



## ***Rural & Urban Address Numbering Policy***

<b>Policy Classification</b>	Council Policy
<b>First Issued:</b>	14 May 2014
<b>Review Date:</b>	November 2025
<b>Version Number:</b>	4
<b>Applicable Legislation:</b>	<i>Local Government Act 1999</i> <i>Geographical Names Act 1996</i>
<b>Related Policies or Documents:</b>	Selection of Road Names Policy Rural and Urban Addressing Standard - AS/NZS 4819-2011 Australian Standard 1742: Manual of Uniform Traffic Control Devices Part- 5; Street Name and Community facility name signs DIT Master Specification Kangaroo Island Council Fees and Charges Schedule
<b>Associated Forms:</b>	Rural Property Address Application Form
<b>Responsible Manager:</b>	Director Works & Infrastructure
<b>Approved by Council:</b>	14 September 2021
<b>Minutes Reference:</b>	C360:2021

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## **Rural and Urban Address Numbering Policy**

### **1. Preamble**

- 1.1. Council is committed to implementing and providing the framework for the rural property addressing and general property addressing in accordance with the Rural and Urban Addressing Standard AS4819:2011, DIT Master Specification – Part R48 & R49 and the Local Government Act – Numbering of premises and allotments.

### **2. Purpose**

- 2.1. The purpose of this Policy is to establish a system for allocating road & street numbers consistent with the Australian Standard AS/NZS 4819:2011 'Rural and urban addressing' within the boundaries of the Council area.
- 2.2. Having consistent addresses assists emergency services and service providers find properties thus improving the safety of people and the delivery of services and infrastructure.

### **3. Scope**

- 3.1. This policy applies to all Rural and Urban properties in the Kangaroo Island Council area.

### **4. Definitions**

- 4.1. **CEO** means the Chief Executive Officer of the Kangaroo Island Council.
- 4.2. **Council** means the Kangaroo Island Council and covers both the Elected Body and Administration.
- 4.3. **Council Administration** means the staff of Kangaroo Island Council.
- 4.4. **DIT** means Department for Infrastructure and Transport.
- 4.5. **Elected Body** means the Elected Members of Kangaroo Island Council.

### **5. Policy Statement**

#### **5.1. Rural Property**

- 5.1.1. Rural properties are defined as properties outside of the township boundaries, as per Appendices A-K.
- 5.1.2. All rural properties will be allocated a Rural Property Number upon Council Administration receiving an application for a Rural Property Address from a property owner or delegate. A fee will be charged to the applicant which covers the cost of supplying and installing the sign and post by Council staff in accordance with Council's Fees and Charges Schedule.
- 5.1.3. The property number represents the distance to the property entrance from a selected point created by DIT, generally at the beginning of the road.

#### **5.2. Urban Property**

- 5.2.1. Urban properties are defined as the properties contained within the township boundaries, as per Appendices A-K which cover the townships of American River, Baudin Beach, Brownlow, Emu Bay, Island Beach, Kingscote, Nepean Bay, Parndana, Penneshaw, Sapphoretown & Vivonne Bay.
- 5.2.2. Each urban property will have a Street Number assigned.
- 5.2.3. Each township will have a main Datum Point assigned by Council and the street numbers will run in sequential order away from the Datum Point, allowing for a separate number every 15 metres.
- 5.2.4. If the township boundary lies along a road/street, Council Administration will determine if Rural Property Numbers or Street Numbers will be used for that road/street.
- 5.2.5. Council Administration will assign street numbers within townships to newly developed property assessments upon receiving the new deposited (or similar) plan from Land Services.

### **5.3. New Roads**

- 5.3.1. Numbering for all new roads within the Council area will be based on the requirements of AS/NZS 4819:2011 'Rural and urban addressing'.
- 5.3.2. Rural Property Numbers and Street Numbers will only be assigned to roads &/or streets which have been named in accordance with Council's Selection of Road Names Policy.

### **5.4. Display of Rural Property Numbers and Street Numbers**

- 5.4.1. Rural Property Numbers and Street Numbers are to be displayed in accordance with AS/NZS 4819:2011 'Rural and urban addressing'.
- 5.4.2. The standard style for display of Rural Property Numbers is a rectangular aluminium plate, on which reflective numbers and road names are placed. The sign is bolted to a metal star dropper. The star dropper is generally installed within a meter back from the line of the guide posts near the property access point to enable ease of viewing. The size and position of the reflective numbers allow ease of viewing at night.
- 5.4.3. If a resident/business owner fails to maintain the display of their Rural Property Number or Street Number, including maintenance of vegetation to ensure clear visual of the number, local emergency services may have difficulty locating the property.
- 5.4.4. Under section 220 (6) of the Local Government Act 1999, "at the request of Council, an owner of land must ensure that the appropriate number for the owners building or allotment is displayed in a form directed or approved by the Council". This cost is borne by the property owner.
- 5.4.5. If a Rural Property Number sign is damaged, illegible, lost or stolen, it will be the responsibility of the property owner to purchase a new sign and post if required through Council in accordance with Council's Fees and Charges Schedule.

## **5.5. Renumbering**

- 5.5.1. It may be necessary for Council to adjust or to modify existing street numbers where development or redevelopment occurs in an established area or where historic anomalies exist.
- 5.5.2. In this situation, residents affected by the change may be offered assistance to notify the relevant authorities and compensation to offset the inconvenience caused to them by the change.

## **5.6. Request to Change a Number**

- 5.6.1. A request to change or review a Street Number must be lodged in writing and addressed to:- Chief Executive Officer, Kangaroo Island Council, PO Box 121, KINGSCOTE SA 5223. The application must include an explanation of the reason for the request. The request will be considered in accordance with the provisions of this Policy however, unless there is significant justification, the requirements of this Policy will prevail.
- 5.6.2. A Rural Property Number can only be changed if it is believed that the number is incorrect. A request to change or review a Rural Property Number must be lodged in writing and addressed to:- Chief Executive Officer, Kangaroo Island Council, PO Box 121, KINGSCOTE SA 5223. The application must include an explanation of the reason for the request. The request will be considered in accordance with this Policy however, unless there is significant justification, the requirements of this Policy will prevail.

## **5.7. External Involvement**

- 5.7.1. Council Administration will work with DIT to assign all new Rural Property Numbers and ensuring existing Rural Property Numbers are consistent with this Policy.
- 5.7.2. CEO or delegate will notify the Valuer-General of a decision of Council to adopt, alter or substitute a numbering system.

## **6. Availability & Grievances**

- 6.1. This policy is available for inspection at the Council office at 43 Dauncey Street, Kingscote during ordinary business hours.
- 6.2. It is also available for inspection, download or printing, free of charge, from Council's website [www.kangarooisland.sa.gov.au](http://www.kangarooisland.sa.gov.au).
- 6.3. Any grievances in relation to this policy or its application should be forwarded in writing addressed to the Chief Executive Officer, Kangaroo Island Council, PO Box 121, Kingscote SA 5223

Signed



Chief Executive Officer

14 September 2021

**History:**

Date Reviewed:		
29 November 2012	Draft Version	For Public Consultation
14 May 2014	Version 2	Council endorsement of amendments following Public Consultation
14 August 2018	Version 3	Periodic Review. Ref# C266:2018
14 September 2021	Version 4	Policy template update

# KANGAROO ISLAND



## URBAN TOWNSHIP MAPS

# Land Services Group

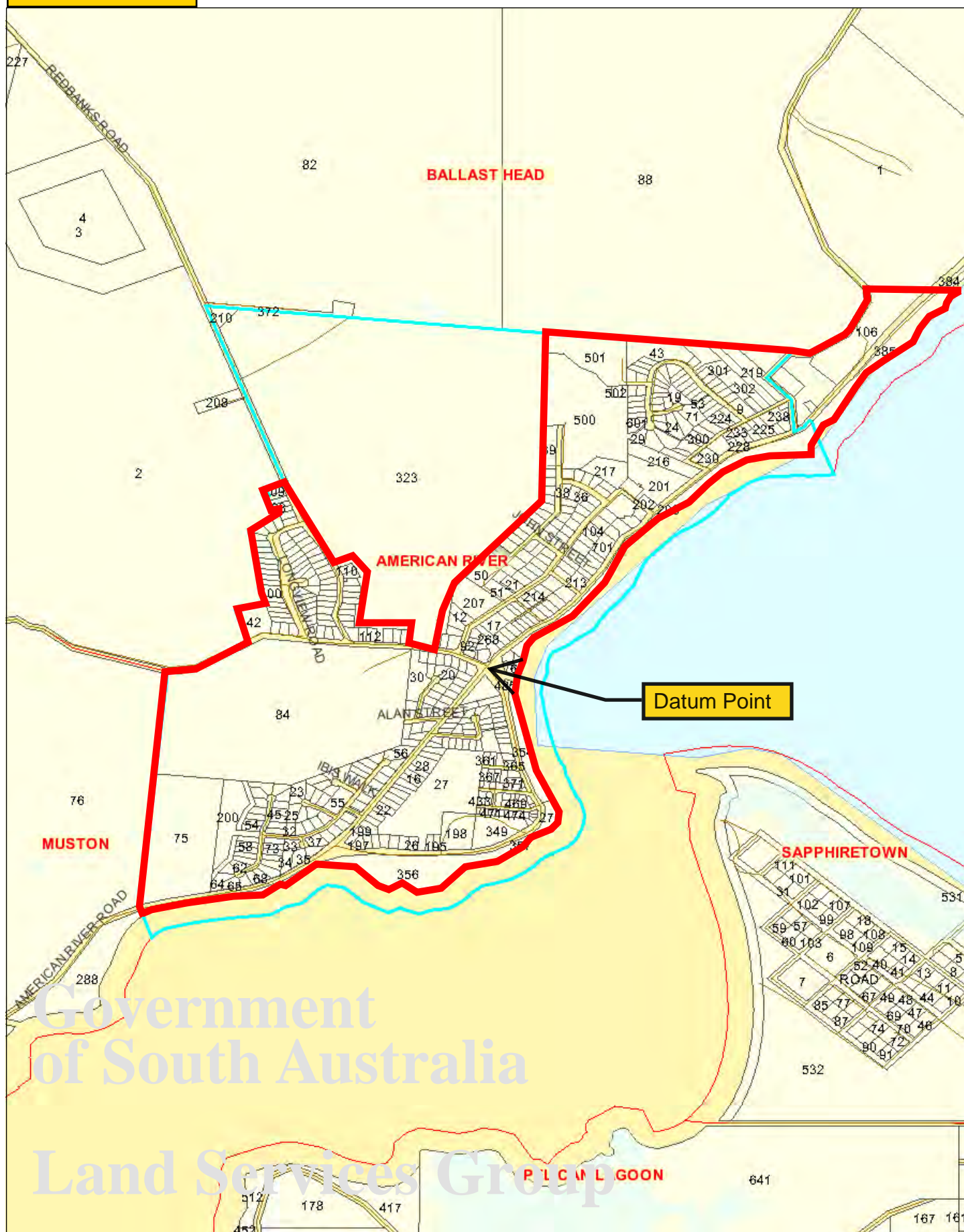
This product was generated by Property Location Browser  
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Date created:  
Dec 15, 2009



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## American River





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## Brownlow



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The map displays a coastal region with numerous land parcels. A red outline highlights a specific area, and a black arrow points to a 'Datum Point' on the coastline. The map includes labels for various land parcels (e.g., H110800 S239, T110802 A95) and roads (e.g., BAYVIEW ROAD, BATES ROAD, EMU BAY ROAD). The map is overlaid with a large, semi-transparent watermark reading 'Government of South Australia Land Services Group'.

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## Island Beach





Kingscote



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## Nepean Bay



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## Datum Point





# Land Services Group

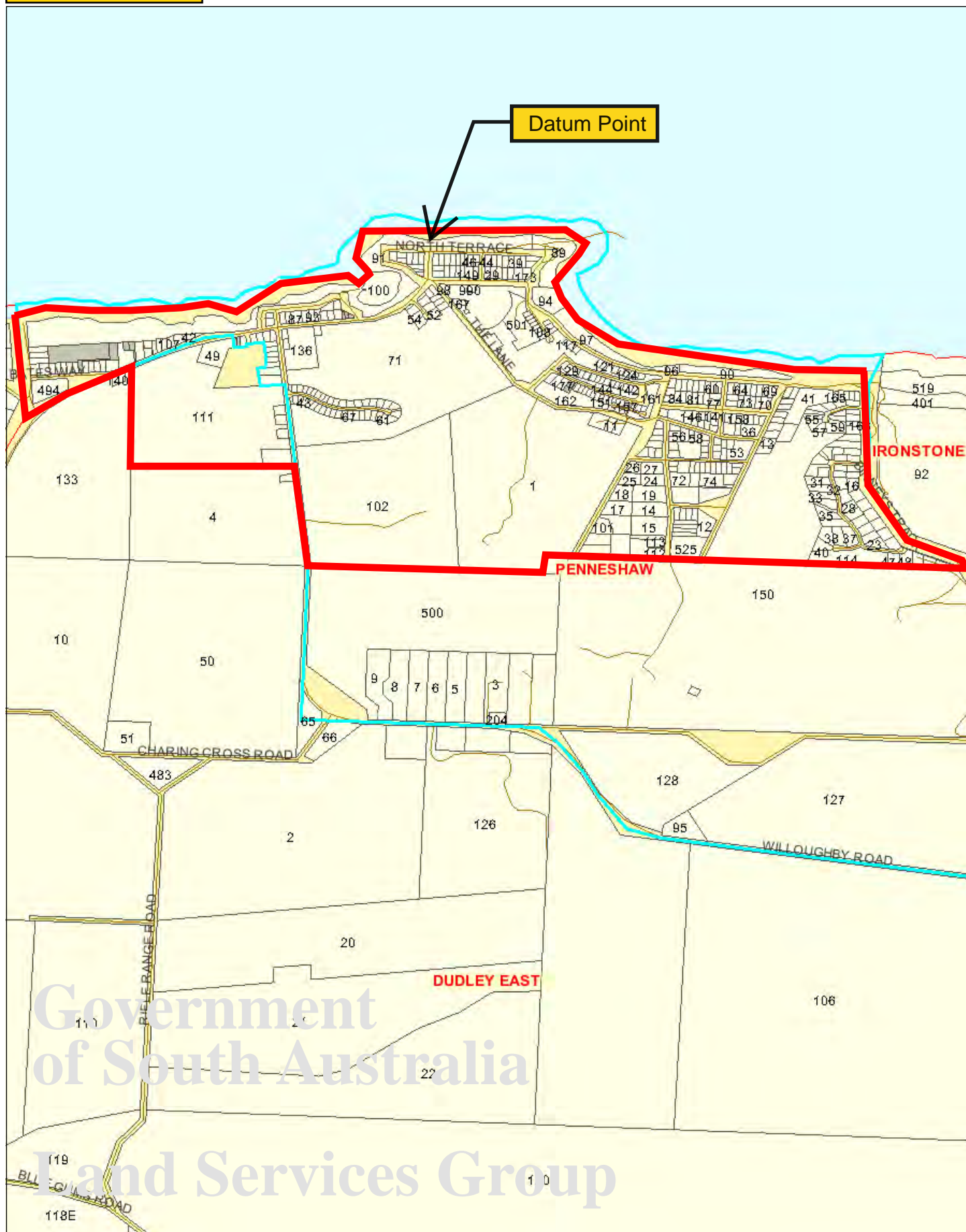
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## Penneshaw





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Sapphiretown



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## Vivonne Bay

