

8/1/7/1

AUSTRALIAN ARCHIVE  
ACCESS STATUS

OPEN

DECEMBER 1941  
TO  
FEBRUARY 1942  
&  
MAY TO  
JULY 1942

ORIGINAL

HEADQUARTERS  
QUEENSCLIFF / COVERING FORCE

## WAR DIARY or INTELLIGENCE SUMMARY

(Erase heading not required)

Date and Time.—From

To

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
Quenschoff	8 DEC 41	1243	Japs attempt landing KOTA BAHRU. obstructed or delay commencement of hostilities	I.S. S. Comd message
"	"	1310	2nd Commander and GRC BN warned of developments. F.L. to be on alert. GRC BN ready for emergency plan immediately	By Phone
"	"	1310	Information from ACH that air search for surface vessels. Patroling plane from Lahar Batura 090 to 171 deg depth 250 miles	I.S. S. Comd message
"	9 DEC 41	0900	HQ 4-N Bde (operational) now functioning with limited staff. Lt Col and Capt/Adjutant doing alternate duties.	
"	"	1805	Instruction from S. Comd to dig + wire positions. Do a lot of this work including slit trenches	S. Comd 02.



# WAR DIARY or INTELLIGENCE SUMMARY

(Erase heading not required)

Army Form C.2118  
(adapted.)

Unit

Date and Time.—From

To

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
Guernsey	9 DEC 41	1805	already well in hand; Must be completed by 17th.	
		1920	Instructions for S. Comd to dig slit trenches for all troops within 50 miles of coast. Trenches in this area already partly completed. Our Black out plans are complete, but are capable of further improvement. Find that blackout paper with boxes rolled to form blinds are most suitable for barracks rooms etc.	
			Attn services posted and maintained.	
	10 DEC 41		Nothing worth recording	
	11 DEC 41	1830	Reply from S. Comd that submarine sighted by aircraft off ROBE S.A. at 0956 hrs 11 Dec 41	Phon message

# WAR DIARY or INTELLIGENCE SUMMARY

(Erase heading not required)

Army Form C.2118  
(adapted.)

Unit \_\_\_\_\_

Date and Time.—From \_\_\_\_\_

To \_\_\_\_\_

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
<i>Querschip</i>	<i>11 DEC 41</i>		<i>F.C. warned to exercise extra vigilance.</i>	
	<i>12 DEC 41</i>	<i>1800</i>	<i>the search report is negative.</i>	
	<i>13 DEC</i>		<i>Nothing to report</i>	
	<i>13 DEC</i>	<i>1330</i>	<i>Received report from XDO about supposed submarine signal in P.P. Bay. Report intelligence S. comd who led to enquiry from Wang.</i>	
		<i>2200</i>	<i>Intelligence S comd reported that Wang intelligence uncovered submarine station just before from Mornington. who was supposed to have</i>	
			<i>signed 160 ft grey submarine on line</i>	
			<i>Mornington - Port Phillip. Intelligence (Wang)</i>	
			<i>unable to share the story. D.N.O. says</i>	
			<i>all rot. This HQ acts as if report true.</i>	
			<i>Morris F.C. for the vigilance search,</i>	

*especially about dawn, when tide is high and black. No results.*

# WAR DIARY or INTELLIGENCE SUMMARY

(Erase heading not required)

44  
Army Form C.2118  
(adapted.)

Unit \_\_\_\_\_ Date and Time.—From \_\_\_\_\_ To \_\_\_\_\_

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
Jaworski	14 DEC 41	1230	Air search reported by Navy. Naval search by ship negative. No further information. This HQ still on alert.	
		2215	all searches negative. Another washout.	
	15 DEC 41	1100	1TP A/TX attacked from 40IV 1TP A/TX attacked from 2 CAV DIV marked in. Attached to GRN BNS	
	16 DEC 41	1330	4. Nyle coy ATF from Stanley, 1 sec 104 Res Mt coy Milinia march in for duty. 2 coy and 1/2 sec respectively on each side of work. Very heavy at the present stage. GRN BN reserve march in, the Bns now being well under W.E. <del>attacked</del> Stanley for and GRN BN reserves handled by Weiboona. Good move.	

# WAR DIARY or INTELLIGENCE SUMMARY

(Erase heading not required)

5.  
Army Form C 2118  
(adapted.)

Unit \_\_\_\_\_

Date and Time.—From \_\_\_\_\_

To \_\_\_\_\_

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
Inverchiff	16 DEC 41	0900	Received report from Nyeen that V Sgt. J. J. Mowrey accidentally killed by rifle shot. All necessary action taken. Apparently shot by RAE Sapper who had come off duty with loaded rifle. A unfortunate lesson for all officers and NCOs on the value of inspecting arms on disarming duty. 1st Lt 16 O/R 22 FOREST with 118 PM a Model Bawn Herts.	
		1700	1st Lt CWC Thompson departed for St Andrews CFD. Handled over to 1st Lt TE Jackson ED. Major Knox had been designated as CFD, and arrived in Inverchiff 15 DEC 41, but due to complaint on suppression by 1st Lt Jackson, was withdrawn to duty S. G. M. on 16 DEC 41. Departed with 1st Lt CWC Thompson.	

# WAR DIARY or INTELLIGENCE SUMMARY

(Erase heading not required)

6  
Army Form C.2118  
(adapted.)

Unit \_\_\_\_\_ Date and Time.—From \_\_\_\_\_ To \_\_\_\_\_

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
Innischaff	17 DEC 41	0900	Apparently a small amount of fire between ATF troops and Mitchell's position in Innischaff. Minor incidents occurring. Provost staff warned.	
		1900	Apparently, Col. Mitchell arrives Innischaff to take over command Innischaff-Wexford Brigade Sector.	
	18 DEC 41	1700	Very quiet at Lough. <del>Heavy shelling</del>	
	<del>19 DEC 41</del>	1000 hrs	1st AR BATT 3 PDR SIGHTS from Innischaff Bty.	
	19 DEC 41	1000 hrs	6" BLK VII 1/2 charge shoots 1000 hrs on 1400 hrs. Shells were warned. 4 camouflage operations from S.C. on arrival to museum in vicinity of Lough. No persons. Allowed to proceed under escort of Lough. L'cliff taken 104 at arrival to 3:20 from 1400 hrs Lough.	



# WAR DIARY or INTELLIGENCE SUMMARY

(Erase heading not required)

Army Form C.2118  
(adapted.)

Unit *P.P. Covering Force*

Date and Time.—From

To

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
<i>Queenscliff</i>	<i>23 Dec</i>	<i>0900</i>	<i>Subcommittee. Capt. Austin related O'Leary take up duties. Liaison Officer. Lieut E Baum related for duty P.P. 2 as Staff Capt. C.C.O. conference all unit Commanders</i>	
	<i>24 Dec</i>	<i>1900</i>		
	<i>25 Dec</i>	<i>1050</i>	<i>Report from 2 Car Dr. Haugt capt. off Barron Heads. Report per Fleet Inspector - 5574</i>	<i>Phone message.</i>
		<i>2345</i>	<i>Investigation proceeded - Naval Office enquiry re use of search lights. Related being used in investigation 2 Boats.</i>	<i>Phone message.</i>
	<i>26 Dec</i>	<i>1000</i>	<i>Report O.C. Kinross, alien applying for employment. I.O. investigator apprehended by Police. No Travel permit.</i>	
	<i>27 Dec</i>	<i>0245</i>	<i>Naval Bd report re sighting of unidentified</i>	

# WAR DIARY or INTELLIGENCE SUMMARY

(Erase heading not required).

8  
Army Form C.2113  
(adapted.)

Unit RPT. Landing Force

Date and Time.—From

To

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
O'Leary	27 Dec 41	0245	vessel position 036° 13. min N. 135° 11. min E. last scanning west high speed. Description 40-noon 20000-30,000 tons hull of grey, squat, funnel. Weather misty. Possibility, may be Jap. control aircraft carrier or raiders.	None. Message.
	28/12/41	0900	Instructions to element Mobile AIF. Reinforcements	None.
		1400	5 known carrying out diverging search Barrow Heads. 150 miles seaward lat. 122.4 232 deg.	Sigs
	29/12/41	1900	Mobile AIF Reinforcement, per Pl. Headroom, for O'Leary.	

# WAR DIARY or INTELLIGENCE SUMMARY

(Erase heading not required).

Army Form C.2118  
(adapted.)

Unit P.P. Covering Force.

Date and Time.—From

To

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
Queenscliff.	Jan 2/42.	1900 hrs.	Detachment. 4 P.P. Detach. for Darley for P.P. Covering Force. 1830 hrs.	
"	"	8/1/42.	Transfer of B.L. 6-14 H.R. VII Equipment to Eastern Command. also det of 17 personnel.	
"	"	16/1/42.	Lt R.H. Tate reported for Duty with P.P. Covering Force. as Liaison Officer.	
"	"	19/1/42.	1900 hrs. P.P. Covering Force. Bde. Hd. Q's moved from Fort Queenscliff. to New Location.	
"	"	29/1/42	1830 hrs. Troops from Darley to form 2 <sup>nd</sup> Troop Bn arrived Queenscliff. Col. Reath. C.O.	
"	"	1/2/42	1430 hrs. Two ketches, apparently American accompanied by (2) armed cruiser. passed through P.P. Heads.	

1. THEFT OF GOVERNMENT PROPERTY.

M.F.R. & 1 G18 (mil) is repromulgated:-

"The Minister has directed that in cases where there is clear evidence of theft of Government property, prosecution is not to be waived without his approval".

S.C. R.O. Pt 1 NO547.

2. CHRISTMAS PARTIES BY R.S.S. & A.I.L.A. TO CHILDREN OF MEMBERS OVERSEAS-CO-OPERATION BY S COMD (3 M.D.) ONLY.

The State Executive of the Victorian Branch of the R.S.S. & A.I.L.A. is arranging for the holding of Christmas parties throughout Victoria for the children of members of the Services who are serving overseas including the children of members serving in Darwin.

The G.O.C. desires that Commanders and C O's afford the League all possible co-operation in furthering the success of these parties and they will in conjunction with the local branch Secretaries of the League arrange where desired for the voluntary attendance of suitable Officers who are returned Soldiers at these parties and for them to address the children.

S.C. R.O. Pt 1 NO551

3. REPORTS ON STUDENTS ATTENDING SCHOOLS.

Technical trng - Technical Schools - Course No 2

S.C. Tng. Inst 257/1941.

The following are the results of trainees who attended the above course:-

Dates 2/9/41 - 21/11/41. Trade Clerks Brunswick Tech. School

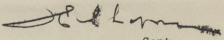
No	Rank	Name	Unit	Result
71870	Bdr.	CLUCAS C W	R A A Q'CLIFF	Passed Class II.
72151	Sig.	BARKER K A	Frt Sigs	Passed Class II.

4. MEDICAL BOARDS F.T.P.

Attention is drqwn to S C R O 545 of 3 DEC 41.

All Units Fixed Defences will furnish the report required to H Q P P F by Friday 12 DEC 41 (Nil returns where applicable)

QUEENSCLIFF  
9 DEC 1941  
NO 119 PCB

  
Capt.  
STAFF CAPT P P F

FOR OFFICIAL USE  
ONLY A M R & O 1587

PORT PHILLIP FORTRESS  
ROUTINE INSTRUCTIONS NO 120

*Hubb*  
QUEENSCLIFF  
12 DEC 41

1.

LEAVE.

1. All Christmas Leave A R L and weekend leave suspended indefinitely.
2. All Military Establishments will work 7 days per week.
3. All Personnel now on leave to be recalled immediately.
4. Periods of work to be extended and all ranks must be impressed with the necessity of keen co-operation and enthusiastic spirit necessary to complete tasks and training.
5. Administrative Personnel will be called upon after their normal duties are completed, to assist in completing War Tasks such as digging slit trenches, wiring where necessary, digging weapon pits etc.
6. The above instruction applies to all troops in Fortress Area including Grn.Bns. and attached troops.

2. RESPIRATORS ANTI-GAS.

All ranks will carry respirators Anti Gas and wear steel helmets in Barracks or camp as for instance Barracks to Crows Nest Nepean to Pearce or Portsea etc.

Troops on local leave within the Fortress Area will NOT CARRY respirators or steel helmets at present.

When the necessity arises further instructions will be issued by H.Q. P.P.Frt.

3. SPORTS OFFICERS COURSE.

No1 Sports Officers Course at Frankston 22 DEC 41 - 3 JAN 42 has been cancelled.

QUEENSCLIFF  
12 DEC 41  
NO 120 FCB

*[Signature]*  
Capt  
STAFF CAPTAIN P P Frt



1. COMPLAINTS - PERIODICAL EXPLANATION TO TROOPS OF PROCEDURE.

(A.M.R. & O 289-294 and 307)

Attention is directed to S C R O 212/41, and to the instructions for periodical explanation to all ranks of the procedure to be followed in submission of complaints.

S C R O Pt.1. NO.559.

2. CORRESPONDENCE ADDRESSED TO H.Q., S.COMD.

MARKING BY OFFICER SIGNING AS TO BRANCH ETC., CONCERNED.

In order to facilitate early distribution to the proper Branches etc., concerned at H.Q. S.Comd, correspondence intended for these Headquarters will be addressed to H.Q. S.Comd., but will be marked by the officer signing with the abbreviation of the Branch, Service or Department concerned by which the subject matter should properly be dealt with. This marking, E.G. "G; A; Q; D.D.S.T.; C.O.M.E." etc., will be made in the left hand margin opposite the signature of the officer signing the Correspondence.

No correspondence will be marked for the individual officers by name.  
S.C.R.O. 10(7)/40 is cancelled.

S.C.R.O. Pt.1. NO.560.

3. ABSENTEES WITHOUT LEAVE - DISPOSAL OF KITS (3 M.D. ONLY)

(a) Kits of personnel absent without leave will not be held in unit store for a period exceeding 50 days. If at the expiration of this period an absentee has not been returned to his Unit the items of his kit in possession of the unit will be brought on charge to the unit on Certificate Receipt Voucher (AAF.F.22.) and then forwarded to A.D.O.S. (Depots) with Issue and Receipt Voucher (AAF F2) properly completed.

(b) Attention is directed to A M R & O 445, providing for the inquiry into deficiencies of equipment, clothing etc of a soldier who is absent without leave for a period of 21 days.

S.C.R.O. Pt.1. NO.561

4. TOWING OF ARTILLERY EQUIPMENT - UNAUTHORISED USE OF ARMY VEHICLES.

(a) Standing Orders for the Operation and Maintenance of Mechanical Vehicles (Australia), 1940, para 41 is re-promulgated:-

"(a) Equipment, other than authorised artillery carriages and limbers, which has been designed solely for horse draught will not be drawn by mechanical vehicles; provided that in special cases, and for short distances only, such equipment may be drawn by slow moving vehicles at the discretion of a technical officer of the A A S C(P) or A A O C(P). In all cases the towing vehicle must be provided with a proper towing attachment.

"(b) Officers in charge of mechanical vehicles will be responsible for the reconnaissance of routes along which they may direct the drivers to proceed. Such officers will be held responsible for damage to vehicles caused through neglect of this precaution."

(b) Special vehicles are provided for the towing of Artillery equipment by Medium and Field Regiments. A A S C or other vehicles will not be used for this purpose without authority.

(c) When the use of other vehicles for towing purposes is authorised in the case of Anti Tank Regiments who have not yet received special towing vehicles, the greatest care will be exercised

CONT/

17 DEC 41

## 4.(CONT-).

to prevent the swaying of equipment being towed.

S.C.R.O. Pt.1. NO.563.

## 5.TEXT BOOKS - ISSUE TO MEMBERS OF THE A.I.C.

Text books are available for issue to members of the A.I.C. who have not yet received a complete set. Requisitions for books required to complete issues should be submitted by units to District Stationary Depot.

S.C.R.O. Pt.1. NO.564.

## 6.EXTRA MESSING ON CHRISTMAS DAY.

Approval has been given for the expenditure of an amount not exceeding one shilling per member, additional to the commuted ration allowance, for extra messing on Christmas day, 1941, for personnel actually in camps, Forts and Garrisons on that day.

S.C.R.O. Pt.1. NO.565.

## 7.LOSS OF BINOCULARS AND COMPASS, PRISMATIC - SEARCH AND REPORT(3 M.D only)

The following articles have been lost:-

- (1) Binoculars, Special S.I., Mk.I. No.9207
- (II) Compass, Prismatic, Mk.VIII., No.156400

A search is to be made by each unit as to whether either article is held by it. Discovery is to be reported to H Q S COMD., and the articles returned to A D O S(Depots), 3 M.D.

S.C.R.O. Pt.1. NO.566.

## 8.DIRECT DEFENCE LINE.

As from 15th Dec.41 the only persons who may use the direct line to S.Comd. are as follows:-

Lt.Col.	Inches.
Major.	Knox.
"	Biscombe.
"	Needham.
"	Catron.
"	Bowden.
"	Pern.
Captain	Morris.
"	Newing.
Fire Commander	R A A.
Duty Officer	H.Q. P.P.Frt.
and the Adj. and Q.M.	of all Fortress
Units (inc. Grn. Bns)	provided that they ring personally.

## 9.PRIORITY TELEPHONE CALLS.

The following are the only persons entitled to make priority telephone calls:-

Lt.Col.	Inches.	Major	Pern.
Major	Knox.	Captain	Morris.
"	Biscombe.	"	Newing.
"	Needham.	Fire Commander	R A A.
"	Catron.	and Duty Officer	H.Q. P.P.Frt.
"	Bowden.		


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17 DEC 41.

10. EXAMINATION RESULTS - NO.22. COOKING AND CATERING COURSE.  
 HELD AT MOOROPNA NOVEMBER 11th TO DECEMBER 10th 1941

V.71516	Gnr	V.A. CLARK	R.A.A.	Qual. 2nd Class.
V.50602	Gnr	R.H. COX	R.A.A.	Qual. 3rd Class.
V.71577	Gnr	C.G. PROSSER	R.A.A.	Qual. 2nd Class.
V.11493	Spr	W. KENYON	R.A.E.	Qual. 2nd Class.
V.71814	Spr	C.V. WATSON	R.A.E.	Qual. 2nd Class.
V.72194	L/Cpl	H.H. CROLL	SIGS	Qual. 2nd Class.
V.84730	Pte	J.A. COLVILLE	A.A.M.C.	Qual. 1st Class.

3 M.D. C.&C. School Mooropna.  
 NO.468/71/41.

11. 1st FORTRESS COMPANY A.A.M.C.

1. The 1st Fortress Coy will be formed and take over duties at the C.D.S. Quarantine Bungalow, Portsea on Monday 15th DEC 41.
2. The Officer Commanding will be Capt. S.J. Newing.

12. CHRISTMAS AND NEW YEAR GREETINGS.

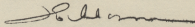
The General Officer Commanding extends to all ranks in Southern Command every good wish for Christmas and New Year.

S.C.R.O. Pt. 1. NO.568.

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The Commander Fixed Defences extends to all ranks P.P.Frt every good wish for the Christmas and New Year.

QUEENSCLIFF  
 17 DEC 41  
 NO 121 HAJ.

  
 Capt.

STAFF CAPTAIN P.P.F.

17 DEC 41

1. RECRUITING A.I.F. AND R.A.A.F.

(1). In accordance with instructions contained in M.B. S.M.94909 of 10/12/41 and M.B. 96126 of 14/12/41 it is advised that:-

- (a). Until further instructed members of militia units will not be enlisted A.I.F. or R.A.A.F.
- (b). A Registry of all applicants A.I.F. and R.A.A.F. will be kept by units in accordance with instructions contained in S.C.R.O. 505.
- (c). All members of militia units who apply for enlistment A.I.F. or R.A.A.F. are to be given a certificate to the effect that they have volunteered for enlistment in the service nominated and that they will be called upon when required.
- (d). Any applicants who are at present members of militia who desire to volunteer for service with the R.A.A.F. are to be permitted to complete the R.A.A.F. application form and C.Os. will forward that application form to the nearest R.A.A.F. Recruiting Center (vide A.H.Q. 73956 of 3rd Oct. 41) but that pending the issue of further instructions no member of a militia unit will be enlisted A.I.F. or R.A.A.F.
- (e). All Formations will submit returns to these Headquarters showing separately numbers of applicants for A.I.F. and R.A.A.F. recorded as at 15th and end of each month, such returns to be submitted promptly, the first as at 15/1/42.
- (f). The returns called for in para (e) above will be forwarded to H.Q. P.P.Frt. on 1st and 16th day of each month.

PRO FORMA.

Return of Volunteers for A.I.F. and R.A.A.F.  
(S. Comd. 122246)

DATE.....

UNIT.....

A.I.F.		R.A.A.F.	
OFF	OR	OFF	OR

2. MECHANICAL VEHICLES - SPLIT WHEELS - DANGER IN DISMANTLING. SCR. 152/1/923

1. In accordance with A.H.Q. memo No. 89117 of 21st November, 1941, all units having on charge vehicles fitted with the new type of split rim having two concentric circles of nuts, one for attaching wheel to hub and the other for holding the two halves of the wheel together, will take the necessary action to ensure that the outer circle of nuts as well as the ends of the corresponding bolts be painted red, where this has not already been done.

2. Reference Southern Command Circular M.E. 26 of 26th November 1941, the windscreen stickers mentioned are now available upon application to D.A.Q.M.G. (M/T), Southern Command. Each unit will ensure that one of these stickers is attached to the bottom center of the windscreen (facing the driver) of appropriate vehicles on charge to the Unit. 21

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### 3. BOARD OF SURVEY.

A Board of Survey constituted as under will assemble at a time and place convenient to the President to enquire into and report on unservicable stores on charge to A.A.M.C.(P) P P Frt.

PRESIDENT. Capt. A.N.Dickson A.A.M.C.

MEMBER. Capt. M.B.Connor. A.I.C.

Proceedings will be forwarded through H.Q. P.P.F. before 22 DEC 41.

### 4. COURT OF INQUIRY.

A Court of Inquiry constituted as under will assemble at a time and place convenient to the President to enquire into and report upon the circumstances surrounding the death of V,32722 Gnr.J.J.MORONEY R.A.A.

Proceedings to be at H Q P P Frt 7 days after inquest has been held.

PRESIDENT. Major. G.W.Forsythe R.A.A.

Capt. L.G.Gregory R.A.A.

Capt. F. Merriman R.A.E.

Attention is drawn to S.C.R.O. 409 of 1st OCT 41.

C.O. R.A.A. will detail Major G.W.Forsythe to attend the inquest.

### 5. NOMENCLATURE OF UNITS.

For case of reference, the following nomenclature will be adopted for the undermentioned attached troops:-

A.I.F. in Portsea Sorrento Area	No.1. Group A.I.F.
A.I.F. in Queenscliff Lonsdale area	No.2. Group A.I.F.
104 Res M.T.Coy( $\frac{1}{2}$ SEC)	Queenscliff Area (Q'cliff Det.104)
	(RES.M.T. Coy
104 Res.M.T. Coy( $\frac{1}{2}$ SEC)	Nepean Sorrento Area (NEPEAN DET.
	(104 Res.M.T.Coy
"A" Tp.17 A/Tk.Bty	Queenscliff Area Q'cliff Tp A/Tk.Bty
26 A/Tk.Bty	Portsea Sorrento Area Nepean Tp.A/Tk.Bty.
6.Sup.Pers. Coy.	Queenscliff Area. 6 S.P.C. Queenscliff
6.Sup.Pers. Coy.	Portsea Sorrento Area 6 S.P.C. Nepean.

### 6. COMMAND.

Until further orders, the undermentioned units are attached as shown:-

Nep.Det.104 Res.M.T. Coy	Attached 9 Grn Bn.for pay and rations, but under Comd. H.Q. Q-N.Bde.
Q'cliff.Det.104 Res.M.T. Coy.	Attached Q'cliff Bty for pay and ration, but under Comd.H.Q. Q-N.Bde.
"A" Tp. 17 A/Tk.Bty.	Attached 3 Grn Bn.for pay and rations under Comd. 3 Grn Bn.
Tp. 26 A/Tk.Bty.	Attached 9 Grn Bn for pay and rations under Commd.9 Grn Bn.
No.1. Group A.I.F. )	Attachments and command will be notified later.
No.2. Group A.I.F. )	

CONT/



NO.122.

PAGE.3.

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7.DETACHMENTS.

O.C. Queenscliff Det. 104 RES.M.T. Coy will detach 2 3ton M.T. with drivers to under command.

No.2. Group A.I.F. from 09.00 hrs 18 DEC 41.

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8.RETURNS.

Each unit or portion of a unit in Queenscliff-Nepean Brigade, will render 3 copies of X.Y.Z. returns to H.Q. Q-N Bde on Friday each week, without fail.

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9.MOTOR TRANSPORT.

Attention is drawn to M.E.I. Q.127 para 19.

Units must report any accident to or caused by M.T. in detail to H.Q. Q-N.Bde. immediately.

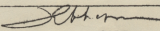
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9.SPEED LIMITS - NEPEAN.

Attention is drawn to all C.O.'s and drivers M.T. to speed limits, especially on Nepean - Portsea road. Any infringement of the speed limit will be reported to the C.O. of the person concerned.

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QUEENSCLIFF.  
17 DEC 41  
NO.122 HAJ

  
CAPT.  
STAFF CAPTAIN P.P.F.

PORT PHILLIP FORTRESS  
ROUTINE INSTRUCTIONS NO.123.

DATED 21 DEC 41.  
QUEENSCLIFF.

FOR OFFICIAL USE  
ONLY A.M.R.&.O. 1587.

1. AMMUNITION.

In order to conserve available stocks of ammunition, all pistol range practices will be suspended until further notice.

A.Q.M.G. NO.122701.(S.Comd)

2. COMMAND AND ADMINISTRATION.

- (1) Consequent upon the formation of Queenscliff-Nepean Sector Bde. Headquarters, the undermentioned changes of responsibility will be effected as from 09.00 hrs.  
P P Fortress Sig Sec remains under Command H Q Q-N Sector Bde.
- (2) Lt-Col T C Inches E.D. is appointed Commander Fixed Defences PPF. He will be responsible for the efficiency of Units of the Fixed Defences P.P.F.(i.e.R A A, P P, P P, P P) from an operational point of view.
- (3) 3 Frt Coy and 11 Frt Coy are under direct command Q-N Sector Bde.
- (4) Unit Commanders are responsible for unit administration through H Q Q-N Sector Bde.
- (5) Commander Fixed Defences will be responsible to the Brigade Commander for the efficient conduct of the undermentioned Messes and Institutes:-
  - (a). Staff Corps Mess Queenscliff (See Rules for Staff Corps Officers Messes 1930).
  - (b). Garrison Sergeants Mess Queenscliff (See Rules for Sergeants Messes Permanent Forces 1934).
  - (c). R A A Canteen Queenscliff (See Rules for the Conduct of Military Institutions Permanent Forces 1934).
- (6) In accordance with Rules for Staff Corps Messes 1930 Chapter 12 para 1 Lt Col T C Inches E D R A A is appointed President of the Staff Corps Mess Queenscliff, and in accordance with Section.2. para 30 Rules for the Conduct of Military Institutes (PF) President R A A Canteen.
- (7) Each Unit Commander is responsible to the Brigade Commander for the efficient conduct of unit Messes and Institutes (as apart from the abovementioned Garrison Messes and Institutes)

Administration Grn Bns.

From 09.00 hrs 21 DEC 41, 3 Grn Bn and 9 Grn Bn will be administered through H Q Q-N Bde.

3. ATTACHMENT.

Queenscliff Detachment 104 Res M T Coy is attached for ration and quarters and under command 3 Grn Bn from 14.00 hrs 19 DEC 41.

Ration transport between P P Frt and Geelong R S D will be maintained by Queenscliff Det. 104 Res M T Coy (2 3 ton trucks).

4. TRANSPORT.

Lt. A R Nichol will arrange for the attachment

1587.

24 DEC 41

## 1. RAISING AND MOVEMENT OF PERSONNEL

- (1). In connection with the raising and movement of personnel to points of concentration or transfer between units, the following procedure will be strictly adhered to:-

(a) Raising and movement of personnel will be carried out in accordance with instructions issued to formations by these H Q and to units in turn by the formations concerned or within the formations by the formation itself.

(b) Movement will be effected to units, camps, or points of concentration (other than operational movement) as directed and all personnel being drafted will be accompanied by the following documents :-

Mob.3 in triplicate (one copy to be signed and returned to unit)

F.200

Dental Cards

Record of leave

Regimental conduct sheets.

Movement order quoting authority.

(c) An officer (in the case of 50 or more personnel) or an N C O (in the case of less) will accompany all drafts and have charge of all documents referred to in sub. para "B" above and will, upon arriving at destination, immediately report to the Adjutant of the unit or Camp who will have the movement order, Mob.3 rolls, and documents carefully checked and will then sign a copy of Mob.3 and endorse thereon a certificate that all documents required have been handed over. Adjutants of Camps should keep a log book recording all personnel marching in or out.

(d) Casualty returns will then be submitted promptly to 3 D R O by both the unit transferring and the unit or camp receiving the personnel.

- (2). Owing to the amount of movement and concentration of personnel taking place at the present time the matter is of the utmost importance in order to avoid confusion at Royal Park and other camps.
- (3). Cases have come under notice recently of parties of men reporting to Royal Park unaccompanied by documents, rolls or conducting officer or N C O., and without any idea regarding what unit they have been drafted for. No excuse will be entertained for such a state of affairs in future.
- (4). Sub-areas H Q will be made conversant of all movement of personnel to or from Sub-areas.

A A G S COMD NO.124301

## 2. CONFIRMATION OF APPOINTMENT.

The probationary appointments of Lieutenant (Temporary) Captain V.50512 V.W.Ludwell and Lieutenants V.503819 J.M.McCann, V.50496 C.Fox and V.50519 A.R.Nichol are confirmed.

COM. GAZETTE NO.266 12/12/41

## 3. REVEILLE

As from 25/12/41 reveille will not be later than 0630hrs. Breakfast 0730

CONT/

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4. REST ROOM.

C.E. Hall, Cr.Learmonth and Hobson Streets has been made available as a Rest Room for all units.

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5. SEASONAL GREETINGS

Edge Commander Col. Mitchell extends to all Officers, N C O's and men under his command the Seasons Greetings.

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6. APPOINTMENT.

Lt. F. Baum 9 Res.Bn. is attached to H Q P P Covering Force, and is appointed Staff Captain dated 23 Dec 41.

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7. RELINQUISHMENT OF APPOINTMENT.

Capt. F.E.Chapman relinquishes the appointment as Staff Captain P P Covering Force, and will be available for regimental duty approximately 2 Jan 42.

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QUEENSLIFF  
24 DEC 41  
NO.1. JWF

*F. Baum*  
Lieut  
Staff Captain P P Cov Fce



PORT PHILIP COVERING FORCE  
ROUTINE INSTRUCTIONS NO 2

DATED 22 DEC 41  
QUEENSLAND

FOR OFFICIAL USE  
ONLY A M R & O 1507

1. HYGIENE & SANITATION IN CAMPS

1. Owing to the scattered nature of the camps at present in the area, sanitary discipline is not so easy to enforce as in a fixed camp.
2. Therefore it is all the more necessary that every effort is made to see that high standard sanitation is maintained at all times.
3. This can only be attained if every Officer, N C O and soldier is constantly on the watch that nothing is done or left undone so that the health of the troops will suffer.
4. When tents are scattered in the scrub men will invariably soil the nearby ground and bushes at night by relieving themselves there instead of the latrines.
5. To prevent this the men must be lectured to and made to understand the seriousness of this breach of discipline and that such breaches will be severely dealt with.
6. If a concerted effort is not made to keep these camp sights sanitary, serious outbreaks of disease are likely to develop.
7. FLIES  
It is vitally essential that every care and precaution should be taken to prevent the spread and breeding of flies.
8. This is necessary because flies are responsible for the spread of such diseases as Typhoid, Cholera, Dysentery, Diarrhea and Conjunctivitis.
9. At present there are small outbreaks of Diarrhea in camps. Flies spreading infection are the usual cause. These outbreaks are liable to become serious unless active and efficient measures are carried out by all unit Commanders to prevent them.
10. Prevention of breeding is more effective and easier than destruction of adult flies. This is exemplified by the fact that each female lays from 5 to 20 batches of eggs and one batch alone may contain 150 eggs which may result, in seven weeks into 800,000 flies.
11. All flies to be destroyed on sight. Flytex can be obtained from the Q M.
12. On no account is refuse, scraps of food etc, to be left about uncovered. See that lids of bins fit well. A lid just resting on the top is useless. All refuse to be disposed of as soon as possible by burying or incinerating.
13. Food attracts flies and must always be under flyproof cover.
14. A meat safe that is mouse proof is not necessarily flyproof. See that fly wire is well tacked down, there are no holes and that the door shuts easily and tightly with a suitable catch.
15. Covers and doors of pan-latrines must be functioning properly, and be fly proof and self closing.
16. Fly traps are to be instituted everywhere and are obtainable from Ordnance.
17. All drains, soak pits, grease traps etc, to be examined and cleaned regularly and frequently.
18. Frequent talks and lectures to all ranks on these matters.
19. Close supervision of cook houses, the preparation and handling of food.

2. COURTS OF INQUIRY - REPORTS.

In future the procedure as set out hereunder will be observed.

All copies to be forwarded to these H Q's for distribution  
as under :-

A W L	5 copies
D 11	4 "
D 21	3 "

In some instances it has been the practice to forward one (1) copy direct to D R O. This will be discontinued.

*E. J. Brown*  
*1-1*



FOR OFFICIAL USE  
ONLY A M R & O 1587

PORT PHILLIP COVERING FORCE

ROUTINE INSTRUCTION NO 3.

DATED 5 JAN 42.  
QUEENSLIFF.

1. COMMAND ORGANIZATION, ADMINISTRATION AND MAINTENANCE OF THE A.M.F. WAR IN AUSTRALIA.

ESTABLISHMENT OF HEADQUARTERS P.P. COVERING FORCE.

1. By direction of G.O.C. S.COMD. and confirming action already taken it is advised that H.Q.P.P. Covering Force is established at Queenscliff.
2. Col. J.W. MITCHELL now appointed as Comd. 3 Inf. Tng. Bde. is appointed to administer command of P.P. Covering Force. He is responsible to G.O.C. S.COMD. for the defence of Port Phillip Frt. Sector and will command all troops allotted to or stationed in that sector.
3. 3rd and 9th Grn. Bns. come under command H.Q.P.P. Covering Force from Wednesday 17th December are redesignated 3rd and 9th Reserve Bns. and will be re-organised in accordance with S.M.

A A S S.COMD NO 123,600.

2. DEFENCE WORKS SECURITY.

1. Attention of all troops must be drawn to the urgent necessity to restrain the passing on of information relating to defence works now being carried out in forward areas.
2. All conversation must be guarded, troops must be warned to make no mention of defence works in personal correspondence and inquisitive visitors must be strongly discouraged.

S.COMD. D/3/1.

3. SNAKE BITE.

If bitten by a venomous snake, that is, one that makes from one to four puncture marks, as against the non venomous snake that makes many puncture marks, carry out the following first aid treatment.

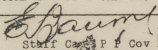
1. Wash bitten area with Solution of Condys, saliva, or handy fluid, then cut out an area of skin a little larger than one square inch and the tissues under the skin as deep as the fangs. This must be done in the first minute.
2. Apply a tight bandage, above the elbow or knee, as the case may be, releasing same every 20 minutes for ten seconds.
3. Wash area of punctures thoroughly, washing away from punctures.
4. Open surface veins and milk blood out.
5. Make two deep parallel cuts along the tracts of the fang wounds.
6. During this treatment keep patient warm and at rest, mentally and physically. Give hot sweet strong tea or coffee but no alcohol.
7. Send for the M.O. and Ambulance straight away and explain what has happened.
8. Endeavour to identify the type of snake.

S.M.O. Q-N Ede 5 JAN 42.

4. USE OF FIRE HOSE.

1. It has been brought to notice that the fire hose on issue to Port Queenscliff is being used for purposes other than fire protection.
2. It is advised that this hose cannot be replaced, and it is directed that the use of fire hose for other than its legitimate purpose is to cease immediately.
3. The fire hose now being used is to be cleaned and dried, and replaced in its position for fire protection.
4. In order to prevent further use of fire hose for other purposes, it is suggested that instructions be issued to all units under your command, in terms of the above Paras.

S.COMD 427 of 2 JAN 42.

 Lieut  
Staff Capt P P Cov Force

ADJ. P.P.F.

PORT PHILLIP COVERING FORCE.  
ROUTINE INSTRUCTION NO 4.

FOR OFFICIAL USE  
ONLY A M R & O 1587.

DATED 8 JAN 42.  
QUEENSLIFF.....

1. NATIONAL SECURITY ( REINSTATEMENT IN CIVIL EMPLOYMENT) REGULATIONS.

I am directed by the Adjutant-General to state that arrangements have been made with the Department of Labour and National Service, to forward to Stationery Depots, supplies of Forms R C. E 1., (copy attached). Form R C. E 1. will not be adopted as an Army Form, but will be made available to Formations and Areas for information and convenience of members of the C M F whose reinstatement in civil employment is affected where an employer offends against the Regulations if he :-

- (a) terminates employment on account of an employee's liability for war service (regulation 2A - (1) ).
- (b) fails to reinstate an employee who has rendered war service (regulation 3 - (1) (Note defences open to an employer under regulation 3 - (2) ).
- (c) reinstate an employee at less favourable terms than those under which would have been applicable had the employee remained in that employment (including any increase of remuneration accruing during his absence) (Regulation 3 - (1)).
- (d) terminates the employment without reasonable cause after reinstating an employee (Regulation 4 - (1)).
- (e) degrades an employee after reinstating him (regulation 4-(1)). as amended 1941 No. 222.

Cases of alleged offences against the Regulations will be investigated by the Employment Division under the Department of Labour and National Service, whose responsibility it is to administer the abovementioned Regulations, and will be dealt with according to the following procedure.

- 1. Upon receipt of a complaint from, or on behalf of, an employee, full particulars should be obtained from the employee concerned. As a guide to investigating officers, as to the information that should be obtained, a standard questionnaire is provided herewith, covering each type of breach that may be alleged.

*James*  
**NOTE.** It is not intended that the particulars obtained should always be restricted to the information required by the standard form. It may be necessary to supplement the list of questions in specific cases.

- 2. When sufficient information is available from the employee, and whether or not all the questions on the standard form have been answered, the employee's version of the facts should be obtained through Investigation Branch of the Attorney-General's Department.
- 3. As soon as possible after the truth of the case has been established, the employer should be contacted personally whenever possible, and every endeavour should be made to settle the matter amicably. It is essential that this step should be taken speedily lest changes in the employer's position make reinstatement impracticable.
- 4. If a satisfactory settlement cannot be arranged, the file, together with a report and comments of the Employment Inspector, should be forwarded to the Deputy Crown Solicitor for advice as to (i) whether a *prima facie* infringement of the Regulations is disclosed, and (ii) whether a prosecution should be launched. The file and the Deputy Crown Solicitor's opinion should then be forwarded to the Secretary.

63 cent.

5. If the Deputy Crown Solicitor reports that action should be taken, the Secretary will either :-
- (a) Obtain the minister's Approval and arrange through the Employment Inspector for the prosecution to be conducted by the Deputy Crown Solicitor in the State, or
  - (b) forward the papers to the Attorney-General's Department in Canberra with a request to that Department to obtain approval and launch the prosecution.
6. Where it is decided not to prosecute the employer, the Secretary will notify the employee and forward a copy of the letter to the Employment Inspector:

In the case of complaint lodged in the first instance at the Central Office, preliminary enquiries will be made by that Office before the case is forwarded to the Employment Inspector in the State concerned for personal investigation and report.

In these investigations, it is not intended that coercive powers should be used. If difficulty is encountered in obtaining information from an employer, the matter should be referred immediately to the Secretary, who will obtain the assistance of the Commonwealth Investigation Branch or instruct the Employment Inspector to obtain such assistance,

Attention is drawn to regulation 7 of the National Security (Reinstatement in Civil Employment) Regulations with safeguards the rights of Universal trainees to leave of absence or pay in lieu of leave in respect of military training up to ninety days in each year. As leave rights are sometimes established by the Arbitration Award under which the employee is working, enquiries affecting this regulation should be referred to the Industrial Officer for advice.

It should be clearly understood that the Reinstatement Regulations do not cover contracts of apprenticeship. Those contracts are regulated by the National Security (Apprenticeship) Regulations (Statutory Rules 1940 No. 104 as amended by 1941 No. 219). Information regarding these Regulations should be obtained from the Industrial Officer.

(M B 99812. )

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2 2. COURTS OF INQUIRY - LOSS OF GOVERNMENT PROPERTY. ½ WHEN MAY BE DISPENSED WITH.

The convening of Courts of Inquiry in cases where the loss of or damage to government stores does not exceed £20 is not compulsory except in cases of loss suspected to be due to theft or fraud (vide A M R & O 691 (b)). nor is the assembling of a court mandatory where the loss of damage occasioned by an officer or soldier on duty to any company, corporation or individual is not in excess of £20 (vide AMR & O 697 (4)).

When, however, a loss is suspected to be due to theft or fraud, a Court of Inquiry will be convened at the earliest possible moment in order to marshal all available facts so that appropriate disciplinary or civil proceedings can be taken if found to be warranted. Attention is directed to A M R & O 692 (3) regarding reporting to military and civil police suspected theft of government property, and to S C R O 450/41.

(SCRO. 603/41.)

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3. SPORTING MATERIALS -- PROVISION FOR UNIT FUNDS.

Sporting materials required by units should be purchased from unit funds derived from Canteen Funds, and the Australian Comforts Fund will not in future be required to provide sporting materials for units except only in special cases.

(S C R O. 608/41.)

4. WARRANT BOOKS (RAIL, COACH & STEAMER) -- RETURN OF USED BOOKS.

- (a) Attention is directed to S C R O. 3 (9)/41, regarding accountancy and return of used books of Travelling Warrants. Used books are to be returned to the D F O at the time of requisitioning for new books. The number of used books returned should normally correspond with the number of new books demanded. Any accumulation of used warrant books will be at once returned to the D F O.
- (b) Used warrant books returned to the D F O, other than by hand, will be sent by registered post.

(S C R O. 508.)

5. THESE ORDERS --- DISTRIBUTION LIST.

These Orders of the G O C. S COMD. will for the present continue to be issued, and apply to all units of Southern Command and of Base Southern Command.

Formation Area Commanders and G O's concerned and Heads of Branches and Services of H Q. S Comd., and H Q. Base S Comd., will submit at once information as to the number of copies required, with brief particulars of the bases of redistribution. This information will be addressed direct to the Chief Clerk, H Q. Base S Comd., 339 Swanston Street Melbourne.

(S C R O. 612.)

6. S COMD COOKERY SCHOOL -- MOOROPNA -- COURSE NO 22.11/11/41 - 1049/41.

The undermentioned personnel qualified at the above course :-

V72194.	L/Cpl.	Groll	H H	Sigs.	Class	11.
V71516.	Gr.	Clark	V A	R A A.	Class	11.
V50602.	Gr.	Cox	R H	R A A.	Class	111.
V71577.	Gr.	Prosser	C G	R A A.	Class	11.
V11497.	Spr.	Kenyon	W	R A E.	Class	11.
V71814.	Spr.	Watson	C V	R A E.	Class	11.
V84730.	Pte.	Colville	J A	A A M	Class	1.

(S C R O. 602/41).

7. S COMD TRAINING SCHOOL -- SEYMOUR -- COURSE No. 42.

ANTI GAS WING -- 17/11/41 to 5/12/41.

The undermentioned officers and other ranks qualified at the above course.

V50802.	Lieut	Lewler	J.	R A E.
VP3553.	Sgt.	Jarrett	A.	R A A.

(S C R O. 602/41).

8. SALVAGE AND RECOVERY SERVICE. (SMD ONLY.)

Monthly credits to Units November, 1941.

R A A Pts.	2	2	d
R A E Pts.	1	4	4.
3 Pnt Coy A A M C.	10	6.	
R A A Crows Nest	3	11.	
R A E Lonsdale	10	11.	
	3	7.	

(S C R O 610/41.)

9. STERILISATION OF BLANKETS.

- (a) After the 15 Jan 42, the equipment of the Quarantine Station will be available for the sterilisation of Blankets,
- (b) Units to make their own arrangements with the Superintendent there.
- (c) FIREWOOD for the sterilisation is to be supplied by the units.
- (d) These services have been made available by Dr Cox, Chief Quarantine Officer.

ESB



10. POSTAL CONCESSION STAMPS.

Attention has been drawn to the fact that P P F. R I. 116 para 6 is not strictly observed and is herewith re-promulgated.

Unit Commanders are to ensure that Postal Concession Stamp is kept under lock and key except when actually in use.

Only the C O or a W O. detailed by him is to use the stamp on private mail as required.

O C's of units are held responsible for any Misuse of these stamps.

11. RETURN OF CABLE NOT LAID.

As the return due on the 20 Dec 41, in accordance with M B I Q73/1936, has not been received will units please take the necessary action to expedite its submission, direct to H Q Base S.Comd.

S.COMD 2395 of 8 JAN 42.

*E. Bourne*  
Lieut  
Staff Capt P P Cov Force.

*Jim*



PORT PHILLIP COVERING FORCE  
ROUTINE INSTRUCTION NO 5

For Official use  
Only A M R & O  
1587

Dated 18 JAN 42  
QUEENSLIFF

1 A R P WARNING MESSAGES AND SIREN SIGNALS

Name of Message	Text of Message	Signal	Distribution & Meaning
Test Call	Police Commrs Test Call	N11	A test call issued by D24 over the Air Raid Communication System to test the instruments & the alertness of the National Emergency Services ( N E S )
N E S Prepare	Air Raid Message <u>YELLOW</u>	N11	A message issued by D24 over the Air Raid Communication System to N E S who would take preparatory measures to be ready to act.
Cancel N E S Prepare	Air Raid Message <u>WHITE</u>	N11	A message issued by D24 over the Air Raid Comm System to N E S meaning that the circumstances necessitating the "N E S Prepare" message have ceased to exist.
Prepare for Air Raid	Air Raid Message <u>BLACK</u>	A series of short & long Blasts	A message ON WHICH THE FIRST SIGNAL MUST BE GIVEN ISSUED BY D24 over the Air on the warning Raid Communication System instrument over to public Alarm Posts a period of 45 seconds meaning that an Air Raid seconds duration may occur.
Raid Impending	A R M <u>REXX</u> <u>RED</u>	A series of bl asts over the instruments of 5 SECS with a 2 SEC interval between each blast over a period of 45 secs.	A message on which the SECOND SIGNAL MUST BE GIVEN ISSUED by D24 over the Air Raid Commg Stm meaning that an Air Raid is impending.
ALL CLEAR	A R M <u>GREEN</u>	One long blast	A message on which the THIRD SIGNAL MUST BE GIVEN over the warning instrument over issued by D24 over the System meaning that the raiders have left the Area or the threat of raid is no longer imminent.

2 S M O's INSTRUCTIONS CIRCULAR NO 10

- 1 All personnel in the area who have not been before a Medical Board as to their fitness to serve P T D are to do so immediately.
- 2 Captain Hewing for Medical Boards in the Nepean Area. The S M O in the Queenscliff Area.

3 ADMINISTRATION

As from 0900 hrs Monday 19 JAN 42 H Q Q-N Covering Force will operate from the new H Q at Queenscliff. The undermentioned personnel are attached for duty.

V83556 Major J Biscombe	S C T S	17 DEC 41
VX244 Capt H McP Austen	S C T S	" " "
V91202 Lieut E Baum	9 RES BN	" " "
V145423 " R Tate	9 RES BN	16 JAN 42
V50817 " M Lorber	R A E	17 DEC 41

3

ADMINISTRATION (cont)

VP 613	W O Ia	H A Nicholls	A I C	17 DEC 41
V50876	Sgt	O R Rees	R A E	" " "
V71670	Bdr	C W Clucas	R A A	" " "
V71585	"	S Rouvray	R A A	19 JAN 42
V71809	Cpl	P McD Murray	R A E	17 Dec 41
V80987	L/Cpl	E A Keppler	9 Res Bn	17 Dec 41
V50492	Gnr	K A Gillies	R A A	14 Jan 42
V71799	"	P C Barlow	R A A	17 DEC 41
V46365	"	W S Bihaop	R A A	" " "
V71539	"	C A Geyton	R A A	" " "
V50865	Spr	G C Louey	R A E	3 JAN 42
V50843	"	W H Climas	R A E	19 JAN 42
V34178	"	J Ryan	R A E	19 JAN 42
V82601	Pte	M Guthrie	9 Res Bn	14 JAN 42
V71788	Gnr	J H Bruce	R A A	17 Jan 42
V71778	"	R L Scorgie	R A A	" " "
V80352	Dvr	T J Dooley	3 Res Bn	" " "
V82673	Pte	R Burt	3 Res Bn	" " "
V91292	"	E H Millership	3 Res Bn	" " "

4

REMOVAL

PERSONNEL All personnel attached to Bde H Q will assemble with equipment, blankets and all personal belongings inside East Gate at 0855 hrs. W O Nicholls will supervise loading of gear and Office equipment, and will detail one man to accompany each vehicle to new H Q.

TRANSPORT O C Transport Fortbess Area will provide three (3) 3 ton vehicles to report to Bde H Q Port at 0845 hrs.

FORTRESS SIGS O C Frt Sigs will arrange transport etc for all personnel under his command.

ACCOMMODATION On arrival at new location W O Nicholls will report to B M to ascertain location of tent accommodation for personnel and will detail an N C O to supervise erection of all tents with the exception of Sigs personnel who will work under direction of O C Sigs.

ADMINISTRATION N C O, Orderly Room I Sect will be responsible for packing of Office equipment and stationery and will accompany same to new location.

5

ATTACHED

The following additional personnel are attached to H Q Q-N Cov Force as from 19 JAN 42.

V72248	Sig	R B McLennan	V72214	Sig	K A S Sterry
V14240	"	J Boykett	V14338	"	L W Marsh

(Signed) E Bourn Lieut  
Staff Capt Q-N Cov Fce

FOR OFFICIAL USE  
ONLY A M R & O 1587.

DATED 22 JAN 42.  
QUEENSCLIFF.

1. TRAINING SCHOOL - CHEMICAL WARFARE.

Results of above school are as follows:-

No.	Rank.	Name.	Unit.	Knowl. of Sub.	Instr. April.
VX65749.	Pte.	Harwin J.H.	No. 200. AIF. Reg. 3rd. Coy.	Good	Good.
VX65917.	"	Clutterbuck H J.	"	Good	V. Good.
V 61508.	Sgt.	West N S R.	3rd. Res Bn.	Good	Good.
V 82631.	Cpl.	Armstrong A.	"	V. Good	Good.
V 82547. L/Cpl.	Davies C H.	"	"	V. Good	V. Good.
V 91929. A/Sgt.	Gilchrist S C.	"	"	Good	V. Fair.
V 91573	Pte.	Wolch E.	"	Fair	Good.
V 91558.	"	Stewart G.W.	"	Fair	Good.
V 92733. A/Sgt.	Hallhallen J.G.	"	"	Good	Good.
V 91766. A/Cpl.	Phillips A.M.	"	"	Good	Good.
V 91775. L/Cpl.	Wilde F.	"	"	Good	Good.
V 91055.	Pte.	Fourd J.H.	"	Good	Good.
V 50907. W O.L.	Cohen C.J.	R A E COND.	"	V. Good	V. Good.
V 50873.	Sgt.	Purser R A.	"	Excellent	V. Good.
V 71805.	Sgt.	Prewin A F.	"	Good	Good.
V 71860.	Sgt.	Innes A F P.	"	V. Good.	V. Good.
V 71826.	Cpl.	Bastin A R.	"	Good	Good.
VP. 4216.	Cpl.	Allen R E.	"	V. Good.	V. Good.
V 50986.	Spr.	Waddell W M.	"	Good	Good.
V103425.	Spr.	Hill C R.	"	V. Fair.	Good.
V 1321. A/Sgt.	Mancey J.	3rd. Fortress Coy.	"	V. Good	Good.
V 18537. L/Cpl.	Efford R.	"	"	V. Good.	Good.
V 14834. L/Cpl.	Elliot E C.	"	"	V. Good.	Good.
V 91131.	Cpl.	Marshall E L.	9 Reserve Bn.	V. Good.	Good.
V 91234.	Cpl.	Horwood F.	"	Good	Good.
V 91923.	Pte.	Milne J W.	"	Good	Good.
VX 6113. A/Cpl.	Keating F.	"	"	Good	Good.
VX87636.	Pte.	Kaye E.	"	V. Good.	Good.
V 91366.	Pte.	Muir R.	"	V. Good	Good.
V 81076.	Cpl.	Reddan C.	"	V. Fair	Good.
V 13204.	Pte.	Collier J P.	"	V. Fair	V. Fair.
V 92005.	Cpl.	Richards H H.	"	Fair	Good.
V 91551.	Pte.	Meyers L.F.	" (sb. 2dy. sick.)	Poor	Fair.
V 14977.	Gnr.	Wadson B.	Q8Cliff Bty.	Good	V. Fair.
V 84003.	Gnr.	Moaker C S B.	"	V. Good.	Good.
VB443366	Gnr.	Lyons J C.	Napean Bty.	V. Good	Good.
V 71653.	Gnr.	Scott R K.	"	Good.	Good.
V 71647.	Gnr.	Percy D C J.	"	Good	Good.
V 13887.	Gnr.	Nicholson W C.	Q8Cliff Bty.	Good.	Good.
VP 7156. L/Cpl.	Hollands W C.	Pearce Bty.	"	V. Good	V. Good.
V27171.	Gnr.	McInnes C.	"	Excellent	V. Good.
V33284.	Gnr.	Miller R C.	"	V. Good.	Good.
V 71560.	Gnr.	Walker F.	Q8Cliff Bty.	V. Fair	V. Fair.
VP 6823.	Sgt.	Griffiths J B.	"	Good.	Good.
VX20153.	Cpl.	Kennedy H.	No. 1. Gp. AIF. Sorrento.	Good	Good.
VX82105.	Cpl.	Rush G.	"	V. Good.	V. Good.
V 1019.	Cpl.	Rady H.	11th. Fortress Coy.	V. Good.	Good.
V 91756.	Sgt.	Rigmore P R.	9 Res Bn. (Returned to Unit 10/1/42.)		

*EB*

2. WIRELESS RECEIVING SETS.

A return showing the number of wireless receiving sets available to troops on operational stations and in camps of training will be submitted by G O's of all units in accordance with the pro forma given below to reach H Q. Base S Comd, through usual channels not later than 30th January 1942.

PRO FORMA.

UNIT.....

LOCATION.....

OPERATED.  
 Electrically By Battery.

A. Wireless Receiving Sets Available.

Departmental sets  
 Sets owned and operated in  
 recreation huts, etc. by  
 philanthropic societies.  
 Privately-owned sets.

B. Number of sets (exclusive of  
 sets shown in "A") required  
 to provide adequate facilities  
 for receiving educational and  
 entertainment broadcasts.

C. Brief report on availability of  
 electric power facilities for  
 recharging batteries.

(S C R O. 25/42.)

3. FIELD ALLOWANCE -- ENTITLEMENT AND CLAIM.

- Field allowance is only payable for periods of duty actually performed in camp. The allowance is not payable in respect of periods of leave or of absence from camp on other duties.
- When absence from camp includes portion of a day, the allowance will only be payable for that day when the member concerned has been present at two consecutive meals on that day, i.e. Breakfast and Dinner or Dinner and Tea.
- Both Field Allowance and Subsistence Allowance cannot be paid in respect of the same day.
- Schedules of claims for field allowance will be prepared in duplicate and be written in ink or typed. Signatures of acquittance will be in ink, if practicable, otherwise in indelible pencil.

(S C R O 13/42.)

4. X Y Z. RETURN. NOTICE TO ALL UNITS.

Commencing from Saturday 24 Jan 42. Units will forward the above-mentioned return (1 copy). direct to District Records Office.

This return is important and unit co-operation will be appreciated.

To enable figures to be supplied to Army Education Publications, all units will forward 1 copy of X Y Z return to H Q. Q N. Cov Force each Saturday as in the past.



5. EVACUATION.

V80937. L/Cpl. E Keppler evacuated to C D S. Queenscliff on 18 Jan 42.

6. REJOINED UNIT.

V80937. L/Cpl. E Keppler rejoined H Q. P P Cov Force from C D S. Queenscliff on 20 Jan 42.

7. S M O's INSTRUCTIONS - INOCULATIONS IMMUNISATION & VACCINATION.

1. All officers and other ranks in the P P Cov Force area to be inoculated with Typhoid Paratyphoid vaccines, immunised against tetanus and vaccinated immediately.
2. C O's are responsible that this is carried out completely for all personnel under their command and attached troops.
3. Personnel who received their course of injections twelve or nine months ago will receive a maintenance dose of 0.5cc T A D and 1.0cc T T.
4. R M O's will follow procedure laid down in S M O instruction of 26th Dec 1941. Amounts of serums required (etc.) will be forwarded to the nearest C D S. one week prior date of inoculation etc.

(S M O. Circ. No. 15.)

8. PROMOTIONS.

The undermentioned personnel are promoted to acting ranks as shown whilst carrying out duties with Q N Covering Force, Brigade H Q. to date from 17 Dec 41. Auth S C. 123600, pending approval of War Establishment.

To be A/Sgts.

V71670 A/Bdr. C W Glucas. V71809. A/Cpl. F Mc D Murray.

To be A/Cpl.

V80997. L/Cpl. E Keppler. V71799. Gnr. F C Barlow.  
V46365. Gnr. W S Bishop.

To be I/Cpl.

V90252. Dvr. T J Dooley.

9. TRADE GROUP PROMOTIONS.

The following are promoted to the trade groups shown whilst carrying out the duties allotted them.

TRADE GROUP 11. Int.

V71799. A/Cpl F C Barlow. from 17 Dec 41.  
V71537. Gnr. C A Geyton. " "

TRADE GROUP 11. Cook.

V91292. Pte. E H Millership. from 17/1/42.

TRADE GROUP 111. Clerks.

V50865. Spr. G G Louey. from 3 Jan 42.  
V50422. Gnr. K A Gillies. " 14 Jan 42.

TRADE GROUP 111. M T Drivers.

V71778. Gnr. R L Seorgie. " 17 Jan 42.  
V71788. Gnr. H J Bruce. " 17 Jan 42.

*E. P. Baccante*  
Lieut.  
Staff Capt. P P Cov Force.



DATED 28th Jan 42.  
QUEENSLAND.....

1. APPOINTMENT.

Capt H. McP. Austin is appointed Bde Transport Officer.  
Unit F O's are responsible to him for the efficient working of  
their department.

2. RETURNS CANCELLED.

Notice has been received of the cancellation of the following  
returns. Monthly Statistical return (pro forma F 400, )  
Home Forces Inf Own Troops.

3. VACANCY -- CLERK.

Applications are invited from personnel with clerical experience  
to fill vacancy at Bde H Q.  
Applicants must have typing ability.

4. LOSS OF RIFLE. NO. 211308.

A search is to be made by each unit as to whether above rifle  
is held by it. Reports to be furnished to H Q. Q-N Gov Force  
on receipt of this instruction.

5. LEAVE RECALL.

The following instruction has been received from S Comd.:-  
All personnel on harvesting leave on strength of units to be  
recalled to rejoin units by sixth February. Unallotted per-  
sonnel on area strength on harvesting leave to be called in  
for allotment. Instruction applies to personnel on leave  
and not to those cases where training has been deferred.  
Auth. S Comd A231. 27/1/42.

6. EVACUATION.

V50492. Gr. K A Gillies to S R G H Caulfield for observation  
26 Jan 42.

7. STRENGTH INCREASE.

The following personnel are attached for duty.:-

V82931.	Pte.	Davies	G E.	3 Res Bn.	21 Jan 42.
V81047.	"	Jones	R	" "	" "
V 6159.	"	Roseberry	W.	" "	" "
V80803.	Cpl.	McLeod	J D.	" "	26 Jan 42.
V16924.	Pte.	Duckworth	W H.	" "	" "
V12371.	"	Leith	P J.	" "	" "
V11271.	"	Pagelsan	P A.	" "	" "
V19011.	"	Veysey	D T.	" "	" "
V19019.	"	Roberts	R S L.	" "	" "
V 6184.	"	Harrison	F S.	" "	" "
V52828.	L/Cpl.	Toll	G H.	" "	24 Jan 42.
V143148.	Mieut.	Currie	C.	" "	26 Jan 42.
V19054.	Pte.	Crow	W	" "	" "
V 1197.	"	Dearnaley	F R.	" "	" "
V80641.	"	Garth.	E.	" "	" "
V52765.	L/Cpl.	Doan.	H.	" "	27 Jan 42.

8. STRENGTH DECREASE.

The following rejoined unit and ceases to be attached to  
H Q. Q-N Gov Force

V82828. L/Cpl. Toll G H. 3 Res Bn. 27 Jan 42.

9. RETURNS

Many returns are not being received on the times and dates for  
which they are called. (cont)

9(cont)

This practice must cease, and C O's of all Units will carry out the necessary steps to ensure that returns are despatched in ample time to arrive at or before the stipulated time. Strict adherence must be observed of this order.

QUERNSOLIFFE  
20 JAN 42  
CGL NO 7

*E. Baum*  
Lieut.  
Staff Capt. Q-N Cov Force.

February - May to July  
1943

A stock-take of war diaries commenced in 1956 revealed that an ORIGINAL diary covering the above period was missing. This diary, previously registered as a DUPLICATE, has therefore been re-registered as an ORIGINAL.

An entry to this effect has been made in the War Diary Register.

Army Form C.2118  
(adapted.)

Unit On becoming free Date and Time—From 1<sup>st</sup> Feb '22 To 28<sup>th</sup> Feb '220.343 / 16.20.—C.4788.

A/ mate. last  
Staff Capt. Q.N. Coy. Force

DUPLICATE

# WAR DIARY or INTELLIGENCE SUMMARY

(Erase heading not required).

DUPLICATE

Army Form C.2118  
(adapted.)

54

6

Unit <sup>339</sup> H.Q.

Q.N.C.F.

Date and Time.—From May 1/42 To May 31/42.

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
Queenscliff	5.5.42	0900	Lieut. J. M. Guinness transferred from 4th Bn and posted to H.Q. Q.N.C.F.	} Rmate. Lieut.
"	6.5.42	0900	Lieut. J. A. Williams attached to H.Q. Q.N.C.F.	
		1847	"Bring to" round fired at unidentified vessel displaying incorrect signals - subsequently found to be S.S. "Osama"	} Rmate. Lieut.
	8.5.42	1600	Lieut. J. C. Currie detached for duty to H.Q. Vic. Com Force.	Rmate. Lieut.
	9.5.42	1000	Chaplain W. F. Hart attached to H.Q. Q.N.C.F.	Rmate. Lieut.
	12.5.42	1100	Major Gen. Desham, Col. Baldwin (U.S. Liaison Offr) Lieut. J. C.	} Rmate. Lieut.
		16.16.45.	Currie visited and inspected whole area.	
20.5.42.	11.00		Major Gen. Desham, Lieut. Gen. Plant, Col. Boyle inspected	} Rmate. Lieut.
		16.16.15.	defence positions Queenscliff area and head of St. Lawrence.	
21.5.42.	11.00		Visit of Major Gen. Desham - Brig. Gatchell and party.	} Rmate. Lieut.
		16.17.15.	Profiling of 6 Guns at Point Lonsdale, 14-7 Guns at Port Phillip and 3 A.A. in Port area.	





DUPLICATE

# WAR DIARY or INTELLIGENCE SUMMARY

(Erase heading not required).

Army Form C.2118  
(adapted.)

Unit H Q Q N C F

Date and Time. From 1 JUN 42 To 30 JUN 42

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
QUEENSLIFF	8-5-42	0900	Delete all reference to Casualty Return No 19 dated 8 May 42	
"			Corrigendum - V 146148 Lieut J C CURRIE H Q Q N C F transferred	Appendix 17 <i>afp</i>
"			to H Q Vic Gov Force	
"	25-5-42	0900	V 76993 Capt A G BROGDEN H Q Vic L of C Area transferred from	Appendix 20 <i>afp</i>
"			Vic L of C Area and posted to H Q Q N C F.	
"	1-6-42			
"	30-6-42		Weather cold, heavy fogs at night and early morning	<i>afp</i>
"	1-6-42	0900	V50817 Lieut A M LORD H Q Q N C F rejoined Unit from No 2	Appendix 16 <i>afp</i>
"			course A H Q Int MELBOURNE.	
"	1-6-42	0900	V91761 Lieut J T Mc GINNESS H Q Q N C F detached to No 17	Appendix 16 <i>afp</i>
"			S C T C WOOLLOOMANA	
"	1-6-42	0900	V76993 Capt A G BROGDEN, B A S C O appointed Transport Officer	Appendix 6 <i>afp</i>
"	9-6-42	0900	V50817 Lieut A M LORD H Q, Q N C F detached for duty with	Appendix 18 <i>afp</i>
"			H Q Vic Gov Force	
"	10-6-42	1030	2B A A Bty fired 3 rounds at an unidentified plane over Q'cliff	<i>afp</i>
			Informed by C D H Melb. that plane was Anson and friendly.	

DUPLICATE

# WAR DIARY ~~OF~~ INTELLIGENCE SUMMARY

(Erase heading not required).

Army Form C.2118  
(adapted.)

Unit H Q Q N C F

Date and Time. From 1 JUN 42 To 30 JUN 42

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
QUEENSLIFF	10-6-42	1430	28 A A Bty fired 30 rounds in Proofing Sroot.	<i>afp.</i>
"	15-6-42	0900	3 and 9 Res Bns Officers 3 day Refresher Course commenced, as Intelligence Officer	<i>afp.</i>
"	18-6-42	0900	V13659 Lieut A J DOWNING R A A Command Attached to H Q, Q N C F.	Appendix 21 <i>afp.</i>
"	18-6-42	1700	Demining of BARWON BRIDGE completed.	<i>afp.</i>
"	20-6-42	0830	M L "RAE" replaced S S "MARS" as water transport running between QUEENSLIFF and NEPEAN.	<i>afp.</i>
"	23-6-42	1400 Co 1700	Visit by Maj. Gen. F P DERHAM, Lieut SVENESSEN A.D.C. and Lieut J C CURRIE for the purpose of inspecting QUEENSLIFF and the M L "RAE".	<i>afp.</i>
"	27-6-42	0900	V91751 Lieut J T Mc GUINNESS H Q Q N C F rejoined Unit from No 17 S O T C WOOLLOOMATA.	Appendix 19 <i>afp.</i>
				<i>afp. Downing Lieut L.O. Int, Sec, Q.N.C.F.</i>

DUPLICATE

WAR DIARY ~~OR~~ INTELLIGENCE SUMMARYArmy Form C.2113  
(adapted.)

(Erase heading not required).

Unit.....HQ, QNCF

Date and Time.—From 1 Jul 42

To 29 Jul 42

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
Queenscliff	2 Jul 42	0900	V.76993 Capt A G BROGDEN QNCF evacuated to CDS "Cottage-by-the-Sea"	Appendix 9 <i>afp</i>
"	3 Jul 42	0900	V.145423 Lieut R N TATE QNCF transferred to "F" Branch L.H.Q.	Appendix 11 <i>afp</i>
"	6 Jul 42	0900	V.76993 Capt A G BROGDEN QNCF rejoined Unit from CDS, "Cottage-by-the-Sea", Queenscliff.	Appendix 9 <i>afp</i>
"	8 Jul 42	0900-1845	The District Naval Officer accompanied by the Staff Officer (Operations) inspected the Port Phillip Heads Area and carried out the attached itinerary.	Appendix 23 <i>afp</i>
Nepean	14 Jul 42	1000-1300	Visit of Inspection carried out in Nepean Area by Lt-Gen I McKay.	
Queenscliff	14 Jul 42	1030-1000	Two day visit of Inspection carried out by Capt B G Walker Intelligence - Vic L of C Area.	
"	16 Jul 42			
"	18 Jul 42	1600	V.13659 Lieut A J DOWNING, RAA Comd, PPF, married. Next-of-kin :- Wife - Grace Margaret Downing, 316 Mont Albert Road, Mont Albert. E.10.	Appendix 13 <i>afp</i>
"	27 Jul 42		The undermentioned Officers were transferred to AIF :- VXM 65999 Brig G H KNOX QNCF VXM 83556 Maj J C N BISCOMBE QNCF VXM 76993 Capt A G BROGDEN QNCF VXM 19830 Lieut I A WILLIAMS QNCF VXM 91751 Lieut J T MCKINNESS QNCF	Appendix 10 <i>afp</i>

(Erase heading not required).

Unit ..... HQ, QNCF

Date and Time.—From 1 Jul 42 To 29 Jul 42

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
Queenscliff	28 Jul 42	1230	The undermentioned Officers are transferred to Vic Cov Force :- V.91202 Capt E BAUM QNCF V.146148 Capt J C CURRIE QNCF V.76993 Capt A G BROGDEN QNCF	) Appendix 11 <i>a/p</i>
"	28 Jul 42	1230	V.91751 Lieut J T MCGINNESS QNCF transferred to 9 Garr Bn	Appendix 12 <i>a/p</i>
"	28 Jul 42	1230	V.13659 Lieut A J DOWNING RAA Comd rejoined Unit from QNCF	Appendix 14 <i>a/p</i>
"	28 Jul 42	1230	V.148082 Chap W F HART AACD rejoined Unit from QNCF	Appendix 14 <i>a/p</i>
"	28 Jul 42	1230	V.18830 Lieut T A WILLIAMS, 3 Garr Bn, rejoined Unit from QNCF	Appendix 15 <i>a/p</i>
"	28 Jul 42	1230	V.65899 Brig G H KNOX QNCF, transferred to Vic Cov Force	<i>a/p</i>
"	28 Jul 42	1230	V.83556 Maj J C N BISCOBBE QNCF, transferred to Vic Cov Force	<i>a/p</i>
"	28 Jul 42	1230	Queenscliff-Nepean Covering Force ceased to function, and HQ closed down.	<i>a/p</i>
				<i>a/p Downing, Lieut.</i>
				<i>I.O., R.N.C.F.</i>