

# 2257 Rural Addressing

## Governance Policy



### PURPOSE

- 1) The purpose of this policy is to provide a consistent guideline to establish and maintain a system of rural addressing in the North Burnett Regional Council area.

### SCOPE

- 2) This policy applies to all properties within Rural Areas of the North Burnett Regional Council's local government area.

### DEFINITIONS

Term	Definition
Council	North Burnett Regional Council
Datum Point	The commencement point (commonly the start of the road) for any sequence of address numbers.
National Standards	Australian/New Zealand Standard Rural and Urban Addressing AS/NZS 4819:2011
Region	Any location occurring within the defined boundaries of North Burnett Regional Council.
Road	Has the same meaning as road in the <i>Local Government Act 2009</i> (Qld).
Rural Addressing Posts	A post derived from the distance between a datum point and a property's vehicular access.
Rural Area	Is considered a more remote, geographical area located outside of developed areas within Council's local government area.

### POLICY

#### OBJECTIVES

- 3) The main objective of this policy is to provide consistency in establishing a rural address numbering system to assist motorists, pedestrians, emergency services, mail delivery and other service providers to easily identify and locate properties located in Rural Areas.

#### PRINCIPLES

- 4) Pursuant to section 60(2)(d) of the *Local Government Act 2009*, Council has a statutory obligation to name and number roads within its local government area.

#### POLICY STATEMENTS

- 5) Rural addressing is determined in a logical sequence based on the distance of a property's vehicular access from a datum point.
- 6) Council adopts the National Standards as a guideline for the implementation of rural addressing.
- 7) Council will allocate rural addressing numbers and install posts ("**rural addressing posts**") on residences, workplaces, cattle grids/gates along road reserves and road intersections.
- 8) Existing rural addressing pegs, which provide the same information as rural addressing posts, will be maintained as the cost to standardise to a rural addressing post is considered an unnecessary expense.
- 9) Council will install new rural addressing posts as a service to the ratepayer and will undertake maintenance to the rural addressing posts as required, at Council's expense, to ensure that the rural addressing number system is maintained in a systematic manner.

- 10) Where the renaming of a road is required for a road either within Council's local government area or across adjoining local government areas, Council will undertake consultation with the rate payer and adjoining local government as required.
- 11) Council will maintain a Rural Address Register with the appropriate information, including but not limited to the following:
  - (a) Rural address by road name and surname;
  - (b) Location of the datum point and property's vehicular access point;
  - (c) Rural address number;
  - (d) Road name;
  - (e) Locality;
  - (f) Property description; and
  - (g) Assessment number.
- 12) The Rural Address Register will be made available to the Emergency Services and Council Personnel as required.

**ROLES AND RESPONSIBILITIES**

**Roles and Responsibilities are broadly defined below (refer to any supporting procedures for more specific detail):**

- 13) Rates staff are responsible for updating and maintaining Council's Rural Address Register.
- 14) Works Supervisor or their delegate is responsible for measuring, installing the Rural Address peg numbers and any new road name signage.
- 15) Administration support are responsible for maintaining all correspondence and communicating any changes to Rural Addressing with both internal staff and with 3<sup>rd</sup> parties where necessary including (but not limited to) Property Owners, Emergency Services, Department of Natural Resources, Mines and Energy (DNRME), and Australia Post.

**APPLICABLE LEGISLATION AND REGULATION**

- 16) Applicable legislation and regulation:
  - (a) *Local Government Act 2009*

**RELATED DOCUMENTS**

- 17) Related documents are:
  - (a) Australian Standard 1743:2018
  - (b) Australian/New Zealand Standard Rural and Urban Addressing AS/NZS 4819:2011
  - (c) Australian Standard AS 4590-2006;
  - (d) Council's Rural Address Register.
  - (e) Rural Addressing Procedure

**RESPONSIBLE OFFICER**

General Manager Works

**APPROVAL DATE**

28 October 2021

**REVIEW DATE**

October 2025 (Standard four year term)

**REVISION HISTORY**

Version	General Managers	Approval Date	History
1	General Manager Works	28 October 2021	New