

RURAL ADDRESSING PROCEDURE



1 Scope

This procedure applies to rural localities, including villages of Rockhampton Regional Council.

2 Purpose

The purpose of this procedure is 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

3.1 Primary

Rural Addressing Policy

3.2 Secondary

Transport Infrastructure Act 1994

Australia Post Schedule 16 – Private Mail Bag Service Terms and Conditions

Australia Post Schedule 17 – Community Bag Service Custodian Terms and Conditions

Building Application

Fees and Charges Schedule

Road Register

Road Reserves Works Permit Application Form

Rural and Urban Addressing (AS/NZS 4819:2011) Australian/New Zealand Standard

4 Definitions

To assist in interpretation, the following definitions apply:

CBS	Community Bag Service As defined in Australia Post Schedule 17 – Community Bag Service Custodian Terms and Conditions, 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 defined in section (24)(1) of the <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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PMB	Private Mail Bag As defined in Australia Post Schedule 16 – Private Mail Bag Service Terms and Conditions, a special service available to customers who are beyond the areas served by postal delivery officers.
Region	Rockhampton Regional Area defined by the Local Government Areas of Queensland.
Rural	Geographic area 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 is assigned a rural address number, providing the property has a defined property access point and there is infrastructure on the property, such as a house, stock yards, shed etc. The rural address number is determined in a logical sequence based on the distance of the property access point from the datum point, usually 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 datum 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 CBS and other numbering systems used in the past.

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

5.1 Road Hierarchy

Council's Road Register indicates the start of each road for the purpose of establishing the 00 start location (datum point). 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 are determined by the General Manager Regional Services or their delegate.

5.2 Declared Roads

Council also installs rural address numbers on declared roads under the authority of the Department of Transport and Main Roads. Signs will meet the required standard of the road.

5.3 Supply of Signs

5.3.1 Initial Supply and Installation

Council supplies and installs the initial rural address number sign (free of charge) to every property with existing infrastructure and driveway access leading from the nominated road. Vacant lots are not issued with a sign until infrastructure is constructed.

5.3.2 New Infrastructure

Upon receipt of a Building Application for any building on a vacant lot, Council advises the property owner to apply for a Road Reserves Works Permit – driveway/vehicle access construction and/or rural addressing.

Council supplies and installs a rural address number sign (free of charge) to the driveway access when next in the area.

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5.3.3 New Lots

5.3.3.1 No Access Provided in a Development

The creation of new allotments by reconfiguring the lot requires the developer to include the cost of the supply and install of the rural address number sign in the bonding of the driveway access works.

5.3.3.2 Access Provided as Part of a Development

The creation of new allotments by reconfiguring the lot and construction of a driveway/vehicle access requires the developer to supply and install rural address number signs to the additional lots in accordance with the following Council requirements.

5.4 Location of Signs

Signs must be located as detailed in the following.

5.4.1 Kerb and Channelled Roads

The number is to be painted or fixed to the kerb and the number sign installed on the road frontage boundary of the property.

5.4.2 Non Kerbed Roads

The rural address sign is to be installed 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 mailbox in a visible location. The top of the sign is to be 1.0 to 1.2 metres above the ground, where possible.

5.4.3 Combined Access to Multiple Lots

Where a combined access leaves the road to service two or more lots, signs are installed 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 displayed along the combined access driveway, a secondary rural address sign is placed on the far side where each driveway access branches from the common driveway. The numbers are determined by the position of the lots branching from the combined driveway access.

5.5 Maintenance of Sign

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

5.6 Replacement of Sign

Property owners requesting a replacement sign, numbers or post are required to pay for the new sign in accordance with Council's Schedule of Fees and Charges. Self-installation is required.

5.7 Relocation of Sign

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

5.8 Recording of Number

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

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

- (a) Emergency Services;
- (b) Telstra;
- (c) Ergon Energy;
- (d) Australia Post;
- (e) Department of Natural Resources and Mines, Manufacturing, and Regional and Rural Development; and
- (f) Australian Electoral Commission.

6 Review Timelines

This procedure is reviewed when any of the following occur:

- (a) The related information is amended or replaced; or
- (b) Other circumstances as determined from time to time by the General Manager Regional Services.

7 Document Management

Sponsor	Chief Executive Officer
Business Owner	General Manager Regional Services
Policy Owner	Manager Civil Operations
Policy Quality Control	Legal and Governance



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