

New South Wales Building Grants Assistance Scheme - Notification of Opening Ceremony



Purpose

This document sets out the requirements of the NSW Government in relation to arranging and carrying out an opening ceremony.

Your agreement to accept a New South Wales Government capital grant carries with it the requirement that, where the project is of a major nature and an opening ceremony is to be held an Official Opening is to be held within seven months of the physical completion of the project. The Minister for Education, **MUST BE INVITED** to the opening ceremony. Notification to the Minister's Office must be sent at least two months in advance. There must be an official opening, construction sign and plaque erected for any capital project costing more than \$100,000 to which the New South Wales Government contributes.

Therefore, **when arranging the opening ceremony please ensure that the Minister (or representative) is available** and be prepared to have the Minister (or representative) attend, and participate in a significant way in the official duties. Where the New South Wales Government has provided **more than 50 percent** of the value of the project **it is a requirement of the funding that the New South Wales Government will have a representative that actually officiates at the opening.** However, if less than 50 percent of the funding is provided by the New South Wales Government then the school or institution can invite the person it chooses to officiate at the opening. However, there is to be provision in the official proceedings for the New South Wales Government's representative to speak if he or she desires.

If you are planning an opening ceremony on a weekday, please **check on website <https://www.parliament.nsw.gov.au/Pages/sitting-day-calendar.aspx?y=2019> in advance** to ensure that the proposed date is not a parliamentary sitting day. If you invite the Minister and Local Member to an opening ceremony on a sitting day, the Minister's office will ask you to arrange another date.

The Delegated Authority should invite the Minister directly by sending an invitation to:

The Hon. Sarah Mitchell, MLC
Minister for Education, and Early Childhood Learning
52 Martin Place
SYDNEY NSW 2000

The NSW Catholic Block Grant Authority must also be informed of the date of the opening ceremony. When your opening ceremony has been organised please complete the form below and return it to:

Director, Resources Policy and Capital Programs Catholic Schools NSW
PO Box 20768
WORLD SQUARE NSW 2002

Project Reference No: «Project» «ProjectDEET»

School: «NAME», «TOWN»

1. Date invitation was sent to the Minister: _____

2. Opening ceremony date : _____

Signed: _____ Date: _____
Delegated Approved Authority)

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This Pro-Forma and any attachments for additional information is to be sent with your letter of invitation to the Minister's Office

School: _____

Address: _____

Principal: _____

Telephone/Fax: _____

Date and Time of Opening: _____

Electorate (State): _____

Electorate (Australian Government): _____

Enrolments (approximate students): _____

Project description

Costings

DE Project No.: (e.g. 2000/1541/1) _____

Project Cost: \$ _____ Local Contribution: \$ _____

State Grants: \$ _____ Interest Subsidy: \$ _____

Australian Government Grant: \$ (this should be nil) _____

Background information

History/profile of the school: _____

Special features of the school: _____

Current curriculum emphasis/activities: _____

Full details of the opening ceremony (starting time, speakers, refreshments, etc) including who is expected to open the new facilities

Who should we contact for further information

Name: _____

Telephone: _____

E-mail: _____