpath

Other data collected and assessed in addition to the hierarchy includes defect location within the footpath (refer table 3).

Table 3 – Damage location within the footpath

Score	Description
3	Centre
2	Kerb Edge
1	Property Line

Following collection of all information the risk rating will be calculated (refer 5.4 Risk equation).

5.4 Risk Rating & Response Times

Calculation of inspection data gives a risk rating using the equation below.

(Hierarchy value + Position within road value) x (Sum of defect score) = Risk rating

Table 4 – Example of inspection data

Road	Section	Hierarchy	Position	Crack/Joint Displacement	Priority
Gill	High-Boundary	Arterial (4)	Centre	Width >50mm = 3 + Area Full width = 1	28 = Urgent

(4+3) x (3+1) = 28 = Urgent Priority

The risk rating then determines response times. Primary response refers to inspection to allow for assessment of primary repair e.g. makes safe repairs, grinding, blademix or signage. Secondary response refers to the appropriate engineering repair, capital works programing or advise to the relevant organisation e.g. Telstra.

Table 5 – Risk ratings and response times

(Hierarchy + Position) x2 + Defect Score	Priority	Primary Response	Secondary Response
>18	Urgent	2 days	15 days
15 to 18	High	2 days	20 days
10 to 14	Medium	8 days	40 days
5 to 9	Low	10 days	60 days/monitor
4 or less	Low	Monitor only	Monitor only

5.5 Footpath Mowing

Council does not generally mow or remove weeds/burr on footpaths in front of private, commercial or industrial property on the basis that owners/residents with civic pride undertake

this activity as a contribution to the amenity of the city/township which allows Council to direct its resources to other services.

Council will only mow footpaths:

(a) On an "as" needs basis if road and pedestrian safety and/or negotiation is an issue or where a sight restriction has been created at an intersection by vegetation growth; and
(b) Where footpaths are proportionally larger than is reasonably expected (i.e. The location is larger than the private property it abuts), deeming it impractical for owners/occupiers to mow.

For the purpose of Section 5.5 (a), mowing of the footpath shall not occur unless vegetation growing on same exceeds a minimum of 600 mm in height or having regard to other circumstances the vegetation poses a trip hazard or any other potential hazard to pedestrians.

Gill and Mosman Streets are the exception to the above and are maintained by Council when interventional levels are reached, to aid the visual amenity of the central business district.

5.6 Tree Management

Council will manage the planting, removal, maintenance or replacement of any tree or shrub on Council controlled land.

5.6.1 Overhanging branches

Where a tree is on Council controlled land and overhangs an adjoining property, Council will endeavour to ensure that overhanging branches do not cause interference to the enjoyment or amenity of the adjoining property. Council will remove branches which overhang adjoining property, upon request from owner/occupier of the said property.

5.6.2 Request to plant trees on Council controlled land

(a) The property owner must make application to Council to plant trees or shrubs on Council controlled land prior to planting. The application should include the location and purpose of planting and the proposed species for planting. When assessing an application Council will consider possible interference with utilities, traffic, line of sight, width of footpath and pedestrians. Council will not support tree planting on footpaths less than 4 metres wide. Any tree planted without approval will be removed at Council's discretion. Application form is available on Council's website.

5.6.3 Request to remove trees on Council land

Where a request is received for a member of the public to maintain or remove a tree on Council controlled land immediately adjacent to that person's property, Council will inspect the tree and make an assessment. If the tree is found to be:

(a) Not causing, or threatening to cause, interference with utilities; or
(b) Not causing, or threatening to cause:
- a hazard to traffic, or interference with the line of sight for traffic; or
- damage to public property; or
- a hazard to pedestrians;

Council will not remove the tree, however, may grant approval for the person making the request to maintain or remove the tree at their full expense.

Existing trees of significance requiring removal will be assessed on a case by case basis.

5.7 Vehicular access

Council will provide all weather access for each rateable property across the footpath (defined by kerb and channel) from carriageway to the property line.

If the owner chooses to improve the access above that of Council standard those costs will be borne by the owner.

5.8 Application to carry out public access/footpath work
Members of the public must make application to Council to conduct public access/footpath works. Refer F0339 available on Council's website.

6. POLICY REVIEW

The policy is to be reviewed whenever legislation changes, OR every two years if no changes have been required to be enacted, at the direction of the Chief Executive Officer.

Variations
The Council reserves the right to vary, replace or terminate this policy from time to time.

Associated Documents

- F0437 Application to plant a tree on Council controlled land
- F0339 Application to carry out public access/footpath work
- Charters Towers Regional Council Corporate Plan
- Charters Towers Regional Council Budget
- Public Roads Register
- Urban Road Assets and Services Management Plan
- Asset Edge Inspection Data
- LGM Footpath Guide 2012

Appended Documents
Appendix A - Footpath Risk Management Flowchart

Appendix B – Charters Towers Footpath Hierarchy Map

Official Use Only:

POLICY VERSION AND REVISION INFORMATION

Policy Authorised by: Council
Title: Footpath Risk Management
Policy Maintained by: Cameron Scott
Title: Director Infrastructure Services
Review date: 18 July 2020

Original issue: 14 March 2015

Current version: 5 – Adopted 18 July 2018

CEO Signature:

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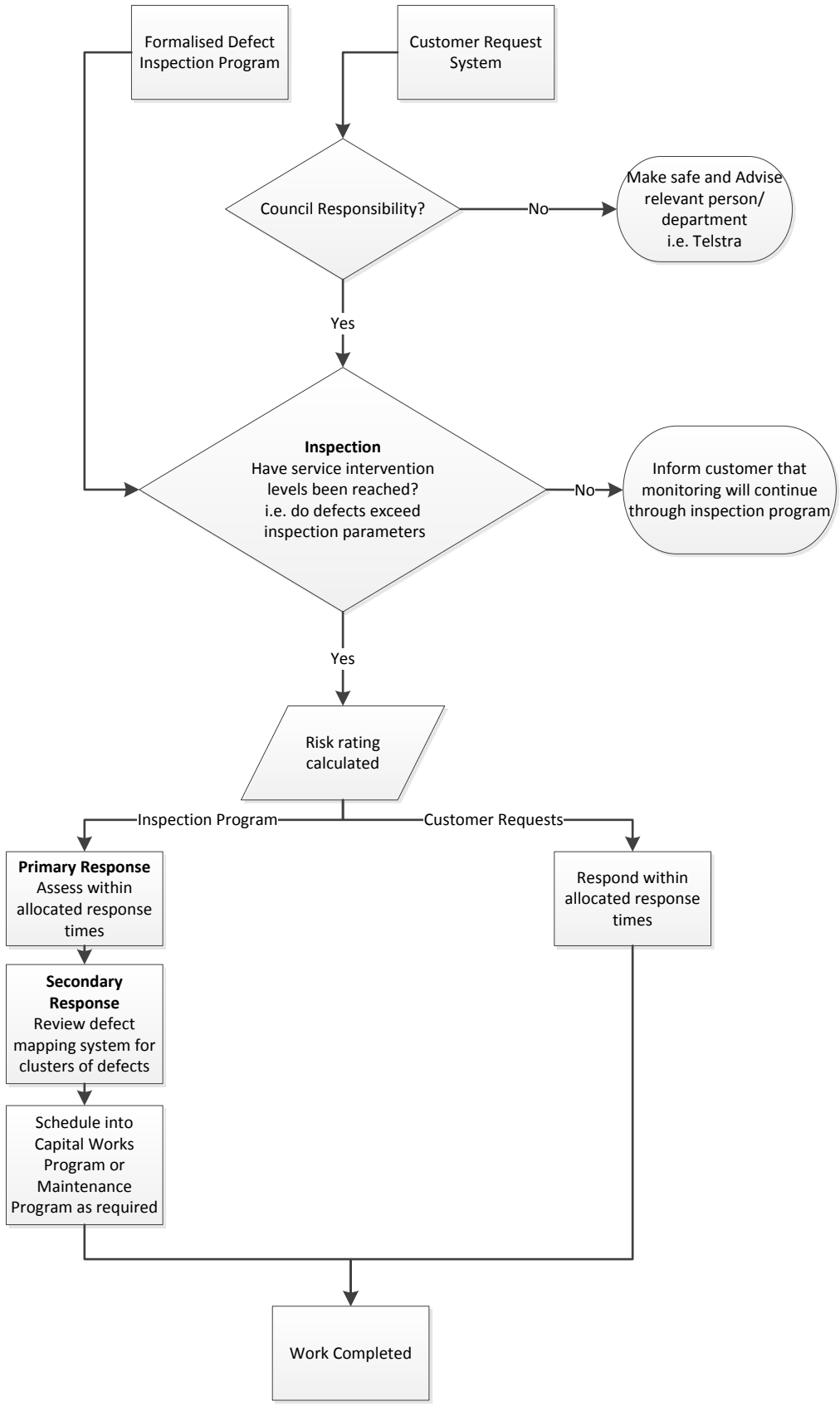
Date

Appendix A – Footpath Risk Management Flowchart



Appendix B – Charters Towers Footpath Hierarchy Map