



# GOVERNMENT HOUSE, QUEENSLAND

## Protocol and Administrative Guidelines

### ROLE OF THE HOST

The Host should meet the Governor and her husband, Mr Stuart McCosker upon arrival at the vehicle and where practical accompany her throughout the function. The Host and the host's spouse/partner, or other representative, should present guests to the Governor and Mr McCosker respectively.

### GREETINGS AND FORMS OF ADDRESS

#### The Governor

The traditional formal greeting for the Governor is "Your Excellency"

#### Mr McCosker

"Mr McCosker" on all occasions

### ANTHEMS

It is not always necessary to play an Anthem at all functions attended by the Governor. However, when an anthem is to be played, organisations have a choice of the National Anthem (Advance Australia Fair) or the Vice-Regal Anthem which comprises the first four bars and the last four bars of the National Anthem. The ADC/Aide can advise on this matter. The Anthem or Vice-Regal Anthem should only be played once the Vice-Regal party have reached their seats or standing positions.

### SEATING

#### Dais

When arranging seating plans for a dais, the Governor should sit to the right of the host, and the next most senior guest to the host's left, and so on, alternating by seniority. Mr McCosker may be seated either on the dais or in the front row of the audience with the attending Aide-de-Camp/Aide.

#### Table

At a dining table, the Governor sits to the right of the host, and Mr McCosker to the left. Alternatively Mr McCosker may be seated to the right of the Governor. Other guests are seated in order of seniority alternating down or around the table.

The attending Aide-de-Camp/Aide should be seated at an adjacent or nearby table with clear visibility to the Governor's table. Where feasible, host organisations are requested to introduce the Governor and Mr McCosker to guests who will be seated with them prior to guests assembling at the table.

#### Religious Service

The Governor should sit at the aisle end of the front left pew/seats, with Mr McCosker to the immediate left of the Governor and the host to his left. The ADC/Aide should be seated immediately behind the Governor.

### INTRODUCTORY SALUTATIONS

Your Excellency, Distinguished Guests..., Ladies and Gentlemen"

### SPEECHES

As a rule the Governor will speak at a function by prior agreement only, and short notice requests will normally not be accepted. The Governor and Mr McCosker use a lectern with adequate illumination for speaking engagements. A fixed microphone should be provided where necessary. Please note, the Governor will not speak at a private function that is held in a public space (for example, a restaurant that is not being solely used by the host organisation).

Where possible, the Governor has a preference for speaking early in the order of proceedings.

The Governor's speeches are available on the Government House website at: <http://www.govhouse.qld.gov.au>

### BIOGRAPHIES

Please provide Biographies on additional speakers (if any) for the event as well as for VIPs, and those sitting at Her Excellency's table.

### TOASTS

It is not necessary to offer toasts at functions attended by the Governor. When an organisation chooses to incorporate toasts into the proceedings, the Loyal Toast, "The Queen", should be offered first. It is not necessary to toast the Governor. Toasts are normally proposed at the end of formal dinners.

### MEDIA

Media interviews are not usually given by the Governor unless discussed in advance with Government House. This of course does not preclude general coverage of your event by the media.

If you are expecting media to be present, or you have enquiries of a media/public relations nature, please contact the ADC/Aide.

It is usual practice for an organisation which plans to issue a media statement referring to the Governor, to provide a copy in advance to the Official Secretary.

### PHOTOGRAPHS

As circumstances dictate at a function/event, the Governor will usually pose for an official photograph.

Official photographs should be kept to a minimum, and the Governor's preference is not to participate in casual or un-posed photographs with or by groups or individuals at an event other than official photographs. Event organisers should advise the audience of this prior to the Governor's arrival.

### GIFTS

The Governor does not expect a gift. If your organisation would like to mark the occasion please consult the ADC/Aide.

*...please see overleaf*

## PLAQUE INSCRIPTIONS

*should read*

Her Excellency the Governor of Queensland  
Ms Penelope Wensley, AC

*or*

Her Excellency Ms Penelope Wensley, AC  
Governor of Queensland

Mr Stuart McCosker

## SEAT AND PLACE CARDS

*should read*

Governor of Queensland

Mr Stuart McCosker

## ENTERING AND LEAVING A VENUE

In most cases it is correct to announce the arrival of the Governor and Mr McCosker into the main area of a venue. A member of your organisation could be positioned ready for the arrival and when the Vice-Regal Party approach the entrance the following announcement could then be made:

“Ladies and Gentleman, please stand for the arrival of the Governor of Queensland, Her Excellency, Ms Penelope Wensley AC, and Mr Stuart McCosker”

The Governor and Mr McCosker's arrival should not be announced when entering a church or chapel.

The appropriateness of announcing the Governor's departure from your event should be discussed beforehand with the ADC/Aide.

## AIDE-DE-CAMP / AIDE

The Governor and Mr McCosker will be attended at all events by an Aide-de-Camp or Aide from Government House. The ADC/Aide acts as an on-the-spot facilitator, assisting the Vice-Regal couple and the function organisers as required.

Prior to the function, the ADC/Aide is the point of contact for all organisational detail and clarification, and is the “sounding board” for proposals which might be a little out of the ordinary.

## CONTACT DETAILS

### Official Secretary

Air Commodore Mark Gower OAM (Retd)

### Governor's Personal Assistant

Mrs Kerry Price

### Aide

Ms Kerri Beasley

### ADC

Acting Inspector Jonathan Lavin

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