



Geographical
Names Board

New South Wales Address Policy

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1 Policy Statement

This document outlines policies which should be implemented to standardise the production, aggregation, publication and usage of address data across New South Wales (NSW) in an open and timely manner.

1.1 Objectives

The Geographical Names Board (GNB) of NSW is responsible for maintaining the State Gazetteer for place names and road names, and therefore uniquely positioned to provide support for the production, aggregation, publication and usage of standardised address data across NSW.

This document is aligned with AS/NZS 4819 and replaces the documents listed in Section 7 of this policy as previously issued by the GNB.

As per the New South Wales Address Working Group (NAWG) vision, this policy was developed with the support of the NSW Comprehensive Property Addressing System (CPAS) program to outline principles, procedures and processes which can be implemented to standardise the production, aggregation, publication and usage of address data in an open and timely manner.

1.2 Scope

This policy applies to the production, aggregation, publication and usage of all new addresses (and components) in NSW, including:

- road names (private and public)
- assignment of address numbers
- development and subdivision address processes
- complex site addressing (caravan parks, retirement villages, universities etc.)
- creation of new or amended locality boundaries.

This policy meets the objectives of the NSW 2021 plan and complements the work being undertaken at a national and international level through the NSW Location Leadership Group (LLG), Location Intelligence Industry Advisory Committee (LIIAC), NAWG, ICSM, ANZLIC and the Committee for Geographical Names Australasia (CGNA).

The scope of the contents for this policy have been defined through consultation with Spatial Services, the GNB and NAWG through various iterations which have taken into account:

- GNB Strategic Plan and Action Items
- current legislative framework for addressing in NSW
- status of CPAS systems developments which will enable capture of address data
- state and national policies for addressing
- requirements for a best-practice addressing standard for application across the state
- NAWG Vision.

2 Policy Components

2.1 Responsibilities

Geographical Names Board

The GNB is responsible for the governance of this policy.

Spatial Services

Spatial Services is responsible for the administrative management, technical support and promotion of the policy under the auspices of the GNB.

NSW Addressing Committee

The NSW Addressing Committee, under the delegation of the GNB, is responsible for implementing and ensuring the currency of this policy and its associated principles, procedures and processes.

The committee is responsible for ensuring key stakeholder groups support this policy, and that their requirements are met through the implementation of this policy.

3 Glossary

Address	<p>For the purposes of developing and maintaining a comprehensive NSW Address Database an address is defined as a:</p> <ul style="list-style-type: none"> • string of data which contains minimum components as defined in AUM Chapter 4 - Section 4.5 - Core Address Components • a location referencing tool that describes a geographical point accessed via the road network of NSW (including pathways and waterways). <p>Refer to Address Policy Section 6.3 - Address Database.</p>
Alias Address	<p>Assigned to any address which contains attributes which are known to the NSW Addressing Committee to be erroneous and an authoritative or non-authoritative address must exist.</p> <p>Refer to AUM Chapter 4 - Address Grading.</p>
Alternative Address	<p>Where a primary site has more than one access point, it may be assigned one or more alternative addresses.</p>
ANZLIC	<p>Australia New Zealand Land Information Council develops agreed policies and guidelines for both Australia and New Zealand aimed at achieving best practice in spatial data management.</p>
Approve	<p>Final authorization of an address component. This includes verification of the number and geocode conformance to requirements of the Addressing User Manual (AUM). This also includes verification of the road name/type and locality name/boundary conformance for gazettal purposes.</p>
AS/NZS 4819	<p><i>AS/NZS 4819: 2011 Australian and New Zealand Geographic Information - Rural and Urban Addressing Standard</i> defines specific aspects of address production.</p>
AUM	<p>Refer to <i>Addressing User Manual</i></p>
Authoritative Address	<p>These types of addresses can be considered 'official' or 'gazetted' and can be assessed by users to be the best defined location reference for gaining access to a site from the NSW road network.</p> <p>Refer to AUM Chapter 4 - Section 4.1 - Address Grading.</p>
AVWS	<p>Address Verification Web Service</p>
CGNA	<p>Committee for Geographic Names Australasia</p>
Cluster Boxes	<p>A grouping of mail boxes usually located at the entrance to a gated community or at an entrance point to a rural road.</p>
Complex Site	<p>Generally large sites comprising of multiple owners, tenants or access points and which contains multiple sub addresses e.g. university, retirement village, shopping centre.</p>
Core Address Component	<p>An essential component of an address, including house number, street name, road type and locality, and a reference to the physical location of the address (XY coordinate or other).</p> <p>Refer to AUM Chapter 4 - Section 4.5 - Core Address Components.</p>
Core Address String	<p>A Core Address String consists of Core Address Components arranged in appropriate order and will be maintained by Spatial Services for each address in NSW in conformance with requirements of AS/NZS 4819 and AS 4590.</p>
Council	<p>NSW Local Council, Municipal Council, City Council, Shire Council or Local Government</p>
CPAS	<p>Comprehensive Property Addressing System</p>

Custodian	The organisation that maintains the official address database for a defined physical extent, e.g., Councils for the extent of each Local Government Area (LGA), Spatial Services for NSW Address Database and PSMA for Australian Address Database.
Endorse	Agreement to proceed to the next level of authorization for an address component.
e-Plan	An electronic plan lodgment and validation system developed by Spatial Services .
FSDF	Foundation Spatial Data Framework
Fuzzy Boundaries	A GIS term for administrative or other bounding areas which are not able to be clearly defined.
Gazetting/Gazetted	A process by which a road name or address locality name is legalized subject to the endorsement of the GNB. Where a name proposal has been objected to by the GNB this decision can only be overturned by the Minister responsible for the Act under which the naming is provisioned.
G-NAF	<i>Geocoded National Address File</i> - produced by PSMA
GNB/The Board	Geographical Names Board of New South Wales
GPN	Gazetteer of Place Names Refer to AUM Chapter 4 - Section 4.2.3 - Gazetteer of Place Names.
Greenfield Development Site	An area of agricultural or forest land, or some other undeveloped site earmarked for commercial development or industrial projects.
GRN	Gazetteer of Road Names Refer to AUM Chapter 4 - Section 4.2.3 - Gazetteer of Place Names.
LIAC	The Location Intelligence Industry Advisory Committee
LLG	Location Leadership Group
Locality	A locality is a named geographical area with defined boundaries which represents a community or area of interest and may be rural or urban in character (where urban it is usually defined as a suburb).
LPCU	Location and Policy Coordination Unit of Spatial Services
Mesh Blocks	Mesh Blocks are the building blocks for all the larger regions of the Australian Statistical Geography Standard and they broadly identify land use such as residential, commercial, agricultural and parks etc.
NAWG	NSW Addressing Working Group
NAMF	National Address Management Framework
Neighbourhood	A named geographical area which has unofficial or fuzzy boundaries and cannot be used for addressing purposes.
NES	Notification and Edit Service
Non-Authoritative Address	These types of addresses can be considered 'unofficial' or 'ungazetted' and can be assessed by users to be an approximated location reference for gaining access to a site from the NSW road network. These addresses are usually good descriptions of a location but they lack the authoritativeness of a gazetted road name or locality name to define them as approved by their Local Government and/or endorsed by the GNB. Refer to AUM Chapter 4 - Section 4.1 - Address Grading.
NSW Address Database	The official database repository for addresses in NSW maintained by Spatial Services .

NSW Addressing Committee	The NSW Addressing Committee, a sub-committee established by the GNB will provide recommendations to the GNB on address-related queries and activities. The committee, on behalf of the GNB, will engage with stakeholders and promote and maintain addressing processes, systems and the Addressing User Manual.
Penalty Unit	As at 1 July 2014, under the provisions of s17 of the <i>Crimes (Sentencing Procedure) Act (1999)</i> , one Penalty Unit is equivalent to \$110.
Persistent Address ID	A code which identifies an address instance. At present the reference code is to be the G-NAF ID, based on provisions of the <i>NSW Government Standard for Geospatially Enabling Information</i> ¹ . <i>Note: Analysis of requirements to support the functionality of the NSW Address Database will determine any future requirements for a NSW-specific code to identify address data maintained by Spatial Services , as custodians of the NSW Address Database.</i>
Point of Interest (POI)	Points of Interest provide the identification and location of a feature, service or activity that people may want to know about or visit.
Primary Address	An address site that is not contained within another address site (as per definition in AS/NZS4819).
PSMA	Public Sector Mapping Agency
The Regulations	<i>Roads Regulation (2008)</i>
RMS	Roads and Maritime Services
Roads Act	<i>Roads Act 1993</i>
ROW	Right of Way
Single Source of Truth	In the context of the custodian of the NSW Address Database, Spatial Services aggregate and apply quality assurance mechanisms to address data from data producers in NSW and provision this as a single source of truth.
Suburb	Refer to <i>Locality</i>
The Secretariat	The Secretariat of the Geographical Names Board
Site (Address)	Refers to the object being assigned an address. Can be a property, building, feature, point of interest etc.
Site Centroid	Point of centre of a site and lying within its boundaries (e.g. for L-shaped site). This is the default geocode for the NSW Address Database as described in AUM Chapter 4 - Section 4.7 - Geocode Types.
Sub Address	An address site that is contained within a primary address site (e.g. an apartment within a building) (definition from AS/NZS 4819)
VAR	A value-added reseller is a company that adds features or services to an existing product, then resells it (usually to end-users) as an integrated product or complete solution.

¹Produced by the NSW Location Leadership Group, the NSW Standard for Spatially Enabling Information can be located at <http://finance.nsw.gov.au/ict/sites/default/files/NSW%20Standard%20for%20Spatially%20Enabling%20Information%20LLG%20Dec%202013.pdf>

4 Introduction

This document outlines the GNB policy for addressing in NSW. While the GNB are not explicitly responsible for all the components of an address, under the *Geographical Names Act 1966* they have responsibility for naming and defining localities and are provided with the powers to compile a list of roads.

The intention is to take the state from a focus of applying addresses to properties solely for rating and valuation purposes, towards an addressing system which caters for sites including properties, buildings, individual units or businesses and features or Points of Interest (PoI). This document is the first step in developing the framework for implementing the vision of a site-based addressing system for NSW.

This policy repeals all existing GNB policies and guidelines in respect to addressing in NSW - refer to Section 7 of this policy. This policy does not apply retrospectively. Arrangements that pre-date this policy are not necessarily subject to its terms.

An **Addressing User Manual** (AUM) has been created to complement this policy document and is issued separately by the GNB. The AUM is intended to be used with this policy and includes:

- **Principles** - descriptions of how address numbers, road names and locality boundaries shall be defined.
- **Procedures** - definitions of various procedures to be followed for proposing addresses, engaging with the community, issuing gazette notices and reserving road names during the development process.
- **Processes** - workflows with tasks outlined for developing address proposals and submitting them for approval through mechanisms provided by the NSW Address Database custodian, Spatial Services, and the GNB.

5 Legislation and Authority

The GNB is governed by the *Geographical Names Act 1966* which provides the power to assign names to places; to investigate and determine the form, spelling, meaning, pronunciation, origin and history of any geographical name; and to determine the application of each name with regard to position, extent or other reference. The Board ensures its practices; guidelines and policies adhere to international standards in this domain.

The GNB is committed to providing NSW with the best possible service in relation to location information, thereby demonstrating their commitment to public safety.

The role of the Board in the road naming process is to set policy and processes for all road naming proposals in NSW, and to compile, maintain and publish a list of road names as per s.5(2) of the *Geographical Names Act 1966*. The Board offers guidelines and advice for the selection of names for roads. Under the provisions of Section 10 of the Roads Regulation, 'a road authority may not proceed with a proposal to name or rename a road against an objection made by the following persons or bodies except with the approval of the Minister' of which the Surveyor General of NSW is a notifiable authority.

The Board is responsible for the naming of localities and defining their extent as provided under s.2 and s.5 of the *Geographical Names Act 1966*.

Further information on the Board is available from the GNB website www.gnb.nsw.gov.au.

5.1 NSW Addressing Committee

The GNB have established a sub-committee, the NSW Addressing Committee. The committee performs an administrative function that harnesses the existing expertise and responsibilities within Spatial Services and the GNB Secretariat. Centralisation of communication mechanisms for Data Producers, Aggregators, Distributors and Users through this committee enables Spatial Services to support the work of the GNB.

Based on their knowledge and expertise the committee will provide recommendations to the GNB on address-related queries and activities. The committee, on behalf of the GNB, will engage with stakeholders and promote and maintain addressing processes, systems and the Addressing User Manual.

The NSW Addressing Committee contact details are:

E: ss-gnb@finance.nsw.gov.au

T: 02 6332 8070

5.2 Authority for Numbering

The GNB expects Local Governments to pursue conformant numbering and enforce the principles which support the practice of standardised addressing. This can be enforced through the provisions of the *Local Government Act 1993*.

Under the provisions of the *Local Government Act 1993*, s.124, Order 8, a council may order a person to 'identify premises with such numbers or other identification in such manner as is specified in the order'. Failure to comply with this order is an offence, as described under s.628, for which the maximum penalty is 50 penalty units for an individual and 100 penalty units for a corporation.

5.3 Authority for Road Naming

This policy applies to all roads in NSW, regardless of custodianship and/or maintenance agreements. Importantly, under this policy, all roads in NSW shall be authoritatively named and the names gazetted.

For the purposes of this policy a road is considered to be an area that is open to and/or used by the public and is navigable by vehicle or foot and can be used for assigning addresses or allowing access between points or to a feature.

Road naming is legislated under the *Roads Act 1993*. This Act empowers the authority in charge of the road with the rights to name it. Under the provisions of Section 10 of the Roads Regulation, 'a road authority may not proceed with a proposal to name or rename a road against an objection made by the following persons or bodies except with the approval of the Minister' of which the Surveyor General of NSW is a notifiable authority.

Responsibilities for naming and gazetting road names

Road Class	Road Naming Authority
State Roads, including National Routes and Highways	Roads and Maritime Services (RMS) are responsible only for the purposes of administrative and wayfaring road naming. For the purposes of road naming for addressing the Local Government are responsible for endorsing the official road name and ensuring it is approved by the GNB and gazetted.
Regional roads and local roads	Local Government (<i>Roads Act 1993, Roads Regulation 2008</i>)
Roads over rail bridges on most State, regional and local roads	Rail Access Corporation, RMS or Local Government (<i>Roads Act 1993, Roads Regulation 2008</i>). For the purposes of road naming for addressing the Local Government are responsible for endorsing the official road name and ensuring it is approved by the GNB and gazetted.
Private roads, Crown roads, right of ways, easements (however, this should only be for easements intended as roads not for easements intended solely as driveways or utility access points).	For the purposes of this policy, the GNB advises that Local Government (with jurisdiction over the area in which the road is located) are responsible for endorsing the authoritative road name and ensuring it is approved by the GNB and gazetted.
Other roads	Other bodies such as State Forests, Federal Airports Corporation, Sydney Ports, National Parks and Wildlife Service or Private Sector Tollway Operators. For the purposes of road naming for addressing purposes, the GNB encourages these agencies to work collaboratively with Local Government to ensure the road names are endorsed, addresses applied and the name is approved by the GNB and gazetted.

Local Governments are able to refer their administrative requirements regarding gazettal and notification, as per the *Roads Regulation 2008*, to the Surveyor General, as Chair of the GNB. The online road naming application provided by the NSW Address Database custodian, Spatial Services, includes an option for the authority to request the Surveyor General, and therefore the Board, to support any agreed notifications and gazettal requirements of the Regulations.

5.4 Authority for Locality Names and Boundaries

Under s.2 and s.5 of the *Geographical Names Act 1966*, the GNB have responsibility for assigning names to localities, determining their extent and publishing their details in the Gazetteer of Place Names (GPN). Refer to AUM Chapter 4 - Section 4.2.3 - Gazetteer of Place Names for more details.

The Act provides that any geographical publication shall use the official name of a locality, unless the publication explicitly states that the name is not considered official for the purposes of the Act. Failure to comply with directions of the Act can be liable to a penalty of up to 5 penalty units.

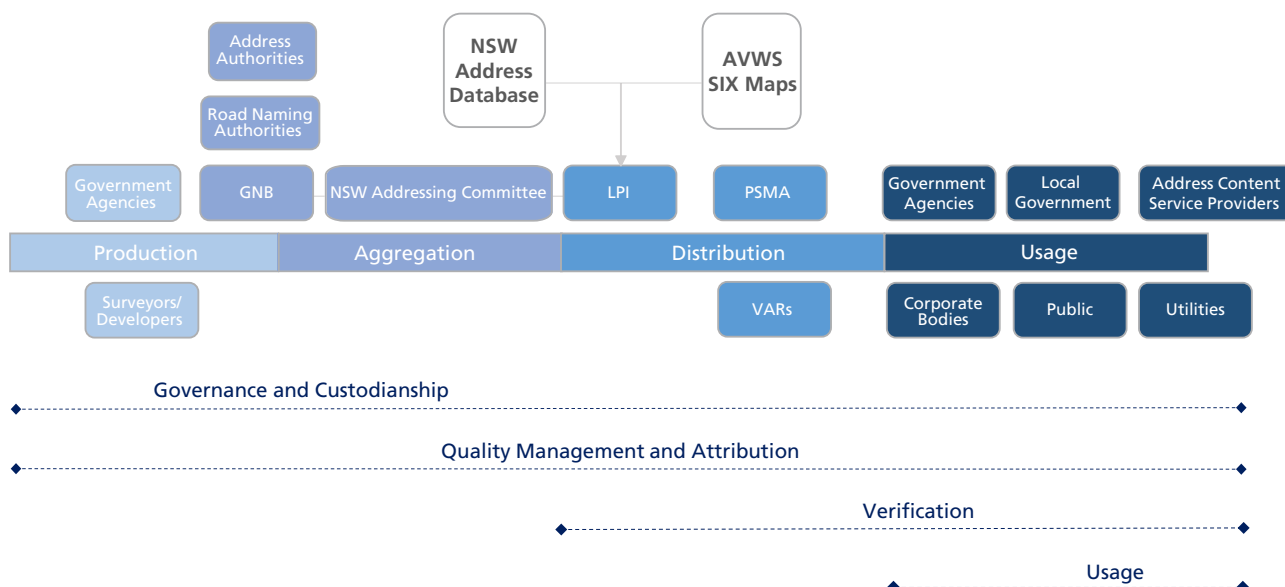
6 Policy

6.1 Address Supply Chain

This policy covers the following broad areas of the address data lifecycle:

- Governance and custodianship functions and roles for address data production, aggregation, distribution and usage in NSW.
- Quality management and component requirements, including details of the business arrangements relevant to management of addresses at the aggregation, distribution and usage stages of the address supply and use chain – refer to Figure 1.
- Verification requirements, and management of address data associated with customer and service information by service delivery entities.
- Guidelines for optimal usage of NSW addresses.

Figure 1



6.2 Assumptions

This policy assumes:

- The continued carriage of existing address production and aggregation responsibilities in NSW.
- Local Government being custodians of addresses in their domains for the foreseeable future.
- Spatial Services being custodian of the NSW Address Database for the foreseeable future.
- PSMA being custodian of the Geocoded National Address File (G-NAF) for the foreseeable future.
- Legislative proposals developed by the CPAS program and based on the NAWG recommendations, to regulate establishment and custodianship of addresses and address components, will be proposed for consideration for adoption by the NSW Government.
- Roles and responsibilities as detailed in this policy are consistent with the legislatively established roles and responsibilities for governance and custodianship.

6.3 Governance and Custodianship

Custodianship for spatial data is defined within Australia and New South Wales (particularly under the provisions of the *NSW Custodianship Guidelines for Spatial Data*²). For the purposes of this policy custodianship is further defined as:

- Local Governments are recognised as address custodians for all address sites within their Local Government Area.
- Spatial Services is recognised as the custodian of the NSW Address Database.
- PSMA is recognised as custodian of the Geocoded National Address File database (G-NAF).

This policy provides for ongoing governance of address data production, aggregation, and distribution and usage functions in NSW and promotes the roles of each custodianship group these are summarised below and defined in AUM Chapter 3 - Address Data Governance and Custodianship.

Data Producers

There are four types of road naming and Data Producers in NSW: Local Government; State Government agencies; those involved in the development domain i.e. planners, developers and surveyors; and the GNB.

Data Aggregators

The GNB and Spatial Services work in partnership to aggregate and administer address data. Data Aggregators are required to access data supplied from Data Producers on a regular basis and to reference the source (custodian) of address data within an aggregated system. Data Aggregators are required to supply Data Distributors with regular, consistent and verifiable address data.

²Currently published at <http://www.finance.nsw.gov.au/ict/sites/default/files/NSW%20Government%20Custodianship%20Guidelines%20for%20Spatial%20Data.pdf>

Data Distributors

The main stakeholders involved in address data distribution are Spatial Services , PSMA and Value Added Resellers (VARs). Data Distributors are encouraged to access data supplied from the NSW Address Database on a regular basis and to reference the source data when supplying to Data Users. Minimum attribution, metadata statements and quality assurance metrics should be identified and made available to Data Users so that they may easily understand custodianship, quality, accuracy and currency of data.

Data Users

Data Users will be provided access to the NSW Address Database from a variety of Data Distributors. In all instances minimum attribution, metadata statements and quality assurance metrics should be identified and provided to Data Users so that they may easily understand custodianship, quality, accuracy and currency of data. Data Users are encouraged to inform the custodians of the NSW Address Database, Spatial Services , of errors or omissions in the data so that they may inform the Data Producers to resolve the issue and subsequently inform the Data Distributors.

6.4 Address Database

Spatial Services will generate and maintain an address database that can be used as the single source of truth for producers, aggregators, distributors and users of address data.

Given the unlimited scope of individual user requirements for address data the NSW Address Database will maintain Core Address Metadata and Core Components, to which users can ascribe business-case specific information within their own systems. The database will contain authoritative, non-authoritative and alias addresses. Refer to AUM Chapter 4 - Section 4.1 - Address Grading for more details.

Spatial Services will support the ongoing improvement of the NSW Address Database with a view to standardising address data quality and maintenance regimes for the state.

For the purposes of this policy, an addressable site is defined as a location which can be accessed via the road network (including pathways and waterways defined in the 'road types' list provided in the AUM Chapter 6 - Section 6.10 - Road Types). An addressable site can be:

- a place of habitation, or
- a location to which services may be delivered (excluding post office boxes or cluster boxes), or
- a place where people can congregate, visit or reference for location purposes, and
- can be described as primary or alternative.

Any location which fulfils these definitions of an addressable site must be assigned an address and the data must be maintained in the NSW Address Database.

For the purposes of developing and maintaining a comprehensive NSW Address Database, an address is defined as:

- a string of data which contains minimum components as defined in AUM Chapter 4 - Section 4.5 - Core Address Components
- a tool to reference a location which describes a geographical point accessed via the road network of NSW (including pathways and waterways).

The components of the Database, types of Core Address Strings, Metadata and Component information are defined in AUM Chapter 4 - Address Database Metadata and Components.

6.5 Address Data Verification and Usage

Spatial Services shall provision access to Core Address Metadata and Core Address Strings from the NSW Address Database.

For the purposes of provisioning service delivery information for NSW Government agencies, Spatial Services will adopt the principles outlined in the *NSW Government Standard for Spatially Enabling Information*. This Standard recognises G-NAF as the national address file, directs agencies to use G-NAF IDs for address management purposes, and provides an overview of key requirements for exchange of address data.

Users of address data are encouraged to utilise and reference authoritative address data as published in the NSW Address Database maintained by Spatial Services .

Spatial Services will ensure that access to the NSW Address Database is available through multiple channels. In order to support the use and verification of authoritative address data, Spatial Services should provision a facility to verify an authoritative address, where one exists, for an address site.

Spatial Services shall be responsible for recording data verification transactions and utilising this information to update, improve or amend existing records in consultation with Address Producers.

Details regarding provision of verification services and requirements for Data Users are provided in AUM Chapter 5 - Address Data Verification and Usage.

7 Related Policies and Documents

This policy replaces the following the documents previously issued by the GNB.

Issuer	Reference	Document Name
Geographical Names Board of NSW	1 October 2014	New South Wales Address Policy (2014)
Geographical Names Board of NSW	October 2013	NSW Road Naming Policy (2013)
Geographical Names Board of NSW	October 2013	NSW Road Naming Procedure and Processes (2013)
Geographical Names Board of NSW	18 March 2013	Guidelines for the Naming of Roads (2013)
Geographical Names Board of NSW	18 March 2013	The Naming and Addressing of Private Roads and Roads in Community Subdivisions (2013)
Geographical Names Board of NSW	18 March 2013	Road Naming in NSW (2013).
Geographical Names Board of NSW	18 March 2013	Determining Suburbs and Localities in NSW (2013)
Geographical Names Board of NSW	18 March 2013	Rural Addressing for NSW (2013)

This policy is a supplement to the following documents.


Issuer	Reference	Document Name
Geographical Names Board of NSW	18 March 2013	Glossary of designation values in the Geographic Names Register
Geographical Names Board of NSW	18 March 2013	Glossary of status values in the Geographic Names Register

This policy is related to the following documents.

Issuer	Reference	Document Name
Geographical Names Board of NSW	April 2015	Retrospective Address Policy
Geographical Names Board of NSW	October 2014	NSW Addressing User Manual
Land and Property Information	Draft	Proposed NSW Address Policy in Respect of Address Management and Use
NSW Government	December 2013	NSW Government Standard for Spatially Enabling Information
NSW Addressing Working Group	November 2010	The NSW Address Vision
NSW Addressing Working Group	November 2010	The NSW Addressing Working Group's Gap Analysis and Recommendations
NSW Addressing Working Group	December 2010	Addressing Workshop Final Report

8 Document Control

Approval

Name and Position	Signature	Date
Des Mooney, Chair of the GNB, General Manager, LPI		March 2015

Version

Version	Status	Date	Prepared by	Comments
1	Final	October 2014	CPAS	First release
2	Final	March 2015	CPAS	Second release

Review

This document is to be reviewed annually or as required. Where minor changes are required the NSW Addressing Committee must ensure the version number is updated. However, where changes in legislation or operating environment result in substantive rewriting of the document, the sponsor must create a new document and ensure it is entered into TRIM. This will ensure the integrity of the original document.