



# Opening of Departmental Facilities

## Version Number

2.0

## Version effective

9/07/2012

## Scope

Department-wide

## Purpose

Holding an official opening of a new departmental facility provides an opportunity for staff and the community to celebrate the work that has gone in to making the new facility possible.

It also is an opportunity to acknowledge the contributions made by the State and Australian Government; by Parents and Citizens Associations; and by other members of the community in the forms of grants, fundraising, gifts and assistance in kind – as appropriate.

## Overview

Schools, TAFEs and Early Childhood Education Centres (ECECs) may be required to hold an official opening or 'recognition ceremony' for major capital works projects.

These may include:

- Australian Government projects funded under programs such as Building the Education Revolution, Trade Training Centres in Schools, or National Partnership Agreements, such as for Child and Family Centres.
- State Government projects, such as kindergartens, new or refurbished schools, new TAFE facilities.

Official openings enable:

- The public celebration of new and refurbished departmental facilities
- Contributions of interested parties to be acknowledged
- Compliance with Australian Government funding requirements.



Australian Government funding of capital works projects usually requires an official opening or 'recognition ceremony' within a specified time of the project's completion. This will be specified in the funding agreement.

The State Minister for Education, Training and Employment must be consulted regarding openings for significant capital works projects in schools (including BER projects), Trade Training Centres in Schools, ECECs (i.e. kindergartens, Child and Family Centres) and TAFEs.

### **(1) State Government funded projects**

The Minister will decide whether a capital works project will receive an official opening by the Minister or his/her representative.

### **(2) State Government funded projects with Australian Government contribution**

The Minister, or his/her representative, officially opens the project.

For all projects in this category, an official opening must be held within seven months of completion and the relevant Australian Government Minister must be invited to attend, or to send a representative to speak.

### **(3) Australian Government funded projects**

#### **(e.g. BER – P21 and SLC, Trade Training Centres in Schools, and Child and Family Centres)**

The same protocols apply as in (2) above. However, the relevant Australian Government Minister, or representative, has the option of officially opening the facility. The State Minister decides whether he/she, or a representative, will attend the opening and whether to speak.

- See BER recognition ceremony protocols:  
<http://www.deewr.gov.au/Schooling/BuildingTheEducationRevolution/Pages/RecognitionCeremonies.aspx>
- Trade Training Centres in Schools (TTCIS) openings – see attached TTCIS recognition ceremony protocols.
- Child and Family Centre openings – similar protocols to those of the BER protocols – see attached BER Recognition ceremony protocols.
- Kindergarten openings – same protocols as which apply to BER recognition ceremonies (see above).

## Responsibilities

### **Principal, TAFE Director, ECEC Centre Director:**

#### *(1) For State Government funded capital works projects:*

- Make all arrangements associated with an opening – see process below.

#### *(2) For State Government funded capital works projects with minor funding (less than 50% of project cost) from Australian Government.*

- Make all arrangements associated with an opening – see process below.
- Ensure nominated dates for consideration by the relevant State Government Minister do not conflict with State or Federal parliamentary sitting dates.

- Ensure date confirmed by the relevant State Government Minister as suitable is also suitable for the relevant Australian Government Minister before the Principal, TAFE Director, ECEC Centre Director distributes invitations.

*(3) For Australian Government funded projects*

- Ensure the relevant attached opening protocols are adhered to.
- For BER projects see <http://www.deewr.gov.au/Schooling/BuildingTheEducationRevolution/Pages/RecognitionCeremonies.aspx>
- For Trade Training Centres in Schools (TTCIS) see attached TTCIS Recognition ceremony protocols.
- For Children and Family Centres - similar protocols to those of the BER protocols – see attached BER recognition ceremony protocols.
- Ensure the relevant State Government Minister is invited.

*Capital Works Delivery*

- Informs the State Minister for Education, Training and Employment of all projects eligible for official openings, indicating the extent of Australian Government funding.
- Requests the school principals/TAFE Directors/ECEC to nominate suitable dates for required official opening.
- Liaises with the office of the State Minister on projects to which the Australian Government contributed less than 50% (which are to be opened officially by the Minister or his/her representative) regarding proposed dates.

**Principal/Institute Director/ECEC Director:**

- For BER, TTCIS and Children and Family Centre projects: responsibilities are as per attached protocols
- For other Capital Works Projects:
  - Advises the Office of the State Minister of suitable dates for an official opening of State funded projects and projects minority funded by the Australian Government.
  - Organises the arrangements for openings, compiles guest list and distributes invitations.
  - Contacts their Regional Facilities Manager at least one month in advance to organise the production of a commemorative plaque
  - Organises the installation of the plaque.

**Regional Facilities Manager:**

- Liaises with, and supports, Principals and TAFE Directors regarding arrangements for official openings.
- Arranges for the production of a commemorative plaque for unveiling on the day of the official opening.

**Regional Directors:**

- Provides advice and support to the Principal/Institute Director/Childcare Director on request and as appropriate. (e.g. Assists with preparing guest list)

**Office of the Minister for Education, Training and Employment:**

- Confirms availability for proposed dates for openings
- If the Minister is not available to attend, the Minister's Office makes necessary arrangements for an appropriate representative to attend on the Minister's behalf.
- Prepares the function profile for the Minister or his/her representative.

**Process****(1) State funded capital works projects:**

*Required actions: Principal, TAFE Director, ECEC Centre Director*

- Notify the Regional Director that an official opening is planned.
- Notify the Minister's office (via a brief approved by the Regional Director) inviting the Minister or his/her representatives to perform the official opening; offering a range of alternative dates; providing at least two months notice; and ensuring the proposed dates do not conflict with State parliamentary sittings.
- Once a date has been confirmed by the Minister's Office, issue formal invitations and make arrangements regarding the official opening in consultation with the Regional Director.
- Contact the Regional Facilities Manager to organise the production of a commemorative plaque at least one month in advance for unveiling on the day of the official opening. A plaque may recognise joint funding contributions (e.g. local government, other State agencies) where applicable.
- Organise the installation of the plaque.

*Regional Facilities Manager*

- Liaise with, and support, Principals and TAFE Directors regarding arrangements for official openings.
- Arrange for the production of plaques for unveiling on the day of the official opening.

**(2) State Government funded capital works projects with minority funding (less than 50% of project cost) from Australian Government.**

*Schools/TAFE/ECEC*

*Required actions: Principal, TAFE Director, ECEC Centre Director*

- As per section (1) above
- In addition:
  - Ensure nominated dates for consideration by the State Minister do not conflict with State or Federal parliamentary sitting dates.



- Confirm that a date suitable to the State Minister is confirmed as being suitable with the relevant Australian Government Minister before the *Principal, TAFE Director, ECEC Centre Director* issues invitations.
- At least a month before, arrange for the Regional Facilities Manager to organise the production of a commemorative plaque for unveiling on the day of the official opening. A plaque may recognise joint funding contributions (e.g. local government, other state agencies) where applicable.
- Organise installation of the plaque.

## Online Resources

### Forms

- [Recognition Requirements under the Trade Training Centres in Schools Program](#)
- [Building the Education Revolution](#)

### Supporting documents

- [Opening plaque template for new and refurbished buildings](#)

## Review Date

1/12/2012



## Definitions

### State Government funded projects

Department of Education and Training funded capital works projects which have not received Australian Government funding. These projects may have received funding contributions from Parents and Citizens Associations; other State Government agencies, business and industry.

### State Government funded projects with Australian Government contribution

State Government funded projects with minor funding (less than 50% of project cost) from Australian Government.

### Australian Government funded projects

Capital works projects with Australian Government funding contribution of more than 50% of project cost.

### Recognition Ceremony

An official opening of (usually) an Australian Government funded capital works project, such as a Building the Education Revolution (BER), Trade Training Centres in Schools (TTCIS), or Family and Child Care Centre project.

## Authority

- [Education \(General Provisions\) Regulation 2006](#), Part 2

## Related Policy Instruments

- [Naming of Departmental Assets](#)

## Attachments

- [Plaque template for new DET facilities](#)

## Contact

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