



Government House  
Adelaide

## **PROTOCOLS AND REQUIRED INFORMATION FOR VICE-REGAL ENGAGEMENTS**

The following document outlines considerations which need to be made when the Governor is attending a function, and the information Government House requires to produce a detailed brief for the Governor and Government House staff associated with the function.

It is essential that the required information (and speech material, if applicable) is completed and returned to Government House by the stipulated time. Failure to follow these requirements may result in withdrawal of the Governor's attendance at your function.

Requests for His Excellency and/or Mrs Le's program are given consideration at the start of each month, three months in advance. Any invitation received outside of this time frame will be registered and correspondence sent from Government House acknowledging the invitation and advising when to expect a firm response.

### **HELPFUL INFORMATION**

#### **Mode of address**

The Governor should be addressed as "Your Excellency" on first greeting. Thereafter "Your Excellency" or "Sir" may be used. "Your Excellency" should be used on farewell.

#### **Announcing the Governor**

When announcing the Governor at a function the Governor should be introduced as "His Excellency the Honourable Hieu Van Le, Governor of South Australia".

It is appropriate, when announcing the Governor, that guests are requested to be upstanding for the arrival of the Governor and, if the Vice-Regal Salute is being played, remain upstanding until the Vice-Regal Salute has concluded.

#### **Vice-Regal Salute**

The Vice-Regal Salute is the first four and the last four bars of "Advance Australia Fair". It is a personal salute that is played to mark the arrival of the Governor at certain events. It may be performed live or a copy of the Vice-Regal Salute on CD/MP3 file can be borrowed from Government House or downloaded from the Government House website.

Whether or not the Vice-Regal Salute should be played will vary depending on the specifics of each event. The Government House Protocol team can assist you in determining if playing the Vice-Regal Salute is appropriate at your function. Examples of occasions when it is customary to play the Vice-Regal Salute include:

- Ceremonial and formal occasions (e.g. opening ceremonies, award ceremonies and gala events);
- Opening night theatre performances and concerts (providing it is not artistically inappropriate);
- Church services where the Governor is taking a special part in the service or the service of a special occasion.

The Vice-Regal Salute should not be played while the Governor is walking. It is played when the Governor has reached his position at the dais, podium or table and the accompanying party are motionless.

### **Attending / Attended by**

The Governor will normally be attended by his Aide or a Protocol Officer (during office hours) or one of his Honorary Aides-de-camp (on evenings and weekends). The name of the person attending the Governor will be included in the final brief. The following seating arrangements need to be considered.

**Seating:** Breakfasts/luncheons/dinners - at an adjacent table in direct line of sight with the Governor.  
If there is only one large table - seated at the table in line of sight of the Governor.  
For theatre style seating – seated directly behind the Governor and close to the aisle.

### **Governor's Security Liaison Officer**

The Governor may be accompanied by a Security Liaison Officer (GSLO). Note, this is in addition to the Governor's Aide or Honorary Aide-de-Camp. The Protocol Officer will confirm if a GSLO will be in attendance, if so, it would be appreciated if the following requests could be accommodated:

**Parking:** A car park next to the Governor's vehicle.

**Seating:** Breakfasts/luncheons/dinners – seated at an adjacent table in direct line of sight with the Governor.  
If there is only one large table, the GSLO is not required to be seated at the same table, however, it would be appreciated if a suitable seat and meal (if applicable) is provided.  
For theatre style seating – close proximity to the Governor and on the aisle.

### **Seating Plan**

The host should sit to the Governor's left where possible. For a Church service, the Governor (and/or Mrs Le) and Honorary Aide-de-camp or other accompanying person should occupy the front right-hand pew.

### **Style, title and reference to the Governor and Mrs Le**

Official titles: His Excellency the Honourable Hieu Van Le AC, Governor of South Australia  
Mrs Lan Le

Place cards: His Excellency  
Mrs Lan Le

The following must be approved by Government House prior to release/printing:

- Where the Governor has agreed to unveil a **plaque**.
- Where the Governor's presence is referred to on an **invitation**.
- If a **media release** has been prepared referencing the Governor or Government House.

### **Presentation of awards**

Requests for the Governor to present certificates or awards during the function should be indicated when the invitation is issued.

### **Speeches by the Governor**

Where a speech has been agreed to, a draft speech or material to assist in the preparation of the speech will be required and must be provided by the date specified.

Requests for the Governor to make a speech should be made when the invitation is issued. Unless it has been agreed at the time of accepting an invitation, the Governor will not speak at a function.

It is preferred that the Governor speaks at the beginning of formalities and is the first speaker at a function. If there are to be other speakers before the Governor, it is important that Government House be advised of the subject matters on which they will speak, to avoid overlap. It is also important that Government House is advised of any dignitaries attending (as listed in the attached order of precedence), to ensure their presence is acknowledged.

At a function where the Governor will speak, it would be appreciated if an adequately illuminated lectern and a public address system could be provided.

## FUNCTION INFORMATION SHEET FOR VICE-REGAL ENGAGEMENTS

Please complete the information sheet with as much detail as possible and **return to Government House in the timeframe stipulated by the Protocol Officer.**

If you require further information on protocols associated with Vice-Regal attendance please contact the Government House Protocol Team.

### GOVERNMENT HOUSE CONTACT DETAILS

Protocol Team	Phone: 08 8203 9800
Office of the Governor	Email: <a href="mailto:ghprotocol@sa.gov.au">ghprotocol@sa.gov.au</a>
Government House	Fax: 08 8115 1339
GPO Box 2373, ADELAIDE SA 5001	Web: <a href="http://www.governor.sa.gov.au">www.governor.sa.gov.au</a>

<b>ORGANISATION NAME</b> <i>Official name of hosting organisation</i>					
<b>FUNCTION TITLE</b> <i>Name of event</i>					
<b>FUNCTION DATE</b> <i>Day, date, month, year</i>	Click here to enter a date.				
<b>FUNCTION TIME</b> <i>Start and finish time</i>	Start Finish	Choose an item.:Choose an item. Choose an item. Choose an item.:Choose an item. Choose an item.			
<b>VENUE AND ADDRESS</b> <i>Name of the function area, venue and street address</i>					
<b>CONTACT DETAILS</b> <i>Details of <b>two people</b> who will be present and contactable on the day of the function and during the function</i>					
<b>Title</b>	<b>First name</b>	<b>Surname</b>	<b>Post nominals</b>	<b>Position</b>	<b>Mobile number</b>
1.					
2.					
<b>DRESS</b> <i>It is important that His Excellency and Mrs Le are dressed appropriately and consistent with other guests. What have other guests been advised to wear?</i>	<input type="checkbox"/> Smart Casual (no tie, neat casual attire) <input type="checkbox"/> Lounge Suit / Day Dress (business suit, day time attire) <input type="checkbox"/> Lounge Suit / After Five (business suit, cocktail dress, semi-formal attire) <input type="checkbox"/> Dinner Jacket / Evening Dress (bowtie, short or long evening gown formal attire) <input type="checkbox"/> Uniform – please specify _____ <input type="checkbox"/> Other – please specify _____				
<b>DECORATIONS</b> <i>Will guests be requested to wear insignia of military and civilian honours?</i>	<input type="checkbox"/> No decorations <input type="checkbox"/> Full-size decorations (for daytime functions) <input type="checkbox"/> Miniature decorations (for formal black tie functions)				

<p><b>EVENT DETAILS</b>  <i>The following important event details, such as number of guests, ticketing, beverages and security, helps Government House appropriately prepare event and security requirements.</i></p>	<p><b>NUMBER OF GUESTS</b> - Approx. number of people attending: _____</p> <p><b>TICKETING OF THE EVENT</b> – is best described as:</p> <p><input type="checkbox"/> Invitation only</p> <p><input type="checkbox"/> Ticketed</p> <p><input type="checkbox"/> Open to the public with no advance ticketing</p> <p><b>ALCOHOL</b> - Please indicate if alcohol is being served.</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><b>SECURITY</b> – Will there be security at the function? If so, please provide details.</p> <p>Name: _____</p> <p>Organisation: _____</p> <p>Contact: _____</p>
<p><b>GOVERNOR’S ARRIVAL AND DEPARTURE TIME</b></p>	<p><b>ARRIVAL</b> - It is customary on most occasions for the Governor and/or Mrs Le to arrive just prior to the commencement of official formalities and to be the last official guest(s) to arrive.</p> <p><b>SUGGESTED ARRIVAL TIME:</b></p> <hr/> <p><b>DEPARTURE</b> - It is customary on most occasions for the Governor and/or Mrs Le to be the first guest to depart following formalities. If possible, they prefer a discreet departure and the host should escort the Governor and/or Mrs Le to the Vice-Regal vehicle.</p> <p><b>CONCLUSION TIME OF FORMALITIES:</b></p> <hr/> <p><b>CONCLUSION TIME OF FUNCTION:</b></p> <hr/>
<p><b>ARRIVAL LOCATION</b>  <i>Exact point that the Governor and/or Mrs Le will alight from the vehicle. Please be specific and attach a map/diagram where possible.</i></p>	<p>Location: _____</p> <p>Map attached:</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p><b>PARKING</b>  <i>It is customary for the host organisation to reserve a car park for the Vice-Regal vehicle and GSLO vehicle (if applicable) for the duration of the function.</i></p>	<p><i>Please indicate location of parks (and include on location map if possible)</i></p> <p><b>Vice-Regal Vehicle:</b></p> <p>_____</p> <p><b>GSLO vehicle:</b></p> <p>_____</p>

**GREETING THE GOVERNOR ON ARRIVAL**

*It is customary for the host, or his/her representative (and their partner, if applicable) of a function, to greet the Governor and/or Mrs Le at the vehicle upon arrival and escort them into the function area. It is also customary for the host, or his/her representative of a function, to escort the Governor and/or Mrs Le at the vehicle upon departure.*

*Please provide the details of the person/people meeting the Governor and/or Mrs Le on arrival and escorting on departure.*

**ARRIVAL**

Title	First name	Surname	Post nominals	Position	Mobile number
1.					
2.					

**DEPARTURE**

Title	First name	Surname	Post nominals	Position	Mobile number
1.					
2.					

**PRESENTATION OF KEY GUESTS TO THE GOVERNOR**

*It is customary on most occasions for the host of the function to present key guests in attendance at the function to the Governor and/or Mrs Le. Where possible this should occur in a foyer, ante room or at the entrance to the venue, rather than in front of people attending the function.*

**Presentation area**

*Name and/or description of presentation area.*

**Guests to be presented**

*Where possible the number of guests presented should ideally be limited to no more than eight people, including partners. It is customary for key dignitaries and senior representatives to be presented, but this will vary as appropriate, depending on the function in question. Example of guests to be presented*

- *Dignitaries (i.e. people featured in the South Australian Order of Precedence)*
- *President / Board Members / CEO etc. of the host organisation*
- *Special guests (e.g. guest speakers)*
- *Guests seated on the Governor's table*

Title	First name	Surname	Post nominals	Position	Organisation
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

**SEATING AND FLOOR PLAN**

*In order to brief the Governor, and to ensure protocols are correctly followed, we need to be aware of seating and floor plans for any seated event.*

*If there is seating at your function, please attach a copy of the seating plan. The seating plan does not need to indicate where all attendees will sit, but must clearly indicate where the Governor and/or Mrs Le, the host, Aide/Hon ADC and other key people will be seated. The host should sit to the Governor’s left where possible.*

The accompanying **Aide/Hon ADC** should be seated as follows;

- *Breakfasts/luncheons/dinners – seated at an adjacent table in direct line of sight with the Governor.*
- *If there is only one large table the Aide should be seated at the table in line of sight of the Governor.*
- *For theatre style seating - directly behind the Governor and close to the aisle.*

The accompanying **GSLO** (if applicable) should be seated as follows;

- *Breakfasts/luncheons/dinners – seated at an adjacent table in direct line of sight with the Governor.*
- *If there is only one large table, the GSLO is not required to be seated at the same table, however it would be appreciated if a suitable seat and meal is provided.*
- *For theatre style seating – close proximity to the Governor and on the aisle.*

<b>Please indicate seating arrangements</b> <i>Table numbers, seat, row numbers etc.</i>	<b>His Excellency and Mrs Le:</b>  <b>Aide/Hon ADC:</b>  <b>GSLO:</b>
<b>Seating Plan attached</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>VICE-REGAL SALUTE</b>	
<p><i>The Vice-Regal Salute is the first four and the last four bars of “Advance Australia Fair”. It is a personal salute that is played to mark the arrival of the Governor at certain events. It may be performed live or a copy of the Vice-Regal Salute on CD/MP3 file can be borrowed from Government House or downloaded from the Government House website.</i></p> <p><i>Whether or not the Vice-Regal Salute should be played will vary depending on the specifics of each event. The Government House Protocol team can assist you in determining if playing the Vice-Regal Salute is appropriate at your function. Examples of occasions when it is customary to play the Vice-Regal Salute include:</i></p> <ul style="list-style-type: none"> <li>• <i>Ceremonial and formal occasions (e.g. opening ceremonies, award ceremonies and gala events).</i></li> <li>• <i>Opening night theatre performances and concerts (providing it is not artistically inappropriate).</i></li> <li>• <i>Church services where the Governor is taking a special part in the service or the service of a special occasion.</i></li> </ul> <p><i>The Vice-Regal Salute should not be played while the Governor is walking. It is played when the Governor has reached his position at the dais, podium or table and the accompanying party are motionless.</i></p>	
<b>Vice-Regal salute to be played</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Vice-Regal salute required</b>	<input type="checkbox"/> Loan CD <input type="checkbox"/> MP3 file (via email)

**ORDER OF PROCEEDINGS (run sheet)**

*A detailed order of proceedings is required to ensure the Governor can be briefed on what is to be expected during attendance at the function. This includes estimated timings for speeches and presentations and identifying the people involved in proceedings and the role they will play. **Please attach as a separate document.***

**Example of information required**

6:00 pm	Guests arrive and proceed to the Star Room for pre-dinner refreshments.
6:15 pm	His Excellency and Mrs Le arrive at the entrance and are met by Mr Bill Smith, Chairperson of the Association and escorted into the Diamond Room (function area).
6:19 pm	Mr Andrew Kayne, MC, welcomes guests.
6:20 pm	Mr Bill Smith, Chairperson addresses the guests.
6:25 pm	His Excellency addresses the guests.
6:30 pm	Entrée is served.
6:50 pm	His Excellency, assisted by Mr Smith, present awards (x4).

**ADDITIONAL INFORMATION**

*In addition to the function information required, we ask that you also provide additional background information about the event and organisation such as how long the event has been running for, any significant milestones for your organisation, any awards received etc.*

***Please attach as a separate document.***

## SOUTH AUSTRALIAN ORDER OF PRECEDENCE

The Governor-General
The Governor
The Officer Administering the Government
Governors of other States
The Premier
The Prime Minister of Australia
The Lieutenant-Governor ( <i>unless Administering the State</i> )
The Chief Justice of the Supreme Court of South Australia
a) Foreign Ambassadors and High Commissioners
b) Foreign Ministers and Envoys
Members of the State Executive Council ( <i>Ministers, in order of precedence</i> )
The President of the Legislative Council
The Speaker of the House of Assembly
Chief Justice of Australia
Members of the Federal Executive Council ( <i>Federal Ministers, in order of precedence</i> )
Federal President of the Senate
Federal Speaker of the House of Representatives
The Leader of the, Opposition (House of Assembly)
The Leader of the Opposition in the Legislative Council
The Federal Leader of the Opposition
Premiers of other States
a) Former Governors-General, <i>according to date of leaving office</i>
b) Former Governors of South Australia, <i>according to date of leaving office</i>
c) Former Premiers, <i>according to date of leaving office</i>
d) Former Prime Ministers, <i>according to date of leaving office</i>
e) Former Chief Justices, <i>according to date of leaving office</i>
The Puisne Judges (Supreme Court)
Judges of the High Court
Members of the Legislative Council
Members of the House of Assembly
The Lord Mayor
Federal Members of Parliament
Chief Judge, District Court
President of the Industrial Court
Judges of District Court
Deputy President of Industrial Court
Judges of the Federal Court, the Family Court, and other Australian Courts
The Judge in Bankruptcy
Judges of Licensing Court
Senior Defence Force Representative – SA, Senior Officers in SA of the Naval, Military and Air Forces, <i>according to seniority</i>
Consular Body, SA
Permanent Heads of State Government Departments, the Commissioner of Police, the Solicitor General, the Auditor-General, and the Ombudsman
Ex-Ministers of the State and persons authorised to retain the prefix “Honourable”