



## STRATEGIC POLICY

### MOUNT ISA CITY COUNCIL

#### Place Names and Property Addressing Policy

RESOLUTION NO. OM05/11/25 VERSION V1

#### APPLIES TO STRATEGIC POLICIES ONLY

This is an official copy of the **Place Names and Property Addressing Policy**, made in accordance with the provisions of the *Local Government Act 2009*, *Local Government Regulation 2012*, *Mount Isa City Council's Local Laws and Subordinate Local Laws*.

Strategic policies are adopted by Council due to its desire to influence the direction of an issue or assist in the delegated decision making of Council officers. Strategic policies should follow the jurisdiction provided to Council through its Corporate Plan; this Policy is approved by the Mount Isa City Council for the operations and procedures of Mount Isa City Council.

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Tim Rose  
**Chief Executive Officer**

DOCUMENT VERSION CONTROL			
Governance/Policies/Strategic Doc ID# 976753		POLICY TYPE	Strategic (Council)
VERSION	DATE	RESOLUTION NO.	DETAILS
V1	26.11.2025	OM05/11/25	Responsible Officer - Technical Services Coordinator
		REVIEW DUE	06.2028

DISTRIBUTION AND DISSEMINATION			
Internal email to all employees	X	Section meetings / Toolbox talks	
Internal email to all councillors		Included in employee inductions	
Employee noticeboards		Uploaded to Council website	X
Internal training to be provided		External training to be provided	
Registered in MagiQ	X		

**1. PURPOSE**

The objective of this policy is to provide a clear and consistent understanding of property addressing across the Mount Isa City Local Government Area. It has been established to:

- provide a unique and identifiable address for each property within the region
- provide a property identifier to facilitate emergency vehicles response and
- provide for prompt and efficient responses from services providers.

This policy interprets Council's compliance with the Rural and Urban Addressing Standard (AS/NZS 4819:2011) and the Queensland Location Address Management Framework.

**2. COMMENCEMENT**

This policy will commence on 26 November 2025. It replaces all other policies or arrangements governing property addressing (whether written or not) and should be read in conjunction with the:

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

**3. APPLICATION**

This policy applies when the Council is required to number any lot, building or structure adjoining a road.

**4. ADDRESSING**

- 4.1 Where new addresses are expected as part of a Development Application, a proposed address must be agreed and registered between the Developer / Owner and Council, prior to approval.
- 4.2 All land shall be allocated a single number or range of numbers.
- 4.3 Numbers will progress from the Datum Point increasing with even numbers to the right and odd numbers on the left. Where the numbers are opposite (even are on the left), Council must retain the existing numbering order of the street.
- 4.4 Land locked parcels (no street frontage) are to be issued an alpha numeric extension where suitable
- 4.5 Where there is an incomplete development, Council shall provide a bulk allocation of numbers based on increments of 20m (standard frontage) to the land not yet configured and they will be used for the new development.
- 4.6 Where allotments are amalgamated (merged) into one allotment, the previously allocated numbers are to remain. However, depending on the type of development a range or one number can be allocated based on the location of the main entrance.
- 4.7 Locality names used in addresses are to be the official gazettal locality names (e.g. "HEALY" not "HEALY HEIGHTS")
- 4.8 Council will retain the ability to depart from this numbering methodology where a new address is an infill address (a parcel between two existing numbers) or where no other practical options are available.
- 4.9 Other numbering requirements shall be in accordance with the Australian Standard for Rural and Urban Addressing (AS/NZS 4819:2011).

**5. URBAN ADDRESSING**

Urban addressing applies to properties outside the rural addressing area. Every address within the boundary area may be given a number or a number range. Such sites may include public reserves, school, public buildings and any other fixtures. Both developed and undeveloped properties should be provided with a number.

- 5.1 In the case of loops and circuit roads, numbering should progressively increase in the clockwise direction.
- 5.2 Cul-de-sac numbering should progressively increase so that odd and even numbers meet at the top of the court head (i.e. odd numbers should never continue onto the even side and vice versa).
- 5.3 Units should be numbered with numbers that correspond to the lot numbers on the survey plans.
- 5.4 For corner allotments (allotments with two different street frontages) two numbers are to be allocated, one for each street. However, the main point of entry should be the official "primary address", the other number is to remain as an alternative address.
- 5.5 Alpha numeric extensions may only be used when an infill subdivision warrants it and the alternative of renumbering is unacceptable or unwarranted. The first lot in the street numbering progression is to receive a number without an alpha numeric extension, the second lot an "A" extension etc
- 5.6 Where separate buildings are located on the one parcel, these are to be treated as units in most cases and provided secondary addresses as appropriate.

**6. RURAL ADDRESSING**

Rural addressing applies to properties in the rural address area.

- 6.1 Council will provide place one entry/directional signage for named rural properties (e.g. stations / homesteads). The sign must use Standard Drawings MICC-SD-0001 and MICC-SD-0002, refer Attachment A.
- 6.2 A rural address site shall be assigned one primary rural address number, providing the property has a defined access and there is infrastructure on the property, such as a house, stock yards, shed etc. The allocated rural addressing number is determined in a logical sequence based upon the recognised state-controlled road chainages or datum points in Council's Roads Register.
- 6.3 Where a secondary entrance to infrastructure, or a promoted tourism/camping area, exists on the same land parcel, and there is an established entrance recognised by the State or Council, these will be recorded as a secondary address and registered in the system.

**7. PLACE NAMES**

- 7.1 Proposed names must fit in the character of the locality and in accordance with the Place Names Act with preference to those on the Proposed Place Names Register.
- 7.2 Place names require Council resolution and the official name should be referenced in projects, records and infrastructure as appropriate.

## 8. RESPONSIBILITIES

### 8.1 Mount Isa City Council shall be responsible for:

- 8.1.1 Assigning addresses and places in accordance with State and Federal guidelines and frameworks.
- 8.1.2 Providing the State of Queensland regular updates of pending, new and cancelled addresses.
- 8.1.3 For named rural properties, supplying and installing a standard entrance sign at the turn-off to the primary entrance.
- 8.1.4 Installing and maintaining road name and public place name signs at entrances of public roads and parks.
- 8.1.5 Providing pending addresses for reconfiguration of a lot or proposed subdivision developments.
- 8.1.6 The maintenance, repair and replacement of signage after initial signage has been installed.
- 8.1.7 Update Rating Systems on receipt of Land Titles Documents.
- 8.1.8 Updating corporate property datasets and the Proposed Place Names Register.

### 8.2 Property Owners shall be responsible for:

- 8.2.1 Displaying property addresses in accordance with AusPost standards.
- 8.2.2 Notifying Council of any issues regarding the primary entrances, condition or locations of signage.

## 9. VARIATIONS

Council reserves the right to vary, replace or terminate this policy from time to time.

## 10. COMMUNICATION AND DISTRIBUTION

Council will make available to the public, this Policy and any associated Fact Sheets.

## 11. DEFINITIONS

**Datum Point** means the commencement point for any sequence of address number used on any public or private road as per the from and to reference in Council's Road Register.

**Rural** means the geographic area located outside of the Mount Isa and Camooweal urban and urban fringe areas as defined under Local Law.

**Rural Address Number** means a number derived from the distance between a datum point and a property access point.

## 12. ASSOCIATED LEGISLATION AND POLICIES

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *Place Names Act 1994*
- AS/NZS 4819:2011 – Rural and Urban Addressing Standard
- [AusPost Street Mail Service – Conditions of Delivery Appendix 2](#)
- Mount Isa City Council's Local Laws and Subordinate Local Laws

**ATTACHMENT A: MICC STANDARD DRAWINGS ASSOCIATED TO POLICY**

