



LEGISLATIVE ASSEMBLY FOR THE AUSTRALIAN CAPITAL TERRITORY

STANDING COMMITTEE ON PLANNING TRANSPORT AND CITY SERVICES
Ms Jo Clay MLA (Chair), Ms Suzanne Orr MLA (Deputy Chair),
Mr Mark Parton MLA

INQUIRY INTO URBAN FOREST BILL 2022

Dear Gay,

I write to invite **Australian Institute of Landscape Architects** to meet with ACT Legislative Assembly's Standing Committee on Planning, Transport and City Services in relation to its Inquiry into the Urban Forest Bill 2022.

The Committee has scheduled public hearing for **Thursday 6 October 2022** and intends to hear evidence from a range of organisations.

The Committee would like to invite you give evidence on Thursday 6 October 2022, between 9.05am and 9:25am.

You would be appearing alongside Forestry Australia.

If you are interested in participating, please contact me [by email](mailto:by_email)¹ or by phone on (02) 6205 0199 to indicate your availability. Further information on the hearings is included below.

If you are able to attend, please let me know if you or others attending with you have any special needs arising from a disability so that they can be accommodated.

Location

The Hearings will be held in Prince Edward Island Room on the ground floor of the ACT Legislative Assembly building on London Circuit, Canberra City.

You will need to present to the public entrance (on the Civic Square side of the building where the fountain and statue of Ethos are). Pay parking is available in the public car parks near the Canberra Theatre Centre. The Attendants at the Assembly's public entrance can direct you to the relevant committee rooms.

Format

At the start of your appearance you will be called by the Chair to sit opposite the Committee. The Chair will ask you if you have read and understood the privileges card/statement (attached for your information) and ask that you acknowledge whether you understand the privilege implications.

Witnesses are then invited to make an opening statement of no more than 5 minutes, which will be followed by questions from the Committee.

¹ LACommitteePTCS@parliament.act.gov.au

Hansard and Broadcasting

To provide a record, Hansard will transcribe the hearing. In addition, in accordance with the *Legislative Assembly (Broadcasting) Act 2001*, proceedings of public hearings may be broadcast to Government offices and the media. Hearings are [web-streamed live](#),² and can be viewed on demand on the Assembly website. Media, including TV cameras, may also be present.

If you have any objections to your evidence being broadcast please contact me on 6207 4843 as soon as possible before the hearing date.

I have provided you with a form that you (and any other witness appearing with you) will need to complete and return to the Committee Support Office prior to the day of your hearing. This form ensures that your name and personal details are recorded correctly for Hansard and that you are aware of the process. (The form is in Word and PDF for your convenience – you don't need to complete both.)

Privilege

Please be advised that public hearings of Assembly committees are legal proceedings of the Legislative Assembly, protected by parliamentary privilege. That gives you certain protections but also responsibilities. It means that you are protected from certain legal action for what you say to a committee within the hearing (such as being sued for defamation, or being prosecuted). It also means that you have a responsibility to tell the truth. Giving false, misleading or defamatory evidence will be treated by the Assembly as a serious matter.

Additional material

At the hearing you may wish to present additional information/documents to the Committee. It will be a decision of the Committee whether or not it receives and authorises for publication such information. The Committee may not be in a position to make these decisions on the day of the hearing.

You should also note that privilege will not apply to documents provided to a committee if the document has a purpose beyond the Committee's inquiry, such as a report commissioned by and for another body or a copy of correspondence from one individual to another. If you intend to provide a document to the Committee during the hearing, please ensure you have four copies of each document (one for each member and one for the Secretary). If the document is available online, one copy is sufficient. Documents should be handed to the Secretary to distribute.

Transcripts

Around four business days following the hearing, a Proof Hansard transcript of the hearing will be available, which is a verbatim record of what was said at the hearing. The Committee Support Office will send this to you for review and comment. It will also be available on the [committee transcript page](#)³ of the Assembly website.

Further information

You can find more information on [appearing as a witness](#)⁴ on the Assembly website.

² <https://broadcast.parliament.act.gov.au/>

³ <https://www.hansard.act.gov.au/hansard/2021/comms/default.htm>

⁴ <https://www.parliament.act.gov.au/parliamentary-business/in-committees/Getting-involved>

Contact

Please contact me to discuss any questions arising from this letter.

If you need to contact me on the day of the hearing, please email me or call our office on (02) 6205 0445 and my colleagues can get a message to me.

Yours sincerely,

Kate Mickelson

Acting Committee Secretary
Standing Committee on Planning, Transport and City Services