

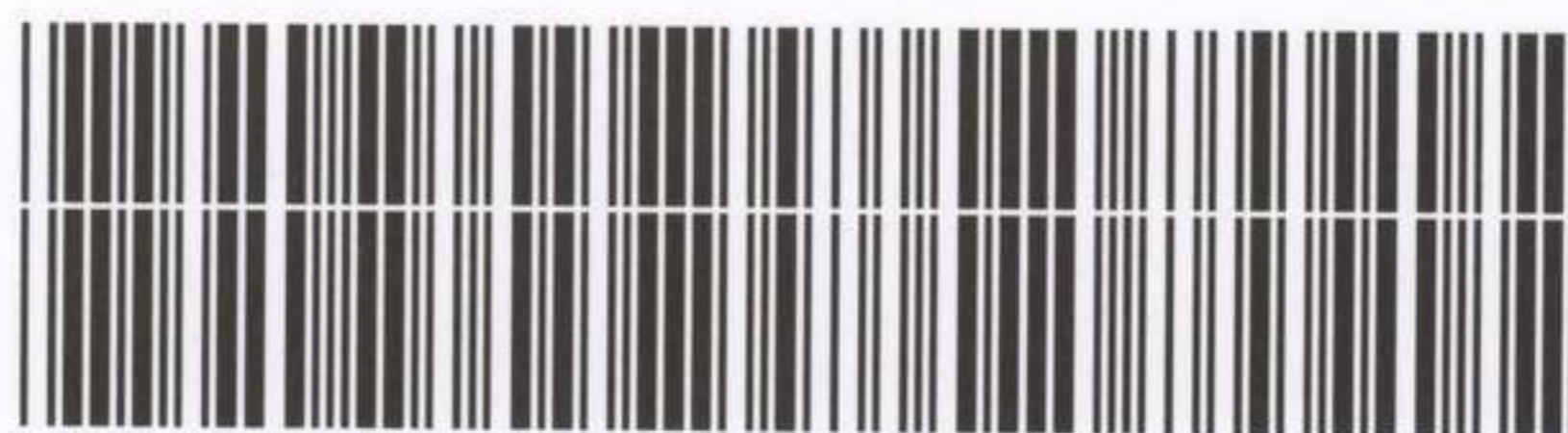
AWM4
Australian Imperial Force unit war diaries,
1914-18 War

Formation Headquarters

Item number: 1/43/16

Title: Administrative Staff, Headquarters
1st Australian Division

May 1916



AWM4-1/43/16

WAR DIARY

Form C. 2118

Instructions regarding War Diaries and Intelligence Summaries are contained in F. S. Regs., Part II. and the Staff Manual respectively. Title Pages will be prepared in manuscript.

or
INTELLIGENCE SUMMARY

Vol II (17) 212

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Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices
SAILLY	May 1916 1/5/16		<p>By 1st May the Division was well established in the area LAVENTIE - FLEURBAIX - SAILLY - DOULIEU.</p> <p>The weather was much improved, and the troops were gradually getting their billets into fair order.</p> <p>Railhead at Bac St. Mann was heavily shelled with 5.9" and 8", from 7.30 to 8.30 Am. As, however, the refilling time had, on the orders of A.A.Q.M.G. been changed from 7-9 am to 5-7 am, there were no casualties.</p> <p>A system of inspection of billets was instituted. Two officers of A.Q. branch each morning inspected the billets of a certain area</p>	

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Place	Date	Hour	Summary of Events and Information .	Remarks and references to Appendices
SAILLY	May 1916		<p>in order to see that the men were comfortably housed, that the fire precautions were duly observed, and that the stable duties were properly performed.</p> <p>As a rule, it was found that the Officers were lacking in administrative knowledge, and a course of instruction for NCOs - as a preliminary to further courses for Officers - was instituted. This was run by the A & S rule, assisted by the Camp Command.</p> <p>All senior NCOs - i.e. RSM, RQMS, CSm came attended.</p> <p>As a result of the two measures outlined, a great improvement took place in the minor administration of the Troops.</p>	

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Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices
Sailly	May 1916		<p><u>Rest House</u> A "rest house" for A Co and men of the Division was now established at Doulien, with accommodation for 50. It is intended that this shall be used by men who though not "fit" for the firing line, are not "unfit" enough to necessitate their evacuation, if some few days rest can be given to them. It is intended to increase the accommodation to admit of 10 officers being similarly rested.</p> <p>The Rest House is in charge of the Co. of the Field Amb. At Doulien - this was afterwards altered, so that the Rest House remained under the charge of Major Shaw, A & M. irrespective of any changes of location in the Field Amb.</p>	

WAR DIARY

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Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices
SAILLY	May 1916		<p>The weather having become warmer, efforts were made to improve the ground surrounding billets by planting seeds - grass, vegetables, creepers, pumpkins etc. This, it was hoped, would minimise the dust in summer and improve the comfort of the troops.</p> <p>Large quantities of seed were purchased and distributed.</p> <p>Certain Orders (Admin memo. 9 + 10 of May 2nd) were issued, in order that troops might know the more important points to which attention was required.</p> <p>1st Amshaban Div. Base Depot at Etaples was inspected by DA + Col of the Army Corps, accompanied by AA + Col of the Division. The depot was fairly satisfactory. More attention requires</p>	<p>Appx C</p>
	5 May			

WAR DIARY

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Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices
			<p>to be paid to Interior Economy, dress, and deportment of the Officers and men. Quarts are slack, & saluting not good.</p> <p>Owing to an outbreak of mumps, the Depot is encamped between the sea and the Etaples, — Boulogne railway. The site is not a good one, being a long and narrow strip, with two deep watercourses.</p> <p>Apart from the mumps epidemic, the health of the Camp is good.</p> <p>The Lt General Commanding the Army Corps instituted a Conference of Divisional Commanders. The first was held on 13. 5. 16 at Chateau SAILLY. Ad three</p>	
	13 th May			

WAR DIARY

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Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices
	20 May		<p>Divisional Commanders attended. All the matters discussed had reference to General Staff work only, & not to Administration.</p> <p>AA & Cule again visited the Base Depot at Staples.</p> <p>An improvement in the interior economy of the Camp was observed, but a great deal remains to be done.</p> <p>AA & Cule on leave (England) 21 - 28 May. During absence Major C.C. Somerville acted as AA & Cule.</p>	
	30 May		<p>The condition of billets is improved, units are taking an interest in their areas, but the junior officers do not take enough care of either their men or their surroundings. Constant inspection by the Admin. Staff</p>	

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Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices
			<p>is still necessary. This is wrong, as this work should be done by Bde and Bn Commanders or their Stafs.</p>	
			<p>During May, AASCULE instituted weekly meetings of Staff Captains. These are held at 1700 on Saturdays and afford opportunity for discussion of administrative questions.</p>	
			<p><u>Health</u> The attached Appx D. Shows the sickness figures of the Dws during May 1916</p>	Appx D.
			<p><u>Crime</u> The attached Appx E. Shows the crime figures of the Dws during May 1916</p>	Appx E

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Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices
SALLY	May 1916		<p>Discipline (cont?) A gratifying feature of the granting of leave to England was that there were no cases of overstaying or absence reported.</p> <p>The total casualties to 31 May 1916 are shown in Appx F</p> <p>Forwarded to 3rd Echelon 20.6.16</p> <p>Copy to Base Records Melbourne</p> <p>CH Foot Col</p> <p>Assemble 1st Bus Div</p>	<p>Appx F</p>

1ST AUSTRALIAN DIVISIONDIVISIONAL HEADQUARTERS
MAY 2nd. 1916.ADMINISTRATIVE MEMORANDUM No. 9.BILLETTS

The following steps will be taken in billets:-

- (1) LIGHTS The use of naked lights must be avoided wherever possible, if candles are the only available means of lighting, they are to be placed in tin sconces, made by cutting down biscuit tins, so that the danger of fire from this source is reduced.
- (2) SMOKING. Smoking in barns, lofts etc. where straw is used is STRICTLY FORBIDDEN, notices to this effect must be displayed.
- (3) REFUSE Refuse boxes for all scraps of food etc. must be provided. ^{paper,}
- (4) TIDINESS Every effort must be made to make billets and surroundings as tidy as possible.
- (5) "DUCK BOARDS" As soon as the state of the ground permits "duckboards" are to be lifted, brushed clean and repaired under unit arrangements. They are then to be neatly stacked and labelled, showing name of unit and number of boards in stack; They will thus be available when again required.
- (6) GROUND. Ground is to be levelled up in the vicinity of billets, drains should be dug where necessary. Pools ~~of~~ of stagnant water are to be drained and deodorised. Unit commanders should endeavour to minimise the dust nuisance in the approaching summer by planting grass seed, ground vines, cucumbers etc. or oats, in all the spare ground round the billets. The ground should be roughly prepared by spreading stable manure and rolling. It is essential that this be done at once if it is to be of use. Seeds can be obtained from D.A.Q.M.G.
- (7) COOKERS. The wheels of Cookers are to be raised clear of the ground on wood chocks: this prevents their being rotted by standing in a puddle.
- (8) WIRE. Loose wire is plentiful around most billets and horse standings. It is to be removed.
- (9) FLIES. Unless a plague of flies is to be suffered during the summer ALL RANKS must endeavour to remove the favourable breeding grounds now existing, and to prevent their formation afresh.
- (10) LATRINES. A circular will shortly be issued on this subject, in the meantime, the most scrupulous care in sanitation and cleanliness must be exercised in regard to whatever system exists.
- (11) INCINERATORS. In billets NORTH of the Railway line, incinerators are to be built and used wherever practicable.

G.C. SOMERVILLE, Major
D.A.M. & Q.M.G.
1st. Aust. Division.

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Appendix No. C

1st. AUSTRALIAN DIVISION.

DIVISIONAL HEADQUARTERS,
May 2nd. 1916.

ADMINISTRATIVE MEMORANDUM. 10.

HUTS & BILLETS

The following instructions received from 1st. A & N.Z.A.C. are republished for information and compliance:-

The Army Corps Commander directs that all Unit Commanders must endeavour to make the huts and billets in which their men are quartered as comfortable and as healthy as possible. Advantage must be taken of the fine weather to take all precautions against a return of wet conditions and to drain their camps, renew duck walks, ventilate huts etc. The following points call for attention :-

(1) VENTILATION. In every hut an air opening 3' X 2' should be cut in the back wall. A wooden flap fastened with hinges (leather hinges may be used if proper hinges are not available) should hang outside the opening to keep out the rain and to be propped up in fine weather and at night. All mud banked against side walls of huts must be removed. Floors must be periodically taken up and the ground aired and all means employed to keep the huts well ventilated and healthy.

(2) INCINERATORS. These must be erected and used for the consumption of all refuse and excreta, which must be burned and not buried. If the incinerator is of a good pattern and well started it should never go out, and great care should be taken to make it efficient. A circular on sanitation is being issued by 2nd. Army which will give advice and instructions on latrines and incinerators. Deep urine pits with tin funnels, in the same pattern as were used at MENA and TEL-EL-KEBIR should be introduced. Washing troughs should be covered in and very carefully drained.

(3) The ground in all camps should be levelled and harrowed and, if possible, rolled. Plans of the camp should be drawn, and regular schemes of drainage carried out, duck walks made, and every effort made to render the camps reasonably comfortable and dry during ~~the~~ a wet spell. Duck walks should be raised above the ground level and not below it as has in many cases been done.

(4) LIGHTS & SMOKING. The use of naked candles and smoking in barns and huts is most dangerous and is strictly forbidden. In the summer there should be very little need for lights after dark in any of the men's quarters. Lanterns should be indented for in cases where lights are necessary and sanctioned. In several recent cases where fires have occurred through disregard of these rules, Officers commanding units have had to pay for the damage done themselves.

(5) RECREATION ROOMS. Every effort should be made to provide a recreation room in all camps, where the men can read, write, hold concerts, etc. Where possible barns should be adapted. Where no other accommodation is available, commanders may indent for tents for the purpose.

(6) Unit Commanders should take a pride in making and leaving their camps clean, smart and comfortable.

(7) A few handfuls of seed should be planted around huts and billets where possible to prevent fire spreading and to keep down the dust during dry weather.

G.C. SOMERVILLE, Major
D.A.M. & Q.M.G.
1st. Aust. Division.

1st AUSTRALIAN DIVISION.

Appendix No. *D*

SICK WASTAGE for MONTH OF MAY 1916.

	<u>Officers.</u>	<u>Other Ranks.</u>
6 days to 6th May.	3	110
Week ending 13th May.	2	113
" " 20th "	5	134
" " 27th "	.	121
4 days to 31st May.	2	119
	<u>12</u>	<u>597</u>

Appendix

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1st. AUSTRALIAN DIVISION.

SUMMARY OF OFFENCES.

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NATURE OF OFFENCE.	WEEK ENDED.				
	9.5.1916.	13.5.1916	20.5.1916.	27.5.1916..	3.6.1916.
ABSENCE.	68	49	48	63	43
DISOBEYING.	32	34	14	36	19
DRUNKENESS.	16	18	21	15	11
INSUBORDINATION.	4	-	3	1	2
LEAVING GUARD.					1
NEGLECT OR CONDUCT TO PREJUDICE.	36	41	29	54	40
VIOLENCE TO SUPERIOR.		1	1		
BREAKING ARREST.		1		3	1
STEALING.				1	
RESISTING ESCORT.					3
VIOLENCE TO SUPERIOR.					
FORCING SENTRY.	1				
ASLEEP ON POST.		1			
DESERTION.				1	
TOTALS.	157	145	116	174	120

Appendix No. E

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1st AUSTRALIAN DIVISION.

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	<u>OFFICERS.</u>			<u>OTHER RANKS.</u>			<u>TOTAL.</u>
	<u>Killed.</u>	<u>Wnded.</u>	<u>Missing.</u>	<u>Killed.</u>	<u>Wnded.</u>	<u>Missing.</u>	
TOTAL <u>Casualties</u> from 20th April (marched in to Div. Area) to 30th April 1916.	1	4	.	34	75	.	114
Casualties from 1st May to 31st May 1916.	4	9	1	106	301	12	433
<u>T O T A L</u> to 31st May 1916.	5	13	1	140	376	12	547

Appendix No. **A** **C**

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1st AUSTRALIAN DIVISION.DIVISIONAL HEADQUARTERS,
7th May 1916.ADMINISTRATIVE MEMORANDUM NO. 17.

Owing to an increase in the amount of leave allotted to the Division, the allotment to units of leave (Administrative Memos. No. 4 of 27/4/16 and No. 7 of 30/4/16) is cancelled and the following substituted therefor. Units may transfer leave privileges to each other, but the total leave passes granted daily must not exceed the total laid down for that day.

Unit	Sun.	Mon.	Tuos.	Wed.	Thur.	Fri.	Sat.	Total for week
Div. HdQrs.	1				1			2
L.H.Sqd. & Cyc. Co.	1	1				1	1	4
Div. Art. (Incd. T.M.Battys.)	6	6	6	6	6	6	5	41
Div. Engrs. (Incd. Signallers)	2	2	2	2	1	1	1	11
Pioneer Bn.	2	2	2	2	1	1	1	11
	18	18						
1st Inf. Bdo.	6	6	7	7	7	7	7	47
2nd " "	6	6	7	7	7	7	7	47
3rd Inf. Bdo.	6	6	7	7	7	7	7	47
Div Train	1	2	-	1	1	1	1	7
Fld. Ambs. (Incd. San. Section)	2	2	1	-	1	1	2	9
Total per day.	33	33	32	32	32	32	32	226

NOTE : Inf. Bdes. include Bdo. M.G.Coys. and Inf. Trench Mortar Batteries, and Regimental Medical Officer.

G.C.SOMERVILLE.
D.A.A. & Q.M.G.
1st Australian Division.