



GOVERNMENT HOUSE  
ADELAIDE

**PART 1: INFORMATION AND PROTOCOLS  
FOR EVENTS ON THE GROUNDS OF GOVERNMENT HOUSE**

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The grounds of Government House may be made available, at the Governor's discretion, for charitable and community events. They are not made available for hire or for use for commercial purposes.

All costs associated with conducting an event in the grounds of Government House are at the expense of the organisation requesting use of the grounds, including but not limited to marquee hire, food and beverage provisions, furniture hire, AV hire and rubbish removal.

Government House has a moral and legal obligation to provide a safe workplace under the *Work Health and Safety Act 2012* and the *Work Health and Safety Regulations 2012*. As a condition of using the grounds you must take reasonable care to protect your health and safety, as well as that of others that may be affected by your actions or omissions.

Failure to follow these requirements may result in withdrawal of the Governor's consent for your organisation to hold their event.

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**The following is a guide outlining the practical considerations and legal obligations of the organisation arranging an event in the grounds of Government House.**

This document makes reference to required documentation that can be found in  
**PART 2: DOCUMENTS TO BE COMPLETED BY THE ORGANISATION**

**Please return the signed agreement on Page 10,  
once you have read and understood this document.**



## **PART 1: INFORMATION AND PROTOCOLS FOR EVENTS ON THE GROUNDS OF GOVERNMENT HOUSE**

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## **PART 1: INFORMATION AND PROTOCOLS FOR EVENTS ON THE GROUNDS OF GOVERNMENT HOUSE**

### **Amusement structures**

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Amusement structures are not to be used or operated unless a current certificate of registration issued by SafeWork SA can be provided. Interstate registrations are not acceptable in South Australia.

### **Areas of Government House to be used**

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Government House will advise which areas of the grounds will be made available for use. Access inside Government House or use of any inside facilities, such as the kitchen or toilets, is not permitted, before, during or after the event. Movement by the guests will be confined to the immediate area of the event and the toilet block.

### **Briefing by Government House**

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Once favourable consideration has been provided by the Governor for an organisation to host an event in the grounds of Government House, a meeting between the Government House Project Officer and the organisation is required to formalise the event. This meeting is to ensure the organisation and event will be able to meet the requirements of Government House, general details are agreed to, and a Government House WHS induction is provided.

### **Briefing information**

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An event briefing sheet, supplied by Government House, is required to be completed. This will allow a brief to be prepared for the Governor outlining his role and formalities.

**SEE PART 2: DOCUMENT 1 | [Event Briefing Sheet](#)**

### **Bump in, bump out and run sheet**

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A schedule of bump in and bump out times is required. A responsible officer of the organisation must be present at all times when contractors are onsite, during the event, and when any other work is being done.

A run sheet may be combined with the bump in/out schedule, or submitted separately. Please include as much detail as possible.

**SEE PART 2: DOCUMENT 2 | [Bump in, bump out and run sheet](#)**

### **Car parking**

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Car parking is not available for guests attending the event. Access to the grounds for chauffeur vehicle drop off and collection is available. Limited car parking for event staff will be available in the Government House car park, upon prior request and approval by the Project Officer.



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### **Contractor information**

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It is the responsibility of the organisation to ensure that all contractors and workers onsite have been inducted to Government House grounds by completing the WHS Contractor Induction Form. The completed forms are to be provided to Government House prior to work commencing and all contractors are required to sign in and out at the Guard House upon arrival.

It is the responsibility of the organisation to ensure that Government House is provided copies of the following documentation for all contractors entering the grounds to assist with the event:-

- Certification of insurance details (incl. Public Liability and Business/Products Liability)
- Relevant risk assessments and Safe Work Instructions.

**SEE PART 2: DOCUMENT 3 | WHS Contractor Induction**

### **Costs**

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Cost to public funds is to be restricted to reasonable electrical power and water requirements. Government House will only provide in-house staff support to confirm logistical information, advice on Government House protocols, prepare a brief for the Governor and ensure the organisation meets all obligations and requirements. The organisation arranging the event will be held accountable for the cost of repairing any damage caused by its contractors, employees or guests.

### **Electricity**

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Reasonable electricity usage is available and locations are marked on the map. Power sources available are a combination of three-phase and standard power. The location of marquees, stage and audio may be subject to power requirements.

**SEE PART 2: DOCUMENT 6 | Map**

### **Electrical equipment**

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- All electrical equipment is to be tested and tagged in accordance with AS/NZS 3760 – testing and tagging of electrical equipment
- Residual circuit devices (RCDs) are to be used where required, including all hand held electrical appliances and tools
- All cable runs are to be appropriately secured and covered where required to prevent accidental damage or trip hazards
- All leads, plugs etc. are to be protected from weather and other environmental conditions (e.g. water and dust).



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### Emergency Response Plan

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Government House requests that the organisation completes an Emergency Response Plan for the event. As each event on the grounds of Government House varies in terms of numbers attending, structures erected, lighting and sound equipment utilised, Government House will advise if the nature of your event requires further considerations made to the plan. If any adjustments to your Emergency Response Plan are made, it will re-issued and sent back to you. ***If you wish to view a sample of an Emergency Response Plan, please contact the Project Officer.***

**SEE PART 2: DOCUMENT 4 | Emergency Response Plan**

### Entry to the Government House grounds

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All entry to Government House is through the main gates located on the corner of North Terrace and King William Street. By prior arrangement, Government House may approve the use of Kintore Avenue pedestrian gate (note that extra security is required for use of this gate) or rear access gate for large vehicles only.

All guests will be required to present some form of identification upon entry, which is supplied by the organisation i.e. an invitation, a ticket, flyer etc., which will clearly identify them as a guest.

The organisation is to provide their own staff to be located at the entrance, to control access. Both pedestrians and cars use this gate so it is essential that care and correct entry procedures are in place to ensure safety at all times.

### Equipment

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It is the responsibility of the organisation to ensure that all equipment necessary for the event is provided. This includes chairs, tables, cutlery, glassware, cooking equipment, lights, marquees, AV equipment, lectern and electric cables.

### First Aid

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It is a Government House requirement that each organisation contacts St John Ambulance to seek advice if St John attendants are required to be present at the event. This will be at the cost of the host organisation.

St John Ambulance Australia  
08 8306 6995 or 1300 360 455  
[www.stjohnsa.com.au](http://www.stjohnsa.com.au)

### Government House staff and contact information

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A staff member of Government House will be on duty at all times during the event and may be contacted in case of an emergency or other special need by ringing the back doorbell in the courtyard or by calling the numbers on the Emergency Response Plan.



## **PART 1: INFORMATION AND PROTOCOLS FOR EVENTS ON THE GROUNDS OF GOVERNMENT HOUSE**

### **Guest list**

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Government House is an apolitical venue and it is essential to be mindful of this when issuing invitations. For example, if a Minister is to be invited, it is preferable for the Shadow Minister to also be invited. Government House requires a final guest list to be provided prior to the event.

**SEE PART 2: DOCUMENT 5 | Guest List**

### **Incident reporting**

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Any injuries, incidents, near misses and hazards must be reported immediately or as soon as practicable to Government House and appropriate form completed.

**SEE PART 2: DOCUMENT 10 | Incident Reporting**

### **Insurance**

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Proof of appropriate insurance cover for the event is to be provided, in particular:-

- effective Public Liability cover (minimum limit required \$20,000,000) with a 'Goods Sold' extension where necessary
- the interests of the Government of South Australia are to be noted in respect of the event

**REQUIRED: Proof of Insurance or Certificate of Currency**

### **Invitations and promotion of the event**

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A draft copy of invitations, any advertisement for the event or media releases must be submitted to Government House for approval prior to release.

If the Governor's name is to be printed, please ensure it is correct, including post-nominals:  
**His Excellency the Honourable Hieu Van Le AC, Governor of South Australia**

**REQUIRED: Copy of Invitation/Advertisement/Media Release Drafts etc.**

### **Lighting**

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Government House provides limited lighting such as the flood lights under large trees, lighting around the toilet facilities and dull lighting along the gravel drive way. Depending on the nature of your event, this may be sufficient, however it is the responsibility of the organisation to ensure appropriate lighting is provided for their event, which includes setting up and dismantling. All portable lighting is to be tested and in date.

### **LPG cylinders**

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Liquid Petroleum Gas Cylinders and Heaters are to be stored and used ensuring compliance with *AS/NZS 1595:2002 – the storage and handling of LP Gas*.



## PART 1: INFORMATION AND PROTOCOLS FOR EVENTS ON THE GROUNDS OF GOVERNMENT HOUSE

### **Marquees, stages and platforms**

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The organisation must liaise with the Project Officer regarding size and location of marquees, stages and other equipment. Sufficient coverage must be provided for all guests and staff in the event of inclement weather or heat.

The organisation is required to sketch the setup requirements and marquees on the map provided.

**SEE PART 2: DOCUMENT 6 | Map**

It is the responsibility of the organisation to supervise the installation and erection of equipment and facilities, and ensure the protection of the lawns and gardens. Accordingly, marquees must only be standing for the minimum amount of time possible and may not be left standing over a weekend. Before erecting marquees, organisations must liaise with the Project Officer. Consultation with the Government House Gardeners may also be necessary. On the set-up day the Gardeners will mark the location of the underground irrigation infrastructure by placing small flags in the lawn. Marquee pegs should avoid these areas.

Organisations must also:

- Prevent any vehicles driving on lawns or pavers
- Ensure that trees are not damaged by high vehicles
- Prevent damage to lawn edging by the movement of vehicles, and prevent damage to the underground irrigation system
- Ensure that no ice, boiling water or any other liquids are poured onto the lawns to prevent burning the grass.
- Ensure all contractors adhere to Government House WHS Standards

**SEE PART 2: DOCUMENT 3 | WHS Contractor Induction**

*Please note: It is the responsibility of the organisation to ensure all contractors adhere to these requirements. Reimbursement will be sought for any damage occurred during the setup, duration and dismantlement of the event.*

### **Number of guests**

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Government House must be advised of the approximate number of guests attending the event at the time when the initial event request is made. Many requirements, obligations and emergency procedures are dependent on the number of guests attending the event.

### **Preparation and storing of food and beverages**

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It is the responsibility of the organisation to ensure preparation, storing and serving of all food and beverages adheres to the Food Safety Standards requirements. Further details can be found at: [www.foodstandards.gov.au/consumer/safety/faqsafety](http://www.foodstandards.gov.au/consumer/safety/faqsafety)



## **PART 1: INFORMATION AND PROTOCOLS FOR EVENTS ON THE GROUNDS OF GOVERNMENT HOUSE**

### **Rubbish removal**

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It is the responsibility of the organisation to ensure that rubbish is removed from the grounds on conclusion of the event. Lawns are to be left clear of any debris, including food waste, bottles and recycling, whether bagged up or still loose.

**SEE PART 2: DOCUMENT 6 | Map**

### **Risk Assessment**

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The organisation is required to complete a Risk Assessment and provide a copy to Government House. Government House can provide an example of an assessment upon request. The organisation is required to implement the risk management/hazard management strategies identified.

**SEE PART 2: DOCUMENT 8 | Risk Assessment**

### **Security**

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The security of Government House is monitored at all times. Depending on the nature of the event, number of guests and advice from security advisers (obtained by Government House), Government House will advise if additional security is required, at the cost of the organisation.

### **Serving of alcohol**

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Where liquor is to be offered, a copy of a Liquor Licence must be provided.

To obtain information, advice and to apply for a licence, please contact:

Consumer and Business Services  
Chesser House, 91-97 Grenfell Street, Adelaide SA 5000  
PH: 131 882  
[www.olg.sa.gov.au](http://www.olg.sa.gov.au)

If you receive advice from Consumer and Business Services that a liquor licence is not required for your event, please provide Government House with a copy of that advice.

**REQUIRED: Liquor License**

### **Signage**

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In general terms, it is important that the Governor and Government House are not seen to be aligned with particular commercial interests. Further, it is important to preserve the heritage character of Government House. Accordingly, requests for the display of signs, especially commercial signs, should be discussed with the Project Officer. Generally, only discreet signs within marquees will be permitted. Labels and logos on marquees, vehicles and equipment will be considered on a case by case basis. It is not permitted for promotional material to be distributed during the event.





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### Smoking

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Smoking is not permitted within the grounds of Government House. It is the responsibility of the organisation to ensure all guests and contractors are aware of the smoking restrictions.

### Speeches

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It is generally accepted that the Governor will be asked to provide a brief welcoming address for all events at Government House. The correct protocol is for the Governor to speak at the beginning of formalities, before other guest speakers. A speech notes prepared by the organisation for the Governor are to be submitted to Government House three weeks prior to the event date.

**REQUIRED: DOCUMENT 7 | [Speech Information](#)**

### Staff and volunteer induction training

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Government House requires the organisation to induct all volunteers and staff associated with the event about the emergency response plan/evacuation plan and any other setup or site specific information.

### Toilet facilities

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Government House has a limited number of toilet facilities available for use by guests attending an event in the grounds:

Female: two cubicles

Male: one cubicle and one urinal

Disability access: two cubicles

It is the responsibility of the organisation to ensure there are a sufficient number of toilet facilities, including provision for people with disabilities. If your event exceeds 500 guests for duration of longer than 2 hours, additional facilities will be required. Government House may require or suggest additional facilities are hired for the convenience of your guests, depending on the circumstances and style of your event.

Part 2: DOCUMENT 8 | [Toilet Facilities](#) provides a recommendation as to the number of toilet facilities which should be available for various numbers of guests over differing periods of time.

**SEE PART 2: DOCUMENT 9 | [Toilet Facilities](#)**

### Water

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Reasonable usage of fresh water is available.



**PART 1: INFORMATION AND PROTOCOLS  
FOR EVENTS ON THE GROUNDS OF GOVERNMENT HOUSE**

**AGREEMENT**

**To be signed by organisation and returned to Government House ASAP**

I, .....

(position) .....

(organisation) .....

**Have thoroughly read and understood [Part 1: Information and Protocols for Events](#)**

**[On The Grounds of Government House](#), and agree to abide by the requirements and**

**obligations in respect of the:**

.....(event name)

.....(date)

Signed .....

Date .....