Register of War Memorials in New South Wales

In the aftermath of the Great War, communities across Australia built war memorials to perpetuate the memory of those who served their country and who lie buried in foreign soil or beneath the seas. Their memory must not be diminished by the passage of time.

There are more than 3,000 war memorials in our State, and the NSW Government and the RSL (NSW Branch) are committed to documenting each of these memorials with care and respect.

This worthwhile task can only be accomplished using the combined resources of local councils, RSL sub-branches and our schools. No memorial is too small or insignificant to be counted because each records a priceless sacrifice.

What better way for our school children to learn a love of their country than to visit their local memorials, photograph them and record the names of those who fought and died.

This information will then be loaded onto the Internet so that people across the nation can view these memorials, look up the names of their forebears and reflect on the heavy price paid in the cause of freedom.

Now that all the original ANZACs have passed on, it is up to us to keep the flame of remembrance alight. The Register of War Memorials in NSW is an important initiative that deserves the support of every community, school, RSL sub-branch and local council.

Lest we forget.

<p style="text-align:center">Register of War Memorials in New South Wales</p>
<p style="text-align:center">How to contribute</p>

What is a war memorial?

A war memorial is a commemoration of the dead of war that has been officially dedicated to those people who have served in wars, campaigns, peace keeping missions, prisoners of war, etc.

A war memorial may be a statue, obelisk, arch, column, gate, memorial hall, cenotaph, honour roll (including names) and/ or memorial plaque.

By following the instructions below, you can contribute content to the *Register of War Memorials in New South Wales*.

1. Identifying a war memorial for submission

Use the *Location Search* on the *Register of War Memorials in New South Wales* website at http://www.warmemorialsnsw.asn.au/ to see if the war memorial you have located is already in the Register. If you cannot find a record for the particular memorial, you will need to prepare some content for it to be included.

A war memorial may be a statue, obelisk, arch, column, gate, memorial hall, cenotaph, honour roll (including names) and/ or memorial plaque.

2. Preparing content for the War memorial

a) Photograph

You must send at least one photograph of the war memorial with your submission.

This photograph can be a good quality digital image or professionally printed photograph and should show the full view of the memorial. For detail on photographing war memorials, see *Photographing Memorials,* below.

Please note all war memorial submissions must be accompanied by at least one photograph in order to be included in the Register. Low quality printouts of digital photographs are not acceptable.

b) Record the War memorial details

Download the *war memorial spreadsheet* from the *Register of War Memorials in New South Wales* at http://www.warmemorialsnsw.asn.au/information/war_memorials.xls and fill out all applicable sections of the **War Memorials details** sheet.

For information on downloading and using the spreadsheet, see *Using the spreadsheet*, below.

c) Record any Name Entries

If this war memorial lists any veterans, use the name entry sheet to record them. Make sure you record all available details accurately.

For an explanation of the various veteran fields in the **Name Entry** sheet, see *Using the spreadsheet*, below.

3. Submitting the spreadsheet and photograph/s

You can submit the photographs and spreadsheet by email, post or a combination of both.

i) by Email
Send the completed war memorial spreadsheet as an attachment (.xls file) and digital image/s (in JPEG or TIFF format) to: warmemorials@sl.nsw.gov.au

Please note: we cannot receive email with attachments that are larger than 5MB. If your email and photograph attachments are larger than this, you will have to attach images to separate emails (using the war memorial name as the subject line) or send the photographs by post.

ii) by Post
You can send electronic copies of the spreadsheet and digital photographs on a CD-ROM or other storage media or you can post the electronic spreadsheet with professionally printed photographs.

We do prefer to receive an electronic copy of the spreadsheet, however if for some reason you are unable to attach it to an email message or save it to CD-ROM, we will accept printed versions of the spreadsheet. Please be advised however that if we receive only a printed version of the spreadsheet it will take longer to process.

Be sure to include the name of the war memorial on the back of the envelope and indicate in the spreadsheet that the photograph/s will be sent by post.

Contact information

Email: warmemorials@sl.nsw.gov.au

Address: War Memorial Register
               State Library of NSW
               Macquarie Street
               Sydney NSW 2000

Telephone: (02) 9273 1554

For further information about submitting war memorials or corrections to the existing information, please contact us.

Using the Spreadsheet

What is the format of the war memorial spreadsheet?
The spreadsheet has been created with Microsoft Excel. If you do not have access to Microsoft Excel, you can open and edit the war memorial spreadsheet using the following free spreadsheet applications:

Microsoft Windows: OpenOffice.org   http://www.openoffice.org/

Mac OS X: NeoOffice   http://www.neooffice.org/

How much information is enough?
On the **War Memorial Details** sheet, make sure you provide as much information as possible. You may need to do some background research to find out some of the details, such as the dedication date. Accuracy is important, so if in doubt, leave the field blank.

If there are names listed on the war memorials, you will need to record those into the **Listed Veteran Names** sheet.

How do I switch between the different sheets?
The War Memorials data entry spreadsheet contains a number of separate sheets. Switch between sheets by clicking on the tab toolbar in the bottom left corner of your spreadsheet application. For example, to enter veterans' names, you would click on the Listed Veteran Names tab.

*How do I fill in the various fields in the **Listed Veteran Names** sheet of the spreadsheet?*
The following contains information about the various field names from the Name entry sheet and list some common examples.

Rank:
Some examples of services are:

AB	Able Seaman
Bmdr	Bombardier
Brig	Brigadier
Cadet	Cadet
Capt	Captain
Cpl	Corporal
Gnr	Gunner
Lt	Lieutenant
Maj	Major
Pte	Pte Private
Sgt	Sergeant
Sqn Ldr	Squadron Leader

Other ranks can be obtained by searching in the Roll of Honour Database at http://www.awm.gov.au/database/roh.asp

Conflict:
For example:

| World War 1 |
| World War 2 |
| Korean Campaign |
| South African (Boer War) |
| Malaya-Borneo Emergency |
| Vietnam War |

Status Codes:
Status Codes refers to the fate of a veteran during the course of the war. This field should be left blank if the veteran survived the war.

Code	Explanation
Acc Kd	Accidentally Killed
DOC	Died of Other Causes
DOD	Died of Disease
DOS	Died on Service
DOW	Died of Wounds
DPOW	Died Prisoner of War
In Memoriam	In Memory of the Departed
KIA	Killed in Action
MIA	Missing in Action
POW	Prisoner of War

Service:
Some examples of services are:

RAN	The Royal Australian Navy
WRANS	Women's Royal Australian Naval Service
Army	Australian Army
AWAS	Australian Women's Army Service
WRAAC	Royal Australian Women's Army Corps
RAAF	The Royal Australian Air Force
WAAF	Women's Auxiliary Australian Air Force
WRAAF	Women's Royal Australian Air Force

For an explanation of military services, access the Australian War Memorial site at http://www.awm.gov.au/atwar/structure/

Unit:
Some examples of units are:

| 2/13th Australian General Hospital |
| 2/9th Battalion |
| 2/10th Battalion |

For an explanation of military units for each service, access the Australian War Memorial site at http://www.awm.gov.au/units/

Campaign:
Campaign refers to a major military undertaking with a definite objective, often comprising a number of battles or engagements. Some NSW war memorials list individual campaigns. Campaigns are often referred to by place names, eg Fromelles.

Gender:
Use M for males and F for females. Usually women are listed along with their unit names, eg. AWAS (Australian Women's Army Service), or have a rank of Sister (i.e. a nurse).

Decorations:
The Decoration field is for Decorations and awards received by the listed veteran. Some examples are:

AFC	Air Force Cross
AFM	Air Force Medal
BEM	British Empire Medal
CBE	Commander Order of British Empire
CB	Companion Order of Bath
CGM	Conspicuous Gallantry Medal
DCM	Distinguished Conduct Medal
DFC	Distinguished Flying Cross, Bar
DFM	Distinguished Flying Medal, Bar
DSC	Distinguished Service Cross, Bar
DSM	Distinguished Service Medal, Bar
DSO	Distinguished Service Order
RRC	Distinguished Service Order, Bar Royal Red Cross
LOH	French Legion D'Honneur
GC	George Cross
GM	George Medal, Bar
KBE	Knight Commander Order of British Empire
GBE	Knight Grand Cross Order of British Empire
MBE	Member Order of British Empire
MD	Mentioned in Dispatches
MC	Military Cross, Bar
MM	Military Medal, Bar
OBE	Officer Order of British Empire
VC	Victoria Cross
QSA	Queen's South Africa Medal 1899-1902
KSA	King's South Africa Medal 1901-1902

For a discussion of Australian military awards, visit
http://www.asacaustralia.com/medals.htm

Service Number:
Some war memorials, especially those with veteran's graves, include service numbers.

A service number for a memorial listed First World War veteran can usually be identified by accessing the Biographical Databases at the Australian War Memorial at
http://www.awm.gov.au/database/biographical.asp

Photographing Memorials

What is the required photograph format and composition?
You must send in at least one photograph of the memorial that shows as much possible. Ideally the entire memorial will be captured in this single image.

It can be submitted as either a digital image file (TIFF or JPEG) or a professionally printed photograph.

What is the minimum quality for digital images?
Digital images must be at least 2 megapixels in size, or approximately 1600 x 1200 pixels. Furthermore, camera image quality should be set to at least "Fine" or "High" to ensure that the photos taken are of high quality. Lower quality digital images will also be accepted if the image is of sufficient quality and has not been manipulated.

What is the minimum quality for printed photographs?
Printed photographs should be printed on quality photographic paper with dimensions of at least 4 x 6 inches (the "normal" size for photographs from a typical 1-hour photo lab). The minimum resolution must be 150 dpi or higher—if the resolution is too low, the printed photograph will look pixellated or blurry when viewed on the website.

What is preferable: digital images or printed photographs?
For our purposes, digital images are more convenient and faster to process, and this is our preferred format. Simply send the images to us via email at: warmemorials@sl.nsw.gov.au.

What other additional photographs will be accepted?
If the war memorial has multiple plaques or sides, additional photographs are very useful. A photograph should be taken of each plaque, showing as much close-up detail as possible. If there are soldiers' names listed on the war memorials, a photo of each name plaque is also highly desirable.

Should I re-touch or enhance the photographs before sending them in?
Please only send in copies of the original digital images that have not been manipulated.

Curriculum relevance for Stage 3 Human Society and Its Environment

Visits to local war memorials can enrich an existing HSIE unit from a Stage 3 scope and sequence, e.g. Identity and Values, Global Connections. Students will be working towards the achievement of outcomes:

CCS 3.1 Explains the significance of particular people, places, groups, actions and events in the past in developing Australian identities and heritage.

ENS 35 Demonstrates an understanding of the interconnectedness between Australia and global environments and how individuals and groups can act in an ecologically responsible manner.

This activity can relate to Stage 3 subject matter from the HSIE K-6 syllabus.

- National symbols (e.g. national anthems, flags, coats of arms), national culture represented by ballads, songs and significant sites
- Significant events that have shaped Australia's identity, including the discovery of gold, and colonial exploration and expansion
- World achievements by Australians, past and present
- Origins of dedicated days, weeks, events and places, including Anzac Day and Remembrance Day
- Nationally remembered days
- Physical, political and cultural regions and main reference points in Australia and the world, including the continents and some capital cities
- Geographical terminology, e.g. latitude, longitude
- Communities, regions and environments in Australia and the world
- Effects of human and natural changes on the environment.

Community celebrations and events, such as Anzac Day and Remembrance Day, provide opportunities to highlight the significance of war memorials. Visits to war memorials make the learning experiences for students more relevant and interesting. Some of these units of work need not be taught in a single block of time but at appropriate times to coincide with dates related to celebrations and events.

For further details on how to incorporate war memorials into the curriculum, please refer to Curriculum Support for Primary Teachers, 1999 Vol 4, No. 4 or the Curriculum Support web site, http://www.curriculumsupport.education.nsw.gov.au/primary/hsie/teaching/stage3/index.htm

The unit, Australia's experience at war, is for Stage 3 HSIE. The unit outline has been written as a model for using an excursion as a resource, and has an emphasis on Australia's identity and the place of war in Australia.

Involving your students in the register of NSW War Memorials

SOME PRACTICAL SUGGESTIONS

- Depending on the number of war memorials in your local area this activity may be best conducted as a homework or independent research activity. Parents and the community may be involved with supervision of students or small groups of students.
- Teachers are encouraged to seek assistance from their local RSL and council who could be involved with identification of war memorials. Guest speakers from the RSL could be invited to inform and interact with the students during the registering of war memorials process.
- A further extension of this activity could involve students researching the dedicated war, a history of the local area or the personnel listed on the memorial.