

City of Sydney Interim Guidelines for the Creation and Management of Naming and Commemorative Plaques



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1 Preface

Commemorative and naming plaques date back to early colonial times and originally served as significant markers of European presence. In subsequent years plaques were created to record or commemorate countless people, events or objects and the thousands of plaques throughout the City of Sydney Local Government Area are united only by their variety.

These guidelines address the creation, maintenance and management of naming plaques and commemorative plaques located in the public domain.

2 Purpose

To appropriately manage, maintain and display naming and commemorative plaques in the public domain

To provide guidelines for accepting or commissioning new plaques

To ensure consistency in the design of new plaques

3 Process

Managing Plaques

The City will carry out an inventory of existing plaques and will create a database to organise plaques and inscriptions in a logical and accessible way.

The City will save artwork for new plaques in a central file for future reference.

Naming Plaques

Naming plaques refer to any plaque unveiled by the Lord Mayor or any other City of Sydney official, and plaques naming City of Sydney assets where not governed by other Guidelines or Statutory requirements (eg parks)

The design of all new naming plaques will follow a template so that the plaques are distinctive and easily identified as City of Sydney plaques.

New naming plaques are to be commissioned by the manager of the naming event or project manager of the space or facility to be named. The plaque is to be signed off by the relevant director and the OLM prior to manufacture.

Commemorative Plaques

Commemorative plaques are plaques commissioned by the City of Sydney to commemorate a person, persons or events of national or international significance and relevance to Sydney. Also plaques commissioned by the City of Sydney to commemorate a local person, persons or events which have had major impact on the local community.

3 Process (continued)

Often these plaques originate from requests by members of the community, diplomats and representatives of various groups.

In general, the City will not approve unsolicited requests for memorial plaques commemorating particular person, persons or events.

The design of all new commemorative plaques will follow a template so that the plaques are distinctive and easily identified as City of Sydney plaques. Small plaques on small sandstone plinths are to be avoided.

Where the nomination is made by a member of the public or a group, the proposal should present the rationale for the nomination and the relevance of the proposed location.

The proposal will be considered by the the internal Plaque Working Group and may be subject to approval by CEO or Council.

Ensure person or persons are dead and where appropriate any living relatives have granted their consent to the erection of the plaque.

4 Criteria

New commemorative plaques should be based on the following criteria:

- the nominated person, persons or events are of national or international standing or of outstanding local importance.
- there must be some connection between the person, persons or events being commemorated and the location of the plaque.
- The location should be consistent with current planning, heritage and environmental policies and Plans of Management.
- Consideration of public safety and the public's access to and use of the public domain.
- Consideration of maintenance and durability requirements.
- Evidence of funding source and satisfactory budget including an allocation for ongoing maintenance.
- Community support.
- Non-duplication of plaques commemorating the same or similar events.