



Government House of the Northern Territory PROTOCOL GUIDELINES

Order of Precedence

The Administrator of the Northern Territory is the highest official on the Northern Territory's Table of Precedence, and is therefore accorded priority over other officials such as the Chief Minister, the Chief Justice and the Lord Mayor.

Greetings and Forms of Address

It is not appropriate to address the Administrator or spouse by their first name at any time.

The Administrator

In conversation with	"Your Honour, Ma'am, Madam, Sir"
When speaking of	"Her/His Honour Professor the Administrator"
When being introduced to other guests	"Her/His Honour Professor the Honourable (name), Administrator of the Northern Territory"
Salutation in correspondence	"Your Honour" <i>Dear Your Honour is incorrect</i>
Announcing (please note post nominals are not expressed)	Ladies and Gentlemen, Her/His Honour Professor the Honourable (name), Administrator of the Northern Territory

Spouse/Partner

Ms/Mrs/Mr (full name)

"Ms/Mrs/Mr (surname)" at all times.

It is correct to "*present*" people to the Administrator rather than "*introduce*" them, and officials are usually presented before their spouse. Australian Defence Force personnel in uniform should salute Her/His Honour.

Arrival

When the Administrator and/or spouse are attending an event, they are to be met on arrival of the official vehicle and escorted to the event. The Administrator is to remain in the company of the host or a representative of the host until engaged in conversation with others. The Administrator is to be escorted/accompanied at all times throughout the event.

The Administrator's official vehicle is readily identifiable as Northern Territory registration number "1" with a Crown number plate placed over the top and always flies the Australian flag.

At the conclusion of a function, the Administrator is to be escorted to the vehicle for departure.

The Administrator is to be the last to arrive and the first to leave.

Seating

For dinners and luncheons, the Administrator is seated to the right of the host and spouse to the left of the host. To facilitate a male/female sequence of seating, the Administrator may be seated next to the host's partner and spouse next to the host.

Host organisations should always introduce other guests to the Administrator and spouse before assembling at the table.

For presentations and aisle seating, the Administrator should be seated to the right of the host and as close to the centre aisle of the front row.



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Accompanying officer

The Administrator will normally be attended by her/his Official Secretary, a Staff Member or one of her/his Honorary Aides-de-Camp (ADC). The name of the person attending with the Administrator will be provided to the host organisation.

The Official Secretary is the most senior advisor to the Administrator and fulfils a role similar to that of a Chief of Staff.

Speeches

Speeches delivered by the Administrator are subject to advance consultation with and approval by the Official Secretary. The Administrator uses a lectern for formal speaking engagements and a fixed microphone should be provided where necessary.

Media

Media interviews are also subject to advance consultation with approval by the Official Secretary.

Photographs

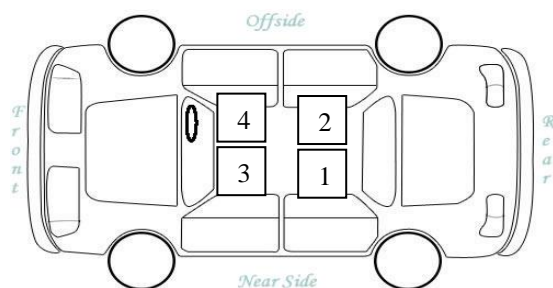
The Administrator and spouse are happy to pose for official photography.

Travel

When on official travel, all the guidelines above apply. However, please note that the official vehicle is not always used.

If your organisation is providing transport during official travel, the below guide will assist you with seating.

1. The Administrator
2. Spouse/Accompanying officer
3. Host
4. Host/Driver



Acting Administrator

In the absence of the Administrator, the Chief Justice, holder of the 1st Dormant Commission assumes the role of the Acting Administrator. The 2nd Dormant Commission holder, Chief Judge, assumes the role of Acting Administrator if both the Administrator and Chief Justice are absent from the Territory.

Deputy of the Administrator

All invitations for the Deputy of the Administrator must be addressed to the Administrator in the first instance. If the Administrator is unable to accept, they may then invite the Deputy of the Administrator to deputise. All protocols for the Administrator apply to the Deputy of the Administrator when representing the Administrator.

For further information please refer to the website www.govhouse.nt.gov.au or telephone 8999 7103.