



# Citizenship Ceremony Policy

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## 1. PURPOSE

The purpose of this Policy is to provide overall direction for Council's management of Citizenship Ceremonies.

## 2. POLICY

Council has resolved that the Mayor, Deputy Mayor and/or Council's CEO will preside over its Council Citizenship Ceremonies.

### 2.1 Ordinary Citizenship Ceremonies

Council's Elected Members will be given the opportunity to participate in Citizenship Ceremonies based on their availability and the number of ceremonies held:

1. Two months prior to an upcoming Ceremony an email will be distributed to all Elected Members with details of the Ceremony including a link to submit an Expression of Interest (EOI) to perform a role during the Ceremony.
2. Elected Members will be provided two weeks to complete their EOI.
3. At the conclusion of the two weeks, staff will prepare an information document outlining the EOI's and preferred roles which will be submitted to Council's CEO.
4. The CEO will have two weeks to review the EOI's and allocate the Elected Members to specific roles on a rotation basis.
5. Elected Member roles should be communicated at least one month prior to an upcoming Ceremony where possible.
6. A representative from staff will be in contact with all Elected Members who have been allocated roles to discuss logistics including run sheets, required speech content and other requirements.

## 2.2 Special Citizenship Ceremonies

Circumstances may arise where an applicant seeks a special purpose ceremony. These circumstances may be various, but usually involve a single individual or family. An example of this is where persons have a disability and are unable to attend an ordinary ceremony.

Special Purpose Ceremonies will be conducted by the Presiding Officer, as outlined in the Citizenship Ceremonies Code, with the assistance of council employees as required. The decision to conduct a special purpose ceremony will be determined by staff in consultation with Council's Mayor, Deputy Mayor and Council's CEO and on the merits of each specific situation.

## 2.3 Citizenship Ceremony Dates

City of Tea Tree Gully will run a number of ceremonies throughout the year in consultation with the relevant government body. One of these ceremonies will be held on 26 January.

## 3. DEFINITIONS

For the purposes of this Policy definitions need to be sought from the Citizenship Ceremonies Code, which is subject to change by the Department of Home Affairs.

## 4. LEGISLATIVE FRAMEWORK

There is no legislative requirement for Council to have a policy relating to this area.

The following legislation applies to this Policy:

[Australian Citizenship Act 2007 \(Cth\)](#)

[Australian Citizenship Regulation 2016 \(Cth\)](#)

This Act and Regulations set out the legal requirements for the granting of Australian Citizenship and the conduct of Citizenship Ceremonies.

### 4.2 Other References

Internal documents including:

- a. [Fees and Charges Register](#)
- b. Volunteer Management Policy

External documents including:

[Australian Citizenship Ceremonies Code](#) - This code is issued by the Department of Home Affairs and provides guidance for organisations conducting Citizenship Ceremonies. It sets out the legal and other requirements for conducting Citizenship Ceremonies.

This Policy seeks to only deal with the parameters of Citizenship Ceremonies that are within Council's control and some Citizenship Ceremony guidelines will be developed to guide the structure of each ceremony

## 5. STRATEGIC PLAN/POLICY

### 5.1 Strategic Plan

The following strategic objectives in Council's Strategic Plan 2025 are the most relevant to this report:

Objective	Comments
<b>Community</b>	
<i>People feel a sense of belonging, inclusion and connection with the City and the community</i>	Citizenship Ceremonies provide an opportunity to showcase what the City of Tea Tree Gully offers to the community
<i>Diversity is welcome and celebrated</i>	Citizenship Ceremonies confer new citizens to the City of Tea Tree Gully from many different backgrounds and cultures
<i>There are opportunities for people to volunteer, give back and share their skills with others</i>	We engage multiple Council volunteers and community groups to assist with our ceremonies and provide opportunities for them to give back and share their skills
<b>Leadership</b>	
<i>Customer service provides a positive experience for people and is based on honesty and transparency</i>	Customer service is at the forefront of all of our Citizenship Ceremonies
<i>Delivery of services is sustainable and adaptable</i>	Our Citizenship Ceremonies are continuously keeping up with the ever changing climate and adapting as required (i.e. ability to perform online ceremonies)

## 6. DEFINITIONS

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## 7. POLICY IMPLEMENTATION

This Policy will be implemented by the Chief Executive Officer or relevant portfolio general manager and managed in accordance with Council's scheme of delegations.

Record number	D23/47976
Responsible Manager	Manager Customer & Communications
Other key internal stakeholders	General Manager Corporate Service
Last reviewed	26 August 2023
Adoption reference	Council
Resolution number	256
Previous review dates	19/08/20, 24/10/17, 19/04/17 (minor changes), 8/04/2014
Legal requirement	N/A
Due date next review	2027
Delegations	Yes