



Department of
Education

NAMING OF FACILITIES AND PART FACILITIES POLICY

NAMING OF FACILITIES AND PART FACILITIES PROCEDURES

This PDF contains the following documents:

Document 1:

Naming of Facilities and Part Facilities Policy v1.0

Effective: 7 December 2012

Document 2:

Naming of Facilities and Part Facilities Procedures v1.1

Effective: 7 December 2012

Last updated: 17 March 2015



Department of
Education

NAMING OF FACILITIES AND PART FACILITIES POLICY

EFFECTIVE: 7 DECEMBER 2012

VERSION: 1.0 FINAL

1 POLICY STATEMENT

The Department of Education (the Department) names schools, facilities or parts of facilities in accordance with Ministerial direction.

2 POLICY RULES

Ministerial approval must be obtained for the naming of schools, facilities and part facilities.

Principals will follow the process for Ministerial approval detailed in the *Naming of Facilities and Part Facilities Procedures*.

3 RESPONSIBILITY FOR IMPLEMENTATION AND COMPLIANCE

Principals are responsible for implementation of the policy.

The Director, Strategic Asset Planning and Director, Statewide Delivery and Planning, are responsible for compliance monitoring.

4 SCOPE

This policy applies to all principals.

5 SUPPORTING PROCEDURES

Naming of Facilities and Part Facilities Procedures

6 RELATED DOCUMENTS

RELEVANT LEGISLATION OR AUTHORITY

Public Sector Management Act 1994

School Education Act 1999

7 CONTACT INFORMATION

Policy manager: Director, Strategic Asset Planning

Policy contact officer: Director, Strategic Asset Planning
T: 9264 4440

8 REVIEW DATE

7 December 2015

9 HISTORY OF CHANGES

Effective date	Last update date	Policy version no.	TRIM no.	Notes
7 December 2012		1.0	D12/0880435	Approved by Corporate Executive 16 November 2012. D12/0812988



Department of
Education

NAMING OF FACILITIES AND PART FACILITIES PROCEDURES

EFFECTIVE: 7 DECEMBER 2012

VERSION: 1.1 FINAL

Last update date: 17 March 2015

1 POLICY SUPPORTED

Naming of Facilities and Part Facilities Policy

2 SCOPE

This policy applies to all principals.

3 PROCEDURES

3.1 PROCESS FOR MINISTERIAL APPROVAL

Principals will produce a report for a proposed facility name or 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;
- evidence of school/community participation in the decision making process; and
- a summary of the process used for obtaining the proposed names and determining their priority.

Non-IPS principals will forward the report, through their Regional Executive Director, to the Director, Strategic Asset Planning.

IPS principals will forward the report to the Deputy Director General, Schools.

Guidance

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

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

See Appendix C for the proposal to name a facility or part facility form.

4 RELATED DOCUMENTS

RELEVANT LEGISLATION OR AUTHORITY

Public Sector Management Act 1994

School Education Act 1999

5 CONTACT INFORMATION

Policy manager: Director, Strategic Asset Planning

Policy contact officer: Director, Strategic Asset Planning
T: 9264 4440

6 REVIEW DATE

7 December 2015

7 HISTORY OF CHANGES

Effective date	Last update date	Policy version no.	TRIM no.	Notes
7 December 2012		1.0	D12/0880440	Approved by Corporate Executive 16 November 2012. D12/0812988
7 December 2012	17 March 2015	1.1	D15/0094634	Minor changes to Appendix A2 D15/0055141

APPENDIX A GUIDELINES FOR NAMING SCHOOLS, FACILITIES AND PART FACILITIES

A.1 LOCAL IDENTIFIER

The school, facility or part facility (hereafter called facility) should be named, in the first instance, after the suburb, locality or street in which it is located; for example, Thornlie Primary School. A directional identifier may be used where more than one school is established in the locality; for example, South Thornlie Primary School.

Where the locality name is considered inappropriate, the name may be based on an adjoining street or nearby natural feature, providing that this does not duplicate names or use similar sounding names found elsewhere in the state; for example, Forest Crescent Primary School, and Lake Monger Primary School.

Names of places with historical connection to the area serviced by the school, for example, early homestead names, can be proposed unless there is conflict with an existing locality or suburb name.

An appropriate Aboriginal name may be used, for example, Koorana Primary School. Koorana means 'bring forth the young.'

A facility may be named after an eminent person or educator, for example, John Forrest Secondary College and Cecil Andrews Senior High School.

When naming a facility after a prominent person the following should be considered:

- The name should honour, where possible, persons who have performed considerable and outstanding community service, especially of an educational nature. It should include the given name and family name, and may include an honorific title, such as 'Sir', if bestowed.
- The name is not to be of any person/s presently participating actively in any form of public office.
- The person whose name is being used is to be commensurate with the significance of the facility.
- If a name is to be used posthumously, it must meet with the approval of the immediate family, where surviving.
- School committees should take account of cultural sensitivities in using names of people.

The naming of a new facility after marketing names of developers or commercial entities is not sanctioned by the Advisory Geographic Names Committee appointed by the Minister for Regional Development; Lands. These names should not be put forward for consideration, for example, 'Palm Springs' in the suburb of Warnbro.

Communication with the school community should be inclusive of all groups. Reliance on written forms of communication or formal meetings may not necessarily be inclusive of all groups, such as people from a non-English speaking background.

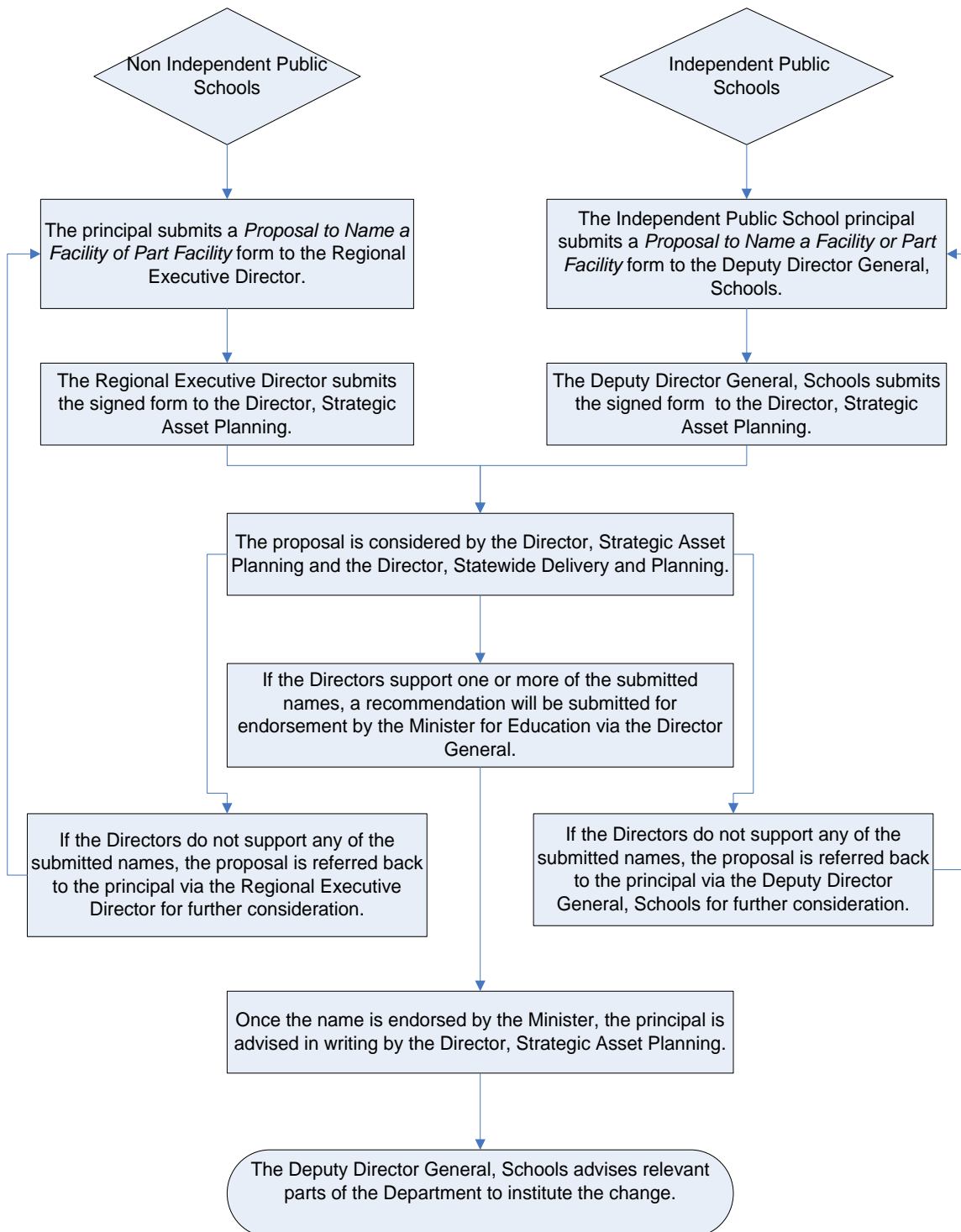
Evidence of school/community participation in the decision making process may include minutes of meetings, newsletters, survey forms, survey results, community newspaper articles and advertisements. Evidence of the extent of community support for the proposed names should also be included.

A.2 SCHOOL DESCRIPTOR

The table below shows the guidelines for the selection of the school descriptor.

Student enrolment	School descriptor
Kindergarten to Year 6	Primary School, Primary College or Community Primary School.
Year 7 to Year 12	Senior High School, College, Community College or Secondary College
Year 7 to Year 10	High School, Community College or Community High School
Year 10 or 11 to Year 12	Senior College
Kindergarten to Year 10	District High School or Community College
Kindergarten to Year 12	College, School or Community College
A stand alone Education Support Centre co-located with a mainstream school.	Education Support Centre
A stand alone Education Support School on its own site.	Education Support School or School
Remote Kindergarten to Year 12	Remote Community School
Kindergarten to Year 3	Junior Primary School
Primary School with secondary enrolments	Primary School, Community School or School

APPENDIX B PROCESS FOR NAMING FACILITIES AND PART FACILITIES



APPENDIX C PROPOSAL TO NAME A FACILITY OR PART FACILITY FORM

Facility/part facility	
Location/current name/type of facility	Kununurra Kununurra District High School K-12 School (classified in 2012)
Nominate at least three proposed names in order of priority	Name 1:
	Rationale for name:
	Name 2:
	Rationale for name:
	Name 3:
	Rationale for name:

Consultation
Provide evidence of school/community participation in the decision making process:
Provide a summary of the process used for obtaining proposed names and determining their priority:

Submitted by		Through	
Principal		Regional Executive Director (non-IPS only)	
Name/title		Name/region	
Signature		Signature	
		Deputy Director General, Schools (IPS only)	
		Name/region	
		Signature	