

# Street Numbering Policy

## Policy – CP003

Prepared	Reviewed	Approved	Date	Council Minute No.
Revenue Coordinator	ELT	Council	May 2024	2024/0063
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### 1. The purpose of 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 in order 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
  - Australian and Victorian electoral commissions.

- Where property numbers have been previously allocated, and it is necessary to reallocate property numbers, written notification will be given to the owners of the affected properties, giving them 28 days to comment.
- In the event an entire street requires the reallocation of street numbers, approval must be first obtained from the General Manager Corporate Performance to commence this process but only if more than six properties are affected.
- Following a decision to reallocate street numbers, owners will be notified in writing and directed to renumber their property within a specified timeframe, supplied with one set of reflective numbers to be erected at the property's primary point of entry and 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).
- Where a property that 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 the Australian/New Zealand Rural and Urban Addressing Standard.

#### **4. Who is responsible for implementing this policy?**

General Manager Corporate Performance

#### **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:

- Part 1A Subsection 3E 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.

- Schedule 10 of the *Local Government Act 1989* 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 2022.

## 6.2 Documents

This policy is implemented in conjunction with the following documents:

- Deployment Flowchart - Rural Addressing
- Deployment Flowchart - Urban Addressing
- Deployment Flowchart - Urban Addressing - Reallocation 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.*

<b>Risk Category</b>	✓	<b>Risk Category</b>	✓
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	