

JUNEE SHIRE COUNCIL

POLICY REGISTER

SUBJECT: RISK MANAGEMENT

POLICY TITLE: INSPECTION, EVALUATION AND MAINTENANCE OF FOOTPATHS AND CYCLEWAYS POLICY

OBJECTIVE: To support procedures for the inspection, evaluation and maintenance of Councils footpath and cycleway network.

POLICY:

Council aims to provide a managed network of footpaths and cycleways for the safe use by the community and this policy, provides the guidelines for managing the network.

Council will within its budgetary constraints provide a level of funding each year to meet the inspection and maintenance requirements documented in the procedures.

SCOPE

This policy is applicable to all footpaths and cycleways within the Junee Shire Council area.

FORMED FOOTPATHS AND CYCLEWAYS

Council has a 19km of formed footpaths and cycleway network. This network has been graded as 12.5 km Good, 6.4km Serviceable and 0.1km Poor condition.

All footpaths have been categorised according to pedestrian use patterns. (Appendix A)

Council currently inspects all formed footpaths in the township of Junee on an annual basis.

The purpose of the inspection is to:-

1. Identify any "Trip Points", measure the Trip Point, give it a Trip Point Rating and mark the trip point with paint. This information will be recorded using the Reflect database.
2. Where the Condition of the footpath is assessed to require urgent remedial action the inspector makes an estimation of the replacement method and the metres of footpath involved. This is reported to the Director of Engineering Services for action.
3. Compare the current inspection to previous inspections to review the need for changes in Trip Point Categorisation.
4. Confirm that the Council's network is accurately recorded.

Formed footpath construction will be based on Engineering Services Department estimation of the type and frequency of pedestrian traffic in a particular area.

Footpath remedial work (maintenance and reconstruction) is always limited by budgetary constraints. For this reason such work needs to be reported to the Engineering Services Department for assessment, ranking in terms of priority and then insertion into the works program of the Council, based on the ranking and on budget constraints.

UNFORMED FOOTPATHS

Junee Shire Council does not perform scheduled inspections of these types of pedestrian access ways.

Council will act in a reactive manner to complaints in regard to unformed footpaths using the Customer Action Request (CAR) process due to:-

1. The infrequency of use.
2. Unformed footpaths do not actively encouraged pedestrians to use these areas whereas a footpath formed and constructed by Council is an invitation for pedestrian use.
3. Council resources cannot extend beyond formed footpaths.

FOOTPATH/CYCLEWAY TRIP POINT RATING

Trip points are rated from Category One to Category Five based on the height of the trip hazard. (Appendix B)

BUDGET

The Council will endeavour, whilst ever finances are available, to allocate 5% of its Urban Sealed and Unsealed Roads budget to the repair and re-construction of town footpaths. In the budget of 2011/2012, 5% represents \$27,000.00.

It is estimated that, over a five-year program of expenditure similar to that of the budget in 2011/2012, the constructed footpaths of Junee will be brought up to a safe standard.

An annual review of the effectiveness of Council budgetary allocation will be carried out.

REPAIRS AND REPLACEMENT STANDARDS

Trip hazards will be rectified by the use of a pavement grinding machine to make the surface as level as possible and not greater than 5mm above adjacent concrete surface wherever practical.

Where the replacement of concrete footpath is required the work will be carried out to the standards as outlined in the attached "Specifications for Concrete Work". (Appendix C)

QUALITY ASSURANCE

All repair and remedial work carried out on footpaths and cycleways are to be inspected after completion and restoration of the worksite. All work must comply with the specifications outlined in the attached "Specifications for Concrete Work". (Appendix C)

RECORD KEEPING

The Council's *Exponare* and *Reflect* databases will be used for the purpose of maintaining the records of footpath/cycleway inspections and maintenance.

REPORTING

The *Reflect* database will be used to carry out the reporting functions of footpaths/cycleway network inspections and maintenance.

RELATED POLICIES AND PROCEDURES

JSC Risk Management Policy

Asset Inspection Policy

Asset Inspection Procedure "JSC-AI Proc. 1.2"

REVIEW AND EVALUATION

This policy shall be reviewed in line with Council practice.

OFFICE USE ONLY:

FILE REF NO:

DATE ADOPTED: 18 October 2011

MIN. NO: 10.10.11