



AUSTRALIAN DEFENCE FORCE

CEREMONIAL SUPPORT REQUEST FORM

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:		Time from:		Time to:	

Provide a brief description of the event / activity:		
Location / address of your event:		
Ceremonial support requested:	Guest speaker Wreath layer Catafalque party Band (full) Band (bugle)	Band (drummer) Band (vocalist] Marching contingent Other (please state):
Service preferred:	Navy Army RAAF	Cadets No preference
Has your Ceremonial event been support by the ADF in the past? If yes, which unit or establishment provided Ceremonial support?	Yes No	
Please provide any other comments that might help the ceremonial cell meet your needs:		

Flypasts

The ADF has limited assets (aircraft platforms) to support ceremonial flypasts and the availability of these assets will be dependent on current operations and training requirements. The Air Force operates all fix-wing assets and Navy/Army operates rotor-wing assets (helicopters). Please note that not all States and Territories have ADF air assets located within them.

For 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, the 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 type do you request?	Fixed Wing (Airplane /Fast Jet)	
	Rotor Wing (Helicopter)	
	No preference	
	Roulettes (Please note 12 week lead time)	

Privacy and confidentiality

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

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.

Name			
Position:			
Signature		Date:	

Please email or fax the completed request form to:

Tasmania	joss.tas@defence.gov.au , fax (03) 9282 7693
New South Wales	joss.nsw@defence.gov.au , fax: (02) 9393 2754
Victoria	joss.vv@defence.gov.au , fax: (03) 9282 7693
South Queensland	joss.sq@defence.gov.au , fax (07) 3332 6093
North Queensland	joss.nq@defence.gov.au , fax (07) 4411 7742
Western Australia	joss.wa@defence.gov.au
South Australia	joss.sa@defence.gov.au , fax (08) 8305 6504
Australian Capital Territory	joss.actsnsw@defence.gov.au , fax: (02) 6266 1085
Northern Territory	joss.nt@defence.gov.au or fax: (08) 8935 8506