

Street Numbering Policy

Policy – CP003

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Manager Corporate Administration	ELT	Council	22 April 2020	2020/0079
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1. The purpose of the this policy is

To establish consistency in the application of street numbers.

2. Policy Statement

Council recognises it has a responsibility to ensure identification of properties through accurate numbering to ensure that statutory authorities and emergency services can identify individual properties.

3. Principles

The convention that shall be applied in the municipal district of the Mildura Rural City Council is as follows:

- In roads where through traffic is possible, property numbers will be allocated with all odd numbers on one side of the road and all even numbers on the opposite side of the road.
- In roads where through traffic is not possible, property numbers will be allocated seriatim from the first property on the left-hand side at the entrance to the road.
- Upon re-allocation of street numbers the following authorities, or their successors, must be notified:
 - Powercor;
 - Telstra;
 - Lower Murray Water;
 - Australia Post
 - Victoria Police;
 - Country Fire Authority;
 - Victorian State Emergency Service;
 - VICMAP – Land Victoria;
 - Rural Ambulance Victoria; and
 - Australian Electoral Commission.

- Where property numbers have been previously allocated, and it is necessary to re-allocate property numbers, written notification will be given to the owners of the affected properties, giving them 28 days to comment;
- Following a decision to re-allocate property numbers, owners will be notified in writing, and be directed to re-number their property within a specified time frame, supplied with one set of reflective numbers to be erected at the properties' primary point of entry, given the option to be reimbursed by council for the cost of mail redirection for a period of up to 90 days (residential mail delivery service only); and
- Where a property which has frontage to more than one street has been allocated a property number to one of those streets, and the owner requires it to be changed to another street, a written application setting out the reasons for the change will be required. If the application is deemed to have merit and the existing property numbers allow for a change to an alternative street an administrative fee will be payable before the change is made.
- Street and road names will be determined under the naming rules for places in Victoria and accord with Australian/New Zealand Rural and Urban Addressing Standard

4. Who is responsible for implementing this policy?

General Manager Corporate

5. Definitions

Road	has the meaning attached to it in Section 3 of the Local Government Act 1989 (as amended).
Property Number	is the number allocated by the Mildura Rural City Council to identify individual properties within a road

6. Legislation and other references

6.1 Legislation

For further information related to this policy see:

- Section 6 of the Local Government Act 1989 defines one of the purposes of a Council as providing for the peace, order and good government of its municipal district;
- Schedule 10 of the Local Government Act 1989 provides for Council to approve, assign and change the number of any premises next to a road; and
- Schedule 10 further provides that Council may require people to number their premises and to renew those numbers.
- The Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities 2016

6.2 Documents

This Policy is implemented in conjunction with the following documents:

- Deployment Flowchart - Rural Addressing;
- Deployment Flowchart - Urban Addressing; and
- Deployment Flowchart - Urban Addressing - Re-Allocation of Property Numbers.
- Australian/New Zealand Standard AS/NZS 4819:2011 – Rural and urban addressing

6.3 Risk Assessment Reference

Please tick the corporate risk(s) that this policy is addressing.

Risk Category	✓	Risk Category	✓
Asset Management	✓	Financial Sustainability	
Committees	✓	Human Resource Management	
Compliance – Legal & Regulatory	✓	Leadership & Organisational Culture	
Contract Management		Occupational Health & Safety	
Contract Tendering & Procurement		Organisational Risk Management	✓
Corporate Governance		Project Management	
Environmental Sustainability		Public Image and Reputation	