



Department of
Education

Naming of Public Schools and Facilities Procedures

Effective date: 6 August 2019

Version: 2.2

Accurate at the time of printing 29/07/2021.

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1. Scope

These procedures apply to all employees.

2. Procedures

2.1 Process for ministerial approval

Principals must produce a report for a proposed school or facility name change for Ministerial approval that is consistent with the guidelines in Appendix A and that contains the following information:

- a list of at least three proposed names in priority order;
- a rationale for the proposed names, including an explanation if the school suburb, locality or street name is not considered suitable;
- evidence of school/community participation in the decision making process;
- any objections and concerns raised at the local community level, how they were considered and why the school decided to either proceed with the name or refine or change the name; and
- a summary of the process used for obtaining the proposed names and determining their priority.

Principals must forward the report, through their Director of Education to the Director, Asset Planning and Services.

The Director Asset Planning and Services must request approval from the Minister on the school or facility name and include the following information:

- the principal's report;
- confirmation if the proposed name is compliant with the naming conventions; and
- a draft letter of acknowledgement of the new name from the Minister to the principal and the local Member of Parliament.

Guidance

An existing school cannot be considered for a name change without prior agreement from the Deputy Director General Schools.

Proposals are assessed against the guidelines in Appendix A – Guidelines for naming public schools and facilities.

See Appendix B for a flowchart of the process for naming schools and facilities.

See Appendix C for the proposal to name a school and facility form.

3. Related documents

Relevant legislation or authority

Public Sector Management Act 1994

School Education Act 1999

4. Contact information

Policy manager:

Director, Asset Planning and Services

Policy contact officer:

Principal Consultant, Land Acquisition

T: 9264 5689

5. History of changes

Effective date	7 December 2012
Last update date Policy version no. Notes	Approved by Corporate Executive 16 November 2012. D12/0812988

Effective date	7 December 2012
Last update date	17 March 2015
Policy version no. Notes	Minor changes to Appendix A2 D15/0055141

Effective date	7 December 2012
Last update date	12 September 2018
Policy version no. Notes	Minor changes to include reference to Public Schools D18/0151652, and changes to position titles and contact D18/0404760.

Effective date	6 August 2019
Last update date Policy version no. Notes	Approved by the Director General on the 17 July 2019. D19/0318612

Effective date	6 August 2019
Last update date	15 July 2020
Policy version no. Notes	Minor changes Appendix A and addition of RED signature block in Appendix C. Approval D20/0356691

Effective date	6 August 2019
Last update date	15 January 2021
Policy version no. Notes	Minor changes to replace the Regional Executive Director position title with Director of Education D20/0647278

6. Appendices

Appendix A: [Guidelines for naming public schools and facilities](#) (PDF file - 49.9kB)

Appendix B: [Process for naming public schools and facilities](#) (DOCX file - 58.2kB)

Appendix C: [Proposal to name a public school and facility form](#) (DOCX file - 21.6kB)

7. More information

Supporting content

No supporting content found.

Procedure review date

6 August 2022

Procedure last updated

15 January 2021
