



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

Preparing your visit to Parliament House

This guide provides important information before and during your visit:

Before your visit

If you are making use of bus funding from Parliament (only available if you are including a voting session with NT Electoral Commission during your visit) please contact more than one local bus company to request quotes. Please advise the bus company that they will need to invoice the Department of the Legislative Assembly once we have approved the quote.

Do not confirm the booking until you have received confirmation from Parliamentary Education Services that we approve the quote.

If you are travelling on your own bus there is no parking available at Parliament House. Instruct your driver to drop your group off at the end of Smith St near Civic Park, this is also the best location for pick up for your return to school.

Punctuality is essential, please arrive five to ten minutes prior to your scheduled start time. All visitors to Parliament House must pass through security screening on entry. This can take some time, especially for larger groups, so please consider this when planning your arrival.

Bags - do not bring school bags to Parliament House. Small bags containing only emergency medical equipment (eg. EpiPens and insulin) are acceptable. Water bottles and snacks must be in a crate or insulated bag for storage.

Public Liability Information – The Department of the Legislative Assembly is subject to the Northern Territory Government's self-insurance arrangements. View the document [here](#)

Universal Access - Parliament House has universal ramps located at the sides of the buildings front entrance. There are universal access toilets and a lift inside the building.

Groups with special access requirements should contact Parliamentary Education Services on 8946 1494 ahead of their visit to discuss arrangements.



During your visit

Supervision and behaviour

We want you to enjoy your visit to parliament and to have the best tour experience possible. Please be aware that:

All groups MUST comply with the appropriate supervising adults. A qualified teacher must at all times during the excursion, retain the duty of care of the students. Teachers and supervising adults are responsible for student behaviour during the visit. Teachers and students are expected to be respectful to the education presenter, Members of Parliament, staff and other visitors to Parliament House. Groups are to move around Parliament quietly and courteously.

School Tour Photography

The Parliamentary Education Office provides civics and citizenship educational programs to promote parliamentary democracy. During your tour the Parliamentary Education Office may take photos or videos for use on the parliament's website, or Parliamentary Education Office publications, resources, promotions, advertising and social media.

The integrity of the images will be maintained at all times by the Parliament and will be used in good faith, with no individual child being identified. The duty teacher will be notified of any photos/videos being taken. If you do not wish your class to be photographed during the tour, please contact the Education office prior to your tour.

Evacuation procedure

Parliament House has an evacuation procedure that covers every part of the building. In case of an emergency, all school visitors are to take directions from the Education presenter and Parliament House Fire Wardens. Teachers will be asked to do a roll call and must immediately alert Parliament House staff if any students are missing.

Venue Management

Please be aware that it is in the nature of the functioning of our Parliament that circumstances can change at short notice and may require the cancellation or alteration of your booking. The duty manager at the time of the excursion will be the Education Manager – Committees, Information and Engagement.

Other bookings have been/will be taken for this same period. The Parliamentary Education Office manages the number of students and other Education Office visitors on site at any one time.

One Parliamentary Education Office staff member will be on duty during your excursion. All Parliamentary Education office staff who will interact with students have a current Ochre card. All staff interacting with students have relevant experience/qualifications to present to students.

