



School Names Procedures

TABLE OF CONTENTS

1	AUTHORITY AND APPLICATION.....	3
2	RELATED DOCUMENTS	4
3	PURPOSE	4
4	DEFINITIONS.....	4
5	COVERAGE	4
6	OBLIGATIONS AND ACCOUNTABILITIES.....	5
7	NAMING A NEW SCHOOL.....	5
8	NAMING OF SCHOOL BUILDINGS	6
9	RE-NAMING OF SCHOOL BUILDINGS.....	6

Document:	Date of commencement:	Page Reference:
School Names Procedures	30 July 2019	Page 2 of 7

1 AUTHORITY AND APPLICATION

Date of approval	27 June 2019
Source of approval	Catholic Education Commission Tasmania
Start date	30 July 2019
Date of review	June 2022
Date of amendments	N/A
Previous procedures replaced by this Procedure	N/A

SIGNED:



Chair of the CECT

DATE:

29.07.2019

Document:	Date of commencement:	Page Reference:
School Names Procedures	30 July 2019	Page 3 of 7

2 RELATED DOCUMENTS

These Procedures should be considered in conjunction with the following related documents:

Policies and Procedures	<ul style="list-style-type: none">• CECT School Configuration and Structure Policy• CECT School Configuration and Structure Procedures• CECT Privacy Policy
Applicable Laws	All laws in connection with the carrying out of work or the Workplace including: <ul style="list-style-type: none">• <i>Copyright Act 1968 (Cth)</i>

3 PURPOSE

The aim of these Procedures is to provide detailed processes to all Catholic schools operating in the Archdiocese of Hobart for the naming of new Catholic schools and the naming of school buildings and facilities of existing Catholic schools.

4 DEFINITIONS

For the purposes of this Procedure:

- Archdiocesan Schools means the 35 Catholic schools and colleges owned by the Roman Catholic Church Trust Corporation of the Archdiocese of Hobart.
- CECT or Commission means the Catholic Education Commission Tasmania.
- CET means Catholic Education Tasmania and covers the Catholic Education Commission Tasmania, Tasmanian Catholic Education Office, Archdiocesan Schools and Congregation Schools.
- Church Trust Corporation means the Roman Catholic Church Trust Corporation of the Archdiocese of Hobart.
- Congregation Schools means the three schools run by religious institutions in Tasmania (Dominic College, St Francis Flexible Learning Centre and St Virgil's College).
- School means a Catholic school or college operated in the Archdiocese of Hobart.
- TCEO means the Tasmanian Catholic Education Office.
- Workplace?

5 COVERAGE

These Procedures cover and apply to all Catholic Schools operating under the auspice of the Archbishop of Hobart in the Archdiocese of Hobart. This includes any Congregation Schools operating in the Archdiocese of Hobart under the governance of religious institutes or the public juridical body set up to govern the school on behalf of a religious institute.

Document:	Date of commencement:	Page Reference:
School Names Procedures	30 July 2019	Page 4 of 7

6 OBLIGATIONS AND ACCOUNTABILITIES

The School Names Procedures are the responsibility of the CECT with the operational oversight of the implementation of these Procedures delegated to the Commission's Executive Officer, the Executive Director of CET.

These Procedures can only be implemented with the approval of the CECT or the Archbishop of Hobart. Changes to these Procedures can only be approved by the CECT.

7 NAMING A NEW SCHOOL

- a) In the case of naming a new School being established in the Archdiocese of Hobart, the CECT will liaise with the Archbishop of Hobart via the Executive Director of Catholic Education Tasmania. In the case of the establishment of a Congregation run school, the congregation or religious institute will liaise with the CECT and the Archbishop of Hobart.
- b) In deliberating on the name for a new School consideration will be given to the points listed below:
 - That there is not already a School in Tasmania using the name.
 - That the name of any person, living or deceased, is not used unless in exceptional circumstances where approval is sought from the Executive Director of Catholic Education Tasmania and the Archbishop of Hobart.
 - It is strongly encouraged that where possible Schools avoid using the names of living people and if they are considering using the name of a deceased person that the proper research is carried out to identify family descendants in order to seek permission to use that name.
 - If consideration is being given to using the name of a geographical landmark that checks are carried out to ensure there is no copyright or intellectual property rights associated with the name, and the relevant legal checks are carried out.
 - If consideration is being given to using an Aboriginal word that permission is sought from the local Aboriginal community, and that checks are carried out to ensure there is no copyright or intellectual property rights associated with the name, and that the relevant legal checks are carried out.
- c) On behalf of the CECT, the TCEO will consult with the local community regarding options being considered for the name of the new School.
- d) Once a name has been identified a letter must be sent to the CECT seeking its endorsement of the name and if the CECT endorses the name it would recommend it through to the Archbishop of Hobart for approval.
- e) The name of a new School must be approved by the Archbishop of Hobart.
- f) The CECT will communicate the name of the new School to the community and will instruct the TCEO to undertake any government requirements relating to the registration of a new School name. In the case of a Congregation run School this will be done by the Congregation School's governing body.

Document:	Date of commencement:	Page Reference:
School Names Procedures	30 July 2019	Page 5 of 7

8 NAMING OF SCHOOL BUILDINGS

- a) The naming of a School building will be given serious consideration and names chosen shall have connections with the Catholic faith and/or the religious charism of the School. The naming of School buildings helps create the Catholic identity and character of the School in question.
- b) In considering the names for buildings or areas of a School the following matters will be considered:
- That there is not already a School in Tasmania using the name.
 - That the name of any person, living or deceased, is not used unless in exceptional circumstances where approval is sought from the Executive Director of Catholic Education Tasmania and the Archbishop of Hobart.
 - It is strongly encouraged that where possible Schools avoid using the names of living people and if they are considering using the name of a deceased person that the proper research is carried out to identify family descendants in order to seek permission to use that name.
 - If consideration is being given to using the name of a geographical landmark that checks are carried out to ensure there is no copyright or intellectual property rights associated with the name, and the relevant legal checks are carried out.
 - If consideration is being given to using an Aboriginal word that permission is sought from the local Aboriginal community, and that checks are carried out to ensure there is no copyright or intellectual property rights associated with the name, and that the relevant legal checks are carried out.
- c) The School Principal will work at the School level to identify an appropriate name for the building in question.
- d) Once the above steps have been carried out the School is to forward a recommendation, including all the relevant paperwork regarding the checks carried out and reasons why this is a suitable name for a school building, to the CECT's Catholic Identity and Evangelisation Standing Committee for consideration in consultation with the CECT's Resources and Sustainability Standing Committee, if required.
- e) If the Catholic Identity and Evangelisation Standing Committee supports the name chosen for a School building, a recommendation will be forwarded to the CECT for final approval.
- f) The CECT is to advise the School of the Commission's approval or otherwise of the name chosen.

9 RE-NAMING OF SCHOOL BUILDINGS

The CECT can undertake an audit of the existing names of School buildings of all Catholic Schools operating in the Archdiocese of Hobart at any time. This audit is to ensure that all School buildings are appropriately named and to enable the system's register of building names kept by the TCEO to remain current. If the audit reveals any concerns regarding the names of existing School buildings, the following steps will be taken:

- a) The CECT to report to the Archbishop of Hobart any concerns regarding the

Document:	Date of commencement:	Page Reference:
School Names Procedures	30 July 2019	Page 6 of 7

names of any School buildings and the actions it will be taking to address this matter with the individual school.

- b) The CECT to advise the CECT's Catholic Identity and Evangelisation Standing Committee and the Resources and Sustainability Standing Committee of the results of the audit and action being taken.
- c) The CECT will instruct the Executive Director of CET to write to the individual school regarding the results of the audit and advise the School Principal that the current name of the building is to be discontinued and new name for the School building should be identified.
- d) The School Principal will work at the School level to identify a more appropriate name for the building in question and follow the procedure outlined in Section 8 for Naming of School Buildings.
- e) TCEO Facilities Team to assist Schools if necessary in the process of replacing signage for School buildings being renamed.

It is to be noted that at any time the Archbishop of Hobart can instruct the Commission and/or individual Schools to change the name of any School building due to matters identified at an Archdiocesan level. This includes the Congregation Schools.

Document:	Date of commencement:	Page Reference:
School Names Procedures	30 July 2019	Page 7 of 7