

6.26 Guidelines for the naming and renaming of schools

Government policy and the statutory provisions for the naming of schools are set out in the *Geographic Place Names Act 1998*.

The purpose of the *Geographic Place Names Act 1998*, which came into operation on 31 December 1998, is to make provision for the naming of places and the registration of place names.

Under the *Guidelines for Geographic Names Victoria (October 2004)* made under the *Geographic Place Names Act 1998*, naming of schools is determined at the local level, encouraging greater community involvement and preference. Local governing and administering bodies (e.g. Department of Education and Early Childhood Development) have responsibility for the investigation and determination of geographic names and the notification of new or altered geographic names for inclusion in the Register of Geographic Names.

The Department of Education and Early Childhood Development (DEECD) policy for the naming and renaming of schools is to ensure that the type of school and geographic location of a school is clear. For example, a school should be identified by its provision of education, e.g. Primary School, Secondary College, P-12 School etc.

The Registrar will authorise, but not determine, place names in the majority of cases. Only those cases that cross administrative boundaries, and are of regional, state or national significance, will be reviewed and determined by the Registrar (e.g. major river systems or mountain ranges).

Names approved by the Registrar of Geographic Names are published in the Victorian Government Gazette.

The role of the Registrar of Geographic Names includes:

- Registering new or altered place names
- Ensuring maintenance of the Register of Geographic Names
- Ensuring access to the register
- Disseminating public information on policies and procedures for the assignment of geographic names
- Monitoring compliance with geographic names policy guidelines in cases submitted by governing/administering authorities.

The DEECD Guidelines for the Naming and Renaming of Schools are accompanied by a [checklist](#) designed to provide a step-by-step guide for schools in outlining the process to be undertaken. Schools may also wish to refer to the [Flowchart of the School Name Change Process](#) that depicts the steps to be followed.

In combination, these materials are designed to assist in the process of naming or renaming schools.

In undertaking the process for naming or renaming of a school the following procedures/issues should be considered.

6.26.1 Choosing a name

In selecting a name, a school community should:

- Familiarise itself with the *Guidelines for Geographic Names Victoria (October 2004)*, available at <http://services.land.vic.gov.au/vicnames/>. The Guidelines outline the principles, policies and procedures for the naming or renaming of geographic places, including schools.
- Consult the Register of Geographic Names which is available on-line at <http://services.land.vic.gov.au/vicnames/> to determine the availability of a name and whether any confusion might arise with an existing name. If the proposed name is likely to cause confusion, the school may need to look for an alternative title.

A school must consult the Regional Director to determine the suitability of a new name or name change before proceeding any further.

If the proposed name is Aboriginal/Koorie, the school will need to consult with and obtain community input including the Aboriginal/Koorie community, and recognition. Similarly, if the proposed name is to change from a Koorie name to a non-Koorie name, the Aboriginal/Koorie community needs to be consulted. The use of traditional Aboriginal/Koorie place names has been, and continues to be encouraged, subject to the involvement and agreement of the relevant Aboriginal/Koorie communities. Schools should consult the VICNAMES web site <http://services.land.vic.gov.au/vicnames/> for more information about the use of Aboriginal/Koorie names.

Some communities may choose to name the school after a street. Where this is the case, the proposed name should indicate the location of the school within Victoria. However, a school should not be named after a frequently occurring street within the State. It would not be appropriate, for example, to call a school Smith Street Secondary College, given the number of Smith Streets across Victoria.

Schools should also consult the principles of best practice in determining place or feature names, addressed in the document *Guidelines for Geographic Names Victoria (October 2004)*. Schools should take particular note of Principle 2 – Recognition and use of Indigenous names, Principle 7 – Duplication of names and Principle 13 – Commemorative names.

Please note: There is a separate process in the case where an existing school is not changing its school name but wishes to either:

- change the name of an existing campus; or
- name a new campus.

Please refer to [Section 6.26.8](#) for further information.

6.26.2 Consultation with affected parties

Schools are advised to make contact with the relevant Regional Director to obtain agreement to proceed with the proposed naming or renaming process. The Community & Stakeholder Relations Branch – Office for Government School Education must also be informed about the pending name change.

The School should then undertake appropriate consultation with affected parties, especially with:

- The Local Council
- Emergency services organisations central offices (SES, Victoria Police, Fire Authority, Ambulance Service) (the emergency services organisations contact list is provided in [Section 6.26.9](#))
- The school community
- Schools (government or non-government) in the immediate area
- Schools across the State (government or non-government) with a similar name (if applicable)
- Local Aboriginal community (if applicable).

The onus is on schools to ensure that adequate consultation has taken place within the community. Processes should be transparent, meaningful and informative and can include public information on naming or renaming proposals that should be exhibited and advertised as widely and effectively as possible. Advertising in the local newspapers is often an appropriate means of consultation. The VICNAMES Internet site at <http://services.land.vic.gov.au/vicnames/> can also be used to foreshadow proposed name determinations and changes.

When consulting affected parties, schools should seek written notification from affected parties that they do not object to the proposed naming or renaming. Schools should invite affected parties to lodge any objections within an appropriate timeframe (usually 30 days) and specify that if objections are not received by a nominated due date, it will be determined that no objection is held to the proposed naming or renaming. (A template consultation letter is provided in [Section 6.26.10](#)).

In their final submission to the Regional Director, schools should include any correspondence to and from affected parties, including information on affected parties that were invited to but did not respond to the school regarding the proposed naming or renaming.

The school should consider any objections to the proposed name before submitting the final proposal to their Regional Director for endorsement.

6.26.3 Preparing a submission

In preparing its submission to the Department of Education and Early Childhood Development (Regional Director), a school should include the following documentation:

- School locality and site details (location; ownership; status)
- Background to the development of the school (brief history)
- Background to the naming or renaming of the school (brief description of the process and reasons for the name)
- Details of commemorative naming, if applicable (details of birth, death, achievements, etc)
- Rationale for the recommended name (supporting information; policy and other relevant documentation)
- Method and evidence of consultation with all affected parties and community's interest (copies of advertisements, invitation for public comment, all correspondence to affected parties, feedback from affected parties and any objections received)

- Reasons, if any, for non-compliance with the *Guidelines for Geographic Names Victoria (October 2004)*
- Proposed name recommended for the school, which is to include the campus/es (as it is to appear in the Gazette and the Victorian Register of Geographic Names).*

**Please note that the inclusion of the campus details is to assist in the gazettal process to finalise the school name change. It is at the school's discretion if the campus details within the recommended name are included during the consultation process.*

6.26.4 Approval of final proposal

Regional Director

When the name proposal has been fully developed and documented in the above format, it should be forwarded to the relevant Regional Director for endorsement and forwarding to the Office for Government School Education.

Office for Government School Education

The Office for Government School Education will forward the submission with the relevant approvals to the Registrar of Geographic Names for endorsement, prior to seeking Ministerial approval (Minister for Education).

Registrar of Geographic Names

The Registrar of Geographic Names will assess the proposal ensuring that the process followed accords with the principles, policies and procedures in the *Guidelines for Geographic Names Victoria (October 2004)*.

The Registrar of Geographic Names will provide a letter to the Office for Government School Education either advising of the endorsement of the submission or detailing the issues to be clarified in order to achieve endorsement.

In the case where a submission is assessed as non-compliant with the Guidelines, it may result in the proposal being rejected or sent back to the proposer for further clarification.

Minister for Education

Once the submission is compliant with the Guidelines, the Office for Government School Education will prepare a briefing for Ministerial consideration (Minister for Education). This briefing will include the original submission and endorsements from the Regional Director and the Registrar of Geographic Names.

Registrar of Geographic Names

Once ministerial approval is granted, the Office for Government School Education will forward the approval evidence to the Registrar of Geographic Names to process the gazettal of the name. Once published in the Gazette, the name is officially included in the Victorian Register of Geographic Names.

The Gazette is published every Thursday on a weekly basis and is available at <http://www.gazette.vic.gov.au/>.

6.26.5 Notification of official name change

The Office for Government School Education and the school will be notified of gazettal and registration by the Registrar of Geographic Names.

The Office for Government School Education will notify the region of the gazettal and registration and ensure that appropriate departmental information systems are updated to reflect the new school name.

References and Assistance

Vicnames internet site – <http://services.land.vic.gov.au/vicnames/>

Geographic Place Names Act 1998 – <http://www.dms.vic.gov.au>

Guidelines for Geographic Names Victoria (October 2004)
<http://services.land.vic.gov.au/vicnames/>

Community & Stakeholder Relations Branch

Office for Government School Education

Email: <mailto:community.stakeholders@edumail.vic.gov.au>

Tel: 9637 3640

Fax: 9637 2180

The Registrar of Geographic Names is located at:

Level 17, 570 Bourke Street, Melbourne

Postal Address: PO Box 500, East Melbourne, 3002

Tel: 8636 2525

Fax: 8636 2588

Internet address: <http://services.land.vic.gov.au/vicnames/>

Email: geo.names@dse.vic.gov.au

6.26.6 Checklist for school name changes

The following checklist provides a step-by-step guide to the naming and renaming of schools. The checklist is to be used in conjunction with the DEECD Guidelines for the Naming and Renaming of Schools and the [flowchart](#) depicting the process. It outlines all the necessary steps that must be undertaken for an official change of school name.

	YES	NO
<p>Have you considered the appropriateness and availability of the proposed name? Refer to the <i>Guidelines for Geographic Names (October 2004)</i>. The Guidelines provide the principles, policies and procedures of the naming process. The Guidelines are available at the VICNAMES Internet site: http://services.land.vic.gov.au/vicnames/ .</p> <p>Search the Register of Geographic Names on-line at: http://services.land.vic.gov.au/vicnames/ to explore existing school names to reduce the potential for duplication or confusion that might arise with respect to an already existing name.</p>		
<p>Have you consulted with your Regional Director to determine the suitability of the proposed name?</p>	YES	NO
<p>Have you informed the Community & Stakeholder Relations Branch – Office for Government School Education of the pending name change?</p>	YES	NO
<p>Have you obtained endorsement from the Regional Director to proceed with the proposed naming or renaming?</p>	YES	NO

	YES	NO
<p>Have you undertaken appropriate consultation with all affected Parties, for example:</p> <p>The Local Council</p> <p>Emergency Service Organisations (SES, Victoria Police, Fire Authority, Ambulance Service)</p> <p>The school community</p> <p>Schools (government or non-government) in the immediate area</p> <p>Schools across the State (government or non-government) with a similar name (if applicable)</p> <p>Local Aboriginal community (if applicable)</p>		
<p>Have you resolved any objections to the proposed name?</p>	YES	NO
<p>Have you prepared a comprehensive submission for the endorsement of the Regional Director?</p> <p>The submission should include:</p> <p>School locality and site details (location, ownership, status)</p> <p>Background to the development of the school (brief history)</p> <p>Background to the naming or renaming of the school (brief description of the process and reasons for the name)</p> <p>Details of commemorative naming, if applicable (births, death, achievements etc) *</p> <p>Rationale for the recommended name (supporting information; policy and other relevant documentation)</p>	YES	NO

<p>Evidence of consultation with all affected parties and community's interest (copies of advertisements, invitation for public comment, any objections received)</p> <p>Reasons, if any, for non-compliance with the <i>Guidelines for Geographic Names Victoria (October 2004)</i> (in exceptional circumstances only)</p> <p>Proposed name recommended for the school, which is to include the campus/es (as it is to appear in the Gazette and the Victorian Register of Geographic Names).</p> <p><i>* Please note commemorative names should preferably be applied posthumously. The adoption of a personal name during the lifetime of a person concerned should only be made in exceptional circumstances.</i></p>		
<p>Has the Regional Director formally endorsed the submission?</p>	<p>YES</p>	<p>NO</p>

The Region will forward the submission to the relevant officer within DEECD – Office for Government School Education (OGSE) who will in turn forward the submission with the relevant approvals to the Registrar of Geographic Names for assessment and endorsement.

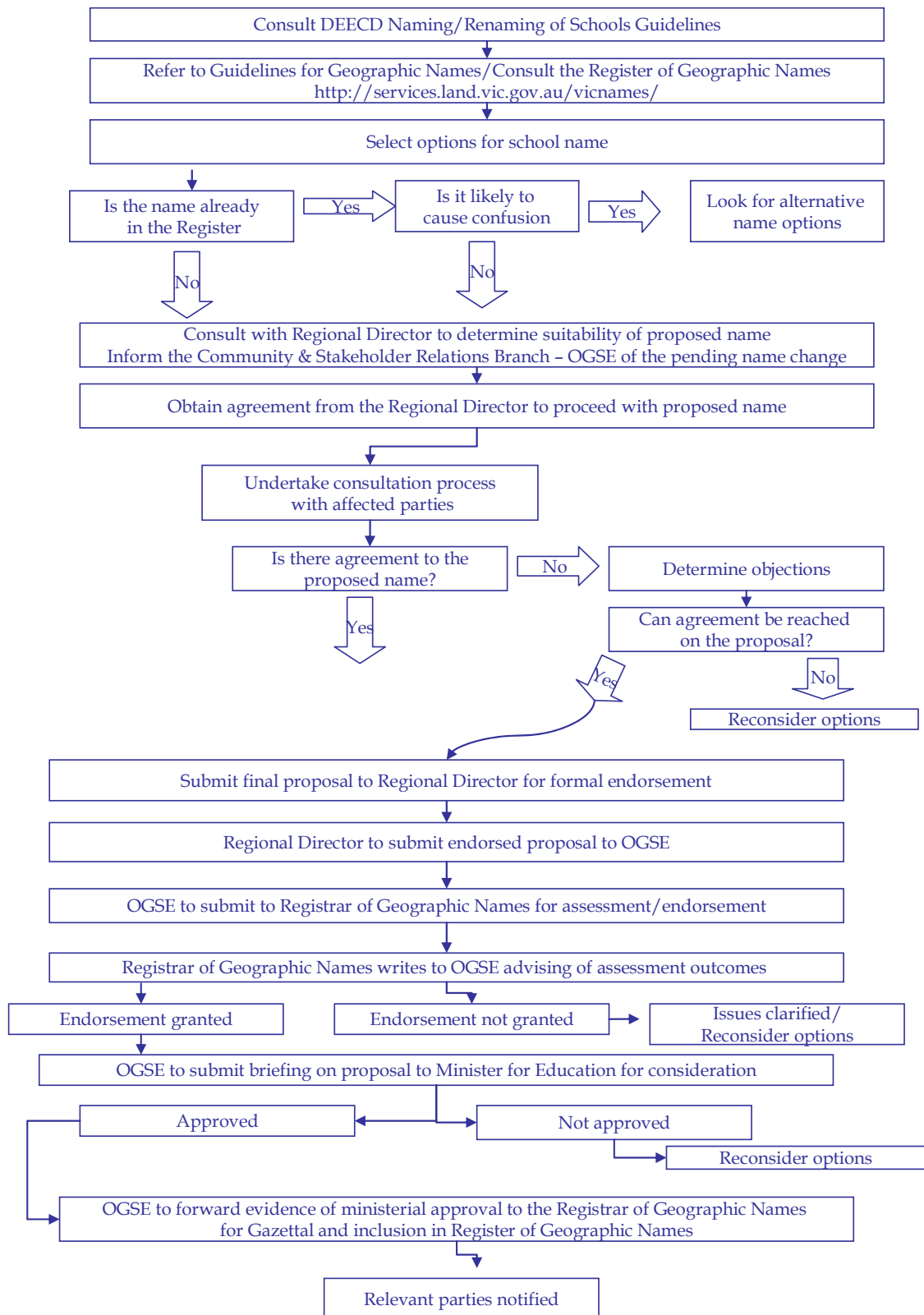
The Registrar of Geographic Names provides a letter to the OGSE either advising of the endorsement of the submission or detailing the issues to be clarified in order to achieve endorsement.

Once the submission is endorsed, the OGSE will forward a briefing (including the original submission and endorsements from the Regional Director and the Registrar of Geographic Names) to the Minister for Education for consideration.

OGSE will forward the approval evidence to the Registrar of Geographic Names to process the gazettal and registration of the school name change.

All relevant parties are informed of the change and the relevant departmental information systems are updated.

6.26.7 Flowchart of the School Name Change Process



6.26.8 Campus Naming/Renaming by an Existing School

The following is the process to be adhered to when an existing school is not changing its official school name but wishes to either:

- change the name of an existing campus; or
- name a new campus.

A letter from the school council is to be forwarded to the Statistical Information and Analysis Unit advising of the name change to be updated on the DEECD EMIS database.

Once the database has been updated an email notification will be forwarded to key personnel for noting. This will include the Registrar of Geographic Names for the name change to be updated on the Victorian Register of Geographic Names.

Data, Outcomes and Evaluation Division

Office for Children and Portfolio Coordination

Department of Education and Early Childhood Development

Level 1, 33 St Andrews Place

EAST MELBOURNE 3002

Tel: 9637 3225

Fax: 9637 2830

6.26.9 Emergency Services Organisations Contact List

Emergency Services Organisation
<p>Luke Corbett Operations Planning Officer Country Fire Authority Box 701 Mount Waverley VIC 3149</p> <p>mailto:l.corbett@cfa.vic.gov.au</p>
<p>John Schurink Executive Manager Operations Rural Ambulance Victoria Locked Bag 9000 Ballarat Vic 3354</p> <p>mailto:john.schurink@rav.vic.gov.au</p>
<p>John Chatfield Manager Telecommunications Victoria State Emergency Service 168 Sturt Street Southbank VIC 3006</p>
<p>Sgt Jacqui Carter Victoria Police O/C GIS Services CAD/MDN Service Development Group Business Information Technology Services Level 11 Flinders Tower Victoria Police Centre 637 Flinders Street Melbourne VIC 3005</p> <p>mailto:jacqui.carter@police.vic.gov.au</p>
<p>Ron Eke Support Manager Communications Metropolitan Ambulance Service 375 Manningham Road Doncaster VIC 3108</p> <p>mailto:ron.eke@mas.vic.gov.au</p>

Mark Rogers
Operations Manager, Resource
Metropolitan Ambulance Service
375 Manningham Road
Doncaster VIC 3108

<mailto:mark.rogers@mas.vic.gov.au>

Metropolitan Fire Brigade

Central Zone Office

Community Safety Commander
Level 1, 456 Albert Street
East Melbourne 3001

Telephone: 9665 4501

Municipalities

- City of Melbourne
- City of Yarra
- City of Port Philip

Southern Zone Office

Community Safety Commander
100 Atherton Road
Oakleigh VIC 3166

Telephone: 9665 4525

Municipalities

- City of Stonnington
- City of Glen Eira
- City of Bayside
- City of Kingston
- City of Monash
- City of Whitehorse
- City of Maroondah
- City of Greater Dandenong
- City of Boroondara
- City of Yarra Ranges

Northern Zone Office

Community Safety Commander
Level 1, 152 Plenty Road
Preston 3072

Telephone: 9665 4502

Municipalities

- City of Manningham
- City of Banyule
- City of Nillumbik

- City of Darebin
- City of Moreland
- City of Hume

Western Zone Office

Community Safety Commander
Rear 30 McIntyre Road
Sunshine 3020

Telephone: 9665 4358

Municipalities

- City of Brimbank
- City of Moonee Valley
- City of Maribyrnong
- City of Hobson's Bay
- City of Wyndham

6.26.10 Template Consultation Letter

(insert date)

(name)

(address block)

Dear

I am writing on behalf of the (insert original school name/s) to advise you of the intent to change the school name to (insert new school name/s).

(Insert any appropriate rationale for name change).

As part of the consultation process I would appreciate if you could respond in writing by (insert 30 day timeframe) if you have any objections to the proposed name change. If no response is received by the nominated due date, it will be determined that there is no objection.

If you wish to discuss this matter further please contact (insert contact name) on (insert phone number).

Yours sincerely

(insert signature block)

Contact

Community & Stakeholder Relations Branch

Office for Government School Education

Email: <mailto:community.stakeholders@edumail.vic.gov.au>

Tel: 9637 3640

Fax: 9637 2180