

# HISTORICAL MARKERS POLICY

## POLICY ADMINISTRATION

<b>Dates</b>	Policy approved 07/12/2021 This policy is effective upon its approval. Policy is due for review December 2024.
<b>Approved by</b>	Executive on 07/12/2021 (Version 3) (EXE174-21)
<b>Policy Type</b>	<input checked="" type="checkbox"/> Executive Policy <input type="checkbox"/> Council Policy
<b>Exhibition Period</b>	N/A
<b>Policy Owner</b>	Manager, Cultural Engagement and Library Services
<b>Related Documents</b>	Georges River Council Graffiti and Posters Policy Georges River Council Place Naming Policy
<b>References &amp; Legislation</b>	N/A
<b>Document Identifier</b>	Policy #: Pol-031-03 Doc #: D17/88857
<b>Breaches of Policy</b>	Breaches of any policy will be dealt with and responded to in accordance with adopted codes and/or relevant legislation.
<b>Record Keeping</b>	All documents and information obtained in relation to the implementation of this policy will be kept in accordance with the NSW State Records Act 1998, Georges River Council's Corporate Records Policy and adopted internal procedures.

## PURPOSE

This policy provides a consistent, accurate and transparent approach to the installation and conservation of historical markers in the Georges River Local Government Area (LGA).

It has been developed in response to community requests to mark places of historical and cultural importance in the LGA through plaques or interpretative signage (referred to as historical markers).

Through the application of this policy, Georges River Council (Council) will develop, maintain and promote a cohesive open-air archive of historical markers for the benefit of the community and visitors to the area.

## SCOPE

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

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 as installed by Council from time to time. It also does not apply to signage 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 heritage significance.

## DEFINITION OF TERMS

Term	Meaning
Historical Marker	A plaque installed by Council at an approved location containing key information about the site's historical importance.

## POLICY STATEMENT

### 1. Rationale for a Historical Markers program

- 1.1. The Georges River LGA is an important commercial, transport, environmental, medical and educational district with numerous sites of natural and cultural history and heritage and local historical significance.
- 1.2. An Historical Markers program, as guided by this policy:
  - a) Creates awareness of the history, heritage and cultural identity of the Georges River LGA to build a strong sense of identity and belonging in the community;
  - b) Marks historically important places in the local area;

- c) Is an historical resource and open-air archive which provides multi-dimensional and ongoing opportunities for community engagement with the local area;
- d) Provides a transparent and cohesive framework for the selection of sites to be marked; and
- e) Ensures a cohesive, accurate and consistent style of signage.

## **2. Nomination, assessment and selection of sites for Historical Markers**

- 2.1. Each financial year, Council will fund up to five sites for historical markers nominated by community members, community organisations, Councillors or Council officers, through an annual application process. To be considered, applications must meet one or more of the criteria listed below.
- 2.2. Applications for sites are assessed and checked for accuracy by Council officers and Council's Independent Heritage Consultant.
- 2.3. Up to five sites for historical markers will be proposed for selection, with the aim to, wherever possible, allocate signage evenly across all Wards.
- 2.4. Applications must demonstrate that the site is of cultural or natural importance to the Georges River LGA, NSW or Australia and meets one or more of the following criteria:
  - a) has a strong or special association with the life or work of a person, or group of people;
  - b) has a strong or special association with a particular community or cultural group;
  - c) marks and contributes to an understanding of the area's cultural or natural history; and
  - d) demonstrates special characteristics of a cultural or natural place.
- 2.5. Sites with existing historical markers will not be considered for new historical markers, however existing markers may be put forward as recommendations for conservation.
- 2.6. Any existing historical markers cannot be taken as a precedent for future approvals.
- 2.7. If an existing marker needs to be removed, it will be relocated as close as possible to the original site.

### **3. Approval**

- 3.1. Each year Council officers will recommend up to five sites for historical markers from the applications submitted. Additional existing markers may be recommended for conservation.
- 3.2. The selection will be done by a panel comprised of the following members:
  - Coordinator, Library Operations
  - Team Leader, Library Information Services
  - Librarian Local Studies
  - Strategic Planner
  - Independent Heritage Consultant
- 3.3. The recommendations will be put forward to the Executive Team for review and approval.
- 3.4. The Director will refer to the Ward Councillors for information.
- 3.5. Council officers will respond back to all applicants with the relevant update and publish the approved sites to inform the community.

### **4. Historical Marker plaque design and placement**

- 4.1. A plaque design with a consistent and identifiable style and Georges River Council branding will be selected. The plaque will take the form of what is known as a marker, rather than interpretative signage.
- 4.2. All historical markers under this policy must follow the agreed design.
- 4.3. The location and placement of the plaques will be made in consultation with Council's Strategic Planner and Independent Heritage Consultant.

### **5. Historical Markers information management**

- 5.1. Council will create and maintain an inventory and a range of information resources to accompany the open-air archive of historical markers. 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 to these opportunities to facilitate access, education and engagement by the community and visitors.
- 5.2. 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 and other communication materials and opportunities as appropriate and available.

## RESPONSIBILITIES

Position	Responsibility
Manager, Cultural Engagement and Library Services and Coordinator, Library Operations	<ul style="list-style-type: none"> <li>• Manage application process</li> <li>• Representation on assessment panel</li> <li>• Provide specialist research for information to accompany existing and future historical markers</li> <li>• Facilitate use of historical markers in relevant programs</li> <li>• Undertake and manage inventory of (existing and future) historical markers</li> </ul>
Team Leader, Library Information Services and Librarian Local Studies	<ul style="list-style-type: none"> <li>• Provide specialist research for historical accuracy of applications, and for information to accompany existing and future historical markers</li> <li>• Representation on assessment panel (through Library/Local Studies staff)</li> <li>• Facilitate use of historical markers in Library programs</li> </ul>
Strategic Planner	<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>
Independent Heritage Consultant	<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>

## VERSION CONTROL AND CHANGE HISTORY

Version	Amendment Details	Policy Owner	Period Active
1.0	New Georges River Council Historical Markers Policy  Council Resolution CCL207-17	Manager, Community and Cultural Development	04/09/2017 – 24/03/2019
2.0	Minor amendments to ensure consistency with recently adopted Place Naming Policy  Council Resolution CCL012-19 (COM008-19)	Manager, Community and Cultural Development	25/03/2019 – 07/12/2021
3.0	Amendments to policy as outlined in the report presented to the Executive 07/12/21, including reclassification to 'Executive' Policy.	Manager, Cultural Engagement and Library Services	07/12/2021 – ongoing