

Citizenship Policy 2023-26



Contents

1. Purpose of the Policy	2
2. Scope	2
3. Definitions	2
4. Responsible Executive	2
5. Policy owner	2
6. Related Documents	2
7. Delegation Authority	2
8. Policy Statement	2
9. Policy Details	2
10. Decision Guidelines	6
11. Transition/Translation arrangements	6
12. Review	6

VERSION NO / APPROVAL / DATE	Version 1 – adopted by Council 26 October 2009 Version 2 – adopted by Council 6 February 2017 Version 3 – adopted by Council 24 July 2023
TRIM REF:	23/136880
REVIEW	July 2026
RESPONSIBLE EXECUTIVE	General Manager Community Strengthening
POLICY OWNER	Manager Arts Events & Libraries

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.

1. Purpose of the Policy

This policy clarifies those elements of a Citizenship Ceremony that the Australian Citizenship Ceremonies Code does not cover or only partially covers.

2. Scope

This policy applies to all Citizenship Ceremonies to be conducted from August 2023.

3. Definitions

The Minister means the Australian Government minister(s) responsible for citizenship matters.

The Department means the Australian Government department responsible for citizenship matters.

Presiding Officer means a person who has been duly authorised to confer Australian Citizenship by the Australian Government Minister responsible for citizenship matters. Authorisation is given to Australian citizens only and is specific to a position or person and is outlined in the Instrument of Authorisation.

Candidate means persons who are attending the ceremony to gain Australian Citizenship.

Administrative Officer means a local government official(s) or other person(s) who assists the Presiding Officer in arranging and conducting the ceremony.

4. Responsible Executive

General Manager Community Strengthening

5. Policy owner

Manager Arts, Events & Libraries

6. Related Documents

Federal Legislation

Australian Citizenship Act 2007

Other documents

The Australian Citizenship Ceremonies Code

The Australian Citizenship Regulations 2016

Instrument of Authorisation 2022 under the Australian Citizenship Act 2007

7. Delegation Authority

Nil.

8. Policy Statement

Council acknowledges Citizenship Ceremonies as important public ceremonial occasions which fulfil legal requirements and provide an opportunity to welcome new citizens as full members of the Australian community.

Council also recognises that these events are non-commercial, apolitical, bipartisan and secular, and should be conducted with dignity, respect and ceremony.

9. Policy Details

1. The Australian Citizenship Code

- 1.1. The Australian Citizenship Ceremonies Code follows the Australian Citizenship Act 2007 and sets out the legal and other requirements for conducting citizenship ceremonies as well as the roles and responsibilities for those involved in citizenship ceremonies.
- 1.2. The Code identifies the three legal requirements when conducting a ceremony:
 - An authorised presiding officer
 - Reading the preamble
 - The pledge of commitment

- 1.3. The Code provides guidance on planning and conducting ceremonies:
 - Scheduling ceremonies
 - Organising the ceremony
 - Invitations
 - Official guests
 - Speeches
 - National symbols
 - Gifts and entertainment
 - Media and photos

2. Venue and Scheduling

- 2.1. Citizenship Ceremonies will be held at a City of Kingston facility.
- 2.2. The Administrative Officer will liaise with the Department and the venue to schedule ceremonies in accordance with the Code.
- 2.3. Citizenship Ceremonies will be held on a weekday evening in:
 - January
 - March
 - April
 - May
 - June
 - July
 - August
 - September
 - October
 - November
- 2.4. The Administrative Officer may schedule additional ceremonies or cancel ceremonies in consultation with the Department as required by the number of candidates awaiting a ceremony.

3. Presiding Officer

- 3.1. The Presiding Officer takes the lead role in a ceremony, fulfilling the legal responsibilities of
 - Reading the Preamble for Citizenship Ceremonies
 - Administering the Pledge of Commitment
- 3.2. It is a legal requirement that the Presiding Officer is authorised by the Australian Government Minister responsible for citizenship matters.
- 3.3. In order of precedence, the Presiding Officer will be:
 1. The Australian Government Minister(s) responsible for citizenship matters
 2. The Mayor
 3. The Deputy Mayor
 4. Local Federal Member of Parliament
 5. The Chief Executive Officer
- 3.4. After receiving all replies to invitations to attend a ceremony, the Administrative Officer will confirm who will be assuming the role of Presiding Officer.

4. Master of Ceremonies

- 4.1. In recognition of the formal nature of a ceremony a Master of Ceremonies will host the proceedings.
- 4.2. In order of precedence, the Master of Ceremonies will be;
 1. The Chief Executive Officer
 2. The General Manager, Customer & Corporate Support
 3. A Member of the Executive Leadership Team
 4. A Member of the Senior Leadership Team
- 4.3. After consulting the responses to invitations to a ceremony, the Administrative Officer will confirm who the Master of Ceremonies will be.

5. Kingston's Official Party

- 5.1. Kingston's Official Party will be made up of the Presiding Officer, elected representatives at all levels of government, the Junior Mayor and Chief Executive Officer
- 5.2. At the Mayor's discretion, and in accordance with the Code, community representatives may be invited join the Official Party.
- 5.3. The Administrative Officer will issue invitations to elected representatives as stipulated by the Code plus the Mayor, Councillors, Junior Mayor, Chief Executive Officer, Executive Leadership Team and community representatives identified by the Mayor, no less than three weeks prior to a ceremony.
- 5.4. The Official Party will be seated on stage for the duration of a ceremony. Seating arrangements will be in the following order from left to right:
 1. The MC
 2. The Mayor
 3. The Deputy Mayor
 4. The Junior Mayor
 5. Local Federal Member/s of Parliament
 6. Local State Member/s of Parliament
 7. Councillors
 8. Community Representatives
- 5.5. The Administrative Officer will ensure that all seats for the Official Party have name plates.
- 5.6. Not all members of the Official Party will have an official role at a ceremony. Any official roles will be considered in accordance with the Code and items 8 and 10 below.

6. Welcome to / Acknowledgement of Country

- 6.1. Local Traditional Owners will be invited with sufficient notice to provide a Welcome to Country for each citizenship ceremony
- 6.2. Where a local Traditional Owner is not available to provide a Welcome to Country, an acknowledgment of the traditional owners of the land will be included in the Mayor's opening address.

7. The Minister's Message

- 7.1. The Minister's Message will be delivered at the Ceremony in accordance with the Code.

- 7.2. In order of precedence, the Minister's Message will be delivered by:
 1. The Australian Government Minister(s) responsible for citizenship matters
 2. Local Federal Member of Parliament
 3. Local Senator
 4. The Presiding Officer
- 7.3. After receiving all replies to invitations to attend a ceremony, the Administrative Officer will confirm who will deliver the Minister's Message.

8. Speeches

- 8.1. The Mayor will make a Welcome Address irrespective of whether they are the Presiding Officer. If the Mayor is absent from a ceremony, a welcome address will be delivered by the Deputy Mayor.
- 8.2. The Deputy Mayor will give a short address and introduce the Pledge of Commitment. If the Deputy Mayor is absent from a ceremony, this role will be filled by another Councillor or the Master of Ceremonies.
- 8.3. If a Federal Member of Parliament or a Senator is attending, they will be invited to make a speech in addition to delivering the Minister's Message. Where no Federal Members of Parliament or Senators are in attendance, a State Member of Parliament will be invited to speak.
- 8.4. Only one Federal Member of Parliament, Senator or State Member of Parliament will be invited to speak at a ceremony.
- 8.5. The Administrative Officer will keep a record of official party members and speakers and ensure responsibilities are rotated between elected representatives. Invitations to speak will be based on the duration of time since the representative last spoke at a ceremony.
- 8.6. The Administrative Officer will select one candidate who is participating in the ceremony to make an address on behalf of all candidates.
- 8.7. The order of speakers at a ceremony will be determined in accordance with the Code and confirmed by the Administrative Officer after receiving replies to invitations.
- 8.8. The Administrative Officer will advise all speakers that speeches must focus on welcoming new citizens and remain non-commercial, apolitical, bipartisan and secular.

9. Presentation of Certificates

- 9.1. Certificates will be individually presented to candidates by the Mayor. If the Mayor is absent from a ceremony, certificates will be presented by the Deputy Mayor.
- 9.2. Candidates will be called for presentation by name.
- 9.3. In order of precedence, the names will be called by:
 1. The Manager, Governance, Risk & Integrity
 2. A Member of the Senior Leadership Team
- 9.4. After consulting the responses to invitations to a ceremony, the Administrative Officer will confirm who will be calling the names for presentation.

10. Gifts to Candidates

- 10.1. Candidates will be presented with gifts to commemorate the occasion.
 - A gift that suitably represents Australian Culture
 - A native plant

- A photograph presented in a commemorative folder

10.2. The Junior Mayor will present an Australian native floral bouquet to the candidate that makes an address on behalf of all candidates. If the Junior Mayor is absent from a ceremony, the bouquet will be presented by a member of the Official Party.

11. Photography and Live Streaming

11.1. Candidates will have the opportunity for a professional photograph to be taken at the completion of a ceremony.

11.2. The Mayor will be included in photographs with candidates. When the Mayor is not in attendance, the Presiding Officer will participate in photographs. The Junior Mayor may also participate in photographs.

11.3. Photographs will be printed and gifted to candidates.

11.4. The ceremony will be lived streamed to a private link.

11.5. Candidates will be asked to opt-in to participate in live streaming. Candidates who do not wish to participate will be presented during an in-camera portion of a ceremony.

11.6. The Administrative Officer will ensure only those candidates who opt-in are part of the live stream and subsequent recording.

12. Entertainment

12.1. The Administrative Officer will engage suitable performers to provide live entertainment at a ceremony, and ensure the content is appropriate for a formal event.

12.2. Live entertainment will include at a minimum:

1. The Australian National Anthem
2. A song with a distinctly Australian spirit

13. Refreshments

The Administrative Officer will arrange for appropriate refreshments to be provided.

14. Decorations

The Administrative Officer will arrange for appropriate Australian native floral decorations.

10. Decision Guidelines

None

11. Transition/Translation arrangements

None

12. Review

This policy is to be reviewed every three years.