

## RURAL ADDRESSING POLICY (COMMUNITY POLICY)

### 1. Scope

The Rural Addressing Policy (this 'Policy') applies to addressing of rural properties within Council's local government area.

### 2. Purpose

This Policy provides guidelines for the standard use and supply, maintenance and replacement of rural addressing signs.

### 3. References (legislation/related documents)

#### Legislative reference

*Local Government Act 2009* s 60

*Transport Infrastructure Act 1994* s 45(1)

#### Related documents

AS/NZS 4819:2011:Rural and urban addressing

### 4. Definitions

To assist in interpretation, the following definitions shall apply:

Datum Point	The commencement point (commonly the start of the road) for any sequence of address numbers.
Local Government Area	Has the same meaning as local government area in the <i>Local Government Act 2009</i> .
Number sign	Includes all components of a rural addressing sign including the numbers.
Property Address	The officially recognised address allocated to a property by Council.
Road	Has the same meaning as road in the <i>Local Government Act 2009</i> .
Rural Addressing Number	A number derived from the distance between a datum point (start of road) and a property's vehicular access.

### 5. Policy Statement

The rural addressing number system has been established to assist rural property owners to be located by emergency services, postal and other service providers and the general public.

The main objectives of rural addressing are to:

- 1) Provide a unique and identifiable address for each rural property; and
- 2) Facilitate emergency vehicle response and prompt, efficient responses from service providers.

## **5.1 General Guidelines**

### **5.1.1 Numbering Conventions**

A rural addressing number is determined in a logical sequence based on the distance of a property's vehicular access from a datum point. The number is calculated by dividing the distance in metres from the datum point by 10 and rounding to a whole number according to the convention of assigning odd numbers on the left and even numbers on the right in the direction of measurement. The general principle is that the road will commence in an area of higher population and terminate in an area with a lower population.

### **5.1.2 Standard for Use**

The Australian/New Zealand Standard Rural and urban addressing (AS/NZS 4819:2011) is adopted by Council as a broad guideline for the implementation of rural addressing.

### **5.1.3 State Controlled Roads**

Council will allocate rural addressing numbers and install number signs on State controlled roads.

## **5.2 Supply and Replacement of Number Signs**

### **5.2.1 First Number Sign**

#### **a) Vacant Allotments**

Upon request from a landowner and approval by the Manager Engineering Services, Council will allocate a rural addressing number and install a number sign free of charge.

#### **b) Development**

For each newly created lot in rural areas, developers are required to pay Council for the supply and installation of a number sign in accordance with Council's Fees and Charges Schedule.

### **5.2.2 Replacement Number Signs**

If a number sign is damaged, stolen or has lost its night time reflective properties due to age, the property owner is required to pay Council for a replacement number sign in accordance with Council's Fees and Charges Schedule.

## **5.3 Location & Installation of Number Signs**

### **5.3.1 Kerb and Channeled Roadways**

The number sign is to be erected on the road frontage boundary of the property.

### **5.3.2 Non Kerbed Roadways**

The number sign is to be erected at the far side of the vehicular access, approximately 1.0m outside the line of guideposts/shoulder of the road or on the property side of the piped crossing or adjacent to the mail box in a visible location.

### **5.3.3 Single Access to Multiple Lots** (includes private access easements)

Where a combined vehicular access services two or more lots, number signs are to be placed at the near and far sides of the vehicular access reflecting the number of lots served (i.e. the lowest and the highest number). Where owner or property names are not displayed along the combined vehicular access, a secondary number sign is to be placed on the far side where each access branches from the common vehicular access. The rural addressing numbers issued will be determined by the position of the lots branching from the common vehicular access.

### **5.3.4 Number Sign Installation**

The top of the number sign is to be 1.0m to 1.2m above the ground, where possible.

## **5.4 Maintenance of Number Signs**

Property owners are responsible for maintenance of number signs. Maintenance includes removal of grass and vegetation from around the sign to ensure it is not obscured from sight.

## **5.5 Relocation of Number Signs**

Because rural addressing is a distance based system, relocation of the number sign may require a change to one or more of the digits of the rural addressing number resulting in a change to the property address. For this reason, if a number sign needs to be relocated, Council will undertake the relocation.

## **5.6 Property Address**

The rural addressing number will form part of an allotment's property address along with the road name and locality. The property address will represent the physical location of the property and will be recorded in Council's corporate mapping and the land record.

## **5.7 Service Providers**

All new property addresses along with corresponding lot and plan numbers will be provided to the following service providers:

- a) Queensland Ambulance Service;
- b) Queensland Fire and Emergency Service;
- c) Queensland Police Service;
- d) Telstra;
- e) Ergon Energy;
- f) Australia Post;
- g) Department of Natural Resources, Mines & Energy;
- h) Australian Electoral Commission; and
- i) Livingstone Shire Council
  - i) Revenue; and
  - ii) Assets and GIS.

## **6. Changes to this Policy**

This Policy is to remain in force until any of the following occur:

- 1) The related information is amended/replaced; or
- 2) Other circumstances as determined from time to time by Council.

## 7. Repeals/Amendments

This Policy repeals Livingstone Shire Council Policy titled 'Road-Rural Addressing Policy (v2.1)' and 'Road – Rural Addressing Procedure (v2.1)'.

Version	Date	Action
1	22/04/2014	Adopted
2	07/02/2017	Amended Policy Adopted
2.1	23/10/2018	Administrative Amendments – reflect organisational restructure
3	21/05/2019	Amended Policy Adopted – Road – Rural Addressing Procedure (v2.1) incorporated into this document

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