

## Purpose

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

## REQUIREMENTS FOR CEREMONIES

- The following conditions apply for an official opening ceremony:
  - The Commonwealth Minister for Education or his representative must be invited to open those projects for which an official opening is being arranged.
  - The Commonwealth Minister for Education or his representative must be invited to speak at all official openings of capital projects to which the Commonwealth has contributed funding.
  - In the case of an opening with other sources of funding, e.g. State contribution, the Commonwealth Minister for Education or his representative must be invited to open those projects to which the Commonwealth contribution is greater than 50 per cent of the project cost.

*Note: Schools are welcome to elect the attending Australian Government representative to open facilities where the Australian Government has contributed less than 50 per cent of the project cost.*

- Where a facility is opened by a Commonwealth representative, the name of the person opening the facility must be included in the associated commemorative plaque, which must be either affixed to the new or refurbished buildings, or displayed in an appropriate position.
- If the Commonwealth Minister for Education or his representative attends an opening they may issue media releases.
- Schools may receive exemptions from opening requirements depending on the type of facility and works applied. For example, intangible improvements such as the replacement of an electrical system or a simple refurbishment of an amenities block may be considered for exemption by the Commonwealth Minister for Education.
- A school must obtain the Commonwealth Minister for Education's agreement for an exemption from holding an official opening, or for deferment of an opening.

*Note: Under current Portfolio arrangements the Minister for Education, The Hon Dan Tehan MP has responsibility for the Capital Grants Program, and invitations to attend ceremonies will be directed to Minister Tehan in the first instance.*

### Contact Us:

You are welcome to contact a schools liaison officer through the [SchoolOpenings@dese.gov.au](mailto:SchoolOpenings@dese.gov.au) inbox if you would like to discuss, or need further information regarding any aspects of Capital Grants Program requirements for recognition.