

Responsible Department:	Office of the CEO
Responsible Business Unit:	Executive Assistant
Date of Review:	18 March 2026
Council Resolution:	210326

1. OBJECTIVE

The objective of this Policy is to provide effective, efficient, consistent and legally compliant Australian Citizenship Ceremonies for local residents / ratepayers in the Shire of Chittering (the Shire) on behalf of the Department of Home Affairs.

2. SCOPE

This Policy applies to any other relevant Shire Officers who may be involved with the Ceremonies.

3. DEFINITIONS

Presiding Officer means the person authorised to conduct the Citizenship Ceremony and administer the Pledge of Commitment, in accordance with Commonwealth requirements.

Private Ceremony means a citizenship ceremony conducted outside the Shire's scheduled public ceremonies, subject to approval by the Department of Home Affairs.

4. POLICY STATEMENT

Where possible, citizenship ceremonies may be coordinated with Australia Day (26 January) and Australian Citizenship Day (17 September).

Private Ceremonies are unable to be officiated unless requests are in accordance with the guidelines set down, or are specifically approved by the Department of Home Affairs.

The Shire will provide, as part of the welcome package to new Australian Citizens, the additional gifts as set out below:

- Native Plant
- Commemorative \$1 Coin

The native plant is obtained from a local nursery supplier and the Commemorative \$1 coin is obtained from the Perth Mint.

5. ROLES AND RESPONSIBILITIES

The Chief Executive Officer is responsible for the implantation of this Policy.

6. COMPLIANCE

Legislation	<i>Local Government Act 1995</i> <i>Australian Citizenship Act 2007</i> <i>Australian Citizenship Regulations 2016 (Cth)</i>
Industry	Department of Home Affairs – Australian Citizenship Ceremonies Code and Guidelines
Organisational Documents	Policy 6.1 – Australia Day Awards Policy – Public Events
Strategic Alignment	Communities Connected

7. ADMINISTRATION

Review Cycle	Every 3 years	Next Review Due	November 2026
Policy Owner	Chief Executive Officer		
Version	Decision Ref	Date	Change
1.0	Unknown	18/05/2011	Initial Adoption
2.0	130722	20/07/2022	Amendment
3.0	180425	16/04/2025	Amendment
4.0	210326	18/03/2026	Review