



Visiting the ACT Legislative Assembly

A brief guide for delegation organisers

About the Assembly

The Legislative Assembly is the parliament of the Australian Capital Territory, a city-state coterminous with the capital city of Australia, Canberra. The Assembly is Australia's youngest (1989) and joint smallest legislature (same number of members as the Northern Territory).

Its 25 members are elected from five multi-member electorates every four years using the Hare-Clark electoral system. They meet in the Legislative Assembly Building on Civic Square in the city centre, on the north side of Lake Burley Griffin – the waterway that divides Canberra.



Source: Guida Moseley Brown Architects

The Speaker is the head of the Assembly, a presiding officer elected by and from among members. The Clerk is the chief secretary and head of the administrative Office of the Legislative Assembly.

What your visit can include

A visit to the Assembly is an opportunity for genuine knowledge exchange between parliaments. We design each program around your delegation's interests and objectives, and may include any of the following:

- **Courtesy call:** A formal meeting with the Speaker, Clerk, or committee chairs, typically including a group photo.
- **Guided tour:** An interpretive tour of the Assembly chamber, committee rooms, and other areas of the building, led by one of our education officers.
- **Observation:** When the Assembly is sitting or a committee is meeting during your visit, we can arrange for your delegation to observe from the public gallery.
- **Knowledge-sharing sessions:** Topic-based discussions with Members or Assembly staff, focussed on sharing experiences, challenges, and innovations. These are our most valued program components, and we will always match the right people on our side to your delegation's interests.
- **Attachment:** For longer or technical visits, the placement of delegation members with their Assembly counterpart to shadow their work and experience and learn from their daily operations.

For our most senior delegations, we may also arrange a **Welcome to Country** delivered by a Ngannawal Elder – a unique ceremonial welcome from the Canberra region's Indigenous peoples to the land on which the Assembly stands.

Planning a visit

Things for you to consider

- **Canberra is not a daytrip:** It is an hour's flight or three-hours' drive each way between Sydney and Canberra. We recommend arriving in Canberra a day before any visit rather than commuting on the day to prevent delays affecting your program.
- **Our seasons are extreme:** Canberra has cold winters (regular sub-zero nights) and hot dry summers (often exceeding 35°C in January). Autumn and spring offer the most comfortable seasons to visit and enjoy Canberra's beautiful outdoors.
- **There are two parliaments in Canberra:** Canberra is home to two parliaments: the national Australian Parliament on Capital Hill and the state ACT Legislative Assembly on Civic Square. Contact our federal colleagues at ipro@aph.gov.au to maximise your parliamentary program.
- **Availability is predictably limited:** There are three periods each year where visits are not recommended: Budget hearings (two weeks in June-July), annual reports hearings (two weeks in November), and the summer school holidays (late December to the end of January). Check our [sitting calendar](#) for exact dates.
- **Immigration requirements may apply:** Depending on your country of origin, every delegation member may require a visa to enter Australia. Contact your country's [diplomatic mission accredited to Australia](#) when planning your visit for further advice.



The Assembly recognises gift-giving is an important expression of reciprocity and hospitality in many cultures. In our institutional culture, we prefer to express reciprocity through warm hospitality and active, generous participation in knowledge exchange. For this reason, we ask that delegations **do not bring gifts** for Assembly members or staff.

What we need from you

When you request to visit, please include the following information in your first email to us:

- Your preferred visit date/s
- The number of visitors or size of your delegation, and
- The purpose of your visit.

If we are able to host your visit, we will ask for further information, which may include dietary requirements, language and accessibility needs, and cultural considerations.

Contact us

To request a visit or discuss the possibility of one, email visits@parliament.act.gov.au.