

RURAL ADDRESSING PROCEDURE

1. Scope

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

2. Purpose

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

3. Related Documents

Primary

Road Related Management and Functions Policy

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.
Land Record	As defined in the <i>Local Government Act 2009</i> .
Local Government Area	As defined in the <i>Local Government Act 2009</i> .
Number sign	A sign with all components of a rural addressing sign including the numbers.
Property Address	The officially recognised address allocated to a property by Council.
Road	As defined 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.
State-controlled road	As defined in the <i>Transport Infrastructure Act 1994</i>

5. Procedure

The rural addressing number system was established to assist emergency services, postal and other service providers and the public to locate rural properties.

The main objective of rural addressing is to:

- provide a unique and identifiable address for each rural property; and
- facilitate prompt and efficient responses from emergency vehicles and 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, 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 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 to pay Council for a replacement number sign in accordance with Council's Fees and Charges Schedule.

5.3 Location and 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 mailbox in a visible location.

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

a) Combined Vehicular Access (servicing 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).

b) Owner or Property Names

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.

c) 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 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) Australia Post;
- b) Australian Electoral Commission;
- c) Department of Resources (Land & Spatial Information);
- d) Queensland Ambulance Service;
- e) Queensland Fire and Emergency Services;

- f) Queensland Police Service;
- g) Ergon Energy;
- h) Telstra; and
- i) Livingstone Shire Council
 - Revenue
 - Assets and GIS

6. Changes to this Procedure

This Procedure is to remain in force until otherwise amended/replaced by the Director Infrastructure Services.

7. Repeals/Amendments

Version	Date	Action
1	21/12/2021	New Procedure – content derived from former/repealed policy of same name. Approved by Executive Director and endorsed by Council.

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