



Bayside Council

Serving Our Community

Citizenship Policy

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Citizenship Policy

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1 Introduction

1.1 Background

The final legal step in the acquisition of Australian citizenship, for most people, is to make the pledge of commitment at an Australian citizenship ceremony. At the citizenship ceremony, conferees pledge that they share Australia's democratic beliefs and respect the rights and liberties of the people of Australia.

Under the *Australian Citizenship Act 2007*, local councils have a role in citizenship ceremonies.

1.2 Definitions

The definitions of certain terms are:

Act

Australian Citizenship Act 2007.

Code

Australian Citizenship Ceremonies Code.

Conferees

A person who has applied for Australian citizenship, and it has been approved.

Department

Department of Home Affairs

1.3 Policy statement

Bayside Council is committed to organising local citizenship ceremonies to provide an appropriate occasion to welcome new citizens as full members of the Australian community, in accordance with the Act and the Code.

1.4 Scope of policy

This policy is applicable to all citizenship ceremonies organised by Bayside Council.

2 The ceremony

2.1 Organising the event

Council organises the ceremony, ensuring that it is conducted in meaningful, dignified, orderly and memorable way with proceedings designed to impress upon candidates the significance of the situation.

The ceremony is held in accordance with the Code.

2.2 Dress code

The attire of conferees and other attendees at citizenship ceremonies should reflect the significance and formality of the occasion. In terms of attire, the minimum appropriate standard is 'smart casual', however traditional dress, that reflects conferees' and attendees' cultural heritage, is very welcome.

2.3 Privacy

Council may provide names and addresses of the new citizens to local Members of Parliament and Councillors if requested after the ceremony – but not before – for the purposes of sending welcome letters and the like to their constituents.

Apart from the Department, Council will not provide names and contact details to any other persons or organisations.

3 Policy implementation

3.1 Policy responsibilities

General Manager – has overall responsibility for the policy.

Manager Communications & Events – is responsible for the detailed implementation of the policy.

3.2 Procedures

Certain procedures that relate to before, during, and after the ceremony are included in the Code. Additional procedures that support this policy may be approved by the General Manager or nominee.

4 Document control

4.1 Review

This policy is reviewed at least every four years and when relevant legislation and /or on Code changes. This Manager Governance & Risk may approve non-significant and/or minor editorial amendments that do not change the policy substance.

4.2 Related documents

Australian Citizenship Act 2007
Australian Citizenship Ceremonies Code

4.3 Version history

Version	Release Date	Author	Reason for Change
1.0	12/02/2020	Coordinator Policy	New document