



# Procedure

## Naming of departmental assets

Version effective: 10/02/2021  
Version: 3.0

### Audience

Department-wide

### Purpose

This procedure provides an overview of the naming conventions and approval processes for the naming of built assets belonging to the Department of Education (the department).

### Overview

The [Education \(General Provisions\) Act 2006 \(Qld\)](#) (the Act), states the Minister may name, and change the name of, a State educational institution. The department has responsibility for the administration of built assets including the naming, and changing the name of:

- State educational institutions (provision of temporary names during planning and construction phase)
- school precincts
- school buildings
- sporting grounds or sporting facilities.

### Responsibilities

#### Principal

- Undertake stakeholder consultation as prescribed by this procedure to name (or change the name) of a State educational institution (e.g. school or centre) or a precinct, built asset or other assets under their management.
- Apply naming conventions when considering the name (or name change) of a built asset belonging to the department.
- Recommend a proposed name (or name change) and, provide details of the consultation process and outcome to the Regional Director for approval.
- Approve the name (or name change) of a precinct, built asset or other assets under their management unless the proposed name involves the name of a serving or former public servant.

**Regional Director**

- Approve the name (or name change) of a precinct, built asset or other assets, other than the name of a state school or centre, if the proposed name involves the name of a serving or former public servant.
- Prepare and submit a Ministerial briefing note for Minister's approval, if the proposed name applies to a state educational institution.

**Director, Regional Operations, Infrastructure Services Branch**

- Provide advice regarding asset naming conventions.

**Minister**

- Approve the name (or name change) of a state educational institution.

**Process****1. Naming conventions**

- Naming of a State educational institution occurs prior to the opening of a new State educational institution.
- During the planning stage for a new State educational institution, a temporary name is assigned by the Infrastructures Services Branch incorporating the type of built asset and the site's street and/or suburb names e.g. "New State High School in location".
- Naming (or name change) a State educational institution may also occur following a change of circumstances (e.g. the amalgamation of State educational institutions or to reposition the school within the state schooling system).
- The following protocols must be considered when naming an education institution or built asset.

**State educational institutions***Promotion of location or identity*

- State educational institution names must promote the location or identity while reflecting local and community considerations. Appropriate names include:
  - locality or other names of local geographical significance, for example 'Brisbane Central'
  - names of local flora or fauna;
  - local Indigenous names or names reflecting cultural or heritage significance.

*Inclusion of 'State' in title*

- In addition, all State educational institutions must follow one of the below naming conventions:

- 'State School', 'State Primary School' or 'State Primary College' extensions must be used for primary schools teaching Prep to Year 6
- 'State High School', 'State Secondary School' or 'State Secondary College' extensions must be used for schools teaching Year 7 to Year 12
- 'State Special School' extension must be used for special schools
- 'State School' or 'State College' extensions may be used for schools teaching Prep to Year 12 or Prep to Year 10
- or other name approved by the Minister.

### **Precinct, built asset or other assets**

#### *Promotion of location or identity*

- Precinct, built asset or other assets should promote the location or identity while reflecting local and community considerations. Appropriate names include:
  - locality or other local names of geographical significance;
  - names of local flora or fauna;
  - local Indigenous names or names reflecting cultural or heritage significance;
  - name of a person who:
    - achieved outstanding success; or
    - has a notable connection to the built asset; or
    - is widely known and respected within broad sections of the local community; or
    - made outstanding contributions to the state school education system or the community in general; and
    - has community support and consent has been granted for the use of their name.

## **2. Consultation process**

### **State educational institutions**

- During consultation for the naming, or changing the name, of a State educational institution the Principal
  - must consult with a broad range of stakeholders including, but not limited to:
    - parents/future parents, students/future students of a new/existing State educational institution
    - staff/future staff, including relevant union/professional association representation
    - local school community representative bodies - School Parents' and Citizens' Association (P&C)/School Council
    - neighbouring services/schools and, in the case of secondary schools, 'feeder' primary schools and in the case of primary schools, 'feeder' early years services
    - relevant elected local, state and federal representatives.

- must ensure consultation occurs in an open and transparent manner, this may require staged consultation to identify a proposed/recommended name.
- must ensure that commercial interests do not impact or influence the school naming process.

#### **Precinct, built asset or other assets**

- Consultation for the naming (or name change) of a precinct, built asset or other assets is to be determined by the Principal and should be broadly based to ensure community support for the proposed name.

### 3. Approving the name

#### **State educational institutions**

- The Principal must obtain written evidence of consultation with key stakeholders (i.e. the P&C; the School Council; local Indigenous representatives; local, state and federal representatives) in relation to the proposed name.
- The Principal must provide details of the proposed name and full details of the consultation process undertaken in determining the proposed name to the Regional Director.
- The Regional Director will use this information to prepare a Ministerial briefing note seeking approval from the Minister for the name (or name change) of the State educational institution.

#### **Precinct, built asset or other assets**

- The Principal will approve the name (or name change) of a precinct, built asset or other assets.
- The Regional Director will approve the name (or name change) if the proposed name involves the name of a serving or former public servant.

## Definitions

<b>Precinct, built asset or other assets</b>	<p>These terms relate to departmentally owned assets including land and built structures that are used in the delivery of education or related services that may be named for the purpose of navigation, identification, recognition or cultural and community identity.</p> <p>These assets include:</p> <ul style="list-style-type: none"> <li>• school buildings</li> <li>• sporting grounds or sporting facilities.</li> </ul>
<b>State educational institution</b>	<p>The term State educational institution where used in this procedure relates to the definition as described under the <i>Education (General Provisions) Act 2006</i> (Qld). This includes primary, secondary and special education as well as outdoor education centres, environmental education centres and centres for the support and development of teachers and officers of the department, student hostels and residential colleges.</p>



## Legislation

- [Education \(General Provisions\) Act 2006 \(Qld\)](#) Chapter 2, Part 2.

## Delegations/Authorisations

- Nil

## Related policies

- [Code of Conduct for the Queensland public service](#)

## Related procedures

- Nil

## Supporting information

- Nil

## Contact

For further information, please contact:

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## Review date

10/02/2024

## Superseded versions

*Previous seven years shown. Minor version updates not included.*

2.0 Naming of Departmental Assets

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