

Australian Citizenship Ceremony Policy 2025

POL041



Policy No:	POL041
Policy Title:	Australian Citizenship Ceremony Policy
Section Responsible:	Executive Services
Minute No/Ref:	25/087
Doc ID:	8380

1. INTENT

Citizenship ceremonies are public, ceremonial occasions, which provide an important opportunity to formally welcome new citizens as full members of the Australian community. 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.

2. SCOPE

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

3. OBJECTIVE

This policy sets out the responsibilities of Council in relation to the conduct of citizenship ceremonies.

4. POLICY STATEMENT

Australian Citizenship symbolises our unity as a nation. It represents commitment to Australia and its people, the values we share and our common future. It also symbolises the sense of belonging to the country we have been born or where we have decided to make our home.

Choosing to become an Australian citizen is a very important expression of commitment to being part of Australia's future and Council places a high importance on Australian Citizenship and hosts ceremonies on behalf of the Federal Government.

5. PROVISIONS

5.1 BACKGROUND

The final legal step in the acquisition of Australian citizenship, 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.

5.2 PRIVACY

Council may provide names and addresses of the new citizens to Local Members of Parliament and Councillors if requested after the ceremony, for the purposes of sending welcome letters and the like to their constituents. Apart from the Department, Council will not provide contact details to any other persons or organisations.

5.3 CEREMONIES

- Council will conduct public citizenship ceremonies as required.
- Ceremonies to be organised at a mutually convenient time and place.
- A general invitation may be extended to the family and friends by intended recipients.
- Along with the Citizenship Certificate, a token gift to be presented on behalf of Narrandera Shire.
- Where appropriate, public ceremonies should be linked to other community activities such as Council meetings, Australia Day or festivals, and be advertised.
- The Minister for Immigration and Local Members of Parliament are to be invited.
- Ceremony to be listed on Council's online social media platforms and local media advised.

5.4 SPECIAL PROTOCOLS

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

The Mayor of the Narrandera Shire Council 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 General Manager will conduct the ceremony as required.

The ceremony will be conducted in accordance with the Department of Immigration and Citizenship's guideline and in accordance with the Australian Citizenship Ceremonies Code 2024.

Private ceremonies will be arranged as required where candidates are able to provide a valid reason.

6. DEFINITIONS

- **NSC:** Narrandera Shire Council

7. ROLES AND RESPONSIBILITIES

7.1 GENERAL MANAGER

- Has overall responsibility for the policy.

7.2 POSITION

- Is responsible for the detailed implementation of the policy.

7.3 POSITION

- Any general responsibilities OR if specific responsibilities.

8. RELATED LEGISLATION

- Australian Citizenship Act 2007
- Australian Citizenship Regulations 2007

9. RELATED POLICIES AND DOCUMENTS

- Australian Citizenship Ceremonies Code – Commonwealth of Australia, 2024
- Citizenship Ceremonies Procedure
- POL039 Civic Receptions Policy

10. VARIATION


Council reserves the right to review, vary or revoke this policy in accordance with legislation, regulation and award changes, where applicable. Council may also make changes to this policy and the relevant procedures from time-to-time to improve the effectiveness of its operation.

11. PREVIOUS VERSIONS

Reference to a superseded policy number and/or name is also considered a reference to the new policy number. This policy was previously named:

- ES190 Australian Citizenship Policy
- N1000 Australian Citizenship Policy
- POL041 Australian Citizenship Policy

POLICY HISTORY

Responsible Officer	Executive Assistant		
Approved by	General Manager		
Approval Date	21 May 2025		
GM Signature (Authorised staff to insert signature)			
Next Review	1 July 2029		
Version Number	Endorsed by ELT	Endorsed by Council	Date signed by GM
1 Adopted	-	-	29/04/1997
2 Reviewed	-	21/06/2005	21/06/2005
3 Reviewed	-	17/02/2009	-
4 Reviewed	2/10/2018	-	2/10/2018
5 Reviewed	14/05/2024	-	-
6. Reviewed	20/03/2025	20/05/2025	21/05/2025

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