



GOVERNMENT HOUSE
QUEENSLAND

PROTOCOL AND ADMINISTRATIVE GUIDELINES

ROLE OF THE HOST

The host should be the most senior person from the host organisation. The host should meet the Governor, and his wife Mrs Kaye de Jersey (if attending), at the vice-regal vehicle on arrival, escort to the venue, and accompany throughout the function. If this is not possible, responsibility should be allocated to another appropriate person.

The host should present guests to the Governor; the host's spouse/partner (or other representative of your organisation) should present guests to Mrs de Jersey.

GREETINGS AND FORMS OF ADDRESS

The Governor

The appropriate way to greet the Governor initially is "Your Excellency", and thereafter, as "Your Excellency", "Sir", or "Governor".

Mrs de Jersey

"Mrs de Jersey" on all occasions

If there is an MC at an event, or an announcement at the beginning of an event, the Governor should be addressed first (i.e. "Your Excellency, Distinguished Guests ..., Ladies and Gentlemen").

The Governor should be introduced as "His Excellency the Honourable Paul de Jersey AC CVO, Governor of Queensland".

ARRIVAL AND DEPARTURE

At major functions, guests should be asked to stand for the Governor's arrival. The usual form of announcement is:

"Ladies and Gentlemen, please stand for the arrival of the Governor of Queensland, His Excellency the Honourable Paul de Jersey AC CVO, and (if applicable) Mrs Kaye de Jersey".

Alternatively, guests can be asked to stand for the arrival of the official party.

The appropriateness of announcing the Governor's arrival and departure from your event should be discussed beforehand with the Aide (for example, the Governor's arrival should not be announced when entering a church or chapel).

SEATING

Dais

When arranging seating plans for a dais, you should seat the Governor to the right of the host, and the next most senior guest to the host's left, and so on, alternating by seniority. Mrs de Jersey may be seated either on the dais or in the front row of the audience with the attending Aide/Honorary ADC.

Table

At a dining table, the Governor sits to the right of the host. If Mrs de Jersey is present, she will normally be seated to the right of the host's spouse/partner.

The attending Aide/Honorary ADC should be seated at the closest table with clear visibility to the Governor.

Prior to guests assembling at the table, the host or his/her designated representative should introduce the Governor and Mrs de Jersey to guests who will be seated with them.

Religious Service

The Governor should be seated at the aisle end of the front left pew/seats, with Mrs de Jersey to the immediate left of the Governor and the host seated to the left of Mrs de Jersey. The Aide/Honorary ADC should be seated immediately behind the Governor on the aisle.

SEAT AND PLACECARDS

Seat and place cards should read:

Governor of Queensland

Mrs Kaye de Jersey

SPEECHES

The Governor will speak at a function only by prior agreement, and normally a speech request received at short notice will not be considered.

The Governor's speeches are made available to the public on the Government House website after the event.

TOASTS

It is not a requirement to offer a toast to the Governor at functions. However, there are occasions (usually at formal dinners) when it is appropriate to do so.

If you wish to include toasts in the proceedings, please consult with the Aide/Aide prior to the function.

ANTHEMS

It is not always necessary to play an anthem at functions attended by the Governor. However, when considering whether the National Anthem or the Vice-Regal Anthem should be played, please consult with the Aide prior to the function.

GIFTS

The Governor does not expect to be presented with gifts and the exchange of gifts is discouraged. However, if a gift is being considered please advise the Aide in advance.

PLAQUE INSCRIPTIONS

Plaque inscriptions for the Governor should read:

His Excellency the Honourable Paul de Jersey AC
CVO, Governor of Queensland

Plaque inscriptions for Mrs de Jersey should read:

Mrs Kaye de Jersey

NOTE: Approval from the Office of the Governor is required prior to plaque manufacture.

PHOTOGRAPHY / RECORDING

If official photographs are to be taken at a function, please advise the Aide in advance.

BIOGRAPHIES

To familiarise yourself with the Governor's and Mrs de Jersey's background, you can find their biographies on the Government House website.

Website can be found at www.govhouse.qld.gov.au

MEDIA

Any requests for media interviews or other activities involving the Governor should be raised with the Aide in advance.

If you are planning to issue a media release referring to the Governor, please provide a copy in advance to the Communications and Media Coordinator.

SOCIAL MEDIA

The Office of the Governor has a Facebook page and Twitter and Instagram accounts which are used to post photographs from events which form part of the official program and to promote the work of the office and organisations.

Organisations are encouraged to 'like' and 'follow' the Governor to receive up-to-date information.

Facebook: www.facebook.com/QldGovernor

Twitter: @QldGovernor

Instagram: qldgovernor

GOVERNMENT HOUSE SUPPORT

The Governor and Mrs de Jersey may be accompanied to your event by up to three staff from Government House, with requirements varying per event. The Aide will provide advice to you about attending staff during planning discussions.

Prior to the function, the Aide is the point of contact for all planning and organisational arrangements.

OFFICE OF THE GOVERNOR CONTACTS

Official Secretary

Mrs Kate Hastings

Deputy Official Secretary

Ms Yolande Yorke

Communications and Media Coordinator

Mr Chris Piggott-McKellar

Strategic Program & Protocol Manager

Ms Cynthia Milligan

Aide

Ms Liana Pennisi

Aide

Ms Amelia Long

Aide

Ms Sophie Hilber