WS2 Construction/Upgrade of Crossovers

Policy Objective

To provide specifications and guidance regarding the design, installation and rebating of crossovers.

Policy

Definition
A "crossover" is the part of the vehicular access to a property, between the property boundary and the edge of the road carriageway.

Application for Crossovers
Applications shall be made in writing by the landowner/s or their appointed agent to the Shire of Ravensthorpe before any crossover is constructed/upgraded, and the Shire shall respond, either disallowing or approving the crossover, and setting conditions if appropriate (such as culverts or surfacing). This applies to any crossover, whether eligible for a Shire contribution or not.

The Shire approval to any application shall have a two (2) year limit from the date of approval. Once the two (2) year limit expires then the Shires approval lapses and landowners will need to re-apply. Crossovers started within this two (2) year period must also be completed within the same period. The Shire must be notified within 21 days of the completion of a crossover construction/upgrade.

It is a condition of subdivision that crossovers be applied for, approved and constructed, prior to Planning clearance of the applicable subdivision condition. At the discretion of the CEO or authorised Officer clearance may still be granted to the subdivider provided that a written undertaking/ guarantee/bond is given to the Shire by the subdivider to construct the crossover(s) within the normal two (2) year approval limit.

Temporary Cross Overs
The Shire does not recognise "temporary" crossovers, however, to address the issue of a crossover being required to gain access to a building site this policy allows the partial construction of an approved crossover (e.g. formed and compacted sub-base) that can be used by vehicles during the construction phase of a dwelling, followed by the final surface (final gravel layer/concrete/asphalt of two coat bitumen seal), once the dwelling has been completed, provided the crossover construction has been concluded within the two (2) year time limit as per this policy.

Any gravel/road base/sand or other debris which is transported by vehicle movement, storm water etc. or in any other matter onto the road and/or road drainage system as a result of the crossover being in a temporary 'unfinished' state shall be removed from the road way (and associated drainage structures) to the satisfaction of the Executive Manager Infrastructure Services prior to any further work being carried out on the crossover.

All new or modified crossovers which join an existing sealed road shall be sealed, either with a 2- coat bitumen seal (normally using 10mm aggregate first coat, and 7mm aggregate second coat) or concrete/asphalt/brick. All crossovers which have an overall vertical grade greater than 1 in 6 (either up or down) are to be sealed.

General
The owner, or his nominated contractor, shall construct/upgrade the crossover to the Shire's specifications.

The owner, or his nominated contractor, shall give a minimum of 24 hours' notice prior to construction/work commencing in the first instance.

All unsealed, bituminised or asphalt crossovers shall be constructed of 200mm thick (minimum) compacted gravel or road base.

All brick paved and concrete crossovers shall be constructed on a 100mm (minimum) compacted sand base/metal dust (less than 5mm particle size).

For all crossovers, satisfactory compaction shall be by a minimum of 10 complete passes of an industrial type roller/compactor. Material shall hold adequate but not excessive moisture content so as to aid compaction. The general test for compaction will be that the surface shall not show any depressions when a pick handle is dropped from waist height when tested over various areas of the crossover. Gravel and road base shall be finished to a tightly water bound surface, free of loose stones or excessive slurry. Crossovers which are to be sealed shall be inspected prior to any seal being applied.

Where compaction has not been achieved as determined by the Executive Manager Infrastructure Services, the owner may be requested to carry out formal geotechnical testing and to provide a copy of those results to ensure compaction is greater than 92% Modified Maximum Dry Density (MMDD) for a residential crossover, and 98% MMDD for a commercial crossover.

The gravel or road base material shall be evenly graded and free of large stones, roots and other deleterious materials.

Moisture shall be maintained through the entire depth of material whilst constructing the crossover, watering the surface prior to compacting is not acceptable. Where fill is required in the construction/ upgrade of a crossover, compaction will be required in layers no greater than 300mm.

No changes shall be made to any existing road drainage without prior agreement from the Executive Manager Infrastructure Services.

Non Standard Headwalls
All structures other than standard precast concrete culvert headwalls (such as cemented stone pitched) shall be subject to approval prior to construction. Upon prior approval the structure then becomes the responsibility of the owner, i.e. The Shire will not accept responsibility for any liable event, costs of maintenance of this structure.

Rural Crossovers
A standard crossover is either:

- A gravel crossover with culvert no pipes, or
- A gravel crossover culvert pipe (minimum 375mm diameter) pipes as determined by the Executive Manager Infrastructure Services to suit the location of the crossover, and is 7.2m wide (nominally 3 pipes).

Graveled and/or sealed as per policy requirements with headwalls (if appropriate) and two white guideposts (with reflectors) as per Australian Standards.

It will be at the discretion of the Executive Manager Infrastructure Services to determine if pipes are required and the standard specification can be modified i.e. should roadside drainage conditions warrant a pipe of alternate diameter.

Urban Crossovers
The culvert pipe size shall be a minimum 300mm diameter. It will be at the discretion of the Executive Manager Infrastructure Services to determine if culvert pipes are required and the standard specification can be modified i.e. should roadside drainage conditions warrant a larger diameter culvert pipe.

For residential crossovers:
Minimum width 3.0m, maximum 6.0m

Minimum turnout to be 1.5m, anything greater will require the approval of the Executive Manager Infrastructure Services or Authorised Officer.

For commercial crossovers:
Minimum width 4.5m, maximum 12.0m

Minimum turnout to be 1.5m, anything greater will require the approval of the Executive Manager Infrastructure Services or Authorised Officer.

Location of Crossovers
No part of the crossover (this includes the crossover turnout and culvert headwalls) shall be adjacent to the adjoining property or within a corner truncation (of next to an adjoining road), desirably it shall be at least 1m clear of the property line. Any variation must have prior approval from the Executive Manager Infrastructure Services.

Shared crossovers for dual use by two adjoining properties will be considered subject to the location having acceptable sight distances and complying with the normal engineering requirements for a crossover. The required width of a shared crossover will be determined on a case by case basis.

When determining the location of a crossover, the following factors shall be taken into account:-

Site Distance
Drivers on the passing road must be able to see a vehicle on the crossover in time to avoid collision, and the driver of a vehicle on the crossover must be able to see approaching vehicles on the road with sufficient distance to safely enter the road. The location of the crossover shall have a minimum sight distance relative to the stopping distance of a vehicle in an emergency situation; this is related to the posted speed of the road where the crossover is to be located.

Where sight distance is restricted then the crossover shall be positioned to give the best possible sight distance, on prior approval from the Executive Manager Infrastructure Services. The applicant may be requested to carry out additional works in the road reserve to ensure a safe sight line for entering vehicles.

Where there is ample sight distance then the following factors may determine the crossover location.

House Location
Crossovers to houses will not be allowed if they compromise sight distance and it is possible to redesign the driveway layout to get better sight distance.

Vegetation
If it is necessary to clear native vegetation to allow for construction/upgrade or safe sight distance then the Shire will state any objection if so determined. It is the landowner/s responsibility to obtain any/all approvals to remove vegetation (e.g. relevant Environmental Regulatory Agency). Clearing must be kept to a minimum and may be conditional on replacing any removed vegetation with the same or similar vegetation at the request of the Executive Manager Infrastructure Services.

All vegetation cleared for the crossover/upgrade or to improve sight distance must be removed from the road reserve. All vegetation clearing and removal is at the landowner's expense unless otherwise agreed by the Executive Manager Infrastructure Services as part of Shires contribution to the construction/upgrade.

Drainage
If the construction/upgrade of a crossover requires a culvert pipe to be installed, the position and size of the culvert must not interfere with the flow characteristics of the existing storm water/drain course. Culvert pipes must be installed with their classification stamp facing up and the pipes must not be covered until inspected and approved. Pipes must be installed to manufacturer's specification (including the depth of cover). Spigot and socket pipes shall be installed with the socket or 'bell' end facing 'upstream'.

Other

Other factors, such as existing services, must also be considered when determining the location of crossovers. It is highly recommended that the applicant locate the service utilities by contacting Dial-Before-You-Dig on 1100 prior to commencing earthworks.

Work, Health and Safety, Traffic Management
All works performed with the road reserve must comply with the *Work Health and Safety Act 2020 (WA)*, *Work Health and Safety 2011 Act (Cth),* the Work Health and Safety (General) Regulations 2022, Codes of Practice and Australian Standards, and The Manual of Uniform Traffic Control Devices AS 1742.3 – 2019 (Part 3).

Stopping distance including reaction time for 110km speed zone is: - 104m Stopping distance including reaction time for 90km speed zone is: - 72m Stopping distance including reaction time for 80km speed zone is: - 60m Stopping distance including reaction time for 70km speed zone is: - 48m Stopping distance including reaction time for 50km speed zone is: - 28m Source: Supplied by W.A. Department of Transport

Levels of Crossovers
Crossovers shall be constructed to tie into the level of the "edge of the road".

For gravel roads, or bitumen roads with gravel shoulders, the "edge of the road" is the outer edge of the gravel shoulder.

For kerbed roads it is the top of the kerb where mountable kerbing is to be used across the crossover, or the bottom of the kerb if the kerb is to be taken around the crossover turnout.

Crossovers shall be graded back from the "edge of the road" at a grade no greater than 1 in 6, so that there is a reasonably level area of 5m for a car (residential crossover), and 8m or 15m for a truck and semi-trailer respectively (commercial crossover), unless prior approved by the Executive Manager Infrastructure Services.

Any crossovers given special approval with a gradient greater than 1 in 6, must be bituminised, asphalt, concrete or brick paved.

For crossovers that fall away from the road the level area shall not be steeper than 1 in 6 unless prior approved by the Executive M Manager Infrastructure Services.

For crossovers on kerbed roads where the kerbing is to be removed, the crossover shall rise to the same level as the top of the road kerb within the first 2m. This is to avoid road water running into the crossover. The remainder of the "reasonably level" area shall not be steeper than 1 in 6 unless prior approved from the Executive Manager Infrastructure Services.

Normally only one crossover per property will be approved. Where there is a request for two crossovers to one property (for example to allow a "U" shaped driveway so that backing into the road may be avoided or alternate access to a shed/carport or a corner block) then a second crossover may be approved. Any approval will be dependent on the two crossovers being accommodated within the property frontage. Approval will also be dependent on the owner accepting the full cost of the second crossover.

Additional crossovers per property require an application to be lodged with the Shire and subsequently approved prior to construction/upgrade commencing. No Shire crossover subsidy is available for second or subsequent crossovers. Such additional crossovers must still comply with the Shires specifications.

Non-Compliant Crossovers

Crossovers that are deemed not to comply with conditions set and/or this policy may be required to be rectified or removed. Crossovers that need to be removed will also require the road reserve to be re-instated to a condition of similar appearance immediately to either side of the crossover. All remedial work will be at the expense of the person who constructed the crossover and/or the current property owner.

Shire Contribution

The property owner shall be eligible for a 50% subsidy (to a maximum value of $800 for a new crossover without culvert or to a maximum of $1500 for a new crossover with new culvert & headwall) for the construction cost of a Standard Crossover provided the following compliance criteria has been met:

- The crossover rebate must be made in writing to the Shire by the owner of the land, within 6 months of the construction of the crossover.
- The crossover complies with the approval, any associated conditions and Shires Technical Specifications.
- The crossover constructed is the first crossover constructed in relation to the land.
- The owner produces receipts verifying the actual cost of the crossover.

The subsidy applies to industrial, commercial and grouped dwellings as well as single residential. In the case of strata titles, a subsidy will apply to each crossover up to the number of dwellings.

A standard residential crossover shall have

the following dimensions: Length (verge width) 7m
Width (at boundary line) 3m
Width (at edge of road) 6m Area 31.5m²

Maintenance Costs

Landowners are fully responsible for all maintenance of crossovers to their property, that is, the portion which they have constructed (being the sealed surface and gravel base). The Shire is responsible for the street or road side drains which front the property, and will repair any damage associated with water runoff from Council's roads or verges.

If a crossover has become unsafe or in a state of disrepair, the Shire may require a person to repair a crossover by issuing a written notice. If that person fails to make those repairs the Shire may do so, and may recover the full cost as a debt due from that person/entity.
Reconstruction/upgrade of one crossover to a property will attract a second subsidy where that crossover has exceeded its expected life (taken as 15 years) as determined by the Executive Manager Infrastructure Services.
Minor repairs that equate to 20% or less of total crossover square area and that does not require the use of driven machinery (e.g. Bobcat/Skidsteer, Backhoe etc.) will not need prior approval from the Shire.
Non-Approved Works
Written approval (in the form of an approved crossover application form or otherwise) MUST be obtained from the Shire prior to carrying out any works on a crossover within the Shire road reserve. Any landowner/contractor or other party carrying out non-approved works will be issued with an immediate stop work order and/or risk being infringed under Local Law, and may be instructed to repair all disturbance and/or remove all works until such time as an application is made and approval granted.
Traffic Management
A traffic management plan conforming to Australian Standard 1742.3 must be submitted to the Shire prior to any works commencing.

DOCUMENT CONTROL BOX		
Custodian: Chief Executive Officer	**Decision Maker:** Council	
Compliance Requirements:		
Legislation: Schedule 9.1(7) [Crossing from public thoroughfare to private land or private thoroughfare] of the Local Government Act 1995 Regulations 12-15 [Contribution to cost of crossing] of the Local Government (Uniform Local Provisions) Regulations 1996 Work Health and Safety Act 2020 (WA), Work Health and Safety 2011 Act (Cth), Work Health and Safety (General) Regulations 2022, Codes of Practice and Australian Standards		
Industry:	Australian Standard 1742.3 The Manual of Uniform Traffic Control Devices AS 1742.3 – 2019 (Part 3)	
Organisational:		
Document Management:		
Risk Rating: Medium	**Review Frequency:** 2 Years	**Next Due:**
Version #	**Decision Reference:**	**Description:**
a	OCM 21/07/20 – Item 13.2	Comprehensive policy register review.
b	OCM 19/07/2022 Item 12.1.2	Comprehensive Policy Register Review
c	OCM 17/12/2024 Item 12.1.2	Policy Reconfirmed – No Amendments