



## Citizenship Ceremony Policy

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<b>Function:</b>	17 - Social Cultural and Community Services	<b>Responsible Officer:</b>	Manager, Governance and Customer Service

### A - PREAMBLE

1. Citizenship ceremonies are public, ceremonial occasions, which provide an important opportunity to formally welcome new citizens as full members of the Australian community.
2. To reflect the significance of the occasion, citizenship ceremonies are formal and meaningful occasions, conducted with dignity and due ceremony and designed to impress upon candidates the responsibilities and privileges of Australian citizenship.

### B - SCOPE

1. This policy applies to the Mayor, Elected Members and employees of the City of Salisbury.

### C - POLICY PURPOSE/OBJECTIVES

1. This policy sets out the responsibilities of the City of Salisbury in relation to the conduct of citizenship ceremonies.

### D - DEFINITIONS

1. **Candidate** – that person who is seeking a grant of Australian citizenship.
2. **Presiding Officer** – An Australian citizen who has been approved in writing by the Minister for Immigration and Citizenship.
3. **Private Ceremonies** – A ceremony for an individual or small group (usually less than 10 people).
4. **Public Ceremonies** – Conducted at regular intervals during the year, including Australia Day for candidates seeking Australian citizenship.

### E - POLICY STATEMENT

1. The Mayor of the City of Salisbury is the Presiding Officer. In the event that the Mayor is not available, the Deputy Mayor, acting for the Mayor, may fill the role of Presiding Officer. Should the Deputy Mayor also be unavailable, the Chief Executive Officer will conduct the ceremony.
2. The City of Salisbury will conduct Public Citizenship Ceremonies at regular intervals, including a ceremony held on Australia Day.

3. Ceremonies will be conducted at times that ensure as many candidates as possible can attend.
4. Private Ceremonies will be arranged as required where candidates are able to provide a valid reason.
5. Wherever practicable, Elected Members will be encouraged to be involved in Ceremonies, including during a caretaker period where the emphasis is on Elected Members welcoming new citizens to the local community.
6. Citizenship ceremonies are non-commercial, apolitical, bipartisan and secular. They are not to be used as forums for political, partisan or religious expression or for the distribution of material which could be perceived to be of a commercial, political or religious nature.

## **F - LEGISLATION**

1. *Australian Citizenship Act 2007*
2. *Australian Citizenship Regulations 2007*

## **G - REFERENCES**

1. Australian Citizenship Ceremonies Code - Department of Immigration and Citizenship 2011

## **H - ASSOCIATED PROCEDURES**

1. Citizenship Ceremonies Procedure

### **Document Control**

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