

Citizenship Ceremony Policy



Record number	D20/57375
Responsible Manager	Manager Customer & Communications
Other key internal stakeholders	Director Organisational Services & Excellence
Last reviewed	19 August 2020
Adoption reference	Policy and Strategic Development Committee
Resolution number	75
Previous review dates	24/10/17, 19/04/17 (minor changes), 8/04/2014
Legal requirement	N/A
Due date next review	2023

The electronic version of this document is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

PURPOSE

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

POLICY

Council has resolved that its Deputy Mayor will preside over its Council Citizenship Ceremonies.

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 Deputy Mayor for review.
4. Council's Deputy Mayor will have two weeks to review the EOI's and allocate the Elected Members to specific roles.
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, scripts and other requirements.

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 Deputy Mayor and on the merits of each specific situation.

LEGISLATIVE FRAMEWORK AND OTHER REFERENCES

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 \(Cth\) and Regulations](#)

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

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 Immigration and Border Protection 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

STRATEGIC PLAN/POLICY

Strategic Plan

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

Objective	Comments
Community	
<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

Leadership	
<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)

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 Immigration and Border Protection

POLICY IMPLEMENTATION

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

ACCESSIBILITY

This Policy and Council's Fees and Charges Register are available to be downloaded free of charge from Council's website: www.teatreegully.sa.gov.au

Hard copies, for a fee, can be provided in accordance with Council's Fees and Charges Register at Council's Civic Centre at 571 Montague Road, Modbury SA 5092.