



GOVERNMENT HOUSE
ADELAIDE

PROTOCOLS AND REQUIRED INFORMATION FOR VICE-REGAL ENGAGEMENTS

The Governor and/or Mrs Le attend many ceremonies and functions, such as Opening of Parliament; the investiture of Australian Honours; 'taking the salute' on Anzac Day; delivering addresses on significant occasions such as Proclamation Day and other community celebrations; officiating at the opening of major conferences or substantial new buildings or facilities; visiting schools and community organisations; industry tours and briefings; and encouraging and rewarding citizens throughout the state for their efforts to promote the well-being of the state and its people. Once the Governor has provided favourable consideration to attend a function there are some protocols which Government House request are considered.

The following document outlines the 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 sent to Government House by the specified time. Failure to follow these requirements may result in withdrawal of the Governor's attendance at your function.

TIMELINE FOR INFORMATION

Written request to the Governor extending an invitation to attend a function	4+ months prior to function preferred
If favourable consideration given, formal accept letter and protocol information sent to host organisation	Within 3 months prior to function
Media releases, promotional material, plaques or invitations with reference to the Governor sent to Government House for approval	As required
If a request has been made for the Governor to deliver a speech, a phone appointment needs to be made with Government House to discuss speech content and style	Minimum 4 weeks prior to function
Function information sheet completed and returned to Government House	3 weeks prior to function
Draft speech submitted (if applicable)	3 weeks prior to function
Brief for the Governor prepared by Government House and sent to organisation for confirmation/amendments as necessary	1 week prior to function
Final brief and speech presented to the Governor and/or Governor's spouse	5 days prior to function



GOVERNMENT HOUSE
ADELAIDE

FUNCTION INFORMATION SHEET FOR VICE-REGAL ENGAGEMENTS

Please fill out all fields with as much detail as possible. For additional information regarding protocol please refer to the information following the function information sheet or contact the Protocol Team at Government House.

CONTACT DETAILS

Protocol Team
Office of the Governor
Government House
GPO Box 2373, ADELAIDE SA 5001
☎ 08 8203 9800
📠 08 8115 1339
✉ ghprotocol@sa.gov.au
🌐 www.governor.sa.gov.au

ORGANISATION NAME														
FUNCTION TITLE														
EVENT DATE														
VENUE AND ADDRESS														
CONTACT DETAILS Note: please provide details of two people who will be present and contactable on the day of the function and during the function <table><tr><td>First contact</td><td>Second contact</td></tr><tr><td>Title:</td><td>Title:</td></tr><tr><td>First name:</td><td>First name:</td></tr><tr><td>Surname:</td><td>Surname:</td></tr><tr><td>Post nominals:</td><td>Post nominals:</td></tr><tr><td>Position:</td><td>Position:</td></tr><tr><td>Mobile:</td><td>Mobile:</td></tr></table>	First contact	Second contact	Title:	Title:	First name:	First name:	Surname:	Surname:	Post nominals:	Post nominals:	Position:	Position:	Mobile:	Mobile:
First contact	Second contact													
Title:	Title:													
First name:	First name:													
Surname:	Surname:													
Post nominals:	Post nominals:													
Position:	Position:													
Mobile:	Mobile:													

EVENT DETAILS

Approximate number of people expected to attend the function: _____

Please indicate how the majority of the guests will attend the function (please select one of the following):

- Invitation only
- Ticketed
- Open to the public with no advance ticketing

Please advise if alcohol is being served or available to guests: Yes
No

If there is to be security at the function please provide the below details:

Name _____

Organisation: _____

Contact number: _____

DRESS AND DECORATIONS

Dress

- Smart Casual (informal functions)
- Lounge Suit / Day Dress (day time functions)
- Lounge Suit / After Five (cocktail and semi-formal functions)
- Dinner Jacket / Evening Dress (formal black tie functions eg. balls, state dinners)
- Uniform – please specify _____
- Other – please specify _____

Decorations

Please indicate if guests will be requested to wear insignia of military and civilian honours

- No decorations
- Full-size decorations (for daytime functions)
- Miniature decorations (for formal black tie functions)

GOVERNOR'S ARRIVAL TIME

Note: 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 to arrive

Suggested arrival time:

ARRIVAL LOCATION

Note: this is the place that the Governor and/or Mrs Le will alight from the vehicle. Please be specific with your description and attach a map/diagram where possible

Location:

PARKING

It is customary for the organisation to arrange a car park for the Vice-Regal vehicle for the duration of the event.

GREETING THE GOVERNOR ON ARRIVAL

Note: it is customary for the host of a function (or his/her representative if necessary) to greet the Governor and/or Mrs Le at the car upon arrival and escort them into the function area

Greeted by

Partner's details (if applicable)

Title:

Title:

First name:

First name:

Surname:

Surname:

Post nominals:

Post nominals:

Position:

Organisation:

PRESENTATION OF KEY GUESTS TO THE GOVERNOR**Presentation area**

Note: this is the area where the host of the function presents key guests in attendance at the function to the Governor. 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

Name or description of area:

Guests to be presented

Note: 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. If the Governor or Mrs Le is delivering a speech it is important Government House is advised of any dignitaries (as listed in the attached order of precedence), to ensure their presence is acknowledged.

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.	

FUNCTION AREA
 Note: advise if indoors / outdoors, held in a specific area of venue
Name or description of area:

SEATING AND FLOOR PLAN
 Note: 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 need not indicate where all attendees will sit, but must clearly indicate where the Governor and/or Mrs Le, the host, Aide and other key people will be seated. The host should sit to the Governor’s left where possible.

The accompanying Aide/Honorary Aide-de-camp should be seated as follows:

- For breakfasts/luncheons/dinners - 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
- For a Church service, the Governor and his Aide-de-camp or other accompanying person should occupy the front right hand pew

Governor and/or Mrs Le to be seated at table number:

Aide to be seated at table number:

Please attach seating plan

VICE-REGAL SALUTE
 Note: 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.

Vice-Regal Salute to be played: Yes

No

Vice-Regal Salute required: Loan CD

MP3 file (via email)

ORDER OF PROCEEDINGS (run sheet)

Note: 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.

Example of information required:

10.30am	Welcome Address	Mr Smith, Chairperson
10.35am	Chairperson invites His Excellency to speak	Mr Smith, Chairperson
10.36am	Speech	His Excellency

GOVERNOR'S DEPARTURE TIME

Note: it is customary on most occasions for the Governor to be the first guest to depart following formalities. If possible, the Governor prefers a discreet departure and the host should escort the Governor to the Vice-Regal vehicle.

Conclusion time of formalities:

Conclusion time of function:

GOVERNOR'S SECURITY LIAISON OFFICER

The Governor may be accompanied by a Security Liaison Officer. Please note, this is in addition to the Governor's Aide or Honorary Aide-de-Camp. If the Protocol Officer confirms a Security Liaison Officer will be in attendance it would be appreciated if the following requests could be accommodated.

Parking: Please arrange a car park next to the Governor's vehicle

Seating:

- For breakfasts/luncheons/dinners - at an adjacent table in direct line of sight with the Governor
- If there is only one large table the Security Liaison Officer is not required to be seated at the same table. 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



GOVERNMENT HOUSE
ADELAIDE

PROTOCOL FOR VICE-REGAL ENGAGEMENTS

The below information is a guide to assist you with your function. If you would like further information on protocols associated with a Vice-Regal visit please contact the Government House Protocol Team.

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 Salute has concluded.

VICE-REGAL SALUTE

The Vice-Regal Salute is the first four and the last four bars of the “Advance Australia Fair”. It is the personal salute that is played to mark the arrival of the Governor at certain events. It may be played 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. Example 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 Governor may also be attended by a Security Liaison Officer. If particular arrangements need to be accommodated the Protocol Officer will advise.

SEATING

The host should sit to the Governor's left where possible.

The accompanying Aide/Honorary Aide-de-camp/Security Liaison Officer should be seated as follows:

- For breakfasts/luncheons/dinners - 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. The Security Liaison Officer is not required to be seated at the table.
- For theatre style seating – Aide: directly behind the Governor and close to the aisle. Security: close proximity to the Governor and on the aisle.
- For a Church service, the Governor and his Aide-de-camp or other accompanying person should occupy the front right hand pew.

STYLE, TITLE AND REFERENCE TO THE GOVERNOR AND MRS LE

His Excellency the Honourable Hieu Van Le AC, Governor of South Australia

Mrs Lan Le

For seat and table place cards: "His Excellency" "Mrs Lan Le"

Where the Governor has agreed to unveil a plaque, the wording of the plaque must be approved by Government House.

Where the Governor's presence is referred to on an invitation, the wording of the invitation must be approved by Government House.

If a media release has been prepared referencing the Governor or Government House, the wording of the release must be approved by 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

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.

The Governor does not propose or respond to toasts.

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

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 is advised of the subject matters on which they will speak, to avoid overlap.

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.

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”