



Department of  
**Education**

# **Naming of Public Schools and Facilities Procedures**

Effective date: 6 August 2019

Version: 2.2

Last update date: 15 January 2021

These procedures must be read in conjunction with the Naming of Public Schools and Facilities Policy.

## Table of contents

<b>1. Policy supported</b>	<b>3</b>
<b>2. Scope</b>	<b>3</b>
<b>3. Procedures</b>	<b>3</b>
3.1 Process for ministerial approval	3
<b>4. Related documents</b>	<b>4</b>
<b>5. Contact information</b>	<b>4</b>
<b>6. History of changes</b>	<b>5</b>
<b>7. Appendices</b>	<b>6</b>
<b>8. More information</b>	<b>6</b>
Procedure review date	6
Procedure last updated	6

**These procedures must be read in conjunction with the Naming of Public Schools and Facilities Policy.**

## 1. Policy supported

Naming of Public Schools and Facilities Policy

## 2. Scope

These procedures apply to all employees.

## 3. Procedures

### 3.1 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.

## **4. Related documents**

### **Relevant legislation or authority**

[Public Sector Management Act 1994](#)

[School Education Act 1999](#)

## **5. Contact information**

### **Policy manager:**

Director, Asset Planning and Services

### **Policy contact officer:**

Principal Consultant, Land Acquisition

T: 9264 5689

## 6. History of changes

<b>Effective date</b>	7 December 2012
<b>Last update date</b> <b>Procedure version no.</b>	1.0
<b>Notes</b>	Approved by Corporate Executive 16 November 2012. D12/0812988
<b>Effective date</b>	7 December 2012
<b>Last update date</b>	17 March 2015
<b>Procedure version no.</b>	1.1
<b>Notes</b>	Minor changes to Appendix A2 D15/0055141
<b>Effective date</b>	7 December 2012
<b>Last update date</b>	12 September 2018
<b>Procedure version no.</b>	1.2
<b>Notes</b>	Minor changes to include reference to Public Schools D18/0151652, and changes to position titles and contact D18/0404760.
<b>Effective date</b>	6 August 2019
<b>Last update date</b> <b>Procedure version no.</b>	2.0
<b>Notes</b>	Approved by the Director General on the 17 July 2019. D19/0318612
<b>Effective date</b>	6 August 2019
<b>Last update date</b>	15 July 2020
<b>Procedure version no.</b>	2.1
<b>Notes</b>	Minor changes Appendix A and addition of RED signature block in Appendix C. Approval D20/0356691

<b>Effective date</b>	6 August 2019
<b>Last update date</b>	15 January 2021
<b>Procedure version no.</b>	2.2
<b>Notes</b>	Minor changes to replace the Regional Executive Director position title with Director of Education D20/0647278

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## 7. 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)

## 8. More information

### Supporting content

#### Policy

[Naming of Public Schools and Facilities Policy](#)

### Procedure review date

6 August 2022

### Procedure last updated

15 January 2021

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