

Policy and Procedure Register updates – Summary of changes to:

Naming and opening of departmental assets procedure

1. Reason for new/updated policy or procedure <i>(select all that apply)</i>		
<input checked="" type="checkbox"/> Change of policy/procedure requirements	<input type="checkbox"/> Audit/review recommendation	
<input type="checkbox"/> Change to legislation/delegations	<input checked="" type="checkbox"/> Due for review	<input checked="" type="checkbox"/> Other
The procedure includes an amalgamation and updating of two procedures into one and strengthens the naming conventions, process sections and consultation requirements.		
2. Summary of changes		
<ul style="list-style-type: none"> • Amalgamation of two separate procedures (<i>Naming of departmental assets procedure</i> and <i>Opening of departmental facilities procedure</i>) into one combined procedure. • Significant updating of the <i>Opening of departmental facilities procedure</i> which has not been reviewed in ten years and contains many old departmental references, for example TAFE institutes. • Significant update to Responsibilities section. • Inclusion of First Nations people in: <ul style="list-style-type: none"> ○ naming conventions through consideration of co-naming options ○ consultation requirement for the school principal to consult with First Nations people on cultural significance, co-naming and other ways to capture names as part of the process • Explicit coverage of what are inappropriate names in the naming conventions based on naming after developers. • New minimum consultation guidelines including minimum time for formal consultation to remain open, requirements for digital and traditional communications means and communication protocols. • New process for opening an asset including notifications, making arrangements and conducting an official opening. • New process for official school naming announcements and media releases. 		
3. Impacts to roles and responsibilities		
Does the new/updated content change staff roles/responsibilities <i>in any way?</i>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, select the type of change: (select all that apply)</i>		
<input checked="" type="checkbox"/> Revised responsibilities <input checked="" type="checkbox"/> New/additional responsibilities <input type="checkbox"/> Removed responsibilities		
Position title	Summary of change	Page #
Principals	Additional responsibilities for School Principals: <ul style="list-style-type: none"> • Ministerial briefing note preparation • Collaboration with Strategic Communication and Engagement 	2
Regional Directors	Additional responsibilities for Regional Directors:	2

	<ul style="list-style-type: none"> • Summary of local context collaboration • Engagement with new Principal • Review and endorse media releases 	
Executive Director, Strategy and Service Planning	This is a new responsibility	2
Executive Director, Regional Operations	This is a new responsibility	2
Director-General	This is a new responsibility	3

4. Communication and support for implementation

Once the new procedure is effective, it is intended that there will be a DDG Infrastructure Services Newsletter update along with Portfolio Services advice on an as needs basis to support the implementation.

Portfolio Services will contact the new school Principals for the 2024 new schools and the associated Regional Directors to inform them of their requirements under the new procedure and answer any questions.

For further assistance, please contact:

For further information, please contact:
Infrastructure Services Division
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For further information on official openings, please contact:
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