

	Citizenship Ceremony Dress Code
Version No.	Draft V 1.0, 23 October 2019
Endorsement	CEO, <insert date>
Authorisation	Council, <insert date>
Review date:	30 September 2021
Responsible officer:	Manager Legal & Governance
Policy owner	Governance Coordinator

1. Purpose

To meet the requirement of the Australian Citizenship Ceremonies Code which states that every local council should have a Dress Code for its citizenship ceremonies.

To make a formal statement that Council encourages attendees to wear traditional, cultural and/or national dress.

2. Scope

This Dress Code applies to all attendees of a citizenship ceremony conducted by the City of Melton.

3. Definitions

Word/Term	Definition
Citizenship ceremony	is the final legal step in the acquisition of Australian citizenship. For most people this means making 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.
Australian Citizenship Ceremonies Code (the 'Code')	follows the <i>Australian Citizenship Act 2007</i> and sets out the legal and other requirements for conducting citizenship ceremonies as well as the roles and responsibilities for those involved in citizenship ceremonies. The Code provides guidance to organisations to help plan and conduct citizenship ceremonies.

4. Procedure

In order to reflect the significance of becoming an Australian citizen at a City of Melton citizenship ceremony, attendees should wear either formal or business attire or smart casual attire.

Attendees are encouraged to wear traditional, national or cultural dress.

5. Responsibility /Accountability

5.1	Manager Legal & Governance Responsible for: <ul style="list-style-type: none"> • overseeing the administration of this Code • providing professional advice and guidance regarding this Code. • ensuring the Code is complied with.
5.2	Governance Coordinator Responsible for: <ul style="list-style-type: none"> • developing and/or reviewing the Code • keeping documents up-to-date with any legislative or operational changes. • ensuring the Code is complied with.

6. References and links to legislation and other documents

Name	Location
Australian Citizenship Ceremonies Code – August 2019	https://immi.homeaffairs.gov.au/citizenship-subsite/files/australian-citizenship-ceremonies-code.pdf