



**Bayside Council**

Serving Our Community

# **Historical Marker Policy**

**6 December 2023**



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Historical Marker Policy

File: F23/1081 Document: 24/25514

Policy Register: F16/951 Policy No.: PP24/1

Class of document: Council Policy

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# 1 Introduction

## 1.1 Background

Bayside Council LGA has many sites of natural, cultural and historical significance that should be recognised, remembered and promoted to our residents and visitors.

This policy provides a consistent and transparent approach to the selection, installation and conservation of historical markers that recognises sites of historical and cultural significance in the Bayside Local Government Area (LGA).

It outlines the governance framework and procedure that will be followed in the nomination, assessment, and selection of sites on which historical markers will be placed.

## 1.2 Definitions

The definitions of certain terms are:

### ***Historical Marker***

A marker / plaque that is designed and installed by Council at an approved site containing key information about the site's historical and cultural significance.

### ***Site***

A public building, park, or place within the Bayside Local Government Area (LGA). Privately owned buildings will be considered (see 1.4).

## 1.3 Policy statement

Bayside Council will recognise and promote sites of historical and cultural significance through the delivery of a historical markers program in consultation and engagement with the community.

## 1.4 Scope of policy

The policy applies to public buildings and public spaces. It may apply to privately owned buildings in the public domain only if approval is given by the building owner.

The policy applies to historical markers installed within Bayside Council LGA.

All artwork for proposed markers must be consistent with the standards and guidelines set out in the Council's Style Guide.

This policy does not apply to naming plaques (such as those commissioned by Council when a new facility is opened), memorials, public art, display boards or other signage installed by Council from time to time. It also does not apply to signage and/or plaques installed and funded by individual owners on private buildings or businesses.

Installation of historical markers under this policy does not indicate or imply that a site is of local, state, or national heritage significance and/or heritage listed.

## 2 Rationale

The Historical Markers Program aims to create visibility and awareness of the history and cultural heritage of the Bayside LGA to build a sense of belonging and connectivity in the community.

The objective of this policy and the program is to;

- a) Provide a transparent governance framework for the nomination and selection process
- b) Provide opportunities for our community to contribute to the program through the nomination process
- c) Ensure a cohesive and consistent approach to the design and placement of the physical markers.
- d) Ensure the markers are promoted to our community and visitors
- e) Record and preserve the historical markers as an important historical resource and archive.

## 3 Policy process

### 3.1 Nomination, assessment and selection

- 3.1.1 Each financial year, Council will fund the production and installation of up to five (5) historical markers nominated by community members or community organisations through a nomination process.
- 3.1.2 Nominations are assessed and checked for accuracy by Council officers and heritage specialists if required.
- 3.1.3 Nominations must demonstrate that the site is of cultural or historical importance to the Bayside LGA, NSW or Australia.
- 3.1.4 Nominations must meet the following criteria:
  - a) Is an interesting and historically or culturally significant story about a real person(s) or event that is strongly associated with the nominated building, site or place
  - b) Contributes to an understanding of the area's cultural or natural history and heritage
  - c) The marker can be installed at a location in Bayside that is relevant to the story and is visible and accessible to everyone
  - d) Is appropriate, sensitive and engaging to a wide public audience
- 3.1.5 Existing historical signs or markers may be recommended for conservation but will not be considered for new historical markers.
- 3.1.6 Any existing historical markers cannot be taken as a precedent for future approvals.
- 3.1.7 If an existing marker needs to be removed, it will be relocated as close as possible to the original site.

## **3.2 Approval**

- 3.2.1 Each year the assessment panel will recommend up to five (5) sites for historical markers from the nominations received.
- 3.2.2 The assessment panel will comprise the following;
- a) Coordinator Libraries
  - b) Local History Librarian
  - c) Heritage Advisor - Strategic Planning
  - d) One representative from the Botany Historical Trust
  - e) One representative from the St George Historical Society
  - f) Independent Heritage Specialist
- 3.2.3 Additional Cultural and/or Heritage specialists may be invited to join the assessment panel from time to time based on the type of nominations received.
- 3.2.4 A First Nations representative must be on the assessment panel for nominations that make reference to First Nations history and/or culture.
- 3.2.5 A report with the assessment panel's recommendation for historical markers based on the nominations received will be put forward to Council for consideration and formal endorsement.
- 3.2.6 Council Officers on the assessment panel will respond back to all applicants with the outcome of the assessment and selection process and publish the approved sites to inform the community.

## **3.3 Design and placement**

- 3.3.1 A consistent and identifiable physical design will be used for all historical markers and will include Bayside Council branding.
- 3.3.2 The minimum standard for the design is:
- Fabricated in material that is weather and vandal resistant (e.g. Cast Aluminium)
  - Include Bayside Council and Logo
  - States the person(s) or event significant to the site
  - Includes a short statement about the story of the person(s) or event relevant to the site.
- 3.3.3 The production of the marker will be undertaken by an experienced supplier in accordance with Council's Procurement Policy and process.
- 3.3.4 The placement of the marker will be in a location that is publicly visible and accessible.
- 3.3.5 The final placement of the marker will be made in consultation with relevant council staff and specialists and, government agencies and property owners if applicable.

### 3.4 Information Management

- 3.4.1 Council will create and maintain an inventory (list and map) and a range of information resources to accompany the historical markers.
- 3.4.2 While the historical marker itself remains a static marker of places of cultural or natural importance, the way information is conveyed about it evolves over time. Council can respond flexibly through a range of initiatives to facilitate access, education, and engagement by the community and visitors.
- 3.4.3 These resources will be maintained and updated by Council as appropriate and may include local history resources, walking tours, online listings, references, resources and links to other communication materials and opportunities as appropriate and available.

### 3.5 Maintenance of historical markers

- 3.5.1 Bayside Council is responsible for the upkeep of the markers on publicly owned sites.
- 3.5.2 The property owner is responsible for the maintenance of markers on privately owned buildings or property.

### 3.6 Future removal of historical markers

- 3.6.1 Historical markers are designed to be permanent. However, there may be some circumstances in the future when a marker may need to be permanently or temporarily removed (for example, to allow for street widening, site upgrade or maintenance of the property).
- 3.6.2 Council approval in writing is required to temporary remove and/or relocate historical markers from their original location.

## 4 Policy implementation

### 4.1 Policy responsibilities

Manager, Library and Lifestyle and Coordinator Libraries	<ul style="list-style-type: none"><li>• Ensure the Historical Marker Program is promoted and the community are engaged</li><li>• Manage Nomination Process</li><li>• Representation on assessment panel</li><li>• Facilitate the provision of specialist research for information to accompany historical markers</li><li>• Ensure the inventory of (existing and future) historical markers is administered and maintained.</li><li>• Lead, develop and implement collaborative initiatives for the community and visitors to</li></ul>
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	access, learn and engage with the Historical Markers.
Local History Librarian	<ul style="list-style-type: none"> <li>• Undertake and manage inventory of (existing and future) historical markers</li> <li>• Provide specialist research and/or validate information provided to ensure historical accuracy of nominations and for information to accompany the historical markers</li> <li>• Engage and seek specialists as required to assist in the provision and/or validation of research and information.</li> <li>• Representation on the assessment panel</li> <li>• Contribute to and deliver as required collaborative initiatives for the community and visitors to access, learn and engage with the Historical Markers.</li> <li>• Facilitate the use of information about the historical markers in Library Programs</li> </ul>
Heritage Advisor – Strategic Planning	<ul style="list-style-type: none"> <li>• Representation on assessment panel</li> <li>• Advise on placement of marker on buildings of heritage significance</li> </ul>
Botany Historical Trust St George Historical Society Independent Cultural and Heritage Specialists	<ul style="list-style-type: none"> <li>• Representation on assessment panel</li> <li>• Review and validate the historical research and information provided</li> <li>• Provide additional information to support the marker</li> </ul>

## 4.2 Procedures

Procedures that support this policy, may be approved by the General Manager from time to time and address such issues as nominations and the evaluation process.

## 4.3 Breaches

Any breaches of this policy will be dealt with under the Council Code of Conduct.

# 5 Document control

## 5.1 Review

This policy is reviewed at least every four years and when relevant legislation changes.



The Director City Life may approve non-significant and/or minor editorial amendments that do not change the policy substance.

## 5.2 Related documents

- Bayside Council Place Naming Policy
- Bayside Local History Collections Policy
- Bayside Council Memorial Policy
- Bayside Council Plan of Management for Community Land and Open Space
- Bayside Council Procurement Policy

## 5.3 Version history

Version	Release Date	Author	Reason for Change
1.0	06/12/2023 (Council)	Manager Libraries & Lifestyle	New document