


THE BAROSSA COUNCIL

AUSTRALIAN CITIZENSHIP CEREMONIES POLICY



1.	Purpose				
1.1.	The purpose of this Policy is to ensure compliance with the Australian Citizenship Ceremonies Code (the Code) issued by Australian Government through the Department of Home Affairs.				
1.2.	The Barossa Council is committed to those pledging as new citizens through the application of the Code and appropriate conduct of ceremonies befitting an individual's commitment to become an Australian citizen.				
2.	Scope				
2.1.	The policy applies to the conduct of Australian Citizenship Ceremonies and those undertaking the pledge to become Australian Citizens.				
3.	Policy Statement				
3.1.	Legal Requirements:				
3.1.1.	The Mayor will be the presiding officer and conduct the ceremony in accordance with the Code unless the Minister is present.				
3.1.2.	In the Mayor's absence the presiding officer shall be the Deputy Mayor thereafter the Chief Executive Officer.				
3.1.3.	The presiding officer will read the preamble as required under the Code. The Minister's message will be read either by the Minister, or in the absence of the Minister or a federal government representative, the presiding officer or their nominee.				
3.1.4.	Conferees (most) 16 years of age and over (at the time of application) must make the pledge aloud before an authorised presiding officer.				
3.2.	Dress Code				
3.2.1.	The attire of attendees at Citizenship Ceremonies should reflect the significance of the occasion.				
3.2.2.	We encourage attendees to wear at a minimum smart casual attire including appropriate footwear taking account of the location, weather conditions and other factors for the individual such as their health.				
3.2.3.	We encourage attendees should they wish to wear their own national, traditional or cultural attire to do so on condition it meets with the minimum standard outlined in this clause 3.2.				
3.2.4.	Attendees should refrain from wearing attire with inappropriate slogans, images or text that could offend.				
3.2.5.	The following attire is not permitted: <ul style="list-style-type: none">• Beach wear.• Rubber thongs.				
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- Bare feet.
- Slippers.
- Sports training apparel.
- Work overalls or high visibility (safety) attire.

3.3. Other Matters

- 3.3.1. Conferees' names and photographs taken during or after the ceremony by Council will be retained by Council. Names and photographs shall only be released for authorised uses (for example: media, annual report, social media, Council's website, and newsletters) if conferees provide consent to do so as per Council's Privacy Policy.
- 3.3.2. Council will coordinate the provision of small gifts, necessary pledge cards, certificates and other requirements as part of each ceremony.
- 3.3.3. Conferees must attend the ceremony with the necessary identification at least 10 minutes prior to the starting time.
- 3.3.4. Ceremonies are held periodically as required when sufficient conferees are ready to undertake the pledge. Urgent ceremonies can be undertaken if approved by the Mayor.

4. Supporting Processes and Documents

Citizenship Ceremony Process

5. Related Policies

Privacy Policy

6. Legislation and References

[Australian Citizenship Act 2007](#) (Commonwealth)
[Australian Citizenship Ceremonies Code](#) (Australian Government)
[Australian Citizenship Regulation 2016](#)
[Australian Citizenship \(LIN 19/066: Persons Who May Receive a Pledge of Commitment\) Instrument 2019](#)


7. Review

- 7.1 This Policy will be reviewed by the Council if there are amendments to the relevant Australian Citizenship Ceremonies Code or relevant legislation or within four (4) years of its adoption.

8. Further Information

- 8.1. This Policy is available on Council's website at www.barossa.sa.gov.au. It can also be viewed electronically at Council's principal office at 43-51 Tanunda Road, Nuriootpa and all Council branches, during ordinary business hours. A copy of this Policy can be obtained at those venues upon payment of a fixed fee.
- 8.2. Complaints regarding this Policy or its application can be made to the Customer Service team on 8563 8444 or barossa@barossa.sa.gov.au at first instance, who will refer you to the most appropriate officer according to Council's *Customer Service Policy* (see clause 8.1 above for availability).

9.	Document Control
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Community Plan Link:		2.1 Initiate and support activities which encourage participation and pride in the Barossa Council area.		
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Consultation Rating:	-	Audience:	External	Next Review Date: 1/03/2024
Version history				
Version No.	Date		Description of Change	
1.0	18/02/2020		New Policy	

10.	Definitions
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Nil



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