



**AUSTRALIAN  
DEFENCE FORCE**

## REQUEST FOR CEREMONIAL SUPPORT

Joint Operations 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 dependent 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.

<b>Name of organisation</b>	Wangaratta RSL Sub-Branch	
<b>Organisation type</b>	<input type="checkbox"/> Federal/State/Territory government agency / Statutory authority <input checked="" type="checkbox"/> Non-profit organisation / Community group / Charity <input type="checkbox"/> School/Educational institution <input type="checkbox"/> Commercial enterprise <input type="checkbox"/> Other (please state)	
<b>Organisation address</b>	2-4 Templeton St Wangaratta Vic 3677	
<b>Contact name</b>	Colleen Davis APPEALS OFFICER	
<b>Contact details</b>	Work 0357212501	Mob 0447 217 768
	Email welfare@wangarattarsl.org.au	
<b>Event date</b>	Date: 09/11/2022 → 10 <sup>th</sup> /11/22 Time from: 8:30 am Time to: 4:30 pm	
<b>Activity/Event Name</b> Provide a brief description of your activity	Help with selling our annual Poppy Appeal Wed 9th Nov & Thu 10th Nov	
<b>Location &amp; address</b> Location where the event is to take place	Wangaratta	
<b>Ceremonial support requested</b> If you tick wreath layer, please highlight details in the additional comments section about funding of the wreath	<input type="checkbox"/> Guest speaker <input type="checkbox"/> Wreath layer <input type="checkbox"/> Catafalque party <input type="checkbox"/> Band – full <input type="checkbox"/> Band – bugler <input type="checkbox"/> Flag orderly <input type="checkbox"/> Band – drummer <input type="checkbox"/> Band – vocalist <input type="checkbox"/> Marching contingent/Qty <input type="text"/> <input type="checkbox"/> Chaplain/Padre <input type="checkbox"/> Other (please state)	
<b>Preferred Service</b> If no preference, leave blank	<input type="checkbox"/> Navy <input checked="" type="checkbox"/> Army <input type="checkbox"/> Air Force <input type="checkbox"/> ADF Cadets	
<b>Has your ceremonial event been support by the ADF in the past?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, which previous unit or establishment. Bandianna	
<b>Will your event require a COVID Safe Plan?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please ensure you have this plan available to the JOSS prior to the commencement of the event.	
<b>Additional comments</b> Please provide any additional comments that may assist the ceremonial staff with your request	Six personel required to help sell Poppy Appeal tokens.	

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### Fly-pasts

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 aircraft whilst the Navy and Army operate rotor-wing aircraft (helicopters). Note that not all States and Territories have ADF air assets.

Flypast support requests must be submitted and received 12 weeks prior to the date of the ceremonial event; however, if the Air Force Roulettes are requested, minimum time is 16 weeks. Applications for fly-past support will not be considered if received inside these timeframes.

Do you wish to request an ADF flypast	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes what aircraft do you request	<input type="checkbox"/> Fixed wing – airplane, fast jet	<input type="checkbox"/> No preference
	<input type="checkbox"/> Rotor wing – helicopter	<input type="checkbox"/> Roulettes – 16 week lead time
Fly-past time		
Location of fly-past – if required Latitude & Longitude to be in degrees	Latitude: <input type="text"/>	Longitude: <input type="text"/>


### 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:

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

Name	Greg Larkins		
Title & Position	Secretary Wangaratta RSL		
Signature		Date	10/11/2011

### Submitting this form

Please email the completed request form to the appropriate state or territory JOSS office:

State or Territory	Email
Tasmania	<a href="mailto:joss.tas@defence.gov.au">joss.tas@defence.gov.au</a>
New South Wales	<a href="mailto:joss.nsw@defence.gov.au">joss.nsw@defence.gov.au</a>
Victoria	<a href="mailto:joss.sv@defence.gov.au">joss.sv@defence.gov.au</a>
Queensland	<a href="mailto:joss.qld@defence.gov.au">joss.qld@defence.gov.au</a>
Western Australia	<a href="mailto:joss.wa@defence.gov.au">joss.wa@defence.gov.au</a>
South Australia	<a href="mailto:joss.sa@defence.gov.au">joss.sa@defence.gov.au</a>
Australian Capital Territory and Southern New South Wales	<a href="mailto:joss.actnsnw@defence.gov.au">joss.actnsnw@defence.gov.au</a>
Northern Territory	<a href="mailto:joss.nt@defence.gov.au">joss.nt@defence.gov.au</a>