

OAWG Overseas Privately-Constructed Memorial Restoration Program Guidelines

Introduction

The Department of Veterans' Affairs (DVA), through the Office of Australian War Graves (OAWG), is responsible for the maintenance of official Australian war memorials overseas. Many privately-constructed Australian war memorials also exist overseas. Whilst OAWG is not responsible for these memorials, the Government has made some funding available to assist with their restoration and preservation.

To implement this arrangement, OAWG has compiled a register of official and privately-constructed (unofficial) overseas memorials. OAWG may undertake work relating to a privately-constructed memorial that has been identified as being in need of restoration. When undertaking such work the OAWG will compile information for the Minister for Veterans' Affairs (hereafter referred to as the Minister) regarding the memorial in question and submit the proposal for his approval. Work will only be undertaken by the OAWG in such circumstances that the ongoing maintenance of the memorial can be assured locally, the use of this funding by the OAWG does not denote Australian Government responsibility for, or ownership of, memorials funded under this Program.

Because the majority of privately-constructed overseas memorials come under the auspices of Australian military units or veteran associations, OAWG has also established a program whereby individuals or associations might also apply for funding for restoration and preservation of a memorial.

Aim

The aim of the OAWG Overseas Privately-Constructed Memorial Restoration Program (OPCMRP) is to assist Australian veterans, Australian veteran associations and other individuals to restore and preserve existing military unit and battle memorials relating to Australian service, that they have constructed overseas.

Who can apply?

Any individuals, non-commercial organisations or community groups, who have an interest in seeing a particular overseas memorial restored and preserved can apply for funding.

What types of memorials/works will be considered for funding?

This Program is for the restoration of existing memorials outside Australian territory that are directly commemorative of Australia's military involvement in wars, conflicts and peacekeeping operations and recognise the contribution of Australia's service men and women.

The memorials must be on public display. Preference will be given to memorials constructed by Australian veterans and Australian veteran associations. Memorials constructed by other individuals or agencies will be considered on the condition that the memorial in question is commemorative of Australian military service.

Privately-constructed memorials that *may* be eligible for funding include:

- Memorials that require restoration and preservation
- Memorials that require improvement of access to and safety of the immediate surrounds
- Memorials that are badly deteriorated and are in need of some reconstruction
- Works associated with installation of memorials and interpretation

Funding will NOT be approved for:

- travel and accommodation
- expenditure already incurred
- routine repair and maintenance of a memorial
- day to day activities or operational expenses
- memorials not commemorative of Australia's military involvement
- memorials to individuals
- memorials to Ex-Service Organisations (ESO's)
- construction and repair of memorial halls and sporting facilities
- memorials within Australia
- memorials that are not on public display
- purchase of vehicles and equipment
- events, anniversaries and commemorative activities related to battles or military actions
- events, anniversaries and commemorative activities of associations or individuals connected with the memorial.

In general terms, memorials that charge a fee for entry or viewing of the memorial, will not receive approval for funding.

Any applicant who has an overdue unacquitted grant of funding through the OPCMRP will be ineligible to apply for further funding through the program until the unacquitted grant has been acquitted.

Overdue acquittals may be referred to the Office of the Australian Government Solicitor (AGS) for action to obtain the acquittal or recover funding.

What level of funding is available?

Each application received by OAWG will be assessed to decide whether funding can be provided and, if so, the amount of funding that may be approved.

The appropriation for this program is capped at \$200,000 in any Financial Year. Funding for any one project will depend on a number of factors to be assessed against the available funding, including the amount requested, the importance of the memorial relative to Australia's military history, the location of the memorial in relation to official memorials, the historical significance of any battles or military actions, represented and the site on which the memorial is located.

Funding does not denote Commonwealth ownership or responsibility

An Overseas Privately-Constructed Memorial Restoration Program grant does not denote Australian Government responsibility for, or ownership of, memorials funded under this Program.

How are applications assessed?

All applications will be considered by the OAWG *Overseas Privately-Constructed Memorial Restoration Program* Funding Advisory Committee. The Committee makes recommendations to the Minister for Veterans' Affairs.

The Committee is chaired by the Director OAWG, and comprises the Deputy Director OAWG - Official Commemorations and Memorials and the Overseas Projects Officer. The Committee meets as required.

The Minister makes the final decision on each application, and has the discretion to approve the amount of funding for a memorial, on a case-by-case basis.

Applicants will be notified in writing of the Minister's decision.

GST, insurance and relevant foreign laws

Funding grants may be subject to the provisions of the New Tax System and the Goods and Services Tax (GST).

It should be noted that, as a result of the GST, payment may not be possible to third parties such as sub-contractors of the applicant.

The Commonwealth Government requires applicants to hold appropriate insurance to cover the activities undertaken under the funding grant should they be successful. This may include public liability insurance, professional indemnity for professionals and/or consultants and insurance certification of any subcontractors and/or consultants.

Applicants will need to confirm that they hold appropriate insurance. To do this, successful applicants will need to provide proof of insurance (certificate of currency), prior to signing a Deed of Grant (see below).

In addition, it is the responsibility of applicants to ensure that all necessary permits and building approvals are obtained prior to the commencement of work.

Finally, applicants will be required to be aware of the laws and customs of countries in which memorials are located and the potential impact of such laws and customs on proposed activities or works. The Commonwealth Government will not be liable for any breaches of such laws or customs.

What happens if funding is approved?

The approval and distribution of monies will be decided upon by the OAWG *Overseas Privately-Constructed Memorial Restoration Program* Funding Advisory Committee and the Minister, based on information submitted by the applicant, and the level of available funding.

If the Minister approves funding for a particular memorial, a Deed of Grant will be prepared by OAWG for signature, and the applicant will be contacted. The signed Deed of Grant must be received by DVA before any funding can be paid or distributed.

Grant recipients will be required to acquit their grant of funding once their project has been completed. Projects will be expected to be completed within a specified time frame, generally six or twelve months. To acquit a grant of funding, recipients will be required to provide the Director, OAWG with a signed letter, stating how allocated funds were spent, accompanied by photographs of the restored memorial and/or its immediate surrounds where applicable, to demonstrate completion of the stated work. If this approach is not considered by an applicant to be workable in a particular case, alternative arrangements may be considered on application.

The preferred method of payment is by direct credit to the applicable person/organisation/contractor's bank account.

Submitting your application

Applicants should provide as much specific information requested on the application form as possible about the memorial in question. Applicants are

also asked to include a quote for the cost of work to be done on the memorial, where possible.

An application form has been forwarded to you in this pack.

Once completed, Application Forms should be submitted by post to the following address:

Director
Office of Australian War Graves
Department of Veterans' Affairs
GPO Box 9998
BRISBANE QLD 4001

Funding of projects by the Office of Australian War Graves using the Overseas Privately-Constructed Memorial Restorations Program

At the Minister's discretion funding through the Overseas Privately-Constructed Memorial Restoration Program (OPCMRP) may be used for ad-hoc projects initiated and administered by the Office of Australian War Graves (OAWG).

These projects, recommended by the Director OAWG, are to be formally submitted for approval by the Minister.

All briefs for this purpose must include the following:

- Background information regarding the memorial including information about any known stakeholders.
- Reasons for the memorial's refurbishment or support.
- Reasons for involvement by OAWG.
- The planned work schedule, if available, including expected costs and, where relevant, plans and contractor information including value for money considerations.
- Information on past maintenance the memorial and details of proposed ongoing maintenance.

Work will only be undertaken by the OAWG in such circumstances that the ongoing maintenance of the memorial can be assured locally, the use of OPCMRP funding by the OAWG does not denote Australian Government responsibility for, or ownership of, memorials funded under this program.

More information

If you require any further information, please contact any DVA State Office or the Director, OAWG, via the postal address stated on the previous page.

DVA telephone numbers*:

General Inquiries

133 254

Ask to be put through to
the Office of Australian War Graves

Non-metropolitan Callers

1800 555 254

Dialling from Interstate

1300 13 1945

**Note:* If you use a mobile phone, calls may be more costly. You are advised to use a normal landline phone when ringing these numbers.