



COUNCIL POLICY

Property Numbering

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| Policy Number: | PO035 | | |
| Strategic Plan Objective: | 5. Responsible Governance and Leadership | | |
| Policy Owner: | Corporate & Community Services | Record Number: | 16/13922[v4] |
| Responsible Officer: | Director Corporate and Community Services | Minute Reference: | 146/2024 (12/06/2024) |
| Date Adopted: | 12/06/2024 | Next Review Date: | June 2028 |

1. POLICY OBJECTIVES

This policy provides guidelines for the numbering of properties within urban areas of the Yorke Peninsula Council to ensure consistency and clarity.

2. SCOPE

This policy applies to all properties located on public and private streets or roads within the Yorke Peninsula Council district.

3. DEFINITIONS

Refer to Attachment 1.

4. POLICY STATEMENT

4.1. Numbering and re-numbering of premises

Council has acknowledged the need to have premises clearly identified so that emergency services, other service providers and the general public can easily locate premises and for the efficient delivery of mail in those areas of Council where a mail delivery is available.

It is Council's intention to have every property within urban areas of the Council district allocated a street number or number range. Such areas include public reserves, schools, buildings and all other fixtures and locations situated in urban areas.

This policy has been developed with reference to Section 220 of the Local Government Act 1999 and in line with Australian/New Zealand Standard for Rural and Urban Addressing AS/NZS 4819:2011.

The Australian/New Zealand Standard for Rural and Urban Addressing AS/NZS 4819:2011 is used for new street addressing where possible. Where alterations are required to existing numbering to address anomalies consultation will take place with affected property owners.

It is desirable that the least number of properties are impacted by any change to street addressing; however, Council may be required to make major changes to a particular street or road to ensure that all properties along the street receive a suitable street address.

Examples of this are, but not limited to:-

- Subdivisions of an existing allotment to create multiple allotments in townships where historically there had not been consideration given to the provision of street numbers many years ago.
- Where a road has previously been consecutively numbered on only one side of the road (i.e. 1,2,3,4 etc.) and new development has taken place on the opposite side of the road and therefore the new development now requires allocation of a street addresses consistent with the Australian/New Zealand Standard for Rural and Urban Addressing AS/NZ4819:2011.

Council advises the Department for Infrastructure and Transport (DIT) which is a division of the Land Services Group (through the LSG address notification mailbox DTI:Addressing@sa.gov.au) of all new and amended street addresses.

DIT makes this information available to the following agencies at no charge to the property owner:

- Lands Titles Office
- Australia Post
- SA Power Networks
- SA Water
- South Australian Police (SAPOL)
- SA Health,
- Telstra
- South Australian Electoral Commission
- South Australian Country Fire Service (CFS)
- South Australian Metropolitan Fire Service (MFS)
- SA Ambulance

4.2. Display of allocated street numbers

Council's objective is to have all premises within the Yorke Peninsula Council, including residences, shops and other buildings, display adequate identifying numbers.

Pursuant to Section 220(6) of the Local Government Act 1999 an owner of the land must, at the request of Council, ensure that the appropriate number for the owner's building or allotment is displayed in a form directed or approved by the Council.

Accordingly, it is suggested that for the benefit of others, including emergency services, that the street number be predominantly displayed on the property and be easily identifiable from a stationary vehicle located on the adjacent roadway. Any other number(s) identifying the property should be removed to prevent any possible confusion.

5. COMPLAINTS

Complaints relating to this policy can be made in writing to Council’s Director Corporate and Community Services. All complaints will be managed in accordance with Council’s PO147 Complaints Policy.

6. REVIEW

This policy will be reviewed every four (4) years or as deemed necessary in consideration of any changes to legislation and relevant standards, codes and guidelines.

7. TRAINING

Council is committed to supporting employees in complying with this policy.

Training needs will be reviewed annually, during individual performance reviews and as necessary in consideration of any changes to legislation and relevant standards, codes and guidelines.

8. RECORDS

Records shall be maintained as required by Council’s Records Management Policy (PO063) and relevant legislation.

9. RELATED COUNCIL POLICIES/PROCEDURES AND DOCUMENTS

PO057 Public Consultation Policy

PO126 Street, Road and Public Place Naming Policy

PO147 Complaints Policy

10. REFERENCES AND LEGISLATION

Section 220 of the Local Government Act 1999

Australian/New Zealand Standard rural and urban addressing AS/NZ 4819:2011

11. COUNCIL DELEGATION

Any applicable delegations are available on Councils website via the Delegations register via <https://yorke.sa.gov.au/about-us/forms-plans-and-publications/registers/>

12. VERSION HISTORY

| Version No | Issue Date | Description of Change |
|-------------------|-------------------|------------------------------|
| 1 | 07/04/2003 | New Policy |
| 2 | 10/07/2013 | Full Revision. |
| 3 | 12/06/2019 | Minor Revision. |
| 4 | 18/06/2024 | Minor Revision. |

ATTACHMENT 1: DEFINITIONS

| Term/Reference | Definition |
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| Street (for the purposes of this policy) | A public or private way or thoroughfare in a township, usually with a footpath or footpaths and typically with houses and/or buildings on one or both sides. |
| Road (for the purposes of this policy) | An area that is open to or used by the public and is developed for: or has as one of its main uses as the driving of motor vehicles. |