

CROSSOVER POLICY

Document Control Statement – This policy is maintained by Technical Services. Any printed copy may not be up to date and you are advised to check the electronic copy at on the City website to ensure that you have the current version. Alternatively, you may contact Customer Service on 9186 8555

1. OBJECTIVE

The objective of this policy is to ensure that vehicle crossovers and rear access ways are constructed in accordance with the City's *Vehicle Crossover Specification and Drawings* and the requirements of the *Local Government Act 1995* (the Act) and its subsidiary legislation.

2. DEFINITIONS

Road Reserve	The portion of land between the front property boundaries that contains both verges and the road carriageway.
Verge	The section of the road reserve between the property boundary and the road kerb line.
Drainage Reserve	The portion of land between the rear property boundaries that is set aside for drainage purposes usually containing either a drainage basin or an open drain.
Crossover	The portion of the paved vehicle access way within the verge providing access from the road to the front property boundary.
Rear Access Way	The portion of an access way within the road reserve and drainage reserve providing access to the rear property boundary.
Standard Crossover	A standard residential/group dwelling crossover shall be defined as 3 metres wide, shall be constructed with concrete and exclude stormwater management elements. A standard commercial/industrial crossover shall be defined as 6 metres wide, shall be constructed with concrete and exclude stormwater management elements.

3. PRINCIPLES

3.1 Policy Content

Vehicle crossovers are required to be constructed prior to the occupation of a residence or clearance of conditions of a development. All crossovers and rear access ways must be approved by the City prior to construction. The City may also request a property owner to construct a crossover or rear access way within a specified timeframe. A property owner may be eligible for a crossover subsidy in certain circumstances.

3.2 Legislation

Infringements of up to \$5,000 may apply if a property owner does not comply with this Policy, the *Local Government Act 1995* and the *Local Government (Uniform Local Provisions) Regulations 1996* and in particular Regulations:

12. Crossing from public thoroughfare to private land or private thoroughfare
13. Requirement to construct or repair crossing
14. Role of the Commissioner of Main Roads in some cases
15. Contribution to cost of crossing

3.3 General Conditions

The following general conditions apply to this Policy:

- 3.3.1 This policy only applies to Local Government gazetted roads;
- 3.3.2 Crossovers for properties that abut a State Government Road require Main Roads WA approval for crossover location, turning movement requirements, width and site distance. Construction of the crossover/drainage requirements and verge reinstatement are to be in accordance with the City's Vehicle Crossover Specification and must be approved by the City;
- 3.3.3 The approval of crossover or rear access way construction is subject to the submission of an Application form to the City and inspection processes, prior to commencing construction;
- 3.3.4 The property owner is responsible for contacting Dial Before You Dig (1100) and other service and utility providers prior to commencing construction to ensure that underground services and infrastructure are not damaged and correct clearances are maintained;
- 3.3.5 Crossover and rear access ways shall be constructed under the supervision and to the satisfaction of the City's officers. Contractors/owners are responsible for notifying the City prior to any preparatory or construction works to ensure that the correct inspections are conducted;
- 3.3.6 The contractor/owner is responsible for all traffic and pedestrian management during the crossover construction, in accordance with AS1742.3 2009 Code of Practice for Traffic Management at Road Works;
- 3.3.7 The contractor shall maintain public liability insurance to the value of five million dollars (\$5,000,000) during the crossover construction;
- 3.3.8 The contractor/owner is responsible for repairs to any damaged infrastructure occurring during the crossover construction;
- 3.3.9 The contractor/owner is responsible for reinstatement and clean-up of the verge immediately after completion of construction;
- 3.3.10 The City reserves the right to remove a crossover/rear access way for the purpose of carrying out works. Reinstatement of an approved crossover/rear access way shall be carried out by the City in consultation with the property owner;
- 3.3.11 The owner accepts responsibility for removal and reinstatement of crossovers/rear access ways if required by public utility providers;
- 3.3.12 A crossover subsidy will only apply to the first crossover installed at the property.
- 3.3.13 If a rear access way/second crossover is required, the contractor/owner will be required to submit a Crossover Application Form and comply with all inspection processes, prior to commencing construction;
- 3.3.14 Redundant crossovers, due to redevelopment of a site, are to be removed. Replacement of kerb, backfilling and verge area to be reinstated at the owner's/developer's expense; and
- 3.3.15 On completion of construction of all approved crossovers, the City will assume responsibility for maintenance and any repairs due to catastrophic damage of all stormwater management infrastructure and the owner will be responsible for maintaining all surface treatments.

4. CROSSOVERS

4.1 Crossover Specifications

A vehicle crossover must be designed and constructed in accordance with the City's *Vehicle Crossover Specification* and suited to the development type and vehicle usage requirements.

All new crossovers shall be constructed in accordance with the standard drawings and specifications provided by the City, unless approval is granted otherwise.

Crossovers over an open drain shall require the installation of culvert/pipes, rock pitching, headwalls or any other element relating to stormwater management necessary to maintain a steady flow through the drain. This must be designed in accordance with drainage guidelines contained within the City's *Vehicle Crossover Specification*.

4.2 Crossover Maintenance

The property owner shall be responsible for the maintenance of the crossover to ensure that it remains in a safe and trafficable condition. The City may request the owner to undertake repairs to the crossover at the owner's expense.

4.3 Crossover Subsidy

In accordance with the *Local Government (Uniform Local Provisions) Regulations 1996* (Sch. 9.1, c17):

"The local government is obliged to bear 50% of the cost, as estimated by the local government, of a standard crossing, but otherwise the local government is not obliged to bear, nor prevented from bearing, any of the cost."

The following conditions apply in relation to eligibility of a crossover for a subsidy:

- 4.3.1 Only the first crossover for a property is eligible for a subsidy
- 4.3.2 The subsidy shall apply to industrial, commercial and grouped dwellings as well as single residential. In the case of strata titles, a subsidy shall apply to each individual crossover up to the number of dwellings.
- 4.3.3 The subsidy must be claimed within six months from the date of completion.
- 4.3.4 Prior to crossover preparation or concrete pour, the applicant must:
 - a) Submit an Application for Vehicle Crossover form; and
 - b) Carry out inspections with the City's officers.
- 4.3.5 Should Applicants pour concrete or construct the crossover prior to complying with items a) and b) above their right to claim a subsidy will be void.
- 4.3.6 The subsidy application shall be submitted with itemised evidence to support the cost of construction. The cost of implementing stormwater management measures is not eligible for subsidy.

The City of Karratha shall subsidise 50% of the crossover cost based on the dimensions of a standard crossover (as identified in Clause 2 – Definitions) and subject to the crossover complying with the City's *Vehicle Crossover Specification*.

5. REAR ACCESS WAYS

5.1 Special Conditions

The following general conditions for rear access ways apply to this Policy:

- 5.1.1 This policy only applies to local government gazetted roads.
- 5.1.2 Rear access ways for properties that abut a State Government Road require Main Roads WA approval for rear access way location, turning movement requirements, width and sight distance. Construction of the rear access way/drainage requirements and verge reinstatement are to be in accordance with the City's *Rear Access Way Specification* and must be approved by the City.
- 5.1.3 The approval of Rear Access Way construction is subject to the submission of an Application form and inspection processes, prior to commencing construction. The applicant shall contact the Technical Services Department
- 5.1.4 The property owner is responsible for contacting the City of Karratha Technical Services Department to access specifications and arrange site visit. Each case will be assessed individually and all construction to the satisfaction of Technical Services Department.

5.2 Rear Access Way Specifications

A Rear Access Way must be designed and constructed in accordance with the City's *Rear Access Ways Specifications* and suited to the development type and vehicle usage requirements.

All new Rear Access Ways shall be constructed in accordance with the standard drawings and specifications provided by the City, unless approval is granted otherwise.

Rear Access Ways over an open drain, with batter greater than 1:6, shall require the installation of culvert/pipes, rock pitching, headwalls or any other element relating to stormwater management necessary to maintain a steady flow through the drain. This must be designed in accordance with drainage guidelines contained within the City's Rear Access Way Specifications.

5.3 Rear Access Way Maintenance

The property owner shall be responsible for the maintenance of the Rear Access Way to ensure that it remains in a safe and trafficable condition. The City may request the owner to undertake repairs to the rear access way at the owner's expense.

On completion of construction of all approved rear access ways the Owner will assume responsibility for maintenance and any repairs due to catastrophic damage of all stormwater management infrastructure and the owner will be responsible for maintaining all surface treatments.

6. CONSEQUENCES

This policy represents the formal policy and expected standards of the Council. Appropriate approvals need to be obtained prior to any deviation from the policy. Elected Members and Employees are reminded of their obligations under the Council's Code of Conduct to give full effect to the lawful policies, decisions and practices of the Council.

7. ROLES AND RESPONSIBILITIES

The persons and groups that this policy is designed to be applied to are land developers and property owners.

8. REFERENCES TO RELATED DOCUMENTS

- *Local Government Act 1995,*
- *Local Government (Uniform Local Provisions) Regulations 1996* City of Karratha *Vehicle Crossover Specification and Drawings*
- *City of Karratha Rear Access Ways Specification and drawings*

Policy Number:	TE.06
Previous Policy Number:	N/A
Resolution Numbers:	153724 - Feb 2017; 153977 - Dec 2017; 154308 - March 2019; 154398 - Jul 2019; 154471-Nov 2019
Last Review:	November 2019
Next Review:	November 2022 [Every 3 years]
Responsible Officer:	Technical Services Coordinator

This policy takes effect from the date of adoption by Council and shall remain valid until it is amended or deleted.