

RURAL ADDRESSING PROCEDURE

1. Scope:

To establish and maintain a system of rural addressing within the rural localities (including villages) of the Rockhampton Regional Council area. The rural numbering system has been established for property owners in rural areas, including villages to assist them to be located by emergency services, postal and other service providers and the general public.

2. Purpose:

To outline the processes to establish and maintain a system of rural addressing and to provide guidelines for the standard of use and supply, maintenance and replacement of rural addressing signs.

3. Related Documents:

Primary

Rural Addressing Policy

Secondary

Australian / New Zealand Standard Rural and Urban Addressing (AS/NZS 4819:2011)
 Building Permit
 Fees and Charges Schedule
 Road Register
 Road Reserves Work Permit

4. Definitions:

To assist in interpretation, the following definitions apply:

Community Mail Bag	As per <i>Australia Post schedule 17 – Community Bag Service Custodian Terms and Conditions</i> : A special service provided to communities and localities that are remote, or to communities or localities which receive small quantities of mail.
Council	Rockhampton Regional Council
Datum Point	The commencement point for any sequence of address number used on any public or private road.
Declared Road	As per section(24)(1) <i>Transport Infrastructure Act 1994</i> The Minister may, by gazette notice, declare a road or route, or part of a road or route, to be a State-controlled road.
Principal Address	The officially recognised physical address allocated to a property by Council.

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Private Mail Bag	As per <i>Australia Post schedule 16 – Private Mail Bag Service Terms and Conditions</i> : A special service available to customers who are beyond the areas served by postal delivery officers.
Rural	Geographic area that is located outside of an urban area being cities and towns.
Rural Address Number	A number derived from the distance between a datum point and a property access point.

5. Procedure:

A rural address site shall be assigned a rural address number, providing the property has a defined access, and there is infrastructure on the property, such as a house, stock yards, shed etc. The allocated rural addressing number is determined in a logical sequence based on the distance of the property access from the start of the road and will be known as the principal address of a property. Each number represents the distance (in metres), divided by 10 from the road's commencement point, and adjusted slightly to achieve odd numbers on the left hand side and even numbers on the right hand side of the road.

Rural address numbers have replaced duplicate lot numbers, Private Mail Bag (PMB) and Community Mail Bag (CMB) and other numbering systems used in the past.

To ensure uniformity of the system throughout the region, Council provides standard number posts with the reflective rural address number adhered to both sides of the post. Class 1 sign material shall be used on all declared roads (Main Roads).

5.1 General Guidelines

5.1.1 Overview

The allocated rural addressing number is determined in a logical sequence based on the distance of the property access from the start of the road and will be known as the principal address of a property. Each number represents the distance (in metres), divided by 10 from the road's commencement point, and adjusted slightly to achieve odd numbers on the left hand side and even numbers on the right hand side of the road.

Rural address numbers have replaced duplicate lot numbers, PMB and CMB and other numbering systems used in the past.

To ensure uniformity of the system throughout the region, Council provides standard number posts with the reflective rural address number adhered to both sides of the post.

5.1.2 Standard for Use

The Australian / New Zealand Standard – Rural and Urban Addressing (AS/NZS 4819:2011) is adopted by Council as the broad guidelines for the implementation of the Rural Addressing System.

5.1.3 Road Hierarchy

Council's Road Register will indicate the start of each road for the purpose of establishing the 00 start location. The general principle is that the road will commence in an area of higher population and terminate in an area of lesser population. Roads to which the Rural Addressing System applies will be determined by the General Manager Regional Services or their delegate.

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5.1.4 Main Roads

Council will install rural addressing numbers on declared roads under the authority of the Department of Transport and Main Roads.

5.2 Supply of Signs

5.2.1 Initial Implementation

Council will supply number signs (free of charge) to every ratepayer who has an existing residence/driveway access leading from the nominated road. Vacant lots will not be issued with a sign until such time that a dwelling or shed is constructed.

5.2.2 New Residences

Upon receipt of an application for a Building Permit for the initial habitable dwelling on a vacant lot, Council will advise the property owner to apply for a Road Reserves Work Permit - driveway access construction and/or a rural addressing number.

Council will supply a number sign (free of charge) to the driveway access when next in the area.

5.2.3 New Lots

5.2.3.1 No Access provided in a Development

The creation of new allotments by reconfiguring the lot will require the developer to include the cost of the supply of the rural addressing sign in the bonding of the driveway access works.

5.2.3.2 Access provided as part of a Development

The creation of new allotments by reconfiguring the lot and construction of a driveway access will require the developer to supply and install rural address numbering to the additional lots in accordance with Council's requirements.

5.3 Location of Signs

5.3.1 Kerb and Channelled Roadways

The number is to be painted or fixed to the kerb, as well as being erected on the road frontage boundary of the property.

5.3.2 Non Kerbed Roadways

The rural addressing sign shall be erected at the far side of the driveway access, approximately 1.0 metre outside the line of guideposts/ shoulder of the road or property side of the piped crossing, or adjacent to the mail box in a visible location. The top of the sign is to be 1.0 to 1.2 metres above the ground, where possible.

5.3.3 Single Access to Multiple Lots

Where a combined access leaves the road to service two or more lots, signs are to be placed at the near and far sides of this access reflecting the number of lots served by the combined access road (ie the lowest and the highest number). Where owner's names or property names are not

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displayed along the combined access driveway, a secondary rural addressing sign shall be placed on the far side where each driveway access branches from the common driveway. The numbers issued will be determined by the position of the lots branching from the common driveway access.

5.4 Maintenance of Sign

The rural addressing sign erected by the Council/ developer will become the responsibility of the property owner to maintain and replace if damaged/ stolen. Maintenance shall include removal of grass and vegetation from around the sign to ensure that it is not obscured. Property owners will need to allow for replacement of numbers that lose their night time reflective properties with age.

5.5 Removal of Sign

If the rural addressing sign is required to be relocated, Council shall undertake the works at the owner's cost. As the rural addressing signs are a distance based system, any relocation of the signs may require a change in one or more of the digits and a change of Council's records.

5.6 Replacement of Sign

Residents requesting a replacement sign, numbers or post will be required to pay Council for the new sign in accordance with Council's current Schedule of Charges.

5.7 Recording of Number

Council will record rural addressing numbers allocated to each property, along with the road name and locality as that property's principal address. The principal address details will be recorded in Council's corporate mapping and rating systems.

All new rural addresses and corresponding lot and plan numbers are to be provided to the following service providers:

- Emergency Services;
- Telstra;
- Ergon;
- Australia Post;
- Department of Natural Resources and Mines; and
- Australian Electoral Commission.

5.8 Conclusion

Rural addressing numbers are used for locating properties that have structures located on them. The numbers are used as a means of locating a particular property by emergency services, postal deliveries and others that have a need to find a property.

6. Review Timelines:

This procedure will be reviewed when any of the following occur:

- 6.1.** The related information is amended or replaced; or
- 6.2** Other circumstances as determined from time to time by the General Manager.

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7. Responsibilities:

Sponsor	Chief Executive Officer
Business Owner	General Manager Regional Services
Procedure Owner	Manager Civil Operations
Procedure Quality Control	Corporate Improvement and Strategy

**ROBERT HOLMES
GENERAL MANAGER REGIONAL SERVICES**

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