

 <b>Adelaide Plains Council</b>	<b>Citizenship Ceremony Policy</b>	
	<b>Version Adoption by Council:</b> 24 July 2023 <b>Resolution Number:</b> 2023/212 <b>Current Version:</b> V3	
	<b>Administered by:</b> Group Manager – Development and Community	<b>Last Review Date:</b> 2021 <b>Next Review Date:</b> 2025
<b>Document No:</b> D23/21208	<b>Strategic Outcome</b> Enviably lifestyle 2) Provide, support and acquire facilities, assets, services and programs that build community capacity, health and connection.	

### 1. Objective

Australian Citizenship is an important common bond for all Australians, whether Australians by birth or by choice, and lies at the heart of a unified, cohesive and inclusive Australia. It is a unique symbol of formally identifying with Australia, acknowledging responsibilities and conferring significant privileges that allow people to participate fully in the community.

Citizenship Ceremonies are public, ceremonial occasions which fulfil legal requirements prescribed by the Australian *Citizenship Act 2007* and provide an important opportunity to welcome new citizens as full members of the Australian community and fulfil the requirements under Australian Citizenship law.

To reflect the significance of the occasion, ceremonies should be formal and meaningful, conducted with dignity, respect and ceremony. They should be designed to impress upon conferees the responsibilities and privileges of Australian Citizenship.

### 2. Scope

This Policy applies to all Citizenship Ceremonies conducted by Adelaide Plains Council.

### 3. Definitions

**Council** means Adelaide Plains Council.

**Administrative Officer** means a local government official or person who assists the presiding officer in arranging and conducting citizenship ceremonies

**Conferee** means a person who has applied for Australian Citizenship by conferral and whose final step to becoming a citizen is to attend a ceremony

**Minister** means the Australian Government minister responsible for citizenship matters

**Pledge** means statement of commitment to Australia including the acceptance of responsibilities and privileges of citizenship

**Presiding Officer** means a person who has been approved by the Australian Government minister responsible for citizenship matters to confer Australian citizenship

#### **4. Ceremonies**

- 4.1. Council will host four (4) Citizenship Ceremonies annually (pending conferees):
  - 26 January – Australia Day
  - 21 March – Harmony Day, or anytime during Harmony Week
  - June – Refugee Week (Refugee Week in Australia is always held from Sunday to Saturday of the week which includes 20 June (World Refugee Day))
  - 17 September – Australian Citizenship Day.
- 4.2. Where Australian Citizenship Day falls on a weekend, the ceremony will be held on the next business day.
- 4.3. Ceremonies will be conducted in either the Two Wells or Mallala Council Chambers.
- 4.4. Additional or private ceremonies may be held at the discretion of Council and arranged by the Administrative Officer.
- 4.5. Conferees will be given the opportunity to participate in ceremonies conducted by the Department of Home Affairs on Australian Citizenship Day.

#### **5. Authorised Presiding Officer**

It is a legal requirement that the presiding officer is authorised by the Australian Government minister responsible for citizenship matters. The Mayor of Council is authorised to conduct Citizenship Ceremonies. In the event that the Mayor is not available, the Deputy Mayor or Chief Executive Officer are authorised to undertake the role of the Presiding Officer.

#### **6. Dress Code**

Citizenship Ceremonies are an important event and the attire should reflect the significance of the occasion. Conferees and their guests should be dressed in semi-formal, smart casual or business attire. National or traditional dress is also welcome.

#### **7. Australian Citizenship Ceremonies Code**

Ceremonies will be conducted in accordance with the Australian Citizenship Ceremonies Code.

#### **8. Related Documents**

Australian Citizenship Ceremonies Code 2022

#### **9. Records Management**

All documents relating to this Policy will be registered in Council's Record Management System and remain confidential where identified.

#### **10. Document Review**

This Policy will be reviewed every two years in accordance with Council's Policy Review Schedule

to ensure legislative compliance and that it continues to meet the requirements of Council and its activities and programs.

## **11. References**

*Local Government Act 1999 (SA)*

*Australian Citizenship Act 2007*

*Australian Citizenship Regulation 2016*

*Australian Citizenship Policy Statement 2020*

*Australian Citizenship Ceremonies Code 2022*

*Australian Citizenship (LIN 19/066: Persons Who May Receive a Pledge of Commitment) Instrument 2019*

## **12. Further Information**

Members of the public may inspect this Policy free of charge on Council's website at [www.apc.sa.gov.au](http://www.apc.sa.gov.au) or at Council's Principal Office at:

2a Wasleys Road, Mallala SA 5502

A copy of this Policy may be obtained on payment of a fee.

Any queries in relation to this Policy must be made in writing to [info@apc.sa.gov.au](mailto:info@apc.sa.gov.au) to the attention of Group Manager – Development and Community.