

Recognition Ceremony Frequently Asked Questions

Forms

Q: When filling out my form, I don't know my DEEWR ID, BER Funding, Employment figures etc. Where do I get this information?

A: If you are unsure about any question on your registration form, please leave it blank. DEEWR will be able to complete this for you once they receive your form.

Q: On the registration form, what are you referring to when you ask "signage installed"?

A: This question refers to the sign that would have been installed at the front of the school when your BER project commenced. If it is still at the front of the school, you will need to remove it. You can then tick "No" on your form. If it has been removed, please tick "No" on your form.

Q: What should I write on the form when it asks for "dress code"?

A: This question mostly refers to schools that received halls under the BER Program. Some schools prefer woman not to wear high heels in case they leave marks in the floor boards. Feel free to write N/A if this is not applicable to you or if you have no preference as to what your guests wear.

Q: What does P21, NSP and SLC stand for on the recognition registration form?

A: P21 = Primary Schools for the 21st Century Program

NSP = National School Pride Program

SLC = Science and Language Centres for the 21st Century Program.

Dates and Times

Q: I want to have my ceremony on my schools anniversary. Is this allowed?

A: DEEWR are responsible for agreeing ceremony dates. You will still need to submit 3 nominated dates but when you return your form, please note that your preference is to hold your ceremony on your anniversary and the circumstances under which this request should be granted.

Q: When will I receive my agreed date?

A: There are approximately 1900 Government schools required to register for a recognition ceremony in NSW. As you can appreciate, applications take time to assess and process and as such, response times will vary. If after 6 weeks have elapsed since you sent your form to DEEWR, please follow up by emailing berrecognition@deewr.gov.au

Q: Can I have my Recognition Ceremony on the weekend?

A: Yes, you are welcome to choose dates that fall on a weekend.

Q: Do I need to provide a time that the Recognition Ceremony will be held?

A: DEEWR requires that a time be included with the date when you submit your form, otherwise the form will be returned to you and will not be processed until times are selected. You may choose anytime of the day.

Q: I don't have a federal member officiating at my ceremony, can I change my selected ceremony date.

A: Yes, however if DEEWR has already ordered a plaque for your school, you will have a plaque with an incorrect date on it. DEEWR will not order new plaques for a change of mind.

Plaques & Recognition Ceremony Equipment

Q: Do I order the Recognition Ceremony Plaque; if not how do I get my plaque?

A: DEEWR will arrange a plaque for you and it will be posted to the school address.

Q: I have not received my plaque, what do I do.

A: Contact DEEWR at berrecognition@deewr.gov.au If one cannot be sent to you in time, DEEWR will email you a paper copy to print out for the day. You can then put your plaque up at a later date.

Q: Do I put the plaque up prior to the ceremony?

A: It is up to you how you would like to reveal the plaque at the ceremony. Some Principals choose for the Federal Member to officially hand over the plaque at the ceremony. Others have it installed prior to the ceremony.

Q: DEEWR have sent me a plaque with incorrect information on it. What do I do?

A: Please contact DEEWR at berrecognition@deewr.gov.au and advise what information is incorrect. In this instance, your replacement plaque may not arrive in time for your ceremony. A paper copy of the new plaque will be sent to you to use at your ceremony.

Q: How big is the plaque?

A: The plaque is the size of an A4 piece of paper.

Q: Will equipment be provided for the Recognition Ceremony?

A: No, the school is responsible for organising any equipment required for the ceremony.

Recognition Ceremony Format

Q: I don't have a federal member officiating at my ceremony. What protocols should I follow on the day?

A: You are free to recognise your BER projects in a way that is appropriate for your school and community. You will be provided with a letter from the Federal Minister which you should read out during the ceremony and you will have a plaque to unveil as you see fit. There are no formal protocols for you to follow in this instance.

Q: Is there a particular ceremony format I need to follow and adhere to?

A: No, it is up to you as how you want to run your ceremony. However, if you are having a Federal Member officiate at your ceremony, you will need to provide DEEWR with an event running order. DEEWR will send you an Event Running Order template for you to use prior to your ceremony.

Officiating of Recognition Ceremonies & Invitations

Q: Can my state member officiate at my ceremony?

A: The BER program is a federally funded program and as such, a federal member is only permitted to officiate at a BER Ceremony. State members may attend, but are not permitted to officiate at a BER recognition ceremony.

Q: Who do I need to invite to my ceremony?

A: Once you have submitted your form to DEEWR for processing, DEEWR will extend an invitation to your Federal member on your behalf. You are responsible for extending invitations to all other dignitaries and community members you wish to attend your ceremony.

Q: I didn't realise DEEWR would contact by Federal Member on my behalf and I have already contacted him/her and they have agreed to attend my ceremony on a particular date. Is this ok?

A: Whilst this is outside of the normal process and is not recommended, it is ok. However, you are still required to go through the normal ceremony process. You will need to complete your form noting the date that has been agreed to and who in the federal member's office agreed to your date. DEEWR will process your form and will confirm with the Federal member's office in writing that they are still happy to attend on that particular date. You will receive an email from DEEWR confirming this date. Only then can you go ahead and organise your ceremony.

Other

Q: I don't want to hold a ceremony

A: Under the BER Commonwealth Guidelines, all schools that received money under the BER Program are required to hold a recognition ceremony. If you believe you have special circumstances which may warrant grounds for a waiver of this requirement, please contact DEEWR at berrecognition@deewr.gov.au

Q: My school community is likely to protest or potentially embarrass any politicians that attend our ceremony. What should I do?

A: As per the BER Commonwealth Guidelines, all schools that received money under the BER Program are required to hold a recognition ceremony. You will still need to go through the normal recognition ceremony process, however when you return your form, you will need to state that the school community is unhappy, why they are unhappy, and your recommendation that a Federal member not attend based on the previous information. DEEWR will assess and consult with the BER Program Office and a decision will be made as to whether it is appropriate for a Federal member to attend and/or officiate at your ceremony. You will be advised by email of DEEWR's decision. If the decision is made for no Federal member to attend/officiate, you will still need to hold a ceremony.

Q: My project is not complete. I have not received my air conditioning/IWB/Covered walkway etc. I don't want to hold my ceremony until I receive these items. Is that ok?

A: Under the BER Commonwealth Guidelines, schools are required to hold a recognition ceremony within 3 months of their project being handed over to the school. This means, once you are occupying your new facilities, your project is considered 'fit for use' and you are required to go ahead with a ceremony. We understand that you would like to wait until any ancillary items are delivered/installed however this is not possible under the guidelines.