



1. Intention

To provide guidance on the conducting of Australian Citizenship ceremonies.

2. Scope

This policy applies throughout the district.

3. Statement

Citizenship ceremonies shall be conducted by the Shire President or Deputy Shire President, or Chief Executive Officer in the absence of the Shire President and Deputy Shire President. Formalities for the Ceremony shall be arranged by the Chief Executive Officer. The Chief Executive Officer is authorised to provide refreshments for the ceremony. Each new citizen shall be gifted a copy of 'Drakesbrook Days & Waroona Years' as a gesture.

4. Legislative and Strategic Context

The *Australian Citizenship Act 2007* and the associated subsidiary legislation provide the broad framework within which this policy operates.

5. Review

This policy is to be reviewed triennially.

6. Associated Documents

Other documents that have an association to this policy and that may be useful reference material are:

- Australian Government – Australian Citizenship Ceremonies Code.

7. Document Control

Division	Community
Policy Number	CP003
Contact Officer	Executive Assistant
Related Legislation	Australian Citizenship Act 2007 Australian Citizenship Regulations 2007
Related Shire Documents	Nil

File Number	CR.6		
Risk Rating	Low	Review Frequency	Triennially
Next Review	June 28	Date Adopted	Click or tap to enter a date.
OCM Number	OCM04/083	Previous Policy No.	COM008, 1.21

8. Amendments

Date	Details of Amendment	Reference	Record Number
28/10/2014	Updated as part of major review.	OCM14/10/127	
18/12/2018	Updated as part of major review.	OCM18/12/126	
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071	
24/06/2025	Amended to specify type of gift to new citizen	OCM24/06/090	CR.6, CM.7