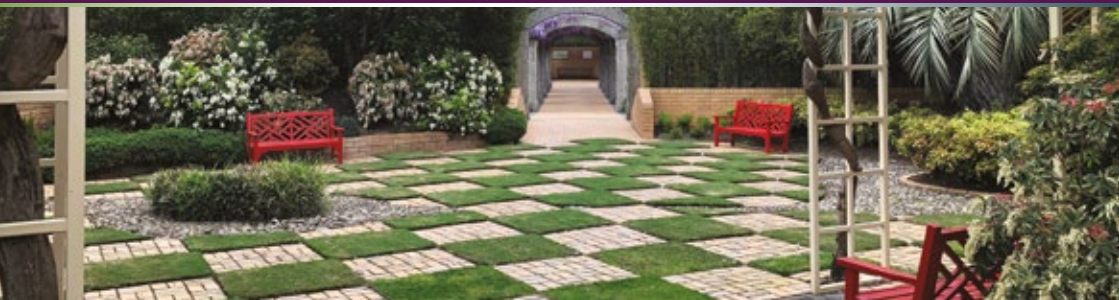




Australian Government
Department of Veterans' Affairs
Office of Australian War Graves

OFFICE OF AUSTRALIAN WAR GRAVES



INFORMATION BROCHURE



FOR WHAT THEY HAVE DONE, THIS WE WILL DO

THEN, NOW AND IN PERPETUITY





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OFFICE OF AUSTRALIAN WAR GRAVES

The Office of Australian War Graves (OAWG) is part of the Department of Veterans' Affairs.

It has three distinct roles:

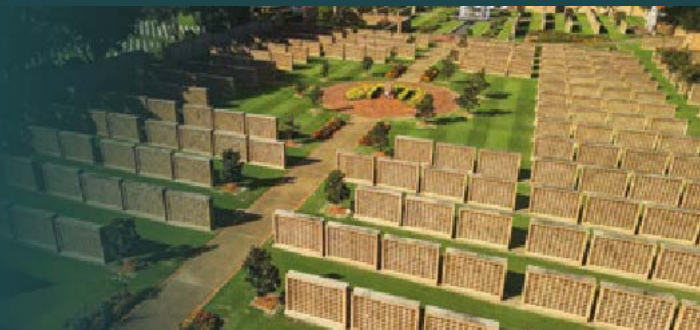
- to maintain war cemeteries and individual war graves within Australia and the region, as the agent of the Commonwealth War Graves Commission (CWGC);
- to officially commemorate eligible veterans who have died post-war and whose deaths are accepted as being caused by war service; and
- to provide and maintain national memorials overseas.

OFFICIAL COMMEMORATION

The Australian Government is committed to remembering the service of eligible veterans through the provision of official commemoration.

Official commemoration is the provision of a personalised physical marker that recognises the service of an eligible veteran or serving member after their death, at a site they or their family have chosen.

The authority for the post war commemoration of eligible veterans is based on a War Cabinet Decision of 10 March 1922.



WHO IS ELIGIBLE?

All veterans whose deaths have been accepted by the Department of Veterans' Affairs (DVA) as related to their war service will be offered an official commemoration.

Official commemoration will also be offered to veterans who were:

- ADF members who died during war, peacekeeping activities, or certain other operations, including warlike and non-warlike service
- multiple amputees as defined in Section 27.1 of the Veterans' Entitlements Act 1986 (VEA) on maximum pension rate where service in a war or conflict has been proven
- ex-prisoners of war
- a Victoria Cross recipient.

Official commemoration is also offered to veterans receiving one of the following payments when they pass away:

- Disability Compensation Payment at the special rate, where the veteran has seen service in a war or conflict
- extreme disablement adjustment (EDA), where the veteran has seen service in a war or conflict
- temporary special rate pension (TSR or T&TI), where the veteran has seen service in a war or conflict
- intermediate rate pension (INT), where the veteran has seen service in a war or conflict.



WHAT STEPS ARE INVOLVED?

There are 4 steps.

Step 1

Let DVA know about a veteran's death.

You can do this by calling 1800 VETERAN (1800 838 372), visiting a VAN office or by using the General enquiry form.

Step 2

DVA will assess if the veteran is eligible for an official commemoration. If they are, they will let us and you know.

Step 3

OAWG will send the veteran's executor or nominated contact an application form asking about the type of commemoration they would like.





Step 4

Once the form is returned to us we will arrange for the commemoration to be ordered and placed.

What types of commemorations are available?

OAWG provides commemorations in:

- a cemetery
- a crematorium
- an OAWG Garden of Remembrance.

OAWG will pay for the commemoration and the upkeep of that commemoration for eligible veterans.

To make sure all veterans are commemorated equally, all commemorations provided will:

- be uniform in appearance if they are the same type
- remain the property of the OAWG
- not be changed in any way.

BURIAL IN A GENERAL CEMETERY

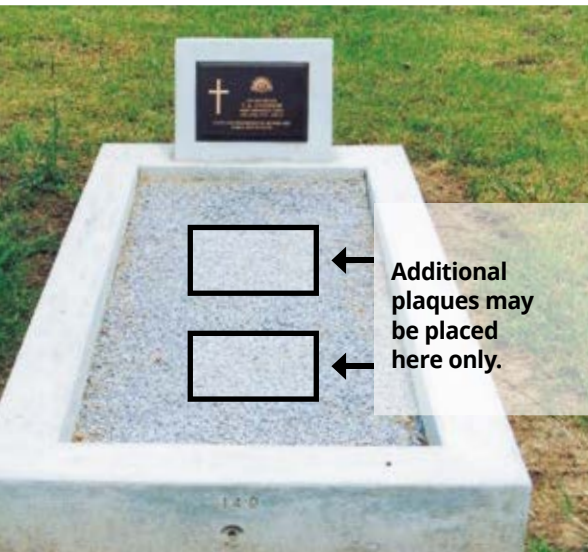
The purchase of the grave plot is the responsibility of the family or estate. OAWG will provide the grave cover and plaque. Before OAWG can provide an official commemoration, the grave must be completely bare of any and all monumental work, such as:

- kerbing
- plaques
- grave markers
- other permanent adornments or infrastructure.

It is not possible for OAWG to place an official commemoration on an existing family grave.

In a cemetery other than a lawn cemetery, OAWG provides a standard commemoration that consists of:

- rendered concrete kerbing
- infill
- a rendered concrete grave marker
- a bronze plaque.





BURIAL IN A LAWN CEMETERY

OAWG will provide a bronze plaque for placement on the grave. Depending on cemetery regulations, a plinth or other base may be provided.

Bronze plaques provided in a cemetery are inscribed with a veteran's:

- service emblem
- initials and surname
- service details
- date of death
- age.

You will also have the option to have either or both:

- a personal message
- a religious emblem

PLACEMENT OF ASHES

OAWG will provide the plaque and pay for a single niche. The plaque can be placed either on a wall or in a garden setting.

If a garden placement is chosen, OAWG will only contribute the amount equal to the cost of a niche wall placement. Any additional costs are the responsibility of the family.

Crematorium plaques do not contain personal messages or religious emblems.

If the ashes have been scattered or the family decides to keep them, we will provide a Garden of Remembrance plaque.



BRONZE PLAQUE IN A GARDEN OF REMEMBRANCE

The OAWG has established Gardens of Remembrance in each state and territory capital city, as well as in Launceston and Townsville. Most are located near a major war cemetery.



This is a bronze plaque placed on a wall in a garden setting. These plaques do not contain a personal message or any religious emblems.



If you live a long distance from a Garden of Remembrance, you can ask us for a photograph. You will be provided with one free of charge.



IF A VETERAN IS NOT AUTOMATICALLY ELIGIBLE

Where a veteran is not automatically eligible for an official commemoration, and you believe their death was attributable to their war service, you can ask DVA to investigate their cause of death to determine if it can be linked to their war service by:

- completing the online request form for a determination for cause of death to be assessed as war related.
- Attaching and sending email to compensation.claims@dva.gov.au or;
- Writing to the Deputy Commissioner, Department of Veterans' Affairs, GPO Box 9998, Brisbane QLD 4001.

A death certificate must be included with your request.

HOW LONG DOES IT TAKE TO ARRANGE A COMMEMORATION?

The time it will take to arrange a commemoration will depend on the type and location of the commemoration.

On average, commemorations are completed within the following time frames:

- Full grave cover: 6 to 8 months
- Lawn cemetery or crematorium placement: 4 to 6 months
- Garden of Remembrance placement: 3 to 5 months

These timeframes apply from the date the completed form has been received by OAWG.

Full grave covers may take longer to provide due to varying regulations from cemetery to cemetery or because the cemetery is remotely located.



WHAT ABOUT SECOND BURIALS?

The grave of an eligible veteran in a cemetery may be reopened for further burials, such as a partner or family member.

Where OAWG has provided a full grave cover, the grave will be restored to its original condition at no expense to the family.

The family may then place a plaque for the additional burial at their own cost in the centre or towards the foot of the grave.

The cemetery is responsible for the restoration of the grave in lawn areas. An additional plaque may be placed if the lawn cemetery authorities permit it. Please contact us to discuss your options.

WHAT IS TENURE?

A tenure for a grave plot or ashes placement is like a lease. In some states and territories, cemeteries and crematoriums limit the length of the tenure at the time a plot or niche is purchased. This means if the tenure is not extended, the site may be reclaimed.

It is the family or estate's responsibility to extend the tenure of these sites when it becomes due.

If the tenure is not extended and the site is reclaimed, the cemetery or crematorium can request that the official commemoration be removed. If this happens, the official commemoration will be transferred to an OAWG Garden of Remembrance.

WHO MAINTAINS THE COMMEMORATION?

OAWG does. As well as maintaining official individual commemorations in over 2,300 cemeteries and crematoriums Australia wide, OAWG also cares for:

- 72 war cemeteries in Australia
- 3 war cemeteries in Papua New Guinea
- 10 Gardens of Remembrance

Maintenance of official commemorations is carried out as often as resources permit. This is usually once a year. In remote areas, maintenance takes place as frequently as possible.

From time to time, maintenance to commemorations may be delayed due to bad weather or resource limitations.



USING A SERVICE BADGE ON A PRIVATE MEMORIAL

The family of a veteran who has died may choose to acknowledge their loved one's service on a privately arranged memorial at the site of burial or ashes placement.

All ADF personnel are entitled to have their service badge inscribed on their private memorial. For most veterans, this will be the Navy, Army or Air Force badge. Those who served in the Merchant Navy are entitled to an Australian Merchant Navy badge.

You will first need to get permission to use the badge from OAWG.

Unlike an official commemoration, a private memorial is arranged and paid for by the next-of-kin or executor. They are also responsible for its care and maintenance.



WHAT YOU WILL NEED

You will need to request permission from OAWG to incorporate the service badge on a private memorial.

You will be asked to provide the veteran's:

- full name
- service number
- type of service (Navy, Army or Air Force) and
- proof of service.

Proof of service can include any of the following:

- a copy of the veteran's discharge certificate
- a copy of the veteran's pay book
- supporting documentation from the relevant Defence office.

Register No. 1011

AUSTRALIAN IMPERIAL EXPEDITIONARY FORCE

Certificate of Discharge of No. 16 (Rank) Private
(Name) *William Fred Smith*
(Regiment or Corps) *Parsons' Search*
born at or near the Town of *Woolwich*
in the State or County of *Tasmania*
Attest at *Broome* *Western Australia* on the
23rd day of *August* 1919 for the *Australian*
Imperial Force Regiment or Corps at the age of *21* years.

He is discharged in consequence of *the termination of*
the period of enlistment

Service towards completion of engagement *— years 2 1/2 yrs.* Months *—* and *—*

Service Abroad *—* years *—* Months *—* Days *—*

Signature of Officer *Robert Henry van der*
Commanding Regiment *Parsons' Search Coy*
or Corps *Broome*
Date *9th October 1919*

Discharge conferred at *Little Range Camp Broome*
Private B. J. J. J. J.
Robert Henry van der
9th October 1919

NOTICE TO EMPLOYERS—The holder of this form should not be employed in any way until he has been notified by the Government of the date of his discharge.



HOW TO APPLY

If the veteran served in the Second World War, Vietnam or the Korean War, you can get permission from us by using the DVA Nominal Rolls that can be downloaded from the following website:

nominal.rolls.dva.gov.au

Once you're on the veteran's Service Record page, select the 'Permission to Use Service Badge' link. Then select the 'Generate Letter' button and print the permission letter from the roll yourself. You now have permission to use the service badge.

Requests for permission to use the service badge for veterans not listed on one of the nominal rolls should be directed to wargraves@dva.gov.au. Or you can post them to Office of Australian War Graves, GPO Box 9998, Brisbane QLD 4001.

You should also include one of the following with your request:

- a discharge certificate
- a statement of service
- any official document showing their service number.

After your application has been received, you will be sent a letter of permission by post or email.

Once you have permission, it is up to you to arrange for the service badge to be included on the private memorial. Funeral Directors, Local Cemetery Authorities or your Local Council can assist you with ordering a plaque.

INFORMATION ON WAR DEAD AND CEMETERIES AND MEMORIALS OVERSEAS

For those travelling overseas, the CWGC has a comprehensive website that lists all cemeteries maintained by them. The CWGC website www.cwgc.org also contains a search function for those seeking information about casualties of the two World Wars.

OAWG can provide official commemoration information about Australian casualties of wars and conflicts post Second World War.

If you do not have access to the internet OAWG may be able to provide grave or memorial details, locations of cemeteries and memorials and in many cases, a cemetery plan.

It may be possible for OAWG to provide a photograph of an official commemoration located within Australia or overseas. However, requests may take some time to action from overseas destinations. This service, where available, is provided free of charge to family members.

WHERE CAN YOU GET FURTHER SUPPORT?

You can call OAWG on 1800 VETERAN (1800 838 372).

You can also email wargraves@dva.gov.au if you have specific questions about official commemoration.





THEIR NAME LIVETH
FOR EVERMORE

OFFICE OF AUSTRALIAN WAR GRAVES

OAWG is available, during normal office hours, to assist and advise on any matters affecting the commemoration of a veteran.

Please address all enquiries to:
Office of Australian War Graves
GPO Box 9998 BRISBANE QLD 4001

T: 1800 VETERAN (1800 838 372)

E: wargraves@dva.gov.au

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