



EMP-PLA-009 | Crossovers for Residential, Commercial and Industrial Properties

Strategic Context

Strategic Link	Policy Objective
☑ United ☑ Safe & Healthy ☑ Beautiful & Respected ☑ Prosperous & Equitable	The objective of this Policy is to provide a clear and consistent framework for the design, approval, construction and maintenance of crossovers for residential, commercial and industrial properties, in order to ensure safe and functional access, protect Shire assets and infrastructure, support orderly land use and development, and promote equitable and transparent decision-making.

Introduction

1. Crossovers are an important interface between private property and the Shire’s road reserve, providing essential vehicle access to residential, commercial and industrial properties. Inappropriate or non-compliant crossover design, construction or maintenance can create road safety risks, interfere with drainage, damage public infrastructure and adversely affect the use and amenity of the verge and surrounding road network.
2. This Policy establishes a clear and consistent framework for the approval, design, construction, modification and maintenance of crossovers within the Shire of Halls Creek, to ensure safe and functional access, protect Shire assets and infrastructure, and support orderly and equitable development outcomes.

Purpose

3. The purpose of this Policy is to ensure that vehicle access for residential development within the Shire does not adversely impact on safety and amenity while providing adequate access to residential, commercial, and industrial properties.

Policy Scope

4. This policy relates to the construction of new crossovers located between residential, commercial, or industrial property and public roads within the Shire.

Policy Statement

5. This policy is to ensure a consistent approach to the construction of vehicle crossovers within the Shire of Halls Creek and improve the standard of crossovers by assisting residential to install quality vehicle crossovers. This policy is to encourage attractive streetscapes and enhance neighbourhood amenity by reducing the amount of hardstand. This policy is to ensure safe vehicle access to and from properties. This policy is to ensure safety and amenity for cyclists or pedestrians in the public realm. This policy is to minimise any impact on existing street trees and verge infrastructure. This policy is to provide verge space for new street trees and other verge treatments. This policy is to identify the Shire responsibility in



subsidising crossovers to residential properties and outlines a consistent application and assessment process.

Principles Underpinning the Policy

Principle Name	Principle Definition
Road Safety and Public Protection	Crossovers must be designed and constructed to provide safe vehicle and pedestrian access between private property and public roads, minimising traffic hazards and sightline obstruction.
Protection of Shire Road Assets	Crossover construction and use must not damage road pavements, kerbs, drainage infrastructure, or other Shire-owned assets.
Functional and Durable Design	Crossovers must be built to appropriate engineering standards to accommodate the type and frequency of vehicle movements associated with residential, commercial, or industrial land uses.
Stormwater and Drainage Management	Crossover design must maintain natural and constructed drainage paths and prevent water ponding, erosion, or runoff impacts on roads and neighbouring properties.
Consistency and Fairness	Approval and construction requirements will be applied consistently across all property types and locations within the Shire.
Proportionate and Practical Regulation	Assessment and design standards will reflect the scale of traffic demand and local construction conditions, recognising the remote environment.
Amenity and Streetscape Consideration	Crossovers should be located and designed to maintain streetscape quality and avoid unnecessary removal of vegetation or disruption of public spaces.
Compliance with Legislative and Engineering Standards	All crossovers must comply with relevant road, traffic, planning, and building requirements.
Transparency and Accountability	Decision-making relating to crossover approvals will be clear, documented, and accountable.

Definitions

Term	Meaning
The Shire	Means the Shire of Halls Creek.
Landowner	Means the respective adjoining landowner to roads under the responsibility of the Shire.
Crossovers	Means the vehicle crossover extending from private land to the road.
Main Roads	Refer to roads within the Shire of Halls Creek that are under the responsibility of the Commissioner, Main Roads WA. This includes: i. Great Northern Highway



Verge

Means the section of the road reserve between the property boundary and the road kerb line.

Policy Details

6. Crossovers Specifications

6.1 A standard crossover maximum allowable size is 3m wide x 8m long. All crossovers should be constructed to the specifications and standards of the Shire. Where there are variations to these specifications, approval should be obtained by the Shire.

7. Council Rebate for Residential Crossovers

7.1 The Shire will provide a rebate covering 50% of the cost for all standard crossovers to residential properties in the following instances:

- Where the Shire has given approval for the installation of a crossover; and
- It is the first crossover installed to the property; and
- The crossover has been constructed according to or better than specifications provided by the Shire.

7.2 The Shire will not provide rebates in the following instances:

- It is a retrospective application which has not been provided with approval prior to the installation of the crossover; and/or
- It is a replacement crossover;
- The crossover constructed does not meet the minimum specifications of the Shire; and/or
- Where a commercial or industrial crossover is proposed.

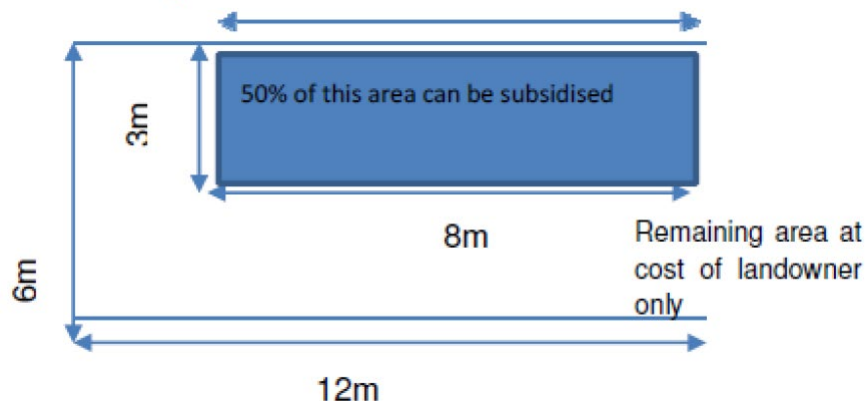
7.3 The maximum allowable rebate will be as stipulated in the current Shire of Halls Creek adopted Budget.

8. Variations to Standard Crossovers

8.1 If a crossover is larger than stipulated maximum sizes, the Shire will provide 50% of the cost of the maximum allowable size.

8.2 The landowner will incur costs of both:

- 50% of the maximum allowable size
- All costs associated where sizes exceed 3m wide x 8m long.





9. Application, Construction and Maintenance

9.1 Landowners are responsible for ensuring all applications to the Shire contain the following application criteria:

- a) The application must be in writing using the “Application for the Construction of Vehicle Crossovers to Residential Properties” form.
- b) The application has two components: Application for approval to construct (Preliminary approval); and Compliance inspection on completion of construction (Final Approval)
- c) Payment of the application fee must accompany the application.
- d) All crossovers must be constructed to the satisfaction of the Shire regardless of whether the landowner has applied for a subsidy.
- e) Copies of relevant tax invoices must be attached to the Compliance Inspection if a subsidy has been sought.

10. Applications for Crossovers on Main Roads

10.1 All applications for crossovers to main roads shall have prior approval from the Commissioner, Main Roads WA. A copy of the written approval provided by the Commissioner; Main Roads WA should be attached to the application. Any application for a crossover on main roads which does not have this approval from the Commissioner, Main Roads WA will not be considered.

11. Authorised Persons to Construct Crossovers

11.1 Crossovers should be constructed by the following:

- a) The applicant landowner
- b) Private contractor engaged by the applicant landowner/landowner’s agent

12. Construction Works Inclusions

12.1 It is the landowner’s responsibility to ensure a scope of works (either constructed by themselves or by a contractor) for the construction of the crossover includes:

- a) Cutting existing kerbing with a concrete saw or removing kerbing without damage to remaining pavement and kerbing
- b) Removal and disposal of all surplus material from the site of works and always leaving the site in a clean and tidy condition

13. Minimum Disruption to the Public

13.1 The work should be carried out with minimum disruption to pedestrians and vehicular traffic.

14. Public and Occupational Health and Safety

14.1 Every precaution should be taken to ensure the safety of person and property. All excavations, materials, plant and equipment should be made safe, barricaded and provided with adequate warning signage/lights during the hours of darkness to the satisfaction of the Director Infrastructure. All work is to be carried out in accordance with the Occupational Health, Safety and Welfare Act 1984 and Regulations amended.

15. Damages as a Result of Construction

15.1 Any damage which should occur to any Shire facility or private property during the course of the works, or which subsequently becomes evident, should be the sole responsibility of the landowner’s



contractor, or the applicant landowner. This includes damage to kerbing, concrete or bituminous road surfaces.

16. Alteration To Utility Services

16.1 Landowners should apply to the relevant utility authorities for approval to alter any service that is in conflict with the proposed crossover. Any costs incurred in the alteration of any service and subsequent reinstatement of the verge should be borne by the applicant landowner.

17. Compliance Inspections

17.1 On completion of installation, a landowner is required to complete a "Vehicle Crossover to Residential Properties Compliance Inspection" to ensure the Shire of compliance with the required construction standards. Copies of relevant tax invoices should be provided to the Shire if a subsidy has been sought.

18. Reactive Inspection

18.1 A Shire employee will conduct an inspection in response to the concerns of any person in relation to a vehicle crossover within the Shire's precinct. The landowner will be notified in writing of any identified defects which require maintenance.

19. Maintenance of Crossovers

19.1 It is the responsibility of the landowner to ensure vehicle crossovers are maintained to an appropriate standard specified in the "Specifications for the Construction of Vehicle Crossovers to Residential Properties" and ensure it continues to be free of hazards or obstructions for vehicles and for pedestrians where the crossover meets the footpath.

20. Failure To Maintain

20.1 The Shire will issue a Repair Notice when necessary and the notice will detail the repair work required. The landowner will have 28 days in which to have completed the repair work detailed in the repair notice.

21. Failure To Observe Repair Notice

21.1 Where the landowner fails to observe the repair notice and complete repair work detailed within the notice, it will be considered an offence and the Shire will issue a fine as stipulated in the current Shire of Halls Creek Adopted Budget.

22. Replacement of Crossovers

22.1 It is the responsibility of the landowner to replace crossovers when necessary or wished. The replacement crossover should meet specifications outlined in the "Specifications for the Construction of Vehicle Crossovers to Residential Properties".

23. Removal of Crossovers

23.1 Any crossover which is no longer required or no longer connects with an internal driveway are deemed redundant. In this instance, landowners are to remove the crossover, the verge and kerbing are to be made good at the cost of the landowner.



24. Responsibility to Insure

24.1 It is the responsibility of the landowners to ensure their residential property insurance is inclusive of public indemnity with regard to the vehicle crossover. Any notifications of legal proceedings as a result of faulty crossovers will be referred to the landowner.

Accountability

25. Council is responsible for adopting this policy and providing strategic oversight of crossover construction and access management within the Shire of Halls Creek.

26. The CEO is accountable for ensuring effective implementation of this policy and that appropriate engineering, planning, and compliance processes are in place. The CEO may delegate operational responsibilities to relevant officers.

27. Engineering officers are responsible for:

- a) Developing and maintaining crossover design standards and specifications
- b) Assessing applications for new or modified crossovers
- c) Approving crossover locations and construction methods
- d) Inspecting crossover works for compliance with approved standards
- e) Managing impacts on Shire road and drainage assets

28. Planning officers are responsible for ensuring crossover proposals associated with development applications align with planning approval conditions and site access requirements.

29. Compliance officers are responsible for investigating unauthorised crossovers or non-compliant works and undertaking enforcement action where required.

30. Property owners and developers are responsible for:

- f) Obtaining approval prior to constructing or modifying a crossover
- g) Constructing crossovers in accordance with approved specifications
- h) Maintaining private crossover infrastructure in safe condition
- i) Repairing any damage caused to Shire assets during construction

31. Community members are responsible for reporting damaged, unsafe, or unauthorised crossovers through established Shire reporting channels.

Related Documentation / Legislation

Legislation	Shire of Halls Creek Documentation
a. Local Government Act 1995 (WA)	b. Shire of Halls Creek Local Planning Scheme
b. Planning and Development Act 2005 (WA) –	a. Shire of Halls Creek Local Planning Strategy
c. Planning and Development (Local Planning Schemes) Regulations 2015 (WA)	b. Shire of Halls Creek Strategic Community Plan
d. Building Act 2011 (WA) and Building Regulations 2012 (WA) –	
e. Main Roads Act 1930 (WA)	



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| <ul style="list-style-type: none">f. Road Traffic Code 2000 (WA)g. Work Health and Safety Act 2020 (WA)h. Environmental Protection Act 1986 (WA) | <ul style="list-style-type: none">c. Shire of Halls Creek Corporate Business Pland. Shire of Halls Creek Asset Management Planse. Shire of Halls Creek Engineering and Works Proceduresf. Shire of Halls Creek Risk Management Framework |
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Policy Review

32. This Policy will be reviewed every four (4) years from the date of endorsement, or earlier in the event of legislative change, audit findings or a resolution of Council.

Document Control

Relevant delegations	Nil		
Risk Evaluation	Moderate		
Council adoption	27 March 2025	Resolution	2025/029
Next review due	March 2029		