



REQUEST FOR CEREMONIAL SUPPORT

Joint Operation Support Staff (JOSS) within the requesting organisations State or Territory is responsible for coordinating and providing advice on ADF Ceremonial support. ADF Ceremonial requests are supported by local ADF resources within a State or Territory. The level of ceremonial support available within a State or Territory will vary and be dependant on ADF training and operations at the time of the event.

It should be noted that ADF members provided to support ex-service and civilian organisations with ceremonial assistance will abide by ADF or the relevant single service ceremonial protocol and procedures.

Submission of Ceremonial Requests

To request ceremonial support, all sections of this form are to be completed and submitted to your local State or Territory JOSS office. To allow sufficient time for the required authorisations and approvals, **a minimum of six weeks before the planned date of your event** is to be factored into your application.

Name of organisation			
Organisation type	Federal/State/Territory government agency / Statutory authority Non-profit organisation / Community group / Charity School / Educational institution Commercial enterprise Other (please state)		
Organisation address			
Contact name			
Contact details	Work	Mob	
	Email		
Event name			
Event date	Date	Time from	Time to
Activity			
Location			
Ceremonial support requested	Guest speaker	Band – drummer	
	Wreath layer	Band – vocalist	
	Catafalque party	Marching contingent	
	Band – full	Other (please state)	
	Band – bugler		
Preferred Service	Navy	Cadets	
	Army	No preference	
	Air Force		
Has your ceremonial event been support by the ADF in the past?	Yes	No	
Additional comments			

Flypasts

The ADF has limited aircraft platforms to support ceremonial flypasts and the availability will be dependent on current operations and training requirements. The Air Force operates all fix-wing assets with the Navy and Army operating rotor-wing assets (helicopters). Note that not all States and Territories have ADF air assets.

Flypast support requests **must be submitted and received eight weeks prior** to the date of the ceremonial event; however, if the **Air Force Roulettes are requested, minimum time is twelve weeks**. Applications for flypast support **will not be considered** if received inside these timeframes.

Do you wish to request an ADF flypast	Yes	No
If yes what aircraft do you request	Fixed wing – airplane, fast jet	No preference
	Rotor wing – helicopter	Roulettes – 12 week lead time
Location of flypast – if required	Latitude: DEG MIN SEC	Longitude: DEG MIN SEC

Privacy and confidentiality

All data collected from this request will be stored and collated in accordance with the provisions of the *Privacy Act 1988 (Cth)*.

Acknowledgement

In submitting this request, I agree that:

	The ADF may withdraw support from a Ceremonial event at short notice due to unforeseen operational, training or higher priority tasking.
	If this request is supported, I understand that this does not set a precedent for future activities.

The ADF may withdraw support from a Ceremonial event at short notice due to unforeseen operational, training or higher priority tasking.

Name			
Position			
Signature		Date	

Submitting this form

Please email or fax the completed request form to the appropriate State or Territory JOSS office:

State or Territory	Email
Tasmania	joss.tas@defence.gov.au
New South Wales	joss.nsw@defence.gov.au
Victoria	joss.sv@defence.gov.au
South Queensland	joss.sq@defence.gov.au
North Queensland	joss.nq@defence.gov.au
Western Australia	joss.wa@defence.gov.au
South Australia	joss.sa@defence.gov.au
Australian Capital Territory and Southern New South Wales	joss.actsnsw@defence.gov.au
Northern Territory	joss.nt@defence.gov.au