

16th July 2013

General Manager
Lithgow City Council
Mr Roger Baily

Dear Roger,

As you are aware Mrs Lorraine Ryan and myself have been researching information on WWII Lithgow casualties. Our aim is to see their names added to the Lithgow War Memorial in Queen Elizabeth Park.

We have recently contacted Mr Howard Fisher asking him to convene a meeting with Council, RSL Sub Branch committee members and ourselves.

We now have definite confirmation of 54 Lithgow personnel who died whilst serving in the Australian Imperial Forces during WWII.

Mr Fisher will be contacting you regarding this matter.

Yours faithfully

Janice Marshall

A large black rectangular redaction box covering the signature and any text below it.



Australian Government

Department of Veterans' Affairs
Office of Australian War Graves

Telephone: (02) 6289 1111
Facsimile: (02) 6289 4861
Email: wargraves@dva.gov.au

COPY

Contact: 02 62896527
Your Ref:
Our Ref: 066674

15 July 2008

Mr Max Hemmy
Honorary Secretary
Returned & Services League
Lithgow Sub-Branch
PO Box 53
LITHGOW NSW 2790

Lithgow City Council

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22 JUL 2008

Doc. No
GDA Ref.
Years

Dear Mr Hemmy

Thank you for your letter which was received on 2 July 2008, concerning the addition of names to private cenotaphs.

The addition of names to local cenotaphs or memorials is a matter for the authority responsible for the upkeep of the cenotaph or memorial. The addition of names of casualties of wars and conflicts post-World War I, and any costs associated with the addition of those names, is also a matter for that authority. I am advised that the Lithgow War Memorial in Queen Elizabeth Park is the responsibility of the Lithgow City Council. Mrs Marshall should therefore be advised that she will need to approach the Council regarding her project.

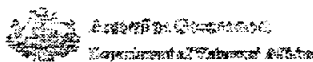
It is possible that the project might qualify for a grant from the Department of Veterans' Affairs *Saluting their Service Commemorations Grants Program* and I have enclosed information about the Grants Program and an application form, should you wish to forward the information and form to Mrs Marshall.

I trust this information is of assistance to you.

Yours sincerely

Mrs Valda Brewer
Senior Information Officer

ENCL



COMMEMORATIONS

Eligibility and funding criteria

Projects must be directly commemorative of Australia's servicemen and women involved in wars, conflicts and peace operations to be eligible for funding under the *Saluting Their Service* commemorations grants program.

Each application is considered on its merits and in accordance with program priorities. Organisations and communities are expected to contribute towards the project, financially and by providing in-kind support.

Who can apply

- Community and ex-service organisations
- Local government authorities
- Other bodies such as museums and schools

What is eligible

Up to \$3,000 may be available for:

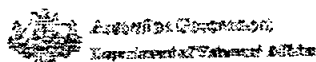
- restoration, preservation and interpretation of Australian wartime memorabilia for public display
- commemoration of significant anniversaries of battles and other military operations (eg 40th or 65th)
- publishing unit wartime histories, where none exists
- schools initiatives (eg research projects involving local veterans or recording visits to commemorative sites overseas)
- significant unit reunions (eg 40th or 65th)

Up to \$4,000 may be available for:

- restoration and upgrading community war memorials and improving access and safety to the immediate surrounds
- restoring vandalised memorials and improving security
- constructing new community memorials where none exists and where the new memorial will be the focus of community commemoration
- restoration of commemorative plaques and honour boards for public display
- new commemorative plaques and honour boards for public display

What is not eligible

- expenditure already incurred or ongoing expenditure
- recurring activities
- travel and accommodation
- construction and repair of buildings, including memorial halls and sporting facilities
- purchase and hire of vehicles and equipment
- maintenance of memorials and their surrounds
- memorials to individuals
- memorials located overseas
- purchase of military hardware
- educational materials where DVA projects already provide resources for schools
- documentaries, CDs and videos
- events to mark enlistment, graduation or the formation or anniversaries of associations



COMMEMORATIONS

Application and Assessment Procedures for Grants

How do organisations apply?

Application forms are available from DVA offices or directly from the DVA website on the following link [Grant application form \(PDF 400kb\)](#).

You should provide as much information and detail as possible about your project including quotes where possible.

Completed application forms should address to your state DVA office:

NSW & ACT:
Department of Veterans' Affairs
GPO Box 3994
SYDNEY NSW 1141

VIC:
Department of Veterans' Affairs
GPO Box 87A
MELBOURNE VIC 3001

QLD:
Department of Veterans' Affairs
GPO Box 651
BRISBANE QLD 4001

SA & NT:
Department of Veterans' Affairs
GPO Box 1652
ADELAIDE SA 5001

WA:
Department of Veterans' Affairs
GPO Box F352
PERTH WA 6001

TAS:
Department of Veterans' Affairs
GPO Box 481
HOBART TAS 7001

How are applications assessed?

All applications are considered by the Commemorations Grants Advisory Committee. The Committee makes recommendations to the Minister for Veterans' Affairs.

The Committee is chaired by the Repatriation Commissioner, and has representatives from the Returned & Services League of Australia, Australian Local Government Association, Australian War Memorial and Department of Veterans' Affairs. Meetings of the Committee are held approximately every two months.

The Minister makes the decision on each application and has the discretion in exceptional circumstances to approve modest amounts above the grant maximum.

Applicants are notified in writing of the Minister's decision.



Australian Government
Department of Veterans' Affairs

Saluting Their Service Commemorations Grants Application for a Grant

Completing this form

- Please refer to the Guidelines when completing this application form.
- Send your completed application to your DVA State Office (addresses at end of form) or contact them on **133 254** if you need assistance.
- If you do not have enough space to complete a question, please attach a separate sheet.
- Please print in blue or black pen when completing this form.

Nature of project
(please tick one and complete the
required Parts as specified)

All applicants must complete Parts **A, B, H, I, J, K** and **one** of the following:

- Community war memorial** (complete Part **C**)
- Improvement of access to or safety of a war memorial**
(complete Part **C**)
- Commemorative plaque and/or honour board** (complete Part **C**)
- Commemorative event** (eg *significant anniversary or reunion*)
(complete Part **D**)
- Public awareness activity** (eg *publication of a unit wartime history*)
(complete Part **E**)
- Restoration, preservation and/or display of wartime memorabilia**
(complete Part **F**)
- Schools initiative** (complete Part **G**)
- Other project** (complete Parts **A, B, H, I, J & K** only)

Note: maximum funding for Parts **C** is \$4,000 and Parts **D, E, F & G** is \$3,000.

Privacy

The information you provide on this form is required to make a decision in regard to your application. The information will be disclosed to the Minister for Veterans' Affairs and members of the Commemorations Grants Advisory Committee to enable a decision to be made. If successful, some information will be disclosed to the Department of Finance and Administration for inclusion in the Commonwealth's Discretionary Grants Database. Successful grants may also be the subject of a media release.

Please note that the Privacy Act does not prevent the disclosure of information to members of the Commonwealth Parliament and a list of recipients of discretionary grants administered by the Department is publicly available.



Part A Applicant Information

Applicant Organisation - Details

- 1. Name of organisation []
- 2. Branch/Sub-branch (if applicable) []
- 3. Address []
[]
[] Postcode []
- 4. Telephone number () []

Applicant Organisation - Contact person

- 5. Title (Mr, Mrs, etc.) []
- 6. Surname []
- 7. Given name(s) []
- 8. Position title []
- 9. Daytime telephone number(s) () [] () []
- 10. Mobile number (if applicable) []
- 11. Email address (if applicable) []

Applicant Organisation - Principal office bearer

- 12. Name []
- 13. Position title []
- 14. Daytime telephone number(s) () [] () []

Applicant Organisation - Funding history

- 15. Have you received a grant from the Australian Government Department of Veterans' Affairs in the past?
(Attach a separate sheet if more than one)
No ► Go to Question 18
Yes ► Date [] / [] / [] Amount \$ []

16. Purpose of previous grant []
[]

- 17. Have you acquitted all grants previously received?
No ► Give reason []
Yes []

Applicant Organisation - Bank and Taxation (ABN & GST) details

All applicants are required to complete the following information which will facilitate payment if the application is successful. The preferred method of payment is by direct credit to the applicant organisation.

18. Bank/financial institution

19. Branch of bank/financial institution

20. Account name

21. BSB (Bank, State, Branch number)

22. Account number

23. Does the applicant organisation have an Australian Business Number (ABN)?
No ▶ Go to Question 25
Yes ▶ ABN number

24. Is the applicant organisation registered with the Australian Taxation Office for the Goods and Services Tax (GST)?
No Yes

Note: If a grant is approved, DVA may seek further details in regards to the GST.

Part B

Ex-Service Organisation Supporting Proposed Project (if applicable)

25. Name of organisation

26. Branch/Sub-branch (if applicable)

27. Principal contact officer

28. Daytime telephone number(s) () ()

Part C - Proposed Project

Community War Memorials, Commemorative Plaques and Honour Boards

The maximum grant available is \$4,000

29. Application in relation to:

- Restoration or upgrading of a community war memorial or immediate surrounds
- A new community war memorial
- Improvement of access to or safety of immediate surrounds of community war memorial
- Restoration of a commemorative plaque or honour board on public display
- A new commemorative plaque for public display
- A new honour board for public display

30. Name of war memorial/plaque/honour board

31. Location

 Postcode

PART C COMMUNITY WAR
MEMORIALS, COMMEMORATIVE
PLAQUES AND HONOUR BOARDS
continued

32. If a community war memorial,
is it to be the main focus for
community remembrance
services?

No Yes

33. Which days of
commemoration is/will the
memorial be used for?

34. Who owns/will own and
maintain the memorial,
plaque or honour board?
(eg local council/ex-service
club or community
organisation)

35. Are there other war
memorials in the town or
suburb?

No

Yes ▶ Please describe

**Proposed Project - Council/Shire Certification
(to be completed for war memorials only)**

36. Name of Local Council or
Shire

37. Address

 Postcode

38. Name of Council/Shire
contact officer

39. Position of contact officer

40. Telephone number

 ()

41. Email address (if applicable)

42. Comments by Council/Shire

43. Has building approval been
given?

No Yes Not required

44. Signature of Council/Shire
officer

Date

 / /

Part D - Proposed Project**Commemorative Events (Reunions, Anniversaries or Ceremonies)***The maximum grant available is \$3,000*

45. Date of event

46. Number attending

47. Event venue

Name of venue

Address

48. Significance of event
(eg 60th anniversary)49. Brief indication of attendees
(eg veterans, special guests)**Part E - Proposed Project****Public Awareness Activity***The maximum grant available is \$3,000*50. Format of public awareness
activity
(eg unit history)51. What is the purpose of the
project?
52. Applicant's details, including
experience, qualifications,
details of previous
publications etc.

53. How will the work be
distributed or displayed?54. When will the work be
distributed or displayed?

55. Target audience

Part F - Proposed Project**Restoration, Preservation and/or Display of Wartime Memorabilia***The maximum grant available is \$3,000*

56. Application in relation to:

-
- Restoration, preservation of wartime memorabilia
-
-
- New display of wartime memorabilia

57. What is the nature of work
to be undertaken?
58. Where is/will the display be
exhibited?59. Is/will the display be
accessible to the general
community?No Yes 60. Who owns/will own and
maintain the display?

Part G - Proposed Project Schools Initiative

The maximum grant available is \$3,000

61. What is the nature of your project?
(eg research project by students involving local veterans)

[Dotted lines for answer]

62. Who is the target audience?

[Dotted lines for answer]

63. How will you reach this audience and involve them in the project?

[Dotted lines for answer]

64. Provide information on how you will ensure historical accuracy of educational material

[Dotted lines for answer]

Part H Project Information

65. Title of project

[Dotted lines for answer]

66. Description of project
(please provide as much detail as possible including reason for undertaking the project, inscription of plaques or memorials, groups involved in project. Attach a separate sheet if necessary. See also Application Checklist on page 8).

[Large dotted area for description]

If insufficient space, please attach a separate sheet

67. Estimated project commencement date *

[/ /]

* Please note projects will not be funded retrospectively

68. Estimated project completion date

[/ /]

Part I Project Budget

Expenses

69. Total cost of project

What is the total cost of the project? \$

On a separate sheet attach details of the budget (eg postage, printing, advertising), including quotes. Please note that some costs are not eligible for funding under *Saluting Their Service* (eg travel).

Funding

70. Government Support/Grants

Saluting Their Service Grant sought in this application \$

Other Commonwealth Government grants \$ ▶ Has support been confirmed? No Yes

State Government grants \$ ▶ Has support been confirmed? No Yes

Local Government grants \$ ▶ Has support been confirmed? No Yes

Other support \$

SUB TOTAL \$

71. Applicant's contribution

Donations received to date \$

Fundraising \$

SUB TOTAL \$

Please specify in-kind contribution (eg volunteers' time and skills or discounts provided by businesses)

72. Total income

Add SUBTOTALS from Questions 70 and 71 \$

If there is a shortfall, please explain how the remaining funds will be secured.

Part J	Application Checklist
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Before sending your grant application please attach supporting documentation.

Use this checklist as a guide for type of material that may be useful when assessing your application.

- Project plans and/or photos
- Outline of book, manuscript, excerpt or example of previous work
- Letters of support
- Details of project budget, quotes, current and future funding as specified in Part I
- Other - please specify

Part K	Certification
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ALL APPLICANTS REQUIRE CERTIFICATION BY AN OFFICE BEARER OF THE APPLICANT ORGANISATION

We, the undersigned hereby certify that all details provided in this application are true and correct to the best of our knowledge. We are aware that giving false and misleading information is a serious offence.

73. Signature of office bearer

Date

/ /

74. Printed name

75. Position in organisation

76. Signature of application contact officer

Date

/ /

77. Printed name

78. Position in organisation

<p>Addresses</p> <p><i>Send your completed application to your DVA State Office or contact them on 133 254 if you need assistance.</i></p>	<p>NSW & ACT GPO Box 3994 Sydney NSW 2001</p> <p>SA/NT GPO Box 1652 Adelaide SA 5001</p> <p>National Office PO Box 21 Woden ACT 2606 Telephone: (02) 6289 1111</p>	<p>VIC GPO Box 87A Melbourne VIC 3001</p> <p>WA GPO Box F352 Perth WA 6001</p>	<p>QLD GPO Box 651 Brisbane QLD 4001</p> <p>TAS GPO Box 481 Hobart TAS 7001</p>
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24 June 2008

RSL Lithgow Sub Branch
PO Box 53
LITHGOW NSW 2790

Dear Sir / Madam,

RE: WAR MEMORIAL CENOTAPH

Please find enclosed a copy of a letter from Janice Marshall requesting funding to place the names of all the Lithgow Servicemen/women killed in action since WWI onto the empty space on the original cenotaph. Council is seeking your comments in relation to the request from Janice Marshall.

We look forward to hearing from you at your earliest convenience.

Yours Faithfully

Stephen Darlington
Acting Group Manager Regional Services

(02) 6354 9999
(02) 6351 4259

www.lithgow.nsw.gov.au
council@lithgow.nsw.gov.au

ADDRESS CORRESPONDENCE
TO GENERAL MANAGER
PO BOX 19 LITHGOW NSW 2790

Lithgow City Council

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29 MAY 2008

26th May 2008

Doc. No

GDA Ref.

Years

To Whom It May Concern:

I would like to apply to council for funding to place the names of all Lithgow servicemen/women killed in action since WWI onto the empty space on the original cenotaph, as has been the case on similar memorials in most of our smaller outlying districts.

I have been told by council the empty side of the cenotaph must be left in memory of the Unknown Soldier. This is not what was stated when the original memorial was erected with money raised by the Women and Children of Lithgow after WWI. The inscription (in memory of the Unknown Soldier) only needs a very small section.

When the original memorial was to be built it was stated that it was to be erected so the fallen heroes of Lithgow and the surrounding districts killed in the service of their King and Country would be remembered forever.

I am aware that the area in question at Queen Elizabeth Park has recently been revamped but I am appalled to see that this very long overdue process was not undertaken.

The RSL told me it was the council's responsibility but the council told me I should contact the Canberra War Museum, Canberra told me it is the local council's responsibility. Over the years our family has been told –

1. There isn't anyone local who can do the engraving work (*Who does all the engravings at the local cemetery*)
2. It would be too costly (*I have stated I am prepared to pay for ours*)
3. There is no way all names can be assured to be included thus upsetting living family members (*surely a call to Canberra can produce an accurate list*)

Janice Marshall

Janice Marshall

