

# The new *Education Act*

## Flowchart for *Naming Northern Territory government schools*

- = Process undertaken within the school community
- = Process undertaken by the Department of Education (DoE)
- = Process undertaken by the Department of Lands, Planning and the Environment (DLPE)

### Initial discussion with School Operations

**Principal** to discuss naming process with School Operations (North or South) before commencing community consultation

### Choosing a name

**School representative body works with the school principal** to propose a name.  
The name of an educational facility is comprised of two sections:

- unique descriptor – school location within the local community may influence this as it provides identity (ie. Parap, Centralian)
- function descriptor – describes its status based on the services provided at the site as determined by the department (ie. Primary School, Senior College)

**School Operations** will advise the CE to brief the Minister about the proposed new name

### Consultation

**Principal** to demonstrate consultation within the school community regarding the proposed name including in principle support from the Place Names Unit at the Department of Lands, Planning and the Environment (DLPE)

### Formal application

Following consultation, the **Principal** prepares a memo to the Director School Operations (North or South) seeking their assistance to obtain Ministerial approval.

**School Operations (North or South)** requests an instrument from the Office of the Parliamentary Counsel. On receipt of the instrument, School Operations prepares a Ministerial seeking the minister's signature on the instrument to approve the new name. The instrument will be used for the Gazette notice.

**Principal** to do more community consultation if the department or the minister objects to the proposal at any of these stages

### Endorsement and approval

Endorsement by Chief Executive

No

Yes

Minister approves the new name by signing the instrument

No

**School Operations (North or South)** arranges Gazettal of the new name

**School Operations (North or South)** sends copy of the Gazette notice to the Place Names Unit at DLPE

**DLPE** registers new name on the official Place Names Register web site

### Advice

Name changes are communicated by the department as appropriate

School to negotiate with School Operations about changes for signage, stationary, uniforms, school representative body constitution etc. as required within the school.

**Note:** For specific details about each stage of the process please refer to the guidelines for *Naming Northern Territory government schools*